



University of
Nottingham

UK | CHINA | MALAYSIA



UniCore

Supplier Portal

nott.ac/unicore

Nov 24



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

Contents

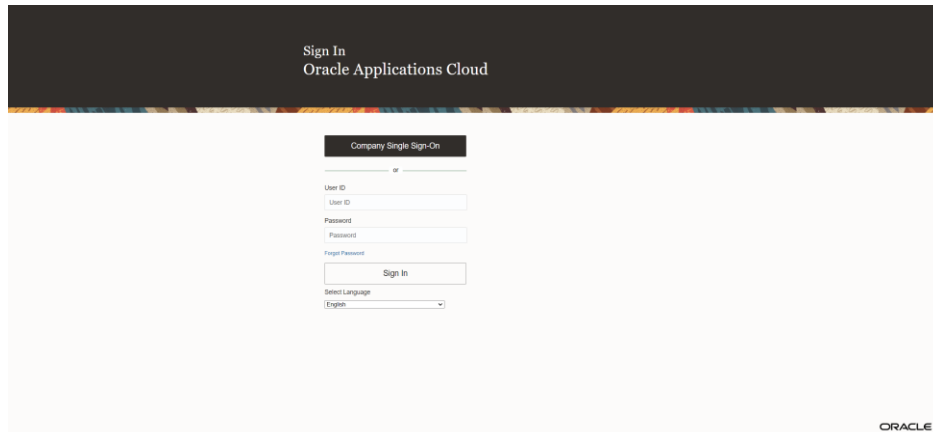
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Document version control

