



University of  
Nottingham

UK | CHINA | MALAYSIA



# UniCore

Supplier Portal

[nott.ac/unicore](http://nott.ac/unicore)

February 2025



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

## Contents

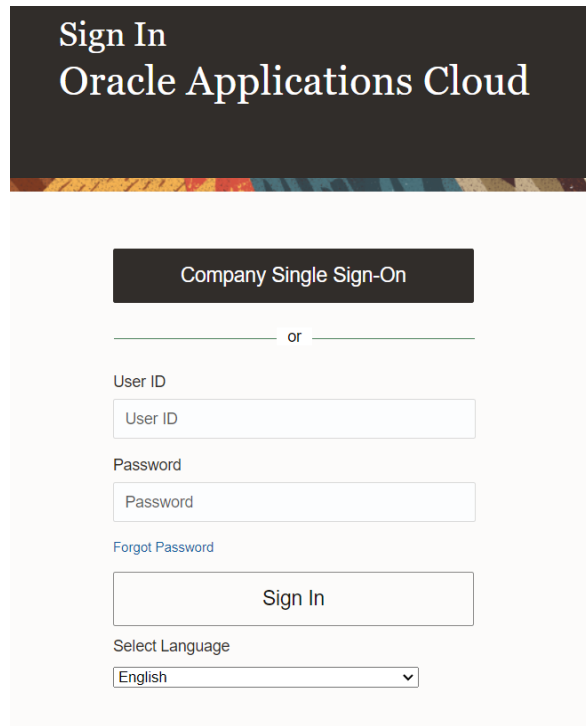
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## Document version control

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

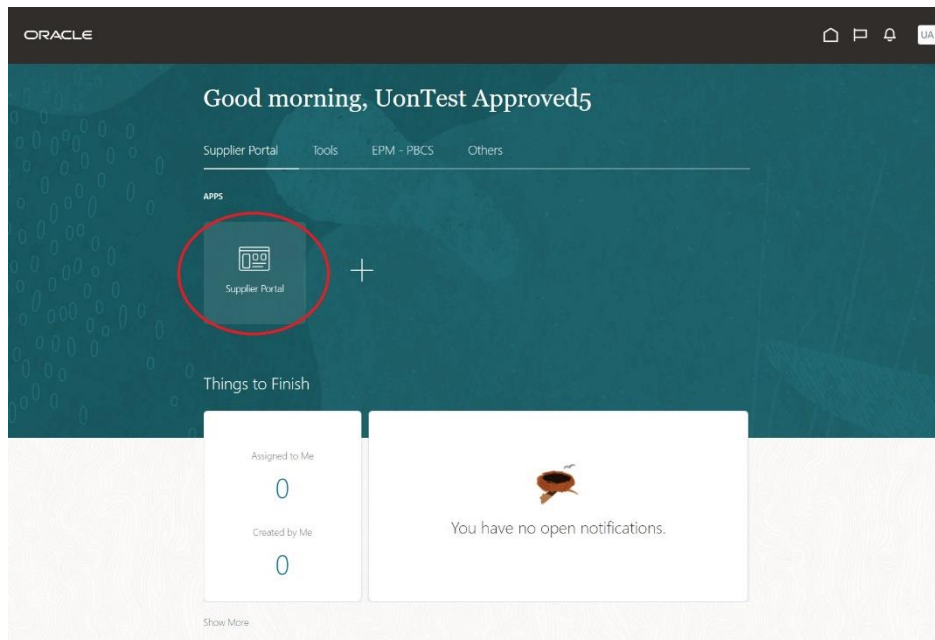


The screenshot shows the 'Sign In Oracle Applications Cloud' interface. At the top, there's a dark header with the text 'Sign In Oracle Applications Cloud'. Below this is a section titled 'Company Single Sign-On' with a horizontal line and the word 'or' in the center. Underneath, there are two input fields: 'User ID' and 'Password'. Below the 'Password' field is a link that says 'Forgot Password'. 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'.

