

## Quick reference guide (QRG)

### How to access the Supplier Portal for existing suppliers

This QRG is designed to show you how to access the Supplier Portal in Oracle Fusion as an **existing supplier** at Monash Health. Follow the steps below to activate your user account, log in, and review your organisation's supplier profile. This guide provides clear, step-by-step instructions to help you confidently access and use the portal for your Monash Health supplier activities.

**Note:** This guide **ONLY** refers to suppliers being migrated from the legacy system into the new Oracle Fusion system.

#### What resources are available to you:

- How to register as a new supplier (via supplier registration link) QRG
- Supplier Portal navigation QRG
- How to amend company profile details QRG
- How to access tenders via the Supplier Portal QRG
- How to access the Supplier Portal for existing suppliers QRG ([this document](#))
- View purchase orders QRG

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# INTRODUCTION

## Overview

Welcome to the Monash Health Supplier Portal.

The Monash Health Supplier Portal, powered by Oracle Fusion, is a secure, web-based platform that enables suppliers to interact directly with Monash Health's procurement system in real time.

As part of our commitment to building strong, transparent, and efficient partnerships, we have implemented a streamlined supplier registration process to ensure seamless onboarding, efficient transactions, and compliance with Monash Health's procurement and regulatory requirements.

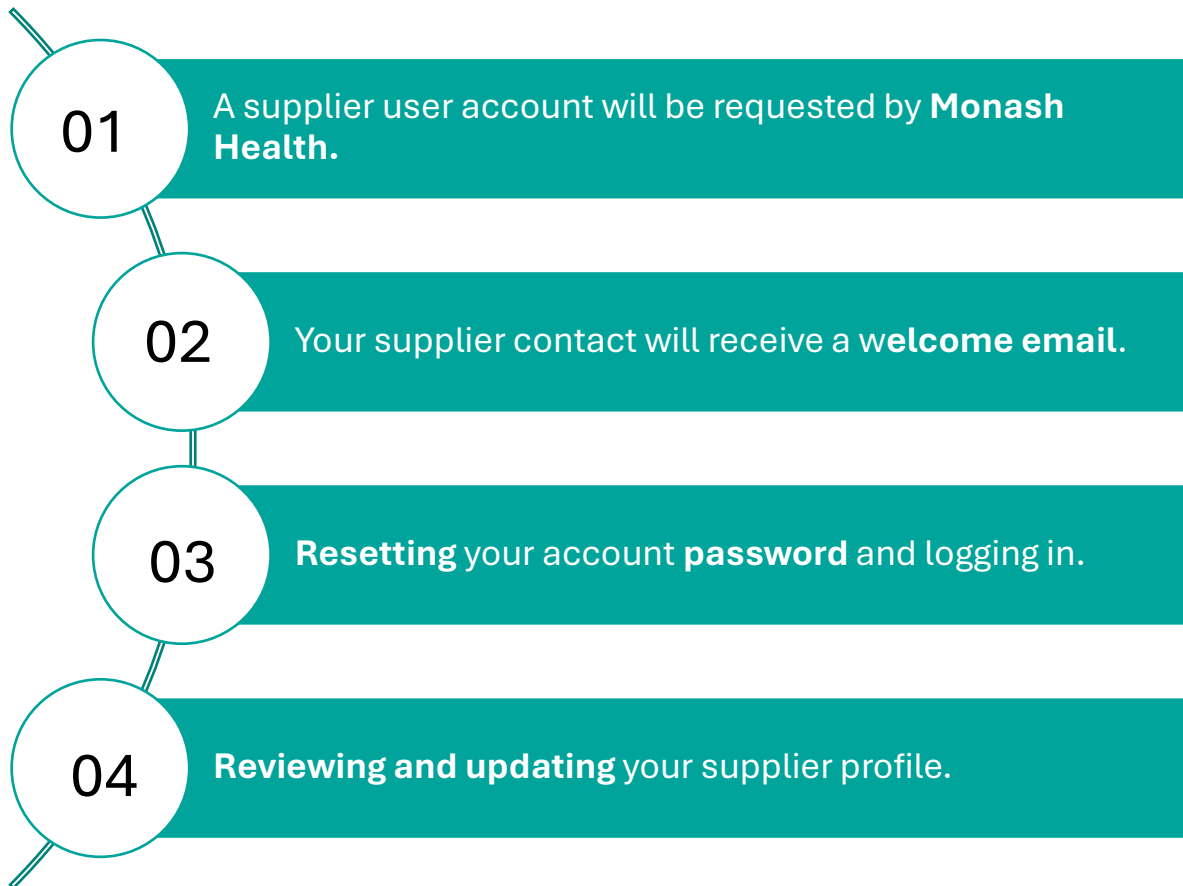
As a registered supplier, you will gain access to the following key features of the Oracle Fusion Supplier Portal:

- **supplier self-service:** manage your company information, including contact details, email addresses and bank accounts
- **bid management:** view and respond to requests for quotations or proposals (RFx events) and participate in tenders/sourcing events
- **purchase order management:** view purchase orders, receipts, and invoice details
- **contracts** – view PDF copies of your Monash Health contracts.

This step-by-step user guide provides detailed instructions on how access the supplier portal as an **existing supplier at Monash Health**.

## Accessing the Supplier Portal for existing suppliers process overview

There are 4 main steps to the process:



Note: when using the Supplier Portal, do not click 'Back' or use your browser's back arrow. This will not return you to the previous Oracle Fusion page, but will exit the portal.

## Step 1: supplier user account will be requested by Monash Health.

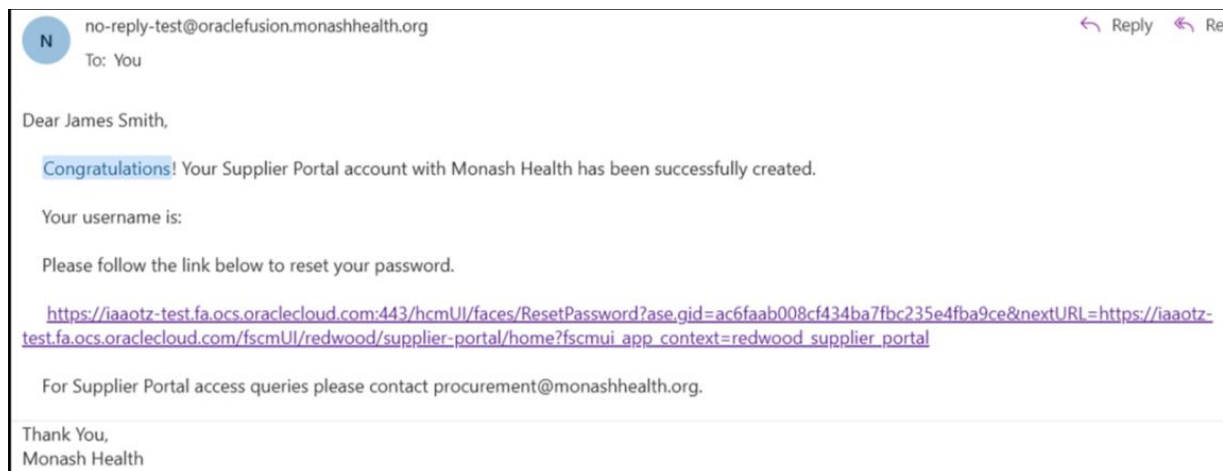
The Monash Health Fusion implementation team will be creating user accounts in Oracle Fusion **for all supplier contacts who previously had Zycus Portal access.**

**Note:** This access will be initiated between 15 and 19 December 2025.

## Step 2: your supplier contact will receive a welcome email.

Once the supplier admin submits the request, Oracle Fusion automatically generates a **welcome email.**

- This email:
  - confirms that a user account has been created
  - provides a **unique link** directing the supplier contact to reset their password
  - may sometimes go to *Junk/Spam* — please check these folders if it has not arrived.



