



University of
Nottingham

UK | CHINA | MALAYSIA



UniCore

Supplier Portal –
Manage Contact
Details

nott.ac/unicore

Nov 24



This document is designed to be used online. Thank you for thinking of the environment.

Contents

- 1. Portal Login.....3
- 2. Add/Change Contact Details3

Document version control

Version no.	Date	Author
1	27/11/2024	Daniel Stapleton

1. Portal Login

- Enter the UniCore website address <https://nottingham.ac.uk/unicore>
- Enter email address and password used to create your Supplier Portal account and click Sign In. Existing suppliers will have been sent details of your account to the email address we have on file, to request a new one please email newpaymentsystem@nottingham.ac.uk

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
User ID

Password
Password

Forgot Password

Sign In

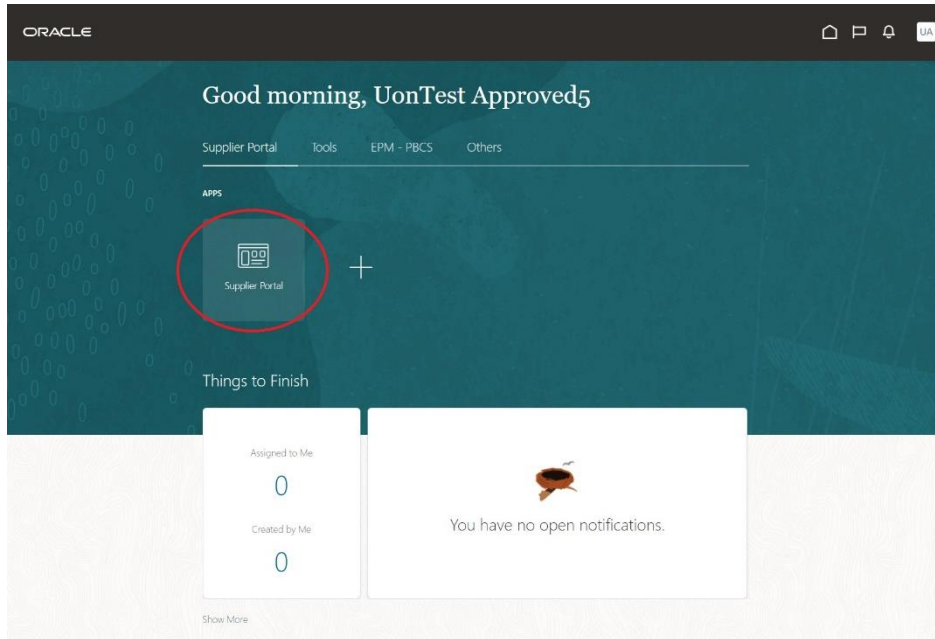
Select Language
English

ORACLE

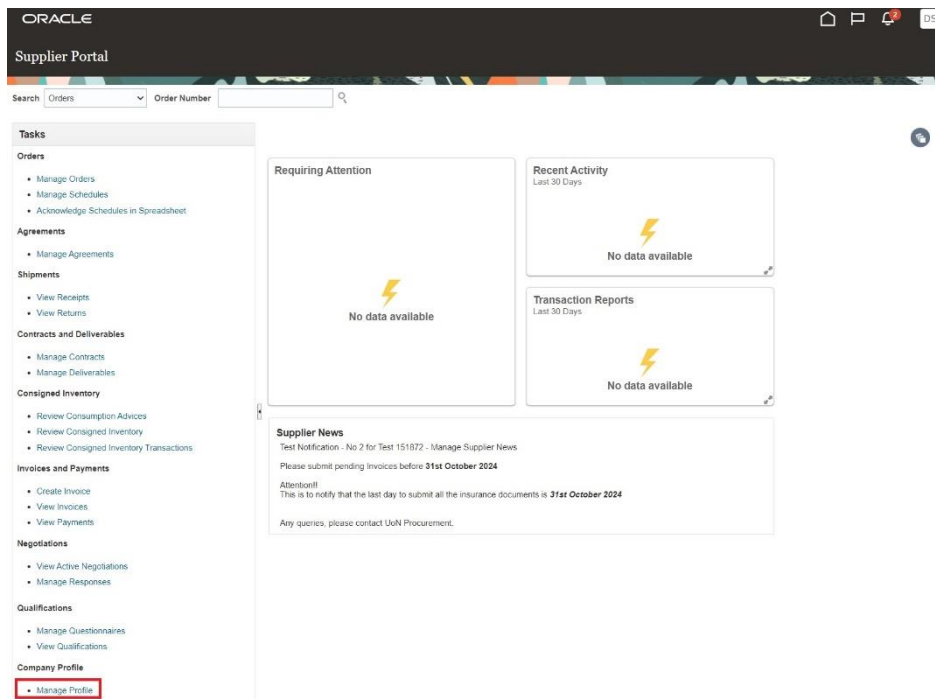
- Click Forgot Password to be sent an email with a link to reset their password if required.