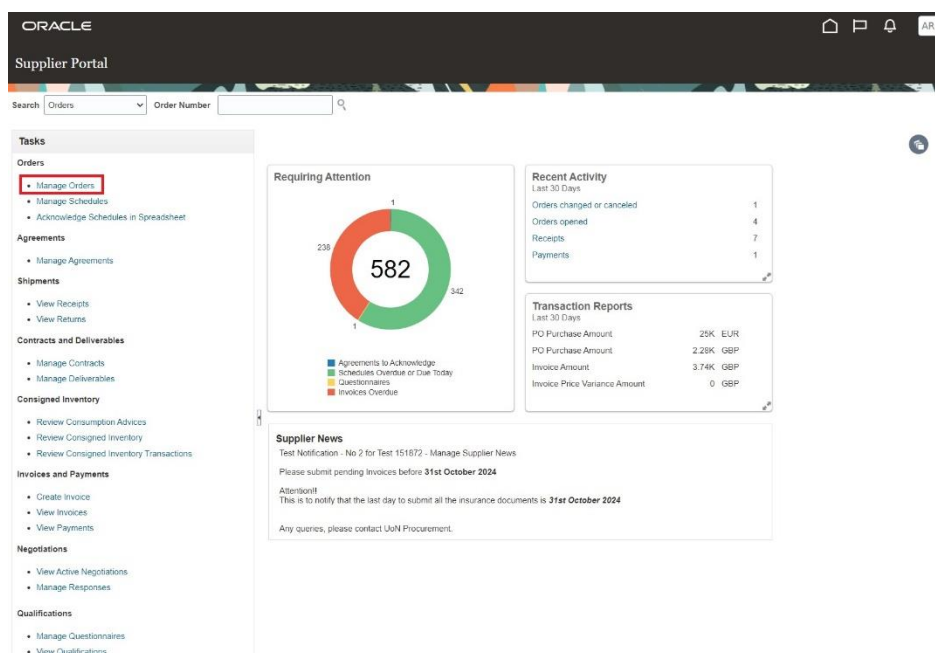
3. If you are an existing supplier and you do not know your password:
  - Click 'Forgot password', enter your email address, select 'forgot password', then click 'Submit'. You will receive a password reset email.
  - Remember to check your junk mail/spam folder for the email. If you do not receive it,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

ORACLE Manage Orders

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

| Order             | Order Date | Description | Supplier Site | Buyer | Ordered | Currency | Status | Life Cycle | Creation Date |
|-------------------|------------|-------------|---------------|-------|---------|----------|--------|------------|---------------|
| Columns Hidden 30 |            |             |               |       |         |          |        |            |               |

