

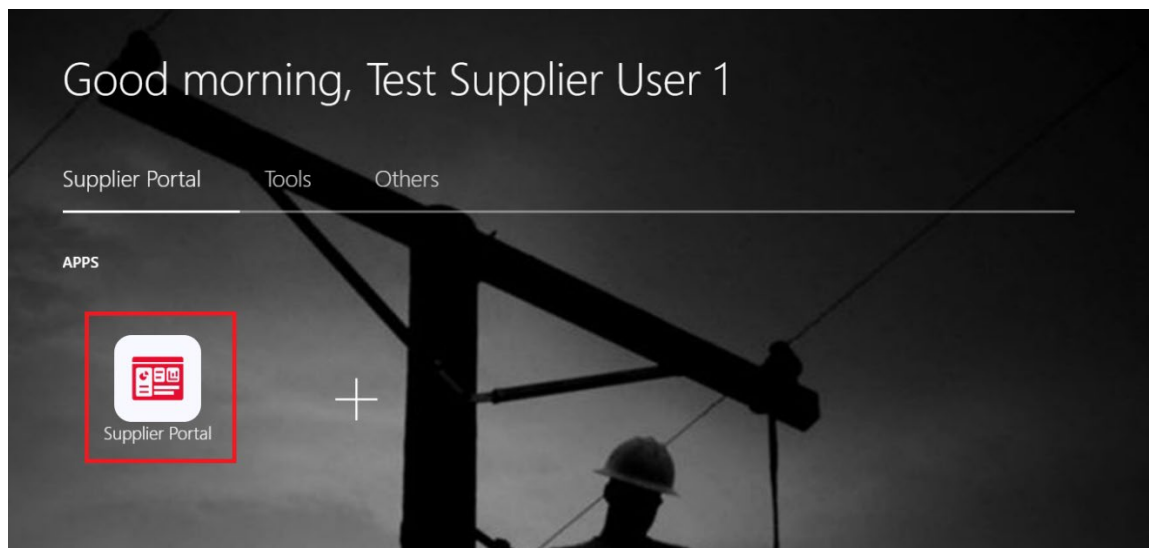
External Supplier: Adding Supplier Contacts Job Aid

Version 1 / Updated September 3, 2025

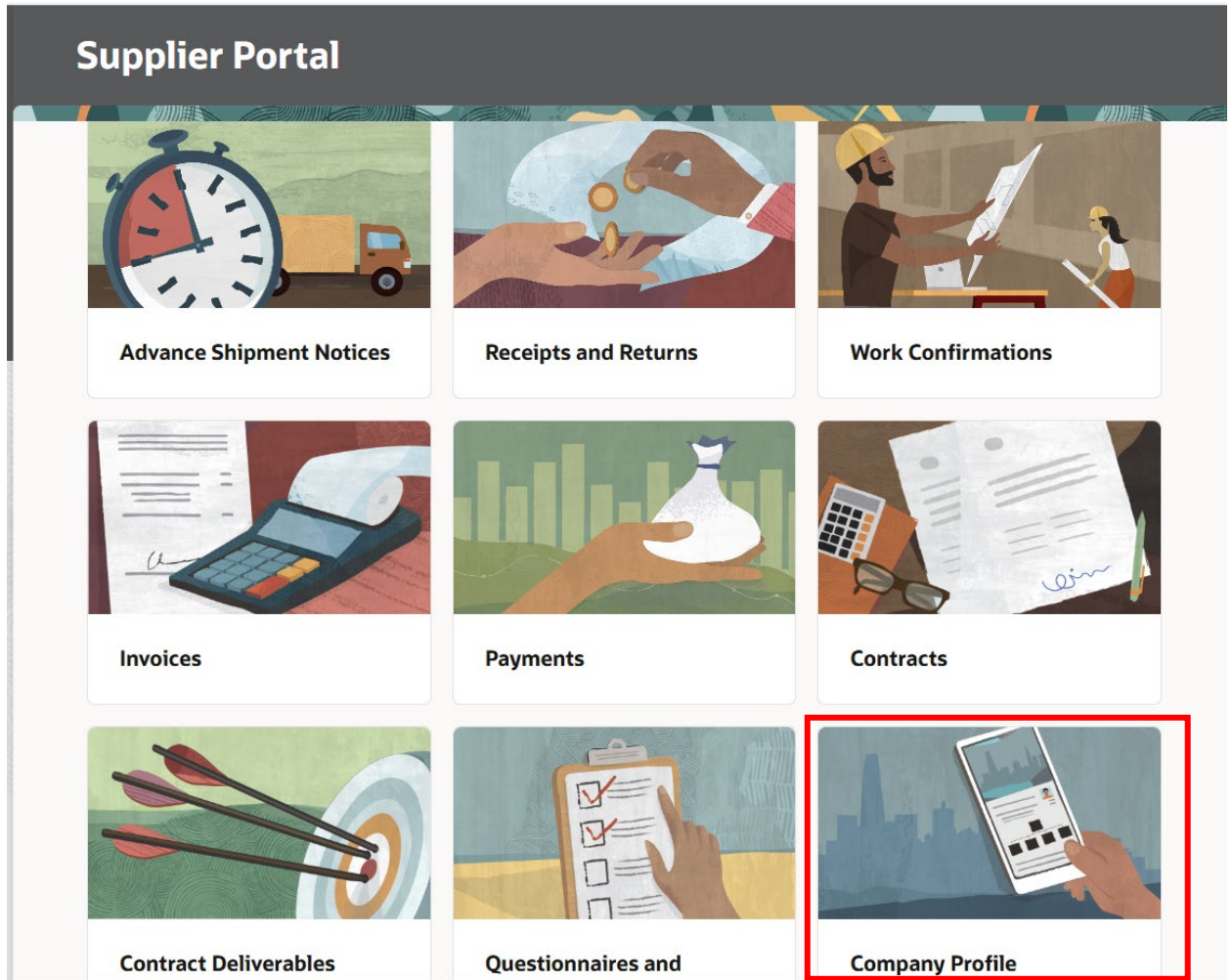
This job aid provides step-by-step instructions for external supplier administrators on how to edit company profile information and specifically add supplier contact(s), request user account(s) and assign appropriate role(s) that grant the new contact(s) the ability to perform specific functions in the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

