# Guide to
# Supplier portal

## Log in guide for external suppliers

# Overview

- The Supplier Portal in Oracle Fusion is a self-service platform that enables suppliers to manage their business transactions with an organization efficiently. It provides a centralized interface for suppliers to perform key procurement tasks by providing real-time access to supplier related processes.
- Through the Supplier Portal:
    - suppliers can update company details and manage banking information.
    - submit invoices linked to purchase orders and create credit notes when required.
    - view payment statuses and invoices to reconcile transactions.

**You can access our supplier information and guide from our website:**
www.uksbs.co.uk/services/supplier
www.uksbs.co.uk/services/procurement

# Process Flow – Supplier Management

The supplier management process in Oracle Fusion is a comprehensive workflow that enables organizations to manage their supplier relationships efficiently. Suppliers can register themselves, update company and bank details, manage purchase orders, create invoices and credit notes, and track payments and receipts through the supplier portal.

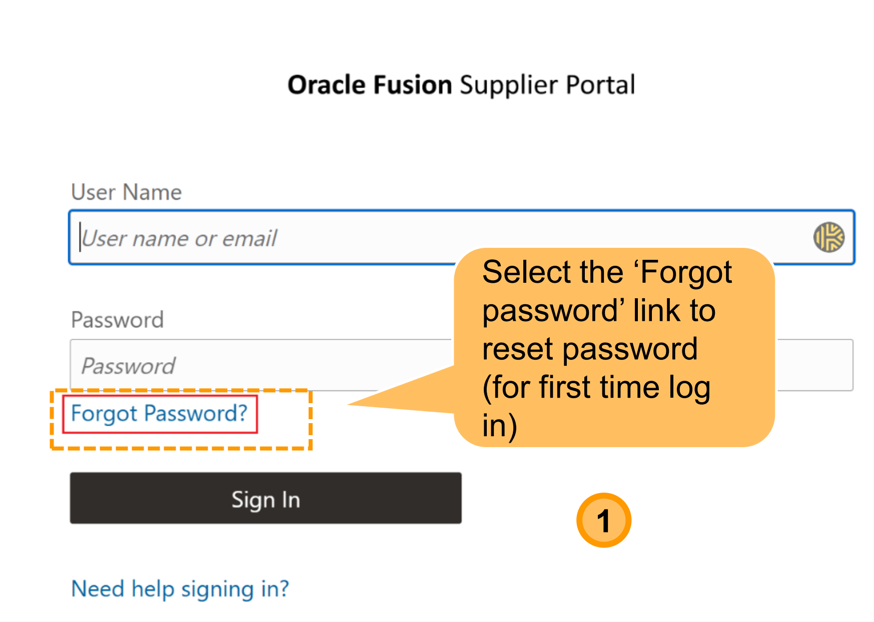
1. Update the company profile of the supplier through supplier portal
2. Update the bank details of the supplier through supplier portal
3. Create invoices linked to purchase orders
4. Generate credit notes when required
5. Access invoices and payments in the supplier portal

