The RBKC Supplier Portal
A guide for Suppliers

K&C Oracle Programme

we are Kensington and Chelsea

Using the Supplier Portal - Access

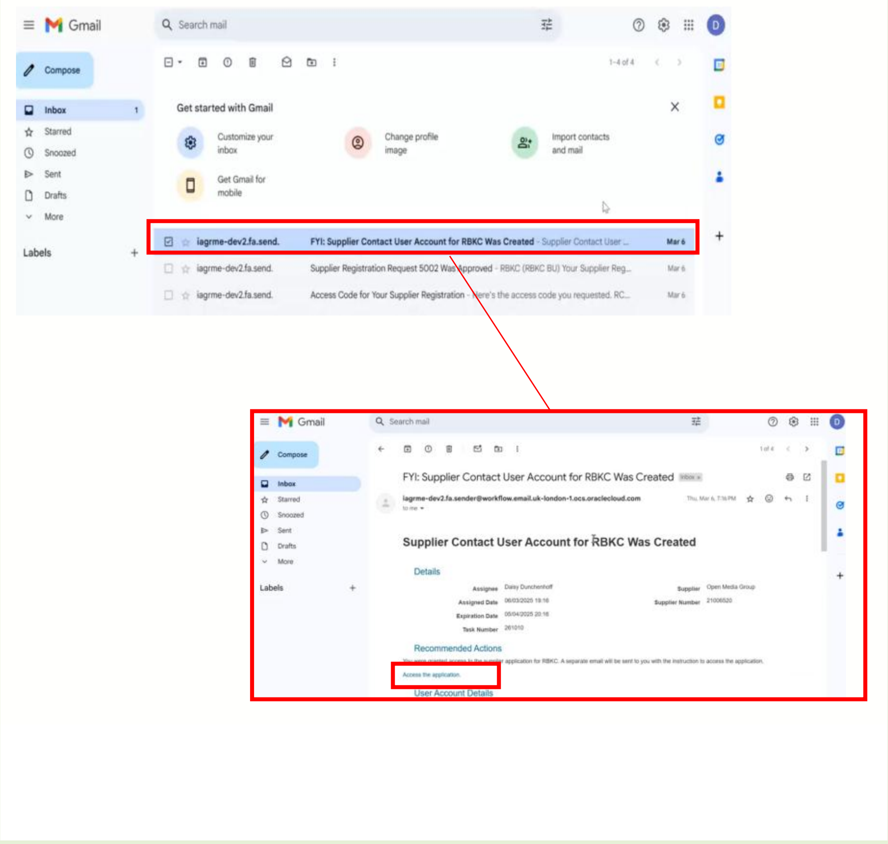
Step 1 – Access

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.



Using the Supplier Portal - Navigation

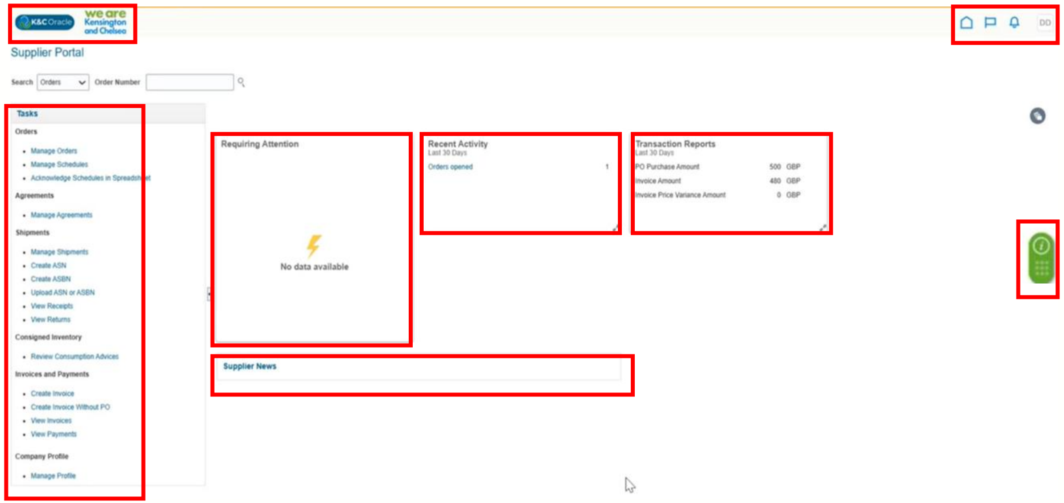
Step 2 – Supplier Portal Dashboard Navigation

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.

