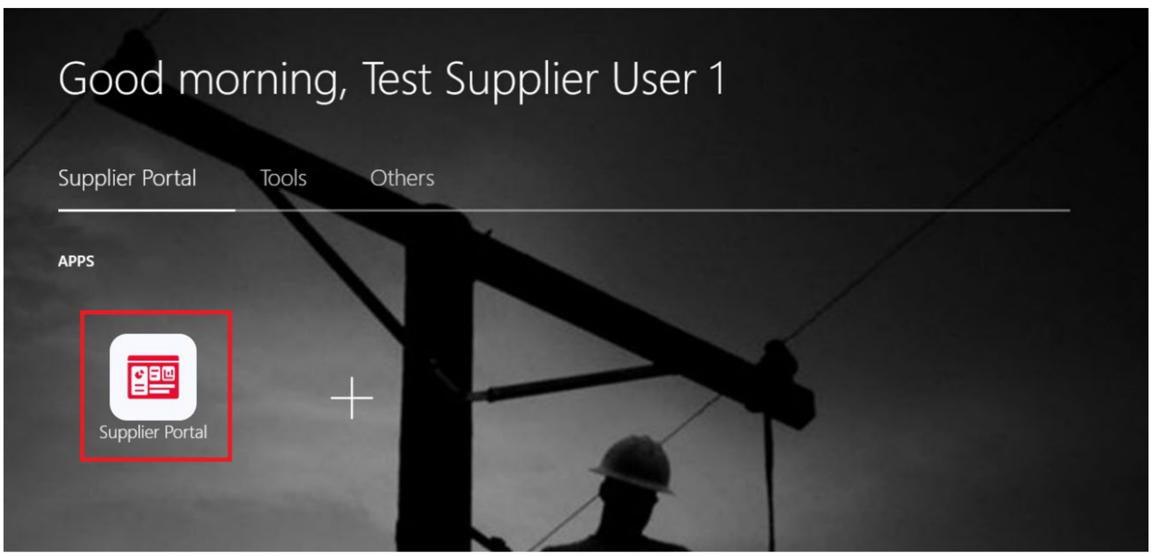
External Supplier:
Adding Supplier Contacts Job Aid

Version 1 / Updated September 3, 2025

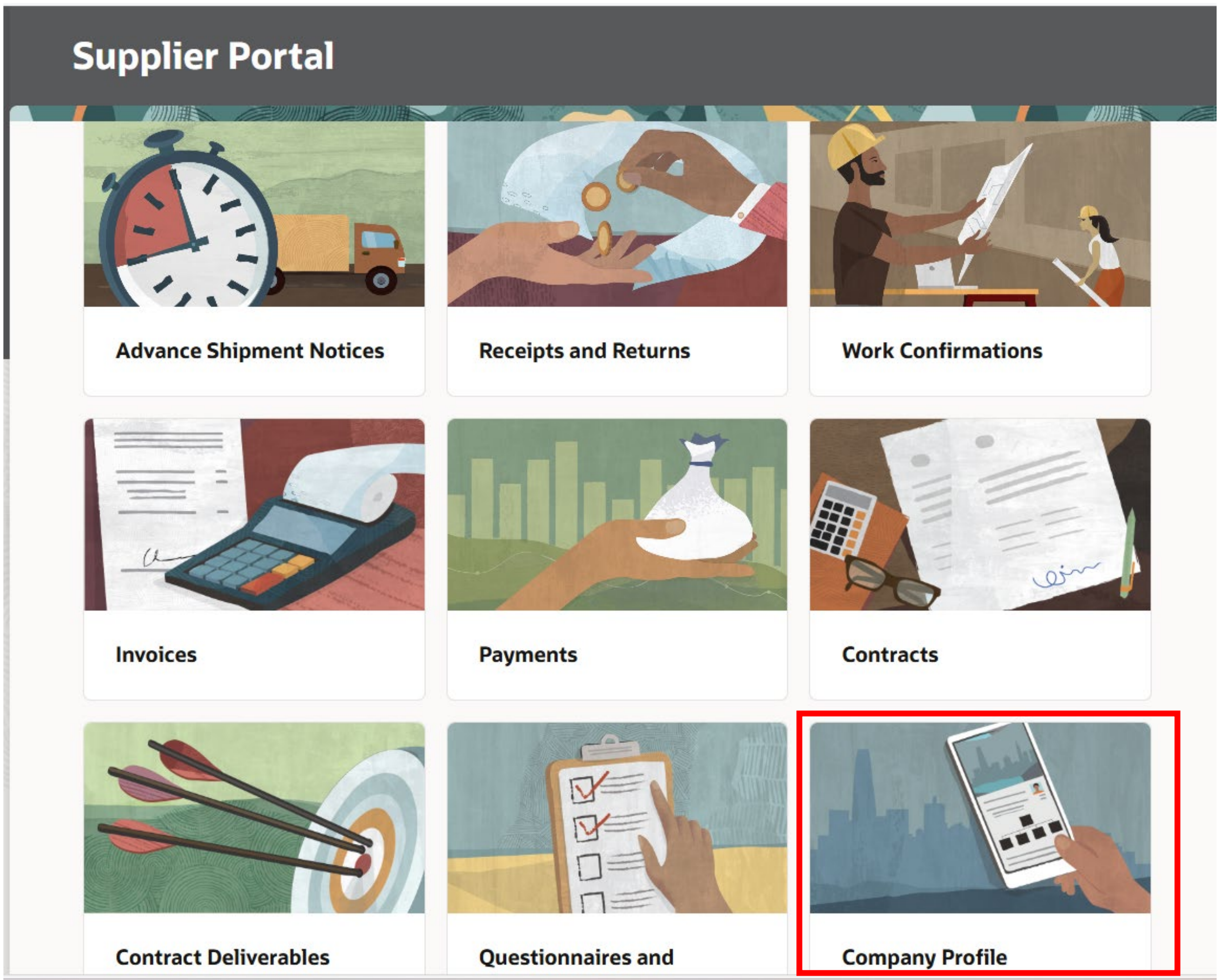
This job aid provides step-by-step instructions for external supplier administrators on how to edit company profile information and specifically add supplier contact(s), request user account(s) and assign appropriate role(s) that grant the new contact(s) the ability to perform specific functions in the supplier portal.

