

# Supplier Portal Guide: Working in Oracle Fusion

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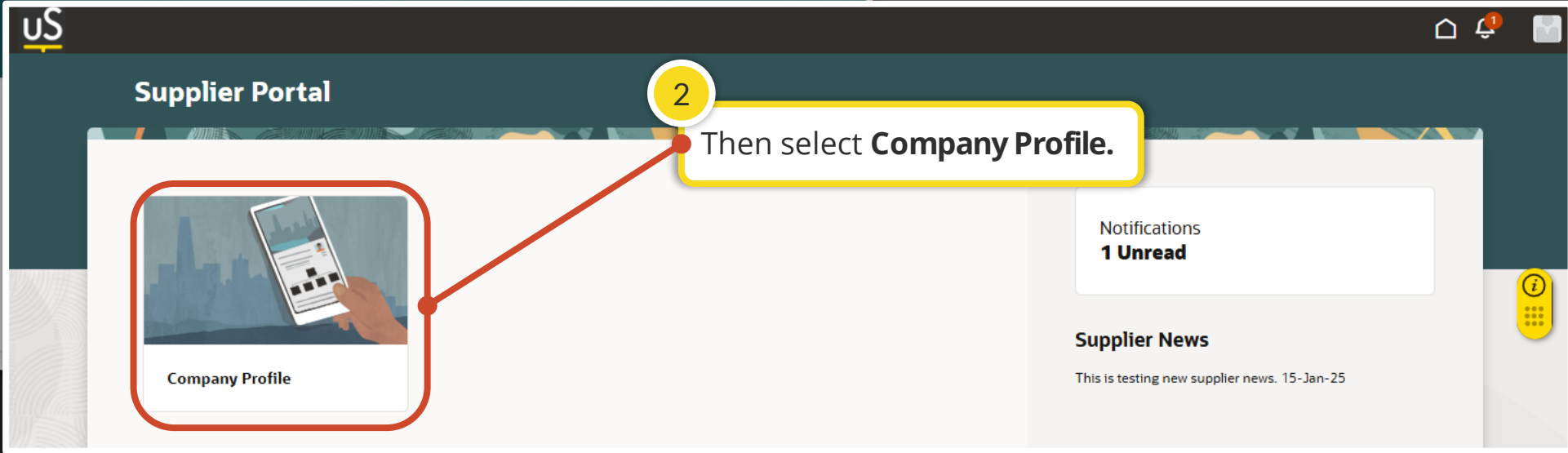
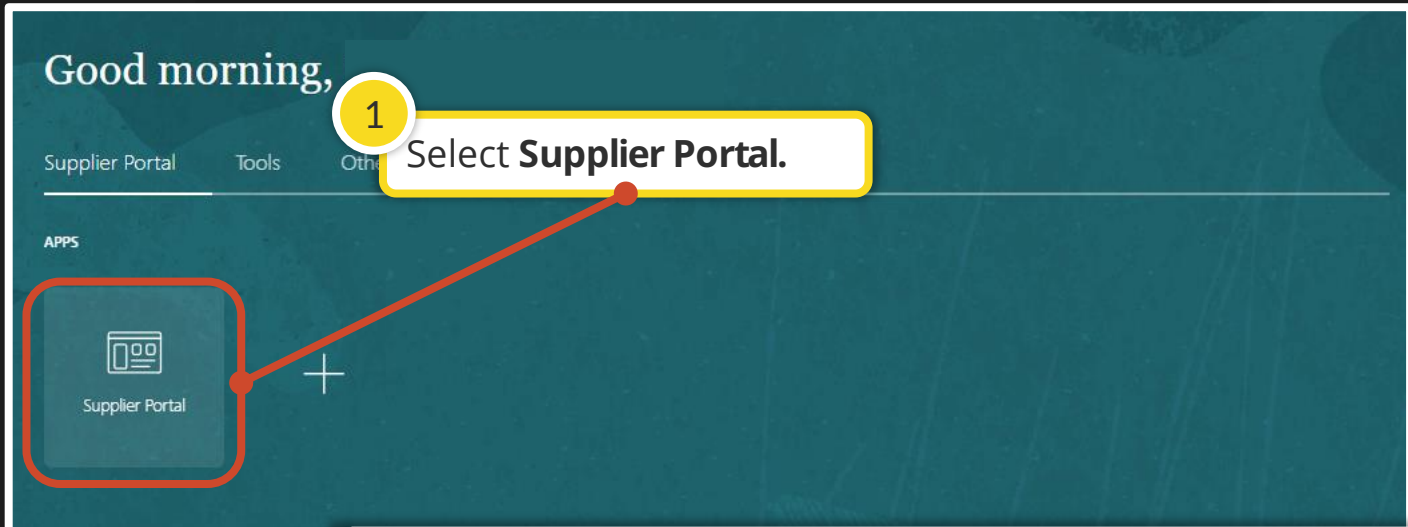
Click on the item  
you want or scroll  
to the next page.



# Supplier Portal Guide: Setting up profiles

Access requirement: **Supplier Self Service Administrator/ Accounts Receivable Specialist**

# Accessing the Supplier Portal



# Accessing the profile editor



3 All the company information can be accessed and edited using the headers but select **Contacts** to make a profile change request.

4 To make any changes, select **Edit** in the top right-hand corner. If you are **editing an existing profile** rather than setting up a new one, be sure to select the relevant Contact name before using the Edit button. If you're **setting up a new profile**, you'll be able to select **+** or **Actions > Create** once you're in Edit mode.

5 Select **Yes** to create a change request.

# Creating a new contact

5 Fill in all the necessary information for the contact you are creating.

US

Edit Profile Change Request: 73008

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

Actions View Format + - Status Active Freeze Detach Wrap

Name

Argos, Diomedes
Contact, Dummy
Lymessus, Briseis
McElven, Tom
Thebe, Andromache
Troy, Hecuba
Troy, Helen
Troy, Paris

Create Contact

Salutation Mr

\* First Name name

Middle Name

\* Last Name name

Job Title

Phone

Mobile

Fax

Email email@address.com

Status Active

☒ Administrative contact

Contact Addresses

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

Columns Hidden 5

User Account

☒ Request user account

Roles Data Access

Role	Description
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...
Supplier Self-Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating...

Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

Create Another OK Cancel

An 'Administrative contact' will receive emails regarding supplier registration status, insurance certifications, standard certificates and compliance.

If you are requesting a user account is created, you will need to provide an email address, so that Oracle can send them an email with steps to log into the system.

To clearly read a full description of each of the system roles, click **detach**.

Remove any role permissions that are not applicable to the user by selecting the roles, so they are highlighted, click **actions**, select **remove** and click **ok** once only the correct roles remain.

# Review changes



6

When you have finished editing, click **Review Changes** to continue to the next step.

On the next page, you must click **Submit** to send your request for approval.

**Please note:** Using **Save** or **Save and Close** will save your progress but will not submit it for our review.

Your profile will only reflect the new information after our team has approved the change, and you will receive an email notification.

