



## Oracle Cloud Supplier Portal

### User Guide



Version 2 - updated 19<sup>th</sup> December 2022

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## 1. Fife Council Supplier Portal Login

Login to the supplier portal with Username and Password.  
Click Sign In.



### Fife Council

If you have a Council or Trust email account please click the Fife Employee Login Link below. Otherwise, please enter your username and password to sign in.

User Name

Password

**Sign In**

Need help signing in? [Click here](#)

[Cookie Preferences](#)

Or sign in with



Fife Employee Login Li...



#### Handy Hint

First time portal users will need to set a password before they can login. Guidance on how to do this can be found here: -

[First Time Login](#)

## 2. Portal Security Access

You will be required to enter a One-Time Passcode every time you log into the portal. This is a security feature.

The 2-Step Verification screen will come up after you click Sign In.

Fife COUNCIL 2-Step Verification demon.supplies@gmail.com

An email that contains a passcode has been sent to demXXXXX@gmail.com.

Passcode

[Unable to receive an email?](#) [Use backup verification method](#)

Access your One-Time Passcode from your emails or mobile phone.

Your fifecouncil(idcssecondary) One-Time Passcode

Oracle <no-reply@oracle.com>  
Tue 25/08/2020 14:04  
To: ERP TestEmails

**CAUTION:** This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

fifecouncil(idcssecondary)

Hello Duncan Dempster,

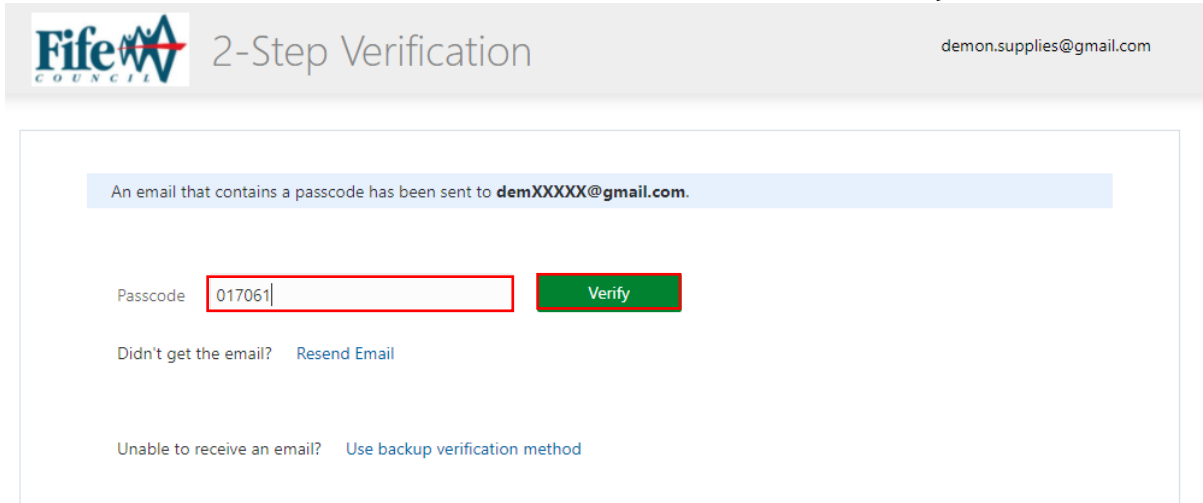
017061 is the one-time passcode for your fifecouncil(idcssecondary) account demXXXXX@gmail.com. This passcode is valid for 10 minutes.

**Details**

Use this one-time passcode to complete 2-Step Verification.

If you don't recognize this message, contact your system administrator at [erp.compcentre@fife.gov.uk](mailto:erp.compcentre@fife.gov.uk).

Enter the One-Time Passcode in the Verification screen and click Verify.



Fife COUNCIL 2-Step Verification demon.supplies@gmail.com

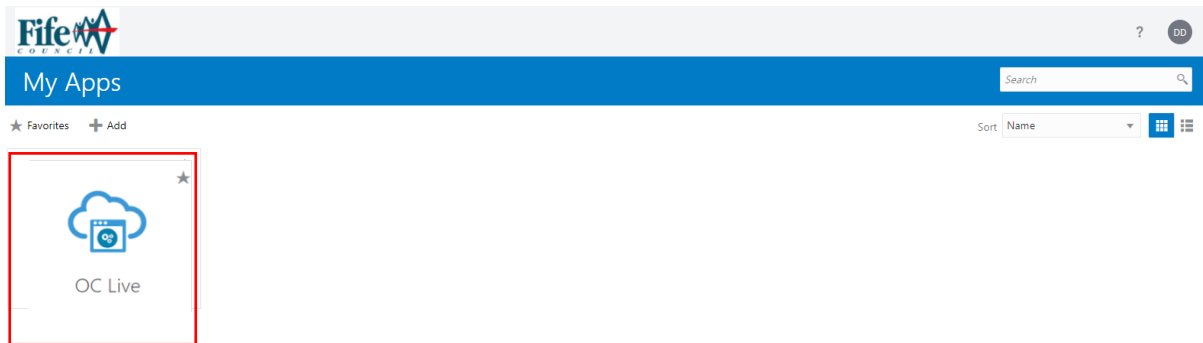
An email that contains a passcode has been sent to **demXXXXX@gmail.com**.

Passcode

Didn't get the email? [Resend Email](#)

Unable to receive an email? [Use backup verification method](#)

Click the OC Live tile to access the portal.



Fife COUNCIL ? DD

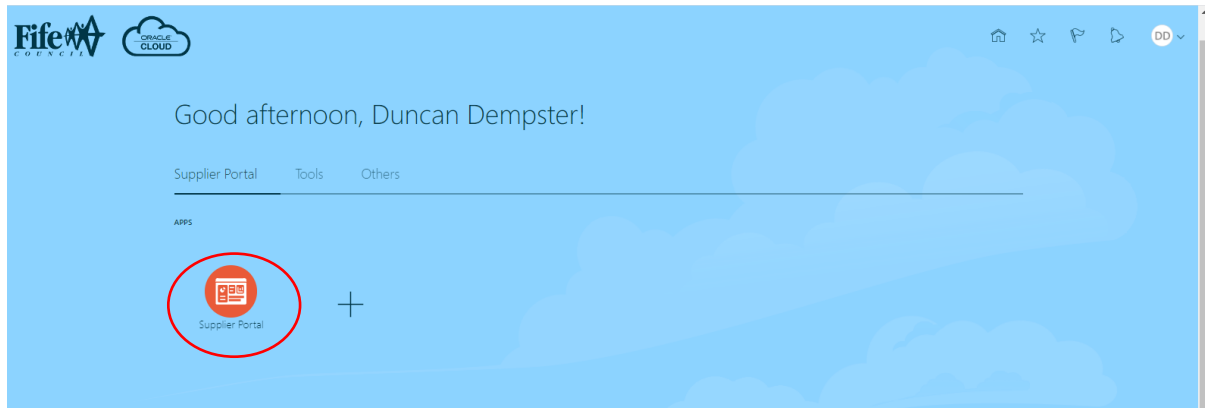
My Apps Search

★ Favorites + Add Sort Name

OC Live

### 3. Welcome to Fife Council Supplier Portal

When you first log in to the Supplier Portal you will be presented with your home page. Click on the Supplier Portal app to access the overview page.