Part 1: Navigate to Company Profile

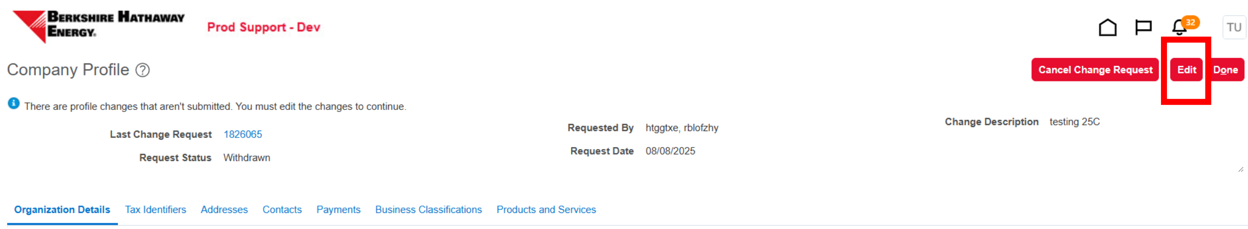
1. From the Oracle Fusion landing page, select the "Supplier Portal" tile as shown below.



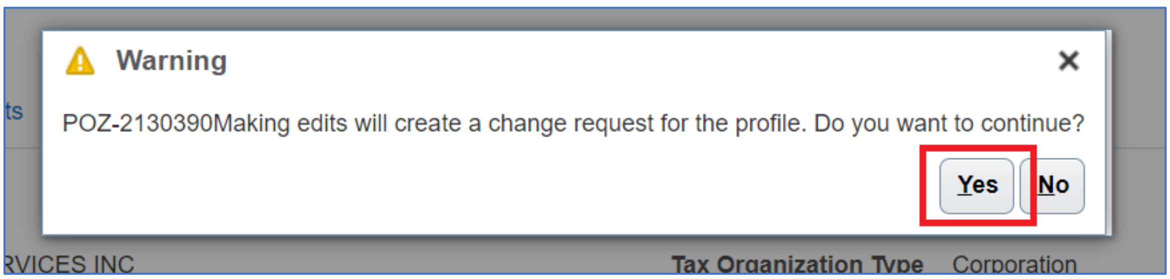
2. The Supplier Portal dashboard is accessed as shown below. Supplier Administrators can manage their **Company Profile**, including adding additional contacts.



