



University of
Nottingham

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UniCore

Supplier Portal – Manage Contact Details

nott.ac/unicore

November 2024



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

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Document version control

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

1. Portal Login

- Go to [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

Password

[Forgot Password](#)

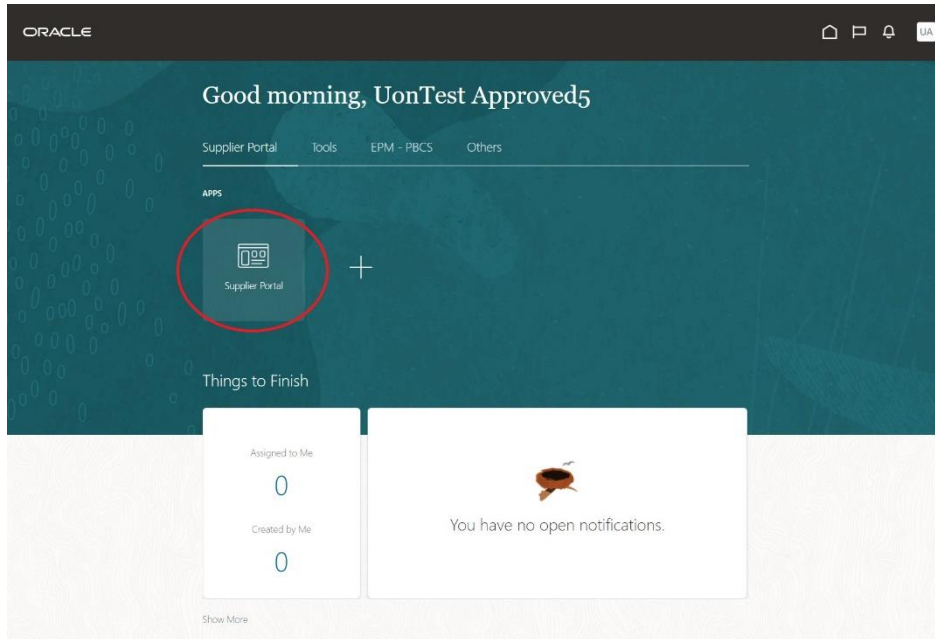
Select Language
English

ORACLE

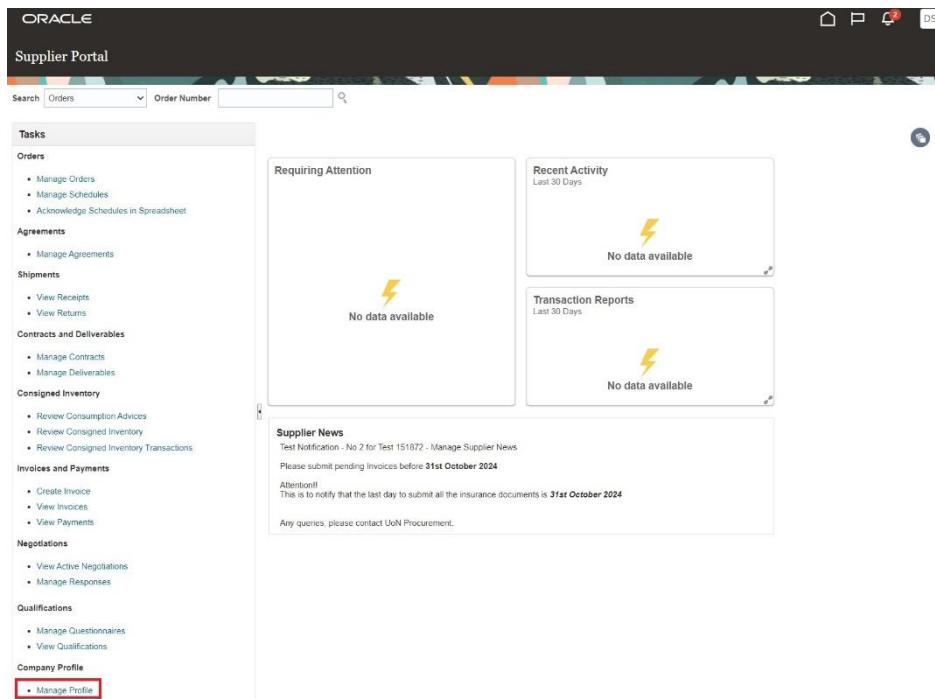
- Click Forgot Password to be sent an email with a link to reset their password if required.