US  
Edit Profile Change Request: 73010

Change Description

Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
					✓	Active
					✓	Active
					✓	Active
					✓	Active
					✓	Active
					✓	Active
					✓	Active

Information icon

US  
Review Changes

Change Description

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+ sname, anyone		name1@emaila.com		✓		Active	

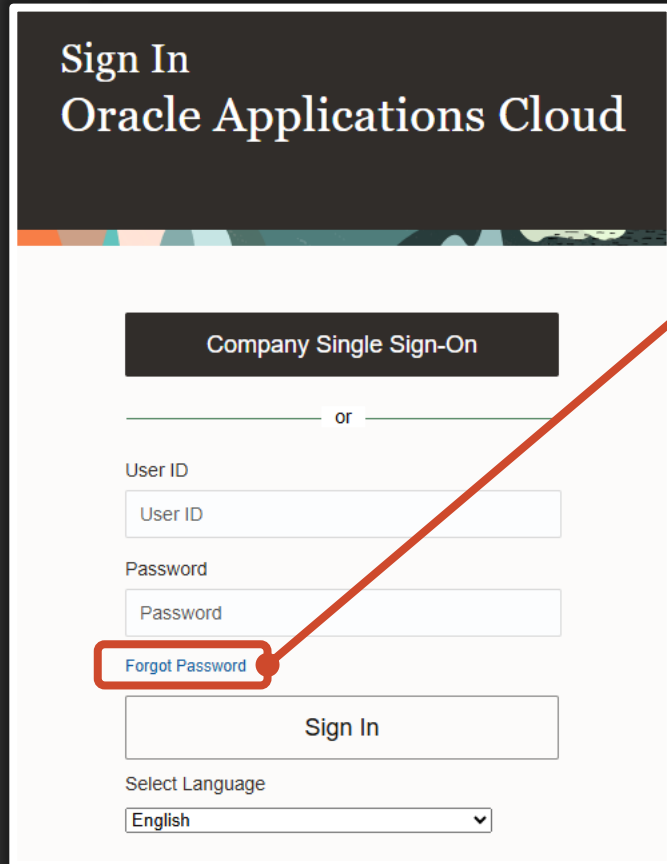
Columns Hidden 7



# Supplier Portal Guide: Resetting your password



# Resetting your password



Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
User ID

Password  
Password

**Forgot Password**

Sign In

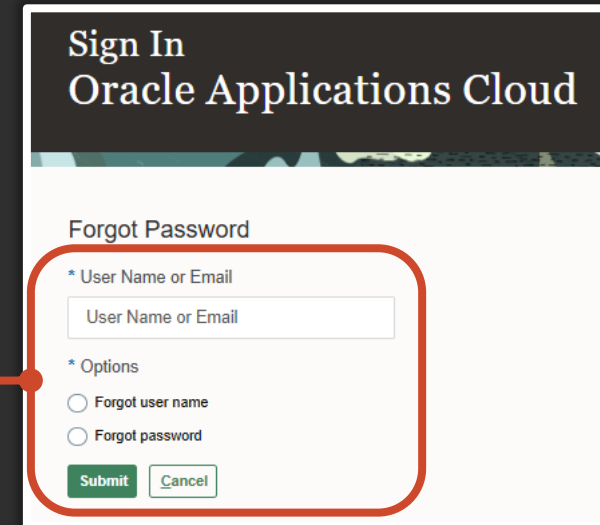
Select Language  
English

1

If you ever need to reset your password, please use the **Forgot Password** option on the sign in page.

2

Enter your username or email address, then select either **Forgot user name** or **Forgot password** (as appropriate) and then **Submit**.



Sign In  
Oracle Applications Cloud

Forgot Password

\* User Name or Email  
User Name or Email

\* Options  
☐ Forgot user name  
☐ Forgot password

Submit Cancel

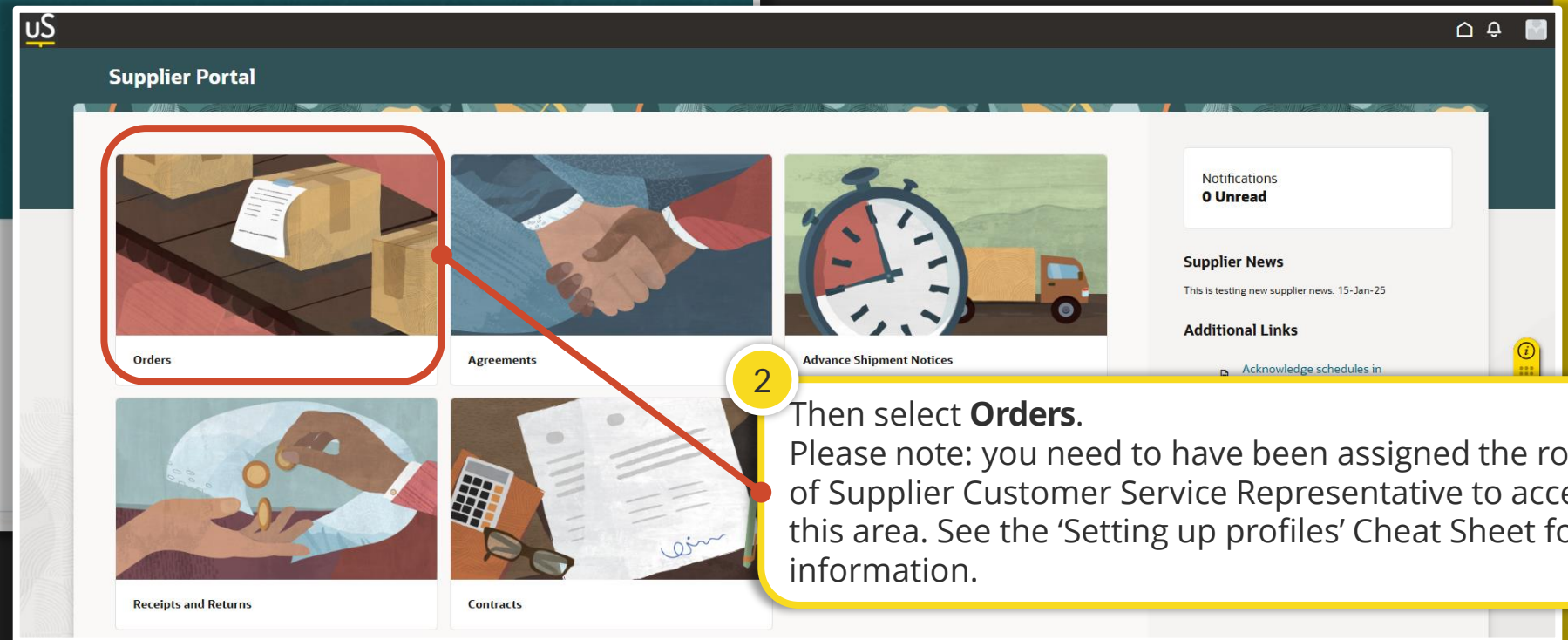
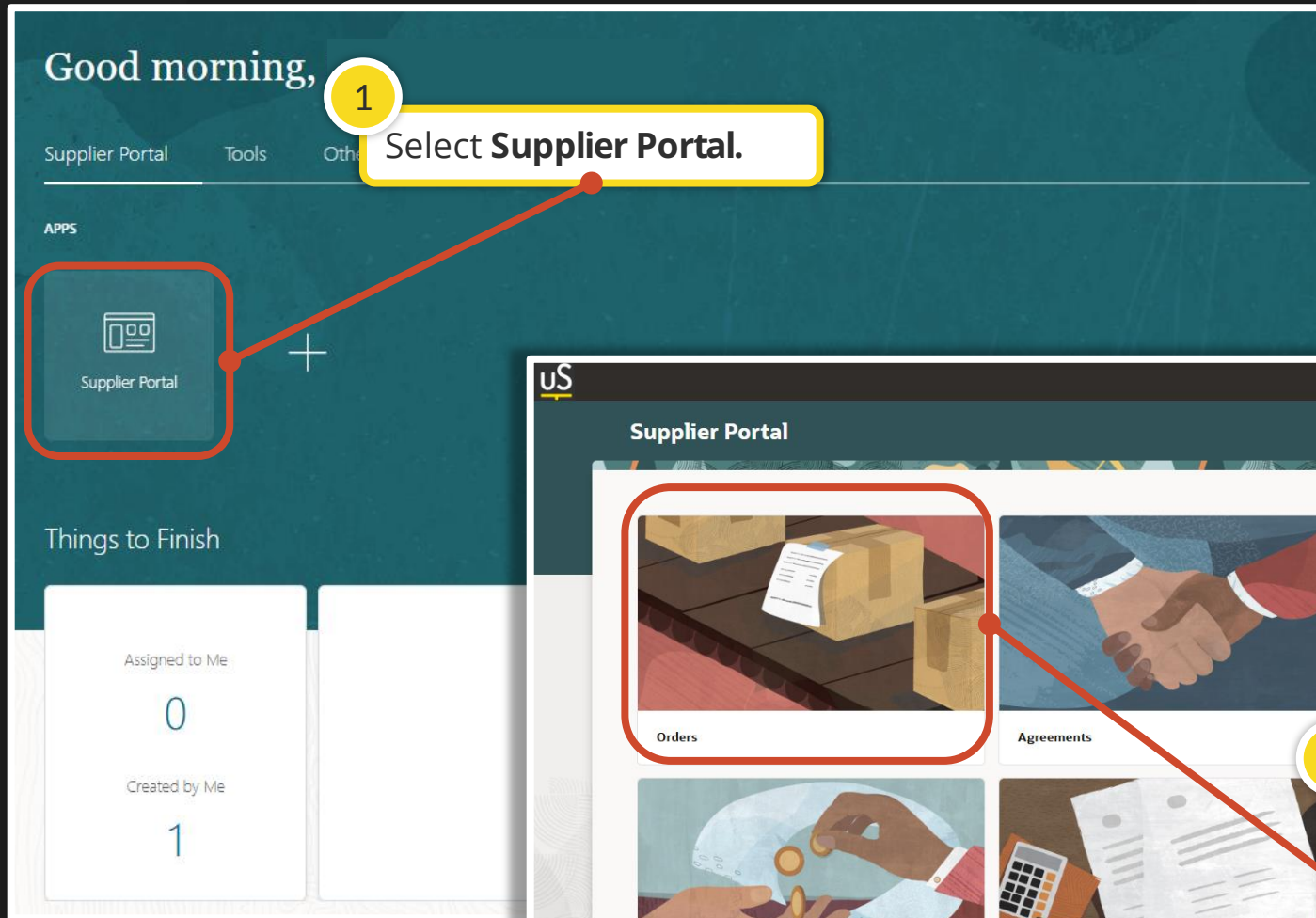


