University of Nottingham
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UniCore

Supplier Portal

nott.ac/unicore

February 2025

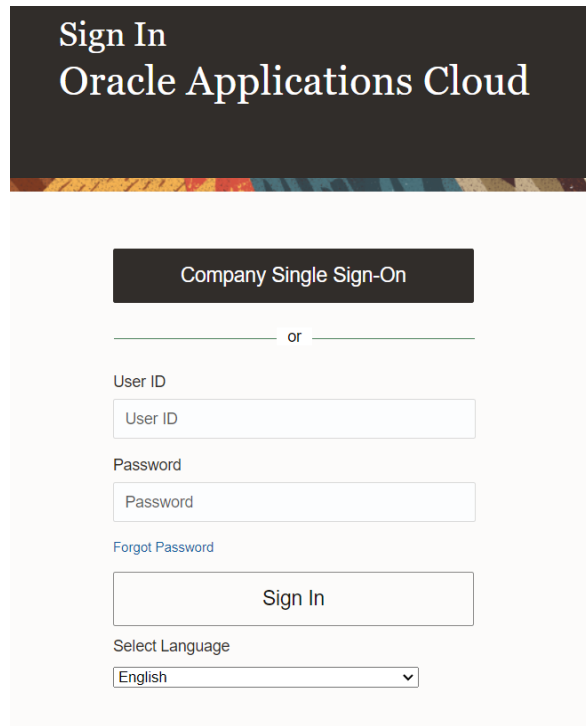This document is designed to be used online. Thank you for thinking of the environment.

Contents

Document version control

Version no.	Date	Author
1	24/10/2024	Daniel Stapleton
2	03/02/2025	Riz Ahmed

Log into UniCore

1. Open UniCore [using this link](#)

2. Enter the email address and password used to create your Supplier Portal account and click 'Sign In'.

Sign In
Oracle Applications Cloud

```
        Company Single Sign-On

─────────────── or ───────────────

User ID
┌──────────────────────────────────┐
│ User ID                          │
└──────────────────────────────────┘
Password
┌──────────────────────────────────┐
│ Password                         │
└──────────────────────────────────┘
Forgot Password
┌──────────────────────────────────┐
│              Sign In             │
└──────────────────────────────────┘
Select Language
┌──────────────────────────────────┐
│ English                        ⌄ │
└──────────────────────────────────┘
```

3. If you are an existing supplier and you do not know your password:

   o Click 'Forgot password', enter your email address, select 'forgot password', then click 'Submit'. You will receive a password reset email.

   o Remember to check your junk mail/spam folder for the email. If you do not receive it, contact procurement@nottingham.ac.uk

