

ORACLE

# Oracle Guided Learning

Job Aid for guide Change or Add Company Address (pakdr873)  
(qDcmWFg6S0+Oh0nRyU8+8w) (--)

<No description>

# Step 1

(948-1)

Click Supplier Portal

The screenshot shows the SCA NexGen-ERP dashboard. At the top, there is a status bar with the text "\*\*\*DEV2 Environment - Prod Refresh 10/12 (8:30 pm) \*\*\*\*". The dashboard header includes the SCA NexGen-ERP logo and navigation icons for home, full screen, notifications, and a user profile labeled "PM". The main content area features a greeting "Good afternoon, Paul McCartney" and a navigation menu with "Contract Management", "Supplier Portal", "Configuration", and "Others". A tooltip with the text "Click Supplier Portal" and buttons for "Close" and "Back" is positioned over the "Supplier Portal" menu item. Below the navigation menu, there is an "APPS" section with a "Supplier Portal" icon and a plus sign. The "Things to Finish" section contains two cards: "Assigned to Me" with a count of 0 and "Created by Me" with a count of 0. A notification card on the right shows a bell icon and the text "You have no open notifications."



# Step 2

(569-2)

Click **Supplier Portal** again

The screenshot shows the SCA NexGen-ERP dashboard. At the top, there is a navigation bar with the logo and user name 'Paul McCartney'. Below the navigation bar, there are several menu items: Contract Management, Supplier Portal, Procurement, My Enterprise, Tools, Configuration, and Others. A tooltip is displayed over the 'Supplier Portal' app icon, containing the text 'Click Supplier Portal again' and two buttons: 'Close' and 'Back'. Below the navigation bar, there is a section titled 'Things to Finish' with two cards: 'Assigned to Me' showing 0 and 'Created by Me' showing 0. To the right of these cards is a notification area with a bell icon and the text 'You have no open notifications.'



# Step 3

(366-3)

Click **Manage Profile**

Note: Any edits made to company information should be fully submitted for SCA-review or canceled as any edits (i.e., change requests) left in draft status will prevent payments from being fully processed and paid.

The screenshot shows the Supplier Portal interface. On the left is a navigation menu with categories: Orders, Agreements, Channel Programs, Shipments, Work Confirmations, Consigned Inventory, Invoices and Payments, Qualifications, and Company Profile. The 'Company Profile' section has 'Manage Profile' selected. The main content area includes:
 

- Requiring Attention:** A card with a lightning bolt icon and 'No data available'.
- Recent Activity (Last 30 Days):** A card with a lightning bolt icon and 'No data available'.
- Transaction Reports (Last 30 Days):** A card with a lightning bolt icon and 'No data available'.
- Supplier News:** A section containing a note about SCA-review, a welcome message, and a list of links for managing company information (Contacts, Organization Details, Addresses, Payment Methods and Banking, Attachments) and purchasing orders.

 A callout box titled 'Click Manage Profile' is overlaid on the 'Company Profile' menu item, containing the same note as seen in the left sidebar. The callout box has 'Close' and 'Back' buttons at the bottom.



# Step 4

(541-4)

Click **Edit** (on right)

## For Firms Already Registered in FMS (NYC PIP Portal)

### Updating Existing Addresses:

To update any existing addresses in FMS, make necessary changes there. Once approved in FMS, updates are transferred to SCA's NexGen system if your firm is already registered.