# Supplier Portal Guide:

## Find & download a purchase order (PO), including payment terms

Access requirement: **Supplier Customer Services Representative / Sales Representative**

# Accessing the Supplier Portal



# Finding your PO



uS

Manage Orders ?

BA

3

Search to find the PO you need.

Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU Unite Students

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site
No search conducted.			
Columns Hidden 27			

4

Then click the order number.

uS

Manage Orders ?

BA

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
1	PO-1111-1000307	10/07/25		HQ		600.35	GBP	Open		10/07/25
1	PO-1111-1000296	27/06/25		HQ		0.75	GBP	Open		27/06/25
1	PO-1111-1000194	03/06/25		HQ		5.00	GBP	Open		03/06/25
	PO-1111-1000154	02/04/25		HQ		5.00	GBP	Open		02/04/25
	PO-1111-1000148	7/03/25		Wales		250.00	GBP	Closed for I...		27/03/25
1	PO-1111-1000112	12/03/25		HQ		10.00	GBP	Open		12/03/25
	PO-1111-1000111	12/03/25		HQ		10.00	GBP	Open		12/03/25
1	PO-1111-1000110	12/03/25		HQ		10.00	GBP	Open		12/03/25
	PO-1111-1000109	12/03/25		HQ		5.00	GBP	Closed for R...		12/03/25
1	PO-1111-1000094	05/03/25		HQ		17,079.00	GBP	Open		05/03/25

# Finding your PO



US

Purchase Order: PO-1111-1000148 ?

Acknowledge

View PDF

Actions

Refresh

Done

Main

General

Sold-to Legal Entity

Unite Integrated Solutions plc

Supplier

Ordered

250.00 GB

Bill-to BU

Unite Students

Supplier Site

Wales

Description

Order

PO-1111-1000148

Supplier Contact

Source Agreement

Status

Closed for Invoicing

Additional Contact Email

Supplier Order

Buyer

Bill-to Location

South Quay House

Master Contract

Creation Date

27/03/25

Ship-to Location

South Quay House

Order Life Cycle

Ordered

Received

Delivered

Invoiced

Amount (GBP)

0 100 200 300

View Details

Terms

Notes and Attachments

Required

None

Payment Terms

45 Days

Shipping Method

Freight Terms

None

Pay on receipt

Confirming order

Additional Information

Context Prompt

Lines

Schedules

Actions

View

Format

Freeze

Detach

Wrap

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		test #2	25	Each	10.00	250.00	Closed for...