Version no.	Date	Author
1	24/10/2024	Daniel Stapleton

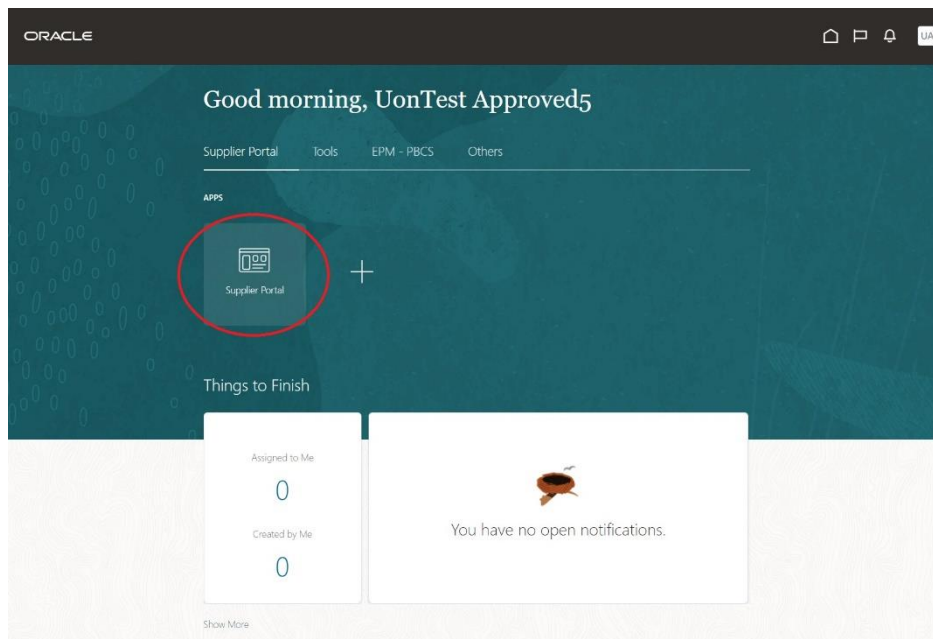
1. Login to UniCore

- 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

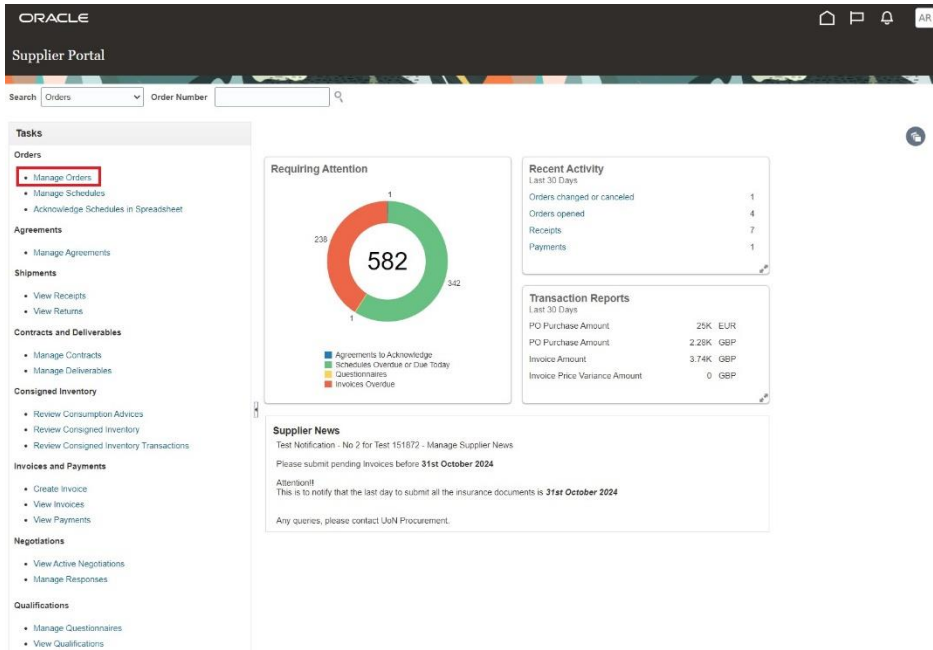


2. Manage Orders

- Click on the Supplier Portal tile.

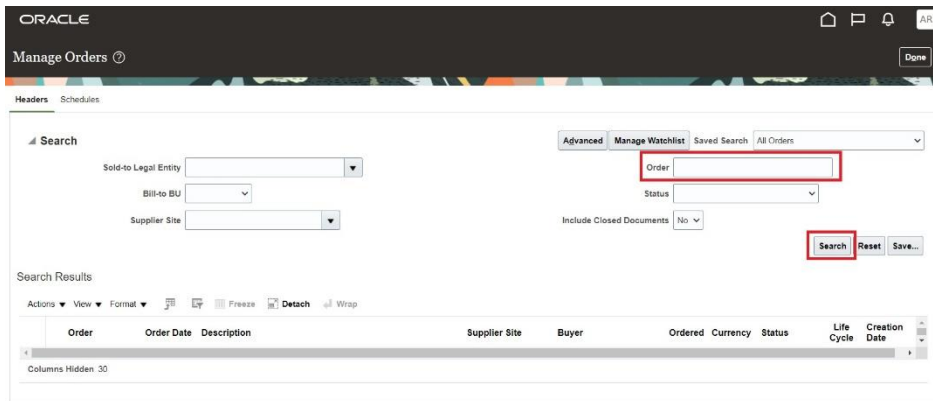


- Click on Manage Orders.



3. Search For Purchase Orders

- Enter a Purchase Order number and click Search or just click Search to see all Purchase Orders.



- Click on the corresponding Order Number you wish to view.

