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UniCore

Supplier Portal – Manage Contact Details

nott.ac/unicore

February 2025



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

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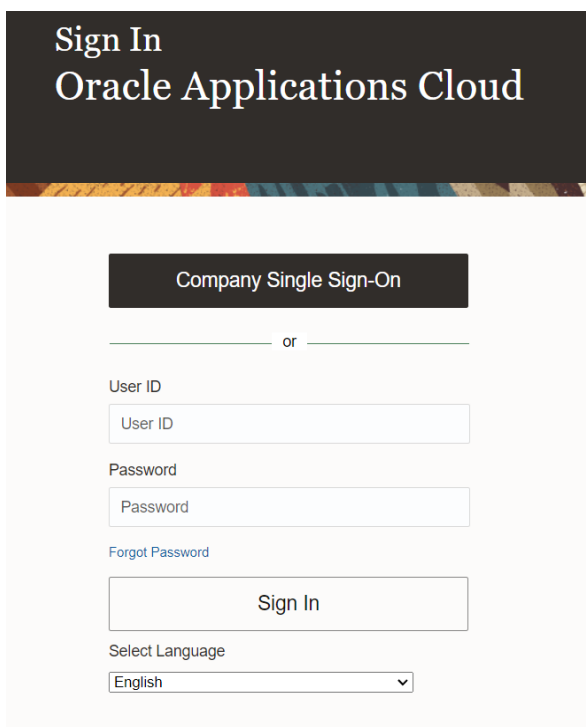
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Document version control

Version no.	Date	Author
1	27/11/2024	Daniel Stapleton
2	03/02/2025	Riz Ahmed

Portal Login

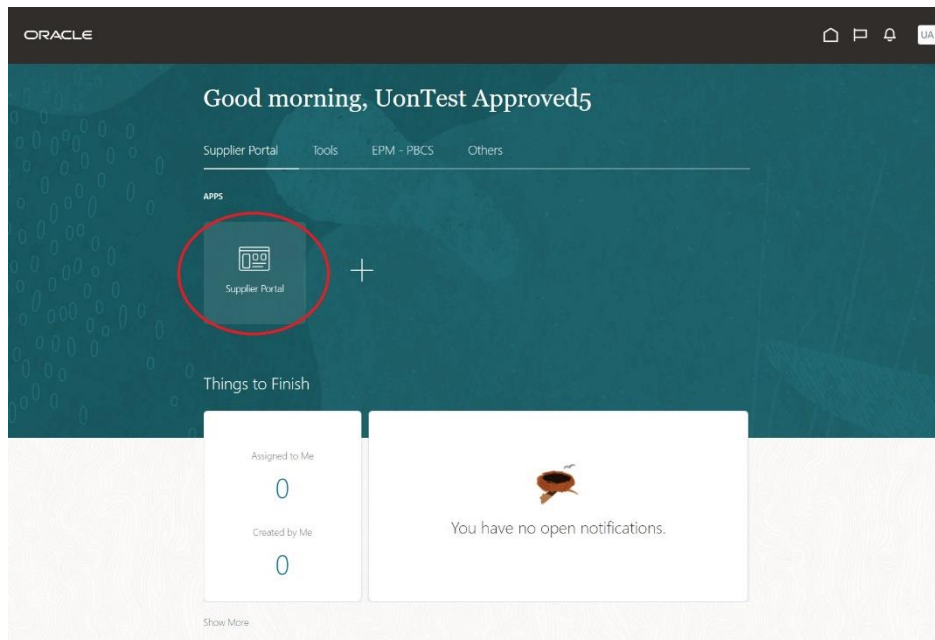
1. Open UniCore [using this link](#)
2. Enter the email address and password used to create your Supplier Portal account and click 'Sign In'.

The image shows the 'Sign In Oracle Applications Cloud' login page. At the top, there's a dark header with the text 'Sign In Oracle Applications Cloud'. Below this is a section titled 'Company Single Sign-On'. There are two input fields: 'User ID' and 'Password'. A 'Forgot Password' link is located below the password field. A 'Sign In' button is positioned below the 'Forgot Password' link. At the bottom, there is a 'Select Language' dropdown menu currently set to 'English'.

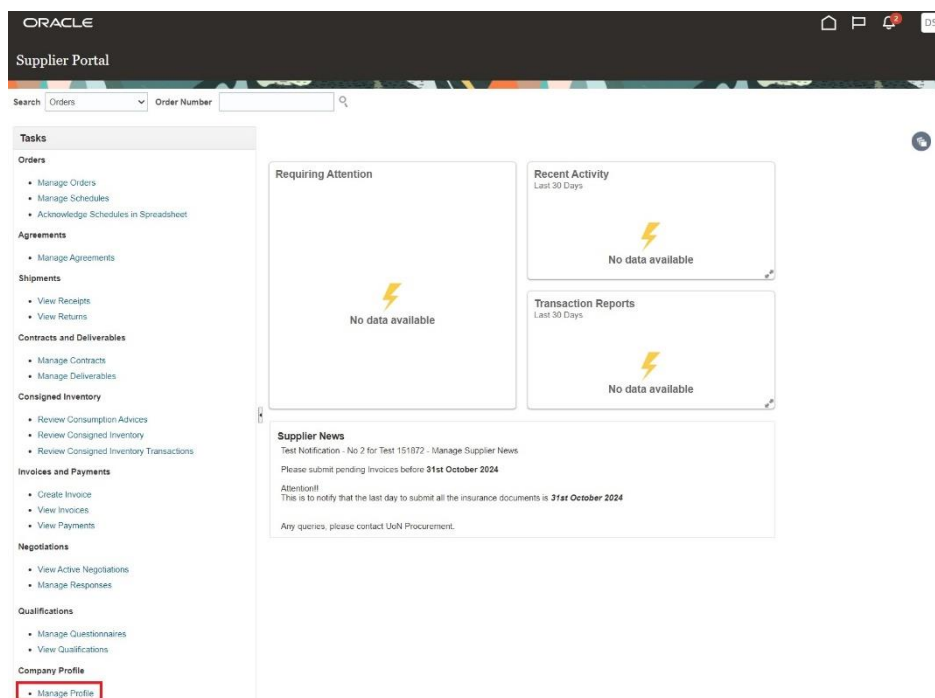
3. If you are an existing supplier and you do not know your password:
 - Click 'Forgot password', enter your email address, select 'forgot password', then click 'Submit'. You will receive a password reset email.
 - Remember to check your junk mail/spam folder for the email. If you do not receive it, contact procurement@nottingham.ac.uk

Add/Change Contact Details

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



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



3. Click the Edit button on the black menu bar.

4. Click Yes if a message appears stating any changes will require approval.

ORACLE

Company Profile ⓘ

There 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-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:
 Year Incorporated: Principal Title:
 Principal Name:

Financial Profile

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

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

ORACLE

Edit Profile Change Request: 38001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

Actions View Format + ✕ Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Approved5, UonTest	Supplier Approved Admin	uontestapproved5@outlook.com		✓	✓	Active
Jones, Bob		bob.jones@somewhere.com				Active
Stapleton, Danny	Sales Manager	danielstapleton1978@gmail.com	+44 (0115)9513...	✓	✓	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

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone

Mobile

Fax

Email

Status

Contact Addresses

Actions View Format X Freeze Detach Wrap

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 X Freeze Detach Wrap

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

Create Another OK Cancel

11. Click OK.

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Edit Profile Change Request: 20003

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

Actions View Format + X Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
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12. Click Save.

13. Click Review Changes.

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Review Changes

Edit Submit Cancel

Change Description

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
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14. Click Submit.