Columns Hidden 16

5 Select **View PDF** to download a copy.

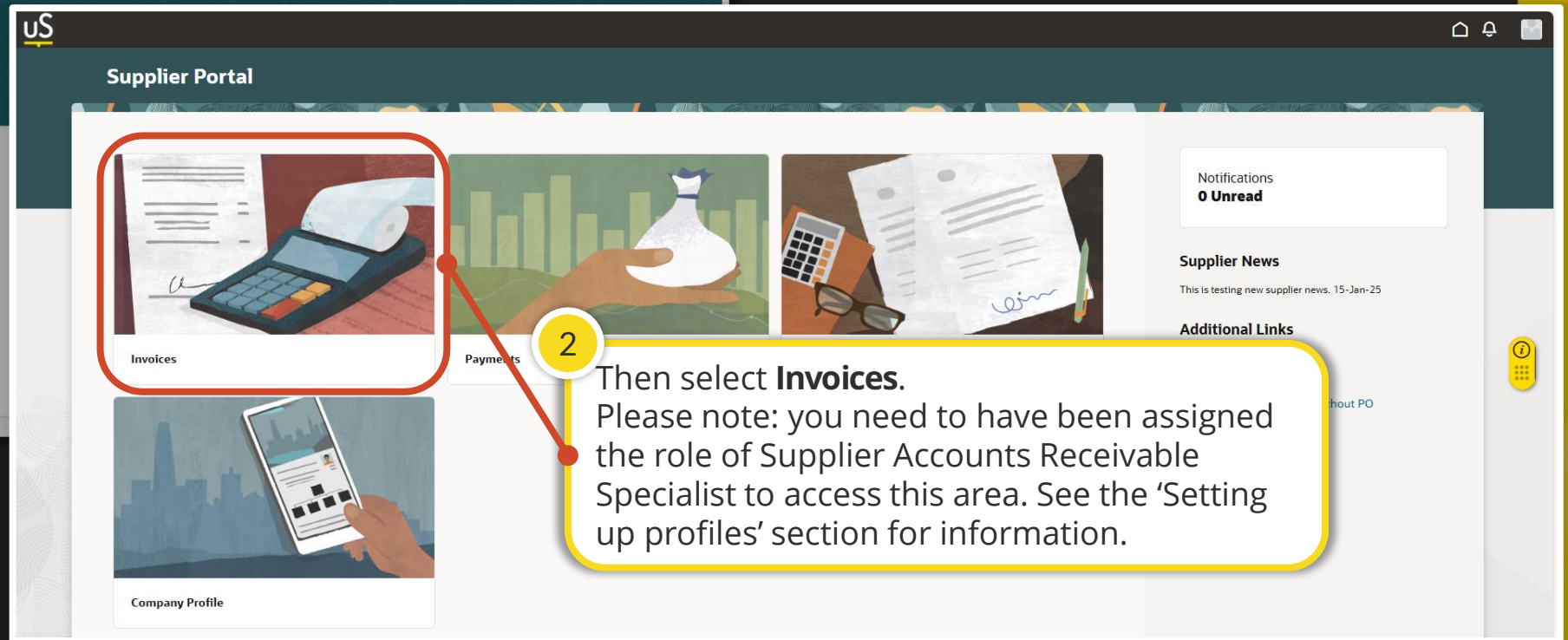
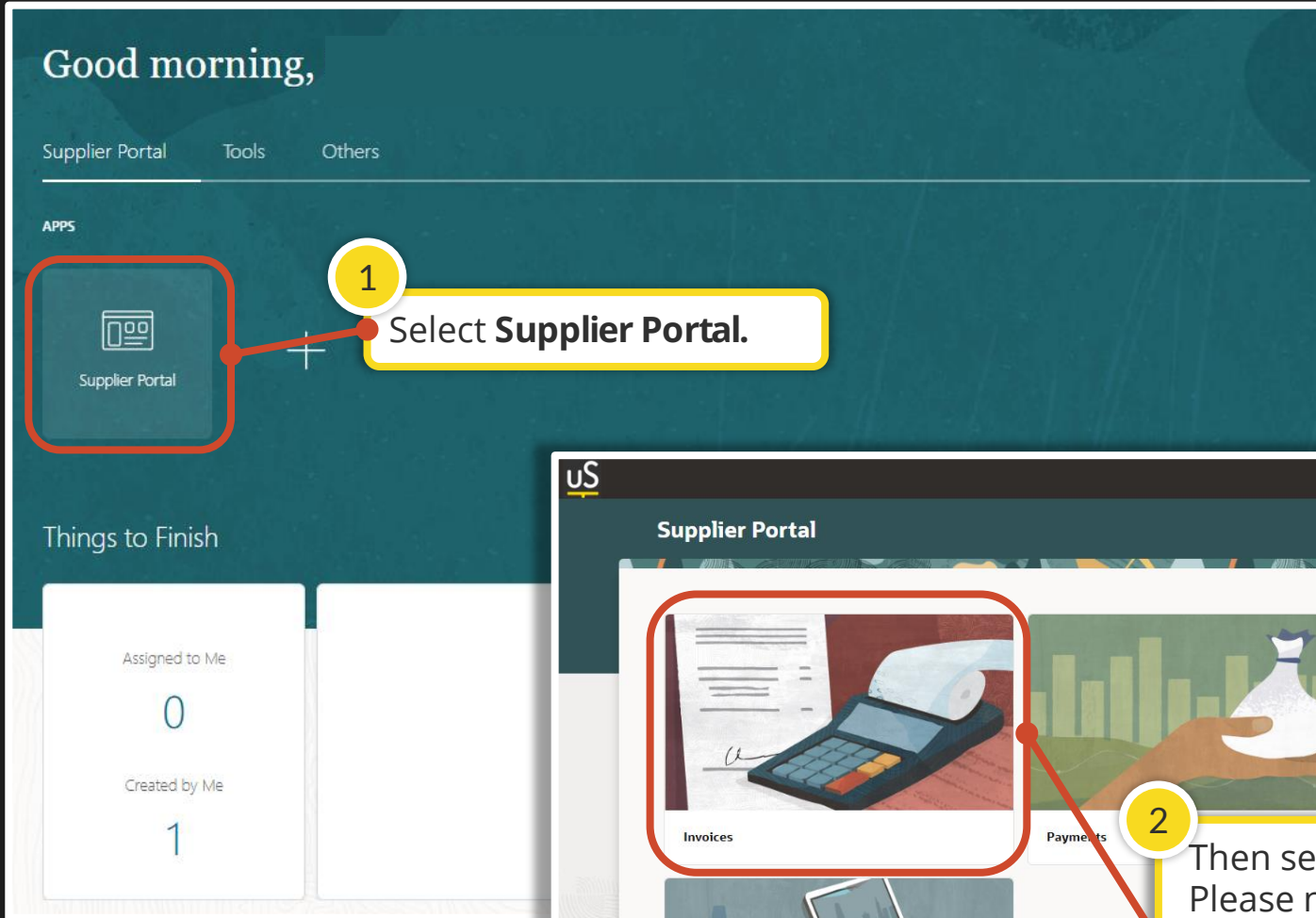
6 Payment terms are shown here.



# Supplier Portal Guide: Locating invoice payment date

Access requirement: **Supplier Accounts Receivable Specialist**

# Accessing the Supplier Portal



# Finding your PO



**3** Search to find the invoice by filling in at least one of the required fields.

**uS**  
View Invoices

**Search**

\*\* Invoice Number   
\*\* Supplier   
Supplier Site   
\*\* Purchase Order

Consumption Advice   
Invoice Status   
Paid Status   
Payment Number

**Search** **Reset** **Save...**

**Search Results**

Invoice Number	Invoice Date	Type	Purchase Order	Supplier
----------------	--------------	------	----------------	----------

**4** Select Purchase Order (PO) by clicking the invoice number.

**uS**  
View Invoices

**Search**

\*\* Invoice Number   
\*\* Supplier   
Supplier Site   
\*\* Purchase Order

Consumption Advice   
Invoice Status   
Paid Status   
Payment Number

**Search** **Reset** **Save...**

**Search Results**

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status
16569725	10/07/25	Standard	PO-1111-10001		HQ	GBP	10.50 GBP	Incomplete
	24/06/25	Standard	PO-1111-10001		HQ	300.00 GBP	300.00 GBP	Approved



# Find payment due date



us

Invoice: LC\_Test

Done

Business Unit: Unite Students

Legal Entity Name: Unite Integrated Solutions

Supplier or Party: HQ

Supplier Site: HQ

Address:

Invoice Date: 04/04/25

Invoice Amount: 750.00 GBP

Unpaid Amount: 750.00 GBP

Invoice Type: Standard

Description:

Funds Status: Not required

Attachment: None

Lines

Payments

Info

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
No payments.							
GBP							

Installments

Number	Due Date	Amount (GBP)		Payment Method
		Gross	Unpaid	
1	19/05/25	750.00	750.00	Electronic
		750.00	750.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (GBP)		Description
		Tax	Item	
No applied prepayments.				

