Step 1

Receive email from Oracle that you've been invited to use the supplier portal, the first email received will be informational only

Step 2

Receive email from Oracle that your user account has been created, this will have a link to access the supplier portal which can should be bookmarked. This email will have a summary of the roles you have been assigned in the portal.

Link to access the portal and finish creating your user account
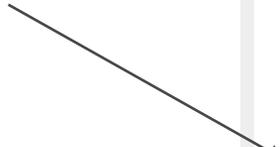
Summary of the roles that have been assigned to your account

Step 3 – Sign Up

Following the link from the email will bring you to this page which is where you will need to begin with the email verification process. Click Sign up now in order to proceed
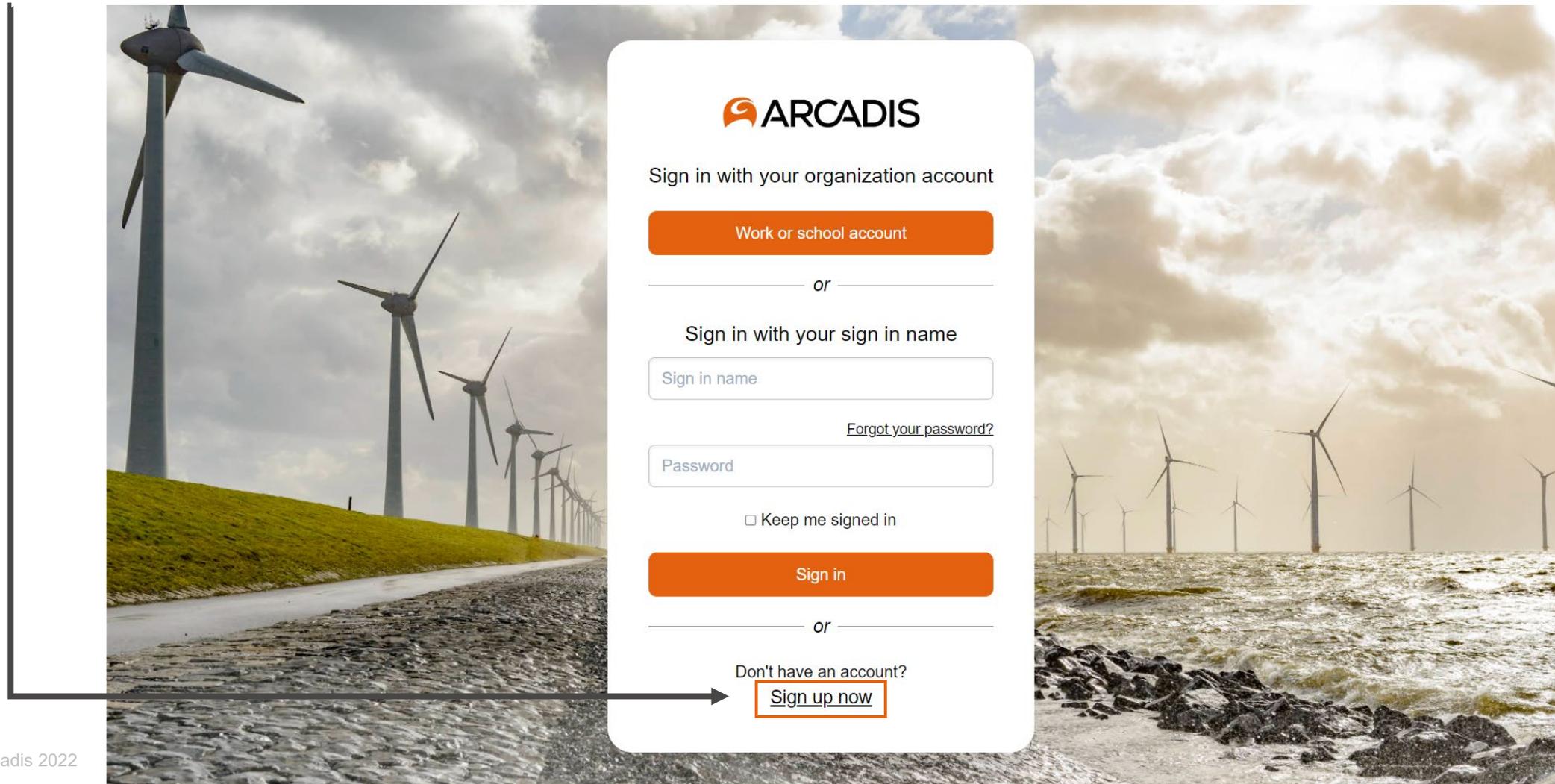
Step 4 Email validation

