

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.

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Document version control

Version no.	ion 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 Dassoord Passoord Passoord 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.

ORACLE				ΟÞΦ	UA
	Good morning, U	JonTe	st Approved5		
	Supplier Portal Tools EPM	M - PBCS			
	APPS				
	Supplie Portal				
	Things to Finish				
	Assigned to Me				
	0		*		
	Created by Me		You have no open notifications.		
	Show More				

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

ORACLE			
Supplier Portal			
Search Orders V Order Number	Q		
Tasks			0
Orders Marage Criters Marage Schedules in Spreadsheet Agreements Agreements Verw Reages Verw Reages Verw Reages Agreements Marage Contracts Marage Contracts Consigned Inventory	Lost No data available	No data available	
	Suppler News Test Notification - No 2 for Test 151072 - Manage Suppler News Places submit pending Invoices before 31st October 2024 Abottoolil Thes is to notify that the last day to submit all the insurance documents is Any queries, please contact UoN Procurement.	3fst October 2024	

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

ORACLE							û P 🦨 📴
Company Profile ⑦	t submitted. Yo	u must edit t	ve changes to	o continue.			Delete Change Request Edit Done
Last Change Reques Request Statu				<u>, , , , , , , , , , , , , , , , , , , </u>	Requested By Request Date	Stapleton, Daniel 06-Aug-2024	Change Description
Organization Details Tax Identifiers	Addresses	Contacts	Payments	Business Classifications	Products and Ser	vices	
⊿ General	0						
	Daniel1978					Tax Organization Type	
Supplier Number Supplier Type							Active
Supplier type	SME small					Attachments	None
Identification							
D-U-N-S Number						National Insurance Number	
Customer Number						Corporate Web Site	02783462
SIC							
Corporate Profile							
Year Established						Chief Executive Title	
Mission Statement						Chief Executive Name	
						Principal Title	
Year Incorporated			le			Principal Name	
Financial Profile							
Current Fiscal Year's Potential Revenue							
Preferred Functional Currency							
Fiscal Year End Month							

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

ORACLE									ÞÇ	AU LA
Edit Profile Change Request: 38001				Delete	Change Request	Review Changes	Save Save a	and Close	Cancel	
Change Description										
				li li						
Organization Details Tax Identifiers Addresses Contacts Payments	Business Class	sifications	Products and Se	ervices						
Actions 👻 View 👻 Format 👻 🕂 🧪 💥 Status Active 🗸	Freeze	Detach	🚽 Wrap							
Name		Job Title		Email	▲▽	Phone	Administrative Contact	User Account	Status	
Approved5, UonTest	:	Supplier App	proved Admin	uontestapproved5@outlook.	com		0	0	Active	
Jones, Bob				bob.jones@somewhere.com					Active	
Stapleton, Danny	\$	Sales Mana	ger	danielstapleton1978@gmail.	com	+44 (0115)9513	0	0	Active	
Columns Hidden 7										

- 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	~	Phone	•	
* First Name		Mobile	•	
Middle Name		Fax	•	
* Last Name		Email		
Job Title		Status A	ctive 🗸	
A	dministrative contact			
Contact Addresses				
Actions ▼ View ▼ Format ▼	🗙 🛃 🏢 Freeze 📓 Detach 🖕	Wrap		
Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				
Actions ▼ View ▼ Format	 X E. Freeze Detach Description 	₩rap		
UON SP Supplier Portal Role	e Consolidate Role for supplie	er Portal		
			Cr	eate Another O <u>K</u> <u>C</u> ancel
Click OK.				
University of Nottingham UK I CHINA I MALAYSIA				
University of Nottingham UK I CHENA I MALAYSIA	20003	Del	ete Change Request	
	20003 Change Description	Del	ete Change Request Review Change	

• Click Save.

Name

• Click Review Changes.

Actions 🔻 View 🔻 Format 👻 🕂 🧪 🗶 Status Active 👻 🏢 Freeze 📓 Detach 📣 Wrap

▲マ Job Title

University of Nottingham UKI CHINA I MALAYSA) DS
Review Changes					Edit Submit	<u>C</u> ancel
	Change Description					
		4				
Contacts						
View v Format v Freeze Detach						
Name	▲マ Job Title	▲⊽ Email	▲▼ Phone	Administrative Contact User Account	Status	Details

▲ 🗢 Email

• Click Submit.

Administrative Contact

User Account Status

▲▼ Phone

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