How to edit Supplier Portal user interface to introduce modifications that meet your specific needs

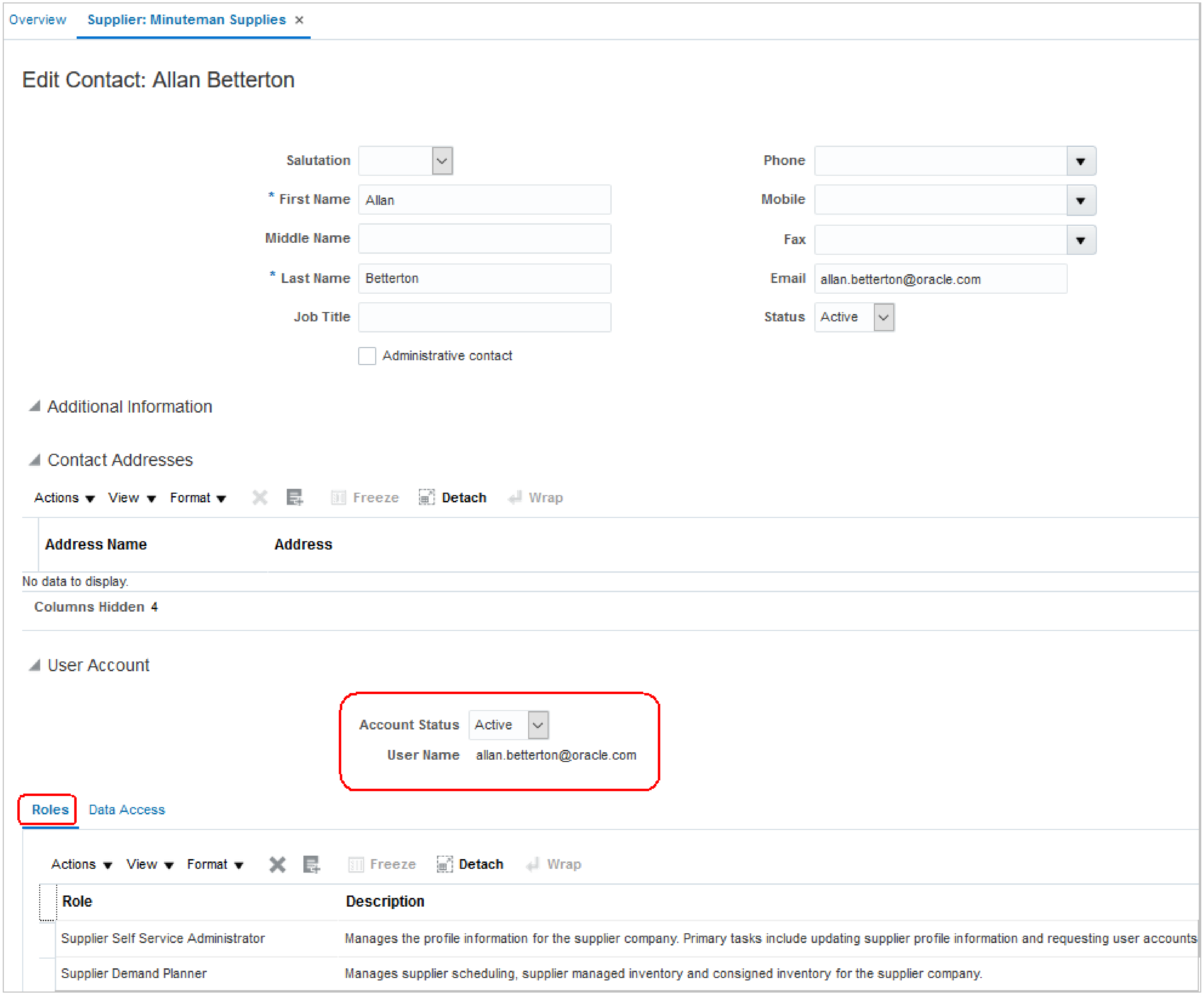
Process to edit user interface of Supplier Portal pages is slightly different from the one followed for editing user interface of pages used by users internal to your organization. These changes could include making fields read-only, required or changing field labels etc. This topic explains how to edit the user interface of Supplier Portal pages. As an example, we will make the Corporate Web Site field required on the Edit Profile Change Request page.

