

ORACLE SUPPLIER USER MANUAL

Oracle Cloud R20C

Version 20C – 19-Aug-20



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Introduction and system access

Supplier to Lambeth will be provided with access to our Oracle Financial database which will allow you to review the status of invoices submitted and payments as well as having the facility to update your company profile. For example, to create or change a contact or to update your bank details

In order to have access to the system you will require a user account. Once your registration has been approved you should receive the following emails.

- **Account Creation**
 - Advises creation of the account
 - Provides a URL link to the Oracle system
 - Provides “User Account Details” (log-in which will be the contacts email address)

Supplier Contact User Account for London Borough of Lambeth was Created

Details

Assignee	The TESTACCOUNT	Supplier	[REDACTED]
Assigned Date	04/10/18 09:17	Supplier Number	788143
Expiration Date	03/11/18 08:17		
Task Number	495743		

Recommended Actions

You were granted access to the supplier application for London Borough of Lambeth. The user name and password for your user account will be sent in a separate e-mail.
[Access the application.](#)

User Account Details

[REDACTED]

Assigned Roles

- **Create Password – You will be required to create a password for access.**

Dear The TESTACCOUNT,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

<https://effe.fa.em3.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=e70cff309f4545889f756b8f0a7bc524>

The username for your account is [REDACTED]

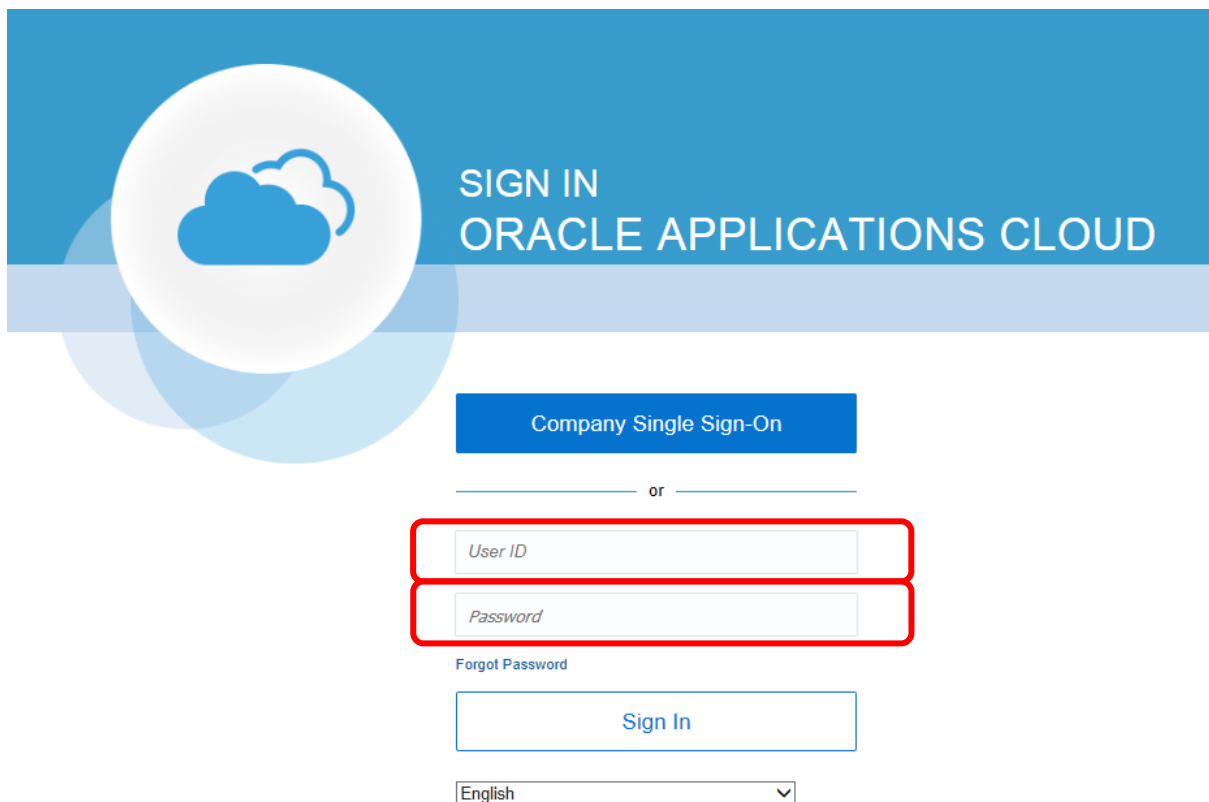
For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

Once your password is reset you are now ready to use the cloud application.

