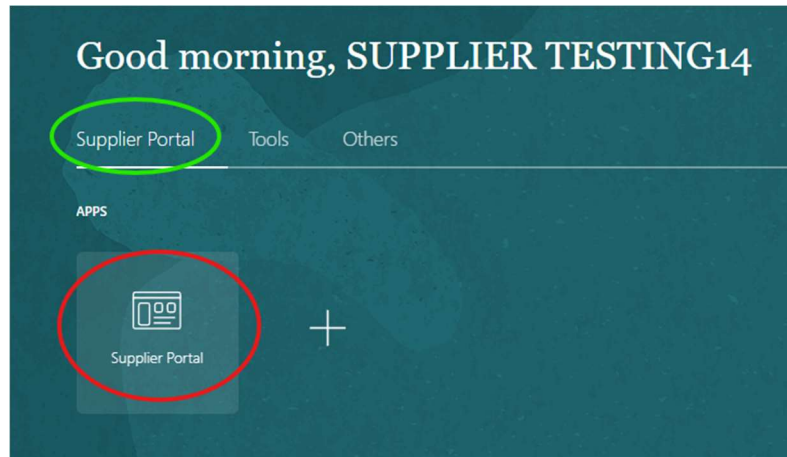


Textron Systems Supplier Portal How-To Guide

Topic: Supplier Profile Change Requests (Including Address and Contact Changes)

Link to Portal: <https://fusion-iaaymg.fa.ocs.oraclegovcloud.com/fscmUI/faces/FuseOverview>

1. Go to the “Supplier Portal” App under the “Supplier Portal” tab.

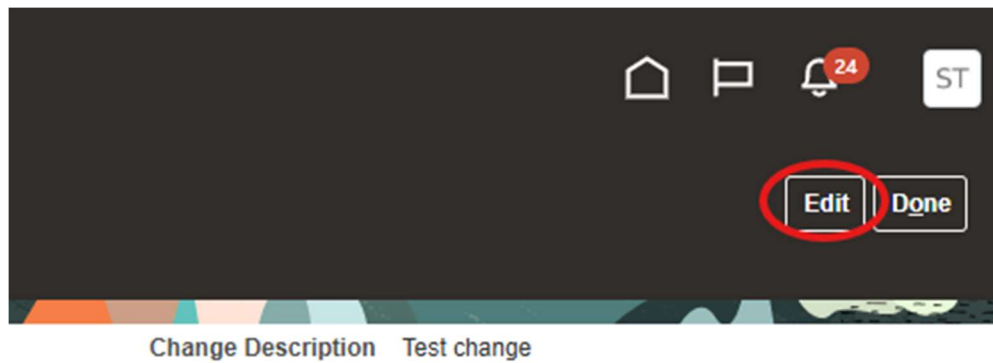


2. Navigate to the “Task” list on the left side of the page and select “Manage Profile”.

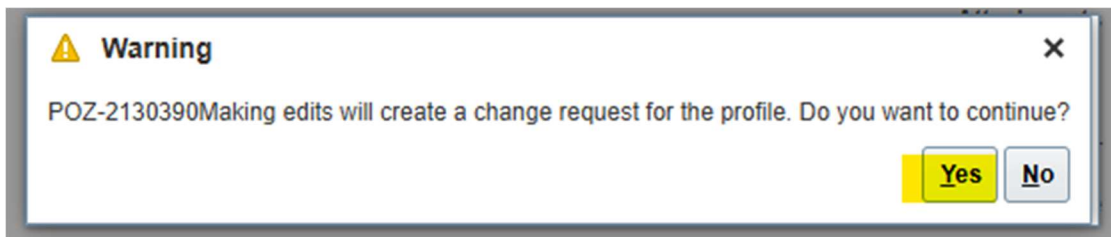
The screenshot shows the main interface of the Supplier Portal. At the top, there is a header bar with the text "Supplier Portal". Below the header bar is a search bar with a dropdown menu set to "Orders" and a search button. On the left side, there is a "Tasks" list. The list is organized into categories: Orders, Channel Programs, Shipments, Invoices and Payments, Negotiations, Qualifications, and Company Profile. Under the "Company Profile" category, the "Manage Profile" task is highlighted in yellow. On the right side, there is a "Requiring Attention" section with a donut chart showing the number of items in each category. The chart has a total value of 43 in the center. The categories and their values are: Orders to Acknowledge (7), Schedules Overdue or Due Today (17), Negotiation Responses (3), Questionnaires (1), Negotiations Closing Soon (3), and Negotiation Messages (12). Below the chart is a "Supplier News" section with the text "Textron Systems Corporation" and links to "Privacy Policy" and "Fusion Por".

Category	Count
Orders to Acknowledge	7
Schedules Overdue or Due Today	17
Negotiation Responses	3
Questionnaires	1
Negotiations Closing Soon	3
Negotiation Messages	12
Total	43

3. Select the “Edit” button in the top right corner of the page to begin requesting the change.



4. Select “Yes” to confirm the edits you are trying to make will create a change request that Textron Systems will internally review.



5. Add a “Change Description” to describe the why behind your change request. There are five fields that can be changed (all are highlighted here). Note: The Business classifications will be done outside of the supplier portal (no change request here will be accepted).

Edit Profile Change Request: 34010

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Business Classifications

Products and Services

▲

General

Note: The rest of the training guide will go more in depth on changes to addresses and contacts.

Supplier Address Change Request:

- Navigate to the “Address” tab. Use the “Add Row” (plus sign) button (create a new address) or use the “Edit” icon (pen symbol) button (edit a current address) depending on the purpose.

