

Supplier Portal

Profile Completion

Updated April 5, 2024

Profile Completion Post Registration Approval

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For a quick guide with no images, follow this link - <https://www.mheducation.com/unitas/corporate/suppliers/profile-completion-quick-guide.pdf>

Profile Completion Post Registration Approval

Oracle Fusion Applications-Welcome E-Mail Inbox x kim testing x



esdi-test.fa.sender@workflow.mail.us2.cloud.oracle.com

to testing001122+testone

Wed, Sep 28, 6:04 PM (15 hours ago)



Dear Slim Pickens,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

https://fa-esdi-test-saasfaprod1_fa_ocs_oraclecloud.com:443/hcm/UI/faces/ResetPassword?_afw_gid=3b34fd8268c54cfba8ff2b8ce081706a

Click the reset password link

For any issues, contact your system administrator.

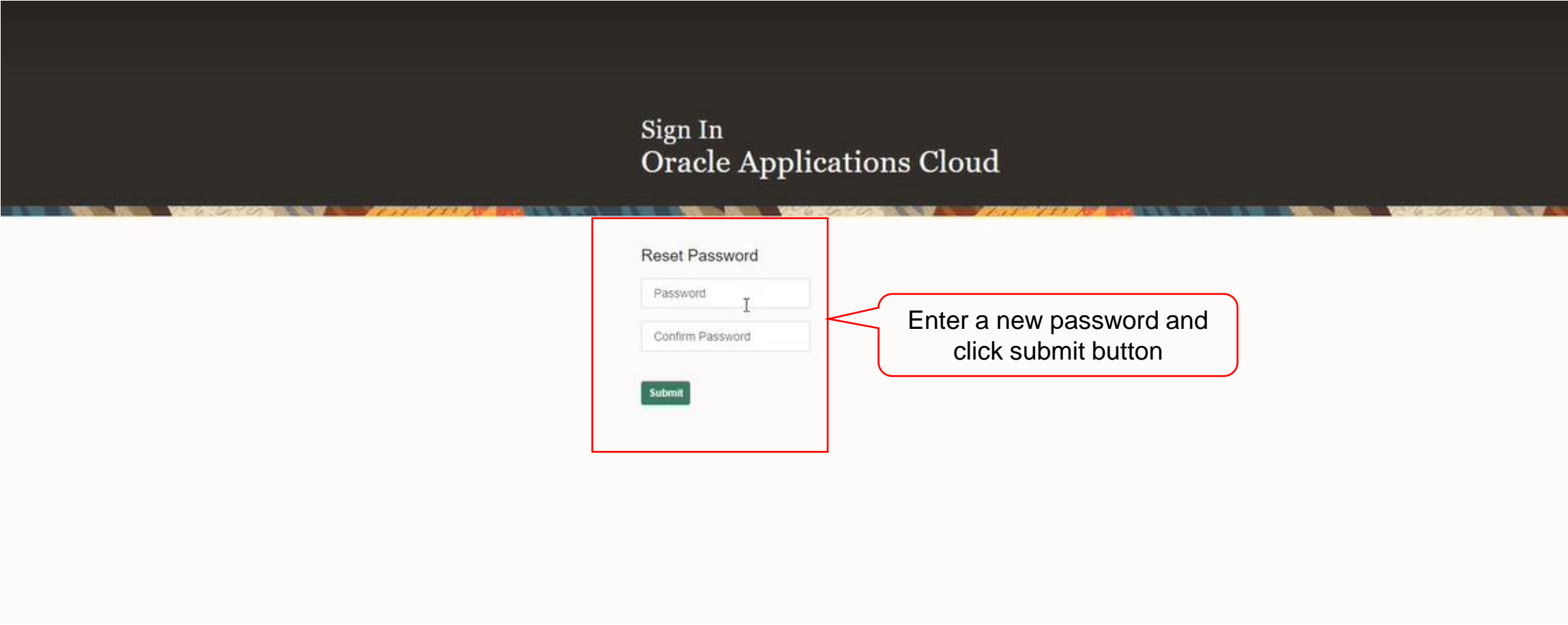
Thank You,
Oracle Fusion Applications

[What is this?](#) [Received, thank you.](#) [Thank you!](#)

[Reply](#) [Reply all](#) [Forward](#)

Although the text says “reset your password”, this link is used to create a password.