5  
Go to the Payments tab.

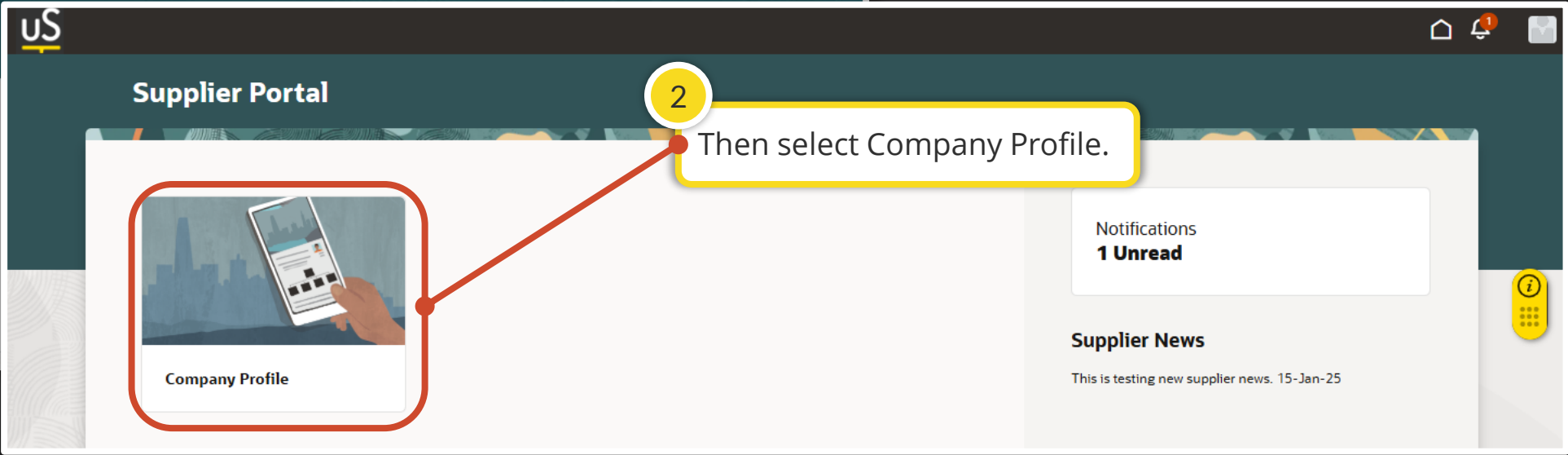
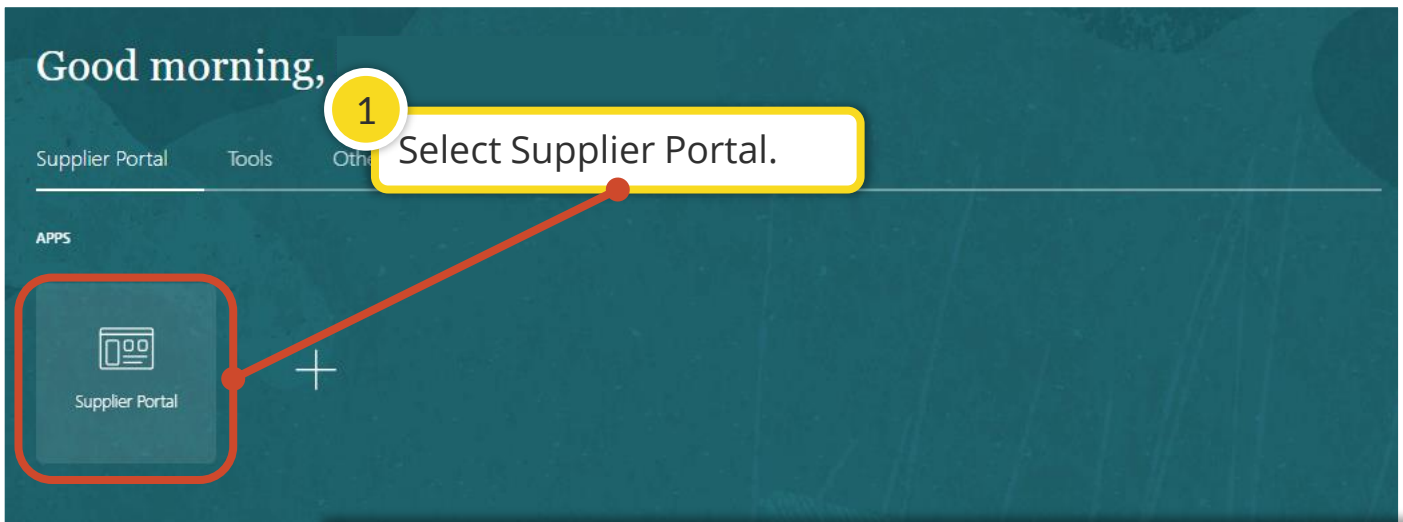
6  
Payment due dates are shown here.



# Supplier Portal Guide: Updating organisation details

Access requirement: **Supplier Customer Services Representative/ Self Service Administrator**

# Accessing the Supplier Portal



# Accessing the profile editor



3

All the company information can be accessed and edited using the headers.

4

To make any changes, select **Edit** in the top right-hand corner.

5

Select **Yes** to create a change request.

# When to update



uS

Edit Profile Change Request: 40005

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

General

\* Supplier Name UK SPARES LTD

Supplier Number 1794

Supplier Type Supplier

Tax Organization Type Corporation

Status Active

Attachments None

Identification

D-U-N-S Number 123456789

Customer Number 0987654321

SIC 4567

National Insurance Number

Corporate Web Site www.spares.co.uk

Corporate Profile

Year Established 1992

Mission Statement To spare the UK from shortages in spares

Year Incorporated 1992

Chief Executive Title Lord

Chief Executive Name Lucan

Principal Title Mr.

Principal Name Orville Orion

Financial Profile

Fiscal Year End Month December

Current Fiscal Year's Potential Revenue 25,000,000

Preferred Functional Currency GBP

6

To ensure our records are up-to-date, please update your profile if your company name or ownership structure changes (e.g., through a merger or takeover).

When you submit a change request, please use the **Change Description** box to explain the update and attach supporting documents, such as a certificate of incorporation or official legal notice.

# Profile – Organisation Details



uS

Edit Profile Change Request: 40005

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

General

\* Supplier Name Supplier Number 1794 Supplier Type Supplier Tax Organization Type Corporation Status Active Attachments None

Identification

D-U-N-S Number 123456789 Customer Number SIC 4567 National Insurance Number Corporate Web Site

Corporate Profile

Year Established 1992 Mission Statement To spare the UK from shortages in spares Year Incorporated 1992 Chief Executive Title Lord Chief Executive Name Principal Title Mr. Principal Name

Financial Profile

Fiscal Year End Month December Current Fiscal Year's Potential Revenue 25,000,000 Preferred Functional Currency GBP

7

When you have finished editing, click **Review Changes** to continue to the next step.

On the next page, you must click **Submit** to send your request for approval. Please note: Using **Save** or **Save and Close** will save your progress but will not submit it for our review.

Your profile will only reflect the new information after our team has approved the change, and you will receive an email notification.

# Profile – Tax Identifiers

8

If you are registered for Value-Added Tax (VAT) in the United Kingdom (UK), keep your VAT details up to date here.

If you are based outside of the UK, then keep the sales taxation details of your country up to date.

The screenshot shows the 'Company Profile' page with the 'Tax Identifiers' tab selected. The 'Transaction Tax' section is highlighted with a red box. The 'Income Tax' section is also visible.

**Company Profile** ? Delete Change Request Edit Done

There are profile changes that aren't submitted. You must edit the changes to continue.

Last Change Request	39001	Requested By	Change Description
Request Status	Draft	Request Date	27/2/25

Updated our profile based on correspondence request from Unite Students.

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

**Income Tax**

Taxpayer Country	Tax Reporting Name
Taxpayer ID	Name Control
<input type="radio"/> Federal reportable	Verification Date
Federal Income Tax Type	<input type="radio"/> Use withholding tax
<input type="radio"/> State reportable	Withholding Tax Group

**Transaction Tax**

Tax Registration Country	Tax Registration Type
Tax Registration Number	

9

If you are registered for Value-Added Tax (VAT) in the United Kingdom (UK), set: -

- Tax Country as "United Kingdom"
- Tax Registration Type as "VAT"
- Tax Registration Number as your (VAT) Number in the format GB123456789.

If based outside of the UK, then enter the sales taxation details of your country: -

- Tax Country as your country
- Tax Registration Type as "Tax identification number"
- Tax Registration Number as the sales tax identifier of your country. The format is a two-letter country code followed by a country-specific number of digits. For example, a German tax registration number is DE123456789.