Manage Orders

1. Click on the Supplier Portal tile.
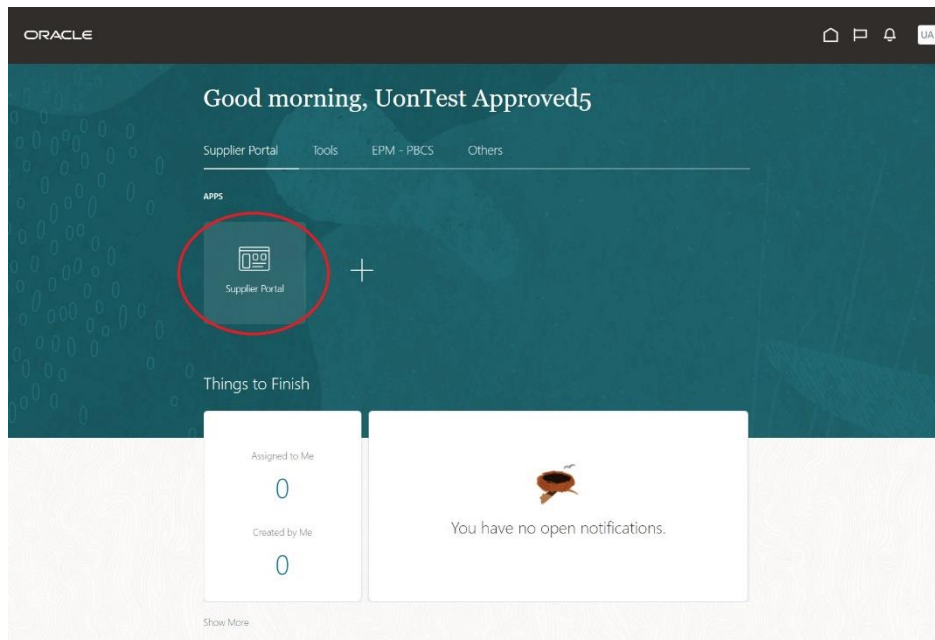
2. Click on Manage Orders.
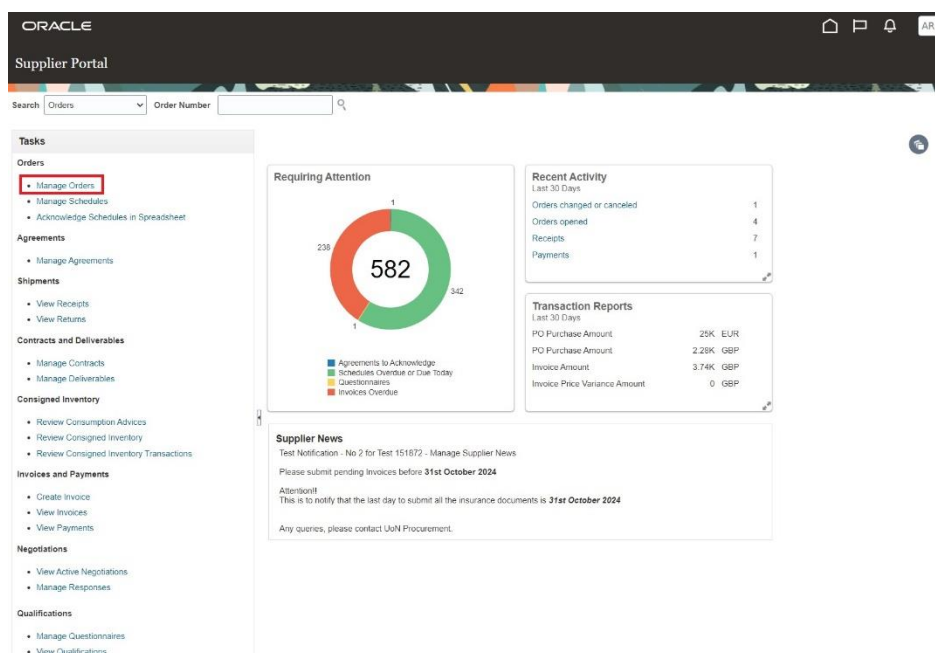
Search For Purchase Orders

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

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

3. Screen will display the details of the order.

View Invoices

1. Click on View Invoices.

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

3. Click the Invoice Number to view details.

4. Screen will display the details of the Invoice.

View Payments

1. Click on View Payments.
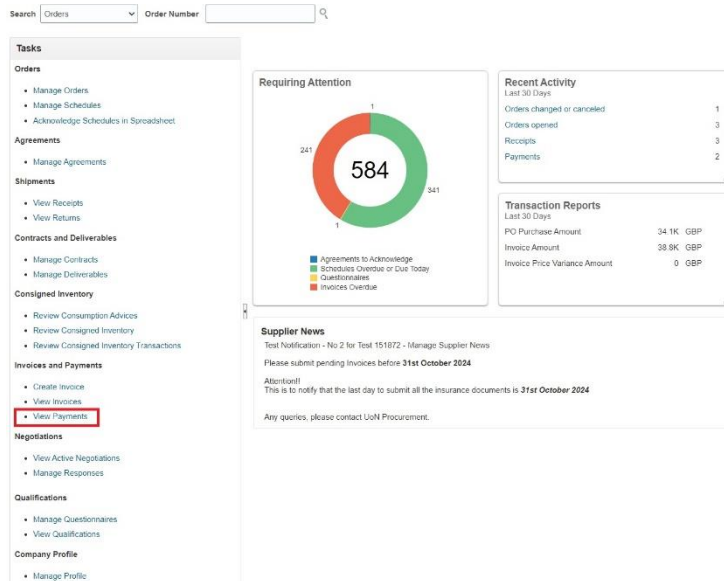
2. Enter a Payment Number (if known) or Click the Supplier drop down and choose your company name.

3. Click the Payment Number to view details

4. Screen will display the details of the Payment

View Receipts

1. Click on View Receipts

2. Enter a Receipt number (if known) or Purchase Order number

3. Click the Receipt number to view details

4. Screen will display the details of the Receipt

View Returns

1. Click on View Returns

2. Enter a Receipt number or Purchase Order number

3. Click the Receipt number to view details

4. Screen will display the details of the Return