Edit Profile Change Request: 34010

Change Description

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

Actions ▼ View ▼ Format ▼    Status Active ▼  Freeze  Wrap

Address Name ▲ ▼ Address

- Fill out the required fields when adding a new address or editing a current address. Select the “Ordering” under the “Address Purpose” area before submitting the address change. Then, press “OK” when complete.

Create Address ✕

* Address Name

* Country United States ▼

* Address Line 1

Address Line 2

City

* State

Postal Code

Language ▼

* Address ☒ Ordering

Purpose ☐ Remit to ☐ RFQ or Bidding

Phone 1 ▼

Fax 1 ▼

Email

Inactive Date m/d/yy 

Status Active

Create Another **OK** Cancel

Important Note: Whenever there is an address change request, expect some questionnaires to be sent and delayed acceptance of the profile change due to internal processes.

Supplier Contact Change Request:

- Navigate to the “Contacts” tab. Use the “Add Row” (plus sign) button (create a new contact) or “Edit” icon (pen symbol) button (edit a current contact) depending on the purpose.

Edit Profile Change Request: 34010

Change Description

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

Actions ▼ View ▼ Format ▼    Status Active ▼  Freeze  Detach  Wrap

Name

- Fill in the required fields. Associate the new/existing contact with an address using the note plus button (see highlight in screenshot below). Check the “Request User Account” as well to give them access to the supplier portal. Then, press “OK” when complete.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone

Mobile

Fax

Email

Status Active ▼

▲ Contact Addresses

Actions ▼ View ▼ Format ▼    Freeze  Detach  Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

▲ User Account

☐ Request user account

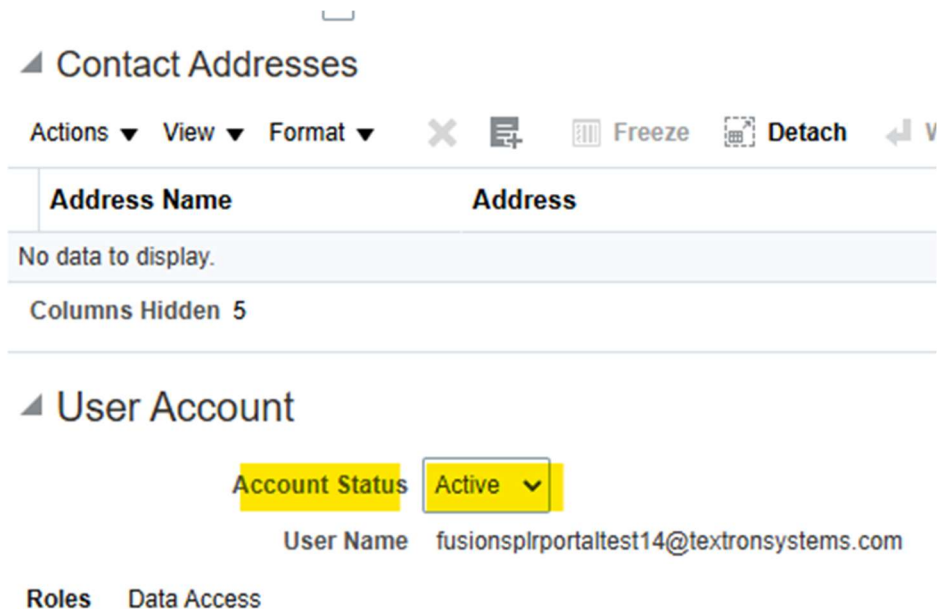
Roles Data Access

Actions ▼ View ▼ Format ▼    Freeze  Detach  Wrap

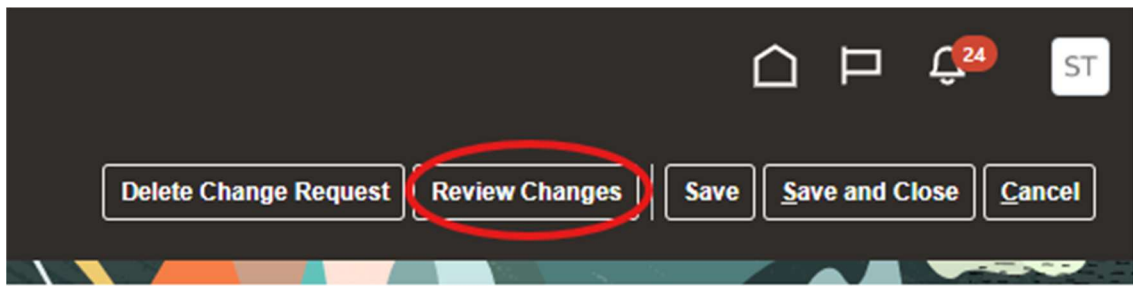
Role	Description
No data to display.	

Create Another OK Cancel

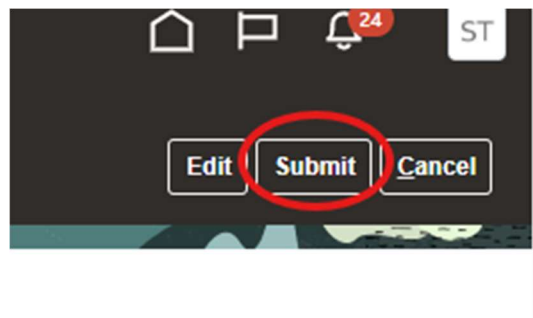
10. Use the “Edit” icon and select “Inactive” user account status for someone who is not at the company anymore (see second screenshot) - if applicable.



11. Select the “Review Changes” icon in the right corner of the page to proceed.



12. Press “Submit” when ready to submit the change to go through the internal review process.
Note: You will be notified of the decision of the change request.



End of the Training Guide

If you need help with this process, contact your buyer POC and/or use the supplierportal@textronsystems.com email for any questions.

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