

## Quick reference guide (QRG)

### How to manage company profile

This QRG is designed to show you how to manage and update your company profile within the Oracle Supplier Portal. This includes maintaining your organisation's details such as legal entity information, addresses, contacts, and bank accounts. You will learn how to add or remove bank accounts, update business addresses and contact details, and ensure your profile remains accurate and current to support successful transactions with Monash Health.

#### Who you can contact for support:

If you require support or are unable to complete any fields, please contact the Procurement Team:

- [Procurement@monashhealth.org](mailto:Procurement@monashhealth.org)

#### What resources are available to you:

- How to register as a new supplier QRG
- Supplier Portal navigation QRG
- How to amend company profile details QRG (**this document**)
- How to access tenders in Oracle Fusion QRG
- Access the Supplier Portal for existing suppliers QRG
- 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.

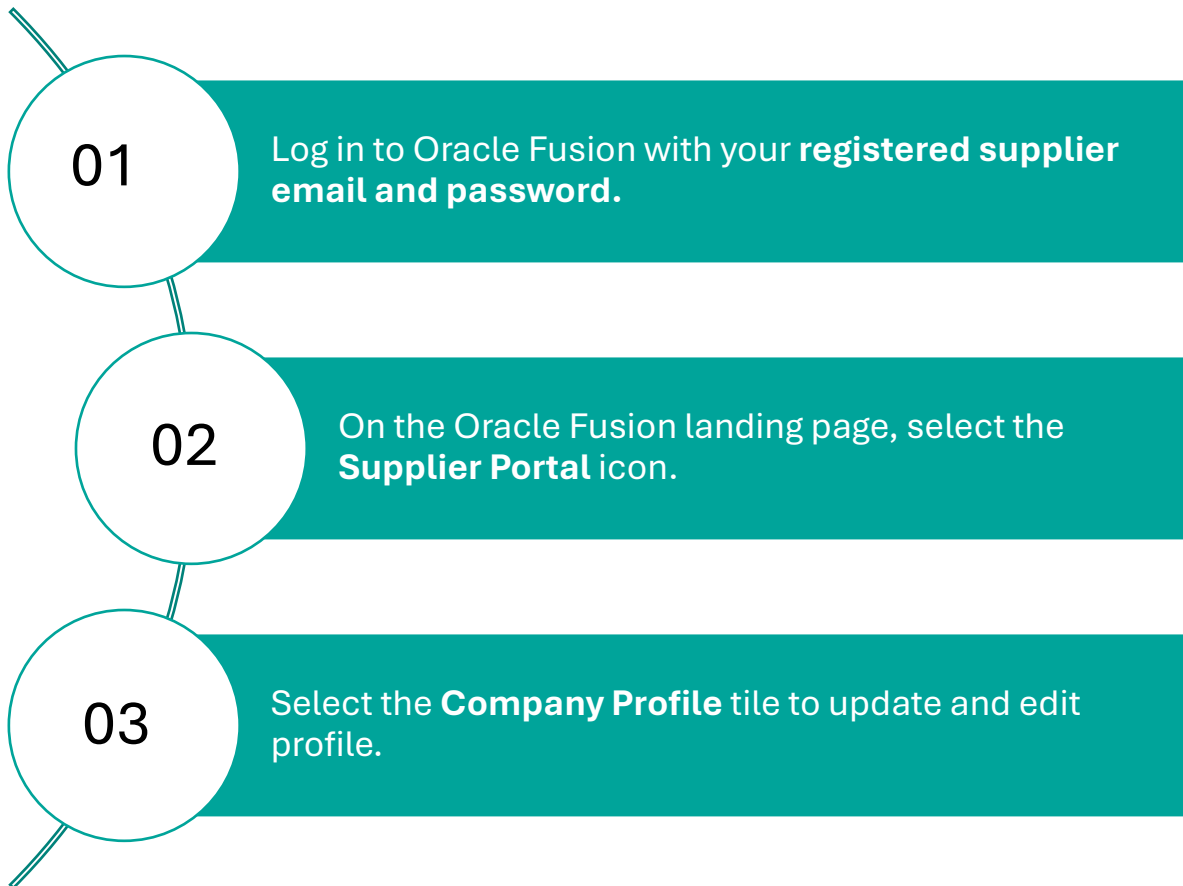
As a registered supplier, you will gain access to the following key features of the Oracle Fusion Supplier Portal:

- **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 to amend company profile in the Monash Health Supplier Portal.