A. How to navigate to edit User Interface of Supplier Portal pages

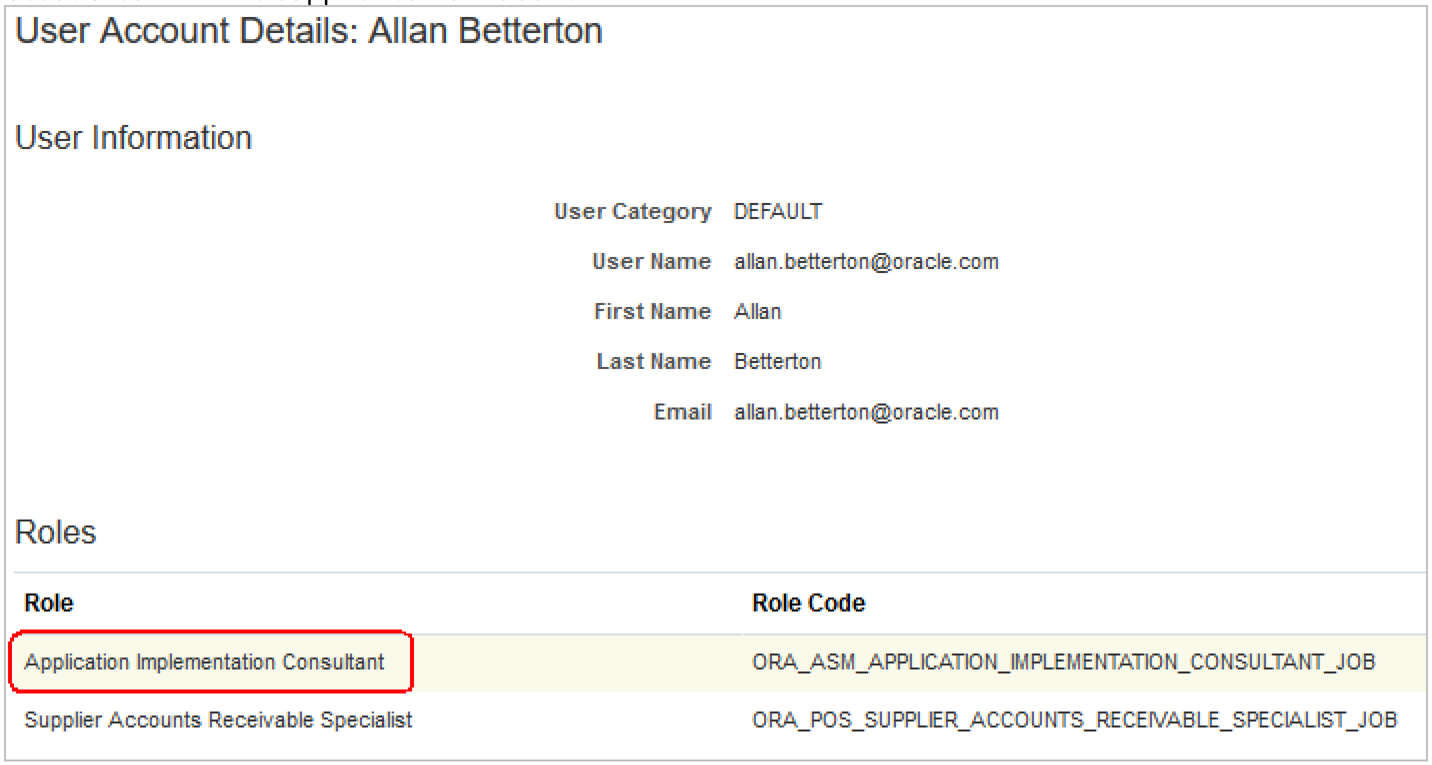
In order to access the Edit User Interface page, you will need to create a dummy supplier and supplier contact with a user account. The user assigned to this contact will need to login to Supplier Portal to proceed with the changes. Here are exact steps you will need to follow.

