



Oracle Fusion Finance and Procurement

SUPPLIER PORTAL

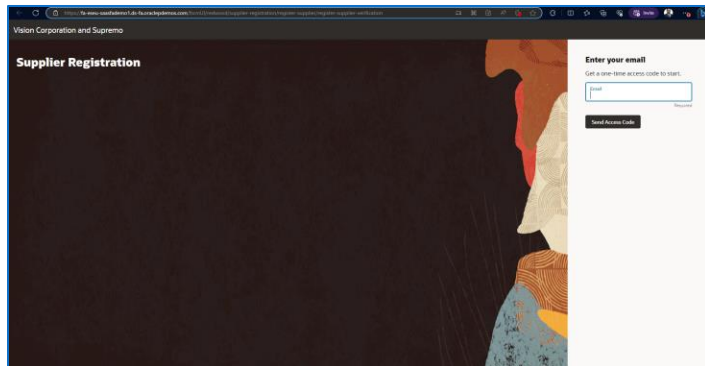
QUICK REFERENCE GUIDE



Supplier Registration

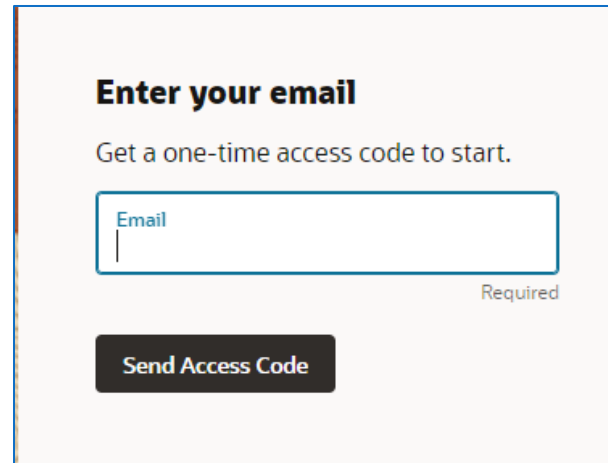
Open Supplier Portal URL

Open the link provided by Roanoke in your internet browser.



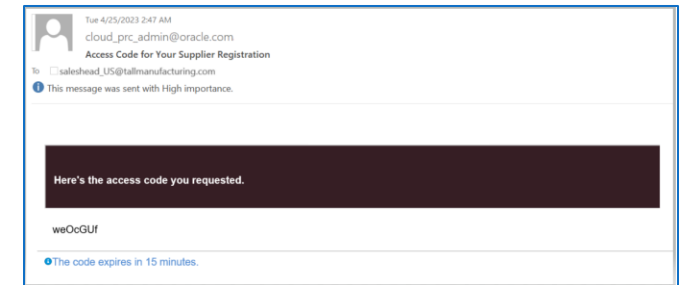
Enter Email

Enter your email to receive the Access code.

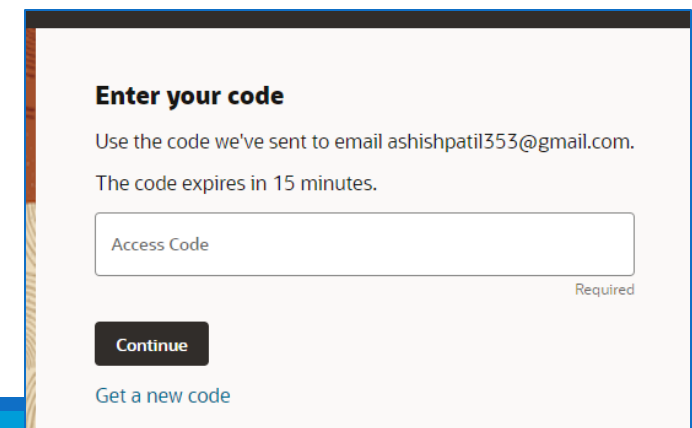


Access Code

You will receive the access code in your email inbox. Check the spam folder if you do not receive the email.



Enter the access code you have received in the email. Press Continue.



Oracle Supplier Portal is a web-based platform accessed through your internet browser. Chrome or Firefox works best. No software will need to be installed on your computer.

Supplier Registration



Enter Information

Enter Information.

Company test supplier Ashish Patil
Organization Type Corporation
Supplier Type Supplier
D-U-N-S Number 986532147
Country United States
Taxpayer ID

Attachments

Attach W-9 and any other relevant documentation.

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL

Click Continue.