#### Supplier Portal Overview

The Supplier Portal Overview page is the main area within the portal where you can navigate to obtain key information regarding your transactions with Fife Council. From here you can:

- View Orders
- View Contract Agreements
- View Receipts & Returns
- View Invoices & Payments
- Create invoices and submit them directly via the portal.
- Manage your Company Profile (this is the organisational and financial information that we hold) It is your responsibility as a supplier to ensure that this information is accurate and up to date.
- View analytics which give one click access to:
  - Recent transactional activity
  - Overdue invoices
  - Transaction Reports.Analytics can be clicked to drill down to further information.
- View Supplier News section where Fife Council can post messages/information to all suppliers.

Supplier Portal

Search Orders Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Invoices and Payments
  - Create Invoice
  - View Invoices
  - View Payments
- Company Profile
  - Manage Profile

**Requiring Attention**

3  
23  
20

Schedules Overdue or Due Today Invoices Overdue

**Recent Activity**  
Last 30 Days

Agreements opened	1
Orders changed or canceled	1
Orders opened	3

**Transaction Reports**  
Last 30 Days

Invoice Amount	1626	GBP
Invoice Price Variance Amount		GBP

**Supplier News**



You can personalise your view with regards to the information that is displayed on this page, if required.

By clicking **View** and selecting **Columns** additional fields can be added to search results - e.g., Source Agreement, Revision, etc. select anything that you would like to see in the search results without having to click and drill down further.

The screenshot shows the 'Manage Orders' page in Oracle Cloud. The 'View' menu is open, and the 'Columns' option is selected. The 'Columns' sub-menu is open, showing a list of fields that can be added to the search results. The main table displays a list of orders with columns for Buyer, Ordered, Currency, Status, and Life Cycle.

Buyer	Ordered	Currency	Status	Life Cycle
Reid, Alan	10,000.00	GBP	Closed for Receiving	
Reid, Alan	10,000.00	GBP	Closed for Receiving	
Ross, Charlotte	10,000.00	GBP	Closed for Receiving	
Thomson, Janice	98.00	GBP	Open	
Muir, Aaron	61.35	GBP	Open	
Muir, Aaron	35.76	GBP	Open	
Muir, Aaron	11.50	GBP	Closed for Receiving	
Muir, Aaron	73.90	GBP	Closed for Receiving	
Muir, Aaron	15.15	GBP	Closed for Receiving	
Thomson, Janice	70.00	GBP	Open	
Thomson, Janice	70.00	GBP	Closed for Receiving	
Thomson, Janice	85.00	GBP	Closed for Receiving	

There are various clickable links which can be drilled into to give further information, such as Order number, Status, Life Cycle, Revision etc. For example, clicking on an order number will open a detailed Purchase Order view.

The screenshot shows the 'Manage Orders' page in Oracle Cloud. The search results table is expanded to show additional columns: Order, Order Date, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, Revision, and Source Agreement. The order number P010004623 is highlighted with a red box.

Order	Order Date	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Revision	Source Agreement
P010004714	25/08/2020	Head Office	Reid, Alan	10,000.00	GBP	Closed for Receiving		0	
P010004713	25/08/2020	Head Office	Reid, Alan	10,000.00	GBP	Closed for Receiving		0	A00000132
P010004712	24/08/2020	Head Office	Ross, Charlotte	10,000.00	GBP	Closed for Receiving		0	
P010004623	18/06/2020	Head Office	Thomson, Janice	98.00	GBP	Open		1	A00000132
P010004622	18/06/2020	Head Office	Muir, Aaron	61.35	GBP	Open		0	A00000132
P010004621	18/06/2020	Head Office	Muir, Aaron	35.76	GBP	Open		0	A00000132
P010004620	18/06/2020	Head Office	Muir, Aaron	11.50	GBP	Closed for Receiving		0	A00000132
P010004619	18/06/2020	Head Office	Muir, Aaron	73.90	GBP	Closed for Receiving		0	A00000132
P010004618	18/06/2020	Head Office	Muir, Aaron	15.15	GBP	Closed for Receiving		0	A00000132
P010004394	05/05/2020	Head Office	Thomson, Janice	70.00	GBP	Open		0	A00000132
P010004393	05/05/2020	Head Office	Thomson, Janice	70.00	GBP	Closed for Receiving		0	A00000132
P010004392	05/05/2020	Head Office	Thomson, Janice	85.00	GBP	Closed for Receiving		0	A00000132



## Purchase Order View

From here you can view details of the order including the order PDF and Life Cycle, from Actions you can also view any change and revision history.

The screenshot displays the Oracle Cloud Supplier Portal interface for a Purchase Order. The top navigation bar includes the Fife Council logo, Oracle Cloud logo, and user profile 'DD'. The main header shows the Purchase Order ID 'P010004623' and action buttons: 'Acknowledge', 'View PDF', 'Actions', and 'Done'. The 'Order Life Cycle' chart on the right shows the status of the order: Ordered (98.00 GBP), Received, Delivered, and Invoiced. The main content area is divided into sections: 'General' (Supplier: Demonstration Supplies, Ordered: 98.00 GBP), 'Terms' (Required Acknowledgment: None, Payment Terms: Net 20 Days), 'Additional Information' (Contract Reference Number: No, High Level Category: FC SERVICE EDUCATION AND CHILDREN SERVICES), and 'Lines' (Schedules). The 'Lines' section contains a table with two items: 'Pie Making Workshop' (Line 1, Price 85.00, Status Closed for...) and 'Pie Making Workshop' (Line 2, Price 13.00, Status Open).

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		Pie Making Workshop			85.00	85.00	Closed for...
2		Pie Making Workshop			13.00	13.00	Open

### Handy Hint



A short video guide on viewing and managing Purchase Orders is also available here:

[Supplier Portal View and Manage Purchase Orders](#)

## 5. Purchase Agreements

### Agreements

Clicking **Manage Agreements** takes you to a page where you can search for specific agreements or view all contract agreements that your organisation has in place with Fife Council.

Supplier Portal

Search Orders Order Number

**Tasks**

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements**

Shipments

- Manage Shipments
- Upload ASN or ASBN
- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Company Profile

- Manage Profile

**Requiring Attention**

3

23

20

Schedules Overdue or Due Today Invoices Overdue

**Recent Activity**

Last 30 Days

Agreements opened	1
Orders changed or canceled	1
Orders opened	3

**Transaction Reports**

Last 30 Days

Invoice Amount	1626	GBP
Invoice Price Variance Amount		GBP

**Supplier News**

### Manage Agreements

There are 2 different types of agreement which may be in place with a contracted supplier.