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

ORACLE

Manage Orders

Done

Headers

Schedules

Search

AdvancedManage WatchlistSaved SearchAll Orders

Search Results

ActionsViewFormatFreezeDetachWrap

|  | Order       | Order Date  | Description   | Supplier Site | Buyer             | Ordered      | Currency | Status          | Life Cycle | Creation Date |
|--|-------------|-------------|---|---------------|-------------------|--------------|----------|-----------------|------------|---------------|
|  | UION0000442 | 14-Mar-2024 | Action Multi lingual Safety Venting Wash Bottle, Capacity: 500 m... | LOUGHBOROUGH  | Darren Furniss    | 27.56        | GBP      | Open            |            | 14-Mar-2024   |
|  | UION0000441 | 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   |
|  | UION0000427 | 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   |
|  | UION0000421 | 16-Feb-2024 | Bel-Art SP Scienceware Plastic Frame for Switch-Grid Test Tube...   | LOUGHBOROUGH  | Darren Furniss    | 79.70        | GBP      | Closed for R... |            | 16-Feb-2024   |
|  | UION0000420 | 16-Feb-2024 | Bel-Art SP Scienceware Portable Glove Box System, Glove Box...      | LOUGHBOROUGH  | Darren Furniss    | 5,835.00     | GBP      | Open            |            | 16-Feb-2024   |
|  | UION0000419 | 20-Feb-2024 | Boney chemicals   | Leicester     | Amanda Bastable   | 25,000.00    | EUR      | Open            |            | 16-Feb-2024   |
|  | UION0000396 | 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   |
|  | UION0000379 | 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   |
|  | UION0000378 | 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   |
|  | UION0000337 | 12-Jan-2024 | Bones for hazardous chemical  | LOUGHBOROUGH  | Jayson Bispham    | 495.00       | EUR      | Closed for R... |            | 12-Jan-2024   |
|  | UION0000332 | 12-Jan-2024 | Bones for hazardous chemical  | LOUGHBOROUGH  | Jayson Bispham    | 7,500.00     | GBP      | Closed for R... |            | 12-Jan-2024   |
|  | UION0000328 | 12-Jan-2024 | Anthony Fidget Spinner  | LOUGHBOROUGH  | Jayson Bispham    | 10,000.00    | GBP      | Open            |            | 12-Jan-2024   |
|  | UION0000324 | 07-Feb-2024 | Anthony Fidget Spinner  | LOUGHBOROUGH  | Jayson Bispham    | 10,000.00    | GBP      | Open            |            | 12-Jan-2024   |
|  | UION0000316 | 12-Jan-2024 | Funny Bones   | Leicester     | Amanda Bastable   | 125,000.00   | EUR      | Open            |            | 12-Jan-2024   |
|  | UION0000310 | 11-Jan-2024 | Thermo Scientific Chart Recorder for Ultra-Low Temperature Fre...   | LOUGHBOROUGH  | Darren Furniss    | 1,094.13     | GBP      | Open            |            | 11-Jan-2024   |
|  | UION0000293 | 11-Jan-2024 | Bones for hazardous chemical  | LOUGHBOROUGH  | Guy Wilding       | 60.00        | GBP      | Closed for R... |            | 11-Jan-2024   |

3. Screen will display the details of the order.

**ORACLE**

Purchase Order: UON0000427

View PDF Actions Refresh Done

**Main**

**General**

Sold-to Legal Entity: University of Nottingham  
 Bill-to BU: UON BU  
 Order: UON000427  
 Status: Closed for Receiving  
 Buyer: Darren Furniss  
 Creation Date: 16 Feb 2024

Supplier:  
 Supplier Site:  
 Supplier Contact:  
 Bill-to Location: University Park  
 Ship-to Location: K/M Campus Grid

Ordered: 3,047.30 GBP  
 Description: Corning HTS Transwell -96 Well Permeable Support System, ...  
 Source Agreement: DF1054/ITT FISHER  
 Supplier Order:  
 Master Contract:

**Terms** Notes and Attachments

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

— Requires signature  
 — Buyer Managed Transportation  
 — Pay on receipt  
 — Confirming order

**Additional Information**

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

**Lines** Schedules

Actions View Format Freeze Detach Wrap

| Line | Item | Description   | Quantity | UOM | Base Price | Price  | Ordered  | Status         |
|------|------|---|----------|-----|------------|--------|----------|----------------|
| 1    |      | Corning HTS Transwell -96 Well Permeable Support System, P... | 10       | PK  | 304.73     | 304.73 | 3,047.30 | Closed for ... |

Columns Hidden: 21

**Order Life Cycle**

Ordered: 3.0K  
 Received: 1.0K  
 Delivered: 0.0K

View Details

## View Invoices

1. Click on View Invoices.

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 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**

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 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 UoN Procurement.

