Hello,

Thank you for providing your contact information in preparation to be a vendor for Facilities at Vanderbilt University. eBuilder is our project management system, and Oracle is the general ledger system where all payments are processed. eBuilder and Oracle share information, such as company details and company contacts.

One person at your company has been designated as the "administrative contact" in Oracle by our Suppliers Records Team. This person will need to complete the following steps to ensure all the people for your company are set up as a "contact" with access in Oracle. (If you need to reset your Oracle Password, please click HERE). This is an essential step to ensure all people in your company who need access to Oracle and e-Builder are properly set up.

1. Upon receiving a system generated email from Oracle, follow the steps to reset the password. This will allow the "administrative contact" to create an Oracle log-in for the supplier portal.
   NOTE: If you do not receive an email in 24-48 hours, please check your email spam folder. If you do not receive an email, please contact the Project Manager.
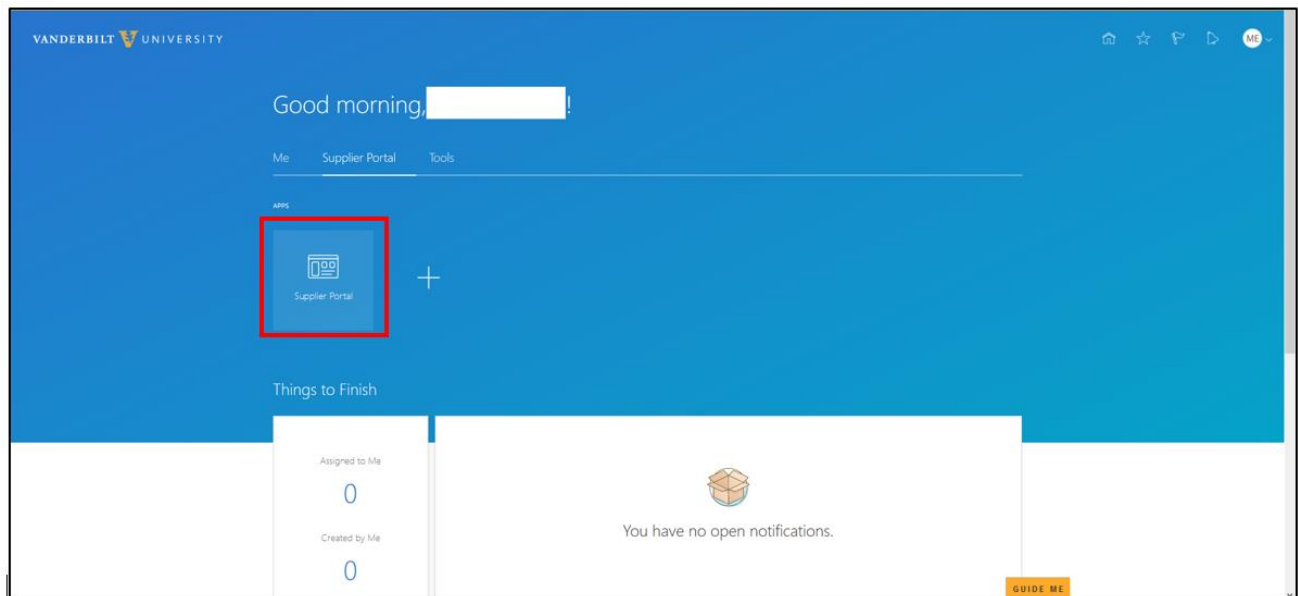