Profile Completion Post Registration Approval



User will receive a second email containing the link to access the MH Supplier Portal.

Profile Completion Post Registration Approval

FYI: Supplier Contact User Account for Setup Enterprise was Created Inbox x km testing x

MH Administration Team <esdi-test.fa.sender@workflow.mail.us2.cloud.oracle.com>
to testing001122+testone

Wed, Sep 28, 6:04 PM (16 hours ago)

Supplier Contact User Account for Setup Enterprise was Created

Details

Assignee	Details lens	Supplier	Testing Company 17
Assigned Date	28-Sep-2022 10:04 PM	Supplier Number	10675
Expiration Date	28-Oct-2022 10:04 PM		
Task Number	335499		

Recommended Actions

You were granted access to the supplier application for Setup Enterprise. Click the link below to access the application.

[Access the application.](#)

User Account Details

Assigned Roles

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and

Click link to be taken to the MH Supplier Portal login page

This a system generated email.

Profile Completion Post Registration Approval

Sign In Oracle Applications Cloud

User ID

Password

[Forgot Password](#)

Sign In

English

User ID will be the email address that received the Welcome Email, and Password will be that which the user created

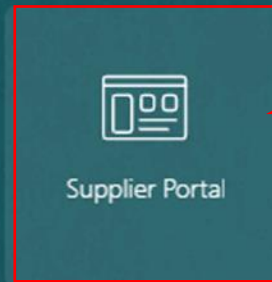
Tip: Bookmark Sign In site for quick access.

Profile Completion Post Registration Approval

Good afternoon, XYZ Supplier

Me **Supplier Portal** Projects Cash Management Procurement Tools Other >

APPS



Click Supplier Portal

Click Supplier Portal

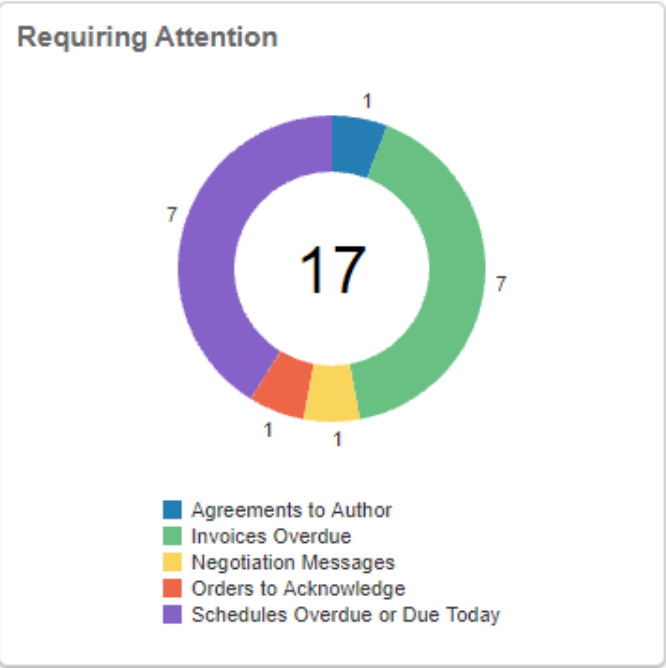
Things to Finish

Profile Completion Post Registration Approval

Supplier Portal

Search Orders Order Number

- Tasks**
- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
 - Agreements
 - Manage Agreements
 - Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
 - Contracts and Deliverables
 - Manage Contracts



Recent Activity
Last 30 Days

Agreements changed or canceled	2
Agreements opened	1
Orders opened	21
Receipts	10