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

ORACLE View Invoices

Search

Advanced Saved Search All Invoices

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

| Invoice Number | Invoice Date | Type | Purchase Order | Supplier | Supplier Site | Unpaid Amount | Invoice Amount | Invoice Status | Payment Number | Comment |
|----------------|--------------|------|----------------|----------|---------------|---------------|----------------|----------------|----------------|---------|
|                |              |      |                |          |               |               |                |                |                |         |

3. Click the Invoice Number to view details.

ORACLE View Invoices

Search

Advanced Saved Search All Invoices

\*\* Invoice Number 4156107322

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

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

4. Screen will display the details of the Invoice.

ORACLE Invoice: 4156107322

Business Unit UON BU

Legal Entity Name University of Nottingham

Supplier or Party FISHER SCIENTIFIC UK LTD

Supplier Site LOUGHBOROUGH

Address FINANCE DEPARTMENT, BISHOP MEADOW ROAD, LOUGHBOROUGH, LE11 5RG

Invoice Date 11-Apr-2024

Invoice Amount 17.33 GBP

Unpaid Amount GBP

Payment Currency GBP

Tax Control Amount 2.89

Invoice Type Standard

Description

Attachment EYFF-TEST\_20240411101841C7DCAF53274E9D30EC3A704715F4C04F\_2061567\_ACBLEA696.pdf

Lines Payments

Items

View Detach

| Line | Amount | Description | Quantity | Unit Price | UOM Name | Purchase Order Number | Purchase Order Line | Schedule | Receipt Number | Receipt Line | Consumption Advice Number | Consumption Advice Line | Tax Determinants |
|------|--------|-------------|----------|------------|----------|-----------------------|---------------------|----------|----------------|--------------|---------------------------|-------------------------|------------------|
|      |        |             |          |            |          |                       |                     |          |                |              |                           |                         |                  |

Summary Tax Lines

View

| Line | * Regime | * Tax Name | Tax Jurisdiction | * Tax Status | * Rate Name | Percentage | Per Unit | Line | Type | Amount |
|------|----------|------------|------------------|--------------|-------------|------------|----------|------|------|--------|
|      |          |            |                  |              |             |            |          |      |      |        |

Totals

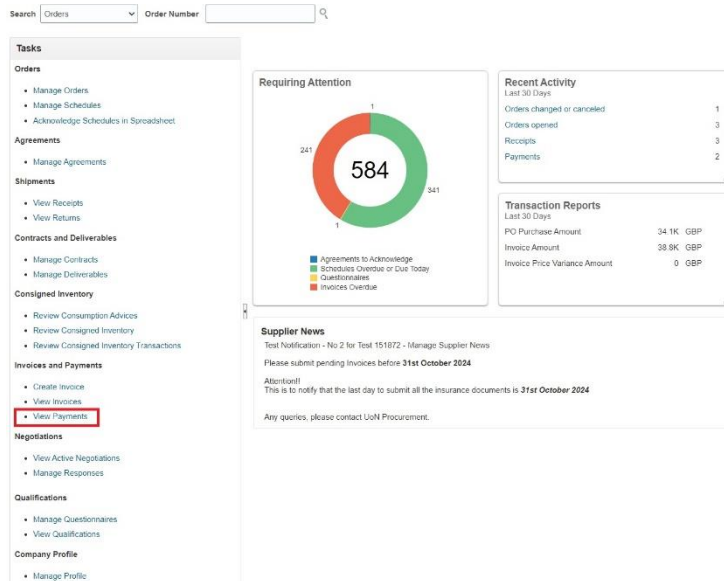
Tax charges summary

| Inclusive Tax     | 0.00 | Items         | 0.00 |
|-------------------|------|---------------|------|
| Self-Assessed Tax | 0.00 | Freight       | 0.00 |
|                   |      | Miscellaneous | 0.00 |
|                   |      | Tax           | 0.00 |

## 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.

**ORACLE**

View Payments Done

Search  Advanced Saved Search All Payments

**\*\* Payment Number**

Payment Status

Payment Amount

**\*\* Supplier**

Supplier Site

Payment Date

Search Reset Save...