Part 1: Navigate to Company Profile

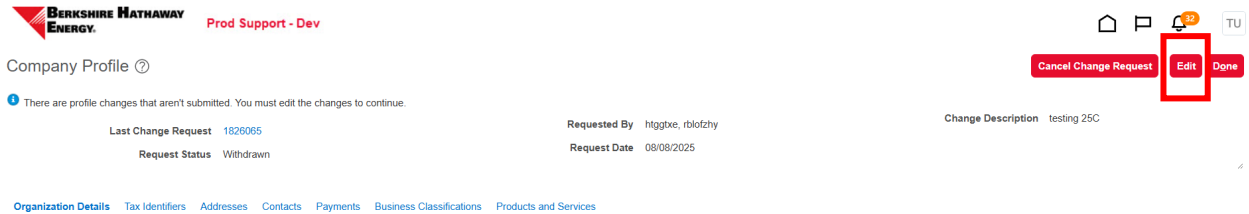
1. From the Oracle Fusion landing page, select the “Supplier Portal” tile as shown below.



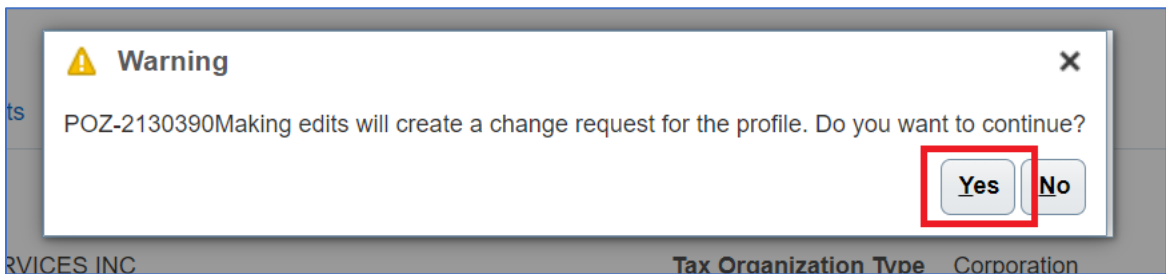
2. The Supplier Portal dashboard is accessed as shown below. Supplier Administrators can manage their **Company Profile**, including adding additional contacts.



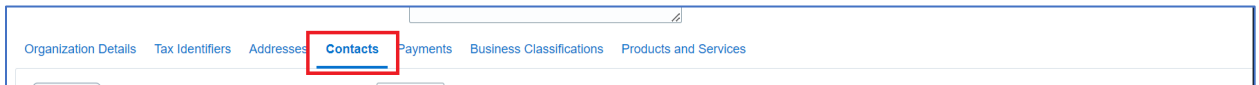
- The Company Profile is displayed as shown below. Click the “Edit” button to add additional contact(s) or perform other maintenance activities on your Company Profile.



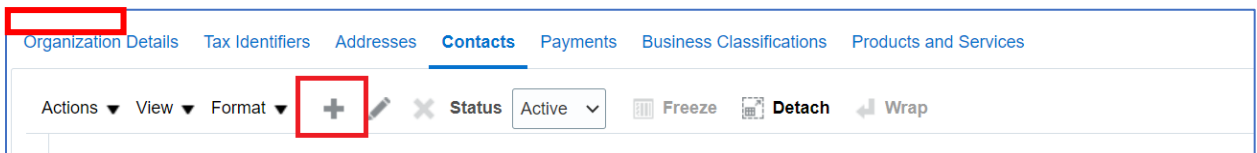
- Confirm that you want to continue making edits and create a change request by clicking “Yes”.



