

The RBKC Supplier Portal

A guide for Suppliers



we are
Kensington
and Chelsea

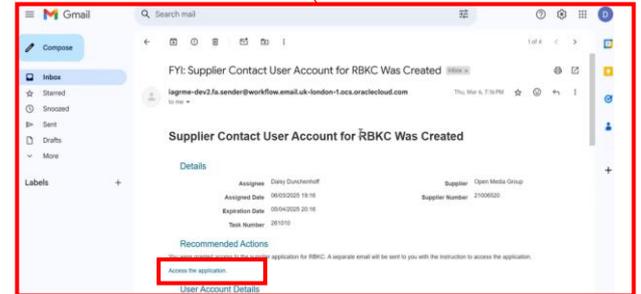
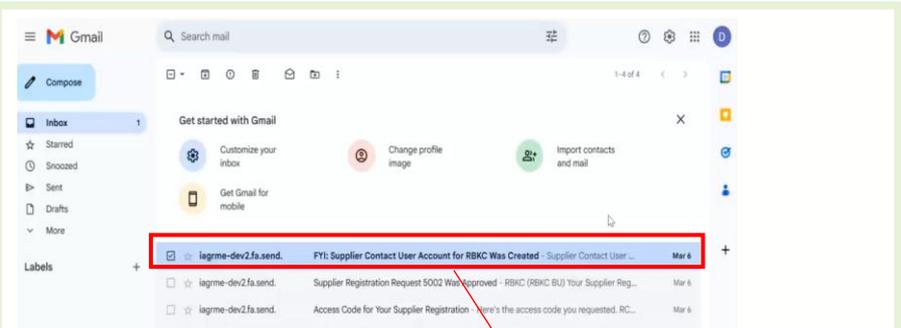
Step 1 – Access

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.



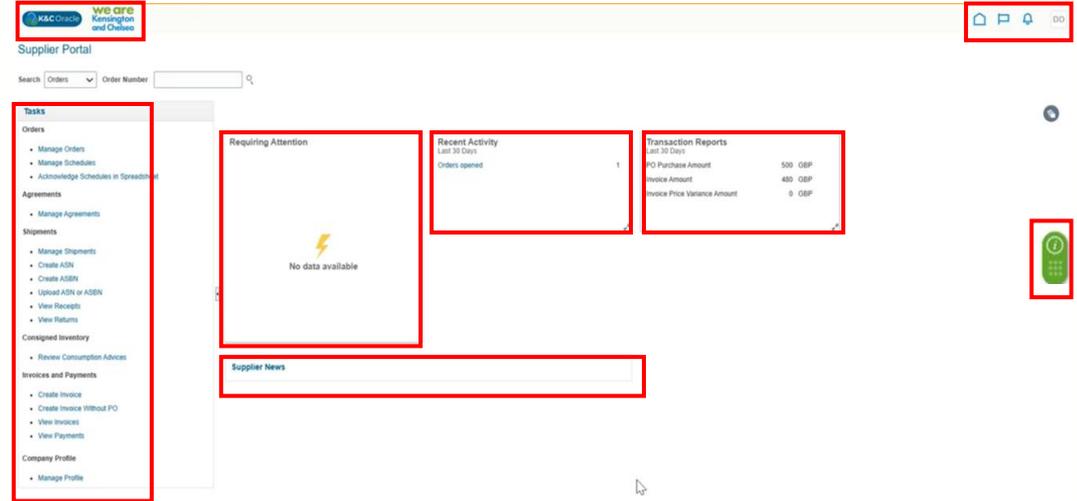
Step 2 – Supplier Portal Dashboard Navigation

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.



