

The RBKC Supplier Portal

A guide for Suppliers



we are
Kensington
and Chelsea

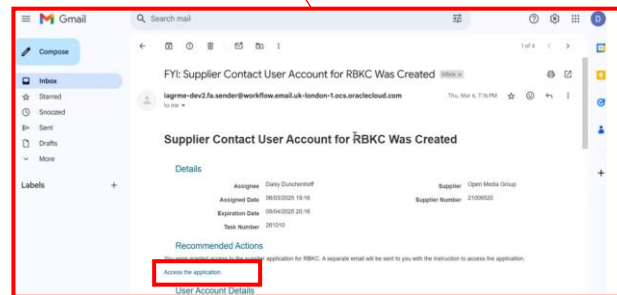
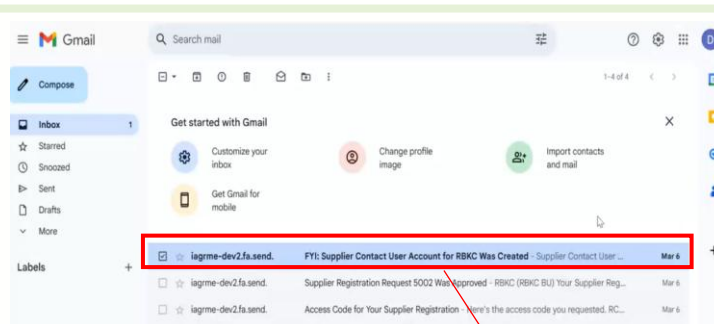
Step 1 – Access

The RBKC Supplier Portal will allow suppliers to view and manage their details and orders as well as view invoices and payments.

This guide will provide you with information to support you to use the Supplier Portal.

You will receive an email once your supplier account is created.

Within this email you will find your details and a link to **Access the Application**. Click on the link to access the RBKC Supplier Portal.



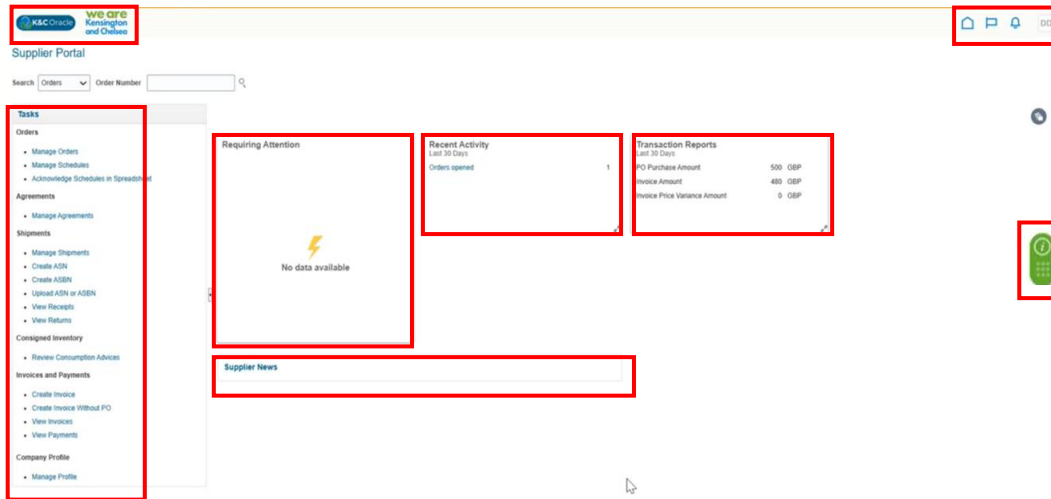
Step 2 – Supplier Portal Dashboard Navigation

The RBKC supplier portal will now open up. Across the top of the screen are the following icons which are visible from every page: The **K&C Oracle** Icon and **House** icon which are home icons; the **Flag** icon which is a Watchlist and can be used to monitor transactions; the **Bell** icon where you will receive notifications; your initials which is where you can set preferences and sign out.

You can also see an overview of your activity: **Requires Attention**; **Recent Activity** and **Transaction Reports**. Under this is a **Supplier News** area where you will see updates from the Procurement team.

