



University of  
Nottingham

UK | CHINA | MALAYSIA



# UniCore

Supplier Portal –  
Manage Bank Details

[nott.ac/unicore](http://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 Bank Details .....4

## Document version control

Version no.	Date	Author
1	25/10/2024	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](mailto:newpaymentsystem@nottingham.ac.uk)

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
User ID

Password  
Password

[Forgot Password](#)

Sign In

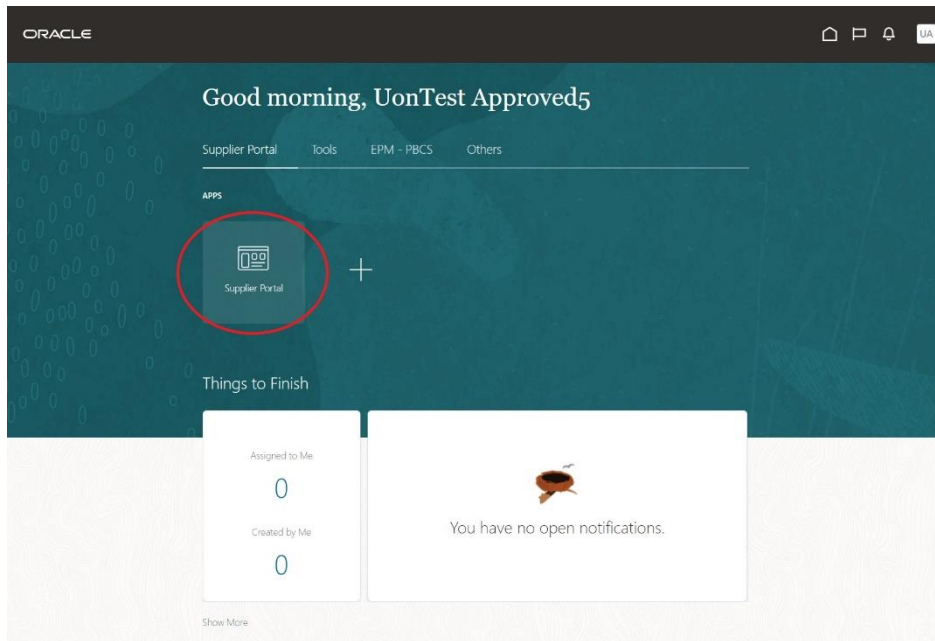
Select Language  
English

ORACLE

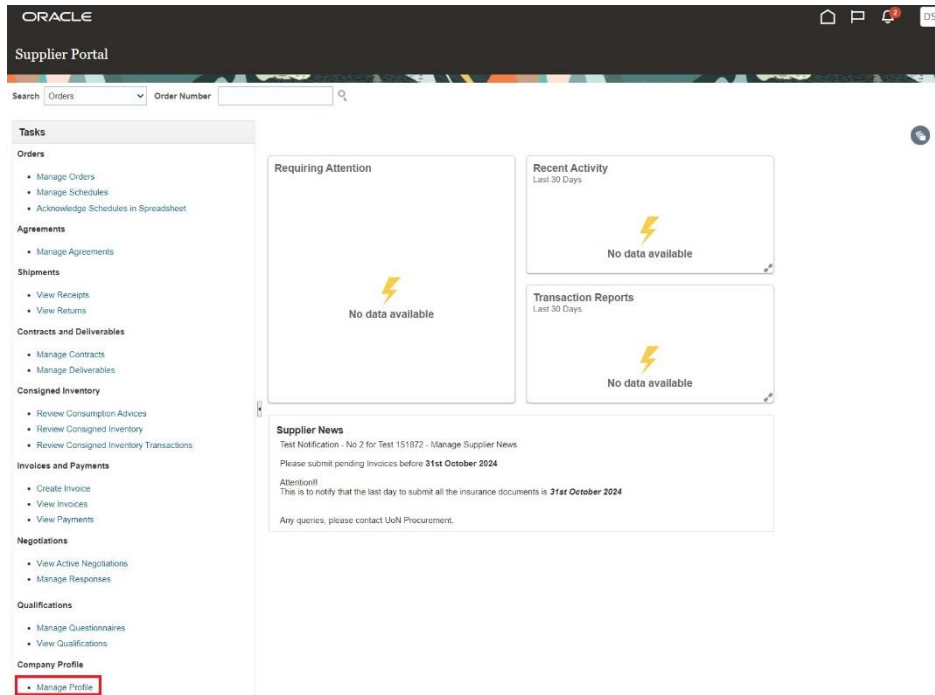
- Click Forgot Password to be sent an email with a link to reset their password if required.