ORACLE Manage Orders

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
UON0000442	14-Mar-2024	Action Multi lingual Safety Venting Wash Bottle, Capacity: 500 m...	LOUGHBOROUGH	Darren Furniss	27.56	GBP	Open		14-Mar-2024
UON0000441	07-Mar-2024	Bel-Art SP Scienceware Portable Glove Box System, Glove Box...	LOUGHBOROUGH	Darren Furniss	2,254.00	GBP	Closed for R...		07-Mar-2024
UON0000427	16-Feb-2024	Coming HTS Transwell -96 Well Permeable Support System, Po...	LOUGHBOROUGH	Darren Furniss	3,047.30	GBP	Closed for R...		16-Feb-2024
UON0000421	16-Feb-2024	Bel-Art SP Scienceware Plastic Frame for Switch-Grid Test Tube...	LOUGHBOROUGH	Darren Furniss	78.70	GBP	Closed for R...		16-Feb-2024
UON0000420	16-Feb-2024	Bel-Art SP Scienceware Portable Glove Box System, Glove Box...	LOUGHBOROUGH	Darren Furniss	5,635.00	GBP	Open		16-Feb-2024
UON0000419	20-Feb-2024	Boney chemicals	Leicester	Amanda Bastable	25,000.00	EUR	Open		16-Feb-2024
UON0000396	16-Feb-2024	special chemicals for lab	LOUGHBOROUGH	Victoria Burgoyne	84,479.44	GBP	Open		16-Feb-2024
NOT0000026	15-Feb-2024	Bel-Art SP Scienceware Portable Glove Box System, Glove Box...	LOUGHBOROUGH	Darren Furniss	2,254.00	GBP	Open		15-Feb-2024
UON0000379	09-Feb-2024	Bel-Art SP Scienceware Plastic Frame for Switch-Grid Test Tube...	LOUGHBOROUGH	Darren Furniss	1,574.00	GBP	Open		09-Feb-2024
UON0000378	08-Feb-2024	Duran Duroplan Borosilicate Petri Dishes, Diameter 120 mm, H...	LOUGHBOROUGH	Darren Furniss	855.50	GBP	Open		08-Feb-2024
NOT0000020	30-Jan-2024	Test for smart approval	Leicester	Joy Lakhani	1,320,000.00	GBP	Open		30-Jan-2024
UON0000337	12-Jan-2024	Bones for hazardous chemical	LOUGHBOROUGH	Jayson Bispham	495.00	EUR	Closed for R...		12-Jan-2024
UON0000332	12-Jan-2024	Bones for hazardous chemical	LOUGHBOROUGH	Jayson Bispham	7,500.00	GBP	Closed for R...		12-Jan-2024
UON0000328	12-Jan-2024	Anthony Fidget Spinner	LOUGHBOROUGH	Jayson Bispham	10,000.00	GBP	Open		12-Jan-2024
UON0000324	07-Feb-2024	Anthony Fidget Spinner	LOUGHBOROUGH	Jayson Bispham	10,000.00	GBP	Open		12-Jan-2024
UON0000318	12-Jan-2024	Funny Bones	Leicester	Amanda Bastable	125,000.00	EUR	Open		12-Jan-2024
UON0000310	11-Jan-2024	Thermo Scientific Chart Recorder for Ultra-Low Temperature Fre...	LOUGHBOROUGH	Darren Furniss	1,094.13	GBP	Open		11-Jan-2024
UON0000293	11-Jan-2024	Bones for hazardous chemical	LOUGHBOROUGH	Guy Wilking	60.00	GBP	Closed for R...		11-Jan-2024

- Screen will display the details of the order.

ORACLE Purchase Order: UON0000427

View PDF Actions Refresh Done

Order Life Cycle

Ordered: 3,047.30 GBP
Received: 0.00 GBP
Delivered: 0.00 GBP

General

Sold-to Legal Entity: University of Nottingham
Supplier: _____
Bill-to BU: UON BUJ
Supplier Site: _____
Order: UON0000427
Supplier Contact: _____
Status: Closed for Receiving
Bill-to Location: University Park
Buyer: Darren Furniss
Ship-to Location: K/MC Campus Grid
Creation Date: 16-Feb-2024
Source Agreement: DF1094/ITT FISHER
Supplier Order: _____
Master Contract: _____

Terms

Required Acknowledgment: No
Payment Terms: 30 Days
Shipping Method: _____
Freight Terms: FOB

Additional Information

Delivery Room Number: _____
Health and Safety/Technical Approval: Health & Safety + Technical
Procurement Process: _____

Lines

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
1		Coming HTS Transwell -96 Well Permeable Support System, Pon...	10	PCK	304.73	304.73	3,047.30	Closed for ...

4. View Invoices

- Click on View Invoices.

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advises
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- View Invoices**
- View Payments

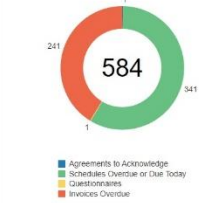
Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Requiring Attention



Recent Activity
Last 30 Days

Orders changed or canceled	1
Orders opened	3
Receipts	3
Payments	2

Transaction Reports
Last 30 Days

PO Purchase Amount	34.1K	GBP
Invoice Amount	38.8K	GBP
Invoice Price Variance Amount	0	GBP

Supplier News

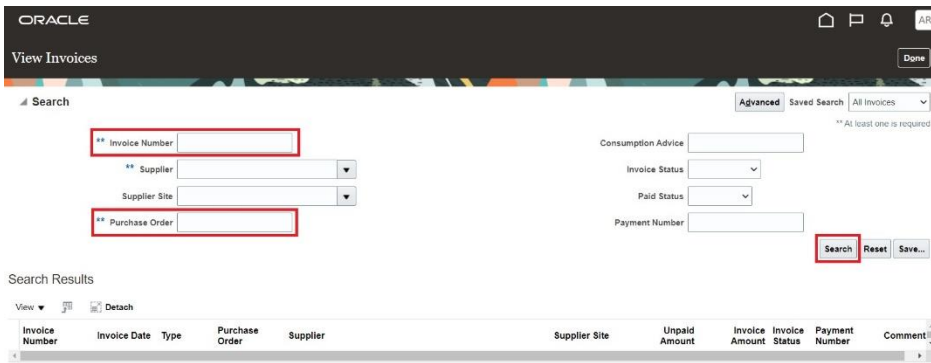
Test Notification - No 2 for Test 151872 - Manage Supplier News

Please submit pending invoices before **31st October 2024**

Attention!
This is to notify that the last day to submit all the insurance documents is **31st October 2024**

Any queries, please contact UoN Procurement.