## Amending company profile details process overview

There are 3 main steps to the process:

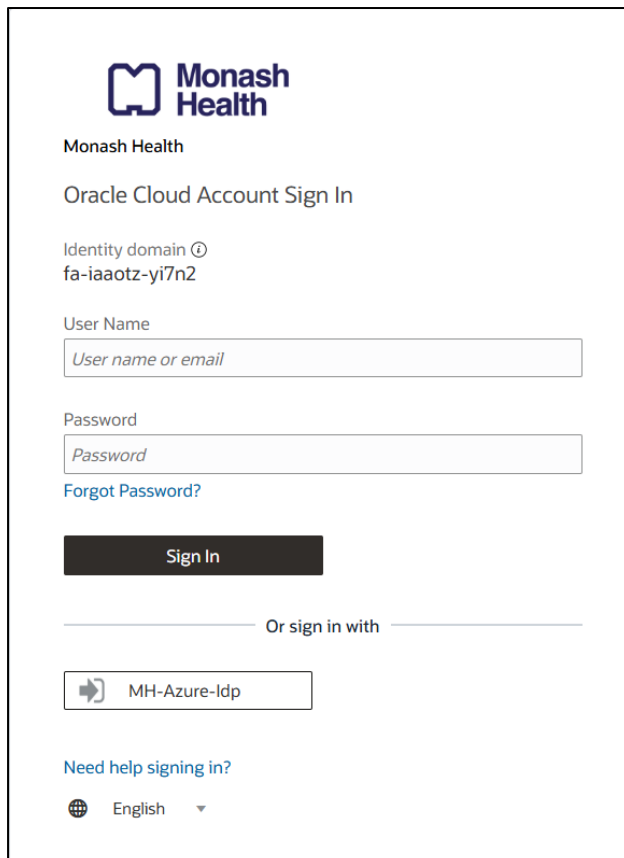


Note: when using the Supplier Portal, do not click 'Back' or use your browser's back arrow. This will not return you to the previous Oracle Fusion page, but will exit the portal.

## Step 1: Log in to Oracle Fusion.

Once you are a registered supplier, log in to the Monash Health Supplier Portal using your email address and password.

Clicking on this link opens the [Monash Health Supplier Portal](#) login page.