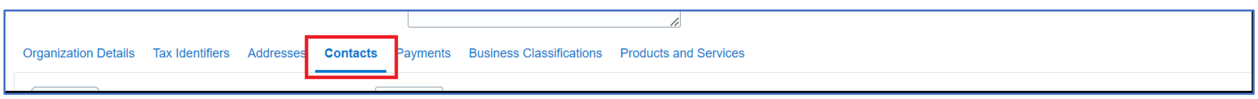
3. The Company Profile is displayed as shown below. Click the “Edit” button to add additional contact(s) or perform other maintenance activities on your Company Profile.



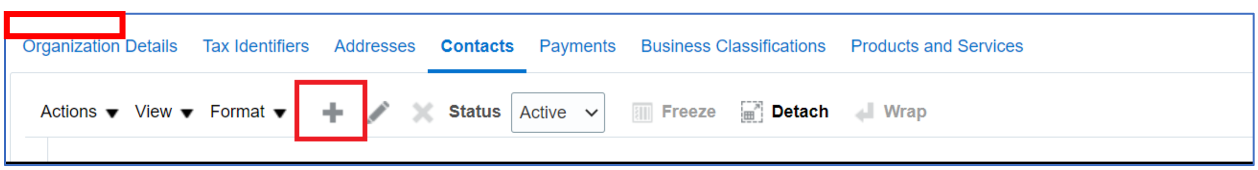
4. Confirm that you want to continue making edits and create a change request by clicking “Yes”.



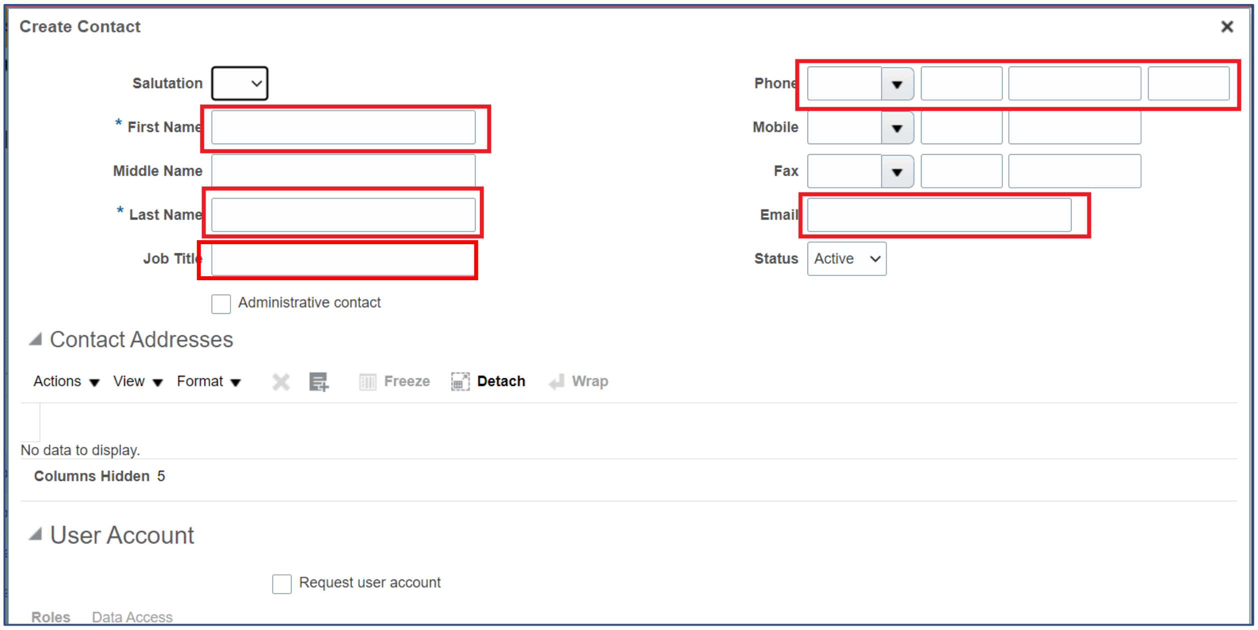
5. Click the “Contacts” link.



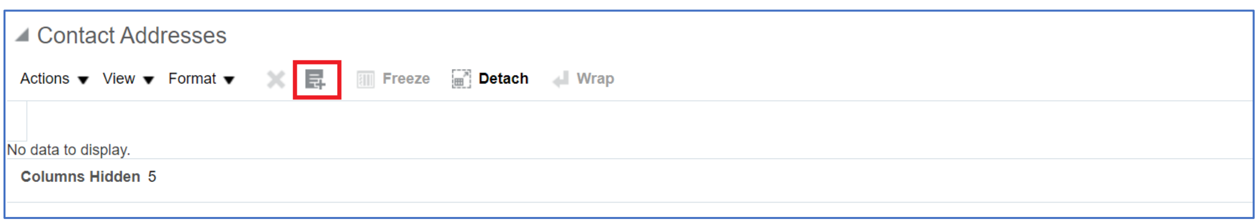
6. To add a contact, click the “+” icon as shown below.