Transaction Reports
Last 30 Days

PO Purchase Amount	194374	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

Scroll Down

Profile Completion Post Registration Approval

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Click Manage Profile



Transaction Reports

Last 30 Days

PO Purchase Amount	194374	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

Supplier News

Profile Completion Post Registration Approval

The screenshot shows the McGraw Hill 'Company Profile' page. At the top right, there are navigation icons for home, flags, notifications, and a user profile icon labeled 'SP'. Below these icons are two buttons: 'Edit' and 'Done'. The 'Edit' button is highlighted with a red square, and a red callout box with the text 'Click Edit' points to it. The main content area is divided into several sections: 'Organization Details' (with sub-tabs for Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services), 'General' (Company: Testing Company 17, Supplier Number: 10675, Supplier Type: STANDARD, Tax Organization Type: Corporation, Status: Active, Attachments: - INVOICE.pdf), 'Identification' (D-U-N-S Number, Customer Number, SIC, National Insurance Number, Corporate Web Site), 'Corporate Profile' (Year Established, Mission Statement, Chief Executive Title, Chief Executive Name, Principal Title, Principal Name, Year Incorporated), and 'Financial Profile' (Current Fiscal Year's Potential Revenue, Preferred Functional Currency, Fiscal Year End Month).

Profile Completion Post Registration Approval

The screenshot shows the McGraw Hill 'Company Profile' interface. The page is divided into several sections: General, Identification, Corporate Profile, and Financial Profile. A warning dialog box is overlaid on the 'Identification' section, containing the text: 'Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?' with 'Yes' and 'No' buttons. A red callout bubble points to the 'Yes' button with the text: 'Click Yes. This will initiate a profile change request which will go to MH supplier team for review and approval.'

Profile Completion Post Registration Approval

Mc
Graw
Hill

Edit Profile Change Request: 17001

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name

Supplier Number 10675

Supplier Type STANDARD

Tax Organization Type

Status Active

Attachments -

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

Fiscal Year End Month

Enter a short description of the change(s) being made to the profile.

Fields marked with asterisk (*) are mandatory. However, suppliers are encouraged to complete as much of their profile as possible.

Profile Completion Post Registration Approval

The screenshot shows the 'Edit Profile' page for a supplier. At the top, there is a navigation bar with the McGraw Hill logo, a home icon, a notification bell with a '1' indicator, and a user profile icon labeled 'SP'. Below the navigation bar are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. The main content area has a 'Change Description' text box. Below this is a horizontal menu with tabs: 'Organization Details' (highlighted with a red box), 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Organization Details' section is expanded, showing several sub-sections: 'General' (with fields for Supplier Name, Supplier Number, and Supplier Type), 'Identification' (with fields for D-U-N-S Number, Customer Number, and SIC), 'Corporate Profile' (with fields for Year Established, Mission Statement, and Year Incorporated), and 'Financial Profile' (with a Fiscal Year End Month dropdown). On the right side of the form, there are fields for Tax Organization Type (set to Corporation), Status (set to Active), National Insurance Number, Corporate Web Site, Chief Executive Title, Chief Executive Name, Principal Title, and Principal Name. A red box highlights the 'Attachments' section, which includes a '+' icon and an 'X' icon. Two callout boxes provide instructions: one points to the 'Organization Details' tab, and another points to the '+' icon in the Attachments section.

