

# Supplier Portal – General Navigation

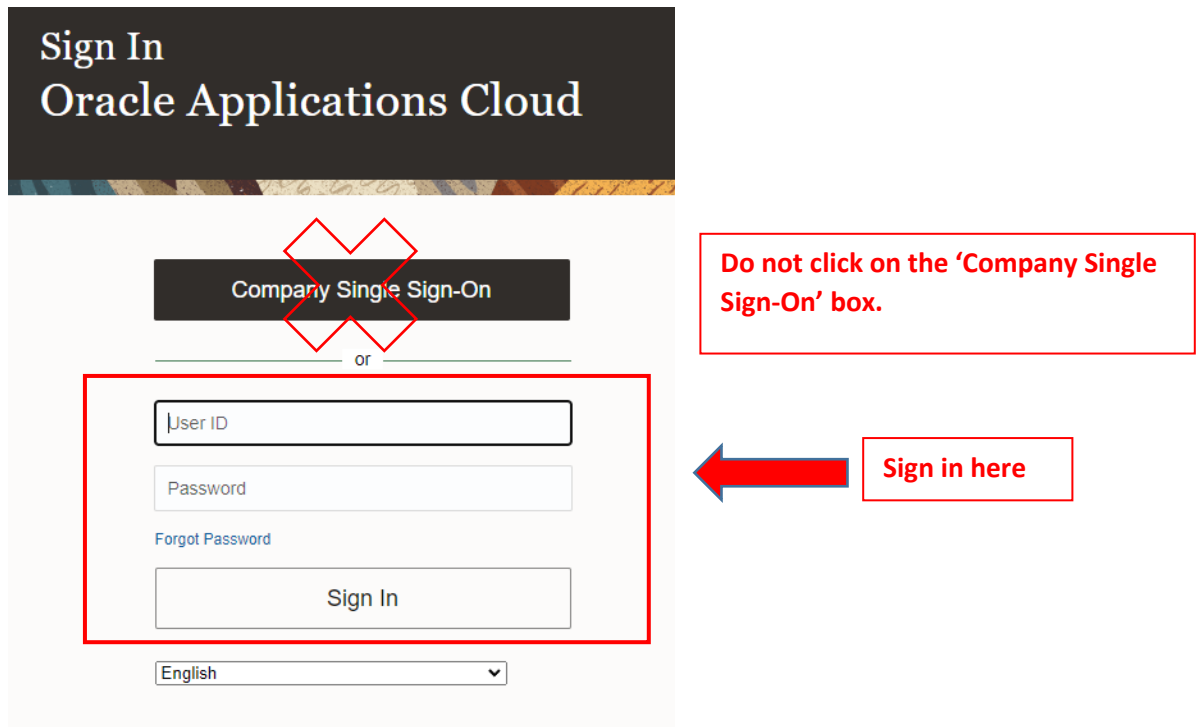
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(Note: Actual Production version of the Supplier Portal may have different colors and designs than pictures below.)

### 1. Logging In

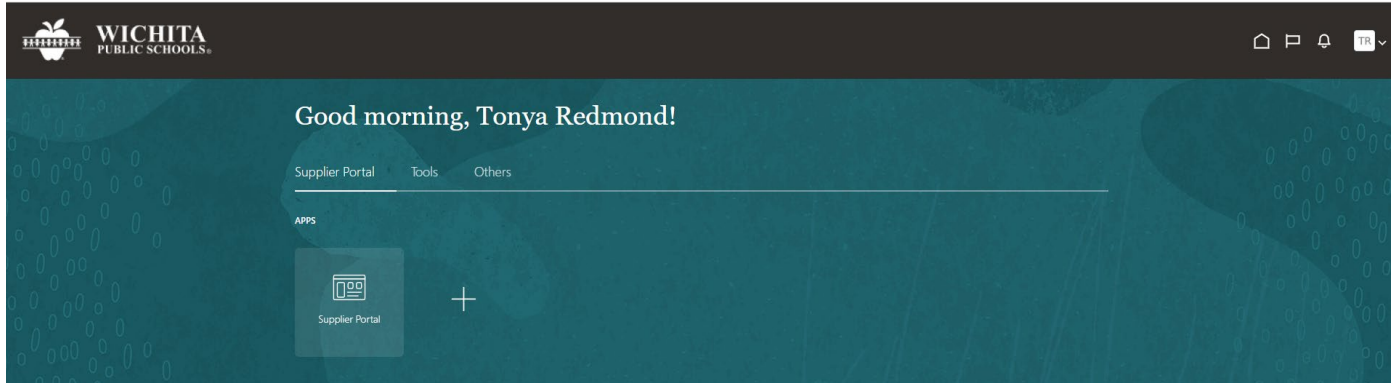
After you have registered your company, sign into the Supplier Portal for the first time. You will see this screen and will need to enter the username and password that you created. (Remember, your username is your E-mail address).