# Supplier portal - logging in

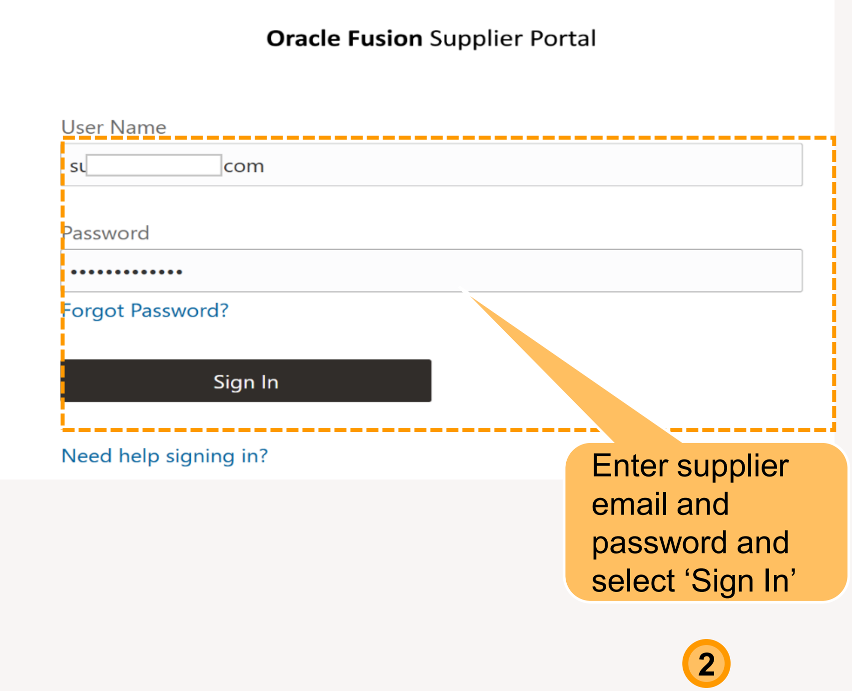
# Supplier portal login

To log in to the Supplier portal, please click here: [Log in]