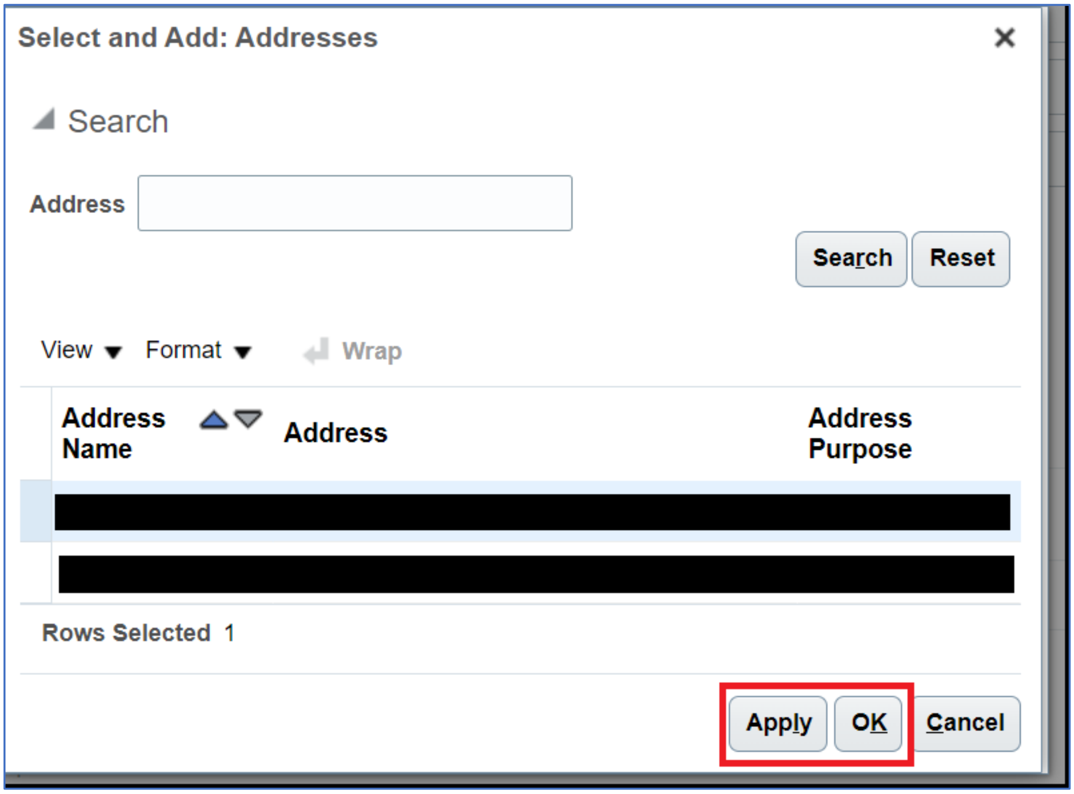
7. Enter the contact information in the fields as indicated below including Name, Job Title, Phone and Email. A valid email is required for any contact requiring a user account and the ability to log in to the Supplier Portal. A user account for a generic or shared email address is not supported.



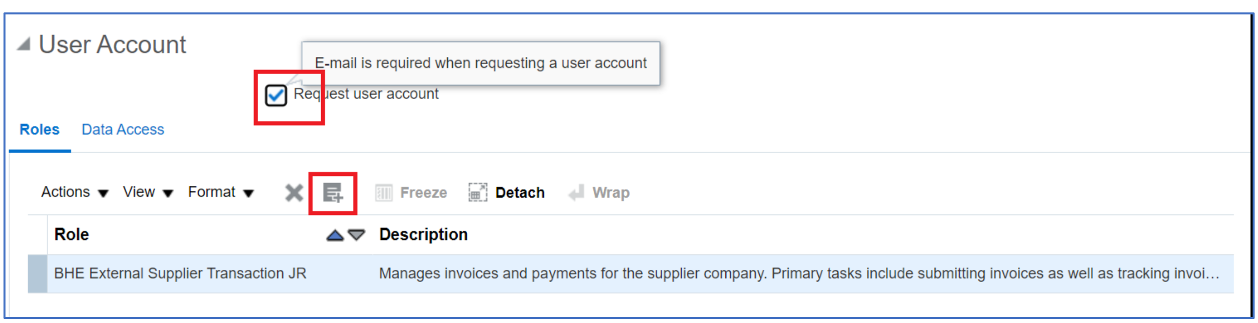
8. Scroll down the page to Contact Addresses and select the “Select and Add” icon to assign an address to the new contact.