The screenshot shows the Oracle Applications Cloud Sign In page. At the top, there is a dark banner with the text "Sign In Oracle Applications Cloud". Below this, there is a "Company Single Sign-On" button, which is crossed out with a red 'X'. Below the button, there is a horizontal line with the word "or" in the center. Below the line, there is a red-bordered box containing the following elements: a "User ID" input field, a "Password" input field, a "Forgot Password" link, and a "Sign In" button. To the right of the "Sign In" button, there is a red arrow pointing left towards the button, and a red-bordered box containing the text "Sign in here". To the right of the "Company Single Sign-On" button, there is a red-bordered box containing the text "Do not click on the 'Company Single Sign-On' box." At the bottom of the page, there is a language dropdown menu set to "English".

## **2. Home Screen Overview**

After logging in, you will see this screen. Your name will be here.



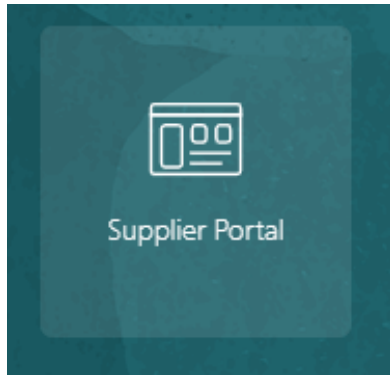
Note the icons at the top right of the screen.

From left to right:

- The Home button will return you to this screen from anywhere else in the Supplier Portal.
- The Flag button provides different information for you based on saved searches.
- The Bell button is where all of your notifications will come in.
- The button with your initials is where you can sign out of the program.
- The down arrow to the right of your initials is where you can manage your settings and actions.

### 3. The Supplier Portal

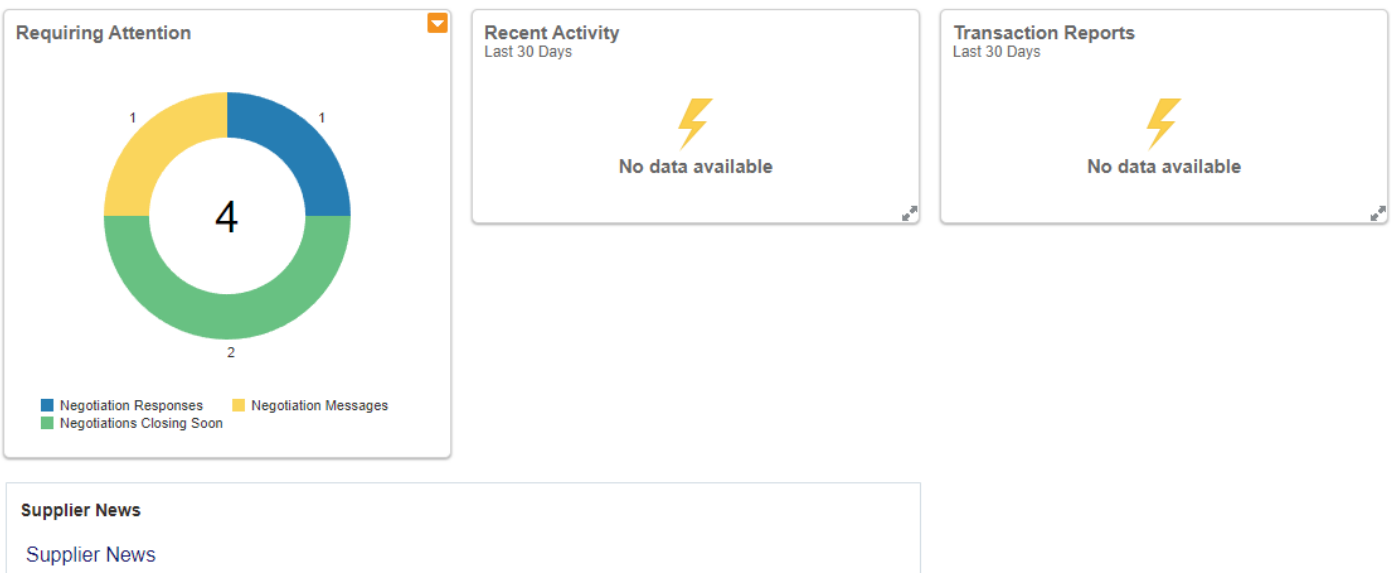
To enter your Supplier Portal, click on the Supplier Portal icon shown below.