When opening the Oracle Cloud Applications, the user Sign In page appears.

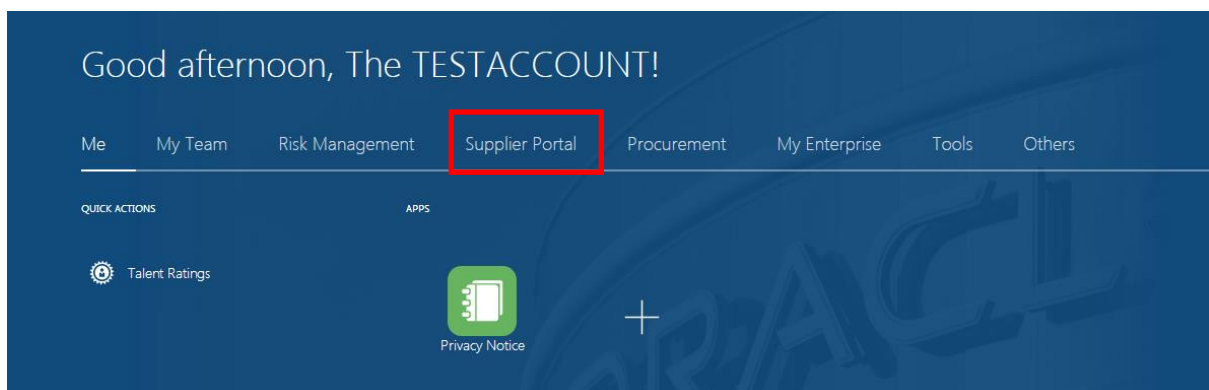
Login with your user ID and password:



The image shows the Oracle Cloud Applications Sign In page. At the top, there is a blue header with a white circle containing a blue cloud icon and the text "SIGN IN ORACLE APPLICATIONS CLOUD". Below this, there is a blue button labeled "Company Single Sign-On". Underneath, the word "or" is centered. Two input fields are stacked vertically: "User ID" and "Password". Both fields are highlighted with a red border. Below the "Password" field is a link for "Forgot Password". A blue "Sign In" button is positioned below the "Forgot Password" link. At the bottom, there is a language selection dropdown menu currently set to "English".

Home Page

The first page viewed will be as follows



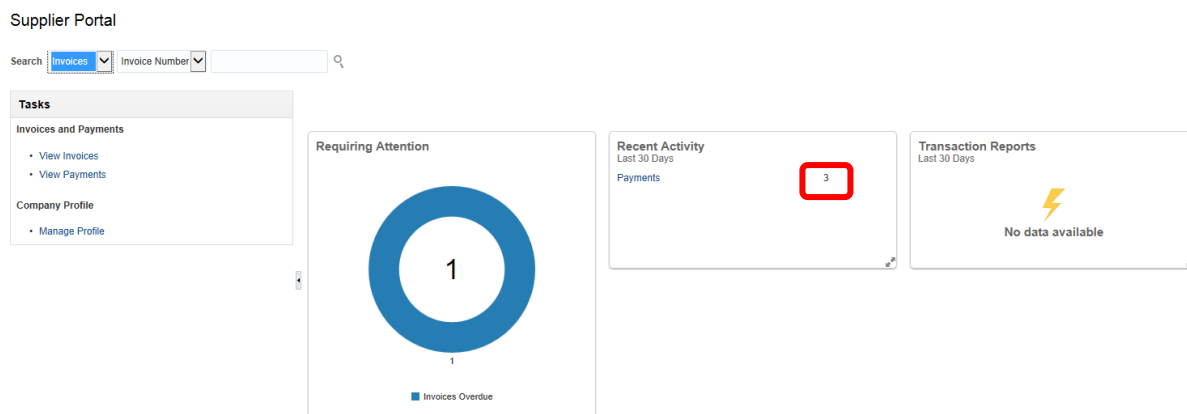
To update your profile and see invoices and purchase orders you will need to select "Supplier Profile"

You can return to the main menu at anytime by selecting the home icon



Supplier Portal

The landing page will show the following



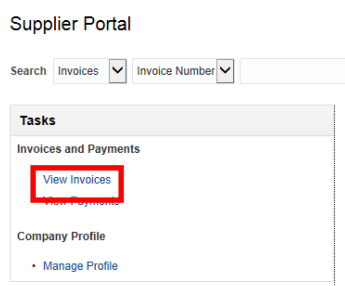
- View invoices – search for invoices received and uploaded to the system
- View payment
- Manage Profile


The dashboard will identify any required actions and provide a shortcut to any recent activity such as recent payments. All shortcut views are identified in blue and are hyperlinked. For example, the “3” in “Recent Activity” would link to the 3 payments made in the last 30 days.