Search Results

View  Detach

| Payment Number | Payment Date | Payment Type | Invoice Number  | Supplier | Supplier Site | Payment Amount | Payment Status | Remit-to Account |
|----------------|--------------|--------------|-----------------|----------|---------------|----------------|----------------|------------------|
| 1              | 17-Apr-2024  | Netting      | Test Invoice PM |          | LOUJHIBOROU   | 1,200.00 GBP   | Vested         |                  |

3. Click the Payment Number to view details

**ORACLE**

View Payments Done

Search  Advanced Saved Search All Payments

**\*\* Payment Number**

Payment Status

Payment Amount

**\*\* Supplier**

Supplier Site

Payment Date

Search Reset Save...

Search Results

View  Detach

| Payment Number | Payment Date | Payment Type         | Invoice Number  | Supplier | Supplier Site | Payment Amount | Payment Status | Remit-to Account |
|----------------|--------------|----------------------|-----------------|----------|---------------|----------------|----------------|------------------|
| 1              | 17-Apr-2024  | Netting              | Test Invoice PM |          | LOUJHIBOROU   | 1,200.00 GBP   | Vested         |                  |
| 5              | 15-Apr-2024  | Manual               | Manual 0024     |          | LOUJHIBOROU   | 120.00 GBP     | Cleared        | 0030222          |
| 4              | 29-Feb-2024  | Quick                | Invoice1        |          | LOUJHIBOROU   | 11.00 GBP      | Negotiable     | 0030222          |
| 53             | 14-Feb-2024  | Payment Process File | Invoice test1   |          | LOUJHIBOROU   | 80,000.00 GBP  | Negotiable     | 0030222          |
| 42             | 25-Jan-2024  | Quick                | C23             |          | LOUJHIBOROU   | 240.00 GBP     | Negotiable     | 0030222          |
| 37             | 17-Jan-2024  | Quick                | 1533446         |          | LOUJHIBOROU   | 83.40 GBP      | Vested         | 0030222          |

4. Screen will display the details of the Payment



ORACLE

Payment: 1

Done

Business Unit

UON BU

Payee

FISHER SCIENTIFIC UK LTD

Payee Site

LOUGHBOROUGH

Address

FINANCE DEPARTMENT, BISHOP MEADOW ROAD,  
LOUGHBOROUGH, LE11 5RG

Payment Status

Voided

Payment Amount

1,200.00 GBP

Payment Date

12-Apr-2024

Payment Type

Netting

Remit-to Account

Payment Document

Paid Invoices

| Number           | Invoice Date | Type     | Purchase Order | Receipt | Consumption Advice | Paid Amount   | Invoice Amount | Invoice Status | Due Date    | Paid Status |
|------------------|--------------|----------|----------------|---------|--------------------|---------------|----------------|----------------|-------------|-------------|
| Test Lease PM... | 31-Jan-2024  | Standard |                |         |                    | -1,200.00 GBP | 1,200.00 GBP   | Manually a...  | 26-Feb-2... | Not paid    |
| Test Lease PM... | 31-Jan-2024  | Standard |                |         |                    | 1,200.00 GBP  | 1,200.00 GBP   | Manually a...  | 26-Feb-2... | Not paid    |

## View Receipts

### 1. Click on View Receipts

ORACLE

Supplier Portal

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

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 10/10/24 - 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

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

ORACLE

View Receipts

Done

Search

Advanced

Saved Search

All Receipts

\*\* Receipt

Organization

\*\* Purchase Order

Supplier Item

\*\* Shipment

\*\* Item

\*\* Receipt Date

Search

Reset

Save...

Search Results

View

Receipt

Receipt Date

Organization

Shipment

Ship Date

Purchase Order

Invoice

Packing Slip

Bill of Lading

Supplier Site

No search conducted

### 3. Click the Receipt number to view details

| ORACLE   |                   |                    |          |           |                |         |              |                |               |
|--|-------------------|--------------------|----------|-----------|----------------|---------|--------------|----------------|---------------|
| View Receipts  |                   |                    |          |           |                |         |              |                |               |
| <div> <div>Search</div> <div>Advanced Saved Search All Receipts</div> </div> |                   |                    |          |           |                |         |              |                |               |
| Search Results   |                   |                    |          |           |                |         |              |                |               |
| View   |                   |                    |          |           |                |         |              |                |               |
| Receipt  | Receipt Date      | Organization       | Shipment | Ship Date | Purchase Order | Invoice | Packing Slip | Bill of Lading | Supplier Site |
| 88   | 07-Mar-2024 09... | Medical School ... |          |           | UON0000427     |         |              |                | LOUGHBOROUGH  |