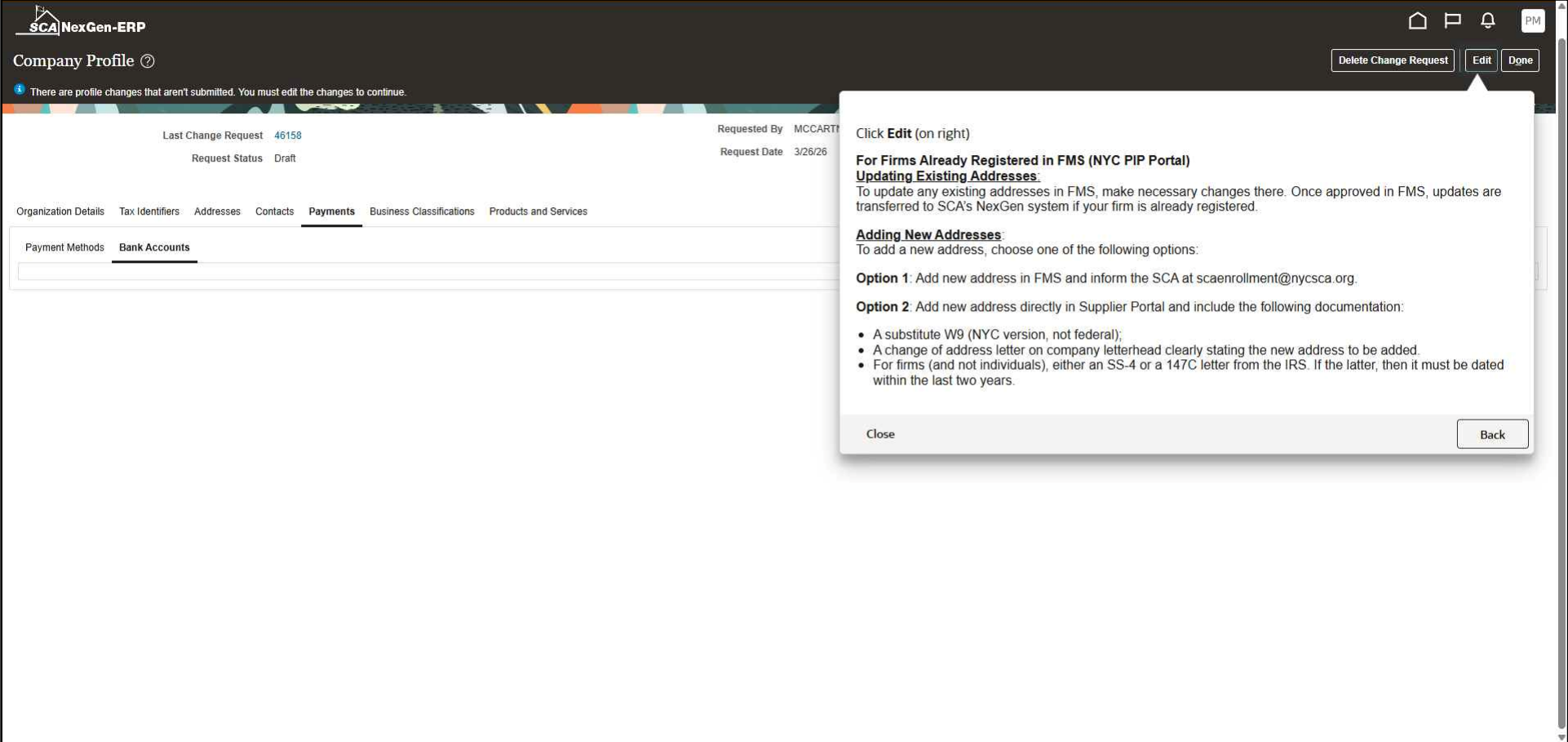
### Adding New Addresses:

To add a new address, choose one of the following options:

**Option 1:** Add new address in FMS and inform the SCA at scaenrollment@nycsca.org.

**Option 2:** Add new address directly in Supplier Portal and include the following documentation:

- A substitute W9 (NYC version, not federal);
- A change of address letter on company letterhead clearly stating the new address to be added;
- For firms (and not individuals), either an SS-4 or a 147C letter from the IRS. If the latter, then it must be dated within the last two years.