1. Under Organization details

2. Attach all **REQUIRED DOCUMENTATION** by clicking on the "+" icon

Profile Completion Post Registration Approval

Go to Tax Identifiers section

The screenshot displays a web interface for profile completion. At the top, there is a navigation bar with the McGraw Hill logo on the left and a home icon, a flag icon, a notification bell with a '1' indicator, and an 'SP' icon on the right. Below the navigation bar, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. A search bar contains the text 't: 17001'. A 'Change Description' field is visible with a placeholder 'JL'. The main content area has a breadcrumb trail: 'Organization Details' > 'Tax Identifiers' > 'Addresses' > 'Contacts' > 'Payments' > 'Business Classifications' > 'Products and Services'. The 'Tax Identifiers' tab is highlighted with a red box. A red callout bubble points to this tab with the text 'Go to Tax Identifiers section'. The 'General' section is expanded, showing fields for 'Supplier Name' (Testing Company 17), 'Supplier Number' (10675), and 'Supplier Type' (STANDARD). The 'Tax Organization Type' is set to 'Corporation' and the 'Status' is 'Active'. There is an 'Attachments' section with a '+ X' icon. The 'Identification' section includes fields for 'D-U-N-S Number', 'Customer Number', and 'SIC'. The 'Corporate Profile' section includes 'Year Established', 'Mission Statement', and 'Year Incorporated'. The 'Financial Profile' section includes 'Fiscal Year End Month'. On the right side, there are fields for 'National Insurance Number', 'Corporate Web Site', 'Chief Executive Title', 'Chief Executive Name', 'Principal Title', and 'Principal Name'. A help icon is visible in the bottom right corner.

Profile Completion Post Registration Approval

Hill

Edit Profile Change Request: 17001

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description To complete requested changes

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

Income Tax

1 Taxpayer Country

2 Taxpayer ID

3 Federal reportable

Federal Income Tax Type

State reportable

Transaction Tax

4 Tax Country

Tax Registration Number

Tax Reporting Name

Name Control

Verification Date dd-mmm-yyyy

Use withholding tax

Withholding Tax Group

Tax Registration Type

Enter income and transaction tax details.

1. Taxpayer Country – Country to which you remit income tax.
2. Taxpayer ID – SSN for Individuals; EIN for business entities.
3. Federal Reportable – Check this box if your income is reportable to IRS.
4. Tax Country – Country to which you report sales and value added taxes.

Profile Completion Post Registration Approval

Go to Addresses section

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description To complete requested changes

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country United States

Taxpayer ID 888991111

Federal reportable

* Federal Income Tax Type DAU/AR

State reportable

Tax Reporting Name

Name Control

Verification Date d5-mmm-yyyy

Use withholding tax

Withholding Tax Group

Transaction Tax

Tax Country United States

Tax Registration Number

Tax Registration Type

Profile Completion Post Registration Approval


Hill

Edit Profile Change Request: 17001

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description To complete requested changes

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format  Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Address Test	123 Rue de Francois,75004 PANTIN,FRANCE		Ordering		Active

Columns Hidden 3

Click "+" icon to add a new Address

Profile Completion Post Registration Approval

Create Address

Search Address

1 * Address Name Corp Office

2 * Country United States

3 Address Line 1 3702 Nesting Way

Address Line 2

Address Line 3

City Chester

County Chesterfield

State VA

4 Postal Code 23831

5 Postal Plus 4 code 7066

6 Language American English

7 * Address Ordering
Purpose Remit to
 RFQ or Bidding

8 Phone 1 655 4442233

Fax 1

9 Email testing001122@gmail.com

Inactive Date dd-mmm-yyyy

Status Active

Create Another **OK** Cancel

- Enter the address details:
1. Address Name
 2. Country
 3. Address Lines – If attention (Attn:) information is required, enter that in Address Line 1 and the delivery address in Address Line 2
 4. Postal Code
 5. Postal Plus 4 Code
 6. Language
 7. Address Purpose
 8. Phone #
 9. Email Address

Profile Completion Post Registration Approval

Go to Contacts section

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description To complete requested changes

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + ✎ ✕ Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Address Test	123 Rue de Francois,75004 PANTIN,FRANCE		Ordering		Active
Corp Office	3702 Nesting Way,CHESTER, ChesterfieldVA.23831	+1 (655) 444-2233	Ordering, Remit to, RFQ or Bidding		Active

Columns Hidden 3

Profile Completion Post Registration Approval

Click "+" icon to add a new Contact

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description To complete requested changes

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format **+** Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Pickens, Slim		testing001122+testone@gmail.com	+1 (609) 469-1111		<input checked="" type="checkbox"/>	Active

Columns Hidden 7

Profile Completion Post Registration Approval

Create Contact

Salutation

1 * First Name

Middle Name

2 * Last Name

Job Title

3 Phone

Mobile

Fax

4 Email

Status

5 Administrative contact

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

User Account

Request user account

Roles Data Access

Role	Description
No data to display.	

