



University of
Nottingham

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UniCore

Supplier Portal – Manage Bank Details

nott.ac/unicore

February 2025



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

Contents

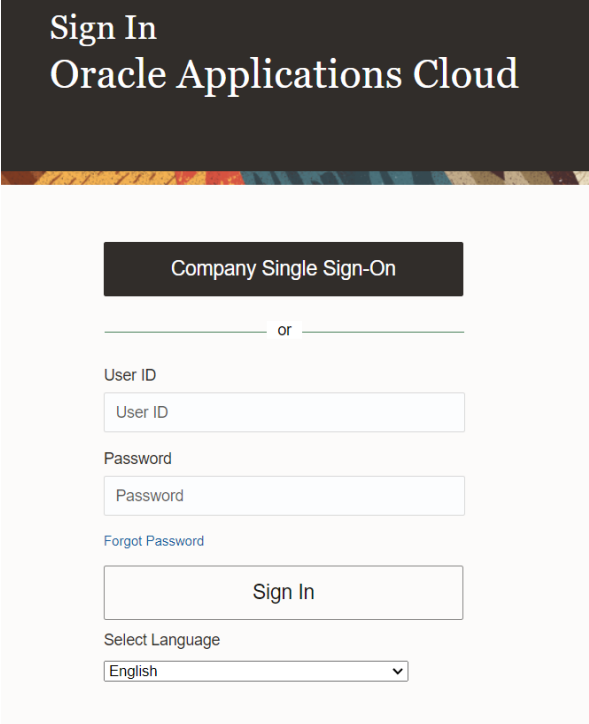
Portal Login	3
Add Bank Details	4

Document version control

Version no.	Date	Author
1	25/10/2024	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'.

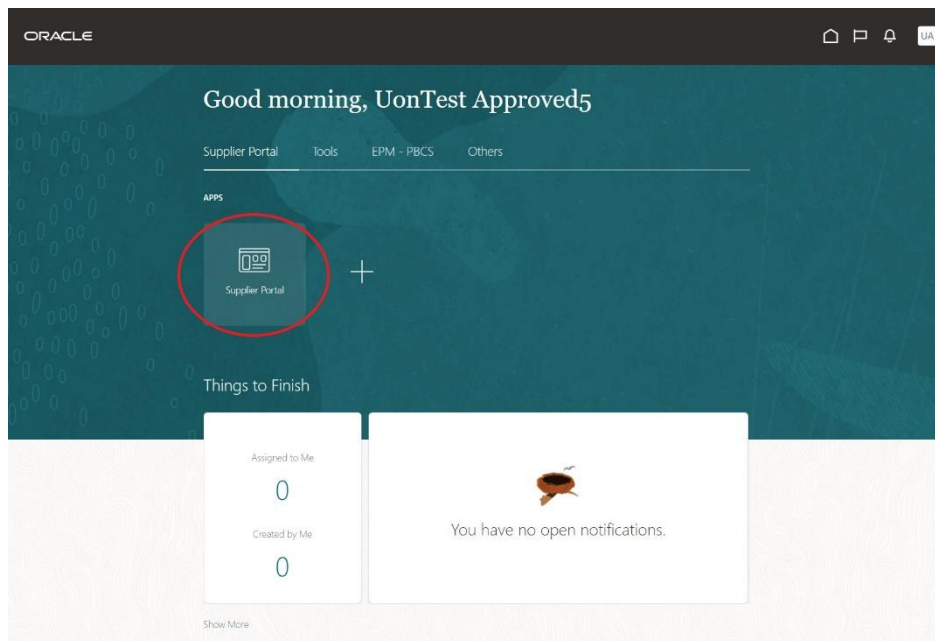


The screenshot shows the 'Sign In Oracle Applications Cloud' page. At the top, there's a dark header with the text 'Sign In Oracle Applications Cloud'. Below this is a light gray box containing the login form. The form has a dark button labeled 'Company Single Sign-On'. Below this is a horizontal line with 'or' in the center. The form includes fields for 'User ID' and 'Password', each with a placeholder text. There is a link for 'Forgot Password' and a 'Sign In' button. At the bottom, there is a 'Select Language' dropdown menu currently set to 'English'.