To the right of your screen is a **green widget** which contains **Oracle Guided Learning** – clicking this icon will open a pop up where you will be able to start guides which will take you through supplier processes step by step within the flow of work.

At the left of the screen is the **Tasks** menu. Click any of the options here to manage or view these areas. Blue text within Oracle indicates a hyperlink to open and area or view additional information.



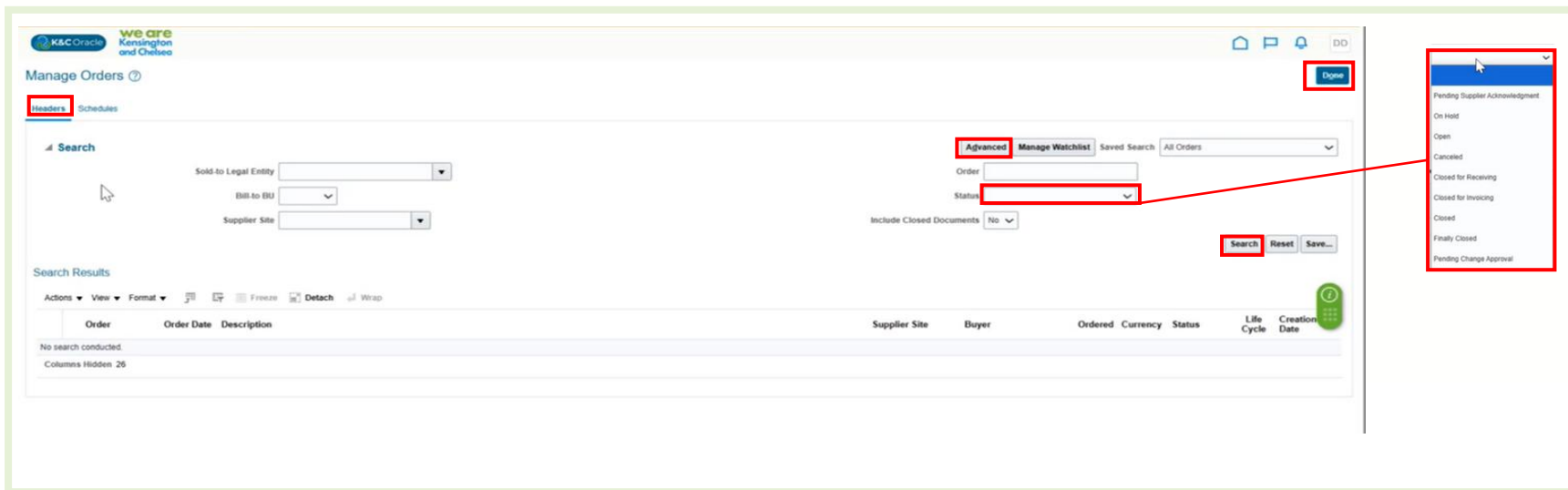
The screenshot shows the Supplier Portal interface with several key areas highlighted:

- Top Header:** K&C Oracle logo, W&C GFE Kensington and Chelsea, and navigation icons (Home, Watchlist, Notifications, Profile).
- Search Bar:** A search field with a dropdown menu set to 'Orders' and a search button.
- Tasks Menu (Left Sidebar):** A list of tasks categorized under Orders, Agreements, Shipments, Consigned Inventory, Invoices and Payments, and Company Profile.
- Requires Attention:** A card showing a lightning bolt icon and the text 'No data available'.
- Recent Activity:** A card showing 'Orders opened' with a count of 1.
- Transaction Reports:** A card showing a table of transaction data for the last 30 days.
- Supplier News:** A card at the bottom of the main content area.
- Green Widget (Right Sidebar):** A green icon representing Oracle Guided Learning.

Report Type	Amount	Unit
PO Purchase Amount	500	GBP
Invoice Amount	480	GBP
Invoice Price Variance Amount	0	GBP

Step 3 – Manage Orders: Header search

You can select “Manage Orders” from Task menu on the Supplier Portal dashboard and will then be able to search for orders to manage. You have two options: Header or Schedules search. In this example we are searching **Headers**. You can filter your search by **Status**. Click this field to see a drop down here to select from. Click **Search** to view your results at the bottom of the screen. Click an order in the search results to select and open it. You can complete an **Advanced** search here if required. Click **Done** to return to the Supplier Portal Dashboard.



