

## **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.*

## Edit Contact: Allan Betterton

Salutation	<input type="text"/>	Phone	<input type="text"/>
* First Name	<input type="text" value="Allan"/>	Mobile	<input type="text"/>
Middle Name	<input type="text"/>	Fax	<input type="text"/>
* Last Name	<input type="text" value="Betterton"/>	Email	<input type="text" value="allan.betterton@oracle.com"/>
Job Title	<input type="text"/>	Status	<input type="text" value="Active"/>
<input type="checkbox"/> Administrative contact			

### Additional Information

### Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address
No data to display.	
Columns Hidden 4	

### User Account

Account Status	<input type="text" value="Active"/>
User Name	<input type="text" value="allan.betterton@oracle.com"/>

### Roles [Data Access](#)

Actions View Format X 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.

**User Account Details: Allan Betterton**

**User Information**

User Category: DEFAULT

User Name: allan.betterton@oracle.com

First Name: Allan

Last Name: Betterton

Email: allan.betterton@oracle.com

**Roles**

Role	Role Code
Application Implementation Consultant	ORA_ASM_APPLICATION_IMPLEMENTATION_CONSULTANT_JOB
Supplier Accounts Receivable Specialist	ORA_POS_SUPPLIER_ACCOUNTS_RECEIVABLE_SPECIALIST_JOB

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.

**Negotiations**

- [View Active Negotiations](#)
- [Manage Responses](#)

**Qualifications**

- [Manage Questionnaires](#)
- [View Qualifications](#)

**Company Profile**

- [Manage Profile](#)

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.

**Settings and Actions** [Sign Out](#)

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**Personalization**

- [Access Accessibility Settings](#)
- [Set Preferences](#)

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**Administration**

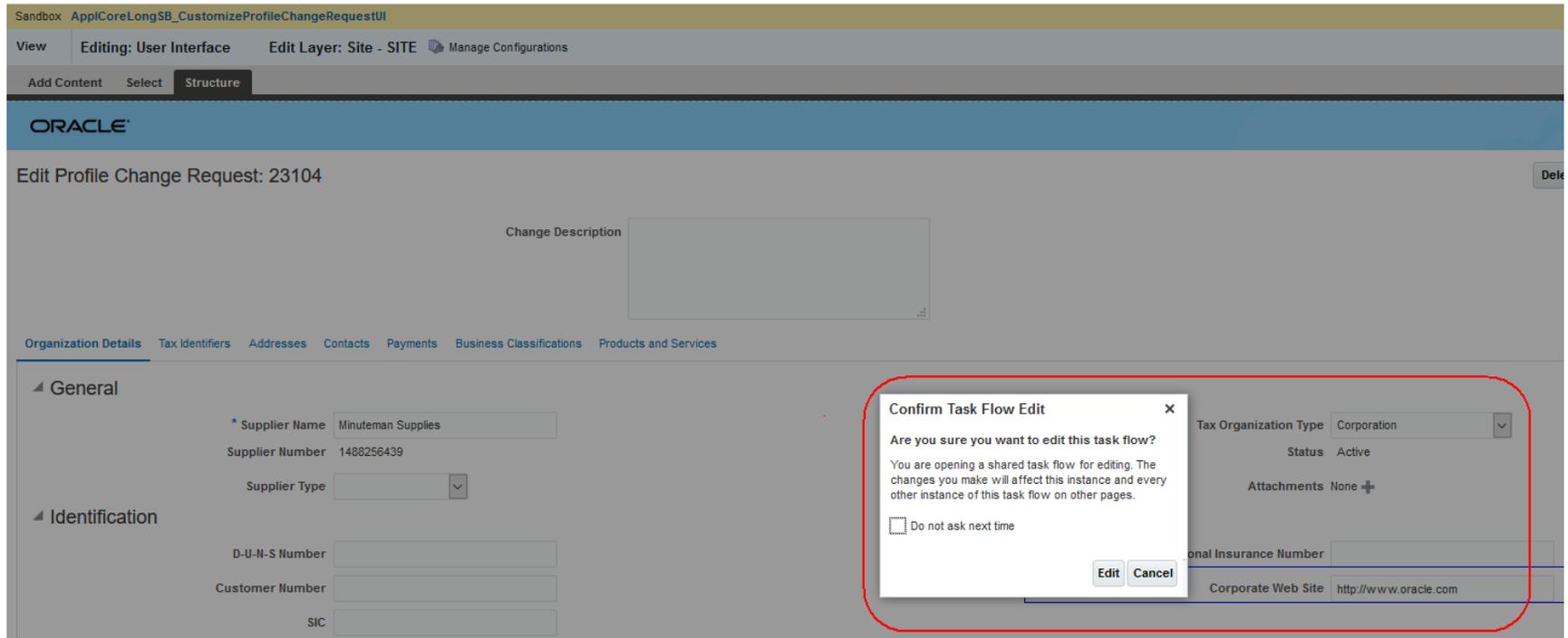
- [Edit Pages](#)
- [Edit Global Page Template](#)
- [Manage Configurations](#)
- [Manage Sandboxes](#)
- [Highlight Flexfields](#)