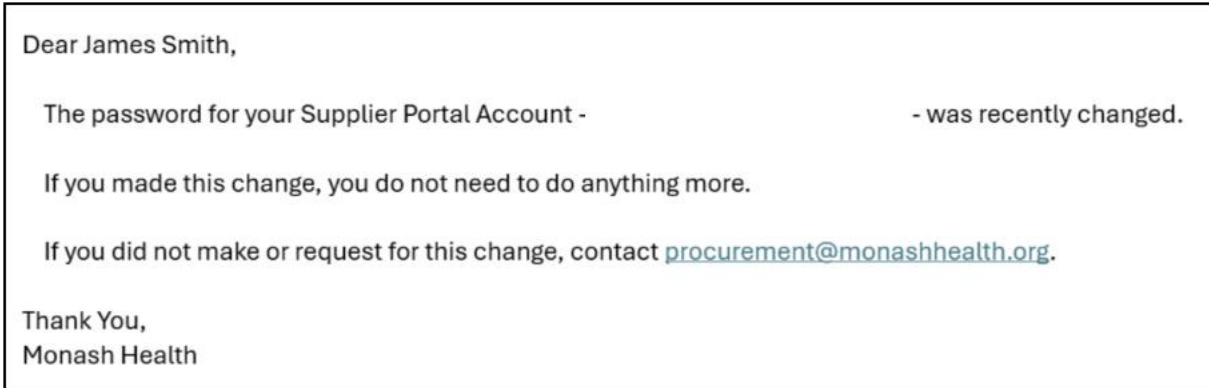
## Step 3: resetting your account password and logging into the Supplier Portal.

The supplier contact must follow the steps below:

1. Click the **password reset link** in the welcome email.

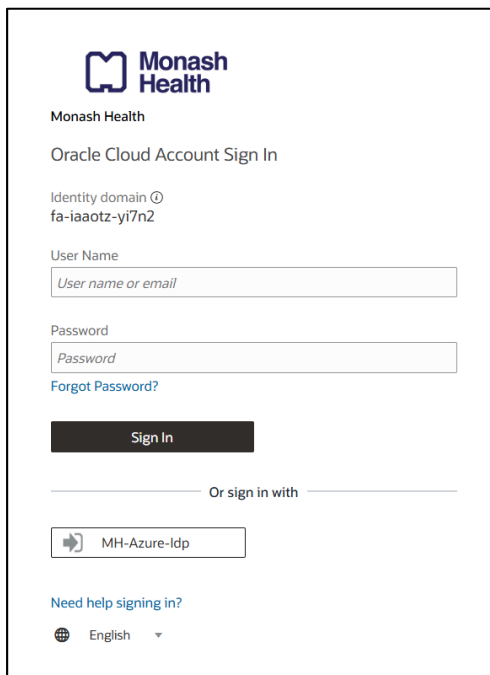


2. Create a new password that meets Oracle Fusion security requirements (e.g., length and complexity rules). You will receive an email like this upon successful completion of resetting your password:



3. Once the password is saved, navigate to the [Monash Health Supplier Portal login page](#).
4. Enter your username (email address) and newly created password.