- Blanket Purchase Agreement (BPA) - this document is a catalogue of goods or services available from the supplier which have an agreed contract price for a set period.
- Contract Purchase Agreement (CPA) - this document is used where there is a contract in place with a supplier, with agreed terms and conditions but its goods/services/pricing is variable.

To view all including closed and expired documents, change the dropdown to Yes and select site from Supplier Site dropdown. Click Search.

Manage Agreements

Done

Headers Lines

Search

Procurement BU

Supplier Site **Head Office**

Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status

Include Closed and Expired Documents **Yes**

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date	Revision	Document Style
No search conducted.												
Columns Hidden 27												

#### Handy Hint

Manage Agreements is an area specifically for contracted suppliers with catalogues or contract agreements in place



## Search Results

There are various clickable links which will allow you to drill down to obtain further information. For example, clicking the **Released Amount** hyperlink will give you a breakdown of the purchase order lines which have been released against the BPA/CPA.

Manage Agreements

Search Results

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date	Revision	Document Style
A00000168	School Taxis 20/21	Head Office	Young, Audrey	25,000.00	10,000.00	GBP	Open	25/08/20...		25/08/20...	0	Contract Purcha...
A00000133	Cookery demonstrations	Head Office	Thomson, J...	15,000.00	480.00	GBP	Open	05/05/20...		05/05/20...	0	Contract Purcha...
A00000132	Catalogue for pies for training	Head Office	Thomson, J...	25,000.00	636.43	GBP	Open	05/05/20...		05/05/20...	0	Blanket Purchas...

## Advanced Search View

Manage Orders

Advanced Search

Search Results

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Life Cycl
P010004623	Head Office	1	Pie Making Workshop		1			85.00	GBP	Closed Fo...		St Andrews High Sc...	25/06/2020		
P010004623	Head Office	2	Pie Making Workshop		1			13.00	GBP	Open		St Andrews High Sc...	25/06/2020		
P010004394	Head Office	1	cooking demo at Bankhead		1			70.00	GBP	Open		File House 06 ( Mai...	12/05/2020		
P010004393	Head Office	1	Cooking demonstration at Fife		1			70.00	GBP	Closed Fo...		File House 06 ( Mai...	12/05/2020		
P010004392	Head Office	1	Easy Chinese Asian Street Fo		1			85.00	GBP	Closed Fo...		St Andrews High Sc...	12/05/2020		
P010004391	Head Office	1	Italian cookery demo		1			47.00	GBP	Closed Fo...		St Andrews High Sc...	12/05/2020		

## View Catalogue (BPA)

Blanket Purchase Agreement: A00000132

General

Procurement BU: Fife Council Business Unit  
 Agreement: A00000132  
 Status: Open  
 Buyer: Janice Thomson  
 Creation Date: 05/05/2020

Supplier: Demonstration Supplies  
 Supplier Site: Head Office  
 Supplier Contact: Duncan Dempster  
 Supplier Agreement  
 Communication Method: E-Mail  
 Email: demon.supplies@gmail.com

Start Date: 05/05/2020  
 End Date: 05/05/2022  
 Agreement Amount: 25,000.00 GBP  
 Minimum Released Amount: 636.43 GBP  
 Released Amount: 636.43 GBP  
 Description: Catalogue for pies for training

Terms and Attachments

Requested Acknowledgment: None  
 Payment Terms: Net 25 Days  
 Shipping Method  
 Freight Terms: ... Pay on receipt  
 FOB: ... Confirming order

Additional Information

Contract Reference Number: ABC123  
 High Level Category: Corporate Services  
 FC SERVICE

Lines

Line	Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details
1	Stalk Pie		Corporate & Fa...	Each	4.99	134.73		Open	
2	Pork Pie		Corporate & Fa...	Each	1.25	8.75		Open	
3	Lemon Meringue Pie		Corporate & Fa...	Each	1.75	24.50		Open	
4	Banoffee Pie		Corporate & Fa...	Each	2.30	39.10		Open	
5	Gate Pie		Corporate & Fa...	Each	4.50	40.50		Open	
6	Cherry Pie		Corporate & Fa...	Each	2.45	34.30		Open	

### Handy Hint

Clicking the Agreement Number hyperlink for a BPA will show details of the catalogue including product lines

### Handy Hint

A short video guide on viewing and managing Purchase Agreements is also available here:

[View & Manage Agreements in the Supplier Portal](#)

## 6. Shipments

### Shipments

#### View Receipts/View Returns

Clicking **View Receipts** takes you to a page where you can perform a search using various criteria to view receipts against your purchase orders.

Supplier Portal

Search Orders Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Upload ASN or ASBN
  - View Receipts**
  - View Returns
- Invoices and Payments
  - Create Invoice
  - View Invoices
  - View Payments
- Company Profile
  - Manage Profile

**Requiring Attention**

23

3 Invoices Overdue  
20 Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Agreements opened	1
Orders changed or canceled	1
Orders opened	3

**Transaction Reports**  
Last 30 Days

Invoice Amount	1626	GBP
Invoice Price Variance Amount		GBP

Supplier News

You can also run a search to view all Receipts. To view all receipts, click Advanced button.

View Receipts

Advanced Saved Search All Receipts

\*\* At least one is required

\*\* Receipt

\*\* Shipment

\*\* Item

\*\* Receipt Date

Search Reset Save...

Click the dropdown arrow in Receipt 'Starts with' and change to 'Does not contain' then enter an asterisk (\*) in the blank field next to it. Click Search

View Receipts

Basic Saved Search All Receipts

\*\* At least one is required

\*\* Receipt Does not contain \*

Supplier Item Starts with

\*\* Shipment


\*\* Item

Supplier

Search Reset Save... Add Fields Reorder

#### View Receipts Search Results


You can click on the **Receipt** number or the **Purchase Order** to drill down and view additional information.

**Fife**  Home Star Print Refresh DD

View Receipts Done

Advanced Search Basic Saved Search All Receipts

Search Results

View 

Receipt	Receipt Date	Organisation	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
4670	18/06/2020 01:00	Fife Inventory O...			Multiple				Head Office
4688	18/06/2020 01:00	Fife Inventory O...			Multiple				Head Office
4256	05/05/2020 01:00	Fife Inventory O...			P010004393				Head Office
4255	05/05/2020 01:00	Fife Inventory O...			P010004391				Head Office
4254	05/05/2020 01:00	Fife Inventory O...			P010004390				Head Office
4253	05/05/2020 01:00	Fife Inventory O...			P010004389				Head Office
4252	05/05/2020 01:00	Fife Inventory O...			P010004392				Head Office
4251	05/05/2020 01:00	Fife Inventory O...			P010004385				Head Office
4250	05/05/2020 01:00	Fife Inventory O...			P010004383				Head Office
4249	05/05/2020 01:00	Fife Inventory O...			P010004388				Head Office
4248	05/05/2020 01:00	Fife Inventory O...			P010004386				Head Office
4247	05/05/2020 01:00	Fife Inventory O...			P010004388				Head Office

### Receipt Number Drilldown

**Fife**  Home Star Print Refresh DD


Receipt: 4256 Social View Transaction History Done

Summary


Supplier	Demonstration Supplies	Packing Slip
Shipment		Waybill
Shipped Date		Bill of Lading
Shipping Method		Note
Number of Supplier Packing Units		Attachments
Supplier Site	Head Office	None

Additional Information


Lines

Actions  View 

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
	Cooking demon...	Purchase order	P010004393	70	0	70	0	GBP	05/05/2020 11:45	

**Handy Hint** 

Returns can be viewed by clicking **View Returns** and performing a similar search.