View Invoices

To view invoices that have been received on the system, select ‘View Invoices’ from the Supplier Portal page. The below view will appear. Searches can be made on the basis of any criteria with a **. (At least one of these boxes must be completed).

Please note that you cannot submit invoices through Oracle. All invoices must be submitted through either the on-line Finestra system (Lambeth Finance will contact you regarding this) or by sending paper copies to Sheffield. All invoice submission details are identified on the purchase order. Further guidance can be found [here](#)



- To view all invoices received select the  box for Supplier. This will identify the supplier for this log-in only. Select search to view all invoices
- Searches can also be made against specific invoices or by Purchase Order number

View Invoices Done

Search

Advanced Saved Search All Invoices At least one is required

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
No search conducted.									

Search result shows all the results based on search the criteria.

In this section you have the facility to

- Export to excel 
- Expand the view on screen to full screen  **Detach**
- Through **View**  you can adjust what is views and the column formats.

Click on any of the invoice number to view the details of that invoice.

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
3864	19/10/18	Standard			SE27 9AF LBL	78.00 GBP	78.00 GBP	Appro...	
3865	19/10/18	Standard			SE27 9AF LBL	45.60 GBP	45.60 GBP	Appro...	
3866	19/10/18	Standard			SE27 9AF LBL	78.00 GBP	78.00 GBP	Appro...	
3856	18/10/18	Standard			SE27 9AF LBL	0.00 GBP	108.00 GBP	Appro...	1692294
3857	18/10/18	Standard			SE27 9AF LBL	0.00 GBP	147.60 GBP	Appro...	1692294
3858	18/10/18	Standard			SE27 9AF LBL	0.00 GBP	78.00 GBP	Appro...	1692294
3859	18/10/18	Standard			SE27 9AF LBL	0.00 GBP	333.83 GBP	Appro...	1692294

The links provided through the invoice number and the payment number will drill down into the specific invoice or payment.

The invoice detail will provide information including the copy of the invoice, invoice description, amount and a link to the purchase order (This will show the in a graph the PO value and the amount invoiced against it).

Invoice: 3856 Done

Business Unit London Borough of Lambeth BU Invoice Amount 108.00 GBP Invoice Type Standard

Legal Entity Name London Borough of Lambeth Unpaid Amount 0.00 GBP Description

Supplier or Part Payment Currency GBP Funds Status Not applicable

Supplier Site SE27 9AF LBL Attachment URL attachment for invoice 277152

Address

Invoice Date 18/10/18

Payments

Items

View Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determin
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Ship-to Location		
1	90.00	<input type="text"/>	19/10/18	<input checked="" type="checkbox"/> Not applicable	90	1	1000000304	1	1					Lambeth Town Hz	

Selecting the "Payments" tab will give details of the payment

Payments


Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
1692294	BACS	Negotiable	No	26/10/18	108.00 GBP	300 Norwood Road, West Norwood, London, SE27 9AF	72239880
					108.00 GBP		



Click **Done** to close the screen.

View Payments

To view payments that have been made on the system, select 'View Payments' from the Supplier Portal page. The below view will appear. Searches can be made on the basis of any criteria with a **. (At least one of these boxes must be completed).

- To view all payments made select the  box for Supplier. This will identify the supplier for this log-in only. Select search to view all payments
- Searches can also be made against specific payment numbers

View Payments **Done**

Search Advanced Saved Search All Payments

** At least one is required

** Payment Number <input type="text"/>	** Supplier <input type="text"/>
Payment Status <input type="text"/>	Supplier Site <input type="text"/>
Payment Amount <input type="text"/>	Payment Date <input type="text"/>

Search Reset Save...

The results will show the list of all the payments, made against the search criteria

Like the "View Invoice" above the list can be exported to excel, customised to meet your requirements and expanded to full screen. (See page 5)

The links will provide full details on the payment (date paid and bank account remit), drill down detail to the invoices paid (with further drill down to the invoices themselves) and also to the Purchase Order.