The screenshot displays the 'Manage Orders' interface in the Supplier Portal. The 'Headers' tab is selected. The search filters include 'Sold to Legal Entity', 'Bill to BU', and 'Supplier Site'. The 'Status' dropdown menu is open, showing options: 'Pending Supplier Acknowledgment', 'On Hold', 'Open', 'Cancelled', 'Closed for Receiving', 'Closed for Invoicing', 'Closed', 'Finally Closed', and 'Pending Change Approval'. The 'Search' button is highlighted. The 'Advanced' search option is also visible. The search results table is empty, showing columns for Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date.

Step 4 – Manage Orders: Schedule search

Within Manage Orders you can also choose the tab to search by **Schedules**.

Here as in the Headers area, you can filter your search by **Status**. Click this field to see a drop down here to select from.

Click **Search** to view your results at the bottom of the screen. Click an order in the search results to select and open it.

You can complete an **Advanced** search here if required.

Click **Done** to return to the Supplier Portal Dashboard.

Manage Orders ⓘ

Done

Header: **Schedules**

Search

Sold-to Legal Entity

Supplier Site

Order

Line Description

Supplier Item

Ship-to Location

Status

Advanced

Manage Watchlist

Saved Search

All Schedules

Search

Reset

Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Life Cycle	Creation Date
-------	---------------	------	------------------	---------------	----------	------------------	-----	-------------	-------	---------	----------	--------	------------------	----------------	---------------	------------	---------------

No search conducted

Columns Hidden: 47

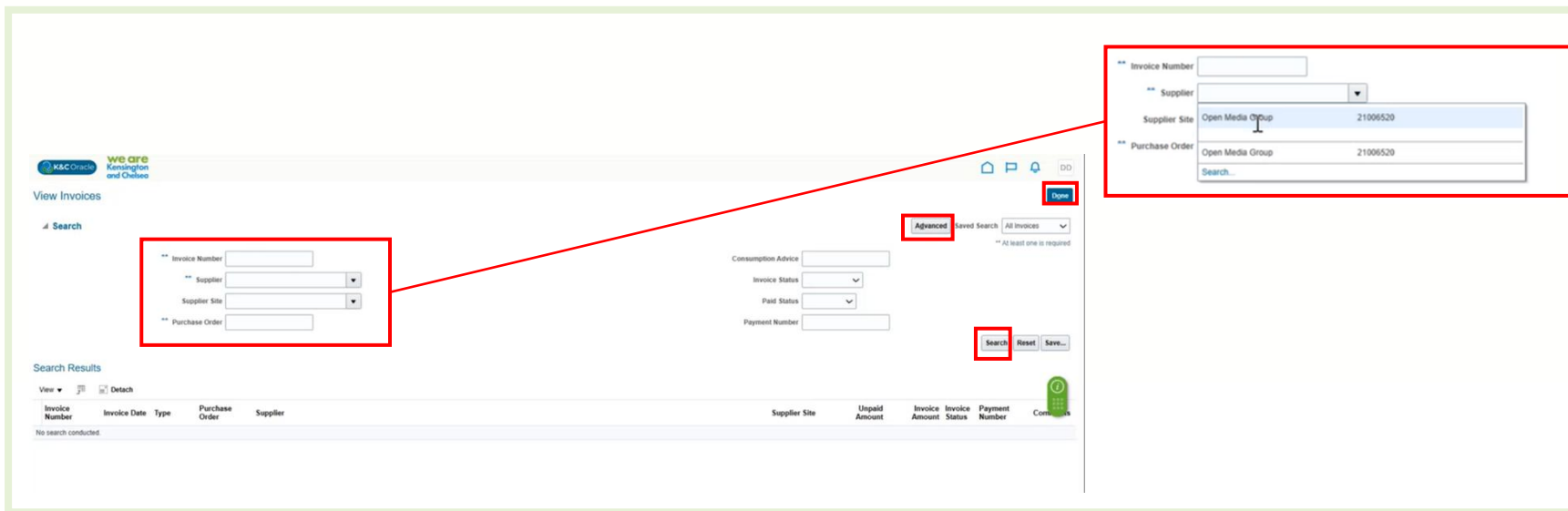
Step 5 - View Invoices

You can select “View invoices” from Task menu on the Supplier Portal dashboard to perform and view your invoices. You can then search for your invoices. You can search using **Supplier** details. You could also search by **Invoice Number** or **Purchase Order** number.