Contact Information

You are moved to:

Supplier Registration
Contacts

Enter the information.

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Ashish	Last Name Patil
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Email
ashishpatil353@gmail.com

Country US	Mobile +1 866 863 2557
---------------	---------------------------

Country US	Phone +1	Ext
---------------	-------------	-----

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

Supplier Registration



Contact Information

Add Another Contact if necessary and enter the information for that contact.

+ Add Another Contact

Click Continue.

Cancel

Save

Continue

Addresses

You are moved to:

Supplier Registration

Addresses

Enter at least one address.

Enter Information

Enter Information.

Address 1

Address Name
Office 702, 7th

Enter Address
One5/7954 Rampura Main RoadHaripura, SURAT395005Gujarat, INDIA

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

+1
broue

Ext

Which contacts are associated to this address?

Ashish Patil

ashishpatil353@gmail.com

Supplier Registration



Address Information

Add Another Address if necessary and enter the information.

+ Add Another Address

Click Continue.

Cancel

Save

Continue

Business Classifications

You are moved to:

Supplier Registration
Business Classifications

Enter Information

Enter Information.

Classification
Small Business

Subclassification

Certifying Agency

Other Certifying Agency

Certificate Number

Certificate Start Date

Certificate End Date

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.


URL

Add URL

Supplier Registration

Business Classification Information

Add Another Business Classification if necessary and enter the information.

 Add Another Business Classification

Click Continue.

Cancel

Save

Continue

Products and Services

You are moved to:

Supplier Registration

Products and Services

Enter Information

Enter Information.

 Search by category or description

Category

- ▶ Computer Supplies
- ▶ Fitness Accessories
- ▶ Fitness Components
- ▶ Healthcare
- ▶ Office Furniture
- ▶ Office Supplies
- ▶ Other
- ▶ Prestations
- ▶ Printers
- ▶ Progress UK
- ▶ Progress US

Click Save and Submit.

Cancel

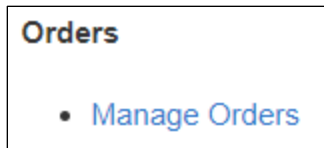
Save

Continue

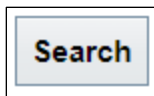
View Purchase Orders

Access Information.

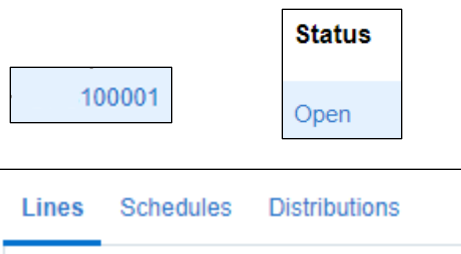
Click on **Manage Orders** from the Tasks section.



Click Search. A blank search displays all options. Search/Filter options can reduce the search results.

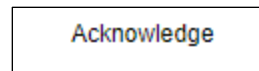


Review Information. Click on the blue hyperlink will show additional information.



View Information

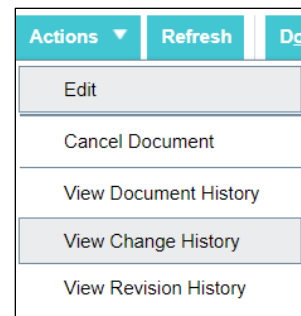
Click Acknowledge if the document is pending acknowledgement



Click View PDF.



Click Actions to select View Document History, View Change History, and/or View Revision History.

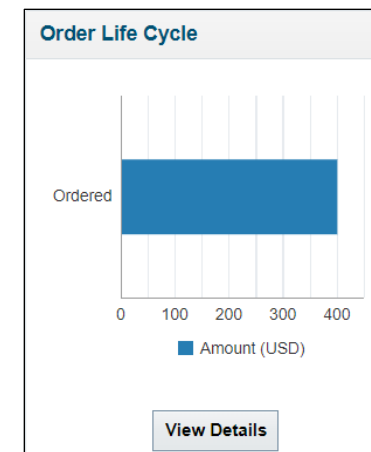


View Information

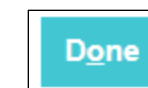
Click Done.



To see the PO Lifecycle, click View Details on the right below the graph.



Click Done.



View Agreements

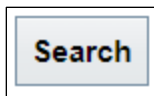
Access Information.

Click on **Manage Agreements** from the Tasks section.

Orders

- [Manage Orders](#)

Click Search. A blank search displays all options. Search/Filter options can reduce the search results.



Review Information. Click on the blue hyperlink will show additional information.