- Enter an Invoice Number or Purchase Order and click Search.



ORACLE View Invoices

Search Saved Search All Invoices

**** Invoice Number**

**** Supplier**

Supplier Site

**** Purchase Order**

Consumption Advice

Invoice Status

Paid Status

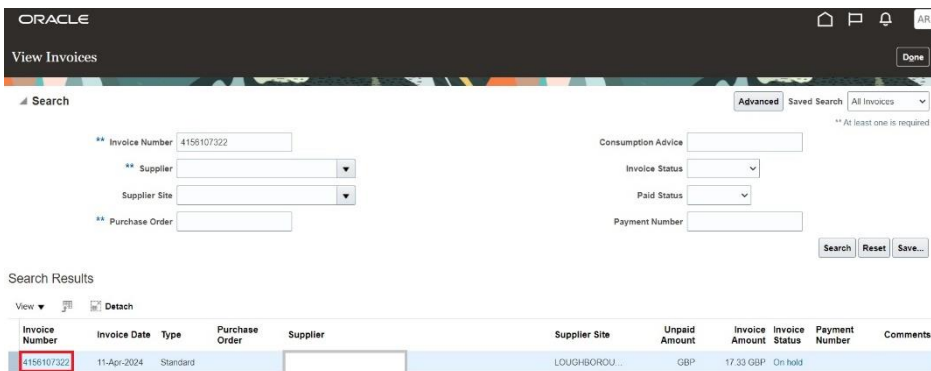
Payment Number

Search **Reset** **Save...**

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comment
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- Click the Invoice Number to view details.



ORACLE View Invoices

Search Saved Search All Invoices

**** Invoice Number**

**** Supplier**

Supplier Site

**** Purchase Order**

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search **Reset** **Save...**

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
4156107322	11-Apr-2024	Standard			LOUGHBOROU...	GBP	17.33 GBP	On hold		

- Screen will display the details of the Invoice.

ORACLE Invoice: 4156107322 Done

Business Unit	UON BU	Invoice Amount	17.33 GBP	Invoice Type	Standard
Legal Entity Name	University of Nottingham	Unpaid Amount	GBP	Description	
Supplier or Party	FISHER SCIENTIFIC UK LTD	Payment Currency	GBP	Attachment	EVYF-TEST_0024041101941C7DCAF53274E9D30EC3A704715F4C04F_2061567_ACBEA696.pdf
Supplier Site	LOUGHBOROUGH	Tax Control Amount	2.89		
Address	FINANCE DEPARTMENT, BISHOP MEADOW ROAD, LOUGHBOROUGH, LE11 9RG				
Invoice Date	11-Apr-2024				

Lines Payments

Items

View

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
Summary Tax Lines													
Shipping and Handling													
View <input type="button" value="Filter"/>													
Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Line	Type	Amount			
No shipping and handling													
Totals													
Tax charges summary													
		Inclusive Tax	0.00						Items	0.00			
		Self-Assessed Tax	0.00						Freight	0.00			
									Miscellaneous	0.00			
									Tax	0.00			

5. View Payments


- Click on View Payments.

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments**
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention



584

- Agreements to Acknowledge
- Schedules Overdue or Due Today
- Questionnaires
- Invoices Overdue

Recent Activity

Last 30 Days

Orders changed or canceled	1
Orders opened	3
Receipts	3
Payments	2

Transaction Reports

Last 30 Days

PO Purchase Amount	34.1K GBP
Invoice Amount	38.8K GBP
Invoice Price Variance Amount	0 GBP