1. Access Suppliers workarea as a Supplier Administrator or Supplier Manager.

2. Create a dummy supplier, add a supplier contact and create a user account for this contact. An email address needs to be provided to create this user account and this email address needs to belong to the user who will be responsible for changing the Supplier Portal pages. *NOTE: Ensure that the user account is created successfully before proceeding to the next step (Account Status needs to be Active). Also, ensure that the user has been assigned all the appropriate roles so that he can access the pages he needs to change. For instance, the user will need the Supplier Self Service Administrator role to be able to change the Edit Profile Change Request page that is accessed from the Manage Profile page.*


Overview
Supplier: Minuteman Supplies
Edit Contact: Allan Betterton
Salutation
* First Name
Allan
Middle Name
* Last Name
Betterton
Job Title
Administrative contact
Phone
Mobile
Fax
Email
allan.betterton@oracle.com
Status
Active
Additional Information
Contact Addresses
Actions
View
Format
Freeze
Detach
Wrap
Address Name
Address
No data to display.
Columns Hidden 4
User Account
Account Status
Active
User Name
allan.betterton@oracle.com
Roles
Data Access
Actions
View
Format
Freeze
Detach
Wrap
Role
Description
Supplier Self Service Administrator
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts
Supplier Demand Planner
Manages supplier scheduling, supplier managed inventory and consigned inventory for the supplier company.

3. Login as a user with the IT Security Manager role and assign the role: Application Implementation Consultant role to the user associated with the supplier contact above.



4. Invoke the Supplier Portal URL.

5. Login as the user created above (with the Application Implementation Consultant role).

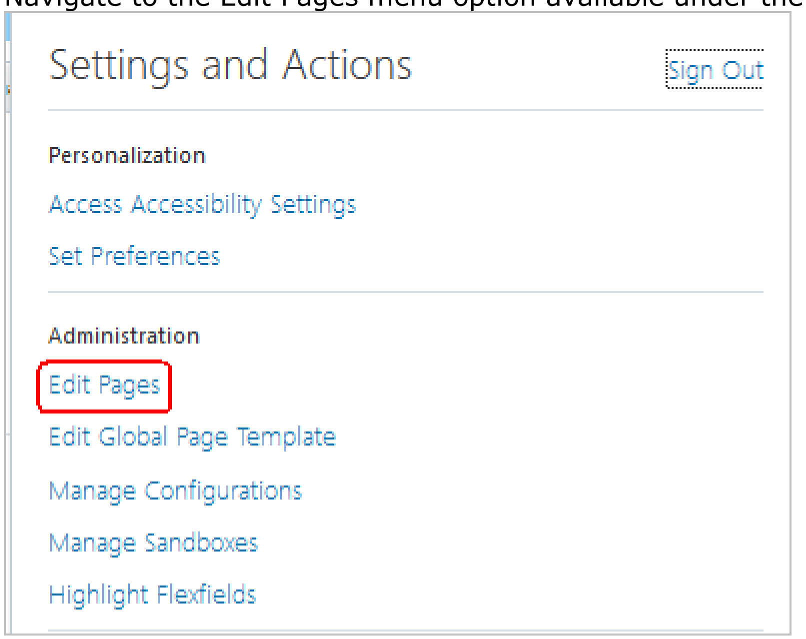
6. Access Manage Sandboxes to create a new sandbox.

7. Create a new sandbox and activate it. *NOTE: Activating the sandbox, will take you to the Fusion Applications homepage or the springboard as it is commonly known. Access Supplier Portal from the springboard. Alternatively, in Step 1 you can also invoke the Fusion Applications homepage and access Supplier Portal from the spring board.*