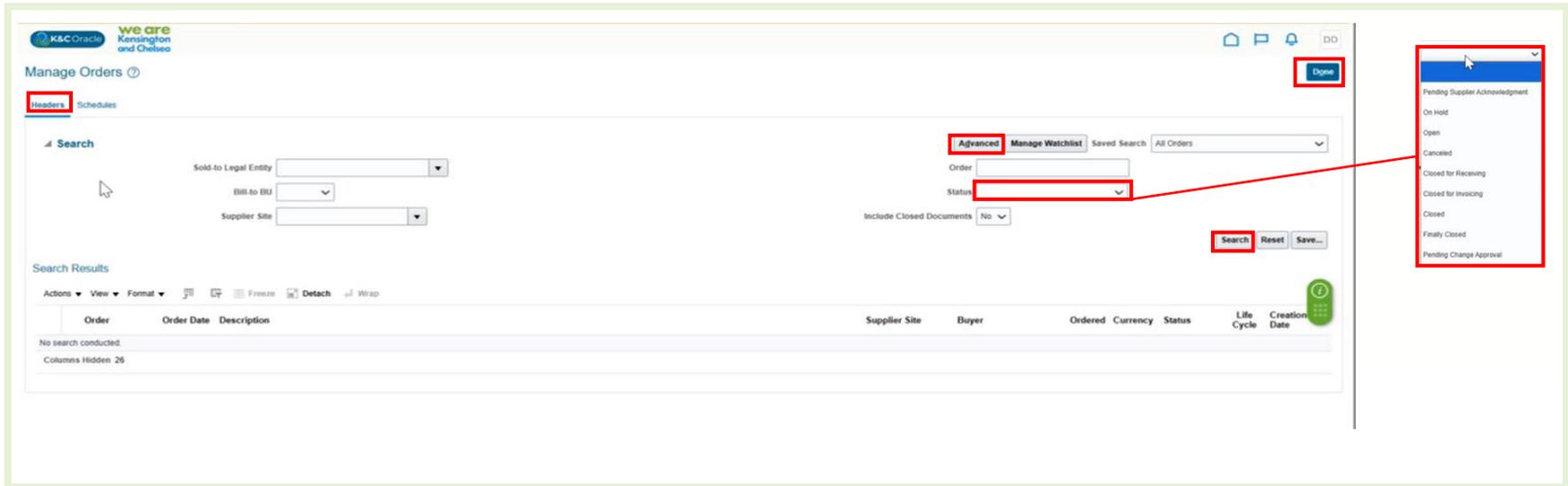
The screenshot shows the Supplier Portal interface with several key elements highlighted by red boxes:

- Top Header:** The K&C Oracle logo and the text "VMS OFFICE Kensington and Chelsea" are highlighted. To the right, icons for Home, Watchlist, Notifications, and User Profile are also highlighted.
- Search Bar:** A search bar with a dropdown menu set to "Orders" and a search button is highlighted.
- Tasks Menu:** A vertical sidebar menu on the left is highlighted, containing sections for Orders, Agreements, Shipments, Consigned Inventory, and Invoices and Payments, each with sub-links.
- Dashboard Widgets:** Three main widgets are highlighted:
 - Requires Attention:** A widget showing a lightning bolt icon and the text "No data available".
 - Recent Activity:** A widget showing "Orders opened" with a count of 1.
 - Transaction Reports:** A widget showing a table of data for the last 30 days.

Transaction Reports		Last 30 Days	
PO Purchase Amount	500 GBP		
Invoice Amount	480 GBP		
Invoice Price Variance Amount	0 GBP		
- Supplier News:** A horizontal bar at the bottom of the dashboard is highlighted.
- Green Widget:** A circular icon with a green arrow and the text "GET HELP" is highlighted on the right side of the screen.

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. At the top left, there are logos for 'K&C Oracle' and 'we are Kensington and Chelsea'. The main heading is 'Manage Orders' with a help icon. Below this, there are two tabs: 'Headers' (selected) and 'Schedules'. A search form is visible with fields for 'Sold to Legal Entity', 'Bill to BU', and 'Supplier Site'. There are also buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search'. A 'Status' dropdown menu is highlighted with a red box, and a red arrow points to a detailed dropdown menu on the right. This menu includes options like 'Pending Supplier Acknowledgment', 'On Hold', 'Open', 'Cancelled', 'Closed for Receiving', 'Closed for Invoicing', 'Closed', 'Finally Closed', and 'Pending Change Approval'. At the bottom right of the search form, there are 'Search', 'Reset', and 'Save...' buttons. A 'Done' button is located in the top right corner of the interface. Below the search form, there is a 'Search Results' section with a table header including 'Order', 'Order Date', 'Description', 'Supplier Site', 'Buyer', 'Ordered', 'Currency', 'Status', 'Life Cycle', and 'Creation Date'. The table currently shows 'No search conducted.' and 'Columns Hidden: 26'.

