

Manage Supplier User Roles

You can use the Manage Supplier User Roles page to specify which roles the Oracle Self Service Procurement administrator can provision to other supplier users.

You can also specify which roles make up the default role sets for new Oracle Supplier Portal and Oracle Sourcing users.

Note: Self Service Administrator can't provision roles for which they're not granted.

Provisioning roles for use when defining supplier contacts or users:

1. Navigate to the Manage Supplier User Roles Task.

The screenshot displays the Oracle Self Service Procurement interface. The top navigation bar includes the Oracle logo, a search icon, and a user profile icon. The main header shows "Setup: Product Management" with a dropdown menu and a help icon. The left sidebar, titled "Functional Areas", lists various categories such as "Application Extensions", "Inventory Organizations", "Item Organizations", "Items", "Catalogs", "Structures", "Suppliers for Product Management", "Item Mass Update", "Advanced Catalogs", "Supplier Portal" (highlighted), "Product Requirements and Ideation Management", "Concept Design Management", "Product Lifecycle Portfolio Management", "Quality Issue and Action Management", and "Sustainability". The "Supplier Portal" area is expanded, showing a table of tasks. The table has columns for "Task", "Scope", and "Actions". The "Manage Supplier User Roles" task is highlighted in blue. The "Actions" column for this task contains a dropdown menu. The "Columns Hidden" section shows 3 hidden columns.

2. Provision Supplier Administrative Roles by checking the appropriate check box in the Allow Supplier to Provision column.
3. Define the default roles for Supplier Portal by checking the appropriate default role check box.

Select and add

ORACLE

🔍🏠☆📄🔔🗑️🔗👤

SaveSave and CloseCancel

ActionsViewFormat✕📄🧊🔗📄📄Wrap

Role	Description	Default for Supplier Portal	Default for Sourcing
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Demand Planner	Manages supplier scheduling, supplier managed inventory and consigned inventory for the su	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Product Administrator	Individual in supplier organization responsible for accessing retailer external portal, and uploa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include ackno	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating sup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select and Add: Roles

Search

Required

Role NameSupplier Accounts Receivable Speciali

Description

SearchReset

Search Results

Role Name	Description
Supplier Accounts Receivable...	Manages invoices ...
Supplier Accounts Receivable...	Manages invoices ...
Supplier Accounts Receivable...	Manages invoices ...

ApplyOKCancel

For example, for Supplier Portal, the following should be checked as default roles:

Role
Supplier Accounts Receivable Specialist
Supplier Bidder
Supplier Accounts Receivable Specialist
Supplier Customer Service Representative
Supplier Demand Planner
Supplier Sales Representative
Supplier Product Administrator
Supplier Self Service Administrator

Save **Save and Close** ▼ **Cancel**

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Role	Description	Default for Supplier Portal	Default for Sourcing
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped b...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Demand Planner	Manages supplier scheduling, supplier managed inventory and consigned inventory for the supplier company.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Product Administrator	Individual in supplier organization responsible for accessing retailer external portal, and uploading and maintaining supplier product and catalog data with the retailer. This catalog data is for both sell-side as well as buy-side transactions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverab...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Define the default roles for Sourcing by checking the appropriate default role check box.

For example, for Sourcing, the following should be checked as the default roles:

- Supplier Bidder
- Supplier Demand Planner
- Supplier Sales Representative

5. Click **Save and Close**.

Now When Create New Supplier if Check Create user account

Create Contact ?

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone

Mobile

Fax

Email

Status

Active

SWD ID

Additional Information

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 4				

User Account ?

☐ Create user accounts

Roles

Data Access

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
No data to display.	

Overview

Supplier: الشايب للتوريدات العمومية

Create Contact ?

Save

Save and Close

Save and Create Another

Cancel

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐

Administrative contact

Phone

Mobile

Fax

Email

Status

Active

Additional Information

SWD ID

Contact Addresses

User Account ?

☒

Create user account

Roles

Data Access

Actions

View

Format

Freeze

Detach

Wrap

Role

Description

Supplier Self Service Clerk

Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

Supplier Self Service Administrator

Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

Supplier Sales Representative

Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to...

The Role added to user

Done