Click **Search** when done to view your results at the bottom of the screen. Click an invoice in the search results to select and open it.

You can complete an **Advanced** search here if required.

Click **Done** to return to the Supplier Portal Dashboard.



The screenshot displays the 'View Invoices' interface. At the top, there are logos for K&C Oracle and 'we are Kensington and Chelsea'. Below the logos, the 'View Invoices' section includes a search bar and a 'Search' button. A red box highlights the search filters, which include:

- Invoice Number
- Supplier
- Supplier Site
- Purchase Order

Below the search filters, there are additional filters for Consumption Advice, Invoice Status, Paid Status, and Payment Number. A red box highlights the 'Advanced' search option. A red line connects the search filters to a detailed view of the search results table, which is shown in a separate red box on the right. The table has the following columns:

Invoice Number	Supplier	Supplier Site	Purchase Order
	Open Media Group	21006520	
	Open Media Group	21006520	

The table also includes a 'Search' button. Below the table, there are buttons for 'Search', 'Reset', and 'Save...'. A red box highlights the 'Search' button. The bottom of the page shows a 'Search Results' section with a table of results. The table has the following columns:

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

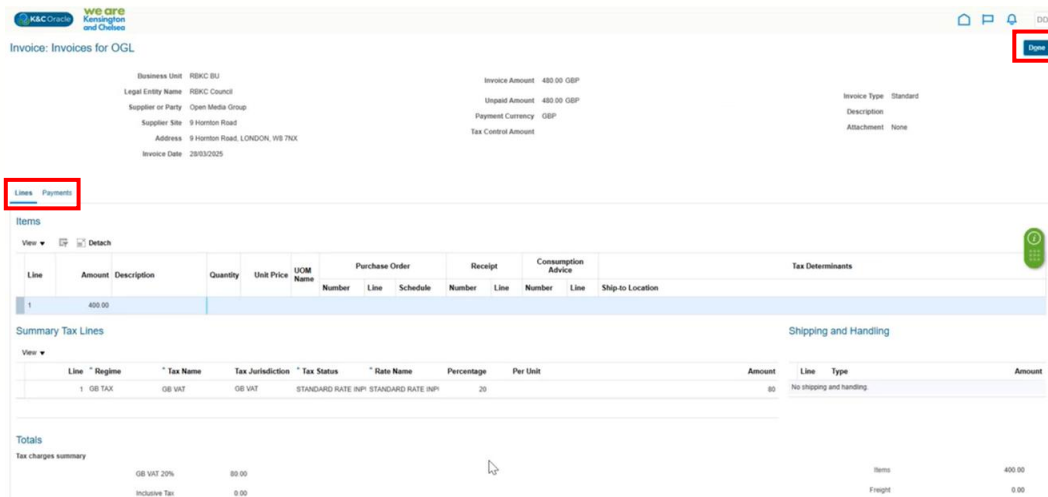
Step 6 - View Invoices

When you have selected an invoice, it will be displayed. You can see an example invoice below.

You can view Header details.

Below this you have a tab to be able to select and view **Lines** or **Payments**.

Click **Done** to return to the Supplier Portal Dashboard.