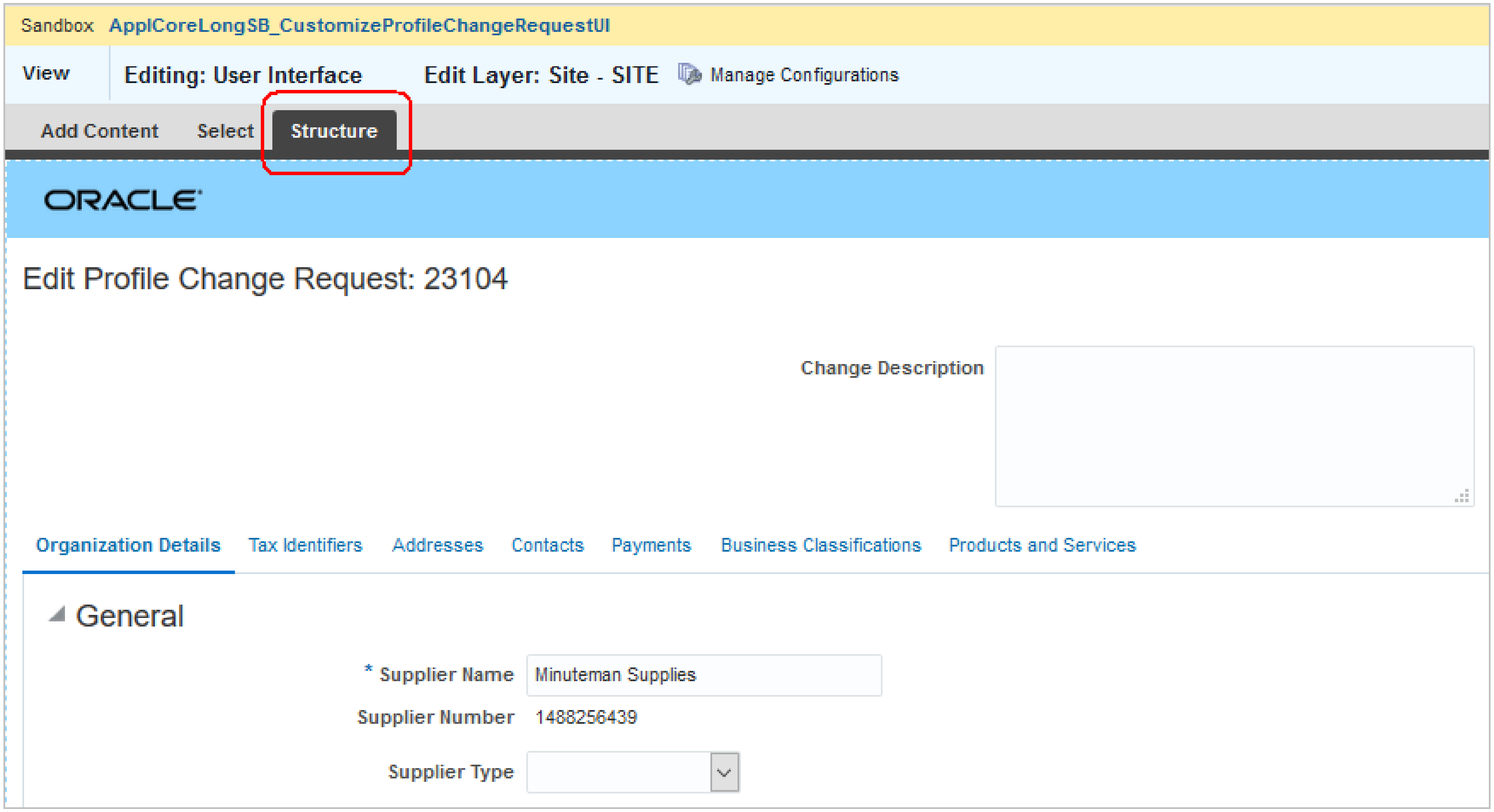
8. Click the Manage Profile task under Company Profile. This will take you to the Company Profile page.