Agreement

[A200001](#)

Agreement A200001

Status [Open](#)

Buyer STACI CRUM

Creation Date 04/19/2022

View Information

Click View PDF.

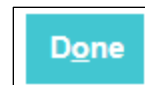


Click Actions to select View Document History, View Change History, and/or View Revision History.

Actions ▾ Refresh Done

- Edit
- Cancel Document
- View Document History
- View Change History
- View Revision History

Click Done.



View Information

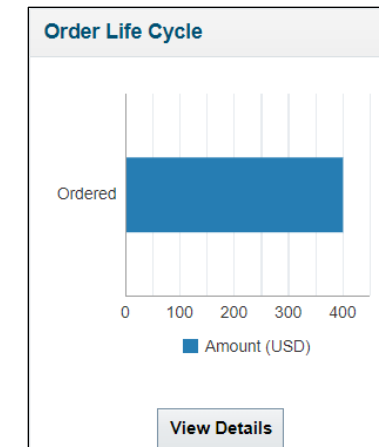
Click the blue hyperlink to see additional information. The Manage Orders page opens. The PO hyperlink can be linked to open PO details.

Released Amount 0.00 USD

[Manage Orders](#) ?

100001

To see the PO Lifecycle, click View Details on the right below the graph.



Click Done two times.



View Invoices

Access Information.

Click on **View Invoices** from the Tasks section.

• [View Invoices](#)

Enter at least one of the double asterisk fields and click Search.

** Invoice Number	<input type="text"/>
** Supplier	<input type="text"/>
Supplier Site	<input type="text"/>
** Purchase Order	<input type="text"/>

View Information

Click on the blue hyperlink will show additional information.

Invoice Number
101

View Information

Review the Invoice and Payment Details.

Invoice: [101](#)

Invoice Amount 250.00 USD

Unpaid Amount 250.00 USD

Click Done.

[Done](#)

View Payments

Access Information.

Click on **View Payments** from the Tasks section.

• [View Payments](#)

Enter at least one of the double asterisk fields and click Search.

** Invoice Number	<input type="text"/>
** Supplier	<input type="text"/>
Supplier Site	<input type="text"/>
** Purchase Order	<input type="text"/>

View Information

Other parameters are available for searching.

** Payment Number	<input type="text"/>
Payment Status	<input type="text"/>
Payment Amount	<input type="text"/>

Click on the Payment Number to view details of the payment as needed.

View Information

Click Done.

[Done](#)

View Response History

Access Information.

Click on **View Response History** from the Tasks section.

Solicitations

- View Active Solicitations
- **Manage Responses**

Enter at least one of the double asterisk fields and click Search.

** Solicitation Title

** Solicitation

** Response

* Response Status

Line Description

Search

View Information

Click on the Response Number and review.

Response

62125

View Information

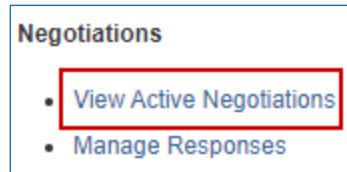
Click Done.

Done

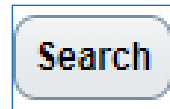
View Solicitations

Access Information.

Click on **View Active Negotiations** from the Tasks section.



Click Search.



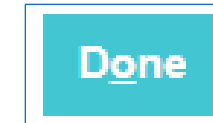
View Information

Click on the Negotiation Number and review.



View Information

Click Done.



Manage Profile

Access Information.

Click on **Manage Profile** from the Tasks section.

Company Profile

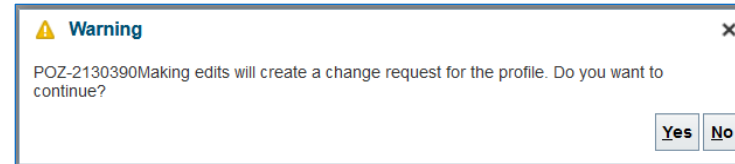
- [Manage Profile](#)

Click Edit.

Search

Update Information

Click Yes to proceed.



Enter Change Description.

Change Description |

Click the Appropriate tab(s): Tax Identifiers, Organization Details, Addresses, Contacts, Payments or Products & Service. Update the necessary information.

Update Information

Click Save.



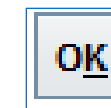
Click Review Changes.



Click Submit.



Click OK.



Click Done.



For more information, please visit
<https://www.roanokeva.gov/160/Purchasing>
or call 540-853-2871

