

Quick Guide 2: Login and Navigation

iSupplier Portal

Login and Passwords

- **First time login:** enter your username and temporary password. You will be forced to change the password. Select a secure password using the hints and tips.
- **Future logins:** enter your username (email address at first registration) and your chosen password.
- **Forgotten password or username:** if you forget your username or password, a reminder or reset function is available on the login page.

For further information:

- View the relevant online lesson in the 'Logins and Passwords' folder, or
- View the 'Forgot Username or Password' quick guide.

Navigation

- **Worklist:** list of notifications seen on the Oracle Applications Home Page. Always view and acknowledge or respond to notifications (some for information only, others require action).
- **Notifications:** this is the same as the Worklist, but is displayed on the iSupplier Portal Home page.
- **Home Tab:** summary of recent notifications and orders and a link to orders, shipments and invoices.

- **Orders Tab:** lists all purchase orders raised in Oracle and allows you to acknowledge an order (if required), request a change or cancellation to the order, or view the history of any changes.
- **Shipments Tab:** view all outstanding deliveries by date, location etc.
- **Finance Tab:** raise an invoice, or view invoice and payment details, including reasons payment not yet made and date payment due.
- **Admin Tab:** view and update organisation information, including address, contacts and bank details.
- **Search:** use the simple or advanced searches available on each tab or link. Enter the full or partial information into the relevant field. Where you only have part of the information available, identify where the missing information is by using %.
- **Quick links:** use the links underlined in blue to access further information or screens.
- **Action Dropdown List:** click on the arrow to select an action and then click Go.
- **Export into an Excel document:** click the export button;
 - Rename the file and save in an appropriate folder;
 - Click 'Open Folder';
 - Right click the text document and select 'Open With Microsoft Excel'.

If you need further assistance please email the following address with your query:

isupplierqueries@lancashire.gov.uk.