

Oracle: Create and Maintain Your Oracle PIN

Publish Date: 02/27/2018

[Tech Arch Application Training & Business Process Support](#)



Tech Arch Application Training



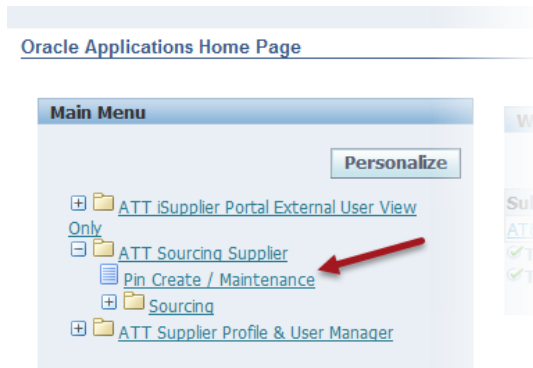
Document Revision History

Date	Version	Description	Prepared By
02/27/2018	0.1	Draft	Afolake Oritsejafor
08/16/2018	1.0	Publish	Afolake Oritsejafor

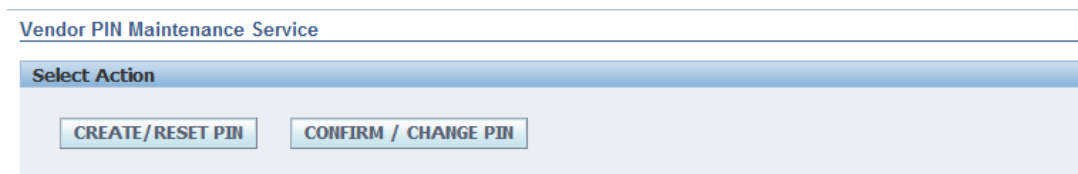
Create Oracle PIN

An oracle PIN is required by a supplier to submit change orders relative to D&C requests. To do this,

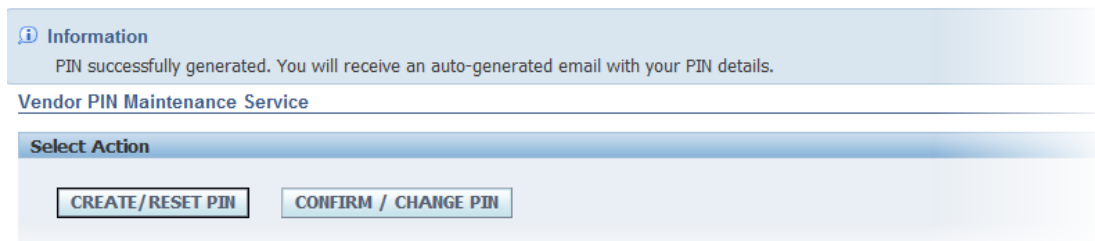
1. Log into Oracle.
2. Expand the **ATT Sourcing Supplier** folder in the Main Menu.
3. Click on **PIN Create/Maintenance**.



4. The **Vendor PIN Maintenance** window appears. Select **Create/Reset PIN**.



5. A temporary PIN will be generated and sent to the email address associated with your profile. The system will confirm this at the top of the window.



6. Once the temporary PIN is received, return to the application, and select **Confirm/Change PIN** from the window above. If you've exited the system, follow steps 1-3 to return to the screen above.

7. The **Vendor PIN Maintenance Service** window appears. Enter the temporary PIN in the *Enter Default/Old PIN* field provided.

Vendor PIN Maintenance Service

Select Action


Confirm PIN Details

Enter Default / Old PIN

Enter New PIN

Confirm New PIN

8. List a new PIN in the fields provided. Click **Save PIN**. A message confirming the pin was successfully changed will appear on your screen.

 Information
PIN Successfully changed.

Vendor PIN Maintenance Service

Select Action

Confirm PIN Details

Enter Default / Old PIN

Enter New PIN

Confirm New PIN

An email message confirming this change will also be sent to you.

PIN Changes

To modify an existing PIN,

Important!

If you do not recall your existing PIN, follow the steps outlined in the previous section to reset it.

1. Log into Oracle.
2. Expand the **ATT Sourcing Supplier** folder in the Main Menu.
3. Click on **PIN Create/Maintenance**.
4. The Vendor PIN Maintenance window appears. Select **Confirm/Change PIN**.

Vendor PIN Maintenance Service

Select Action

CREATE/RESET PIN CONFIRM / CHANGE PIN

5. The **Vendor PIN Maintenance Service** window appears. Enter your current PIN in the **Enter Default/Old PIN** field provided.

Vendor PIN Maintenance Service

Select Action

CREATE/RESET PIN CONFIRM / CHANGE PIN

Confirm PIN Details

Enter Default / Old PIN

Enter New PIN

Confirm New PIN

CLEAR SAVE PIN

6. List a new PIN in the fields provided. Click **Save PIN**. A message confirming the pin was successfully changed will appear on your screen.

Information

PIN Successfully changed.

Vendor PIN Maintenance Service

Select Action

CREATE/RESET PIN CONFIRM / CHANGE PIN

Confirm PIN Details

Enter Default / Old PIN

Enter New PIN

Confirm New PIN

CLEAR SAVE PIN

An email message confirming this change will also be sent to you.