

# Supplier Portal – Supplier Portal Overview

Quick reference guide

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# Supplier Portal Sign in

## Step 1

To sign into Oracle Fusion, click 'Company Single Sign-On'.

If this is your first time of signing in, please view quick ref guide titled "Using Single Sign on for the first time"

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

Sign In

English



# Supplier Portal Overview – Part 1



Making a Difference Every Day

## Step 2

Once logged in this screen serves as the home page in Oracle Fusion Supplier Portal.

The homepage shows tiles designed to alert Suppliers on the latest transaction information, recent activities, as well as communicating general news and providing access to Supplier performance reports.

The Requiring Attention tile on the home page provides you with a one-stop shop for all the key tasks that need to be performed and important inquiries that need monitoring.

**Supplier Portal**

Search  Orders  Order Number

**Tasks**

- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Channel Programs**
  - Manage Programs
- Shipments**
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Consigned Inventory**
  - Review Consumption Advices
- Invoices and Payments**
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations**
  - View Active Negotiations
  - Manage Responses
- Qualifications**
  - Manage Questionnaires
  - View Qualifications
- Company Profile**
  - Manage Profile

**Requiring Attention**

388 984 500

■ Schedules Overdue or Due Today ■ Invoices Overdue

**Recent Activity**  
Last 30 Days

Orders changed or canceled	1
Orders opened	25
Receipts	17
Payments	1

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	6.83K	GBP
Invoice Amount	8.33K	GBP
Invoice Price Variance Amount	-100	GBP

**Supplier News**  
Dear Users,  
Oracle Fusion will be going under Quarterly Upgrade on 13th May, so the system will be down and not accessible to users on that weekend (13-15th May). Please take a note of it.



# Supplier Portal Overview – Part 2



Making a Difference Every Day

## Step 3

The screenshot shows the Supplier Portal interface. On the left, a navigation menu is visible with the 'Tasks' section highlighted in red. The main content area includes a 'Requiring Attention' donut chart showing 984 total items, with 388 Schedules Overdue or Due Today and 596 Invoices Overdue. To the right, there are sections for 'Recent Activity' and 'Transaction Reports'. At the bottom, a 'Supplier News' section is highlighted in red, containing a message about a system upgrade.

Activity	Count
Orders changed or canceled	1
Orders opened	25
Receipts	17
Payments	1

Report	Amount	Unit
PO Purchase Amount	6.83K	GBP
Invoice Amount	8.33K	GBP
Invoice Price Variance Amount	-100	GBP

Down the left-hand side of the page is the **Tasks** section.

The Tasks section contains various tasks that you can perform and is categorized by:

**Orders:** Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet

**Agreements:** Manage Agreements

**Shipments:** View Receipts, View Returns

**Invoices and Payments:** Create Invoice, View Invoices, and View Payments

**Negotiations:** View Active negotiations, Manage Responses

**Qualifications:** Manage Questionnaires, View Qualifications

**Company Profile:** Manage Profile

**Supplier News:** this section will be used to communicate key information to you as suppliers.