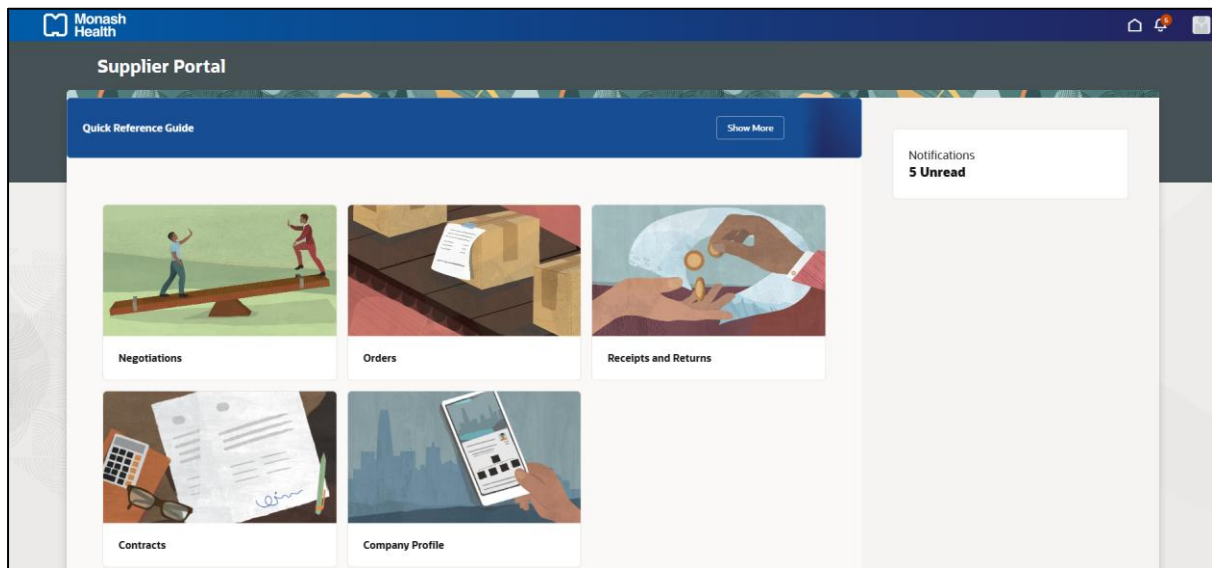


The screenshot shows the Monash Health Oracle Cloud Account Sign In page. At the top left is the Monash Health logo. Below it, the text reads "Monash Health Oracle Cloud Account Sign In". The identity domain is listed as "fa-iaaotz-yi7n2". There are two input fields: "User Name" with the placeholder text "User name or email" and "Password" with the placeholder text "Password". A link for "Forgot Password?" is located below the password field. A black "Sign In" button is positioned below the input fields. Below the button is a horizontal line with the text "Or sign in with" in the center. Underneath this line is a button with a right-pointing arrow and the text "MH-Azure-Idp". At the bottom left, there is a link "Need help signing in?" and a language selection dropdown menu currently set to "English".

**Note:** to access additional information and supplier-related materials, visit the [Monash Health website](#) (click the link) and type **'Suppliers'** in the search bar. Select the **Procurement and Supply Chain** search result.

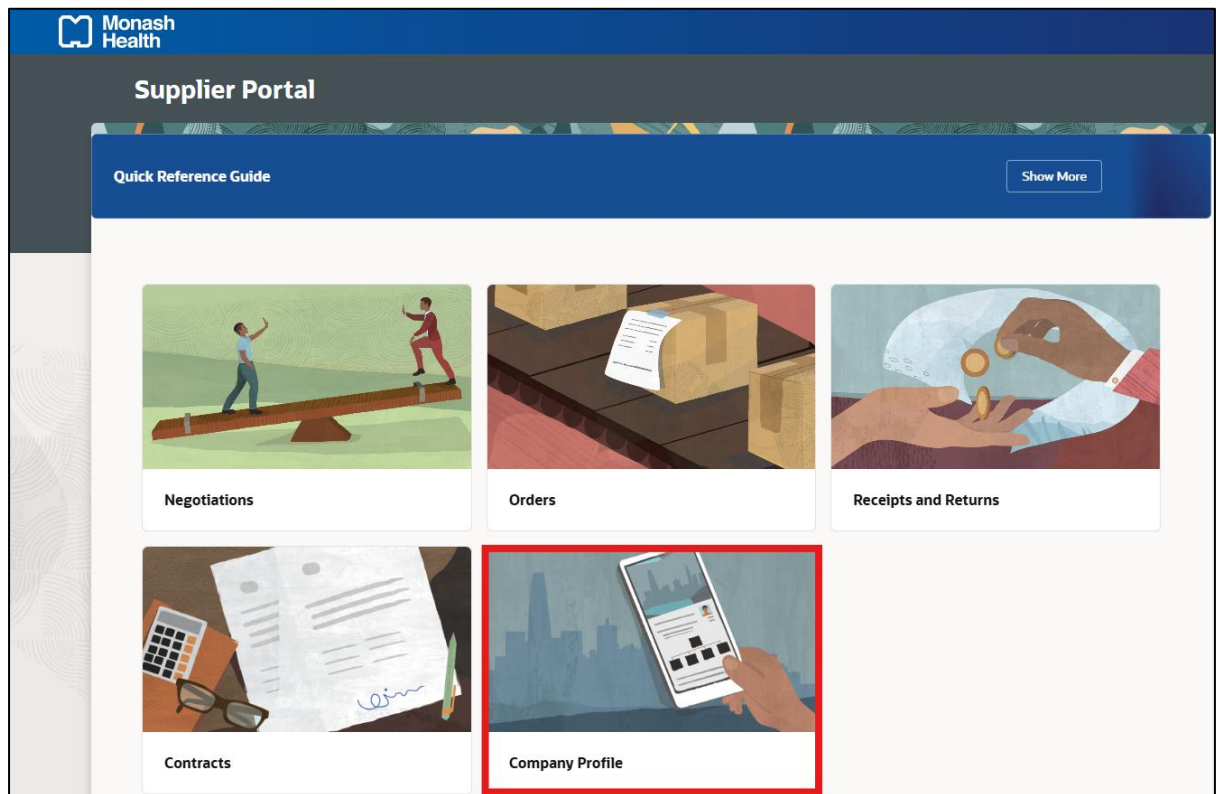
## Step 2: Navigating to the Supplier Portal.

