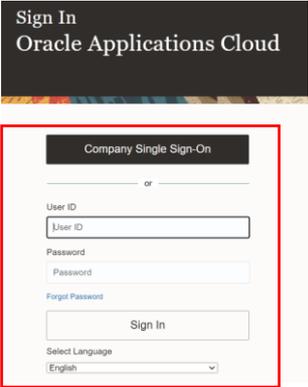
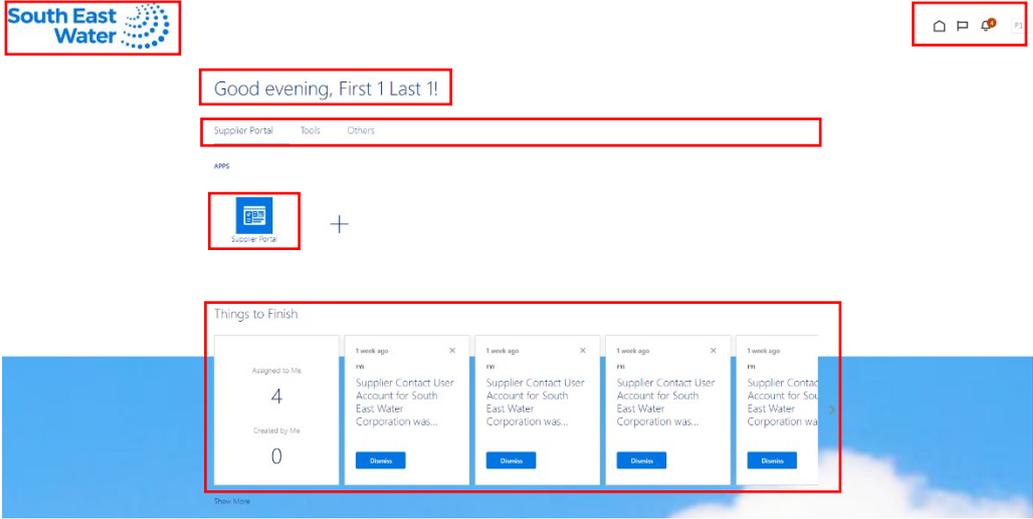


Access to the Supplier Portal

Purpose	The purpose of this procedure is to demonstrate how to access the Oracle Supplier Portal.
Scope	The Oracle Supplier Portal is a one stop shop for South East Water suppliers to manage their purchase orders, agreement contracts, deliverables, invoices, payments, sourcing activities, and supplier profile.
Overview	Once a supplier's registration has been approved, their login details and instructions to access the portal will be sent to them.
Before you begin	You will need your smart device (PC, tablet, smart phone) with internet connection and your login details.
Business rules	<p>The following business rules apply:</p> <ul style="list-style-type: none"> For a supplier to have access to the Supplier Portal, they must have the following: <ul style="list-style-type: none"> A nominated email address assigned by South East Water as Supplier Administrator. Be granted with relevant supplier functions. Have an active supplier account. The user is responsible to keep their User ID and password secure to safeguard both parties' data and prevent unauthorised access to the system. Advise South East Water at the very moment you think that your access may have been or has been compromised.
System rules	<p>The following system rules apply:</p> <ul style="list-style-type: none"> A username (registered email address) and password is needed to access the portal. You will be asked to reset the password when you log in for the first time.
Procedure	To access the supplier portal, complete the following steps.

Step	Action
1	<ul style="list-style-type: none"> On the Sign In page, enter your assigned User ID and password. You will be prompted to reset your password when you log in for the first time. Click Sign In (Do not click Company Single Sign-On). SSO is not applicable for suppliers. 

Step	Action
2	<p><u>Landing page.</u></p> <p>Below is the landing page of the Supplier Portal once you have successfully logged in. You will see the features and functions:</p> <ul style="list-style-type: none"> • South East Water Logo: Works like the home icon. Brings you back to the landing page. • Greeting Message: General message as per login time and name of the user that is logged in. • Springboard: Select Supplier Portal • APPS: Click the Supplier Portal application to enter the work area. • Home icon: Takes the user to the home page of Oracle Supplier Portal from any screen. • Flag icon - Watchlist: Include a list of processes you enabled for your monitoring. To choose which to enable, go to Settings and Actions > Set Preferences > Watchlist > tick which to enable > save. • Bell icon - Notifications: Contains notifications about requests to be actioned or get notified about for information purposes only. 
3	<p><u>Supplier Portal Home page.</u></p> <p>Navigation: Click Supplier Portal from the springboard > click Supplier Portal under Apps.</p> <p>The home page contains the following regions designed to alert suppliers about their latest transactions, and general news. It provides access to frequently performed, monitored, and managed supplier tasks.</p> <ul style="list-style-type: none"> • The Requiring Attention section provides users with a one-stop shop for all the key tasks that need to be performed and important enquiries that need monitoring. • Supplier News section hosts important and critical information and documents. • Recent Activity – displays the latest transactions. • Transaction Reports – provides reports and data analytics. • Tasks - contains various sections which suppliers typically use, tasks they perform and are categorised by the following sections: <ul style="list-style-type: none"> ○ Orders: (Manage Orders, Manage & Acknowledge Schedules) ○ Agreements (Manage Agreements) ○ Contracts and Deliverables (Manage Contracts and Deliverables) ○ Work Confirmations (Manage Work Confirmations) ○ Invoices and Payments (Create Invoice, View Invoices, and View Payments)