9. Highlight the Address for the new contact and then click "OK"



10. If the contact requires a User account, ensure that the "Request user account" box is checked. The BHE External Supplier Transaction JR role is automatically assigned with every user account. To add additional roles to the new contact, click on the "Select and Add" icon. For a description of each role, see Section 12 below.

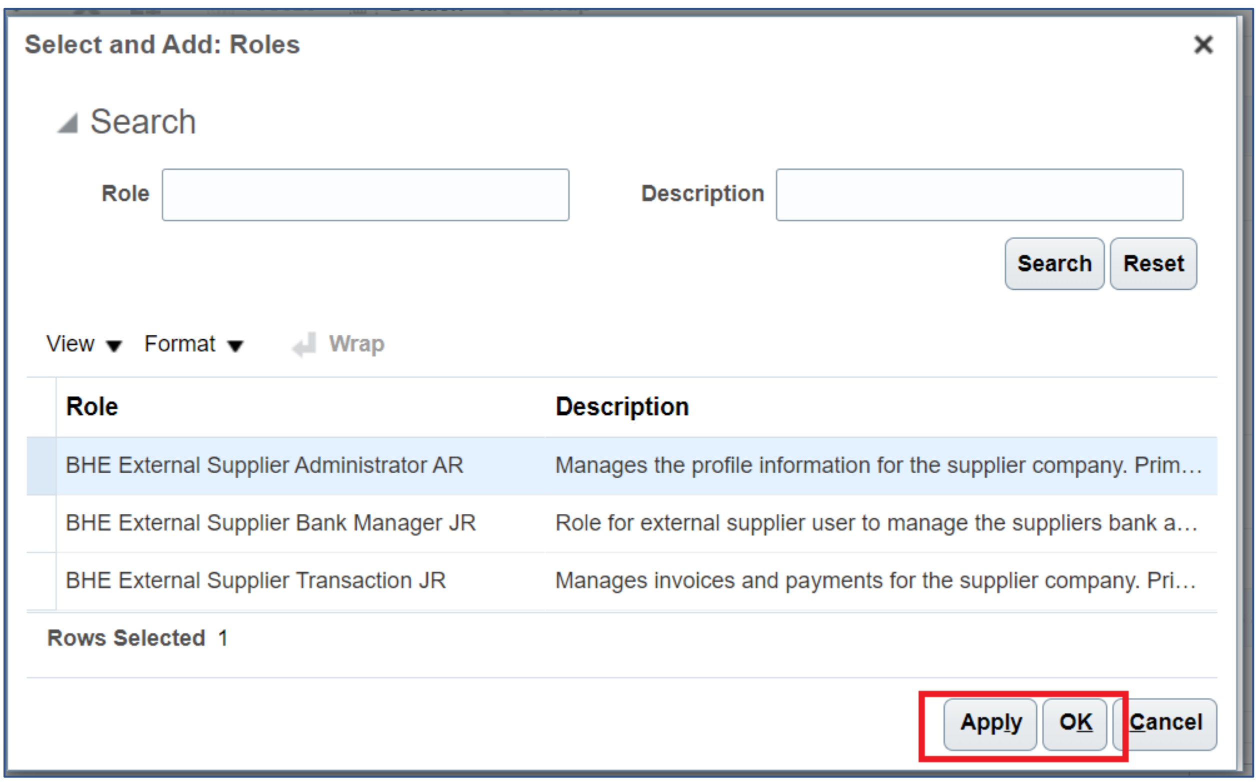


11. Below is a screenshot of each role. Highlight the additional role(s) to be assigned and click "Apply".

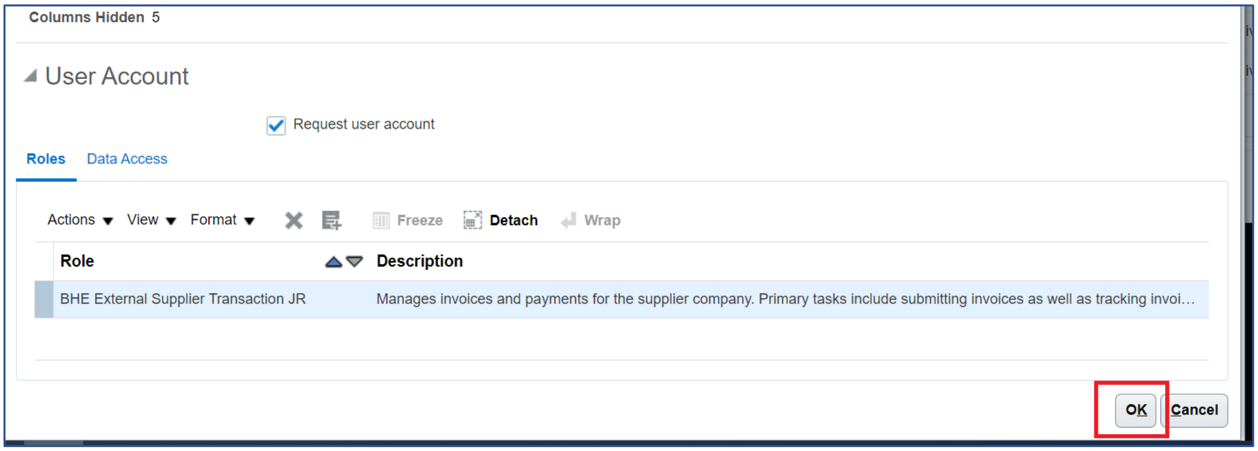
    BHE External Supplier Administrator AR – Ability to edit, maintain and manage Company Profile information including adding additional contacts. Does not grant ability to manage banking or ACH information.

    BHE External Supplier Bank Manager JR – Ability to add, edit, maintain and manage banking and ACH information on Company Profile.