## 2. Add Bank 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.

ORACLE  
Company Profile ⓘ  
Delete Change Request Edit Done  
These are profile changes that aren't submitted. You must edit the changes to continue.

Last Change Request: 30001 Requested By: Stapleton, Daniel Change Description  
Request Status: Draft Request Date: 06-Aug-2024

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

General  
Company: Daniel1978 Tax Organization Type: Limited Company  
Supplier Number: 200071 Status: Active  
Supplier Type: SME small Attachments: None

Identification  
D-U-I-S Number National Insurance Number  
Customer Number Corporate Web Site: 02703462  
SIC

Corporate Profile  
Year Established Chief Executive Title  
Mission Statement Chief Executive Name  
Principal Title  
Year Incorporated Principal Name

Financial Profile  
Current Fiscal Year's Potential Revenue  
Preferred Functional Currency  
Fiscal Year End Month

- To add or change bank details you must provide a copy of your banking document.

**FORMAT MUST BE ONE OF THE FOLLOWING:**

- Company letter head paper stating bank details and account name.
- Bank Statement, paying in slip or void cheque.
- An official letter from the supplier's bank which includes bank details within the letter.
- Click on the + in the attachments section.

ORACLE  
Edit Profile Change Request: 34001  
Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

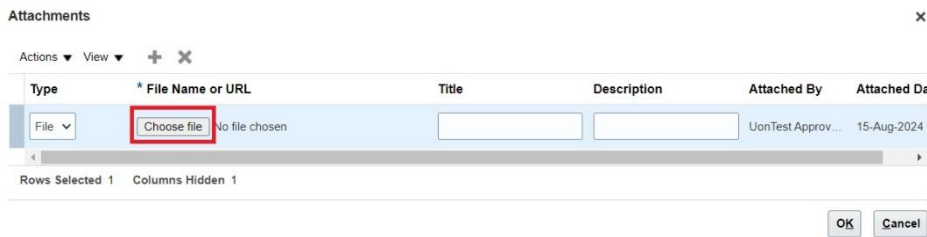
General  
\* Supplier Name: Approved5 Tax Organization Type: Government Organisation  
Supplier Number: 200007 Status: Active  
Supplier Type: Large Org Attachments: None +

Identification  
D-U-I-S Number National Insurance Number  
Customer Number Corporate Web Site  
SIC

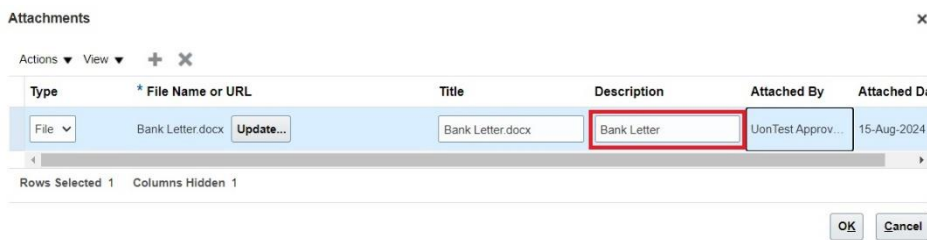
Corporate Profile  
Year Established Chief Executive Title  
Mission Statement Chief Executive Name  
Principal Title  
Year Incorporated Principal Name

Financial Profile  
Fiscal Year End Month  
Current Fiscal Year's Potential Revenue  
Preferred Functional Currency