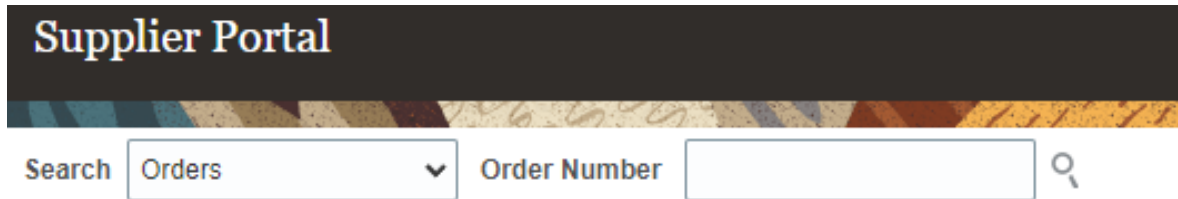
The main screen of your Supplier Portal has different visuals to show the different business you've conducted with Wichita Public Schools, including:

- Requiring Attention (This will show active negotiations)
- Recent Activity
- Transaction Reports
- Supplier News

Below is an example:

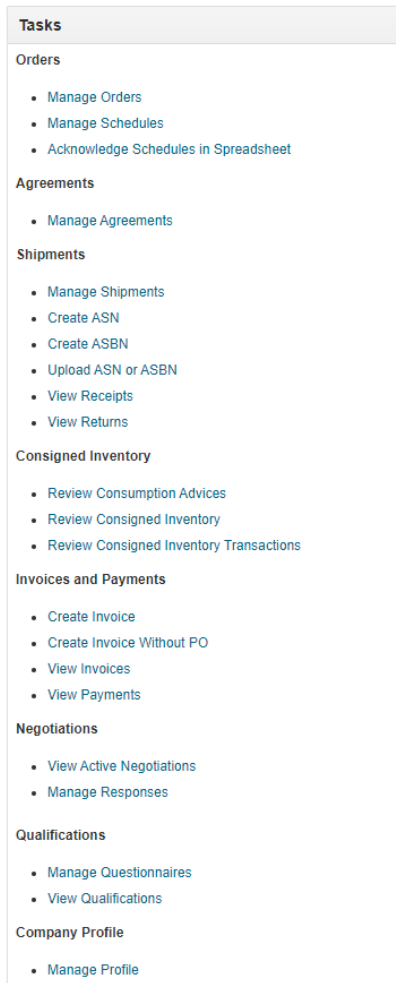


There is a search field on the top left of the screen. Use the drop down to view the different search options shown below:

The image shows a search interface for a 'Supplier Portal'. At the top, there is a dark header with the text 'Supplier Portal' in white. Below the header is a search bar. On the left of the search bar is the word 'Search'. To its right is a dropdown menu currently showing 'Orders' with a downward arrow. Further right is the text 'Order Number' followed by a text input field. To the right of the input field is a magnifying glass icon representing a search button.

- Orders
- Agreements
- Shipments
- Invoices
- Negotiations
- Negotiation Responses
- Questionnaires

Down the left side of the screen are all of the different functions that you can manage within the Supplier Portal, including the following shown below.

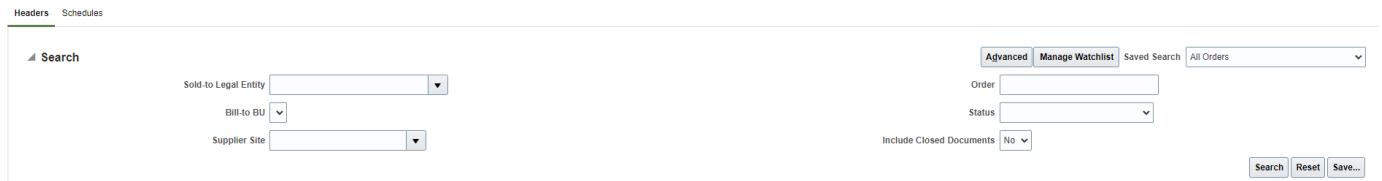


Please note that if you do not see these functions on the left side of your screen, you may need to click on the 'restore pane'/collapse pane' arrow so that you are able to view it.

- Orders
- Agreements (Blanket Purchase and Contract Purchase Agreements)
- Shipments
- Consigned Inventory
- Invoices and Payments (As well as creating invoices)
- Negotiations (View and manage responses)
- Qualifications (Including manage questionnaires and supplier qualifications)
- Company Profile (Manage your profile)

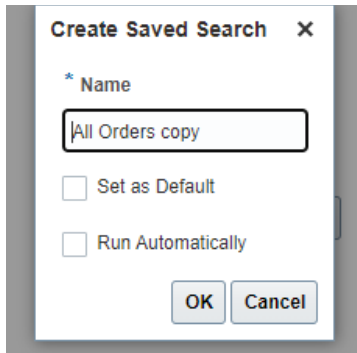
#### 4. Searching and Managing Search Results

If you were to click on any of the links leading to screens to manage the processes above, they will lead to a screen with a search field similar to this. Most pages have an option for an Advanced Search. This will help you use key words to help you find the specific item you are looking for. Also, the Manage Watchlist button allows you to determine what items appear in the Flag icon button at the top right of the screen.



#### 5. Saved Search and Watchlist

By clicking the save button for any search, you can choose to name the saved search, set it as your default search, and have it run automatically.



Once you save a search, if you click on the flag button at the top right of your screen, you will see this. These are the types of different things that, as activity happens on your account, you will be able to watch for.