Create Another OK Cancel

Enter Contact's details:

1. First Name
2. Last Name
3. Phone #
4. Email Address
5. Check box for Administrator Contact if contact is to have administrative privileges

Profile Completion Post Registration Approval

Create Contact [X]

Salutation [v]
* First Name Bobby
Middle Name
* Last Name Joe
Job Title
 Administrative contact

Phone 1 [v] 333 2221111
Mobile [v]
Fax [v]
Email testing001122@gmail.com
Status Active [v]

☒ Contact Addresses
Actions [v] View [v] Format [v] [X] [v] Freeze [v] Detach [v] Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

☒ User Account
 Request user account

Roles Data Access

Role	Description
No data to display.	

Create Another OK Cancel

Check box to Request User Account

Profile Completion Post Registration Approval

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

Contact Addresses

Address Name Address Phone Address Purpose Status

No data to display.

Columns Hidden 5

User Account

Request user account

Roles Data Access

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include...
Supplier Product Administrator	Individual in supplier organization responsible for accessing retailer external portal, and uploading and maintaining supplie...

Create Another OK Cancel

Click + to choose roles for the user

Select the appropriate Role(s) from the list

Click OK

Profile Completion Post Registration Approval

Go to Payments section

Change Description: To complete requested changes

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Joe, Bobby		testing001122@gmail.com	+1 (333) 222-1111	✓		Active
Pickens, Stm		testing001122+testone@gmail.com	+1 (609) 469-1111		✓	Active

Columns Hidden 7

Profile Completion Post Registration Approval

Edit Profile Change Request: 17001

Delete Change Request Review Changes Save Save and Close Cancel

Click on the Bank Accounts tab

* Change Description To complete requested changes

Organization Details Tax Filers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format + >> Freeze Detach Wrap

Default	Payment Method	From Date	To Date
	CHK	01-Jan-1951	dd-mmm-yyy
	DOMWIRE	01-Jan-1951	dd-mmm-yyy
	Electronic	02-Oct-2008	dd-mmm-yyy
	IBAN	01-Jan-1951	dd-mmm-yyy
	JPM EFT Payment Method	01-Feb-2022	dd-mmm-yyy
	Wire	02-Oct-2008	dd-mmm-yyy

Profile Completion Post Registration Approval

Hill

Edit Profile Change Request: 17001

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description To complete requested changes

Organization Details Tax Identifiers **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format **+** Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
No data to display				

Columns Hidden: 8

Click "+" icon to add a banking details

Profile Completion Post Registration Approval

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

1 Country

2 Account Number

Bank Name

3 Bank Branch

Allow international payments

Additional Information

Account Name

Alternate Account Name

Account Suffix

From Date 29-Sep-2022

Inactive On

IBAN

4 Currency

Check Digits

Account Type

Description

Create Another OK Cancel

Enter Bank Account details in the following order:

1. Country in which bank is located
2. Account Number
3. Bank Branch (see slide 28)
4. Currency the account is setup to receive

**** If using an IBAN, enter entire IBAN in Account Number and IBAN fields**

Profile Completion Post Registration Approval

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

* Account Number

Bank Name

Bank Branch

From Date

Inactive On

IBAN

Currency

Check Digits

Account Type

Description

Additional Information

Account Name	1 LIBERTY PLAZA-026004093	026004093
Alternate Account Name	1 WARD PARKWAY-101001306	101001306
	10 MILE/HARPER-072000915	072000915
	100 E BURLINGTON AVE-073901877	073901877
	100 FEDERAL-011000138	011000138
	...YON ST STE 170-011000206	011000206
	...YON ST STE 170-122000030	122000030
	...DUSTON ST-114000093	114000093
	...000 NW 17TH AVENUE-267077627	267077627
	101 E HIGH ST-042101271	042101271

Click the dropdown next to Bank Branch, then click Search

It is recommended to complete Bank Branch name first. This will auto-populate the Bank Name.