# Profile – addresses

10

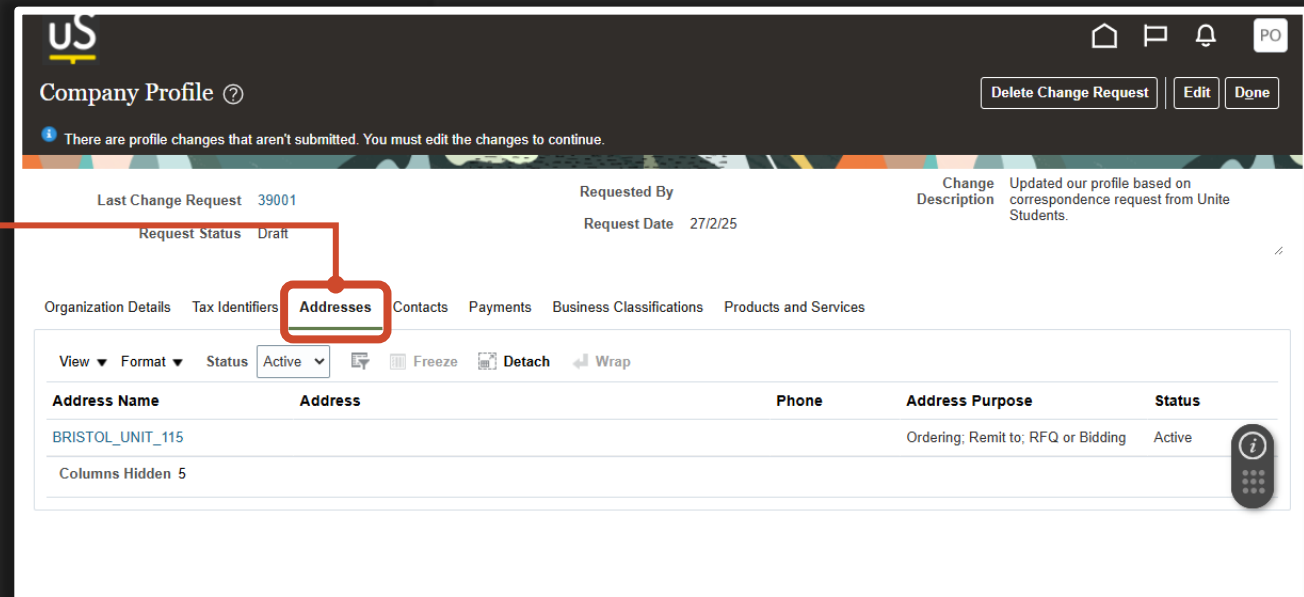
For locations which serve different purposes, you can specify addresses for:

**Purchase Orders:** for all communications related to order fulfilment.

**Remittances:** for confirmations of payments.

**Bids and Quotes:** for all bidding and quotation exchanges.

For locations handling distinct segments of your sales, create a new "Site." Contact us to set this up.



The screenshot shows the 'US Company Profile' interface. At the top, there's a navigation bar with the 'US' logo, a 'Company Profile' title, and buttons for 'Delete Change Request', 'Edit', and 'Done'. A notification banner states: 'There are profile changes that aren't submitted. You must edit the changes to continue.' Below this, a summary section displays 'Last Change Request 39001', 'Request Status Draft', 'Requested By', 'Request Date 27/2/25', and a 'Change Description' about a correspondence request. The main content area has a tabbed interface with 'Addresses' highlighted. Below the tabs are filters for 'View', 'Format', 'Status' (set to 'Active'), and actions like 'Freeze', 'Detach', and 'Wrap'. A table lists addresses, with one entry 'BRISTOL\_UNIT\_115' having the purpose 'Ordering, Remit to; RFQ or Bidding' and status 'Active'. A 'Columns Hidden 5' indicator is at the bottom left of the table. A red line connects the 'Addresses' tab in the text to the 'Addresses' tab in the screenshot.

Address Name	Address	Phone	Address Purpose	Status
BRISTOL_UNIT_115			Ordering, Remit to; RFQ or Bidding	Active



# Profile – Tax Identifiers



11

If you are a sub-contractor registered under the United Kingdom (UK) Construction Industry Scheme (CIS), then set: -

- Tax Country as “United Kingdom”
- Taxpayer ID as the Unique Taxpayer Reference (UTR) provided by the HMRC
- Tax Reporting Name as the exact name of your business as registered under the HMRC CIS scheme.
- Name Control as a short abbreviation of your name
- Verification Date as the date you last confirmed your CIS status and deduction rate with HMRC.
- Set “Use withholding tax” as ticked if you are under the CIS scheme
- Withholding Tax Group as the CIS deduction rate to apply

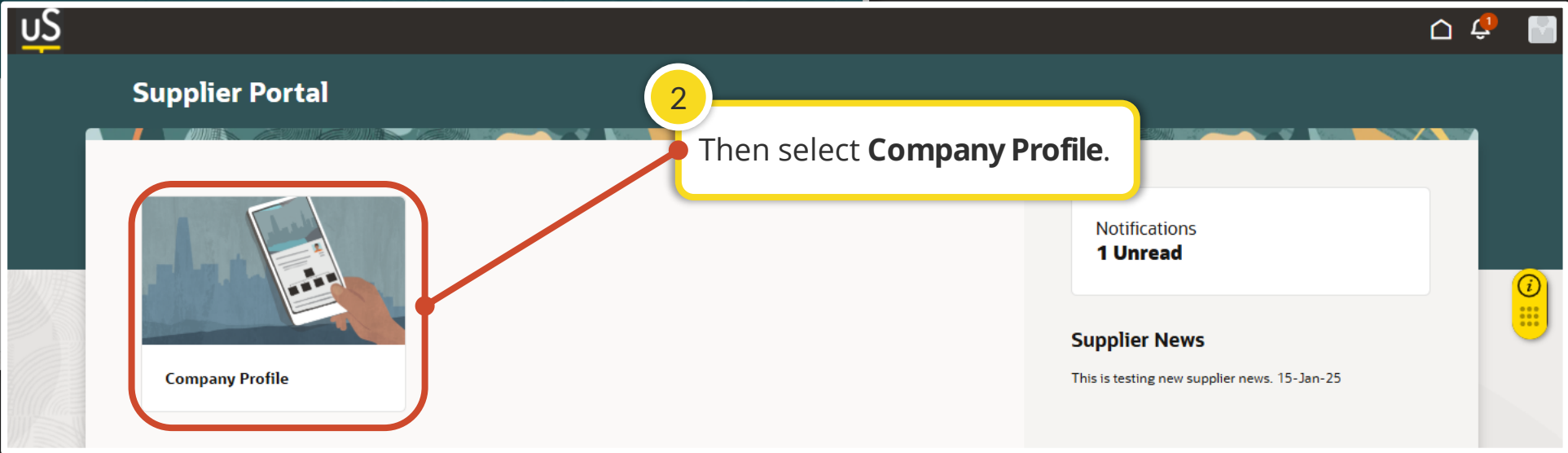
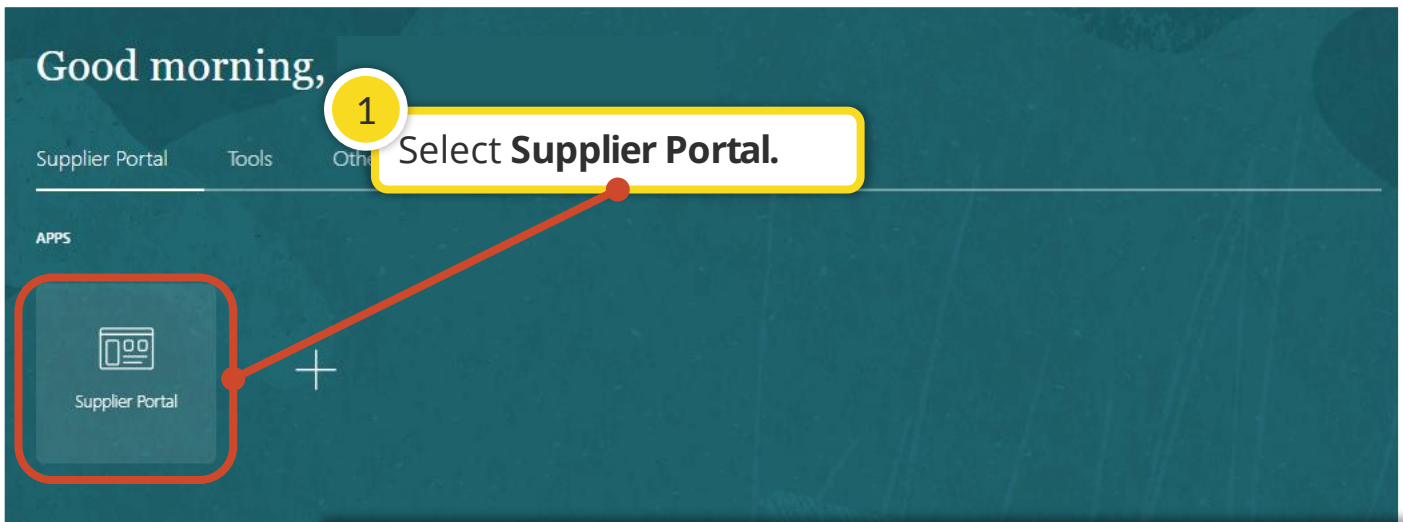
Leave the remaining fields as blank.