2. Add/Change Contact Details

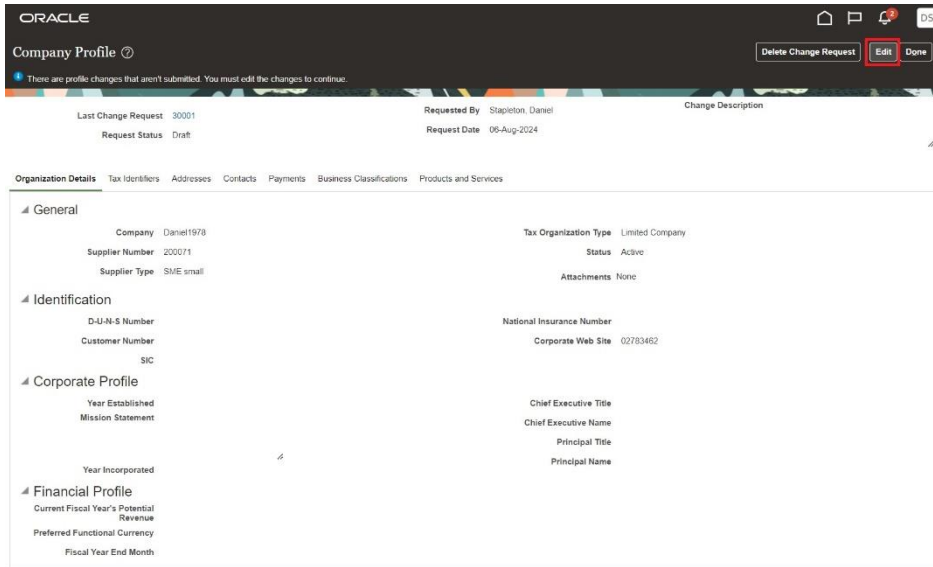
- Scroll to the Supplier Portal menu option and click the Supplier Portal tile.



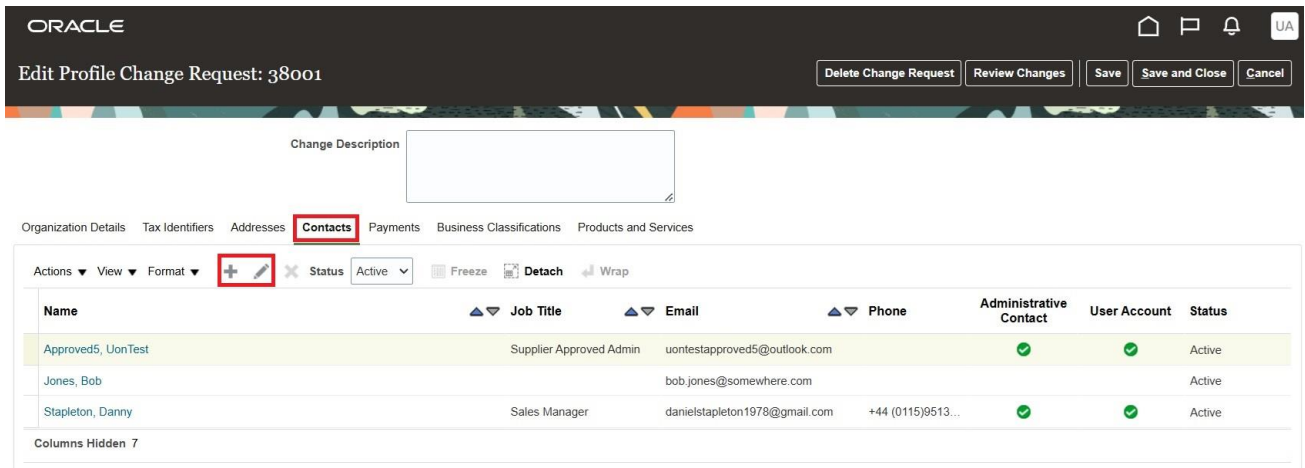
- Click on the Manage Profile link, you may need to scroll down to see it.



- Click the Edit button on the black menu bar.
- Click Yes if a message appears stating any changes will require approval.



- To add or change a contact click the Contacts heading.



- Click the + to add a new contact or the pencil to edit an existing one.
- You must provide Salutation, First Name, Last Name and an email address to have a user account.
- Tick Administrative contact if you wish to receive notifications.
- Tick the Request user account to receive a portal login for the new contact.
- Providing a phone number is optional but recommended so the University can contact you if required.

Create Contact



Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
UON SP Supplier Portal Role	Consolidate Role for supplier Portal

Create Another OK Cancel

- Click OK.

University of Nottingham
Edit Profile Change Request: 20003

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
------	-----------	-------	-------	------------------------	--------------	--------

- Click Save.
- Click Review Changes.

University of Nottingham
Review Changes

Edit Submit Cancel

Change Description

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
------	-----------	-------	-------	------------------------	--------------	--------	---------

- Click Submit.