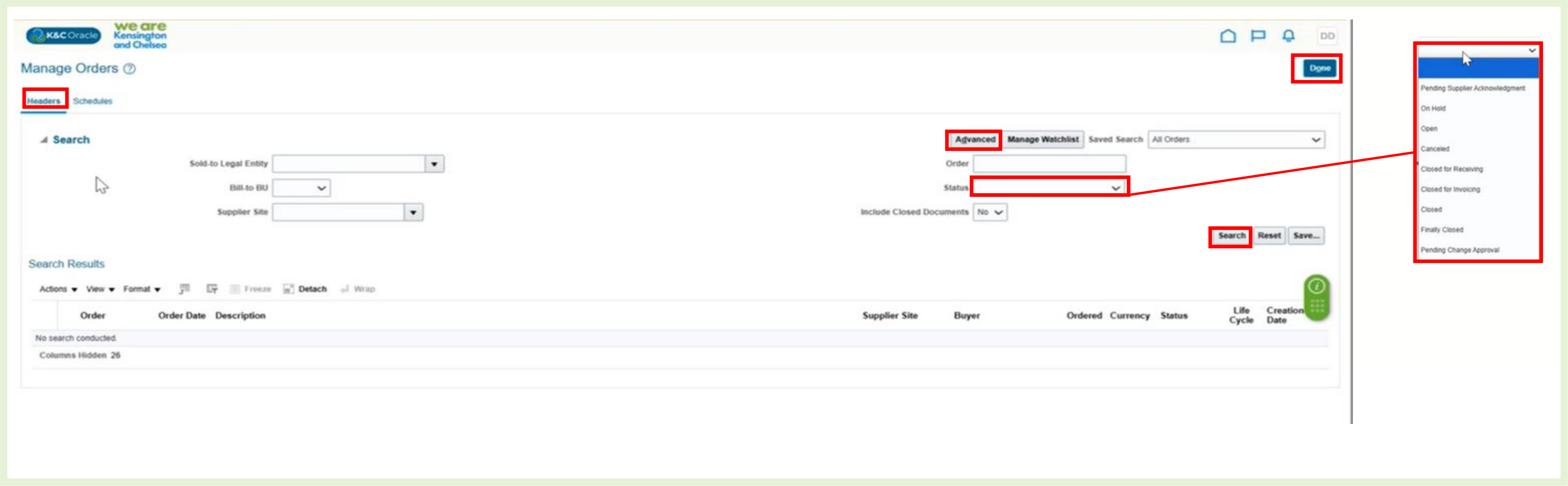
At the left of the screen is the **Tasks** menu. Click any of the options here to manage or view these areas. Blue text within Oracle indicates a hyperlink to open and area or view additional information.