Supplier News

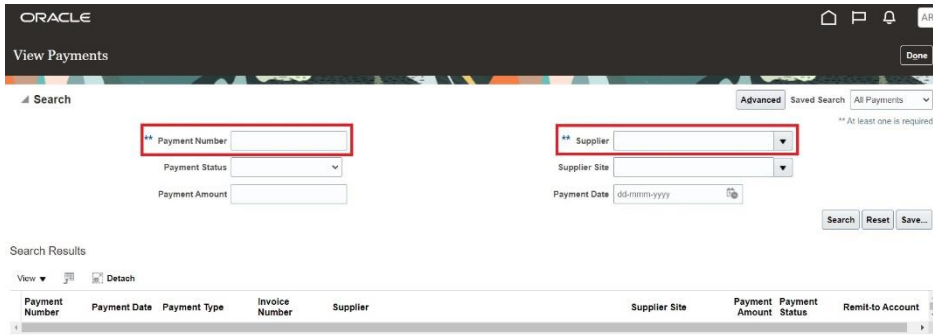
Test Notification - No 2 for Test 151872 - Manage Supplier News

Please submit pending invoices before **31st October 2024**

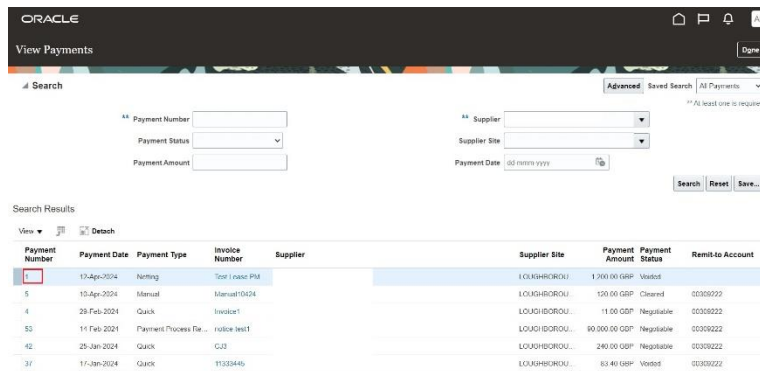
Attention!
This is to notify that the last day to submit all the insurance documents is **31st October 2024**

Any queries, please contact UoN Procurement.

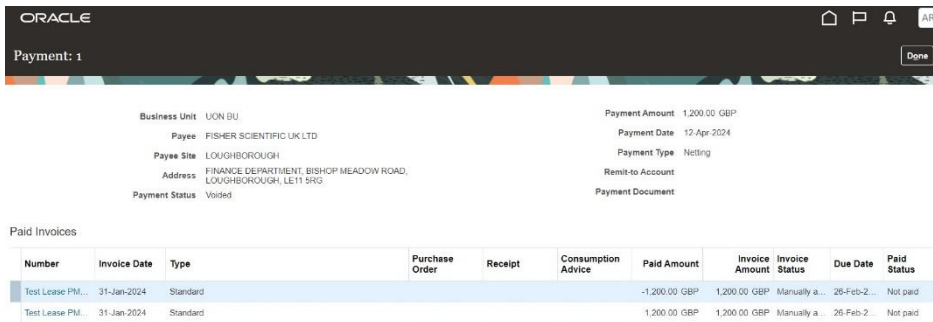
- Enter a Payment Number (if known) or Click the Supplier drop down and choose your company name.