Invoice: Invoices for OGL

Business Unit: RBKC BU
 Legal Entity Name: RBKC Council
 Supplier or Party: Open Media Group
 Supplier Site: 9 Horton Road
 Address: 9 Horton Road, LONDON, W8 7NX
 Invoice Date: 29/03/2025

Invoice Amount: 400.00 GBP
 Unpaid Amount: 400.00 GBP
 Payment Currency: GBP
 Tax Control Amount:

Invoice Type: Standard
 Description:
 Attachment: None

Lines Payments

Items

Line	Amount	Description	Quantity	Unit Price	UOM	Purchase Order	Receipt	Consumption Advice	Tax Determinants
Number	Line	Schedule	Number	Line	Number	Line	Number	Line	Ship to Location
1	400.00								

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
1	GB TAX	GB VAT	GB VAT	STANDARD RATE INP	STANDARD RATE INP	20		80		No shipping and handling	

Totals

Tax charges summary

Tax	Rate	Amount	Items	Amount
GB VAT 20%	80.00		Items	400.00
Inclusive Tax	0.00		Freight	0.00

Step 7 - View Payments

You can select “View Payments” from Task menu on the Supplier Portal dashboard to perform a search and view your payments. You can then search for your payments. You can search using **Supplier** details. You could also search by **Payment Number**. You can filter your search by **Payment Status**. Click this field to see a drop down here to select from. Click **Search** when done to view your results at the bottom of the screen. Click a payment in the search results to select and open it. You can complete an advanced search here if required. Click **Done** to return to the Supplier Portal Dashboard.



View Payments

Search

Payment Number

Payment Status

Payment Amount

Supplier

Supplier Site

Payment Date

Search **Reset** **Save...**

Advanced **Saved Search** **All Payments**

Done

Search Results

View **Details**

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit to Account
No results found.								

Step 8 – Manage your Profile

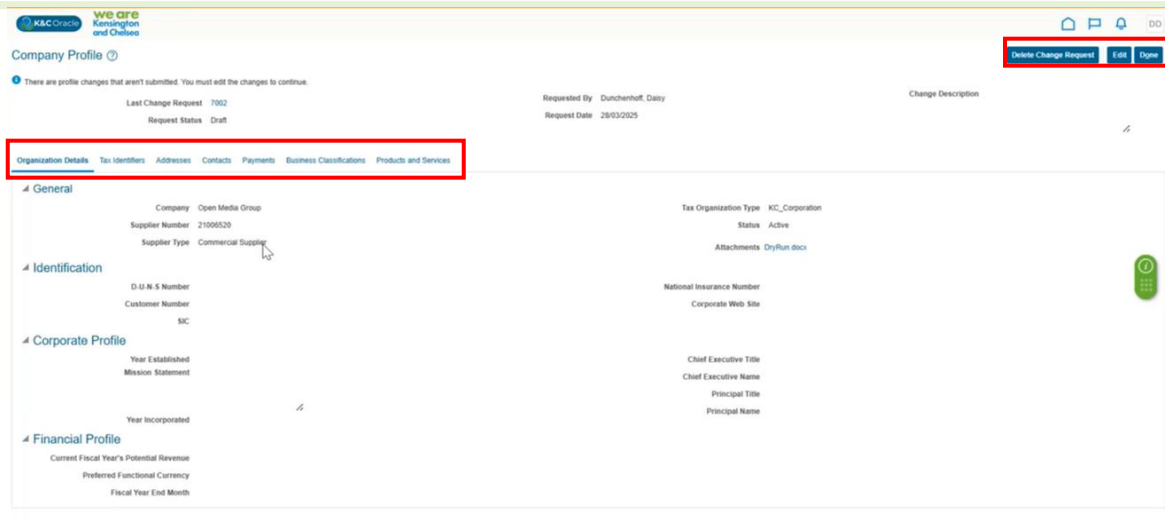
Select “Manage Profile” from Task menu on the Supplier Portal dashboard to view your profile details and make change requests related to it. The Company Profile area will open up. Select from the tabs to view details. You can make changes within Org details, Address, Contacts, Payments and Business Classifications tabs.

You can see details of previous change requests at the top of the screen.

Select **Edit** to make changes to these. Select **Delete Change Request** if required.

Click **Done** to return to the Supplier Portal Dashboard.

Your changes will now be submitted to the RBKC Procurement Team for approval. Changes such as company name or bank details will require validation by RBKC Procurement and you will be required to submit supporting documents.



