

Step 1

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

Welcome to Arcadis Oracle Fusion Application

ebcs.fa.sender@workflow.mail.em2.cloud.oracle.com
 To opctesting020@arcadissupplieruser.com

Reply Reply all Forward Delete ☰

Dear Sergio Agüero,

You've been invited to use the Arcadis Supplier Portal powered by Oracle. This FREE, secure, web-based workspace will help you create and/or maintain your company as a qualified supplier for Arcadis. It also will provide visibility to your source-to-invoice transactions, including requests for quotations/proposals, purchase orders and invoices with Arcadis.

1. For training documentation, please follow the link below. You can access the training materials prior to creating your login. Please bookmark the link for future reference.
<https://www.arcadis.com/en-us/about-us/business-practices/procurement>
2. To create your login, please follow the link below. Please bookmark this link as it will be used to access the Arcadis Supplier Portal in the future.
 - a. null
 - b. Your login to Oracle requires you to create an account in Azure B2C. You will be prompted to authenticate during the creation process and periodically thereafter. We are doing this to protect your information and comply with privacy guidelines.
 - c. This invitation is unique to you and you must generate your login using the email address to which this email was sent. If other users at your company require access please follow the instructions in the training materials to request access.
 - d. Your password must be 8-16 characters, containing 3 out of 4 of the following:
 - Lowercase characters,
 - Uppercase characters,
 - Digits (0-9), and
 - One or more of the following symbols:
 @ # \$ % ^ & * - _ + = [] { } \ \ ' , ? / ` ~ " () ; .
3. For additional support, please email global.procurement.manila@arcadis.com

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.

FYI: Supplier Contact User Account for ARCADIS N.V. was Created

○ "Oracle Workflow" <ebcs.fa.sender@workflow.mail.em2.cloud.oracle.com>
To opctestng020@arcadissupplieruser.com
 Reply Reply all Forward Delete ☰

Show images External images have been blocked to protect you against potential spam

Supplier Contact User Account for ARCADIS N.V. was Created

Details

| | | | |
|-----------------|---------------------|-----------------|----------------------------|
| Assignee | Sergio Aguero | Supplier | Mock Supplier 2-Do Not Use |
| Assigned Date | 28/Mar/2022 8:46 PM | Supplier Number | 1031661 |
| Expiration Date | 27/Apr/2022 8:46 PM | | |
| Task Number | 39507416 | | |

Recommended Actions

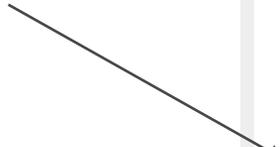
You were granted access to the supplier application for ARCADIS N.V.. A separate email will be sent to you with the instruction to access the application.

[Access the application.](#)

User Account Details

| Assigned Roles | |
|--------------------------------|---|
| Role | Description |
| Supplier Collection Specialist | This is a supplier job role. For the supplier company View all Purchase orders View Supplier Invoices View Supplier Payments Primary tasks include tracking |