2. Add/Change Contact Details

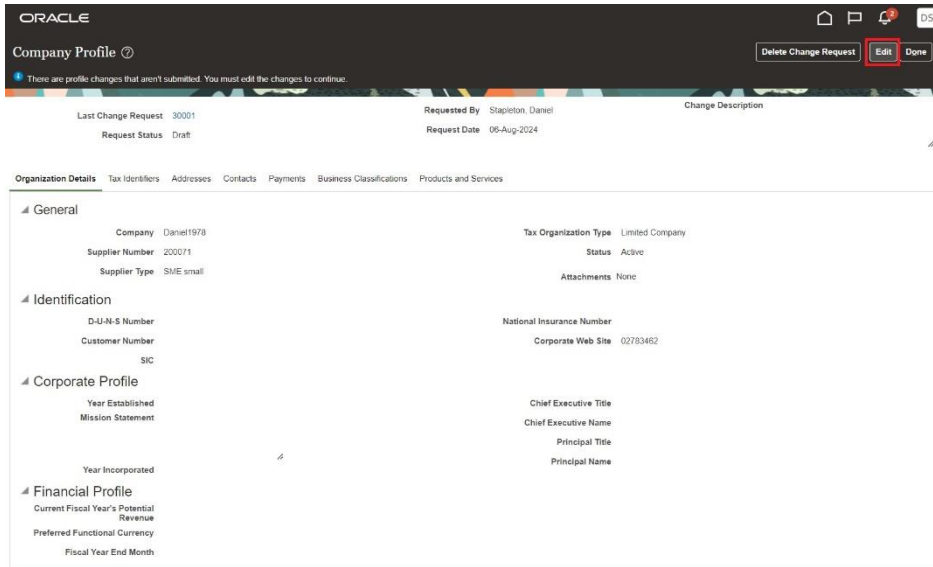
- Scroll to the Supplier Portal menu option and click the Supplier Portal tile.



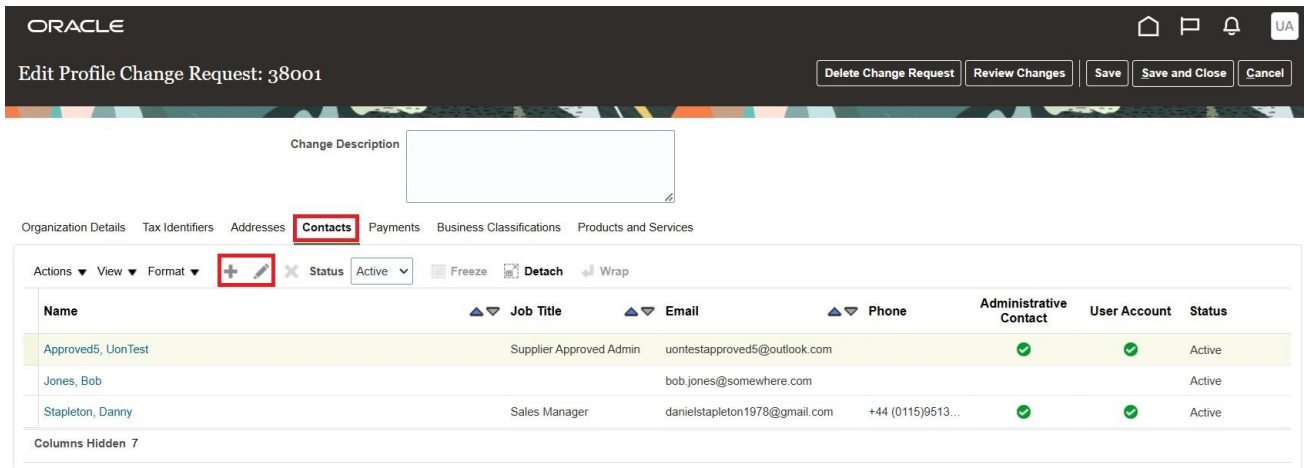
- Click on the Manage Profile link, you may need to scroll down to see it.



- 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

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

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

Create Another OK Cancel

- Click OK.
- Click Save and Close on the black menu bar to submit the change for approval.