**Handy Hint** 

A short video guide on viewing Receipts and Returns is also available here:

[Supplier Portal View Receipts & Returns](#)

## 7. Invoices and Payments - View Invoices

The screenshot shows the Supplier Portal interface. On the left is a navigation menu with categories: Tasks, Orders, Agreements, Shipments, Invoices and Payments, and Company Profile. Under 'Invoices and Payments', 'View Invoices' is highlighted with a red box. The main dashboard area contains a 'Requiring Attention' donut chart showing 23 total items (3 Schedules Overdue or Due Today, 20 Invoices Overdue), a 'Recent Activity' table, and a 'Transaction Reports' table. The 'Supplier News' section is empty.

Activity	Count
Agreements opened	1
Orders changed or canceled	1
Orders opened	3

Report Item	Value	Unit
Invoice Amount	1626	GBP
Invoice Price Variance Amount		GBP

### View Invoices

Clicking **View Invoices** allows you to perform a search using various criteria to view invoices matched to purchase orders. You can also view all invoices raised, value, purchase order number, payment status etc. Anything where the text is blue is a hyperlink and can be clicked on to drill down and obtain further information.

To view all invoices, click on the dropdown arrow in the Supplier field and select your organisation name. Click Search

The screenshot shows the 'View Invoices' search interface. It features a search bar with a dropdown arrow, a 'Done' button, and a search filter set to 'All Invoices'. The search criteria include: Invoice Number, Supplier (set to 'Demonstration Supplies'), Supplier Site, Purchase Order, Consumption Advice, Invoice Status, Paid Status, and Payment Number. A 'Search' button is highlighted with a red box. A note indicates that at least one search criterion is required.

Search Results will return details of all matched invoices.

To view details of a specific invoice, click on the invoice number hyperlink.

Search

Advanced Saved Search All Invoices

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View [icon] [icon] Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
No3	31/08/2020	Standard	P010004623	Demonstration Supplies	Head Office	24.00 GBP	24.00 GBP	In proc...	Unpaid		
test cancel	31/08/2020	Standard	P010004623	Demonstration Supplies	Head Office	GBP	0.00 GBP	Incom...	Unpaid		
test delete	31/08/2020	Standard	P010004623	Demonstration Supplies	Head Office	GBP	0.00 GBP	Incom...	Unpaid		
DEMO1	24/08/2020	Standard	P010004712	Demonstration Supplies	Head Office	1,200.00 GBP	1,200.00 GBP	In proc...	Unpaid		
DEMO2	24/08/2020	Standard	P010004712	Demonstration Supplies	Head Office	660.00 GBP	660.00 GBP	In proc...	Unpaid		
TEST	24/08/2020	Standard	P010004712	Demonstration Supplies	Head Office	17.00 GBP	17.00 GBP	Appro...	Unpaid		
090909	07/08/2020	Standard	P030000117	Demonstration Supplies	Head Office	9.98 GBP	9.98 GBP	In proc...	Unpaid		
AY030820	03/08/2020	Standard	P010004393	Demonstration Supplies	Head Office	54.00 GBP	54.00 GBP	In proc...	Unpaid		
AY2030820	03/08/2020	Standard	P010004393	Demonstration Supplies	Head Office	6.00 GBP	6.00 GBP	In proc...	Unpaid		
DS005	19/06/2020	Standard	P010004388	Demonstration Supplies	Head Office	39.60 GBP	39.60 GBP	In proc...	Unpaid		
DS001	18/06/2020	Standard	P010004619	Demonstration Supplies	Head Office	35.93 GBP	35.93 GBP	Appro...	Unpaid		
DS002	18/06/2020	Standard	P010004385	Demonstration Supplies	Head Office	0.00 GBP	39.60 GBP	Appro...	Paid	379	

This will open up invoice details. Click the Payments tab to view payment details.

Fife Council Oracle Cloud

Invoice: DS002 Done

Business Unit Fife Council Business Unit  
 Legal Entity Name Fife Council  
 Supplier or Party Demonstration Supplies  
 Supplier Site Head Office  
 Address 5Main Road, Kirkcaldy, Fife, KY1 5AF  
 Invoice Date 18/06/2020

Invoice Amount 39.60 GBP  
 Unpaid Amount 0.00 GBP  
 Payment Currency GBP

Invoice Type Standard  
 Description  
 Funds Status Not applicable  
 Attachment None

Lines Payments

Items

View [icon] [icon] Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	7.50	Bean and Potato Pie	18/06/2020	Not applicable	6	1.25	Each	P010004385	1	1					File House 06 ( Main Building )
2	12.00	Fish Pie	18/06/2020	Not applicable	2	6	Each	P010004385	2	1					File House 06 ( Main Building )
3	13.50	Gala Pie	18/06/2020	Not applicable	3	4.5	Each	P010004385	3	1					File House 06 ( Main Building )

Summary Tax Lines

Shipping and Handling

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount

Here you can view Payment due date etc.

Fife Council Oracle Cloud

Invoice: DS002 Done

Business Unit Fife Council Business Unit  
 Legal Entity Name Fife Council  
 Supplier or Party Demonstration Supplies  
 Supplier Site Head Office  
 Address 5Main Road, Kirkcaldy, Fife, KY1 5AF  
 Invoice Date 18/06/2020

Invoice Amount 39.60 GBP  
 Unpaid Amount 0.00 GBP  
 Payment Currency GBP

Invoice Type Standard  
 Description  
 Funds Status Not applicable  
 Attachment None

Lines Payments

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit to Account
379		Negotiable	No	22/06/2020	39.60 GBP	5Main Road, Kirkcaldy, Fife, KY1 5AF	00121212
					39.60 GBP		

Installments

Applied Prepayments

Number	Due Date	Amount (GBP)		Payment Method	Number	Purchase Order	Applied Amount (GBP)		Description
		Gross	Unpaid				Tax	Item	
1	18/06/2020	39.60	0.00	FC BACS	No applied prepayments.				
		39.60	0.00						

## 8. View Payments

Supplier Portal

Search Orders Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Invoices and Payments
  - Create Invoice
  - View Invoices
  - View Payments**
- Company Profile
  - Manage Profile

**Requiring Attention**

23

3 Invoices Overdue  
20 Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Agreements opened	1
Orders changed or canceled	1
Orders opened	3

**Transaction Reports**  
Last 30 Days

Invoice Amount	1626	GBP
Invoice Price Variance Amount		GBP

Supplier News

Clicking **View Payments** allows a search to be performed using various criteria to view payments against purchase orders. You can also view ALL payments and associated invoice numbers and payment numbers. To view all payments, select your organisation name from the Supplier field dropdown. Click Search.