- Click the “Contacts” link.



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



- 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.

Create Contact ✕

Salutation ▼

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone ▼

Mobile ▼

Fax ▼

Email

Status Active ▼

▲ Contact Addresses

Actions ▼ View ▼ Format ▼ ✕ + Freeze Detach Wrap

No data to display.

Columns Hidden 5

▲ User Account

☐ Request user account

[Roles](#) [Data Access](#)

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

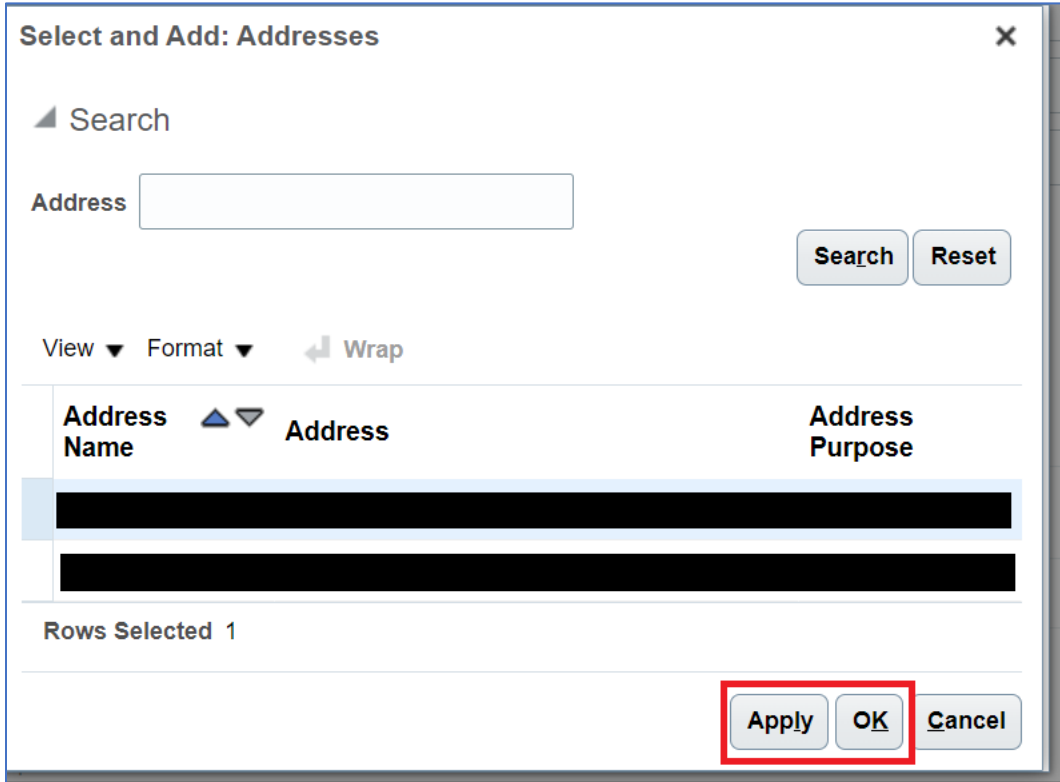
▲ Contact Addresses

Actions ▼ View ▼ Format ▼ ✕ + Freeze Detach Wrap

No data to display.

Columns Hidden 5

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



Select and Add: Addresses

Search

Address

Search Reset

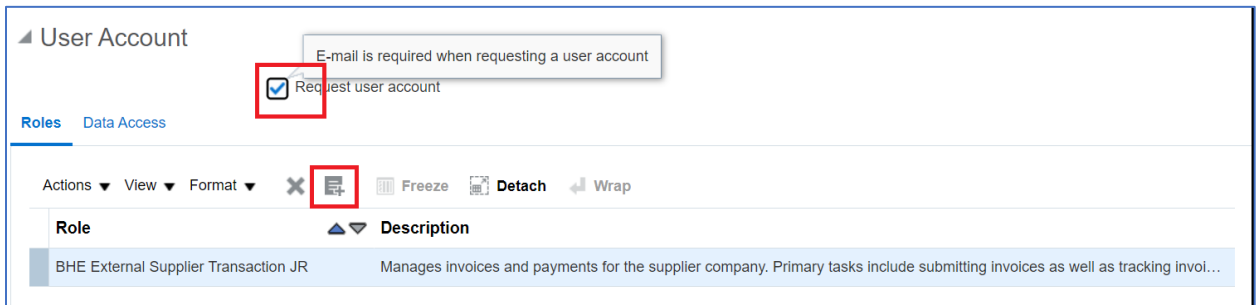
View ▼ Format ▼ Wrap

Address Name	Address Purpose
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Rows Selected 1

Apply OK Cancel

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.