Link to access the portal and finish creating your user account

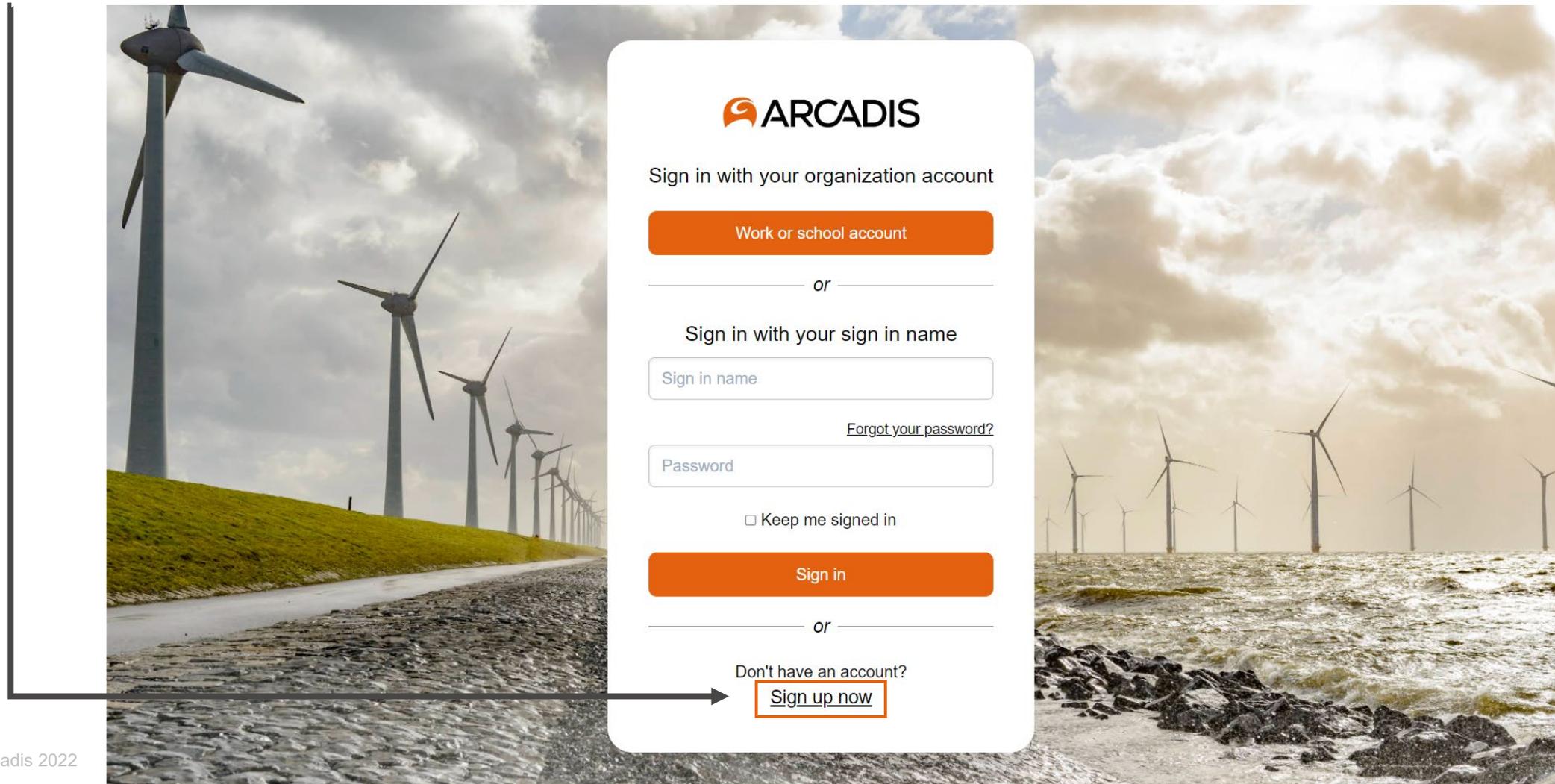


Summary of the roles that have been assigned to your account



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



The screenshot shows a white sign-in/sign-up modal centered over a background image of a wind farm. The modal contains the Arcadis logo at the top, followed by the text "Sign in with your organization account". Below this is an orange button labeled "Work or school account". A horizontal line with the word "or" in the center separates this from the next section, "Sign in with your sign in name". This section includes a text input field for "Sign in name", a link for "Forgot your password?", and another text input field for "Password". Below the password field is a checkbox labeled "Keep me signed in". An orange "Sign in" button follows. A second horizontal line with "or" in the center leads to the "Don't have an account?" section, which features a button labeled "Sign up now" that is highlighted with a red border. A black arrow points from the "Sign up now" button to the left, towards the text in the slide's main body.

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. Do not enter a password and display name details until after the email has been verified.





Please provide the following details.

Verification is necessary. Please click Send button.