1. On the Supplier portal sign-in page. Please use **Forgot Password** link to reset password (for first-time login).

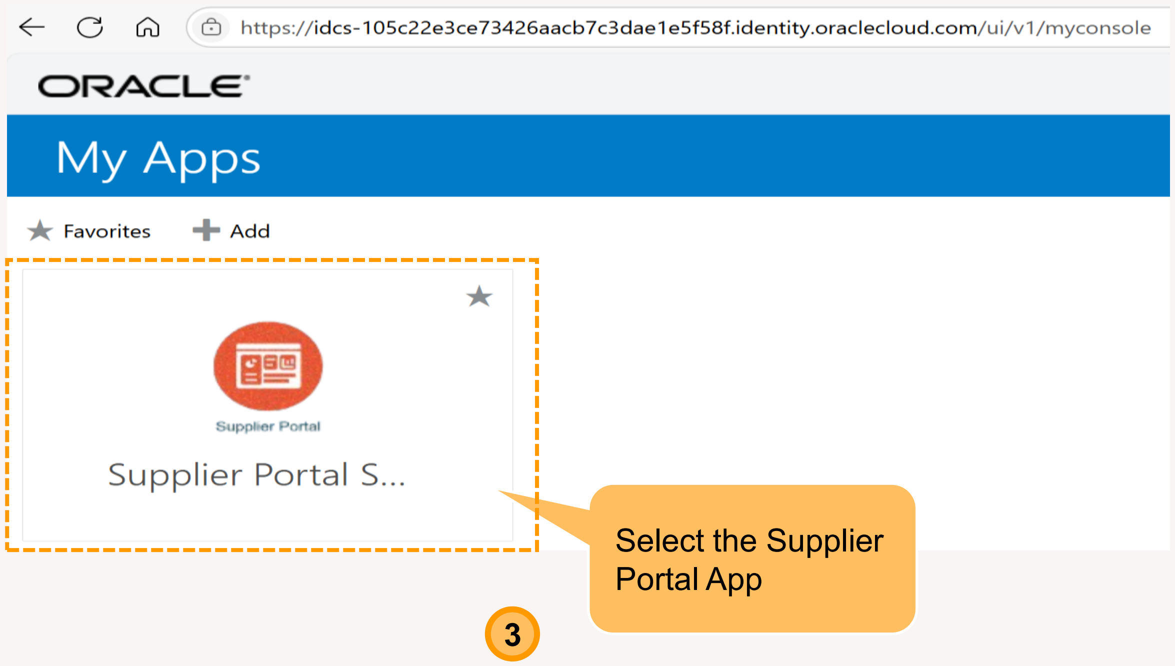



2. If not a first-time login, enter supplier email and password and click '**Sign in**'



# Supplier portal login (cont'd)

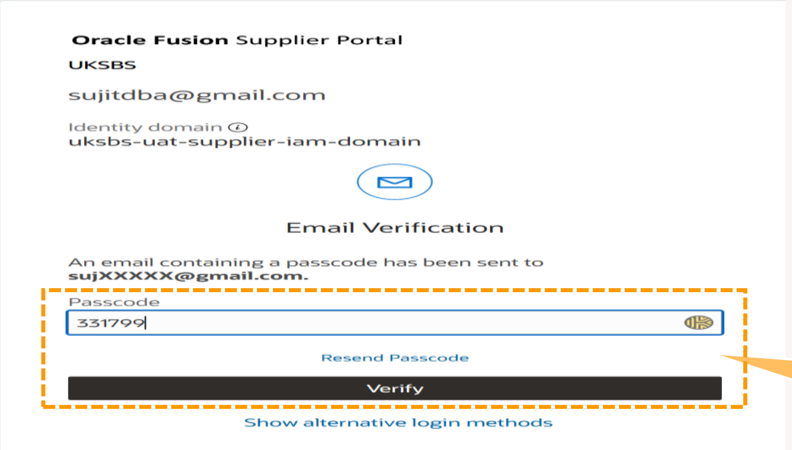
3. Suppliers are redirected to the following page post log in.
**Select the Supplier Portal app** from the My Apps page



# Supplier portal login (cont’d)

4. On the multifactor authenticator screen, enter the **one-time passcode** that is sent to the registered supplier email and **select ‘Verify**’.

5. You will then be successfully logged in and will be able to view the Supplier portal dashboard.

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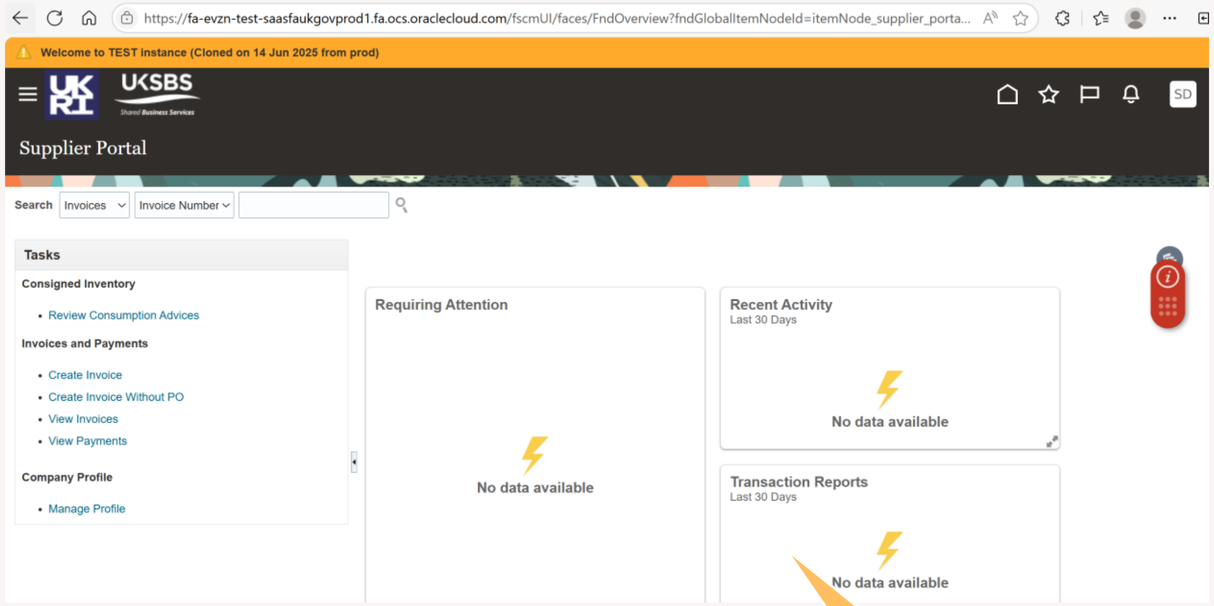
Enter the one time passcode and select Verify




View Supplier portal dashboard

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# Thank You