9. Take the Edit action. This will take you to the Edit Change Request page.

10. Navigate to the Edit Pages menu option available under the user menu on the top right of the page.

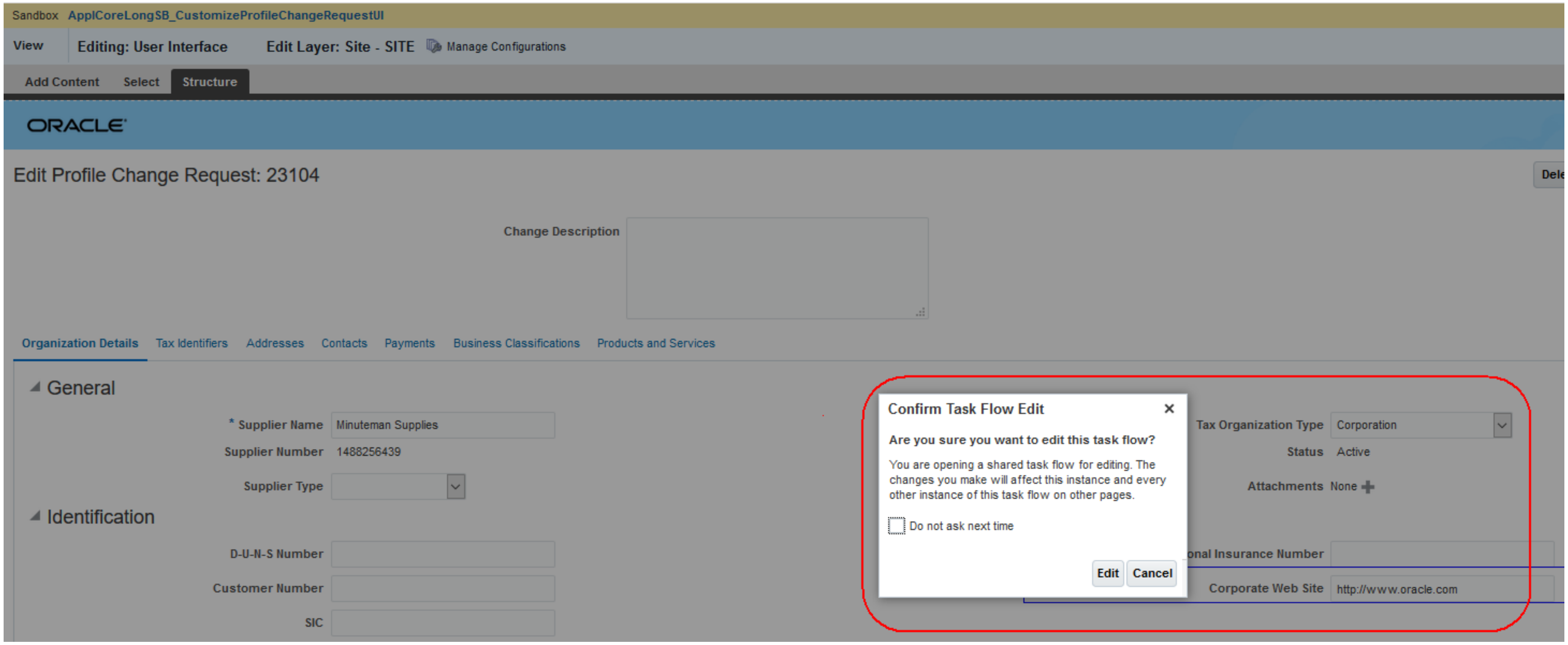


11. Navigate to the Structure tab.