11. Navigate to the Structure tab.

The screenshot shows the Oracle APEX interface for editing a profile change request. At the top, there is a yellow header with the text "Sandbox ApplCoreLongSB\_CustomizeProfileChangeRequestUI". Below this is a light blue navigation bar with "View" and "Editing: User Interface" tabs, and "Edit Layer: Site - SITE" and "Manage Configurations" options. A grey bar below contains "Add Content", "Select", and "Structure" buttons, with "Structure" highlighted by a red box. The main content area has a blue header with the "ORACLE" logo and the title "Edit Profile Change Request: 23104". A "Change Description" text area is visible on the right. Below this is a horizontal menu with tabs: "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The "Organization Details" tab is active, showing a "General" section with fields for "Supplier Name" (Minuteman Supplies), "Supplier Number" (1488256439), and "Supplier Type" (a dropdown menu).

**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.*



### Edit Profile Change Request: 23104

Dele

Change Description

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

#### General

\* Supplier Name   
Supplier Number   
Supplier Type

Tax Organization Type   
Status   
Attachments

#### Identification

D-U-I-S Number   
Customer Number   
SIC

National Insurance Number   
Corporate Web Site

#### Corporate Profile

Year Established   
Mission Statement

Chief Executive Title   
Chief Executive Name

Reset Task Flow

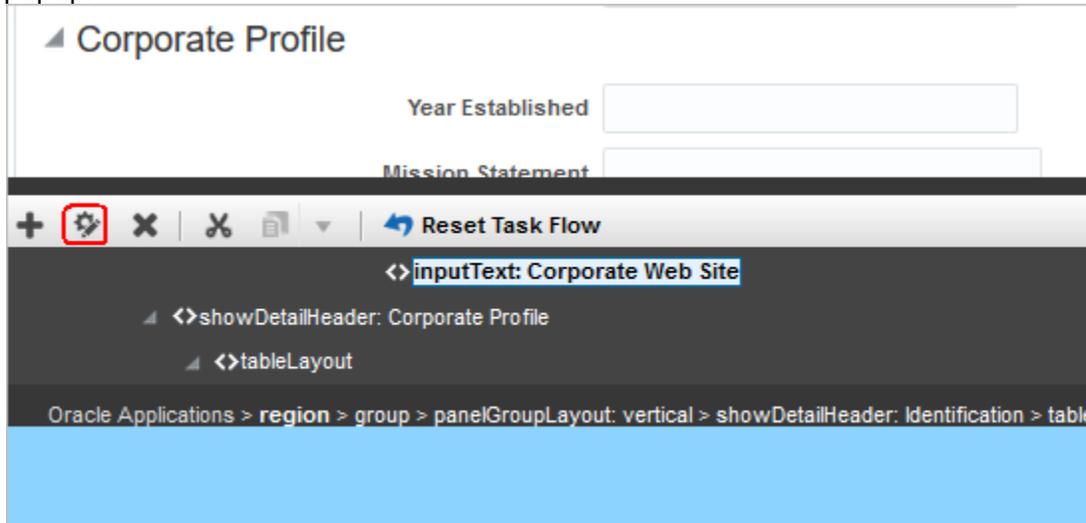
inputText: Corporate Web Site

showDetailHeader: Corporate Profile

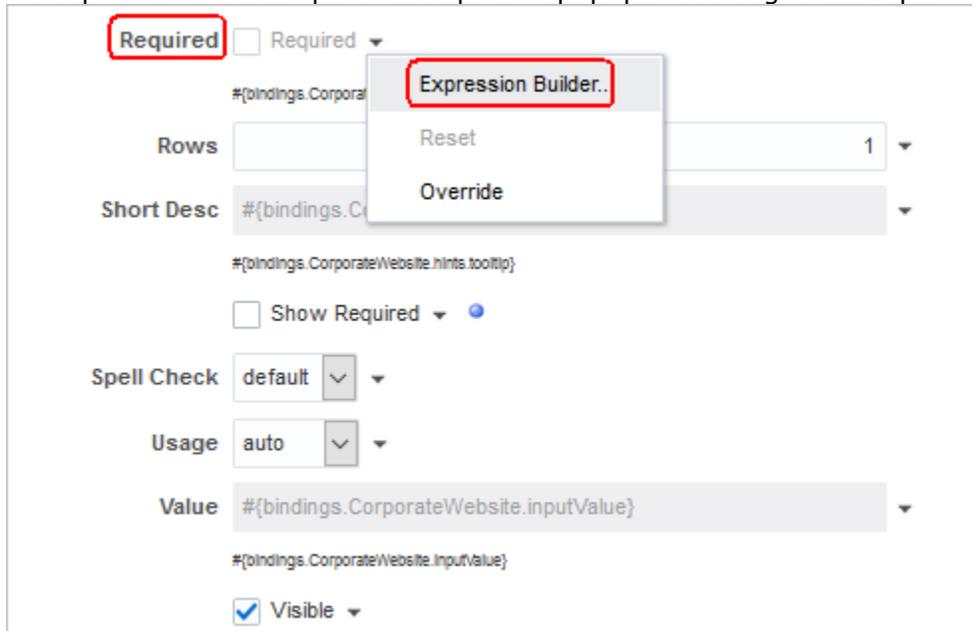
tableLayout