Using the Supplier Portal – Orders 1

Step 3 – Manage Orders: Header search

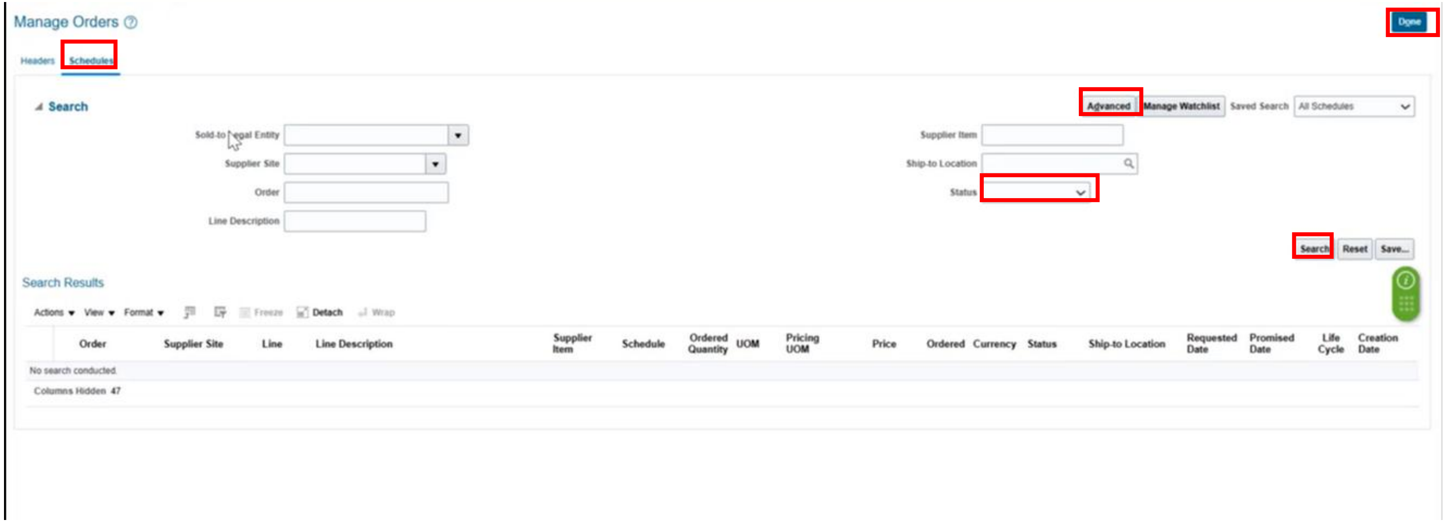
You can select “Manage Orders” from Task menu on the Supplier Portal dashboard and will then be able to search for orders to manage.
You have two options: Header or Schedules search. In this example we are searching **Headers**.
You can filter your search by **Status**. Click this field to see a drop 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.



Using the Supplier Portal – Orders 2

Step 4 – Manage Orders: Schedule search

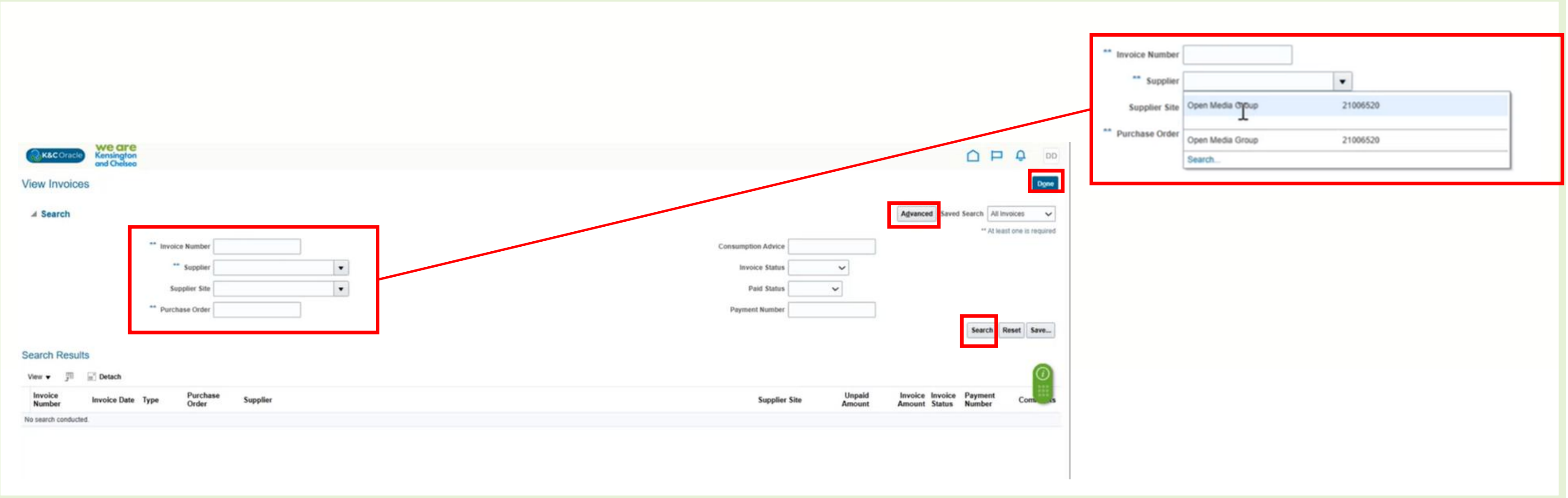
Within Manage Orders you can also choose the tab to search by **Schedules**.
Here as in the Headers area, you can filter your search by **Status**. Click this field to see a drop down here to select from.
Click **Search** to view your results at the bottom of the screen. Click an order in the search results to select and open it.
You can complete an **Advanced** search here if required.
Click **Done** to return to the Supplier Portal Dashboard.



