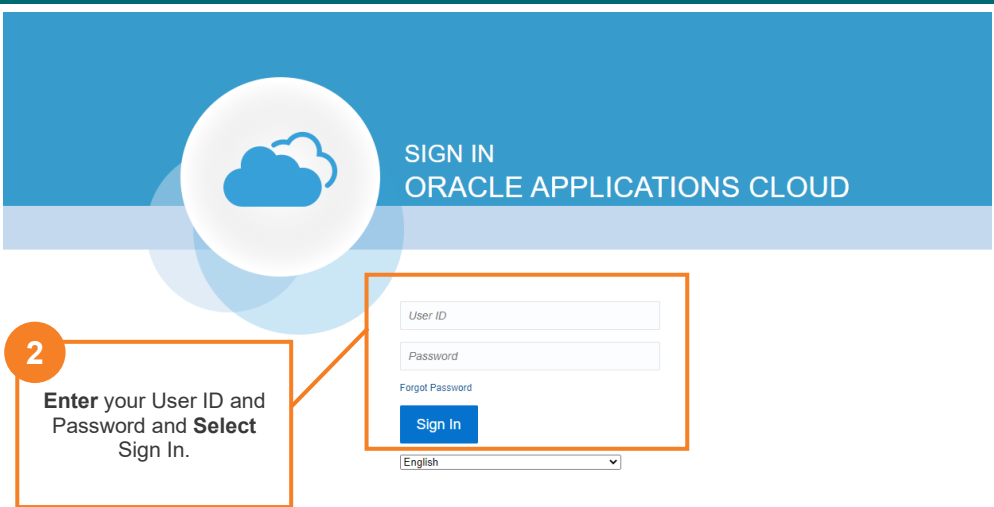
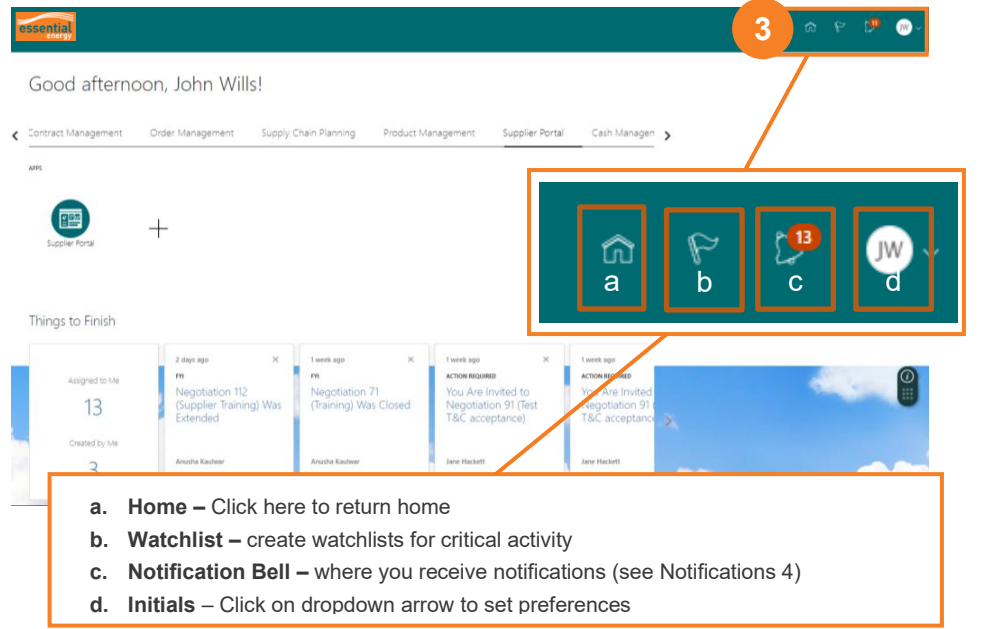
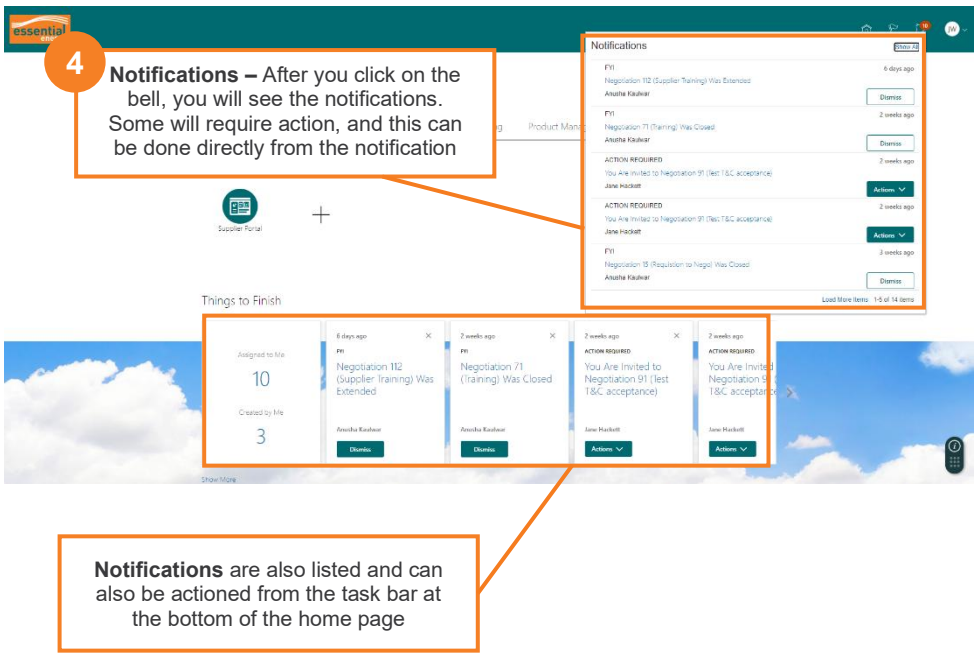
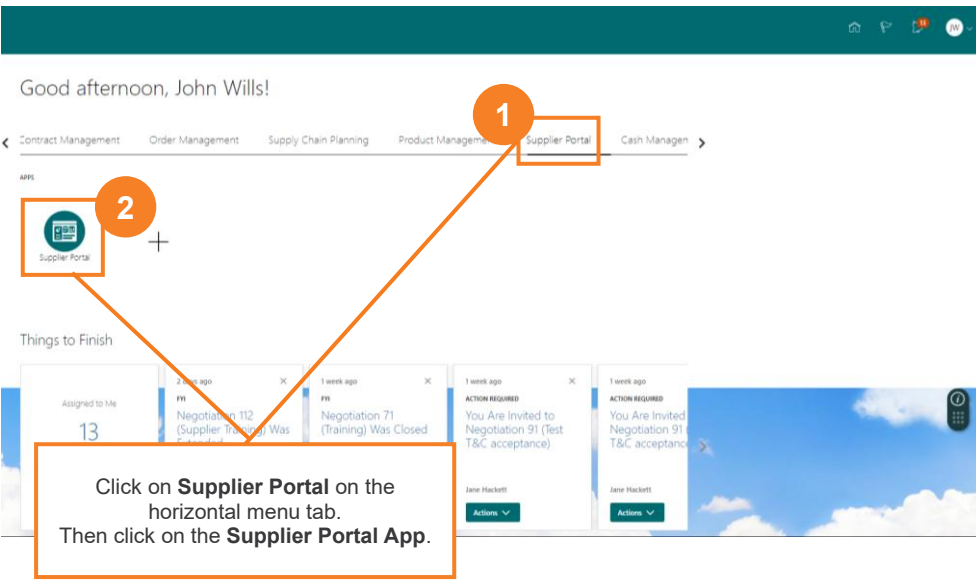