# Step 5

(210-7)

Enter **Change Description** (Ex:  
Update Company Address)

The screenshot shows the SCA NexGen-ERP interface. At the top, the browser title is "DEV2 Environment - Prod Refresh 10/12 (8:30 pm)". The application header includes the SCA NexGen-ERP logo and navigation icons. The main header displays "Edit Profile Change Request: 26068" and action buttons: "Delete Change Request", "Review Changes", "Save", and "Cancel".

The main content area features a "Change Description" field with the text "Update company address". A modal dialog is open over this field, titled "Enter **Change Description** (Ex: Update Company Address)". The dialog contains a text input field and two buttons: "Close" and "Back".

Below the modal, a navigation menu includes "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". Under "Payments", there are sub-tabs for "Payment Methods" and "Bank Accounts".



# Step 6

(522-8)

Click pencil icon to Edit

\*\*\*DEV2 Environment - Prod Refresh 10/12 (8:30 pm)\*\*\*

SCA NexGen-ERP

Edit Profile Change Request: 26066

Change Description: Update Company Address

Organization Details Tax Identifiers **Addresses** Services

Actions View Format + [Pencil Icon]

Click pencil icon to Edit

Address Name	Address	Phone	Address Purpose	Fax	Status
Flushing	123 BROADW		Remit to		Active

Columns Hidden: 3

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



# Step 7

(258-17)

Change appropriate fields to update  
Company Address

The screenshot shows the SCA NexGen-ERP interface for editing a profile change request. The main window title is "Edit Profile Change Request: 26066". A modal dialog titled "Edit Address: Flushing" is open, displaying the following fields:

- \* Address Name: Flushing
- \* Country: United States
- \* Address Line 1: 3030 Thomson Avenue
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- \* City: Astoria
- \* State: NY
- \* Postal Code: 11101
- Postal Code Extension: (empty)
- Language: (empty)
- \* Address:  Ordering
- Purpose:  Remit to,  RFQ or Bidding
- Phone: (empty)
- Fax: (empty)
- Email: (empty)
- Inactive Date: m/d/yy
- Status: Active

A callout box on the right side of the modal contains the text "Change appropriate fields to update Company Address" and buttons for "Close" and "Back". The background interface shows a table of addresses with columns for "Address Purpose", "Fax", and "Status".



# Step 8

(129-18)

Place check mark for **Ordering**  
and/or **Remit to**

\*\*\*DEV2 Environment - Prod Refresh 10/12 (8:30 pm) \*\*\*

SCA NexGen-ERP

Edit Profile Change Request: 26066

Delete Change Request Review Changes Save Cancel

Change Description Update Company Address

Organization Details Tax Identifiers **Addresses** Contacts Payments Business

Actions View Format + Status Active Freeze

Address Name	Address
Flushing	123 BROADWAY,FLUSHING, NY 11354

Columns Hidden: 3

### Edit Address: Flushing

\* Address Name: Flushing

\* Country: United States

\* Address Line 1: 3030 Thomson Avenue

Address Line 2:

Address Line 3:

Address Line 4:

\* City: Astoria

\* State: NY

\* Postal Code: 11101

Postal Code Extension:

Language:

\* Address:  Ordering

Purpose:  Remit to  RFQ or Bidding

Phone:

Fax:

Email:

Inactive Date: m/d/yy

Status: Active

Close Back

OK Cancel

Place check mark for **Ordering** and **Remit to**

Purpose	Fax	Status
Remit to		Active



# Step 9

(139-19)

Select **OK**.

Note: If the address is not applicable for both Ordering and Remittance, please click the + (plus icon) and add a new address.