1. Once you have successfully logged in, you will be directed to the supplier portal.

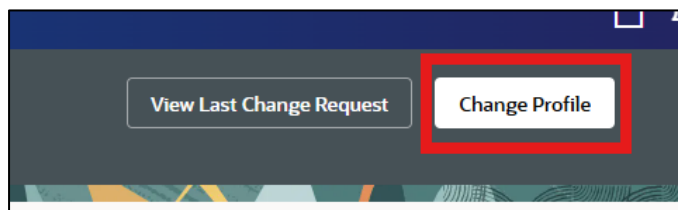


### Step 3: Amending Company Profile Details

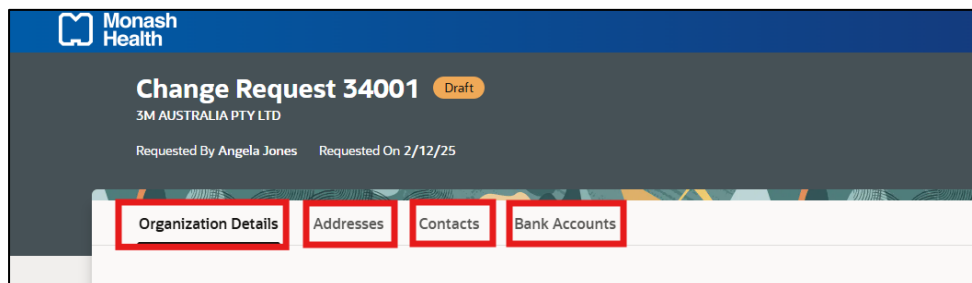
1. Select the **Company Profile** tile.



- In the upper right corner, select the **Change Profile** button.



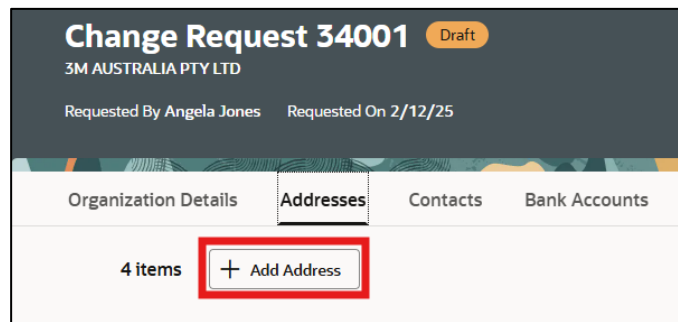
- Update details as required by clicking through each section.



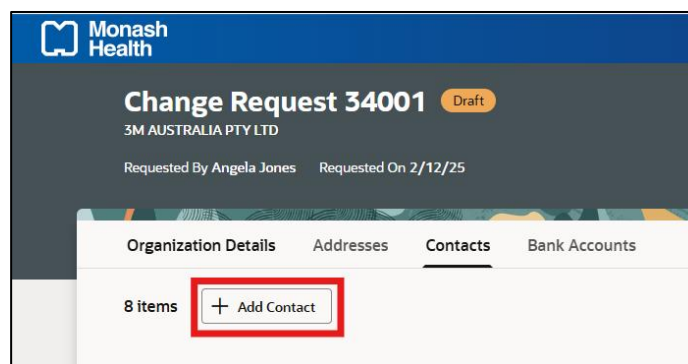
- **Organization Details section:** The supplier name must match the registered entity or business name against the ABN and must appear

on any Invoice. All other fields on the Organization Details page are optional.