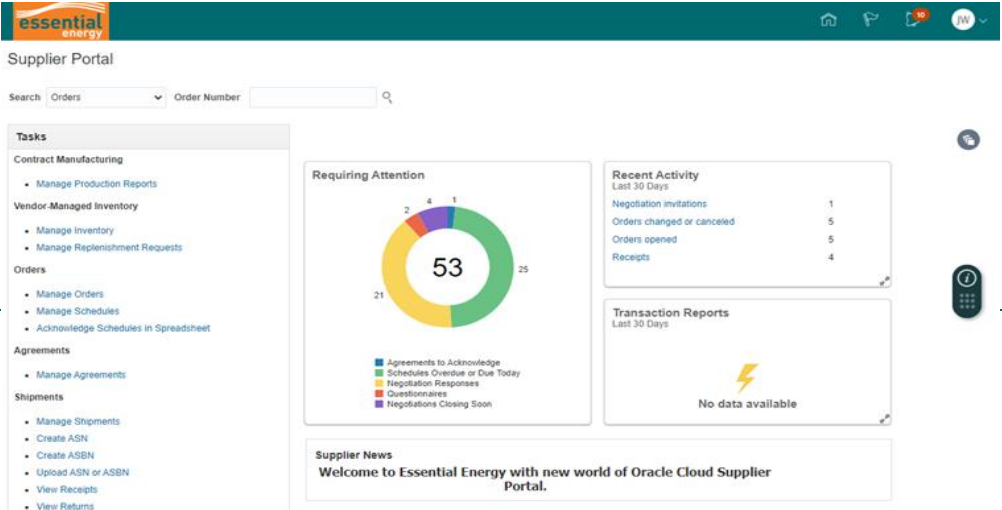
Navigating Oracle Cloud and the Essential Energy Supplier Portal- Quick Reference Guide