Step 4 – Manage Orders: Schedule search

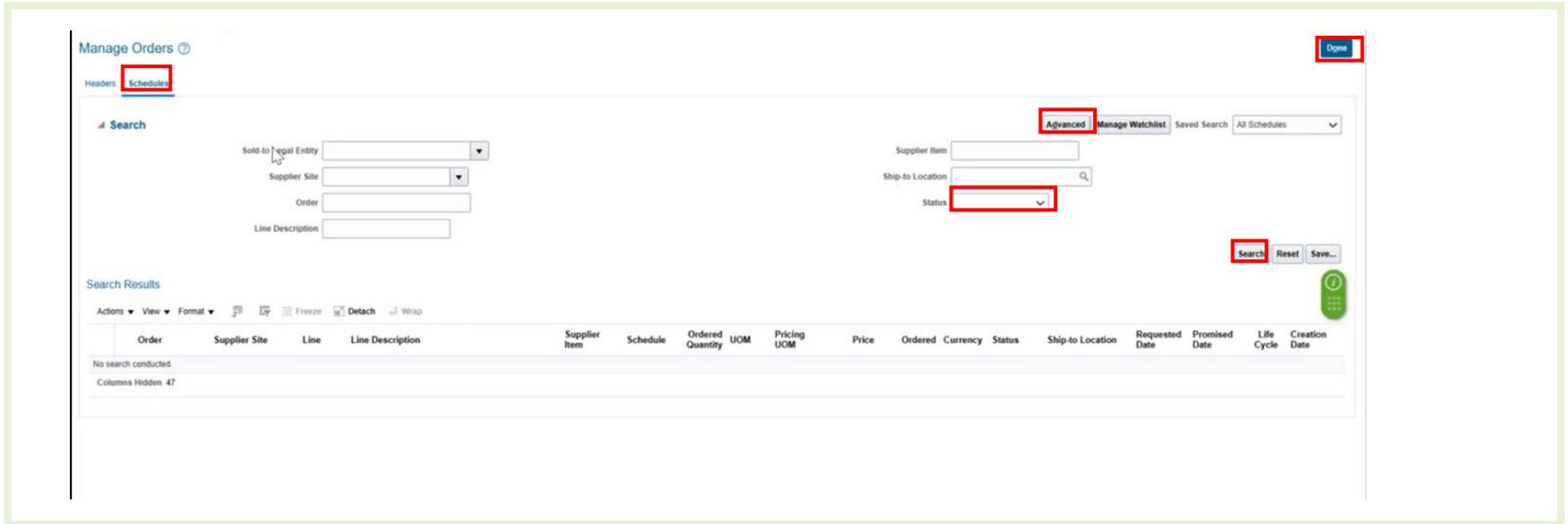
Within Manage Orders you can also choose the tab to search by **Schedules**.

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.



The screenshot shows the 'Manage Orders' interface with the 'Schedules' tab selected. The search filters include 'Sold-to Legal Entity', 'Supplier Site', 'Order', and 'Line Description'. On the right, there are filters for 'Supplier Item', 'Ship-to Location', and 'Status'. The 'Advanced' search option is highlighted. At the bottom right, there are 'Search', 'Reset', and 'Save...' buttons. A 'Done' button is located in the top right corner. The search results section shows a table with columns: 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, and Creation Date. The current state shows 'No search conducted' and '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' search interface. The search form includes the following fields:

- Invoice Number
- Supplier
- Supplier Site
- Purchase Order

Additional search options include:

- Consumption Advice
- Invoice Status
- Paid Status
- Payment Number

Buttons for 'Advanced', 'Search', 'Reset', 'Save...', and 'Done' are visible. The 'Advanced' button is highlighted with a red box. The 'Done' button is also highlighted with a red box. A search results table is shown at the bottom with 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.										

A red box highlights the search form, and another red box highlights a dropdown menu for 'Supplier Site' showing 'Open Media Group' with '21006520'.

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 | Invoice Amount: 400.00 GBP
 Legal Entity Name: RBKC Council | Unpaid Amount: 400.00 GBP
 Supplier or Party: Open Media Group | Payment Currency: GBP
 Supplier Site: 9 Horton Road | Tax Control Amount: | Invoice Type: Standard
 Address: 9 Horton Road, LONDON, W8 7NX | Description: | Attachment: None
 Invoice Date: 29/03/2025