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
1692294	26/10/18	Payment Process Re...	Multiple		SE27 9AF LBL	1,119.18 GBP	Negotiable	72239880
1692117	25/10/18	Payment Process Re...	3855		SE27 9AF LBL	78.00 GBP	Negotiable	72239880
1691077	22/10/18	Payment Process Re...	Multiple		SE27 9AF LBL	2,265.60 GBP	Negotiable	72239880
1690736	19/10/18	Payment Process Re...	Multiple		SE27 9AF LBL	3,230.40 GBP	Negotiable	72239880
1690043	17/10/18	Payment Process Re...	Multiple		SE27 9AF LBL	4,878.00 GBP	Negotiable	72239880

Manage Profile

In this area you can view and edit your Profile. This will cover

- Organisational details
- Tax Identifier (Example VAT number and VAT type)
- Addresses (Current address and where required to add a new address)
- Contacts (Those potentially with access and how we can contact you)
- Payments (Current bank account with the facility to change)
- Business Classification (identifies if you are for example and SME or are paid under CIS requirements)
- Products and services (What you provide. Lambeth utilises the Coding International ProClass system to identify this).

We ask that you periodically review your profile and update as necessary.

Supplier Portal

Search Invoices Invoice Number

Tasks
Invoices and Payments

- View Invoices
- View Payments

Company Profile

- Manage Profile**

The Profile below identifies

- The last change request received from the log-in account
- Each area identified above has its own tab. Selecting these will give a read only view of current details.

Company Profile Edit Done

Last Change Request 10011 Requested By [Redacted] Change Description
Request Status Canceled Request Date 10/10/18

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

General

Company	[Redacted]	Tax Organization Type	Corporation
Supplier Number	788143	Status	Active
Supplier Type	COMMERCIAL SUPPLIER	Attachments	None

Edit Done

To change/ update details you need to select edit. This will generate a warning that you are about to change your profile. Select yes here.

Warning



POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

Where a change is required you will be required to complete the “Change Description” box prior to submission.

Edit Profile Change Request: 17008

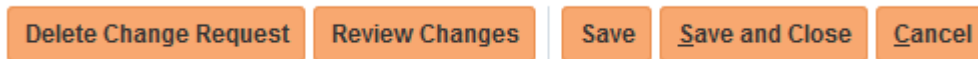
Change Description

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



Delete Change Request Review Changes Save Save and Close Cancel

All Change Requests

The following options are provided for requests

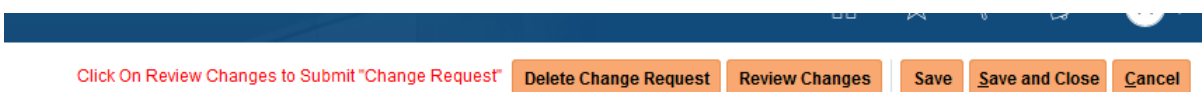


- **“Delete Change Request”** – This will cancel the request for change even after it has been submitted for approval (as long as the request status is showing “Pending approval”)
- **“Save” and “Save and Close”** – Save change request but will not submit it to Lambeth.
- **“Cancel”** – Cancel the request prior to saving.

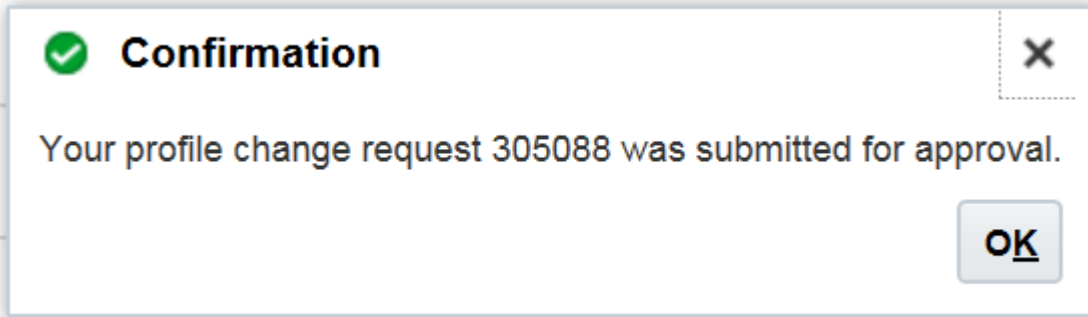
To submit the request you will need to select  and then  . You can also edit and delete at this stage if required.