The screenshot shows the 'Company Profile' page in the Supplier Portal. At the top, there are three buttons: 'Delete Change Request', 'Edit', and 'Done', which are highlighted with a red box. Below these buttons, there is a section for 'Change Description' and a 'Requested By' field. The main content area is divided into several tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Organization Details' tab is selected and highlighted with a red box. It contains several sections: 'General' (Company: Open Media Group, Supplier Number: 21005520, Supplier Type: Commercial Supplier), 'Identification' (D-U-N-S Number, Customer Number, SIC), 'Corporate Profile' (Year Established, Mission Statement, Year Incorporated), and 'Financial Profile' (Current Fiscal Year's Potential Revenue, Preferred Functional Currency, Fiscal Year End Month). On the right side of the 'General' section, there are fields for 'Tax Organization Type' (KC_Corporation), 'Status' (Active), and 'Attachments' (DryRun.docx). A green circular button with a plus sign is located on the right side of the page.

Step 9 – Change your details

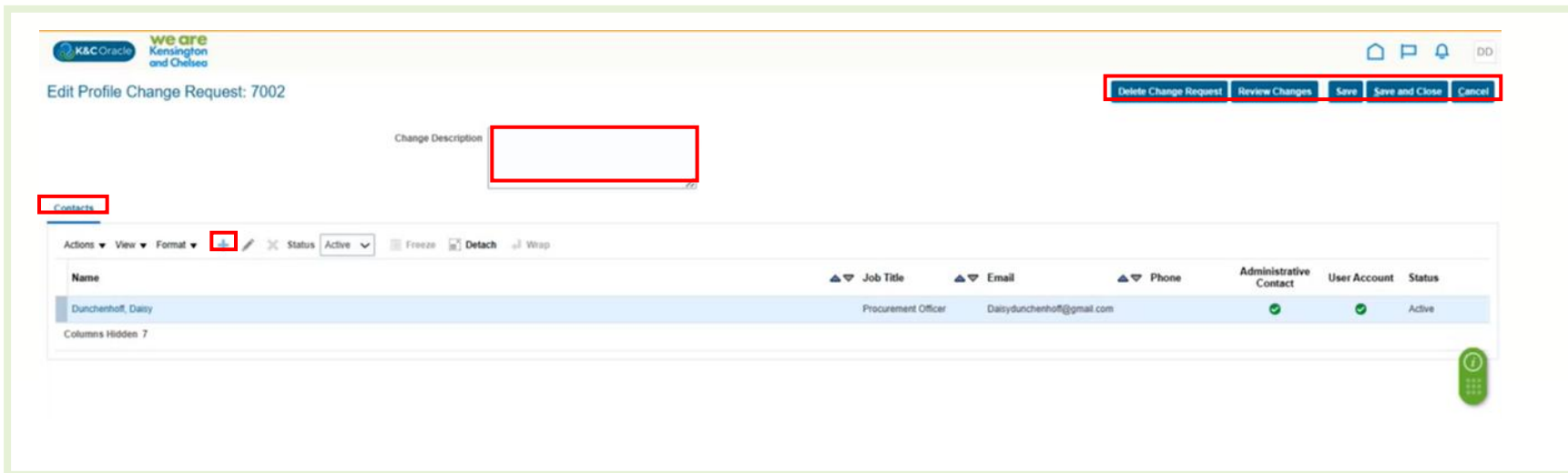
In the example below we have selected Edit from the Company Profile area in the previous step.

This change request is for contact details.

Select **Review Changes** to make check or continue with these. Select **Delete Change Request** if required. You can also **Save** your changes to submit at a later date. Click **Cancel** to cancel any changes and return to the previous screen.

Add a **Change Description** to the free text field.


Below in the **Contacts** section you can see details of existing contacts. Click the **+** icon to open a form to add a new contact to the change request, a form will pop up which we will look at in the next step.





Edit Profile Change Request: 7002


Change Description

Contacts

Actions View Format  Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Duncheonhoff, Daisy	Procurement Officer	Daisyduncheonhoff@gmail.com				Active

Columns Hidden 7



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

Step 10 – Change Contact Details

Enter the required contact information into the form that pops up. Please note that fields with an asterisk are mandatory. Select **Create Another** if required. Select **Ok** to make your changes or **Cancel** to return to the previous screen.

Salutation

* 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
No data to display.	

Create Another

OK

Cancel