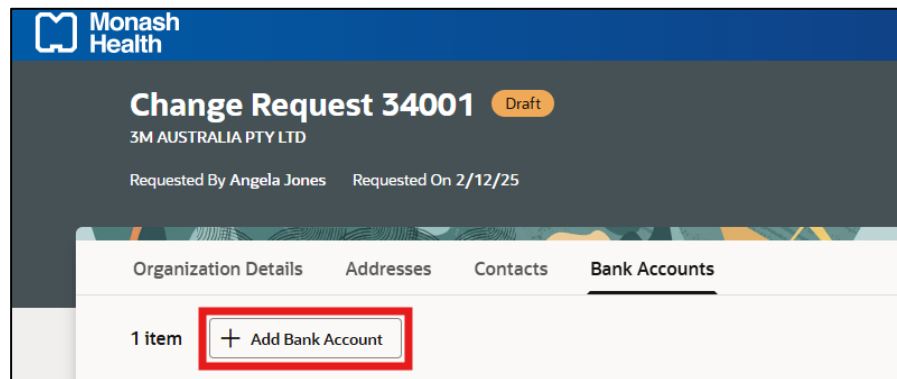
- **Addresses section:** Click **+ Add Address**, complete location details, and set usage (Ordering/Remit-To).



- **Contacts section:** Click **+ Add Contact**, enter details. Select whether this contact should have **Supplier Portal access** and/or **Administrative Contact** role.



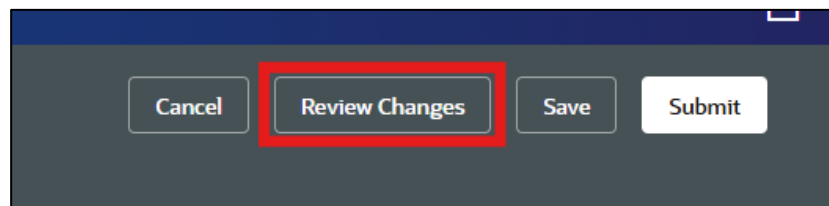
- **Bank Accounts section:** Select **+ Add Bank Account**, enter account details (BSB, account name & number). Upload required supporting documents (e.g., bank statement). To Inactivate/Remove: End date the existing bank account.



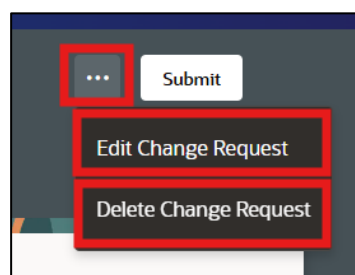
**Note:** Monash Health **only permits one active bank account** to be recorded per supplier. If you need to update your bank details, please end-date the existing account before submitting the new account for approval.

#### 4. Submit Updates.

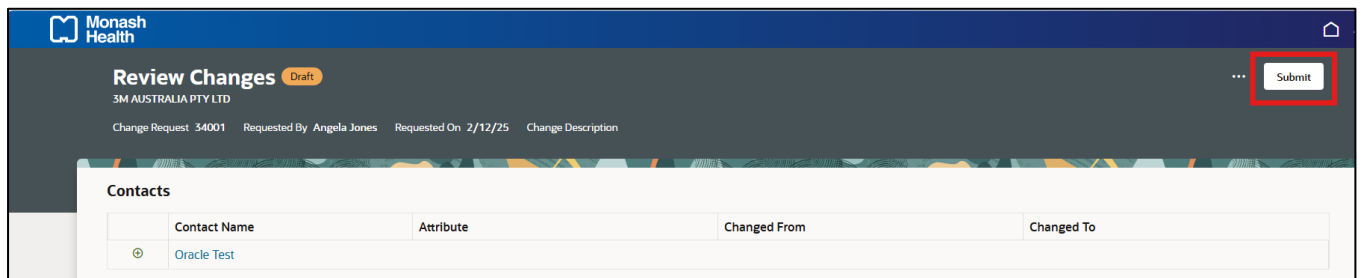
- Review the **Review Changes** page (in the upper right corner)



- If additional changes are needed, click on the three dots/ellipsis in the upper right corner to edit or delete change request/s.



- Once changes have been amended (if needed), return to the **Review Changes** button to re-review, and click **Submit**.



Changes to some fields require review by Monash Health and may not be immediately implemented. If you are requesting a change to your Bank Account, Monash Health will validate the changes with EFTSure before they are implemented to protect against fraud.

You have reached the end of this QRG. You should now be able to update and maintain your company profile details, including company information, addresses, contacts, and bank account details within the Oracle Supplier Portal.