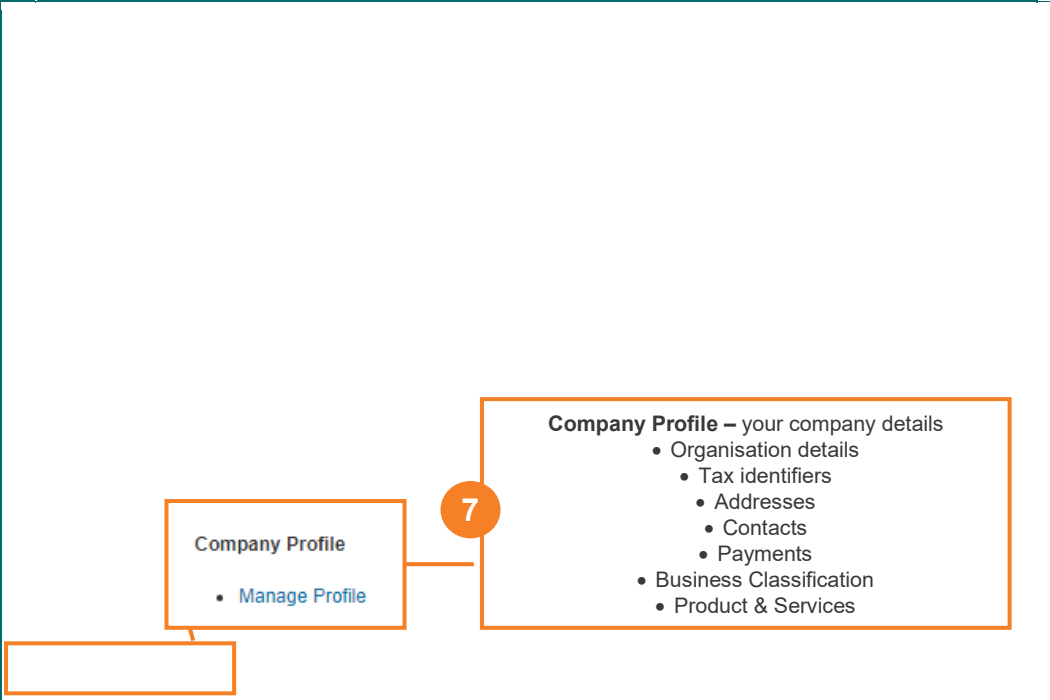
 Why should I use this guide?	This guide provides information to navigate Oracle Cloud and the Essential Energy Supplier Portal – an online collaboration tool to securely manage your relationship with Essential Energy.
 Who might use this guide?	Suppliers to Essential Energy who have completed supplier registration.
 What related documents should I refer to?	- Registering as a New Supplier- <i>User Guide</i> - How to Respond to a Negotiation – <i>User Guide</i> - Oracle Guided Learning – <i>Quick Reference Guide</i> - How to Update Supplier Profile – <i>Quick Reference Guide</i>

Key Item	Screenshot
Enter the URL into an Edge or Chrome browser	

Key Item	Screenshot
Logging into Oracle Cloud	
The Landing Homepage	 a. Home – Click here to return home b. Watchlist – create watchlists for critical activity c. Notification Bell – where you receive notifications (see Notifications 4) d. Initials – Click on dropdown arrow to set preferences

Key Item	Screenshot
Notifications	 Notifications – After you click on the bell, you will see the notifications. Some will require action, and this can be done directly from the notification Notifications are also listed and can also be actioned from the task bar at the bottom of the home page
Navigating to Supplier Portal	 Click on Supplier Portal on the horizontal menu tab. Then click on the Supplier Portal App.

Key Item	Screenshot								
Supplier Portal Homepage Key Interactions	 Supplier Portal Search Orders Order Number Tasks Contract Manufacturing - Manage Production Reports Vendor-Managed Inventory - Manage Inventory - Manage Replenishment Requests Orders - Manage Orders - Manage Schedules - Acknowledge Schedules in Spreadsheet Agreements - Manage Agreements Shipments - Manage Shipments - Create ASN - Create ASBN - Upload ASN or ASBN - View Receipts - View Returns Requiring Attention 53 Agreements to Acknowledge Schedules Overdue or Due Today Negotiation Responses Questionnaires Negotiations Closing Soon Recent Activity Last 30 Days <table> <tr> <td>Negotiation invitations</td> <td>1</td> </tr> <tr> <td>Orders changed or canceled</td> <td>5</td> </tr> <tr> <td>Orders opened</td> <td>5</td> </tr> <tr> <td>Receipts</td> <td>4</td> </tr> </table> Transaction Reports Last 30 Days No data available Supplier News Welcome to Essential Energy with new world of Oracle Cloud Supplier Portal.	Negotiation invitations	1	Orders changed or canceled	5	Orders opened	5	Receipts	4
Negotiation invitations	1								
Orders changed or canceled	5								
Orders opened	5								
Receipts	4								

Key Item	Screenshot
	 Company Profile • Manage Profile 7 Company Profile – your company details • Organisation details • Tax identifiers • Addresses • Contacts • Payments • Business Classification • Product & Services