It is imperative that you follow the above step. If the submit button is not selected the change will not be sent for approval and the record will not be updated.

A note has been added to the screen to alert you to this step.



See below you should get this notification to confirm that you submitted with a request number.



For all change requests you will be required to provide a summary of the change you are making. Please provide sufficient information to allow us to establish and clarify your request.

All current actions and responses can be found in your “Worklist” (See “Worklist” section below)

Profile Changes

If your organisation is subject to a name change, merger, takeover or any other situation that requires a significant change to the organisation details please contact corporateprocurement@lambeth.gov.uk.

Addresses

In this section you can create a new address or edit an existing one. To edit select the address name.

Edit Profile Change Request: 17008 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 Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
SE27 9AF	[REDACTED]		Ordering, Remit to		Active
SE5 9HW	[REDACTED]		Ordering, Remit to		Active

Please note that if an existing site is no longer required (e.g. you have moved), **DO NOT** change the details of an existing site but input an inactive date in the field. Then create a new address.

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

City or Town

County

Postcode

Language

* Address Purpose Ordering
 Remit to
 RFQ or Bidding


Phone

Fax

Email

Inactive Date

Status

Actions View Format 

To create a new address select.

Complete all details marked with *. Please ensure that Address Name is the **post code** for the address.

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone

Fax

Contacts

To add, update or remove a contact.

Company Profile

Last Change Request 10011 Requested By AA, Lorraine Request Date 10/10/16


Request Status Canceled Change Description

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

View Format Status Active

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
<input type="text"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
<input type="text"/>	Test	<input type="text"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active

Please note the following

- Administrative Contact – Will receive system communications
- User Account. If  then access to the system has been provided. Each user will have a unique user name and password.

Edit

Changes here are to be limited to updating details of an existing contact (name, email address, telephone and admin contact only), or to change status to inactive (The system will inactivate a contact but not delete).

Edit Contact: The TESTACCOUNT x

Salutation <input type="text"/>	Phone <input type="text"/>
* First Name <input type="text" value="The"/>	Mobile <input type="text"/>
Middle Name <input type="text"/>	Fax <input type="text"/>
* Last Name <input type="text" value="TESTACCOUNT"/>	Email <input type="text"/>
Job Title <input type="text" value="TEST"/>	Status <input type="text" value="Active"/>

Administrative contact

Add new Contact

Select the **+** to add.

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

Actions View Format **+** Status Active Freeze Detach Wrap

All details with a * must be completed

Select if user is to have administrator access and/or a user account. (See above).

Create Contact x

Salutation <input type="text"/>	Phone <input type="text"/>
* First Name <input type="text"/>	Mobile <input type="text"/>
Middle Name <input type="text"/>	Fax <input type="text"/>
* Last Name <input type="text"/>	Email <input type="text"/>
Job Title <input type="text"/>	Status <input type="text" value="Active"/>

Administrative contact

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

User Account

Request user account


Payments

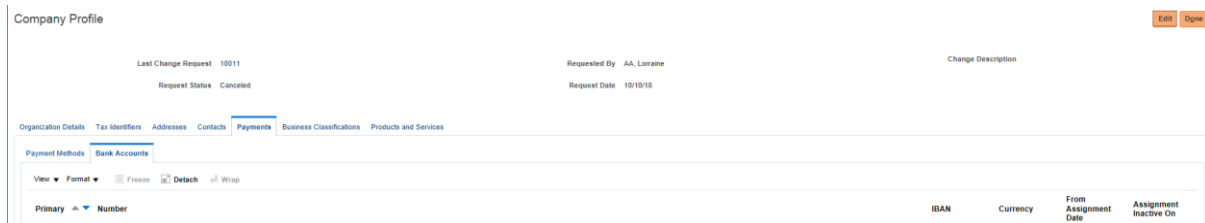
The system will allow you to update your bank account details.

A payment record will be created based on the bank account details the supplier inputs into the system. It is the supplier's responsibility to ensure that the records provided are correct. The supplier will be held liable for any costs and liabilities incurred by Lambeth in relation to the incorrect provision, input or update of bank accounts by the supplier.

ALL requests to change bank details **MUST** be supported by a copy of the bank details on letter head in a pdf format. (These are needed to double check the details you provide and to meet our Audit requirements).