Using the Supplier Portal – Invoices 1

Step 5 - View Invoices

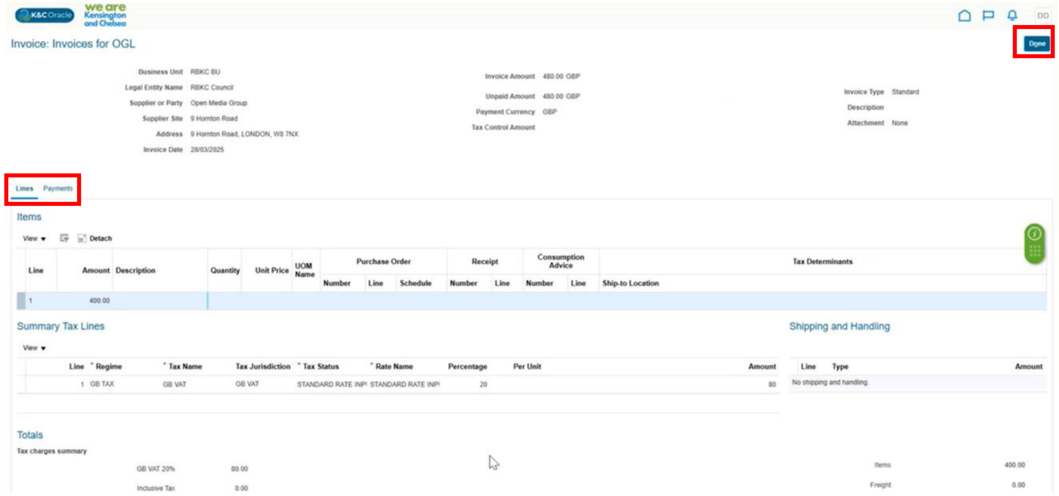
You can select “View invoices” from Task menu on the Supplier Portal dashboard to perform and view your invoices.
You can then search for your invoices. You can search using **Supplier** details. You could also search by **Invoice Number** or **Purchase Order** number.
Click **Search** when done to view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



Using the Supplier Portal – Invoices 2

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.