View Payments

Search

Payment Number  
Payment Status  
Payment Amount

Supplier: Demonstration Supplies  
Supplier Site  
Payment Date: dd/mm/yyyy

Advanced Saved Search All Payments

Search Reset Save...

Search Results

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

Results of all payments will be returned. Click a payment number to view more detail.

View Payments

Search

Payment Number  
Payment Status  
Payment Amount

Supplier: Demonstration Supplies  
Supplier Site  
Payment Date: dd/mm/yyyy

Advanced Saved Search All Payments

Search Reset Save...

Search Results

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
379	22/06/2020	Payment Process Re...	DS002	Demonstration Supplies	Head Office	39.60 GBP	Negotiable	00121212



## Payment details



Payment: 379

Done

Business Unit Fife Council Business Unit  
Payee Demonstration Supplies  
Payee Site Head Office  
Address 5Main Road, Kirkcaldy, Fife, KY1 5AF  
Payment Status Negotiable

Payment Amount 39.60 GBP  
Payment Date 22/06/2020  
Payment Type Payment Process Request  
Remit-to Account 00121212  
Payment Document

### Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
DS002	18/06/2020	Standard	P010004385			39.60 GBP	39.60 GBP	Workflow ...	18/06/2020	Fully paid

### Handy Hint



Where search fields are prefixed by \*\* this signifies that it is mandatory to enter data in at least ONE of the fields. It's not mandatory to complete ALL fields

### Handy Hint



Any screen featuring the View option can be personalised to show only information required by you.

### Handy Hint



A short video guide on viewing Invoices and Payments is also available here:

[Supplier Portal View Invoices & Payments](#)

## 9. Create Invoice - Overview

Invoices created in the portal can be matched directly to purchase orders and once submitted will slot directly to Fife Council Oracle Cloud Payables application with no intervention or manual effort required by Accounts Payable team.

Click **Create Invoice**.

### Invoice Header Information

- PO (Purchase Order) number is entered in the \*Identifying PO field.
- Bank account number is selected from the Remit-to Bank Account dropdown.
- Suppliers unique invoice number is entered in \*Number field.
- Invoice date is entered in \*Date field.
- Select Invoice from the dropdown in the \*Type field.
- Invoices can be given a description - this is entered in the Description field. This can be particularly handy for call off (annual) orders as you can identify it as invoice for February 2020 or for period 01/01/20 - 31/03/20 for example and it then makes it clear for the requisitioner and Accounts Payable exactly what the invoice is for.

#### Handy Hint



If the field is prefixed by \* this signifies that it is mandatory to enter data in this field.

#### Video Guides



Video guidance for creating invoices can be found here:

[Create Invoice in Supplier Portal](#)

**Note:** It is important that the **Submit** button is clicked to complete the invoice creation process, otherwise the invoice will remain in an incomplete state and this may affect the ability to match additional invoices

Please refer to the following video guides to search for, progress or cancel **Incomplete Invoices**.

[Search for Incomplete Invoices Created in the Supplier Portal](#)


[Edit & Submit Incomplete Invoice - Add Additional Line](#)

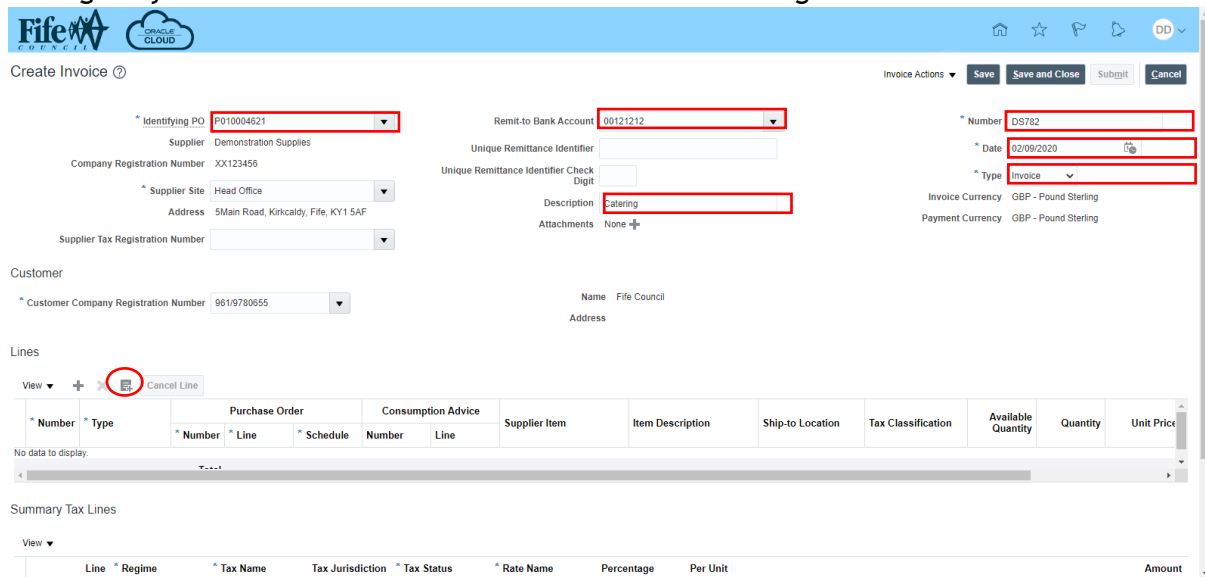
[Edit & Submit Incomplete Invoice \(Amount based\)](#)

[Edit & Submit Incomplete Invoice \(Quantity Based\)](#)

[Search for and Cancel Incomplete Invoices Created in Supplier Portal](#)

## 10. Create Quantity Based Invoice

After completing the invoice header information click the Select and Add icon  to pull through any lines on the PO which are available for invoicing.



Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: P010004621  
 Supplier: Demonstration Supplies  
 Company Registration Number: XX123456  
 Supplier Site: Head Office  
 Address: 5Main Road, Kirkcaldy, Fife, KY1 5AF  
 Supplier Tax Registration Number: [Empty]

Remit-to Bank Account: 00121212  
 Unique Remittance Identifier: [Empty]  
 Unique Remittance Identifier Check Digit: [Empty]  
 Description: Salering  
 Attachments: None

Number: DS782  
 Date: 02/09/2020  
 Type: Invoice  
 Invoice Currency: GBP - Pound Sterling  
 Payment Currency: GBP - Pound Sterling

Customer: Name: Fife Council, Address: [Empty]  
 Customer Company Registration Number: 961/9780655

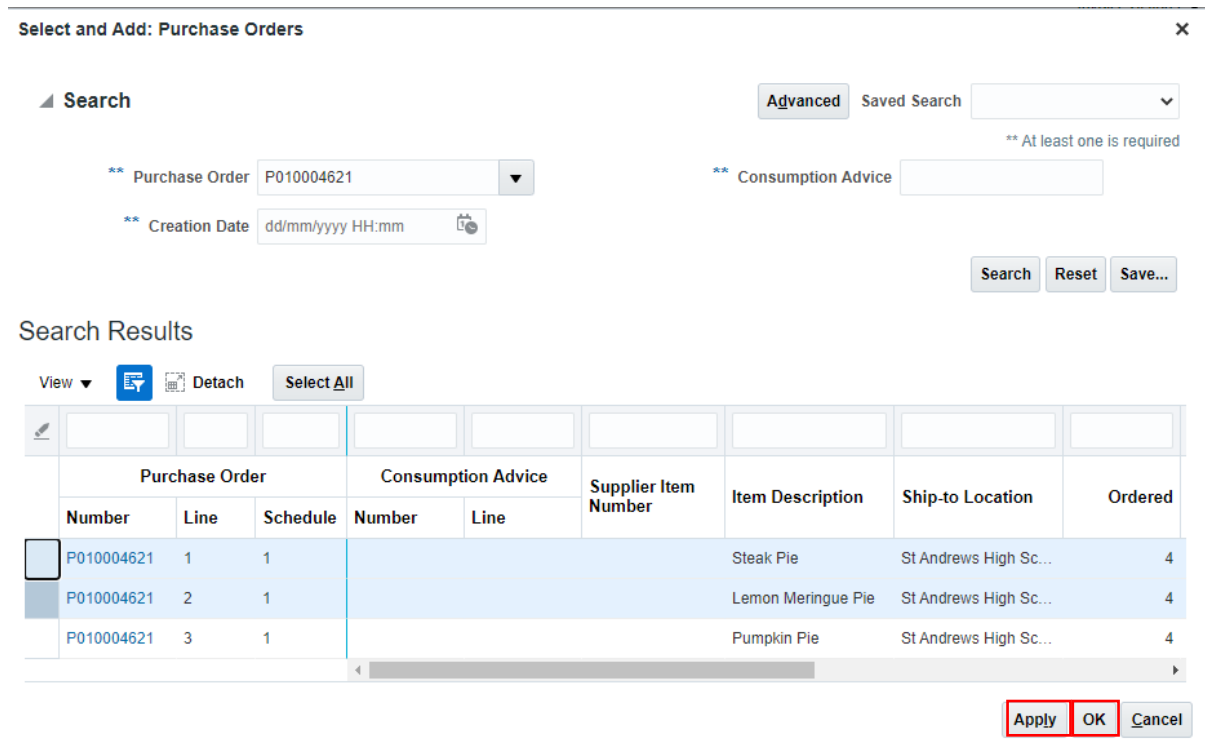
Lines

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
* Number	* Type	* Line	* Schedule	Number	Line						
No data to display.											

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Click to select all the lines that are to be added to the invoice, then click **Apply**, then **OK**.



Select and Add: Purchase Orders

Search: Advanced, Saved Search [Dropdown]  
 \*\* At least one is required

\*\* Purchase Order: P010004621  
 \*\* Consumption Advice: [Empty]  
 \*\* Creation Date: dd/mm/yyyy HH:mm

Search Results

View: [Icons] Detach Select All

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line	Number			
P010004621	1	1				Steak Pie	St Andrews High Sc...	4
P010004621	2	1				Lemon Meringue Pie	St Andrews High Sc...	4
P010004621	3	1				Pumpkin Pie	St Andrews High Sc...	4

Apply OK Cancel

The invoice line(s) will pull through and you will see the quantity that is available for invoicing. You can create the invoice for the full quantity available or change the quantity in the box for partially fulfilled orders.

After entering the quantity to be invoiced click on the Invoice Actions dropdown and select **Calculate Tax**

Identifying PO: P010004621  
 Supplier: Demonstration Supplies  
 Company Registration Number: XX123456  
 Supplier Site: Head Office  
 Address: 5Main Road, Kirkcaldy, Fife, KY1 5AF  
 Supplier Tax Registration Number: [ ]

Remit-to Bank Account: 00121212  
 Unique Remittance Identifier: [ ]  
 Unique Remittance Identifier Check Digit: [ ]  
 Description: Catering  
 Attachments: None

Customer: Fife Council  
 Customer Company Registration Number: 9619780655

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
2	Item	P01000...	2	1		Lemon Meringue Pie	St Andrews Hig	GB VAT STAN	4	2	1.75
1	Item	P01000...	1	1		Steak Pie	St Andrews Hig	GB VAT STAN	4	4	4.99
Total											

This action will calculate the tax and apply it to the invoice. Review the totals to ensure that they are accurate.

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	UK_FIFE	VAT	UK_JURISDICT...	RECOVERABLE	GB VAT STANDARD R	20		4.69

Totals

Items	23.46	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	4.69	Invoice Amount	28.15
-------	-------	---------	------	---------------	------	---------------	------	---------------	------	----------------	-------

**Handy Hint**

If tax has been calculated at the wrong rate, this can be changed by clicking the dropdown at Tax Classification field and selecting the appropriate rate. Click Calculate Tax again to refresh the figures

Click Submit.

Identifying PO P010004621  
 Supplier Demonstration Supplies  
 Company Registration Number XX123456  
 Supplier Site Head Office  
 Address 5Main Road, Kirkcaldy, Fife, KY1 5AF  
 Supplier Tax Registration Number

Remit-to Bank Account 00121212  
 Unique Remittance Identifier  
 Unique Remittance Identifier Check Digit  
 Description Catering  
 Attachments None

Number DS782  
 Date 02/09/2020  
 Type Invoice  
 Invoice Currency GBP - Pound Sterling  
 Payment Currency GBP - Pound Sterling

Customer  
 Customer Company Registration Number 961/9780655  
 Name Fife Council  
 Address

Lines

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
		* Number	* Line	* Schedule	Number	Line							
1	Item	P01000...	1	1			Steak Pie	St Andrews Hig	GB VAT STAN		4	4.99	
2	Item	P01000...	2	1			Lemon Meringue Pie	St Andrews Hig	GB VAT STAN		2	1.75	
Total													

Summary Tax Lines

You will receive a confirmation message that the invoice has been submitted.

Invoice: DS782

✓ Invoice DS782 has been submitted.