Enter work email address, this should be the same where the initial emails were received from Oracle. Click Send verification code. <u>Do not enter</u> a password and display name details until after the email has been verified.
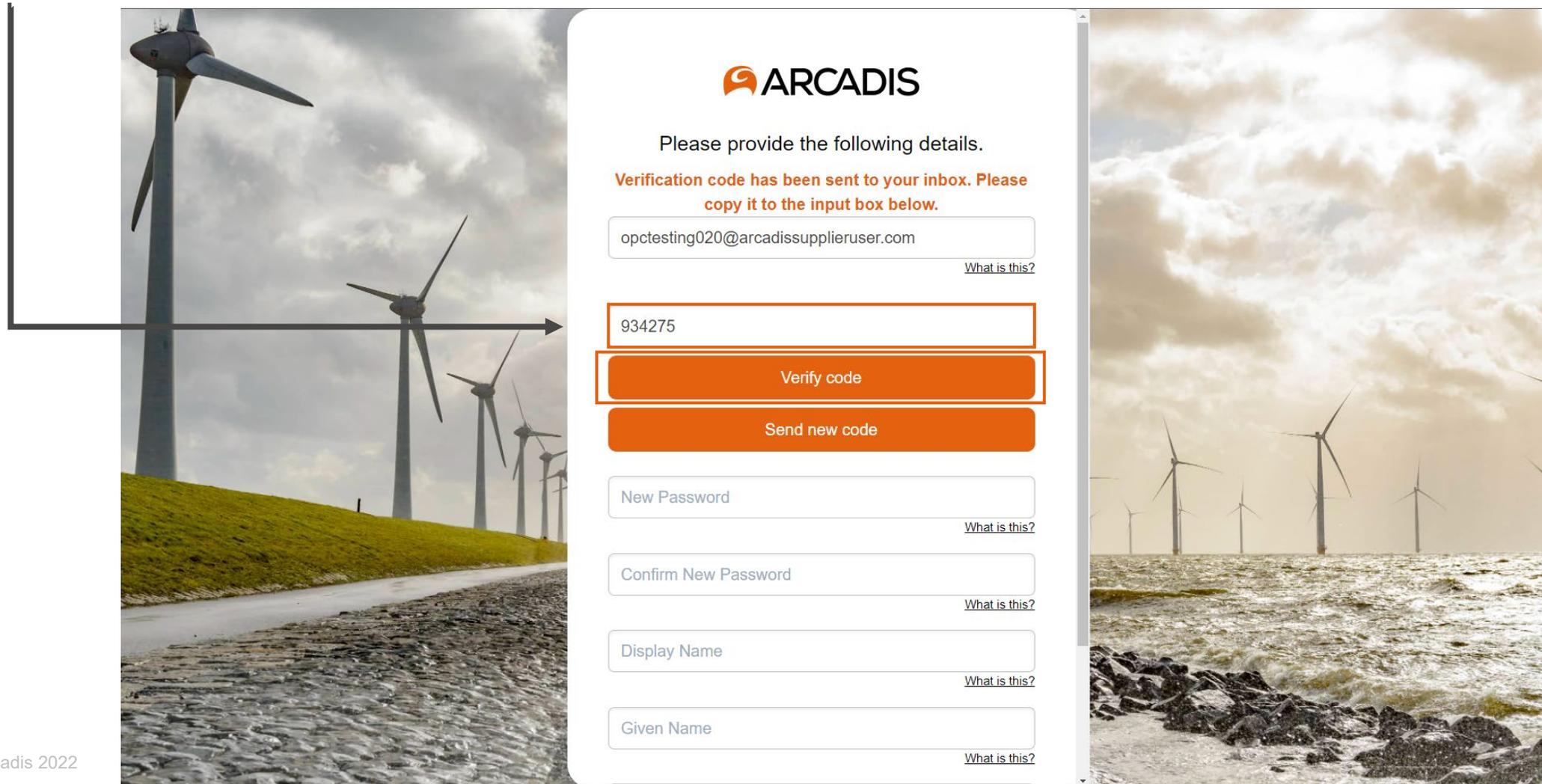
# Step 5 Email verification code

You will need to check the inbox for the email address entered in order to retrieve the verification code. Enter code from received via email into the empty field. Once the code has been entered, click Verify code.