**On successful login, the Oracle Fusion Supplier Portal home page will appear:**

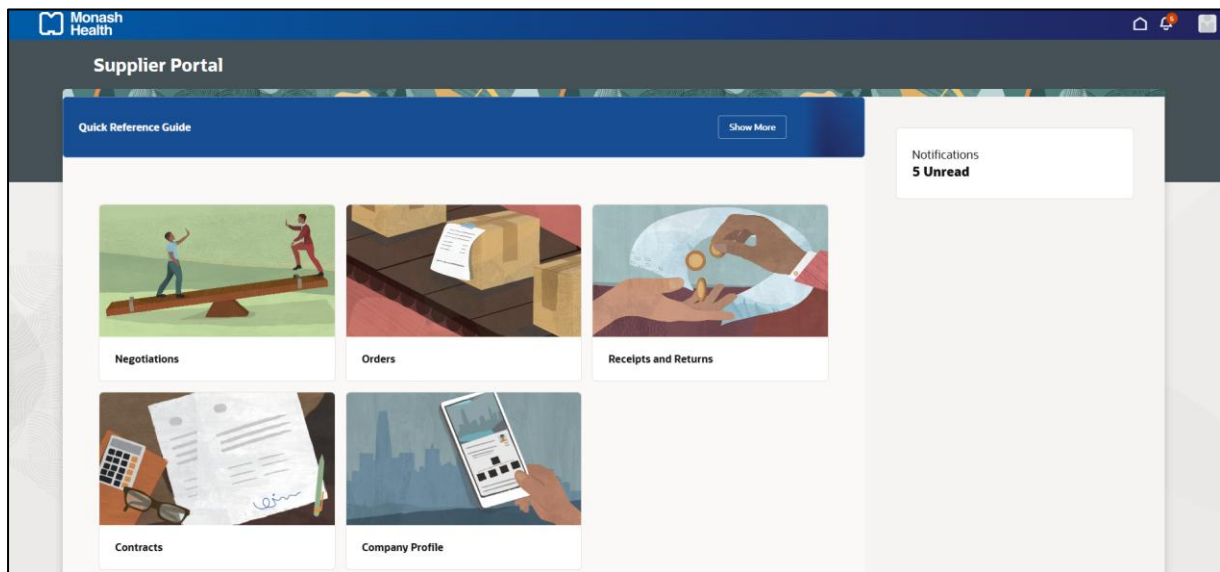


**Note:** to access additional information and supplier-related materials, click here: [Procurement and Supply Chain | Monash Health](#).

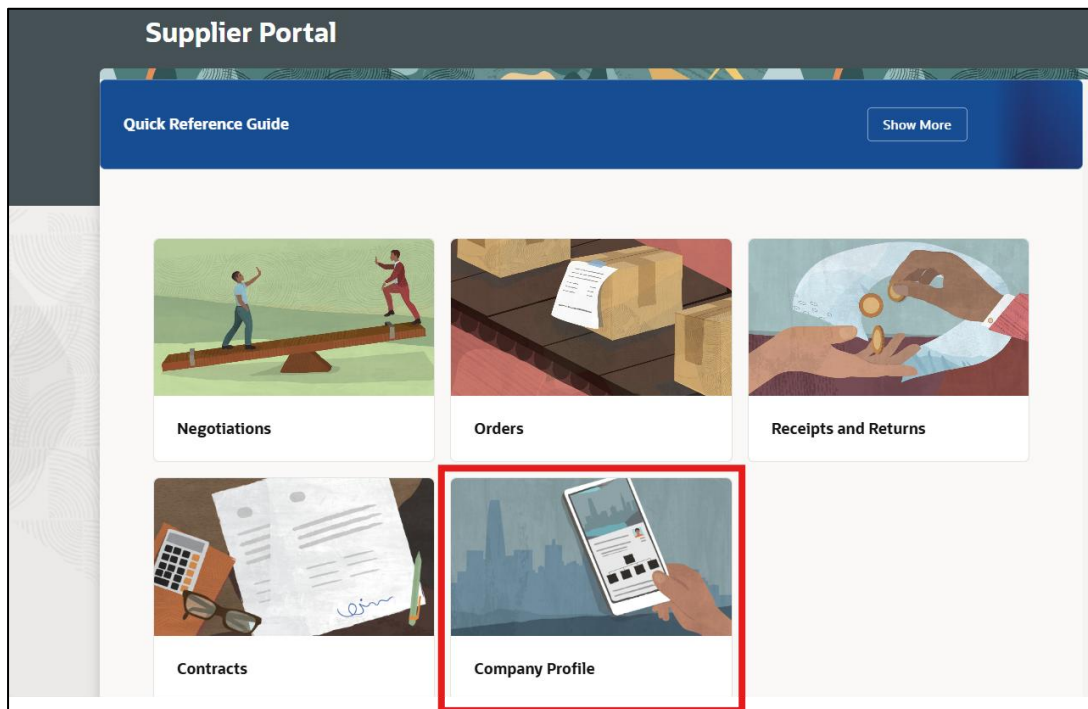
## Step 4: review and update Supplier Profile

