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UniCore

Supplier Portal – Manage Contact Details

nott.ac/unicore

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Contents

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
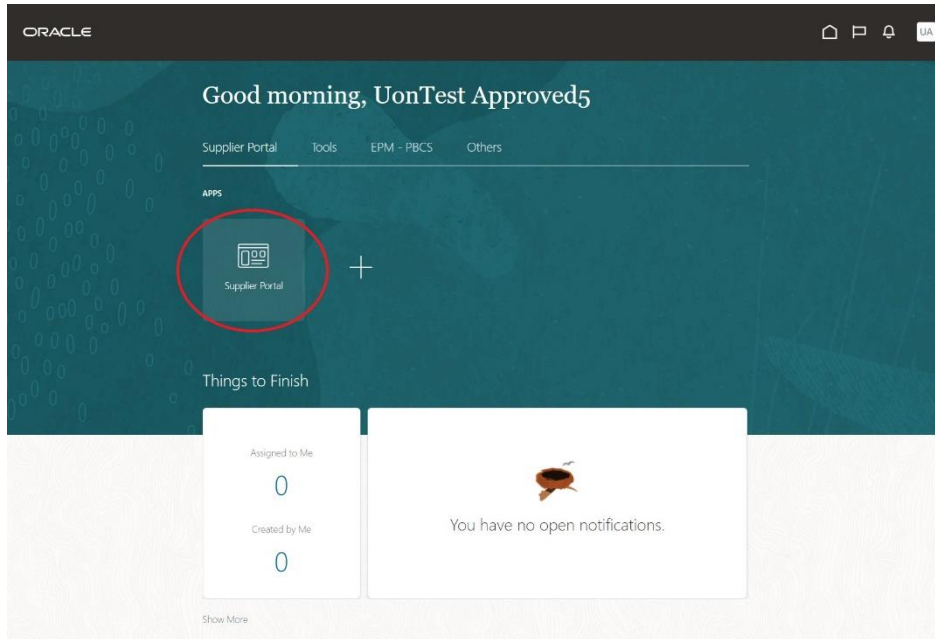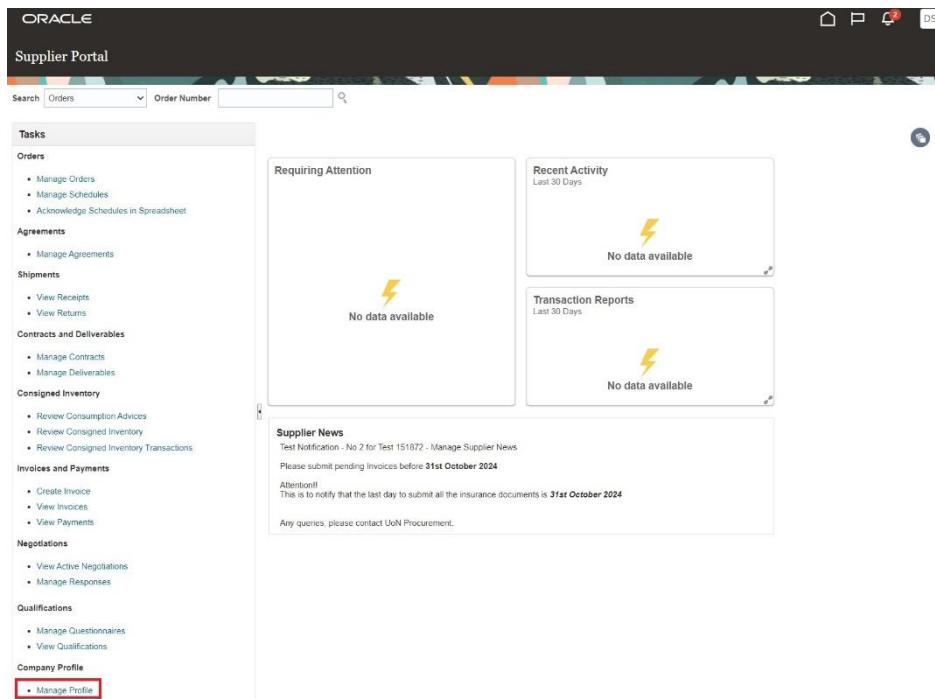