Buttons: Create Another, Done

Identifying PO P010004621  
 Supplier Demonstration Supplies  
 Company Registration Number XX123456  
 Supplier Site Head Office  
 Address 5Main Road, Kirkcaldy, Fife, KY1 5AF  
 Supplier Tax Registration Number

Remit-to Bank Account 00121212  
 Unique Remittance Identifier  
 Unique Remittance Identifier Check Digit  
 Description Catering  
 Attachments None

Number DS782  
 Date 02/09/2020  
 Type Invoice  
 Invoice Currency GBP  
 Payment Currency GBP

Customer  
 Customer Company Registration Number 961/9780655  
 Legal Entity Fife Council  
 Address

Lines

Number	Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UO
		Number	Line	Schedule Number	Line	Number									
1	ITEM	P01000...	1	1			Steak Pie	St Andrews High School (D...			GB VAT STANDARD...		4	4.99	Eax
2	ITEM	P01000...	2	1			Lemon Meringu...	St Andrews High School (D...			GB VAT STANDARD...		2	1.75	Eax
Total															

Summary Tax Lines

**Handy Hint**

It is important that the **Submit** button is clicked to complete the invoice creation process, otherwise the invoice will remain in an incomplete state and this may affect the ability to match additional invoices

## 11. Create Amount Based Invoice

Complete all the required Invoice Header fields. Please remember its good practice to put a description on for call off invoices to identify exactly what they are for.

**Create Invoice**

Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: [Dropdown]  
 Supplier: Demonstration Supplies  
 Company Registration Number: XX123456  
 Supplier Site: [Dropdown]  
 Address: [Text]  
 Supplier Tax Registration Number: [Dropdown]

Remit-to Bank Account: [Dropdown]  
 Unique Remittance Identifier: [Text]  
 Unique Remittance Identifier Check Digit: [Text]  
 Description: [Text]  
 Attachments: None

Number: [Text]  
 Date: dd/mm/yyyy  
 Type: Invoice  
 Invoice Currency: [Text]  
 Payment Currency: [Text]

Customer  
 Customer Company Registration Number: [Dropdown]  
 Name: [Text]  
 Address: [Text]

Lines

View: [Dropdown] + [Dropdown] [Cancel Line]

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
		* Number	* Line	* Schedule	Number	Line							
No data to display.													

Summary Tax Lines

View: [Dropdown]

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Click the **Select and Add** icon to pull through all lines that are available for invoicing on the PO.

**Create Invoice**

Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: P010004712  
 Supplier: Demonstration Supplies  
 Company Registration Number: XX123456  
 Supplier Site: Head Office  
 Address: 5Main Road, Kirkcaldy, Fife, KY1 5AF  
 Supplier Tax Registration Number: [Dropdown]

Remit-to Bank Account: 00121212  
 Unique Remittance Identifier: [Text]  
 Unique Remittance Identifier Check Digit: [Text]  
 Description: July 2020  
 Attachments: None

Number: DEMO1  
 Date: 24/08/2020  
 Type: Invoice  
 Invoice Currency: GBP - Pound Sterling  
 Payment Currency: GBP - Pound Sterling

Customer  
 Customer Company Registration Number: 9619700655  
 Name: Fife Council  
 Address: [Text]

Lines

View: [Dropdown] + [Dropdown] **Select and Add** [Cancel Line]

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
		* Number	* Line	* Schedule	Number	Line							
No data to display.													

Summary Tax Lines

View: [Dropdown]

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Click into the first column and select all lines to be invoiced.  
Click **Apply** then click **OK**

**Select and Add: Purchase Orders** ✕

**Search** Advanced Saved Search

\*\* At least one is required

\*\* Purchase Order

\*\* Consumption Advice

\*\* Creation Date

**Search Results**

View   Detach

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
P010004712	1	1				Services 2020/2021	Fife House 06 ( Mal...	10,000.00

The selected line(s) will pull through to the invoice.

**Fife Council** ORACLE CLOUD

Create Invoice Invoice Actions

Identifying PO

Supplier

Company Registration Number

Supplier Site

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments

\* Number

\* Date

Type

Invoice Currency

Payment Currency

Customer

Customer Company Registration Number

Name

Address

Lines

View

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
		* Number	* Line	* Schedule	Number	Line							
1	Item	P01000...	1	1				Services 2020/2021	Fife House 06 (	GB VAT STAN			
Total													

Summary Tax Lines

..

Scroll to the right.

The amount field will show the outstanding amount available for invoicing by default, **change this to the amount to be invoiced.**

**Create Invoice**

Identifying PO: P010004712  
Supplier: Demonstration Supplies  
Company Registration Number: XX123456  
Supplier Site: Head Office  
Address: 5Main Road, Kirkcaldy, Fife, KY1 5AF  
Supplier Tax Registration Number: [dropdown]

Remit-to Bank Account: 00121212  
Unique Remittance Identifier: [input]  
Unique Remittance Identifier Check Digit: [input]  
Description: July 2020  
Attachments: None

Number: DEMO1  
Date: 24/08/2020  
Type: Invoice  
Invoice Currency: GBP - Pound Sterling  
Payment Currency: GBP - Pound Sterling

Customer: Fife Council  
Customer Company Registration Number: 9619780655  
Name: Fife Council  
Address: [input]

Lines

Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount
* Number	* Line	* Schedule	Number	Line								
P01000...	1	1			Services 2020/2021	Fife House 06	GB VAT STAN					1,000.00
<b>Total</b>												1,000.00

Summary Tax Lines

Click Invoice Actions and select Calculate Tax.

**Create Invoice**

Identifying PO: P010004712  
Supplier: Demonstration Supplies  
Company Registration Number: XX123456  
Supplier Site: Head Office  
Address: 5Main Road, Kirkcaldy, Fife, KY1 5AF  
Supplier Tax Registration Number: [dropdown]

Remit-to Bank Account: 00121212  
Unique Remittance Identifier: [input]  
Unique Remittance Identifier Check Digit: [input]  
Description: July 2020  
Attachments: None

Number: MO1  
Date: 08/2020  
Type: Invoice  
Invoice Currency: GBP - Pound Sterling  
Payment Currency: GBP - Pound Sterling

Customer: Fife Council  
Customer Company Registration Number: 9619780655  
Name: Fife Council  
Address: [input]

Lines

Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount
* Number	* Line	* Schedule	Number	Line								
P01000...	1	1			Services 2020/2021	Fife House 06	GB VAT STAN					1,000.00
<b>Total</b>												1,000.00

Summary Tax Lines



## Review the details, ensure that tax has calculated correctly.

Address 5Main Road, Kirkcaldy, Fife, KY1 5AF Description July 2020  
 Supplier Tax Registration Number Attachments None + Payment Currency GBP - Pound Sterling

Customer  
 Customer Company Registration Number 961/9780655 Name Fife Council  
 Address

Lines

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line									
P01000...	1	1				Services 2020/2021	Fife House 06 (	GB VAT STAN					1,000.00
<b>Total</b>												<b>1,000.00</b>	

Summary Tax Lines


Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	UK_FIFE	VAT	UK_JURISDICT...	RECOVERABLE	GB VAT STANDARD R	20		200

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
1,000.00	0.00	0.00	0.00	200.00	1,200.00

If you are happy with the details, Click **Submit**.