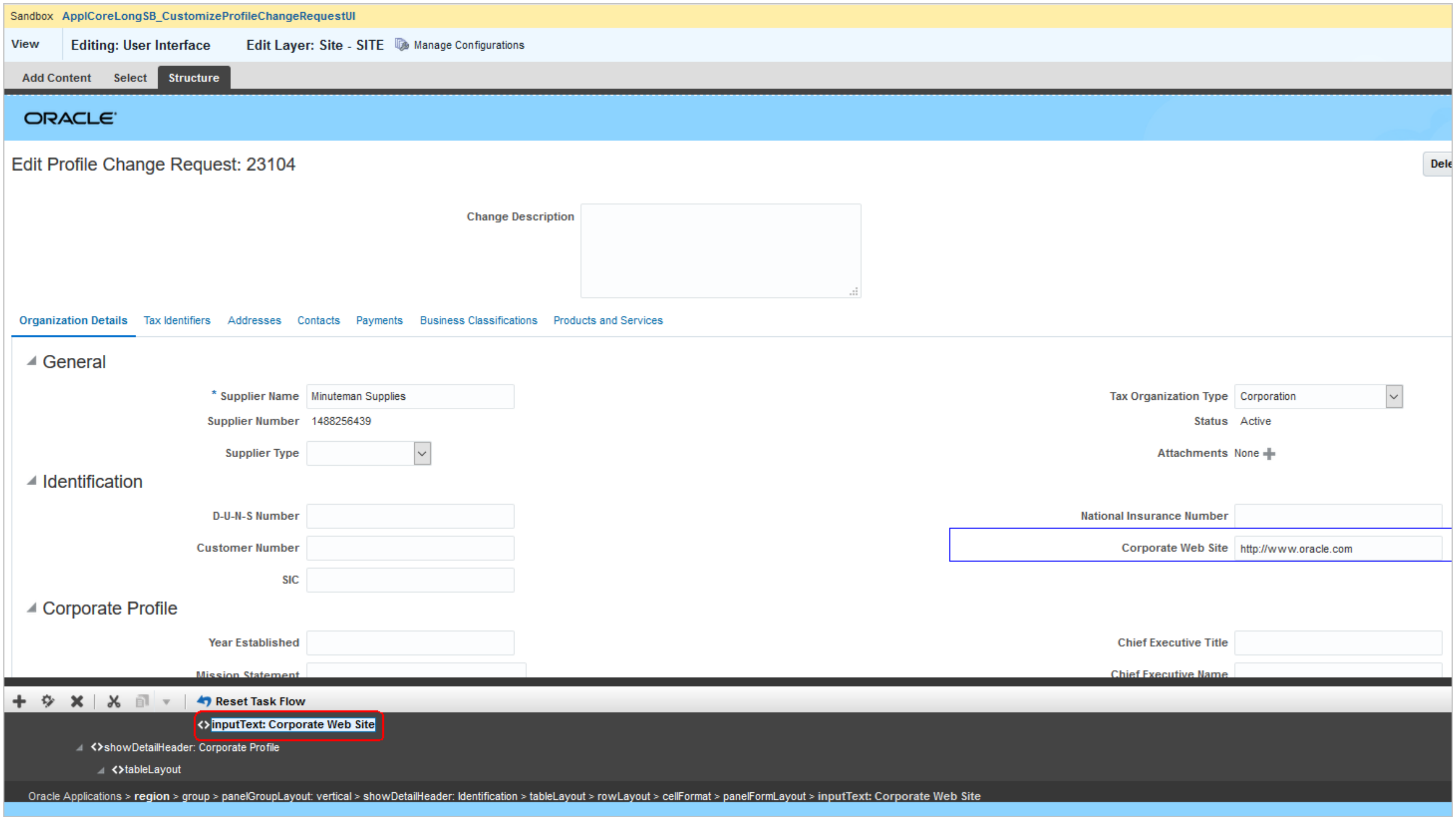


B. Make Corporate Web Site a required field.

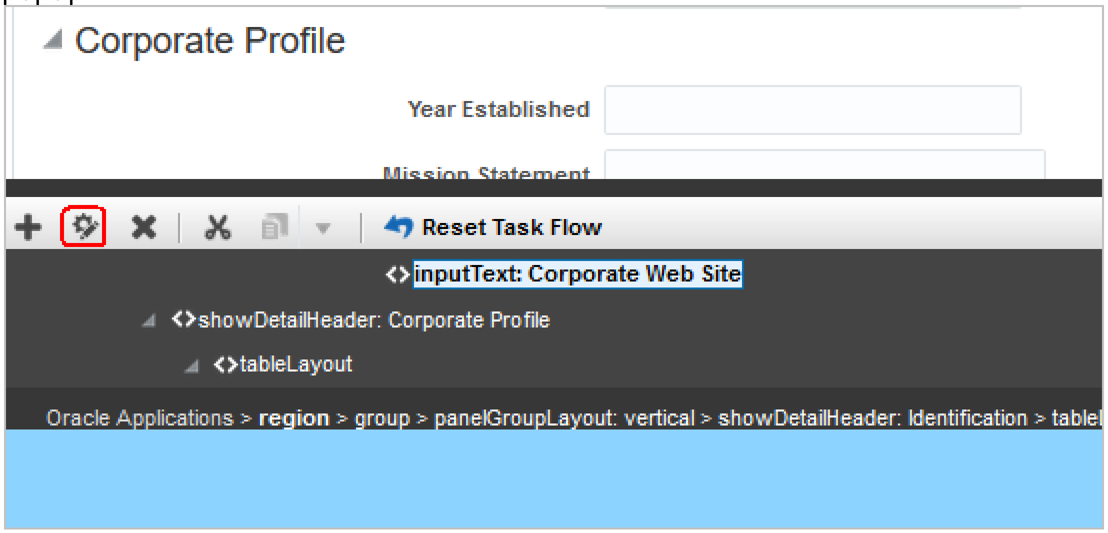
1. After navigating to the Structure tab, hover over the Corporate Web Site field. A popup as shown below that asks to confirm the task flow edit is shown.