- Click Forgot Password to be sent an email with a link to reset their password if required.
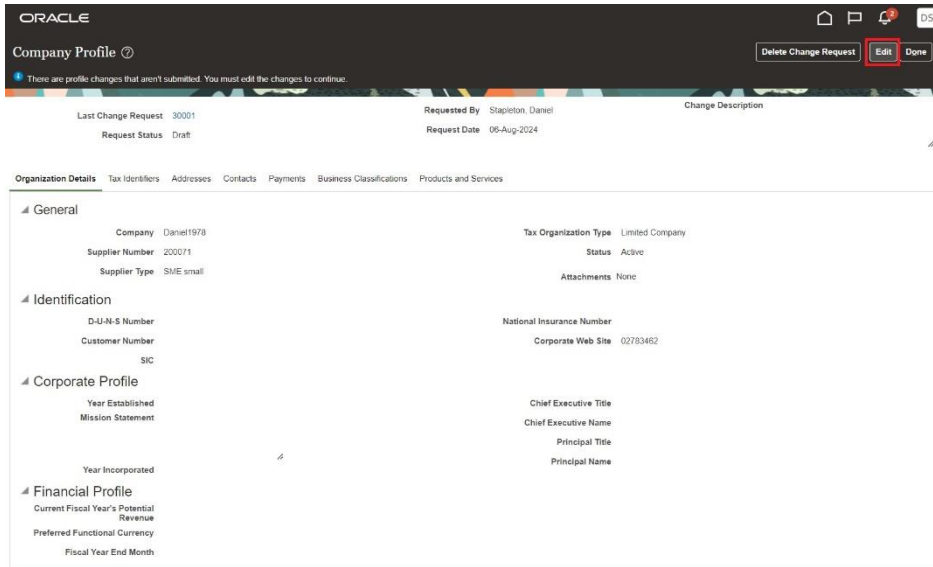
2. Add/Change Contact Details

- Scroll to the Supplier Portal menu option and click the Supplier Portal tile.
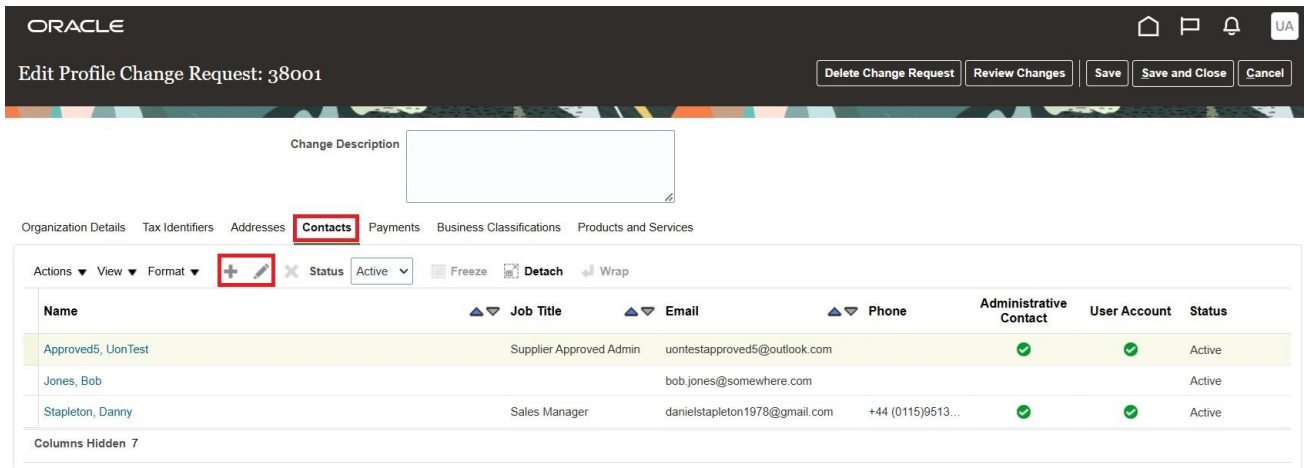
- Click on the Manage Profile link, you may need to scroll down to see it.

- 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.

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