Profile Completion Post Registration Approval

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country: United States

* Account Number: 111222334444

Bank Name: BANK OF AMERICA, N.A.

Bank Branch: [Dropdown]

Allow international payments

From Date: 29-Sep-2022

Inactive On: dd-mmm-yyyy

IBAN: [Text Field]

Currency: USD

Additional Information

Account Name: [Text Field]

Alternate Account Name: [Text Field]

Account Suffix: [Text Field]

Check Digits: [Text Field]

Account Type: [Dropdown]

Description: CASH_CREDIT, CLABE, CURRENT/DDA, Checking, NRO, OTHER, Savings, Unknown

Buttons: Create Another, OK, Cancel

Select appropriate Account Type from the list

Profile Completion Post Registration Approval

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country: United States

* Account Number: XXXXXXXX4444

Bank Name: BANK OF AMERICA, N.A.

Bank Branch: ALBANY-021300019

Allow international payments

From Date: 29-Sep-2022

Inactive On: dd-mmm-yyyy

IBAN: _____

Currency: USD

Currency: USD

Additional Information

Account Name: _____

Alternate Account Name: _____

Account Suffix: _____

Check Digits: _____

Account Type: Unknown

Description: _____

Create Another **OK** Cancel

Click OK

Profile Completion Post Registration Approval

Hill Edit Profile Change Request: 17001

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Go to Business Classifications section

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

Payment Methods Bank Accounts

Actions View Format + ✎ ✕ 🛑 Freeze ↵ Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	XXXXXXXX4444		USD	BANK OF AMERICA, N.A.

Columns Hidden 8

Profile Completion Post Registration Approval

Click "+" icon to add a new business classification

Change Description: To complete requested changes

Organization Details Tax Identifiers Contacts Payments **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format **+** Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
No results found.											

Profile Completion Post Registration Approval

Check this box if none of the below business classifications are applicable

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<input type="text" value="1"/> ▾ Disabled Owned Business Enterprise (DOBE) Disadvantaged Business Enterprises (DBE) LGBTQ+ Business Enterprise (LGBTBE) Minority Owned Business Enterprise (MBE) Service-Disabled Veteran Business Enterprise (DVBE) Small Business Enterprise (SBE) Social Enterprises Veteran Owned Veteran Owned Business Enterprise (VBE) Woman-Owned Business Enterprise (WOBE) Woman-Owned Small Business Enterprise (WOSBE)		<input type="text" value="2"/> ▾		<input type="text" value="3"/>	<input type="text" value="4"/> d/y;	<input type="text" value="5"/> /y;	<input type="text" value="6"/> + <input type="text"/>	<input type="text"/>

Enter the business classification details (if applicable):

1. Classification [diversity certification]
2. Certifying Agency
3. Certificate Number
4. Certificate validity start date
5. Certificate validity end date
6. Upload copy of certificate

Profile Completion Post Registration Approval

The screenshot shows the McGraw Hill 'Edit Profile Change Request' interface for request 17001. At the top, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. Below the header, a navigation menu includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Products and Services' link is highlighted with a red box. A red callout bubble with the text 'Go to Products and Services section' points to this link. Below the navigation, there is a checkbox for 'None of the classifications are applicable' and a toolbar with icons for 'Actions', 'View', 'Format', '+', 'X', 'Freeze', 'Detach', and 'Wrap'. A table with the following columns is visible: 'Classification', 'Subclassification', 'Status', 'Certifying Agency', 'Other Certifying Agency', 'Certificate', 'Start Date', 'Expiration Date', 'Attachments', 'Notes', 'Provided By', and 'Confirmed On'. The table currently displays 'No results found.'

Profile Completion Post Registration Approval

Edit Profile Change Request: 17001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description: To complete requested changes

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions View Format **+** Freeze Detach Wrap

Category Name	Description
No data to display.	

Click "+" icon to add products and services details

Profile Completion Post Registration Approval

Business Classifications Products and Services

Select and Add: Products and Services Categories

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	MH Supplier Product and Service Category	MH Supplier Product and Service Category Hierarchy

Apply OK Cancel

Click to expand Category Name section

Profile Completion Post Registration Approval

Select and Add: Products and Services Categories

Search

Check box next to each appropriate category. User can select multiple products and services.

