

Quick reference guide (QRG)

Supplier portal navigation in Oracle Fusion

This QRG is designed to show you how to navigate Oracle Fusion's Supplier Portal as an existing supplier. It will guide you through accessing your account, logging in and navigating the portal itself.

What you need to know about the Supplier Portal:

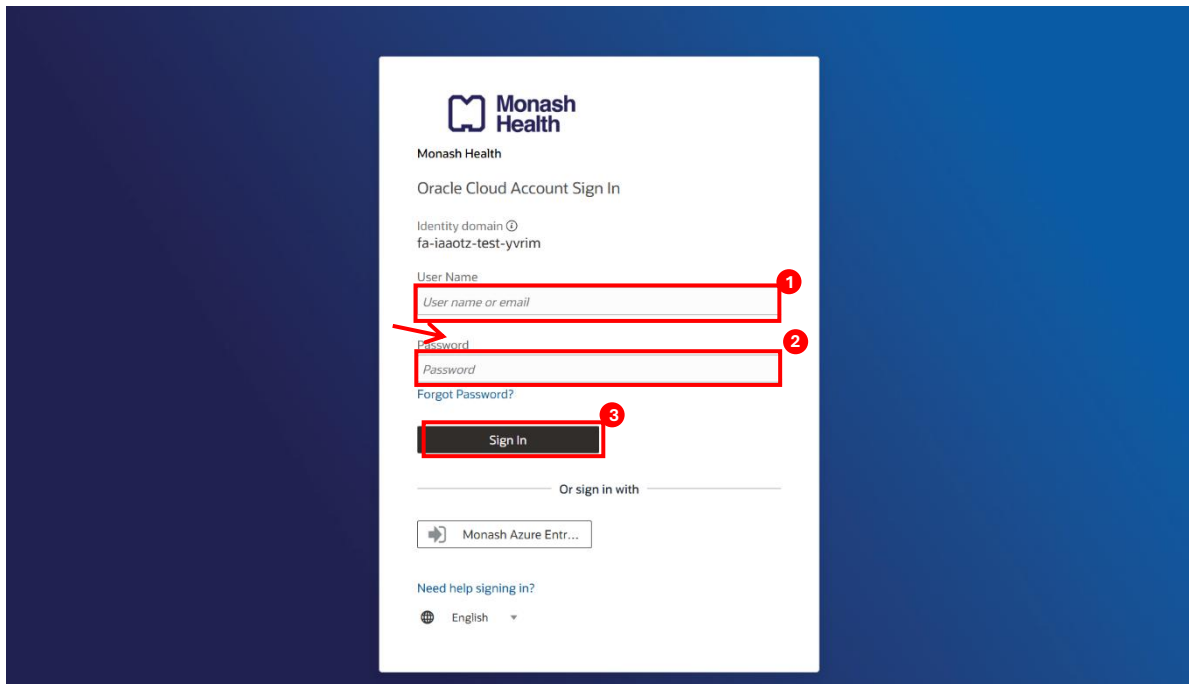
- Only **one** registration per supplier and per email address can be submitted.
1. You must submit your registration for the process to be completed.

Note: if you click **save** and **leave** the registration process, you'll need to use the same email address to login again. You will receive a new one-time code to login.

How to navigate the supplier portal:

Sign into your Oracle account:

1. Enter your personal **User ID** and **Password**.
 - Refer to [The Oracle onboarding checklist](#) for more information.
2. Then click **sign in** to be directed to your **Oracle home page**.



Note: once your request for system access is approved, you will receive an email from Oracle guiding you to **change/setup your password** prior to signing in for the first time.

