McGraw Hill Supplier Portal
How To Complete Your Profile

Note: *User should receive two onboarding emails from no-reply@oraclesas.mheducation.com and one from no.reply_accounts.payable@mheducation.com . The Accounts Payable email contains links to profile, invoice/payment, documentation, MFA, and support resources.*

1. Click the reset password link in the email with subject: ***Oracle Fusion Applications-Welcome E-Mail.***
2. Enter a new password, then confirm that password.
3. Click *Access the application* in the email with subject: ***Supplier Contact User Account for McGraw Hill's Supplier Portal was Created.***
4. User ID is the email address that received the welcome email. Password is the one created in step 2.
5. **Set up multi-factor authentication (MFA)** when prompted. Select one of the methods currently available to you: Email or Mobile App. Supported mobile apps are Oracle Mobile Authenticator and Google Authenticator. See the **MFA User Guide** for step-by-step instructions.
6. From the Oracle Home page, select the *Supplier Portal* tab, then click the *Supplier Portal* tile.
7. On the Supplier Portal page, click the *Company Profile* card.
8. Click *Edit* at the top right of the page.
9. Click *Yes* to acknowledge that a profile change request will be created.

Note: Fields marked with an asterisk (*) are mandatory; however, suppliers are encouraged to complete as much of their profile as possible.

10. In *Change Description* , enter a brief description of the changes being made.
11. **Organization Details:** Choose the appropriate *Tax Organization Type* and attach required documentation .
12. **Tax Identifiers:** Select Taxpayer Country and enter Taxpayer ID. If applicable, select Federal Reportable and Income Tax Type. For VAT/sales tax, enter Tax Country, Tax Registration Type, and Tax Registration Number.
13. **Addresses:** Review existing addresses; click “+” to add new. Enter Address Name, Country, address lines, postal code, and appropriate Address Purpose(s). Put Attn: information in Address Line 1 and the delivery address in Address Line 2.
14. **Contacts:** Review existing contacts; click “+” to add new. Enter name, phone, and email. Select Administrative Contact to allow user administration and Request User Account to invite a new portal user.
15. **Payments:** Open Bank Accounts; review existing accounts or click “+”. Choose bank country and enter Account Number. For IBAN, enter the **full IBAN in both Account Number and IBAN fields.**

    • Search Bank Branch using Search > Advanced > Add Fields > BIC Code. Change “Starts With” to “Contains.” Search by ABA/Routing in Branch Number or by BIC/SWIFT in BIC Code. Select the matching line and click OK; Bank Name auto-populates.

Note: Branch Name does not affect payment success. If the Bank or Bank Branch is unavailable, use the Supplier Support Request form .

16. Click *OK* to add the bank account.
17. Click **Save** at the top right.
18. Click **Review Changes** and verify the summary.
19. Click **Submit.** A successful submission displays a confirmation and request number.
20. Check request status by returning to Manage Profile. Status changes to Processed after review and approval.