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

Label And

Maxim

Part

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.

The screenshot shows a configuration window with the following elements:

- A checked checkbox labeled "Required" with a dropdown arrow.
- A "Rows" field with the value "1" and a dropdown arrow.
- A "Short Desc" field with the value "#{bindings.CorporateWebsite.hints.tooltip}" and a dropdown arrow.
- A tooltip text "#{bindings.CorporateWebsite.hints.tooltip}" below the Short Desc field.
- A checked checkbox labeled "Show Required" with a dropdown arrow and a blue circle icon, which is highlighted with a red rectangular box.

- 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.

The screenshot shows a web interface for editing a profile change request. At the top, it says "Edit Profile Change Request: 23104". Below this is a "Change Description" text area. A navigation bar contains tabs for "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The "Organization Details" tab is active. Underneath, there are two sections: "General" and "Identification".

In the "General" section, the following fields are visible:

- \* Supplier Name: Minuteman Supplies
- Supplier Number: 1488256439
- Supplier Type: [dropdown]
- Tax Organization Type: Corporation
- Status: Active
- Attachments: None

In the "Identification" section, the following fields are visible:

- D-U-N-S Number: [text input]
- Customer Number: [text input]
- SIC: [text input]
- National Insurance Number: [text input]
- \* Corporate Web Site: http://www.oracle.com

The "\* Corporate Web Site" label and its corresponding text input field are highlighted with a red rectangular box.