To change your bank details

Select the  key

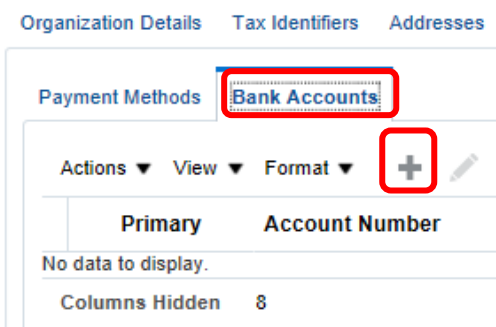


The Lambeth default payment method is by BACS. DO NOT change or add anything to the “Payment Method” Tab

In the change description field we will require (if you have more than one address identified under the “Addresses” section) you to identify which address or addresses the change applies to. Please identify by post code.

Change Description

Select “Bank Account” and then  to create a new account



All required fields to be completed.

For Country, type “united” and select United Kingdom”

Create Bank Account

* Country **United**

* Account Number **United Arab Emirates AE**

Bank Name **United Kingdom GB**

Bank Branch

- United States US
- United States Minor Outlying Islands UM
- More...

Additional Information

Account Name

Alternate Account Name

Account Suffix

From Date 26/11/18

Inactive On

IBAN

Currency

Check Digits

Account Type

Description

Create Another OK Cancel

Bank Name is selected from the drop down. This will then identify a list of bank sort codes we have for that bank

Create Bank Account

* Country United Kingdom

* Account Number

Bank Name

Bank Branch

- ABN AMRO BANK NV
- ADAM & COMPANY PLC
- AHLI United Bank (UK) Plc
- ALLIED IRISH BANK (GB)
- APS Financial Ltd
- ARAB NATIONAL BANK
- ARBUTHNOT LATHAM AND CO LTD
- Abbey National PLC
- Adam & Company plc
- Alliance & Leicester Commercial Ban
- Search...

Additional Information

Account Name

Alternate Account Name

Account Suffix

From Date 26/11/18

Inactive On

IBAN

Currency

Check Digits

Account Type

Description

Create Another OK Cancel

The bank account name (if required) can be added under “Additional Information”

NOTE: If the required bank does not appear under “Bank Name” or the required “Bank Branch” is not shown in the drop down, please leave them blank.

Please also check other identified versions of a bank name. For example you may have selected “National Westminster Bank” but been unable to find the sort code in the drop down menu. The sort code may however be under “Nat West”. (we are looking to resolve this issue).

Please ensure that a pdf copy of the new bank details (on headed paper) is attached as follows. We cannot accept the change without this.

Edit Profile Change Request: 36062

Change Description

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

General

* Supplier Name Autozone Dutch Ltd

Supplier Number 788143

Supplier Type COMMERCIAL SUPPLIER

Identification

D-U-N-S Number 220030463

Customer Number

SIC

Tax Organization Type Corporation

Status Active

Attachments None +

National Insurance Number

Corporate Web Site

OK Cancel

Business Classification

Lambeth has an internal requirement to identify the classification of businesses we are contracting with. We are particularly interested in recording Small Medium Enterprises, 3rd Sector and Social Enterprises. If your organisation meets one of these classifications but is not identified on the system as such can you please update. (Please note that it is Lambeth policy to pay all SME's on 10-day terms).

To update

The screenshot shows the 'Company Profile' page with a navigation bar at the top containing 'Delete Change Request', 'Edit', and 'Done'. Below the navigation bar, there is a message: 'There are profile changes that are not submitted. You must edit the changes to continue.' The page is divided into several tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Business Classifications' tab is highlighted with a red box. Below the tabs, there is a table with columns: 'Classification', 'Subclassification', 'Status', 'Certifying Agency', 'Other Certifying Agency', 'Certificate', 'Start Date', 'Expiration Date', 'Attachments', 'Notes', 'Provided By', and 'Confirmed On'. A single row is visible with the classification 'SME' and status 'Current'.

Your existing classification will be identified

To update select +

The screenshot shows the 'Business Classifications' tab selected. At the top, there are tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', and 'Contacts'. Below these, there is a checkbox labeled 'None of the classifications are applicable'. Underneath the checkbox, there is an 'Actions' menu with options: 'View', 'Format', '+', 'X', 'Freeze', and 'Detach'. The '+' icon is highlighted with a red box. Below the actions, there is a section titled 'Classification'.