- Click the Payment Number to view details

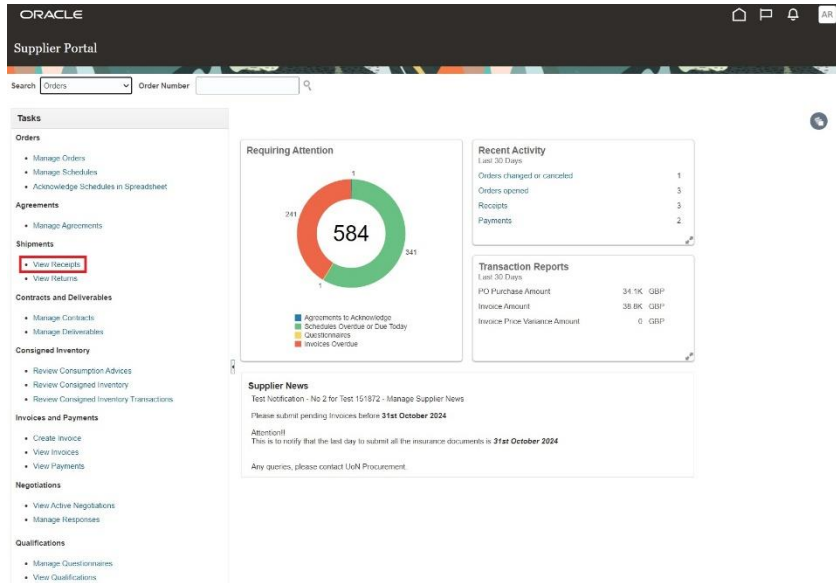


- Screen will display the details of the Payment

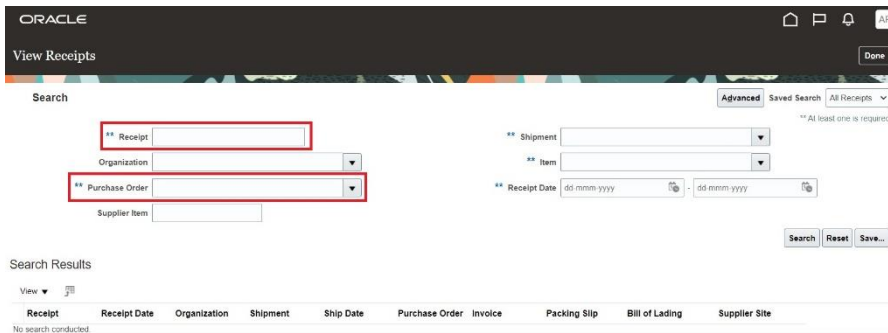


6. View Receipts

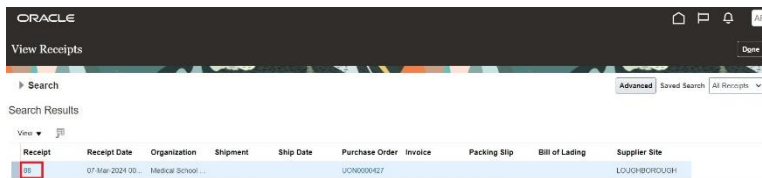
- Click on View Receipts



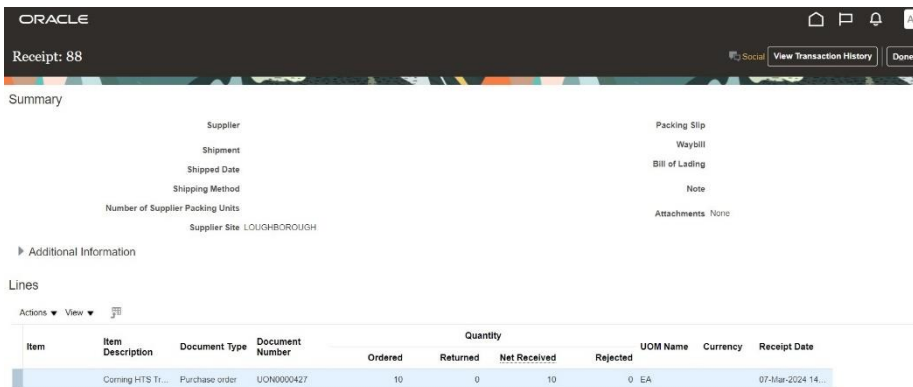
- Enter a Receipt number (if known) or Purchase Order number



- Click the Receipt number to view details



- Screen will display the details of the Receipt



7. View Returns

- Click on View Returns

Search Orders Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Shipments**
 - View Receipts
 - View Returns**
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advice
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments**
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile

Requiring Attention

584

241 341 1 1

- Agreements to Acknowledge
- Schedules Overdue or Due Today
- Questionnaires
- Invoice Overdue

Recent Activity
Last 30 Days

Orders changed or canceled	1
Orders opened	3
Receipts	3
Payments	2

Transaction Reports
Last 30 Days

PO Purchase Amount	34.1K GBP
Invoice Amount	38.8K GBP
Invoice Price Variance Amount	0 GBP

Supplier News

Test Notification - No 2 for Test 151672 - Manage Supplier News

Please submit pending invoices before **31st October 2024**

Attention!!
This is to notify that the last day to submit all the insurance documents is **31st October 2024**

Any queries, please contact Li&M Procurement.

- Enter a Receipt number or Purchase Order number

ORACLE

View Returns Done

Search Advanced Saved Search All Returns

** Receipt

Organization

** Purchase Order

Supplier Item

** Shipment

RMA

Search Reset Save...

Search Results

View

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity	UOM Name
No search conducted											

- Click the Receipt number to view details
- Screen will display the details of the Return