4. Screen will display the details of the Receipt

ORACLE

Receipt: 88

WJ Social

View Transaction History

Done

Summary

Supplier

Shipment

Shipped Date

Shipping Method

Number of Supplier Packing Units

Supplier Site LOUGHBOROUGH

Packing Slip

Waybill

Bill of Lading

Note

Attachments: None

Additional Information

Lines

ActionsView

| Item | Item Description | Document Type  | Document Number | Quantity |          |              |          | UOM Name | Currency | Receipt Date      |
|------|------------------|----------------|-----------------|----------|----------|--------------|----------|----------|----------|-------------------|
|      |                  |                |                 | Ordered  | Returned | Net Received | Rejected |          |          |                   |
|      | Coming HTS Tr... | Purchase order | UON0000427      | 10       | 0        | 10           | 0        | EA       |          | 07-Mar-2024 14... |

## View Returns

1. Click on View Returns

|   |  |   |  |
|---|--|---|--|
| <div> <div>Search Orders</div> <div>Order Number</div> </div>   |  |   |  |
| <div> <div>Tasks</div> <div> <div>Orders</div> <div> <div>Manage Orders</div> <div>Manage Schedules</div> <div>Acknowledge Schedules in Spreadsheet</div> </div> <div>Agreements</div> <div>Manage Agreements</div> <div>Shipments</div> <div> <div>View Receipts</div> <div>View Returns</div> </div> <div>Contracts and Deliverables</div> <div> <div>Manage Contracts</div> <div>Manage Deliverables</div> </div> <div>Consigned Inventory</div> <div> <div>Review Consumption Advice</div> <div>Review Consigned Inventory</div> <div>Review Consigned Inventory Transactions</div> </div> <div>Invoices and Payments</div> <div> <div>Create Invoice</div> <div>View Invoices</div> <div>View Payments</div> </div> <div>Negotiations</div> <div> <div>View Active Negotiations</div> <div>Manage Responses</div> </div> <div>Qualifications</div> <div> <div>Manage Questionnaires</div> <div>View Qualifications</div> </div> <div>Company Profile</div> <div>Manage Profile</div> </div> </div> |  | <div> <div> <div>Requiring Attention</div> <div> <div>584</div> <div> <div>Agreements to Acknowledge</div> <div>Schedules Overdue or Due Today</div> <div>Questionnaires</div> <div>Invoice Overdue</div> </div> </div> </div> <div> <div>Recent Activity</div> <div> <div>Last 30 Days</div> <div> <div>Orders changed or canceled</div> <div>Orders opened</div> <div>Receipts</div> <div>Payments</div> </div> </div> </div> <div> <div>Transaction Reports</div> <div> <div>Last 30 Days</div> <div> <div>PO Purchase Amount</div> <div>Invoice Amount</div> <div>Invoice Price Variance Amount</div> </div> </div> </div> </div> |  |
| <div> <div>Supplier News</div> <div> <div>Test Notification - No 2 for Test 151872 - Manage Supplier News</div> <div>Please submit pending invoices before 31st October 2024</div> <div>Attention!</div> <div>This is to notify that the last day to submit all the insurance documents is 31st October 2024</div> <div>Any queries, please contact L&amp;M Procurement</div> </div> </div>   |  |   |  |

2. Enter a Receipt number or Purchase Order number

ORACLE

View Returns

Search

\*\* Receipt

Organization

\*\* Purchase Order

Supplier Item

\*\* Shipment

RMA

Advanced Saved Search All Returns

\*\* At least one is required

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

3. Click the Receipt number to view details
4. Screen will display the details of the Return