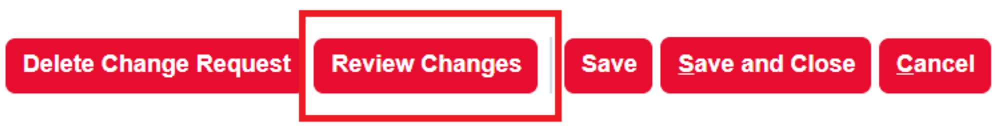
    BHE External Supplier Transaction JR – Ability to participate and submit bids to negotiation events, and to create invoices and payments. Does not grant ability to manage banking information or to edit Company Profile information.



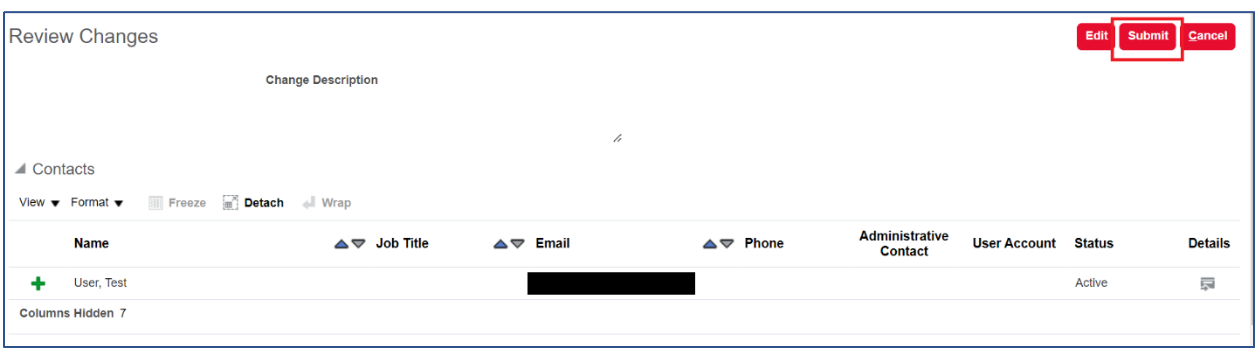
12. Click “OK” once required roles have been selected and added.



13. Once additional contact(s) have been added, assigned address(es) assigned user accounts, if applicable and appropriate roles, click the “Review Changes” button to verify the data entered in the Change Request.



14. When satisfied with the details of the Change Request, click “Submit” to trigger an approval request to a Berkshire Hathaway Energy Supplier Manager.



15. The following message should pop up after successfully submitting the profile change request. Click “OK” on the Confirmation notice.