You will receive a confirmation that the invoice has been submitted.

**Fife COUNCIL**  Home Star Refresh DD

Invoice: DEMO ✔ Invoice DEMO has been submitted. Create Another Done

Identifying PO P010004712 Remit-to Bank Account 00121212 Number DEMO1  
 Supplier Demonstration Supplies Unique Remittance Identifier Date 24/08/2020  
 Company Registration Number XX123456 Unique Remittance Identifier Check Digit Type Invoice  
 Supplier Site Head Office Description July 2020 Invoice Currency GBP  
 Address 5Main Road, Kirkcaldy, Fife, KY1 5AF Attachments None Payment Currency GBP  
 Supplier Tax Registration Number

Customer  
 Customer Company Registration Number 961/9780655 Legal Entity Fife Council  
 Address

Lines

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
* Number	* Line	* Schedule	Number	Line										
P01000...	1	1				Services 2020/2...	Fife House 06 ( Main Buildi...		GB VAT STANDARD...					1,000.00
<b>Total</b>													<b>1,000.00</b>	

Summary Tax Lines

View

### Handy Hint

It is important that the **Submit** button is clicked to complete the invoice creation process, otherwise the invoice will remain in an incomplete state and this may affect the ability to match additional invoices

## 12. Manage Company Profile

Suppliers can make changes to the information held within their company profile in Oracle Cloud by clicking Manage Profile. Any changes made in this area will route for Fife Council approval/rejection.

In the Company Profile screen click on the Edit button.

The screenshot displays the Oracle Cloud 'Company Profile' interface. At the top, the Fife Council logo and Oracle Cloud branding are visible. The page title is 'Company Profile'. Below the title, there are several key pieces of information: 'Last Change Request' (19009), 'Request Status' (Canceled), 'Requested By' (Dempster, Duncan), 'Request Date' (03/08/2020), and 'Change Description' (Add a contact). The 'Edit' button is highlighted with a red box. The main content area is divided into sections: 'General' (Company: Demonstration Supplies, Supplier Number: 10124, Supplier Type: Supplier, Tax Organisation Type: Corporation, Status: Active, Attachments: supporting document.docx), 'Identification' (D-U-N-S Number, Customer Number, SIC, National Insurance Number, Corporate Web Site), 'Corporate Profile' (Year Established, Mission Statement, Chief Executive Title, Chief Executive Name, Principal Title, Principal Name, Year Incorporated), and 'Financial Profile' (Current Fiscal Year's Potential Revenue).

You will receive the following warning. Click Yes.

The warning dialog box contains the following text: 'Warning' (with a yellow triangle icon), 'POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?', and two buttons: 'Yes' (highlighted with a red box) and 'No'.

You must give a description for the change request; this should relate to the change that you are requesting. You will then click into the relevant tab(s) to carry out the change. In this example click the Contacts tab

Change Description: Add a new contact

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

**General**

\* Supplier Name: Demonstration Supplies  
 Supplier Number: 10124  
 Supplier Type: Supplier

Tax Organisation Type: Corporation  
 Status: Active  
 Attachments: supporting document.docx

**Identification**

D-U-N-S Number:   
 Customer Number:   
 SIC:   
 National Insurance Number:   
 Corporate Web Site:

**Corporate Profile**

Year Established:   
 Mission Statement:   
 Year Incorporated:   
 Chief Executive Title:   
 Chief Executive Name:   
 Principal Title:   
 Principal Name:

**Financial Profile**

## Contacts

Click + icon.

Change Description: Add a new contact

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

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

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Dempster, Duncan		demon.supplies@gmail.com	(01592)111111	✓	✓	Active

Columns Hidden: 7

Add contact details as per example below. If supplier user account is required for logging in to portal, tick Request user account box.

Click **OK**

**Create Contact** ✕

Salutation Ms. ▼

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status Active ▼

▲ **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

Roles Data Access

Actions ▼ View ▼ Format ▼ ✕ 📄 🔒 Freeze 📄 Detach ↶ Wrap

Role	Description
Fife_Supplier Customer Service Representa...	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...
Fife_Supplier Sales Representative Custom	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...

Create Another **OK** Cancel

Click **Review Changes**.

Home Star Flag DD ▼

Edit Profile Change Request: 22009

Delete Change Request **Review Changes** Save Save and Close Cancel

Change Description

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

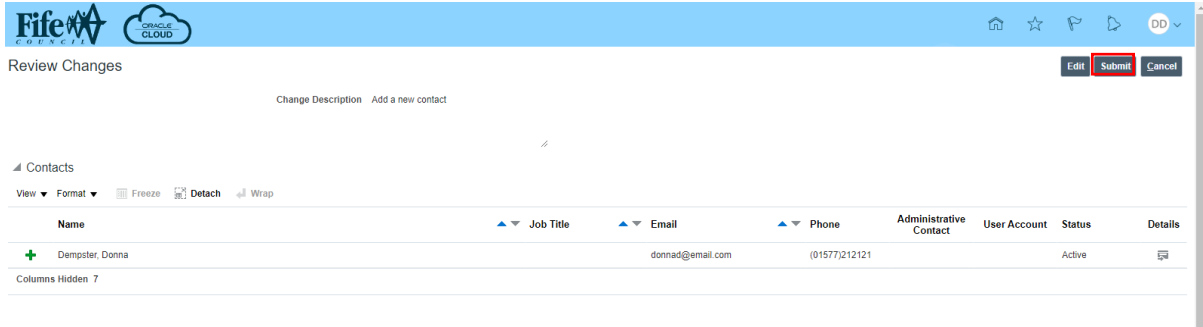
Actions ▼ View ▼ Format ▼ + ✕ Status Active ▼ 🔒 Freeze 📄 Detach ↶ Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Dempster, Donna		donnad@email.com	(01577)212121			Active
Dempster, Duncan		demon.supplies@gmail.com	(01592)111111	✔	✔	Active

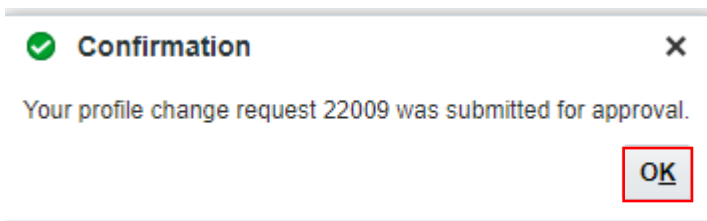
Columns Hidden 7

Page 28 of 29

After reviewing if you are happy with the changes click **Submit**.



You will receive a confirmation that the profile change request was submitted for approval. Click OK



Your change request has been submitted to Fife Council for approval.

### Handy Hint



It is important that the **Submit** button is clicked to complete the change request, otherwise the request will remain in an incomplete state and will not come through for approval by Fife Council

### Handy Hint



Video guidance covering the Manage Company Profile functionality can be found here:

[Supplier Portal Manage Company Profile](#)