# Supplier Portal Guide: Updating insurance documents

Access requirement: **Supplier Customer Services Representative/ Self Service Administrator**

# Accessing the Supplier Portal



# Accessing the profile editor



3 All the company information can be accessed and edited using the headers but select **Business Classifications** to make a profile change request.

uS

Company Profile ?

Last Change Request 83016

Request Status Canceled

Requested By Oceanus, Sisyphus

Request Date 11/08/25

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

View ▼

Format ▼

Status Active ▼

Freeze

Detach

Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Contact Name					<input checked="" type="checkbox"/>	Active

4 To make any changes, select **Edit** in the top right-hand corner.

5 Select **Yes** to create a change request.

Warning

POZ-2130390Making edits will create a change request for the profile. Do you want to continue?

Yes

No

# Update the document(s)



6

Select **Actions** > **Add**.

Change Description: Adding Professional Indemnity certificate

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

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Professional Indemnity	Professional Indemnity	Current	Other	Aviva	52218121	12/12/24	11/12/25	ccpolicy.PNG			
CHAS or equivalent H&S standard											
Cyber Essentials/Cyber Essentials Plus											
Employers Liability											
ISO14001 (Environmental Management)											
ISO27001 (IT Security Management)											
ISO9001 (Quality Management)											
Other Relevant Insurances											
Product Liability											
Professional Indemnity											
Public Liability											

7

Select the type of certificate and fill in the rest of the details. You will always need to select **Other** under Certifying Agency and then add the name of the Agency in the next field.

# Review Changes



US

Edit Profile Change Request: 75007

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Adding Professional Indemnity certificate

Organization Details

Tax Identifiers

Addresses

Contacts

Business Classifications

Products and Services

None of the classifications are applicable

Actions

View

Format

+

×

Freeze

Detach

Wrap

Classification

Professional Indemnity

CHAS or equivalent H&S standard

Cyber Essentials/Cyber Essentials Plus

Employers Liability

ISO14001 (Environmental Management)

ISO27001 (IT Security Management)

ISO9001 (Quality Management)

Other Relevant Insurances

Product Liability

Professional Indemnity

Public Liability

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Professional Indemnity	Professional Indemnity	Current	Other	Aviva	52218121	12/12/24	11/12/25	ccpolicy.PNG			

8

When you have finished editing, click **Review Changes** to continue to the next step.

On the next page, you must click **Submit** to send your request for approval.

Please note: Using **Save** or **Save and Close** will save your progress but will not submit it for our review.

Your profile will only reflect the new information after our team has approved the change, and you will receive an email notification.

US

Review Changes

Submit

Cancel

Change Description

Contacts

View

Format

Freeze

Detach

Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+ sname, anyone		name1@emails.com		<div><div></div></div>		Active	<div><div></div></div>