Select	Category Name	Description
<input type="checkbox"/>	MH Supplier Product and Service Category	MH Supplier Product and Service Category Hierarchy
<input type="checkbox"/>	▶ Accessories and Desk Phone	Accessories and Desk Phone
<input type="checkbox"/>	▶ Application Platform Development	Application Platform Development
<input type="checkbox"/>	▶ Application Platform Development / Architecture	Application Platform Development / Architecture
<input type="checkbox"/>	▶ Application Platform Development / Business Analysis	Application Platform Development / Business Analysis
<input type="checkbox"/>	▶ Application Platform Development / Digital Instructor	Application Platform Development / Digital Instructional Design
<input type="checkbox"/>	▶ Application Platform Development / Digital Project M	Application Platform Development / Digital Project Management
<input type="checkbox"/>	▶ Application Platform Development / Digital Prototypin	Application Platform Development / Digital Prototyping
<input type="checkbox"/>	▶ Application Platform Development / Engineering	Application Platform Development / Engineering
<input type="checkbox"/>	▶ Application Platform Development / Functional QA, Te	Application Platform Development / Functional QA, Testing

Columns Hidden: 1

Apply OK Cancel

Profile Completion Post Registration Approval

Select and Add: Products and Services Categories

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	MH Supplier Product and Service Category	MH Supplier Product and Service Category Hierarchy
<input checked="" type="checkbox"/>	Accessories and Desk Phone	Accessories and Desk Phone
<input type="checkbox"/>	Application Platform Development	Application Platform Development
<input type="checkbox"/>	Application Platform Development / Architecture	Application Platform Development / Architecture
<input type="checkbox"/>	Application Platform Development / Business Analysis	Application Platform Development / Business Analysis
<input type="checkbox"/>	Application Platform Development / Digital Instructional Design	Application Platform Development / Digital Instructional Design
<input type="checkbox"/>	Application Platform Development / Digital Project Management	Application Platform Development / Digital Project Management
<input type="checkbox"/>	Application Platform Development / Digital Prototyping	Application Platform Development / Digital Prototyping
<input type="checkbox"/>	Application Platform Development / Engineering	Application Platform Development / Engineering
<input type="checkbox"/>	Application Platform Development / Functional QA, Testing	Application Platform Development / Functional QA, Testing

Columns Hidden 1

Apply OK Cancel

Click Apply and then click OK

Profile Completion Post Registration Approval

McGraw Hill

Edit Profile Change Request: 17001

Delete Change Request Review Changes **Save** Save and Close Cancel

Change Description To complete requested changes

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions View Format X Freeze Detach Wrap

Category Name	Description
MH Supplier Product and Service Category > Accessories and Desk Phone	Accessories and Desk Phone

Profile Completion Post Registration Approval

The screenshot shows the 'Edit Profile Change Request: 17001' interface. At the top right, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. The 'Review Changes' button is highlighted with a red box, and a red callout bubble points to it with the text 'Click Review Changes'. Below the buttons, there is a 'Change Description' field containing the text 'To complete requested changes'. A navigation bar includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. Below this is a table with columns for 'Category Name' and 'Description'. The table contains one row: 'MH Supplier Product and Service Category > Accessories and Desk Phone' with the description 'Accessories and Desk Phone'.