The screenshot shows the SCA NexGen-ERP interface. The main page is titled "Edit Profile Change Request: 26066" and has a "Change Description" of "Update Company Address". A modal window titled "Edit Address: Flushing" is open, containing the following fields:

- \* Address Name: Flushing
- \* Country: United States
- \* Address Line 1: 3030 Thomson Avenue
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- \* City: Astoria
- \* State: NY
- \* Postal Code: 11101
- Postal Code Extension: (empty)
- Language: (empty)
- \* Address:  Ordering
- Purpose:  Remit to,  RFQ or Bidding
- Phone: (empty)
- Fax: (empty)
- Email: (empty)
- Inactive Date: m/d/yy
- Status: Active

In the background, a table shows the address details:

Address Purpose	Fax	Status
Remit to		Active

An "OK" button is highlighted in the modal, and a callout box points to it with the text: "Select **OK**. Note: If the address is not applicable for both Ordering and Remittance, please click the + (plus icon) and add a new address."



# Step 10

(499-20)

## Select Organization Details

\*\*\*DEV2 Environment - Prod Refresh 10/12 (8:30 pm)\*\*\*

SCA NexGen-ERP

Edit Profile Change Request: 26066

Delete Change Request Review Changes Save Cancel

Change Description Update Company Address

Select Organization Details

Organization Details

Actions View Filter Close Back Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Flushing	3030 Thomson Avenue, ASTORIA, NY 11101		Ordering; Remit to		Active

Columns Hidden: 3



# Step 11

(700-21)

From **Attachments** section on the right, click the + icon.

\*\*\*DEV2 Environment - Prod Refresh 10/12 (8:30 pm)\*\*\*

SCA NexGen-ERP

Edit Profile Change Request: 26066

Delete Change Request Review Changes Save Cancel

Change Description Update Company Address

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

General

\* Supplier Name ABC Inc

Supplier Number 5072

Supplier Type

Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Financial Profile

Fiscal Year End Month

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Tax Organization Type To Be Determined

Status Active

Attachments None +

National Insurance Number

Corporate Web Site

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

From **Attachments** section on the right, click the + icon.

Close Back



# Step 12

(881-14)

Click **Choose File** and search for the appropriate document as mentioned in Step 4, as needed.

\*\*\*DEV2 Environment - Prod Refresh 03/15/2026 (8:00 pm) \*\*\*\*\*

SCA NexGen-ERP

Edit Profile Change Request: 46158

Cancel Change Request Review Changes Save Cancel

Change Description Update Company Address

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

General

\* Supplier Name  
Supplier Number  
Supplier Type

Identification

D-U-N-S Number  
Customer Number  
SIC

Corporate Profile

Year Established  
Mission Statement  
Year Incorporated

Chief Executive Title  
Chief Executive Name  
Principal Title  
Principal Name

Attachments

Actions View + X

Type	* File Name or URL	Title	By	Attached Da
File	Choose File No file chosen			

Rows Selected 1 Columns Hidden 1

Click **Choose File** and search for the appropriate document as mentioned in Step 4, as needed.

Close Back

OK Cancel



# Step 13

(325-24)

Enter **Description** and click **OK**

\*\*\*DEV2 Environment - Prod Refresh 10/12 (6:30 pm) \*\*\*

SCA NexGen-ERP

Edit Profile Change Request: 26066

Delete Change Request Review Changes Save Cancel

Change Description Update Company Address

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

General

Supplier Name ABC Inc  
Supplier Number 5072  
Supplier Type

Identification

D-U-N-S Number  
Customer Number  
SIC

Corporate Profile

Year Established  
Mission Statement  
Year Incorporated

Financial Profile

Fiscal Year End Month  
Current Fiscal Year's Potential Revenue  
Preferred Functional Currency

Chief Executive Title  
Chief Executive Name  
Principal Title  
Principal Name

Attachments

Actions View + X

Type	File Name or URL	Title	Description	Attached By	Attached Da
File	W-9.pdf Update...	W-9.pdf	W-9 requested	Paul McCartney	12/3/25 2:35 F

Rows Selected 1 Columns Hidden 1

Enter **Description** and click **OK**

OK

Close Back



# Step 14

(146-25)