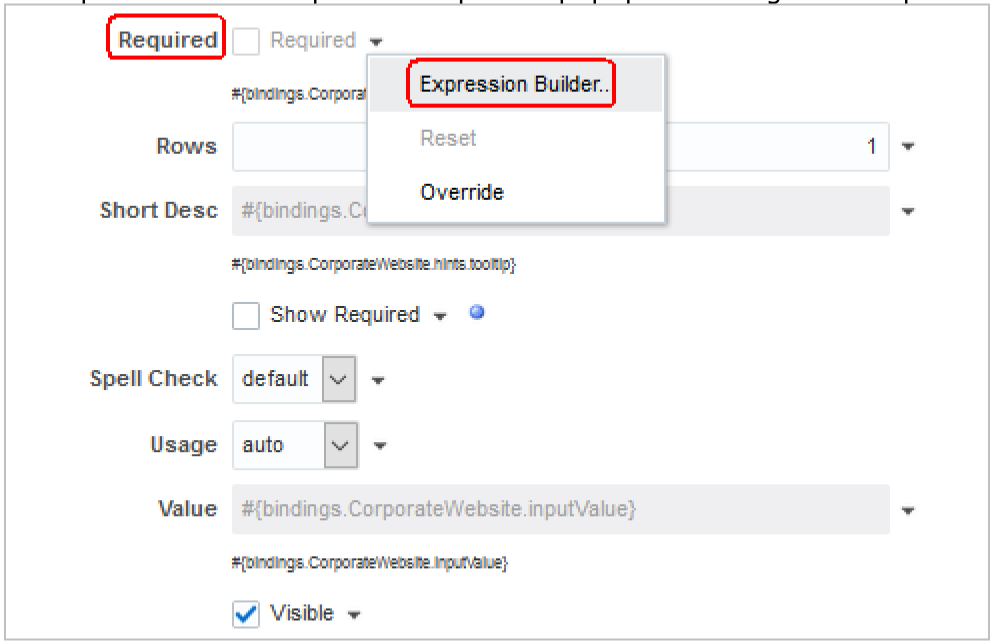
2. Click the Edit button. This will highlight the Corporate Web Site field in the panel displayed at the bottom of the page. *NOTE: You may need to expand the panel by pulling vertically along the panel border if panel is hidden.*


Sandbox ApplCoreLongSB_CustomizeProfileChangeRequestUI
View
Editing: User Interface
Edit Layer: Site - SITE
Manage Configurations
Add Content
Select
Structure
ORACLE
Edit Profile Change Request: 23104
Dele
Change Description
Organization Details
Tax Identifiers
Addresses
Contacts
Payments
Business Classifications
Products and Services
General
* Supplier Name
Minuteman Supplies
Supplier Number
1488256439
Supplier Type
Tax Organization Type
Corporation
Status
Active
Attachments
None
Identification
D-U-N-S Number
Customer Number
SIC
National Insurance Number
Corporate Web Site
http://www.oracle.com
Corporate Profile
Year Established
Mission Statement
Chief Executive Title
Chief Executive Name
Reset Task Flow
<>inputText: Corporate Web Site
<>showDetailHeader: Corporate Profile
<>tableLayout
Oracle Applications > region > group > panelGroupLayout: vertical > showDetailHeader: Identification > tableLayout > rowLayout > cellFormat > panelFormLayout > inputText: Corporate Web Site