Using the Supplier Portal - Payments

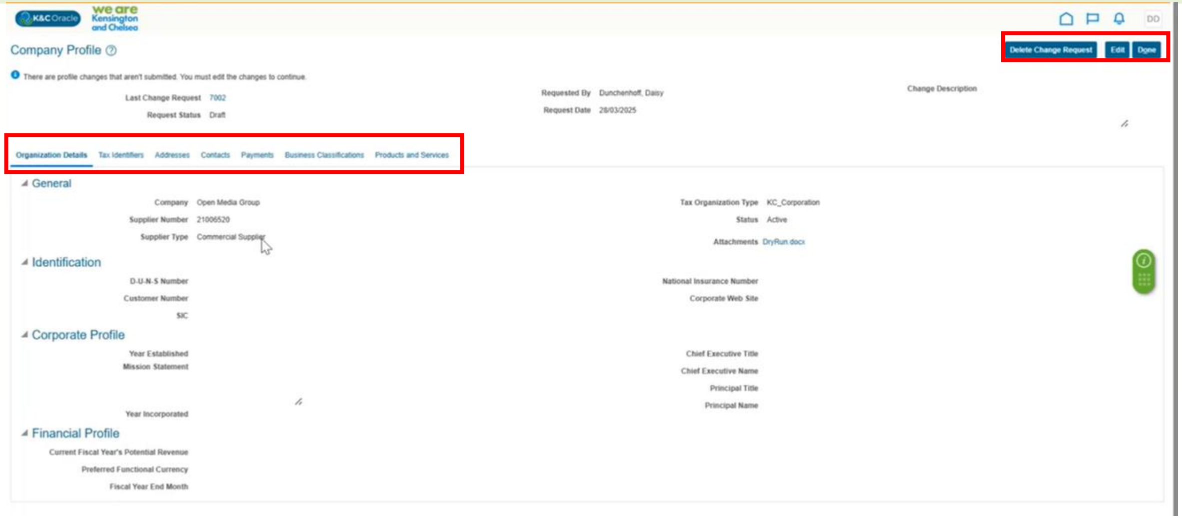
Step 7 - View Payments

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.

Using the Supplier Portal - Profile

Step 8 – Manage your Profile

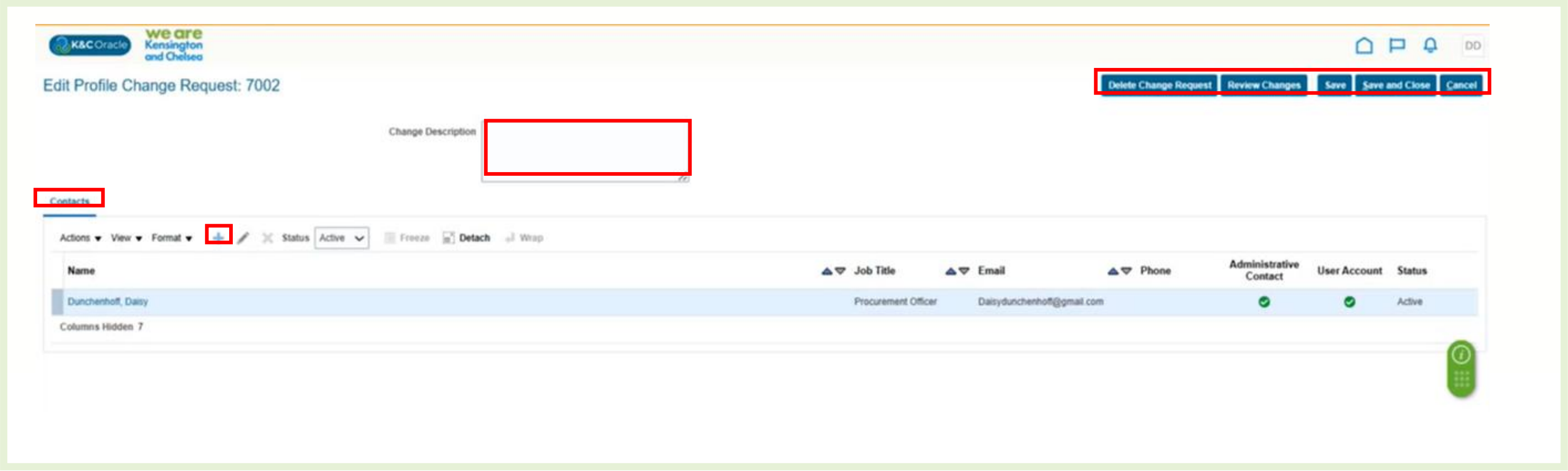
Select “Manage Profile” from Task menu on the Supplier Portal dashboard to view your profile details and make change requests related to it.
The Company Profile area will open up. Select from the tabs to view details. You can make changes within Org details, Address, Contacts, Payments and Business Classifications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



Using the Supplier Portal – Your Details

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.



Using the Supplier Portal – Create Contact

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.