Done

Lines Payments

Items

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

Summary Tax Lines

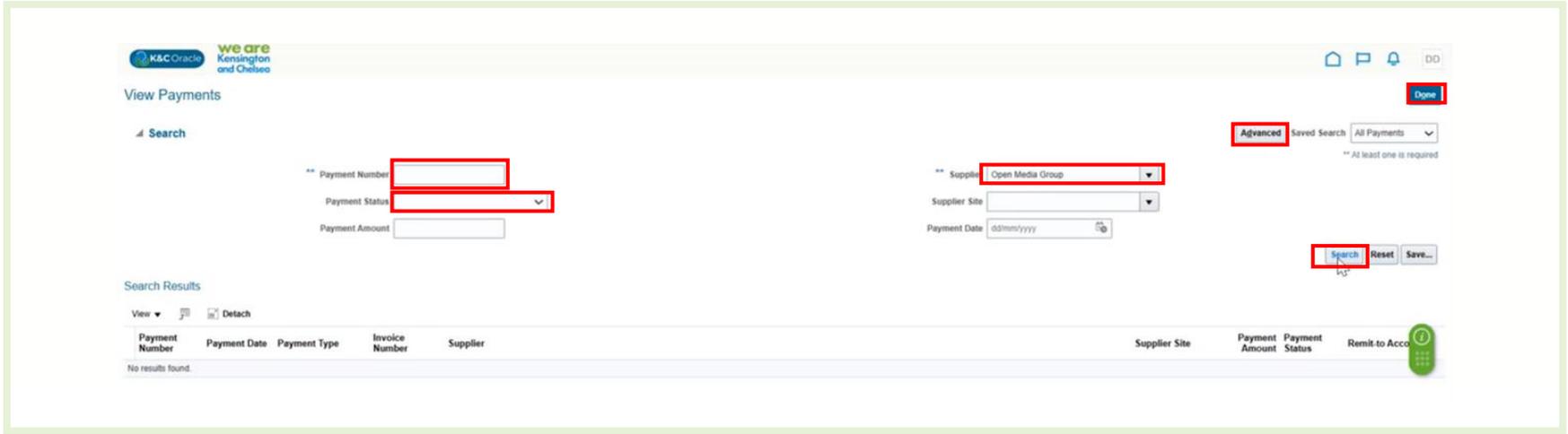
Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
1	GB TAX	GB VAT	GB VAT	STANDARD RATE INP	STANDARD RATE INP	20		80		No shipping and handling	

Totals

Tax charges summary	Rate	Amount	Item	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.



The screenshot displays the 'View Payments' search interface. At the top left, the K&C Oracle and 'we are Kensington and Chelsea' logos are visible. The page title is 'View Payments'. A search bar is present with a search icon. Below the search bar, there are several search filters: 'Payment Number' (text input), 'Payment Status' (dropdown menu), 'Payment Amount' (text input), 'Supplier' (dropdown menu), 'Supplier Site' (dropdown menu), and 'Payment Date' (text input with a calendar icon). A 'Done' button is located at the top right. Below the filters, there are buttons for 'Advanced', 'Saved Search', and 'All Payments'. A note states '** At least one is required'. At the bottom right, there are buttons for 'Search', 'Reset', and 'Save...'. Below the search filters, there is a 'Search Results' section with a table header: 'Payment Number', 'Payment Date', 'Payment Type', 'Invoice Number', 'Supplier', 'Supplier Site', 'Payment Amount', 'Payment Status', and 'Remit to Account'. The table content shows 'No results found'. A green help icon is located at the bottom right of the table.