Select drop down and select required classification. You can have more than one. Select + again to create another classification

The screenshot shows the 'Business Classifications' tab selected. At the top, there are tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. Below these, there is a checkbox labeled 'None of the classifications are applicable'. Underneath the checkbox, there is an 'Actions' menu with options: 'View', 'Format', '+', 'X', 'Freeze', 'Detach', and 'Wrap'. Below the actions, there is a section titled 'Classification' with a dropdown menu. The dropdown menu is highlighted with a red box.

You can add attachments by uploading through

Attachments

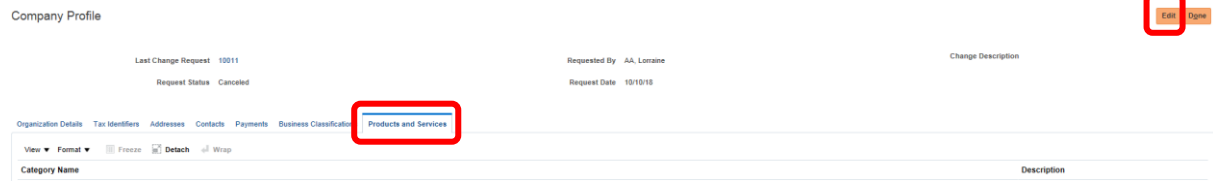
None +

Expiration Date

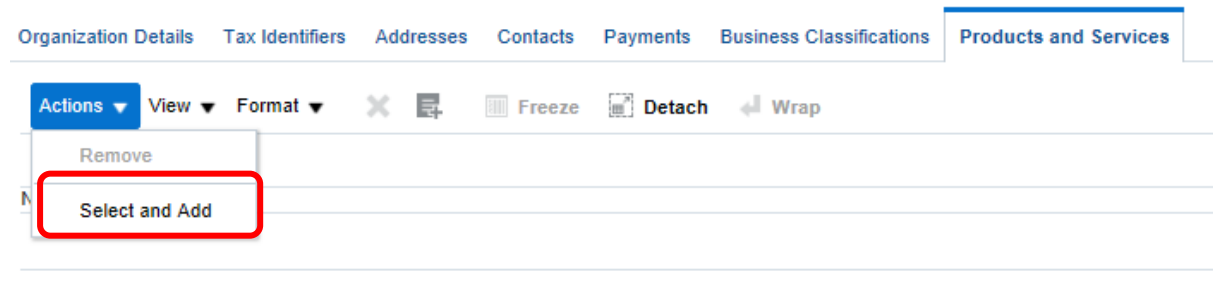
If the status changes and is no longer valid a date is required in expiration date

Products and Services

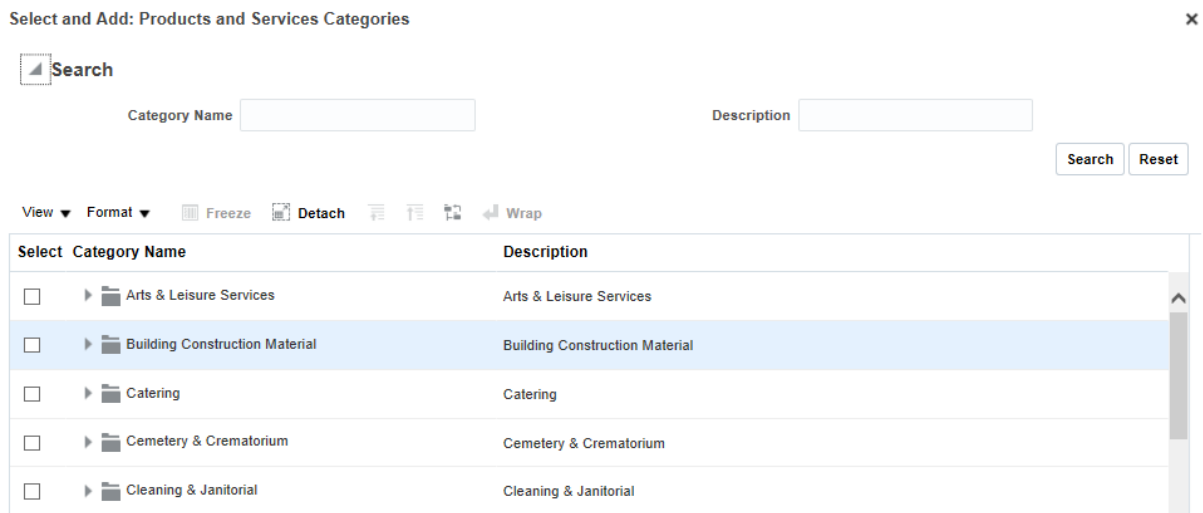
We would like to maintain a record in the system of the type(s) of service that you provide. This managed in this section. (It does not restrict the services that you can provide to Lambeth).