Click Review Changes

\*\*\*DEV2 Environment - Prod Refresh 10/12 (8:30 pm)\*\*\*

SCA NexGen-ERP

Edit Profile Change Request: 26067

Delete Change Request Review Changes Save Cancel

Change Description: Change Company Address

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
Flushing	3030 Thomson Avenue, ASTORIA, NY 11101		Ordering; Remit to		Active

Columns Hidden: 3

Click Review Changes

Close Back



# Step 15

(517-26)

Click the **Details** icon (on the right)

\*\*\*DEV2 Environment - Prod Refresh 10/12 (8:30 pm)\*\*\*\*

SCA NexGen-ERP

Review Changes

Change Description Change Company Address

Organization Details

Attachments

View Format Freeze Detach Wrap

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	W-9.pdf	W-9.pdf	W-9 Requested	ponycsca@gma...	12/3/25 2:55 PM

Addresses

View Format Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
Flushing	3030 Thomson Avenue, ASTORIA, NY 11101		Ordering; Remit to		Active	

Columns Hidden: 3

Click the **Details** icon (on the right)

Close Back



# Step 16

(446-27)

Upon review of the changes, click  
**Done.**

The screenshot shows the SCA NexGen-ERP 'Review Changes' interface. The main window title is 'Review Changes' with sub-headers 'Change Description' and 'Change Company Address'. The interface includes sections for 'Organization Details', 'Attachments', and 'Addresses'. A modal dialog titled 'Address: Flushing' is open, displaying a comparison of address attributes:

Attribute	Changed From	Changed To
Address Line 1	123 BROADWAY	3030 Thomson Avenue
City	Flushing	Astoria
Postal Code	11354	11101
Ordering	—	✓

Below the dialog, a tooltip appears with the text 'Upon review of the changes, click Done.' and buttons for 'Close' and 'Back'. The background interface shows an 'Attachments' table with one entry:

Type	Category	File Name or URL	Title	Attached By	Attached Date
File	From Supplier	W-9.pdf	W-9	ponycsca@gma...	12/3/25 2:55 PM

The 'Addresses' section shows one address:

Address Name	Address
Flushing	3030 Thomson Avenue, ASTORIA, NY 11101



# Step 17

(747-28)

Click **Submit**

SCA NexGen-ERP

Review Changes

Change Description Change Company Address

Organization Details

Attachments

View Format Freeze Detach Wrap

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	W-9.pdf	W-9.pdf	W-9 Requested	ponycsca@gma...	12/3/25 2:55 PM

Addresses

View Format Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
Flushing	3030 Thomson Avenue, ASTORIA, NY 11101		Ordering, Remit to		Active	

Columns Hidden: 3

Click **Submit**

Close Back

Edit Submit Cancel



# Step 18

(515-29)

Click **OK**.

SCA Finance team will review the submitted change request. The submitter will be notified if there are any questions.