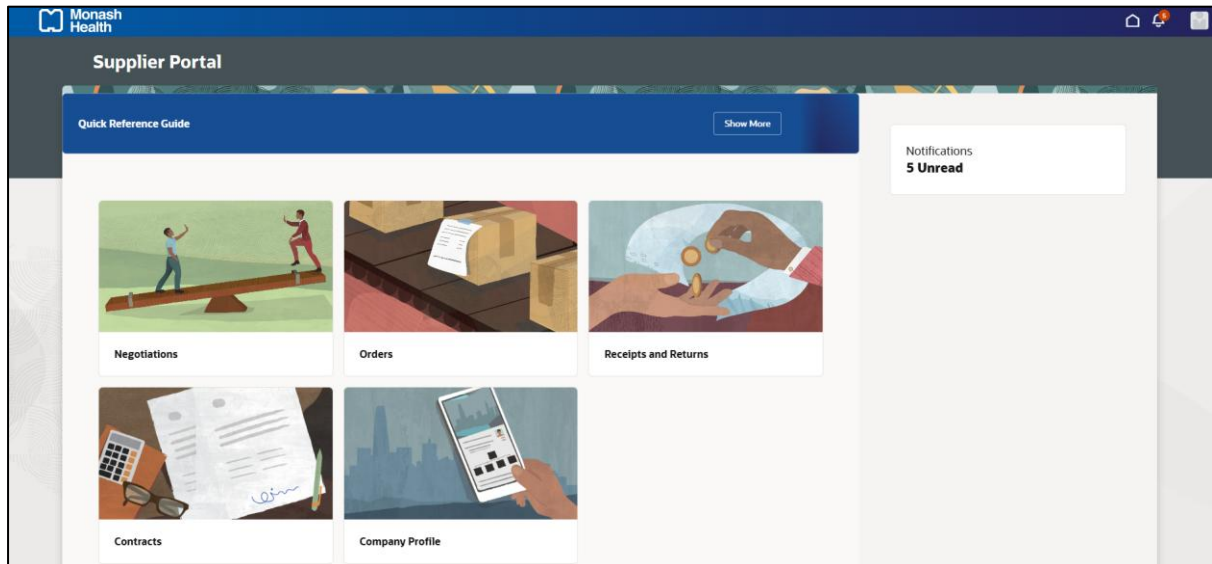
Your User ID is your email address that the notification was sent to.

Click **Forgot Password** to receive a link via email to reset your password.

Do not share your sign in details with anyone. Your Oracle account is personalised to you and your role.

Navigate to key functions within the supplier portal:

Within the supplier portal, there are number of key actions you can perform, refer to the below numbering as a guide.

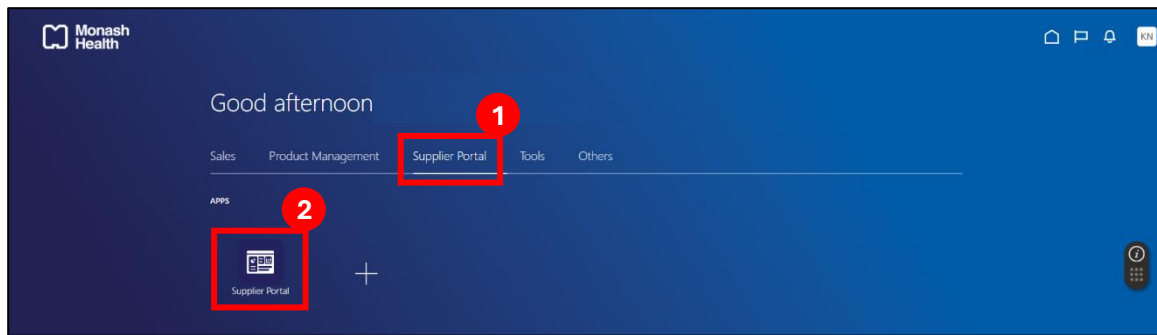


1. To access your notifications, click on the **Bell** icon.
2. To view and respond to sourcing events, select the **Negotiations** tile.
3. To view purchase orders, click on the **Orders** tile.
4. To view receipting activity, click on **Receipts and Returns**.
5. To view contracts, click on **Contracts**.
 - To update **details** of your company and to request **additional user access**, click **Company Profile**.

Navigate to the supplier portal from your Oracle home page:

1. There may be instances, such as when you log off and log back in, that you are taken to the Oracle home page. From here you can navigate to the supplier portal via the **Supplier Portal tab**.

2. Then, select the **Supplier Portal** tile as shown below.



You have reached the end of this QRG. You should now be able to navigate the Supplier Portal.