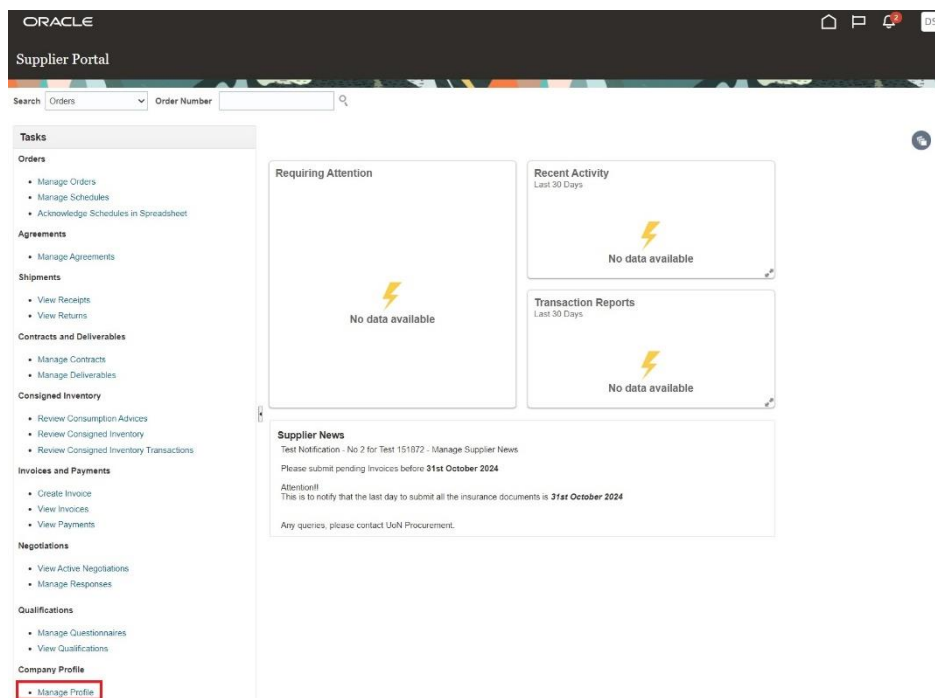
3. If you are an existing supplier and you do not know your password:
 - Click 'Forgot password', enter your email address, select 'forgot password', then click 'Submit'. You will receive a password reset email.
 - Remember to check your junk mail/spam folder for the email. If you do not receive it,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

Add Bank 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.

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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
 Principal Title
 Principal Name
 Year Incorporated:

Financial Profile

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

5. To add or change bank details you must provide a copy of your banking document.
THE 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.
6. Click on the + in the attachments section.

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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-N-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
 Principal Name
 Year Incorporated:

Financial Profile

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

7. Click on Choose file

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose file No file chosen			UonTest Approv...	15-Aug-2024

Rows Selected 1 Columns Hidden 1

OK Cancel

8. Select the correct file from your computer and click Open.
9. The file name and Title will prepopulate.
10. Enter "Bank Letter" in the description to help the approval team identify the correct document.

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Bank Letter.docx Update...	Bank Letter.docx	Bank Letter	UonTest Approv...	15-Aug-2024

Rows Selected 1 Columns Hidden 1

OK Cancel

11. Click OK
12. Click on the Payments heading.
13. Click on Bank Accounts.
14. Click the Action dropdown and select Create.

ORACLE

Edit Profile Change Request: 30001

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 + X Freeze Wrap

Create Edit Delete Set Primary

Account Number IBAN Currency Bank Name

15. 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.
16. Enter the account number in the Account Number field
17. Enter your sort code into the Bank Branch field and it will automatically populate the Bank Name above.
18. Select Currency from the dropdown, this will usually be GBP unless agreed otherwise with the University.
19. If you have an International Bank, and it has been agreed with the University, then tick the Allow international payments box.
20. Enter Account Name.

21. 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:

Create Another OK Cancel

22. Click OK

23. On the Edit Profile Change Request screen, the account number should now be visible along with a tick in the Primary column.

24. Click Review Changes on the black menu bar to see the change being submitted.

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Edit Profile Change Request: 30001

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 Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	11223344		GBP	HSBC BANK PLC (RFB)

Columns Hidden: 5

25. 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.

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Review Changes

Edit Submit Cancel

Change Description:

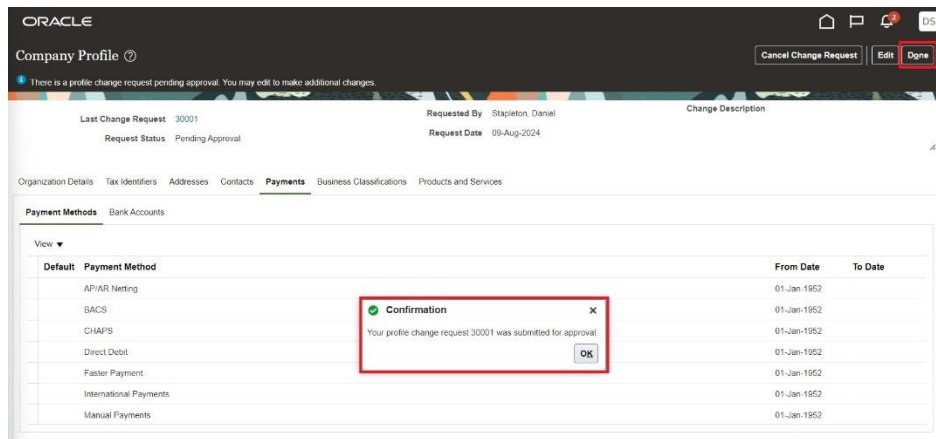
Bank Accounts

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
+	✓	11223344	GBP	HSBC BANK PLC (RFB)	

Columns Hidden: 8

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



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