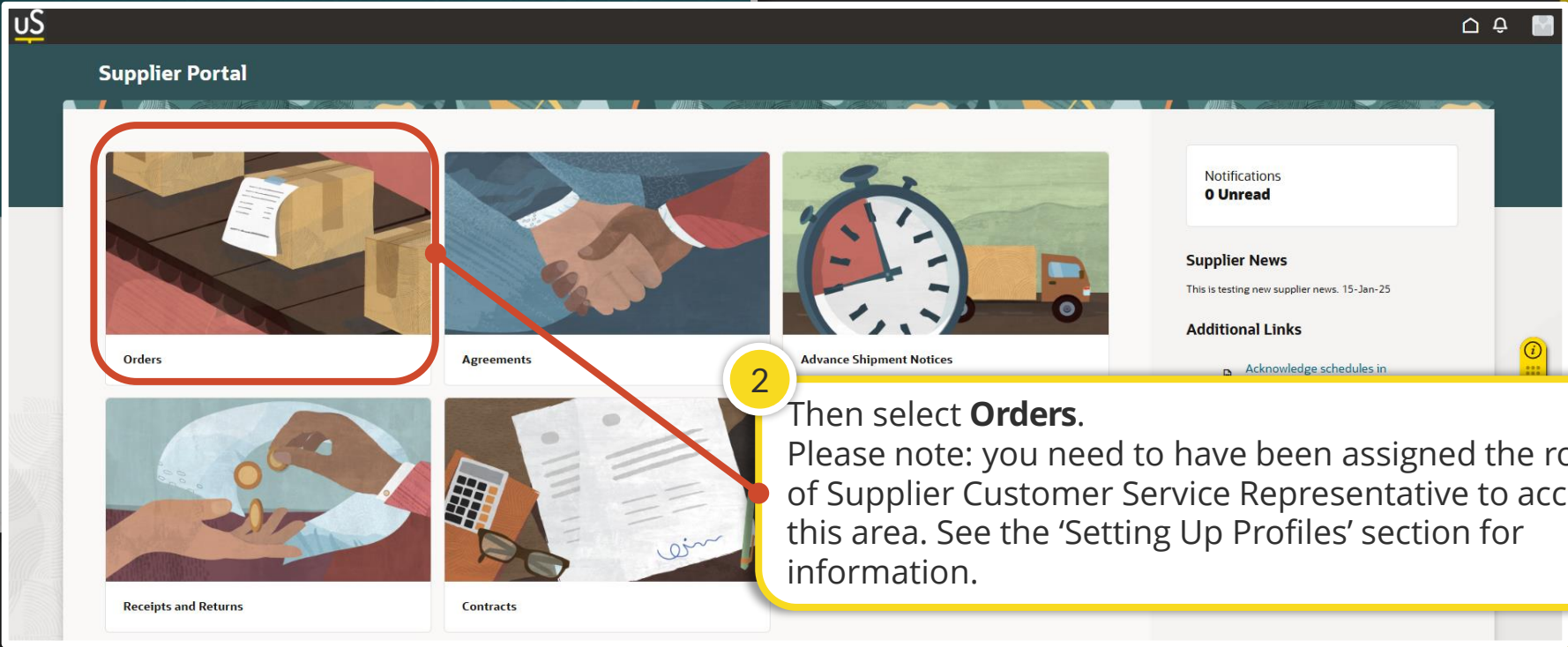
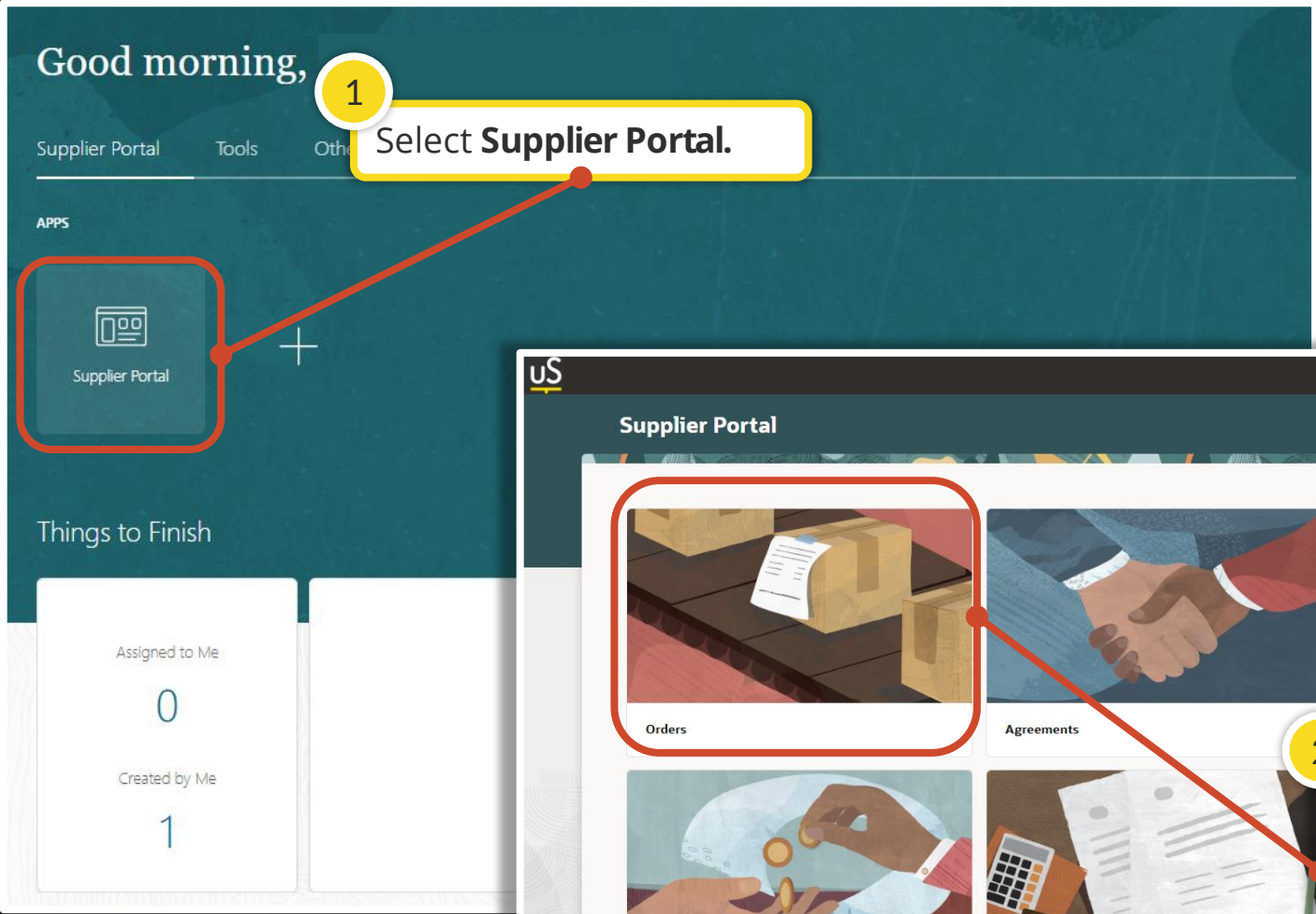
Columns Hidden 7



# Supplier Portal Guide: Visibility of PO receipting

Access requirement: **Supplier Customer Services Representative/ Sales Representative**

# Accessing the Supplier Portal





# Finding your PO



**uS**  
Manage Orders ?

3 Search to find the PO you need.

Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Bill-to BU Unite Students

Supplier Site

Order

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site
No search conducted.			
Columns Hidden 27			

**uS**  
Manage Orders ?

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PO-1111-	10/07/25		HQ		600.35	GBP	Open		10/07/25
PO-1111	27/06/25				0.75	GBP	Open		27/06/25
PO-1111	23/06/25				5.00	GBP	Open		03/06/25
PO-1111	22/04/25				5.00	GBP	Open		02/04/25
PO-1111	27/03/25		Wales		250.00	GBP	Closed for I...		27/03/25
PO-1111	12/03/25		HQ		10.00	GBP	Open		12/03/25
PO-1111	12/03/25		HQ		10.00	GBP	Open		12/03/25
PO-1111	12/03/25		HQ		10.00	GBP	Open		12/03/25
PO-1111	12/03/25		HQ		5.00	GBP	Closed for R...		12/03/25
PO-1111	25/03/25		HQ		17,079.00	GBP	Open		05/03/25

4 Then select the order number.

# Review Receipts



uS

Purchase Order: PO-1111-

Acknowledge

View PDF

Actions

Refresh

Done

Order Life Cycle

Ordered

Received

Delivered

Involved

0

100

200

300

Amount (GBP)

View Details

Main

General

Sold-to Legal Entity

Unite Integrated Solutions plc

Supplier

Ordered 250.00 GBP

Bill-to BU

Unite Students

Supplier Site

Wales

Order

PO-1111-

Supplier Contact

Source Agreement

Status

Closed for Invoicing

Additional Contact Email

Supplier Order

Buyer

Creation Date 27/03/25

Bill-to Location

South Quay House

Ship-to Location

South Quay

Master Contract

Terms

Notes and Attachments

Required Acknowledgment

None

Shipping Method

Payment Terms

45 Days

Freight Terms

None

FOB

5 Select **view details**.

uS

Order Life Cycle: PO-1111

Done

Sold-to Legal Entity

Unite Integrated Solutions plc

Order

PO-1111-

Supplier

Supplier Site

Wales

Supplier Contact

Ordered 250.00 GBP

Order Life Cycle

Ordered

Shipped

Received

Delivered

Involved

0

50

100

150

200

250

300

Amount (GBP)

In-Transit Shipments

Actions

View

Format

Freeze

Detach

Wrap

Shipment

Ship Date

Tracking Number

Packing Slip

Expected Receipt Date

Shipped

Carrier

Bill of Lading

No results found.

Columns Hidden 2

Receipts

Actions

View

Format

Freeze

Detach

Wrap

Receipt

Receipt Date

Shipment

Ship Date

Packing Slip

Returned

Received

Delivered

Invoiced

Open to Invoice

1170

08/05/25 10:12

0.00

10.00

10.00

0.00

0.00

1171

08/05/25 10:18

0.00

20.00

20.00

0.00

0.00

1172

08/05/25 10:21

0.00

40.00

40.00

0.00

0.00

Columns Hidden 3

Invoices

Actions

View

Format

Freeze

Detach

Wrap

Invoice

Invoice Date

Status

Invoice Total

Paid

Matched Amount

Receipt

Packing Slip

24/06/25

On Hold

300.00

0.00

250.00

6 Select the receipt number.

# Review Receipts



uS

Receipt: 1067

View Transaction History

Done

Summary

Supplier

Shipment

Shipped Date

Shipping Method

Number of Supplier Packing Units

Supplier Site UIS\_PETERLEE

Packing Slip

Waybill

Bill of Lading

Note

Attachments None

Additional Information

Lines

Actions View

7

All details of received items are here.

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
	Single Mattress	Purchase order	PO-1111	1	0	1	0	Each		21/01/25 12:14

UNITE  
STUDENTS