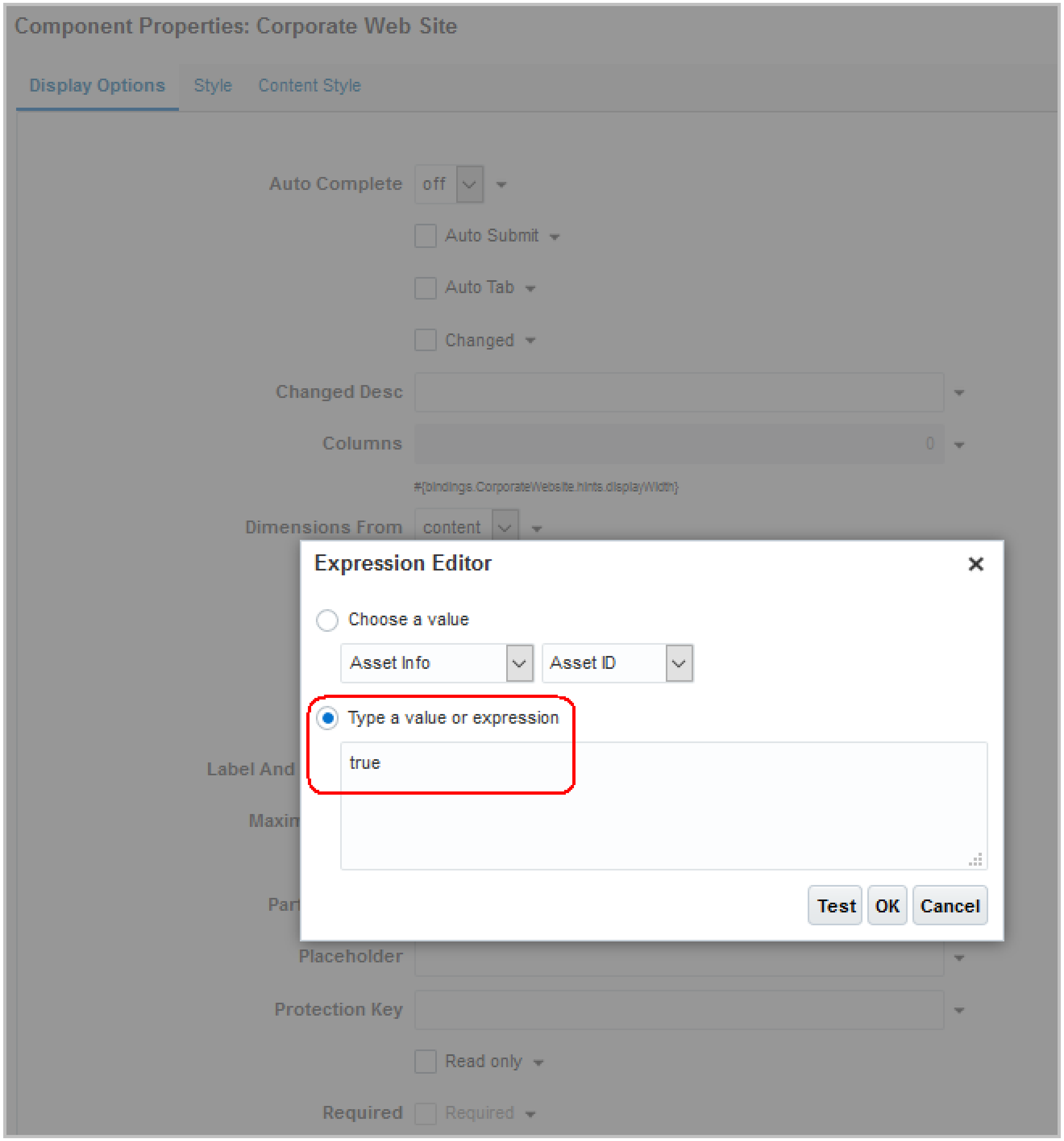
3. Click on the Properties icon for the Corporate Web Site field. This will open the Component Properties: Corporate Web Site popup.



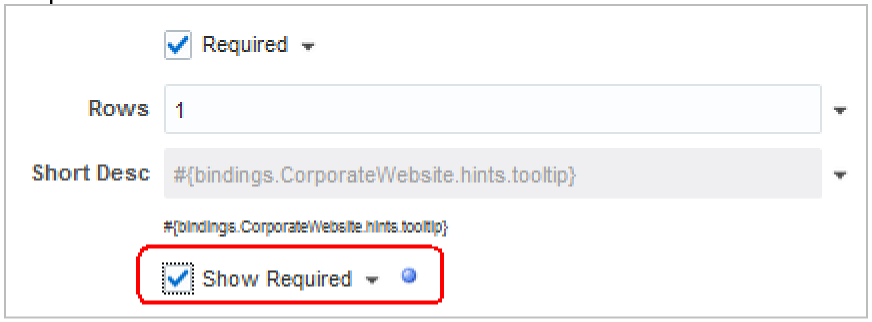
4. Locate Required in the Component Properties popup and navigate to Expression Builder.



5. Enter value: true in the Expression Editor as shown below. Click the OK button. This enables a required field error message to be shown to the user if no value is provided for Corporate Web Site field.


Component Properties: Corporate Web Site
Display Options
Style
Content Style
Auto Complete
off
Auto Submit
Auto Tab
Changed
Changed Desc
Columns
0
#{bindings.CorporateWebsite.hints.displayWidth}
Dimensions From
content
Expression Editor
Choose a value
Asset Info
Asset ID
Type a value or expression
true
Test
OK
Cancel
Placeholder
Protection Key
Read only
Required
Required

6. Check the Show Required checkbox. This will mark the Corporate Web Site field with a * symbol and display it as a Required field.



7. Click the Apply and OK buttons on the Component Properties popup to save the changes. Verify changes are displayed on the page. Click the Close button to exit the Editing User Interface page.

8. Once the changes are final, you need to publish the sandbox so that the change is available to all users. In this specific example, the Corporate Web Site is displayed as a required field and is validated as such.