### After logging in:

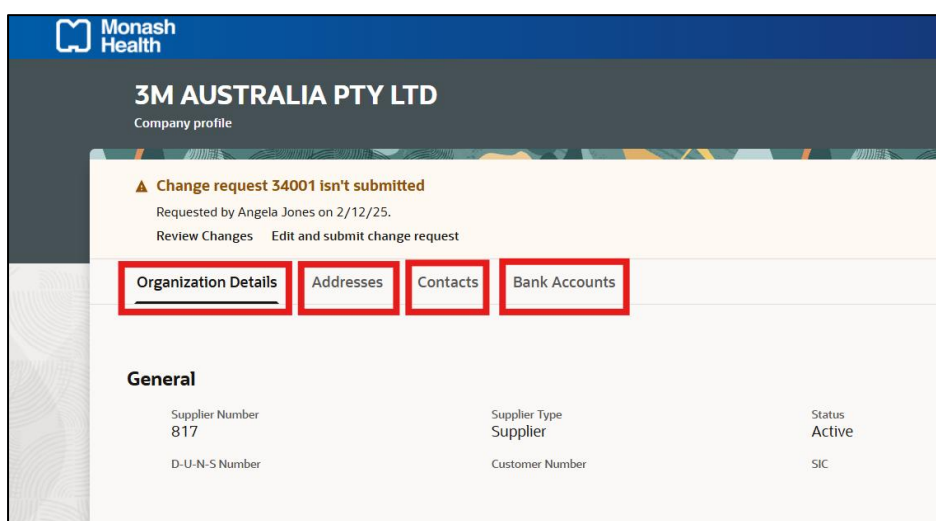
1. You will be directed to the Monash Health Supplier Portal.



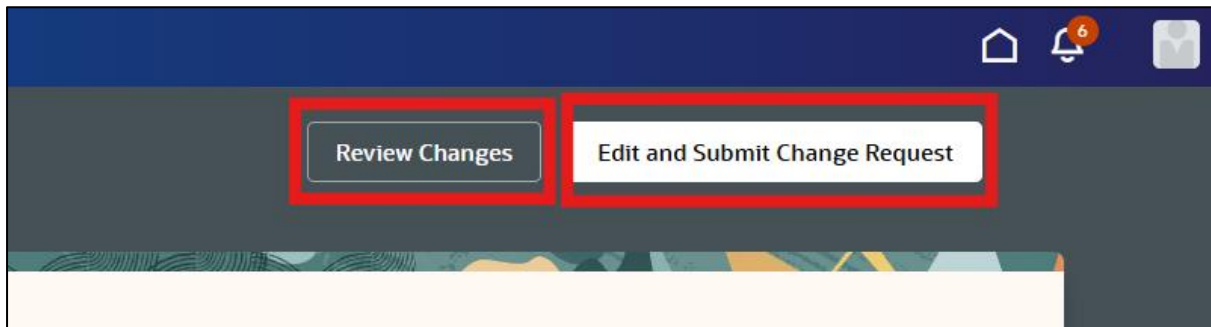
2. Click on the **Company Profile** tile.



3. Review key details including by clicking into each tab:
  - a. Organization information
  - b. Addresses
  - c. Contacts
  - d. Bank Accounts



4. Make updates as required to ensure your supplier information is accurate and up to date. Then select **Review Changes** or **Edit and Submit Change Request** in the upper right corner.



You have reached the end of this QRG. You should now be able to access the Supplier Portal as an existing supplier, activate your user account, and review your organisation's profile in Oracle Fusion.