- **Negotiations** (View Active Negotiations, Manage Responses)
- **Qualifications** (Manage Questionnaires, View Qualifications)
- **Supplier Profile** (Manage Profile)

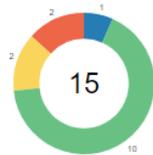


Supplier Portal

Search 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
 - Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
 - Work Confirmations**
 - Manage Work Confirmations
 - Consigned Inventory**
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
 - 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



Recent Activity

Last 30 Days	
Negotiation invitations	2
Negotiation responses awarded or rejected	8
Agreements changed or canceled	2
Agreements opened	7

Transaction Reports

Last 30 Days	
PO Purchase Amount	273K AUD

Supplier News

[Welcome to SEW Oracle Supplier Portal](#)

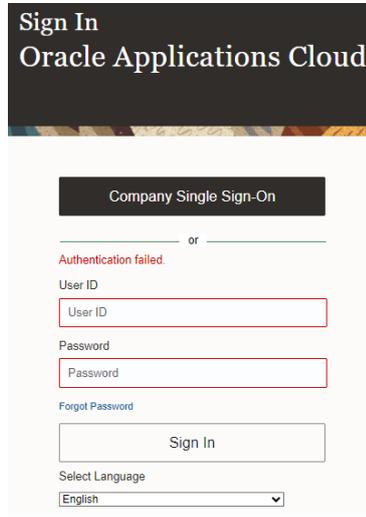
What happens next?

Once you access the supplier portal, the following will occur:

- 1) Business transactions between the supplier and South East Water can be easily accessed, managed, and performed via the portal.

Authentication Failed

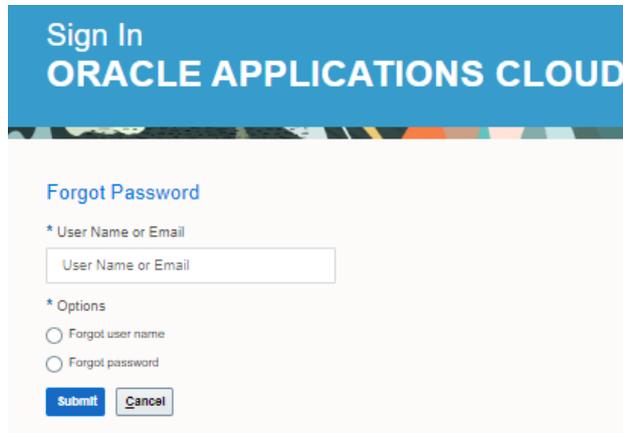
When a user enters an incorrect user ID and/or password, the system locks out the user and an error message **Authentication failed** is displayed.



The screenshot shows the 'Sign In Oracle Applications Cloud' page. At the top, it says 'Company Single Sign-On'. Below that, there is a red error message: 'Authentication failed.' Underneath, there are input fields for 'User ID' and 'Password', both of which have a red border, indicating they are required. There is also a 'Forgot Password' link and a 'Sign In' button. At the bottom, there is a 'Select Language' dropdown menu set to 'English'.

Reset user details

When a user receives an **Authentication failed** error message due to being locked out, or has forgotten their user's name, and/or password, click the **Forgot Password** hyperlink and follow the prompts.



The screenshot shows the 'Forgot Password' page. At the top, it says 'Sign In ORACLE APPLICATIONS CLOUD'. Below that, there is a 'Forgot Password' section. It has a required field for '* User Name or Email' with a text input box. Below that, there are two radio button options: 'Forgot user name' and 'Forgot password'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Revision status

The following table provides a record of changes made to this document, by whom and when.

Date of change	Description of change	Author initials	Approver initials