Select ACTIONS and Select and Add



The categories identified are based on the ProClass classification. Please select the business activities you can supply to Lambeth from the list.




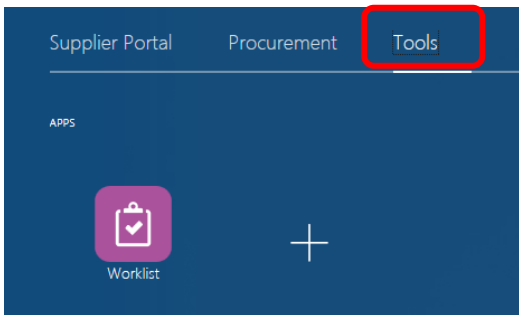
You can have more than one. To open the categories select the . To select required categories check the

Select	Category Name	Description
<input type="checkbox"/>	Arts & Leisure Services	Arts & Leisure Services
<input type="checkbox"/>	Arts & Leisure Services.Events.NA	641520-Arts & Leisure Services.Events.NA
<input checked="" type="checkbox"/>	Arts & Leisure Services.Museums & Art.NA	641380-Arts & Leisure Services.Museums & Art.NA
<input checked="" type="checkbox"/>	Arts & Leisure Services.Organised Activities.NA	641380-Arts & Leisure Services.Organised Activities.NA
<input checked="" type="checkbox"/>	Arts & Leisure Services.Outsourced Service.NA	641380-Arts & Leisure Services.Outsourced Service.NA

Worklist

This can be accessed via the bell icon  or by clicking on the tile .

The Worklist tile can be found by selecting  and then tools



This will provide a view of your recent changes and any responses received from Lambeth. You will also receive an email from an “effe” address regarding any changes.

BPM Worklist The TESTACCOUNT ▾

Views

- Inbox
- My Tasks (1)**
- Initiated Tasks
- Administrative Tasks

Views

- Due Soon
- High Priority
- Past Day
- Past Week

Actions ▾ [Icons] [Search] Me & My Group All ▾ >>

Title	Number	Creator	Assigned	Priority
Supplier Contact User Account for London Boroug	495743		04/10/18 09:17	3 ▾

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Appendix

The supplier activation initially received (screen shot below), will provide a URL link to the application and identify the assigned roles that you will have.

The roles identified allow the user to view invoices and payments, (please note that we have not adopted the facility to upload invoices though Oracle as we operate another facility for this), and to adjust the companies profile.

Supplier Contact User Account for London Borough of Lambeth was Created Dismiss

▲ Details

Assignee	The TESTACCOUNT	Supplier	[REDACTED]
Assigned Date	04/10/18 09:17	Supplier Number	788143
Expiration Date	03/11/18 08:17		
Task Number	495743		

▲ Recommended Actions

You were granted access to the supplier application for London Borough of Lambeth. The user name and password for your user account will be sent in a separate e-mail. [Access the application.](#)

▲ User Account Details

▲ Assigned Roles

Role	Description
LBL Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracki...
Supplier Self Service Clerk	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information a...
LBL Supplier Portal Read Only	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracki...
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracki...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information a...

Re-Set Password

This can be managed through the Portal. To do so select contracts and then the contact required

Company Profile

Last Change Request **10011**

Request Status **Canceled**

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications

View ▼ Format ▼ Status **Active** ▼

Name

The reset password box will be on the right-hand side of the screen

Contact Addresses

View ▼ Format ▼ Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
o data to display.				

Columns Hidden 5

User Account

Reset Password

Account Status Active

An email will be sent to the contact email address identified on the account. Follow the instructions to update the password

Reset password

Access this task in the [Workspace Application](#)

Oracle Fusion Applications-Password Reset Information

Dear TEST ACCOUNT,

You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.

Please follow the link below to reset your password.

<https://effe.fa.em3.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=3f66c1982e154064969d4a9b4747a62f>

If you did not request this information or have any question, contact your system administrator.

Thank You,
Oracle Fusion Applications