[What is this?](#)

Send verification code

[What is this?](#)

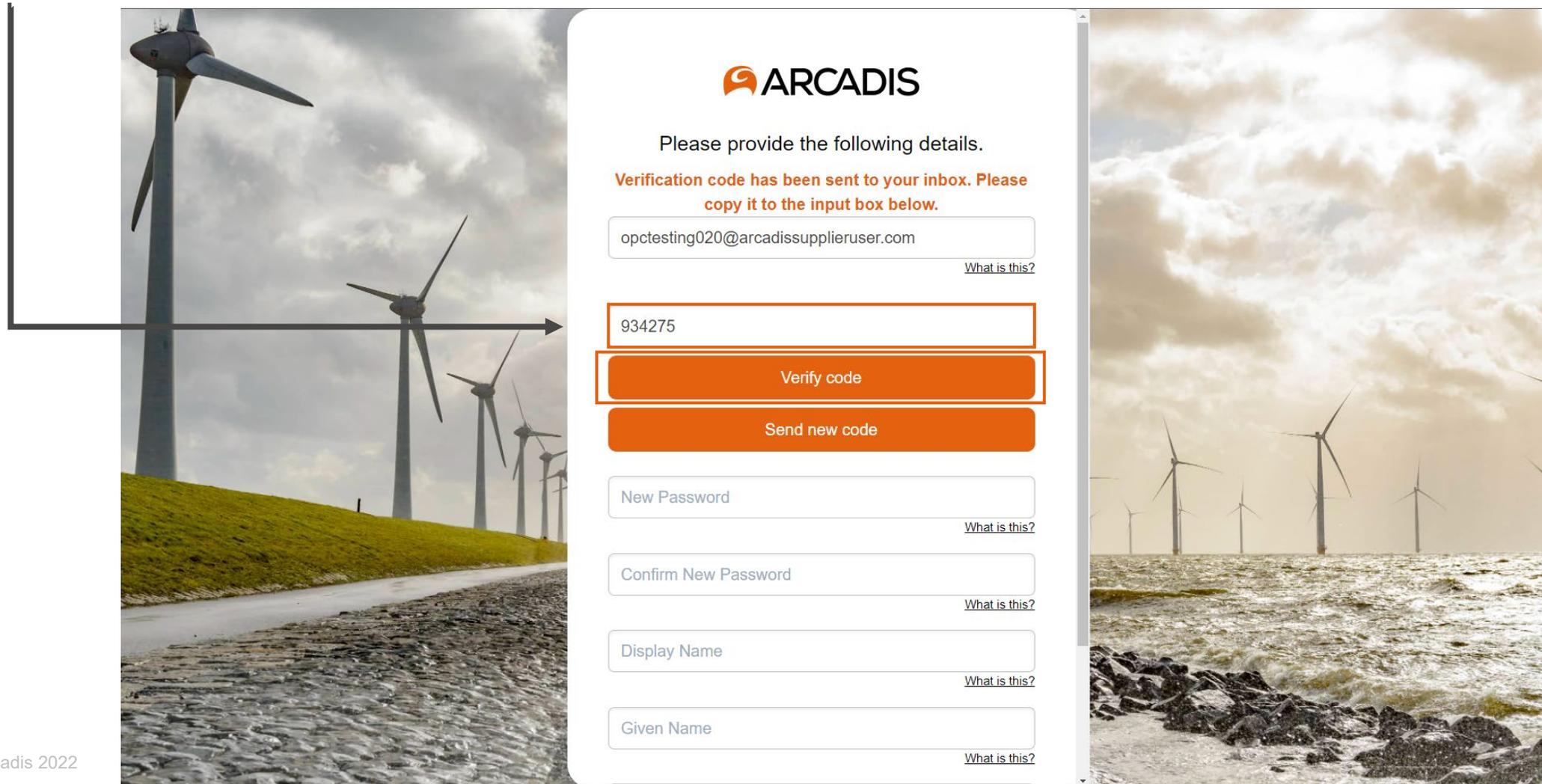
Create

Cancel



Step 5 Email verification code

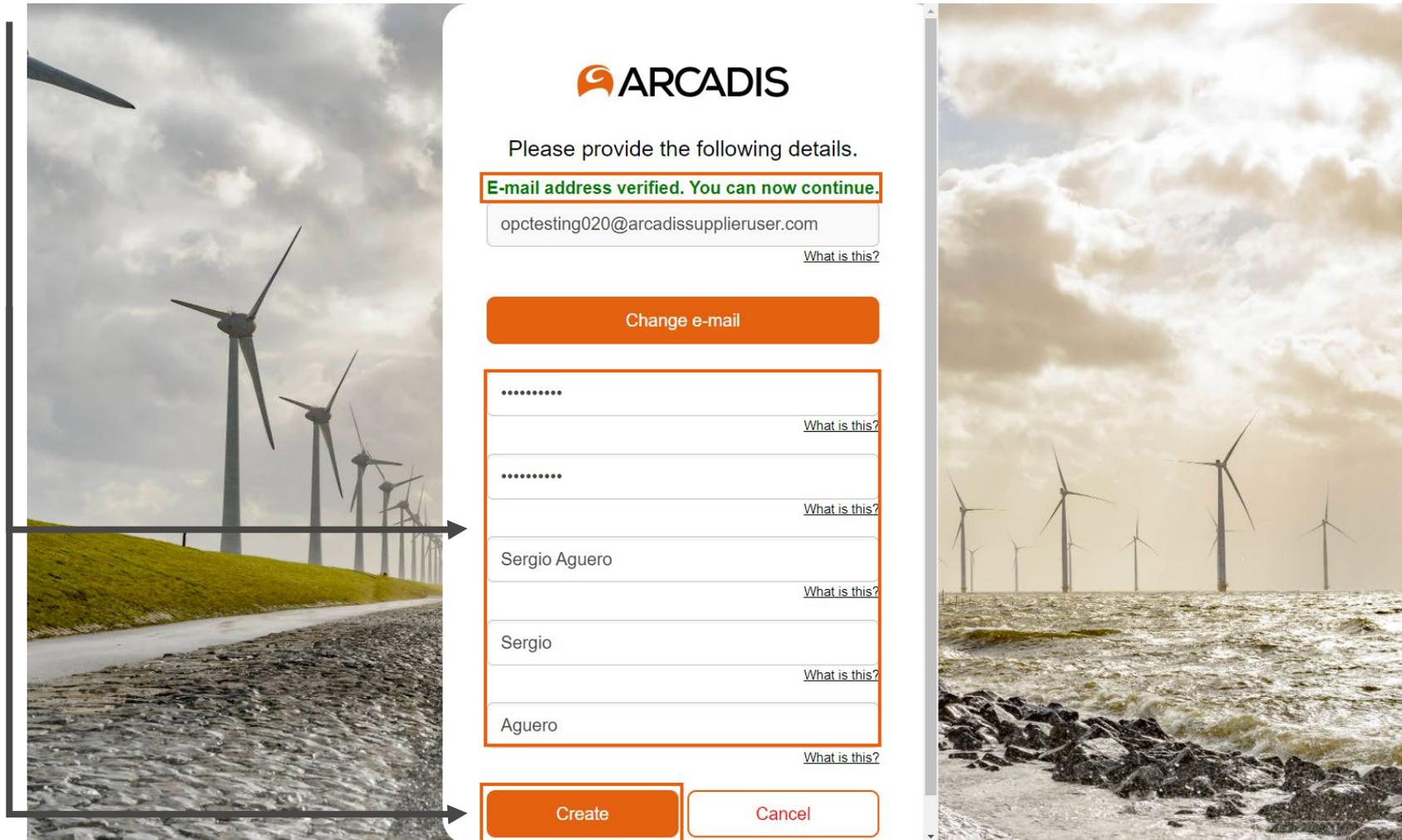
You will need to check the inbox for the email address entered in order to retrieve the verification code. Enter code from received via email into the empty field. Once the code has been entered, click Verify code.



The screenshot shows a mobile-style registration form for Arcadis. The form is centered on a background image of wind turbines. The form includes the Arcadis logo at the top, followed by the instruction "Please provide the following details." Below this, a message states "Verification code has been sent to your inbox. Please copy it to the input box below." The form contains several input fields: an email address field with "opctesting020@arcadissupplieruser.com" and a "What is this?" link; a verification code field with "934275"; a "Verify code" button; a "Send new code" button; a "New Password" field with a "What is this?" link; a "Confirm New Password" field with a "What is this?" link; a "Display Name" field with a "What is this?" link; and a "Given Name" field with a "What is this?" link. A black arrow points from the text above to the verification code input field.

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.





Please provide the following details.

E-mail address verified. You can now continue.

opctesting020@arcadissupplieruser.com [What is this?](#)

Change e-mail

..... [What is this?](#)

..... [What is this?](#)

Sergio Agüero [What is this?](#)

Sergio [What is this?](#)

Aguero [What is this?](#)

Create **Cancel**

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