Step 8 – Manage your Profile

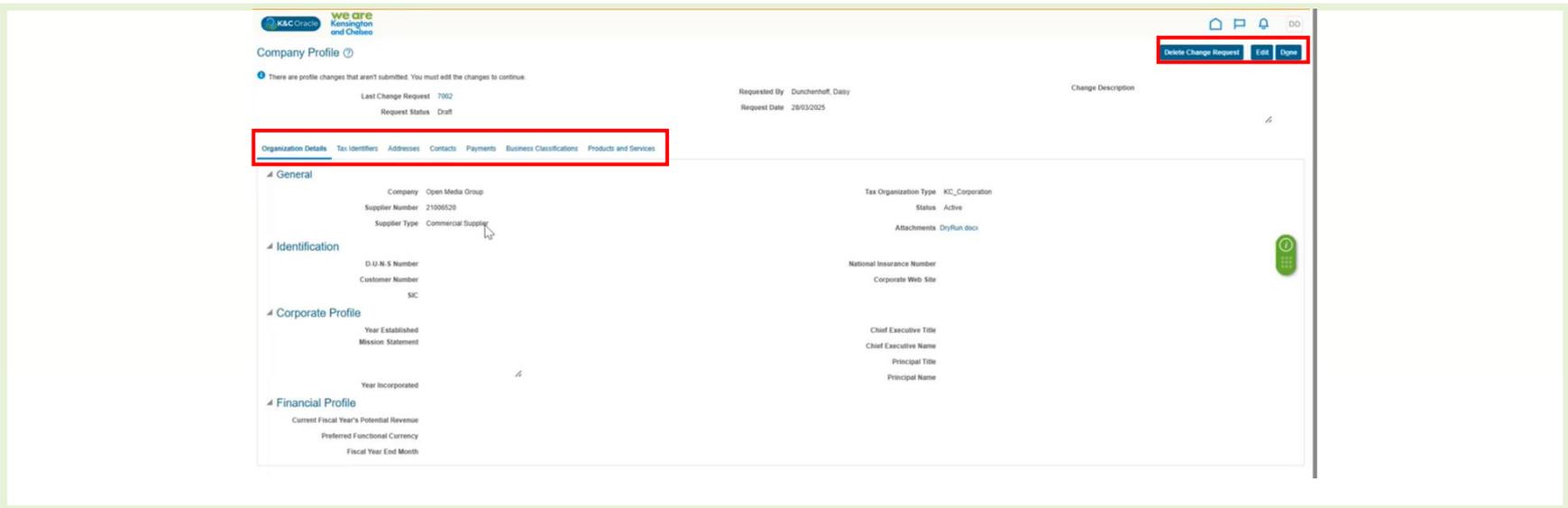
Select “Manage Profile” from Task menu on the Supplier Portal dashboard to view your profile details and make change requests related to it. The Company Profile area will open up. Select from the tabs to view details. You can make changes within Org details, Address, Contacts, Payments and Business Classifications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



Step 9 – Change your details

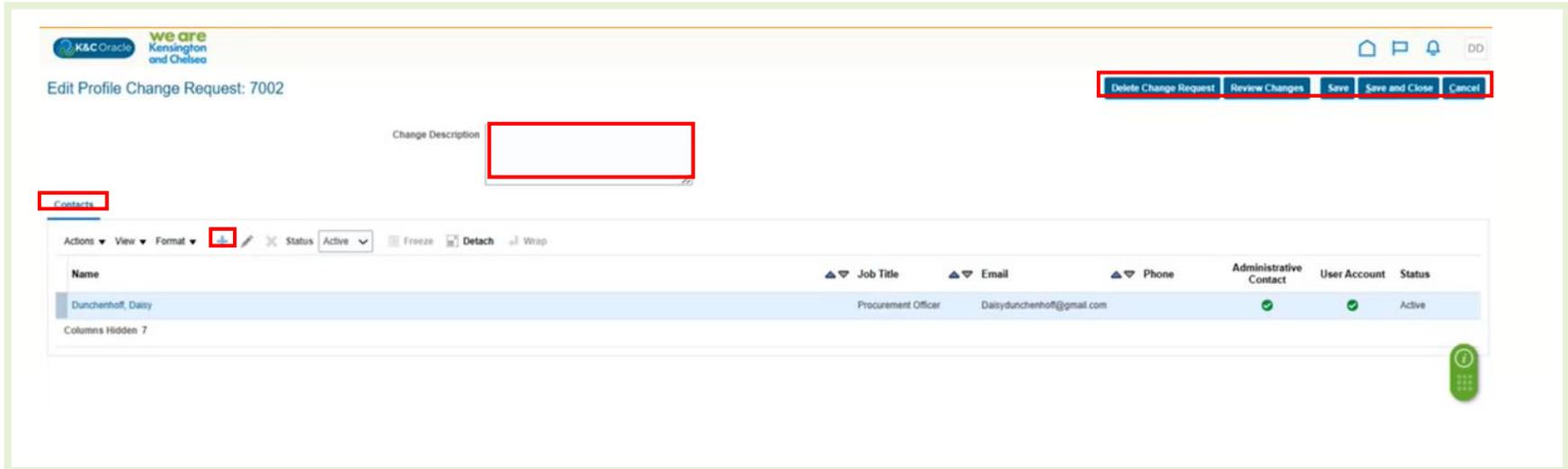
In the example below we have selected Edit from the Company Profile area in the previous step.

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.



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Edit Profile Change Request: 7002

Change Description

Contacts

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

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.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

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