User Account

E-mail is required when requesting a user account

☒ Request user account

Roles Data Access

Actions ▼ View ▼ Format ▼ X Freeze Detach Wrap

Role	Description
BHE External Supplier Transaction JR	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invol...

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.

Select and Add: Roles

Search

Role

Description

Search

Reset

View ▼

Format ▼

Wrap

Role	Description
BHE External Supplier Administrator AR	Manages the profile information for the supplier company. Prim...
BHE External Supplier Bank Manager JR	Role for external supplier user to manage the suppliers bank a...
BHE External Supplier Transaction JR	Manages invoices and payments for the supplier company. Pri...

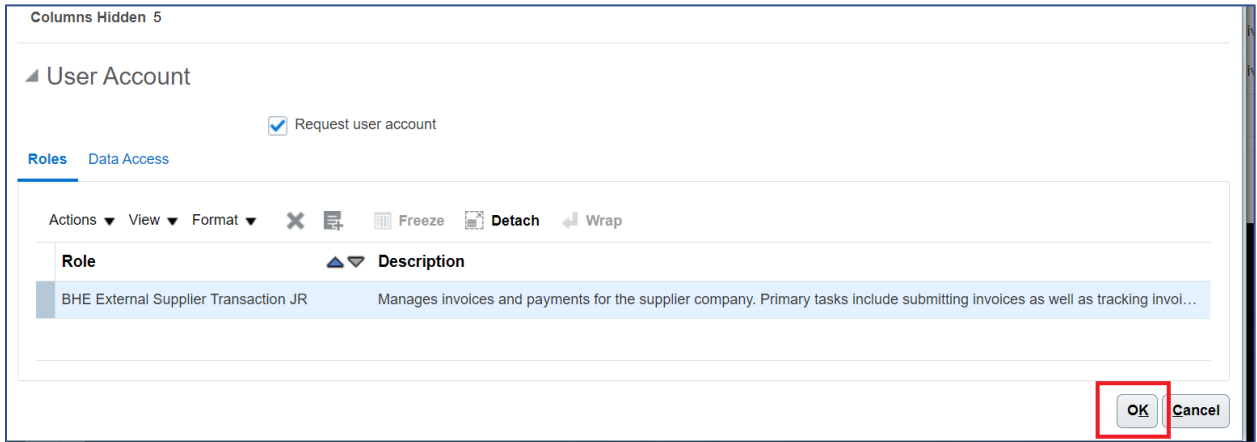
Rows Selected 1

Apply

OK

Cancel

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



Columns Hidden 5

▲ User Account

☒ Request user account

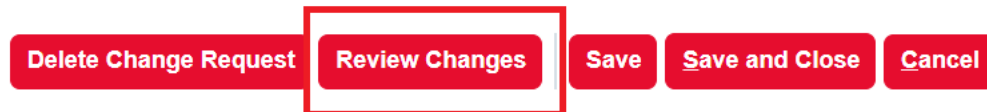
Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
BHE External Supplier Transaction JR	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invol...

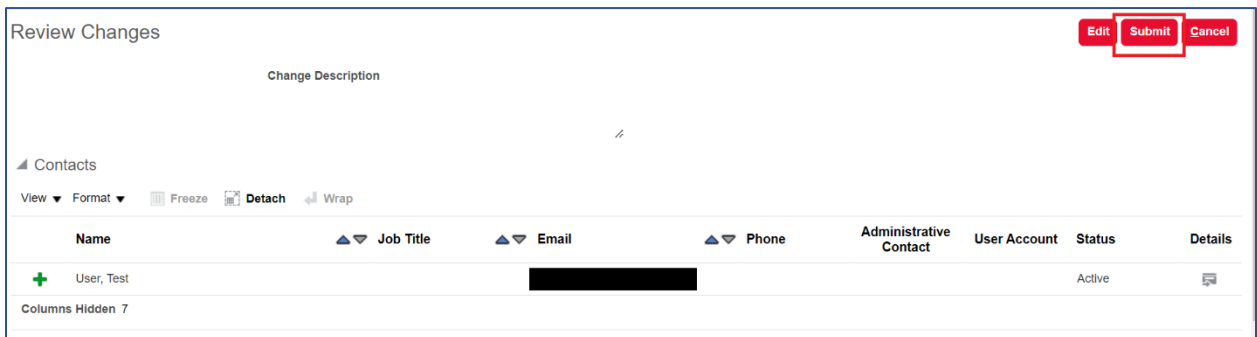
OK Cancel

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.



Delete Change Request Review Changes Save Save and Close Cancel

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



Review Changes

Edit Submit Cancel

Change Description

▲ Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+ User, Test						Active	

Columns Hidden 7

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