Category Name	Description
MH Supplier Product and Service Category > Accessories and Desk Phone	Accessories and Desk Phone

Profile Completion Post Registration Approval

Review Changes

Edit Submit Cancel

Change Description

Click Submit to send profile changes for approval

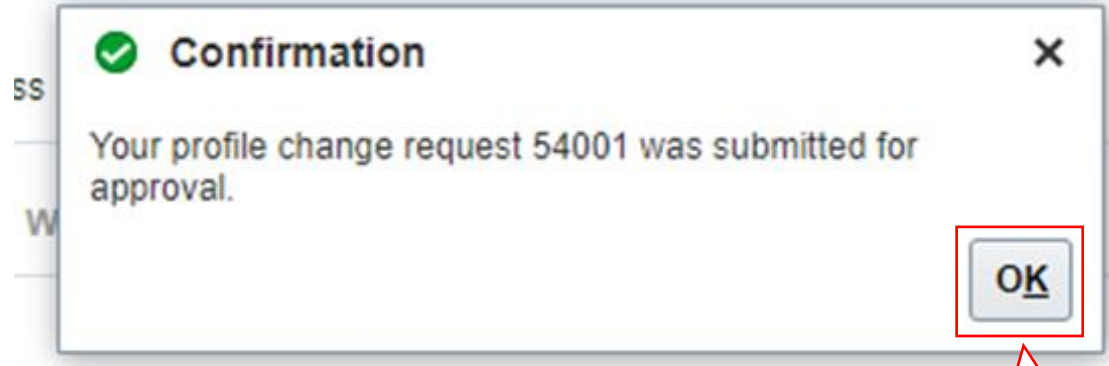
Addresses

View Format Freeze Wrap

Address Name	Address Purpose	Fax	Status	Details
A summary of all updates made by the supplier will be shown here				

Columns Hidden 3

Profile Completion Post Registration Approval



Click OK

The profile updates are submitted to the MH Supplier Team for review and approval.

Profile Completion Post Registration Approval

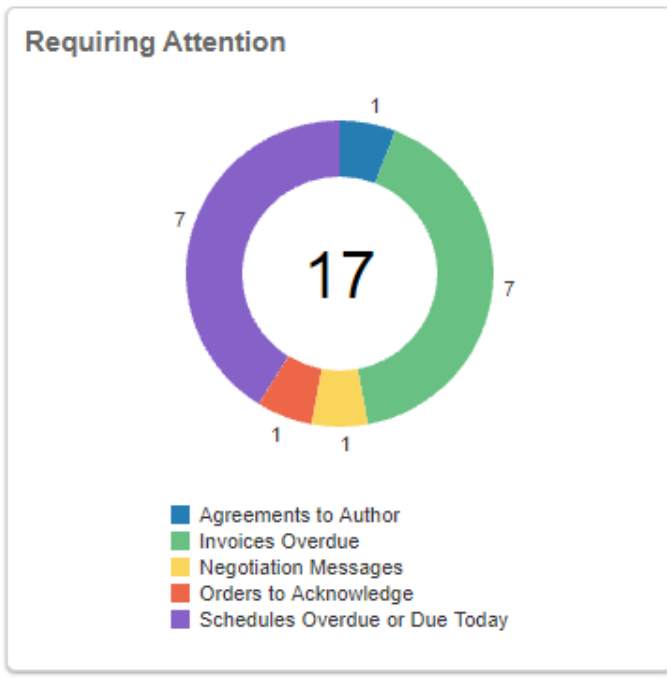
Suppliers can view the status of submitted Profile Change Requests in the Manage Profile section of the Supplier Portal

Profile Completion Post Registration Approval

Supplier Portal

Search Orders Order Number

- Tasks**
- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**
 - Manage Contracts



Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	1
Orders opened	21
Receipts	10

Transaction Reports

Last 30 Days

PO Purchase Amount	194374	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

Scroll Down

Profile Completion Post Registration Approval

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Click Manage Profile



Transaction Reports

Last 30 Days

PO Purchase Amount	194374	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

Supplier News

Profile Completion Post Registration Approval



Company Profile ?

Last Change Request 54001

Requested By XYZ Supplier

Change Description A

Request Status Processed

Request status will change to Processed once it has been approved

Date 10/25/21

- Organization Details
- Tax Identifiers
- Addresses
- Contacts
- Payments
- Business Classifications
- Products and Services

General

Company XYZ Supplier

Tax Organization Type Corporation

Supplier Number 10045

Status Active

Supplier Type CONSULTANTS

Attachments None

Identification

End of Profile Completion Post Registration Approval