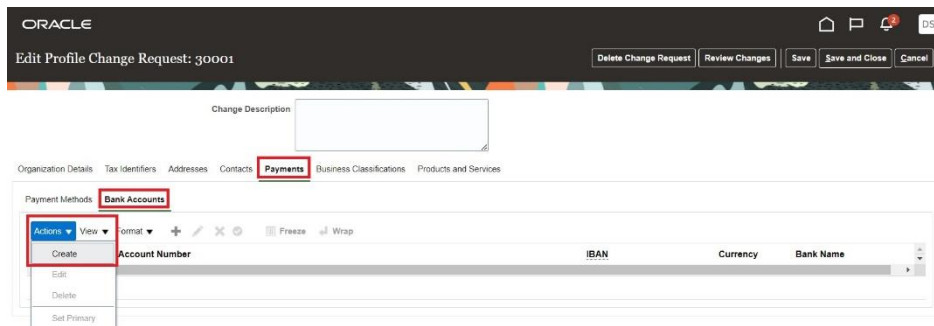
- Click on Choose file



- Select the correct file from your computer and click Open.
- The file name and Title will prepopulate.
- Enter “Bank Letter” in the description to help the approval team identify the correct document.



- Click OK
- Click on the Payments heading.
- Click on Bank Accounts.
- Click the Action dropdown and select Create.



- On the Create Bank Account window start typing the country in dropdown box and it will show all possible matches, alternatively click the dropdown arrow and click search.
- Enter the account number in the Account Number field
- Enter your sort code into the Bank Branch field and it will automatically populate the Bank Name above.
- Select Currency from the dropdown, this will usually be GBP unless agreed otherwise with the University.
- If you have an International Bank, and it has been agreed with the University, then tick the Allow international payments box.
- Enter Account Name.
- Select the Account Type from the dropdown, usually this will be Checking.

**Create Bank Account**

Enter account number or IBAN unless account number is marked as required.

Country: United Kingdom

Account Number: 11223344

Bank Name: HSBC BANK PLC (RFB)

Bank Branch: 401006

Allow international payments

Additional Information

Account Name: Daniel Company Account

Alternate Account Name:

Account Suffix:

From Date: 09-Aug-2024

Inactive On: dd-mm-yyyy

IBAN:

Currency: GBP

Check Digits:

Account Type: Checking

Description:

Buttons: Create Another, OK, Cancel

- Click OK
- On the Edit Profile Change Request screen, the account number should now be visible along with a tick in the Primary column.
- Click Review Changes on the black menu bar to see the change being submitted.

ORACLE

Edit Profile Change Request: 30001

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Change Description:

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

Payment Methods | **Bank Accounts**

Actions | View | Format | + | X | Freeze | Wrap

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	11223344		GBP	HSBC BANK PLC (RFB)

Columns Hidden: 8

- Click on Submit, to send the bank details to the University Payments Team for approval. They may contact you if there are any queries with the submission.

ORACLE

Review Changes

Buttons: Edit, Submit, Cancel

Change Description:

Bank Accounts

View | Format | Freeze | Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
<input checked="" type="checkbox"/>	11223344		GBP	HSBC BANK PLC (RFB)	

Columns Hidden: 8

- Make a note of the profile change request number in case you need to contact the University in relation to the change.

The screenshot shows the Oracle Supplier Portal interface. At the top, there is a navigation bar with the Oracle logo and a 'DS' user indicator. Below this, the 'Company Profile' section is visible, with a 'Done' button highlighted in red. A notification banner states: 'There is a profile change request pending approval. You may edit to make additional changes.' The main content area shows a 'Payments' tab selected, with a table of payment methods. A confirmation dialog box is overlaid on the table, containing the text: 'Confirmation: Your profile change request 30001 was submitted for approval.' with an 'OK' button. The table below has columns for 'Default', 'Payment Method', 'From Date', and 'To Date'. The data rows are as follows:

Default	Payment Method	From Date	To Date
	API/AR Netting	01-Jan-1952	
	BACS	01-Jan-1952	
	CHAPS	01-Jan-1952	
	Direct Debit	01-Jan-1952	
	Faster Payment	01-Jan-1952	
	International Payments	01-Jan-1952	
	Manual Payments	01-Jan-1952	

- Click Done to be returned to the main supplier portal screen where you can logout.