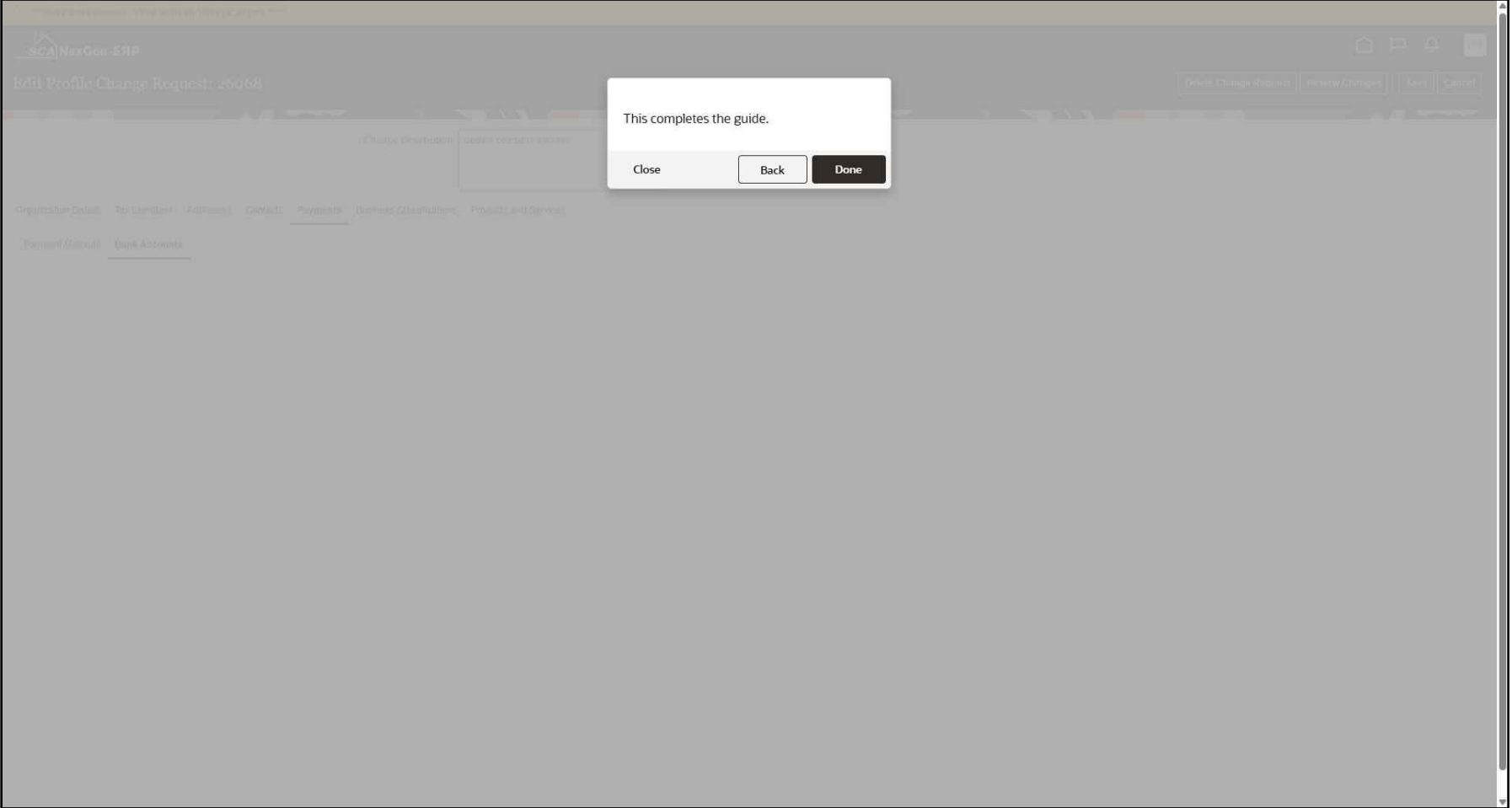
The screenshot shows the SCA NexGen-ERP interface. At the top, there is a navigation bar with the SCA logo and 'NexGen-ERP' text. Below this is the 'Company Profile' section with a help icon. A notification banner states: 'There is a profile change request pending approval. You may edit to make additional changes.' The main content area displays details for a change request: 'Last Change Request: 26067', 'Request Status: Pending Approval', 'Requested By: McCartney, Paul', and 'Request Date: 12/3/25'. There are also links for 'Change Description' and 'Change Company Address'. A navigation menu includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. Under 'Payments', there are sub-sections for 'Payment Methods' and 'Bank Accounts'. A 'Confirmation' dialog box is open in the center, displaying a green checkmark and the text: 'Your profile change request 26067 was submitted for approval.' with an 'OK' button. A larger tooltip is positioned over the 'OK' button, containing the text: 'Click **OK**. SCA Finance team will review the submitted change request. The submitter will be notified if there are any questions.' At the bottom of the tooltip are 'Close', 'Back', and 'Done' buttons.



# Step 18.1

(169-20)

This completes the guide.



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