Step 6 Create Password

You will see a message in green above your email address that it has been verified. At this point you can begin creating a password, display name, given name, and surname. Click Create once all fields have been entered.
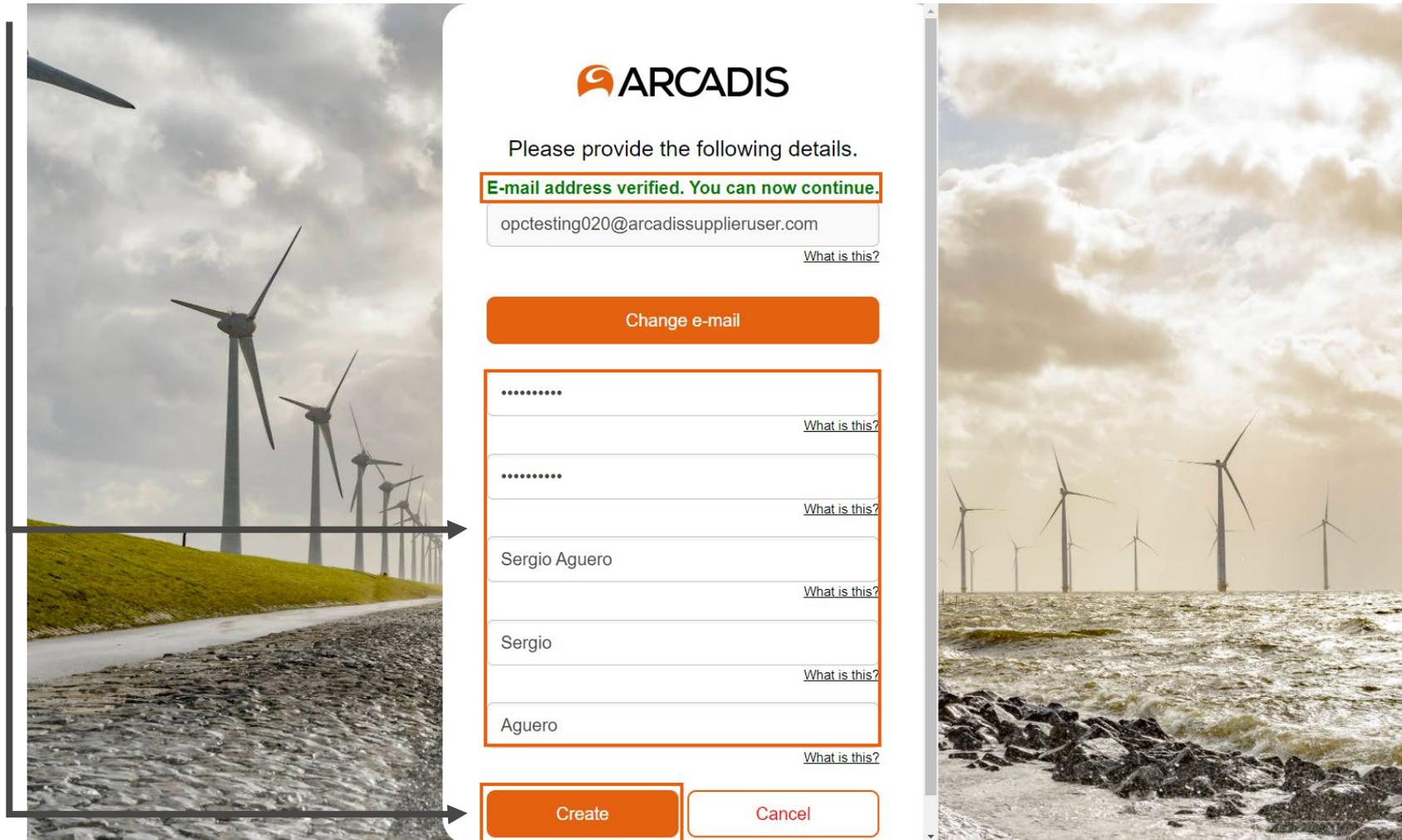
Password Requirements:

- 8-16 characters, containing three of the four following:
    - Lowercase characters
    - Uppercase characters
    - Digits (0-9)
    - One or more special characters: @ # $ % ^ & * - + = _ [ ] { } | \ : ' , ? / ~ " ( ) ;

Display name: First & Last name

Given name: First name

Surname: Last name