2. The "administrative contact" will log-in to Oracle and add the other "contacts" for the company by selecting "Manage Profile".
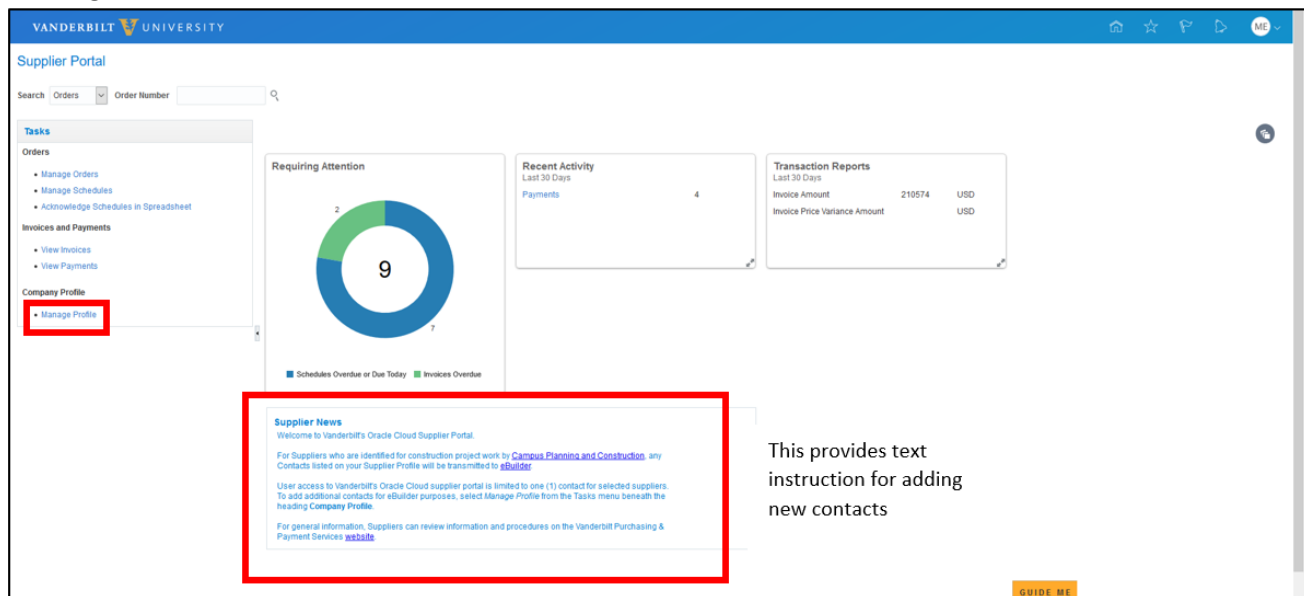
3. Once you enter "Edit Profile", click the "+" symbol to add contact(s) for your organization. Please ensure that the "administrative contact" remains checked correctly for your company. After all contacts have been added, click "**Review Changes**".
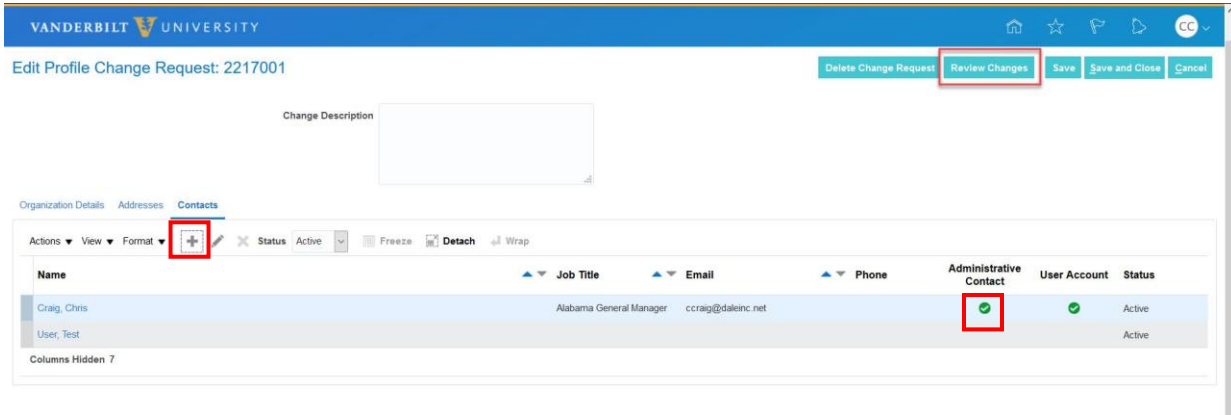
4. After you click "Review Changes", verify that the information entered is correct and click "Submit"
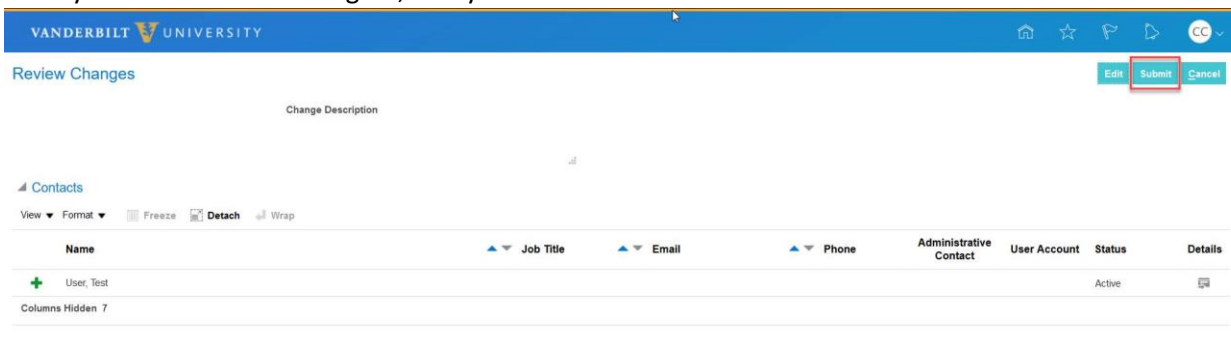
5. Each person added as a "contact" in Oracle will be activated overnight in e-Builder.
6. The next day, the vendor can go to: https://app.e-builder.net/www/index.aspx?ReturnUrl=/index.aspx to set up their new account.

Once you are set up in eBuilder, you will now be able to complete a variety of processes/steps in collaboration with the Facilities team. Attached you will find, "**eBuilder Vendor FAQ Slides**". Here you will find directions/screen shots of how to select your project, complete processes (such as invoice approval, potential change orders, forms, actions and communications), where to locate documents, and find help.

We appreciate your partnership and completing this process. Please let us know if you have any questions.

Thank you,

Project Manager