

# Oracle Supplier Portal

## Logging on for the First Time

### Document History:

| Date     | Author | Change/s to user guide |
|----------|--------|------------------------|
| 24/11/20 | Daniel | Original               |
| 07/12/20 | Daniel | Supplier News added    |

# 1. Before You Log On

## 1.1: Internet Browser

We recommend using either **Mozilla Firefox** or **Google Chrome** to access the **Oracle Supplier Portal**:

- **Mozilla Firefox** [download page](#)
- **Google Chrome** [download page](#)

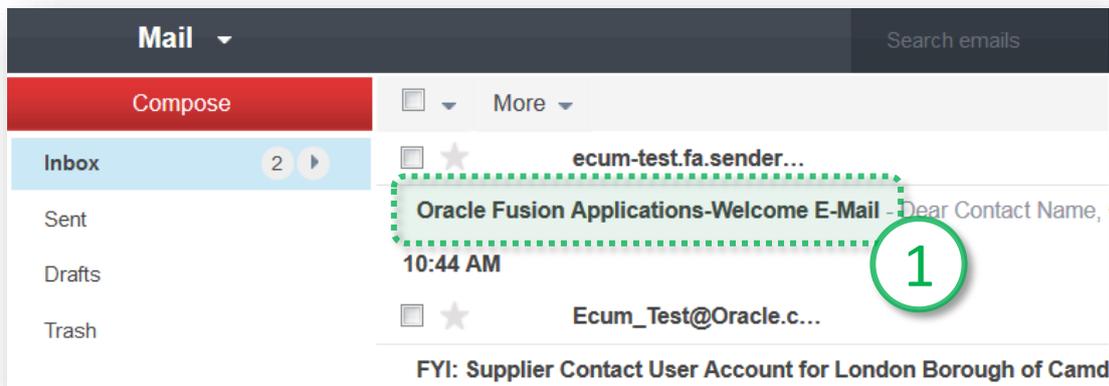
## 1.2: Pop-Up Windows

Enabling pop-up windows will improve your experience. Use the links below to learn how:

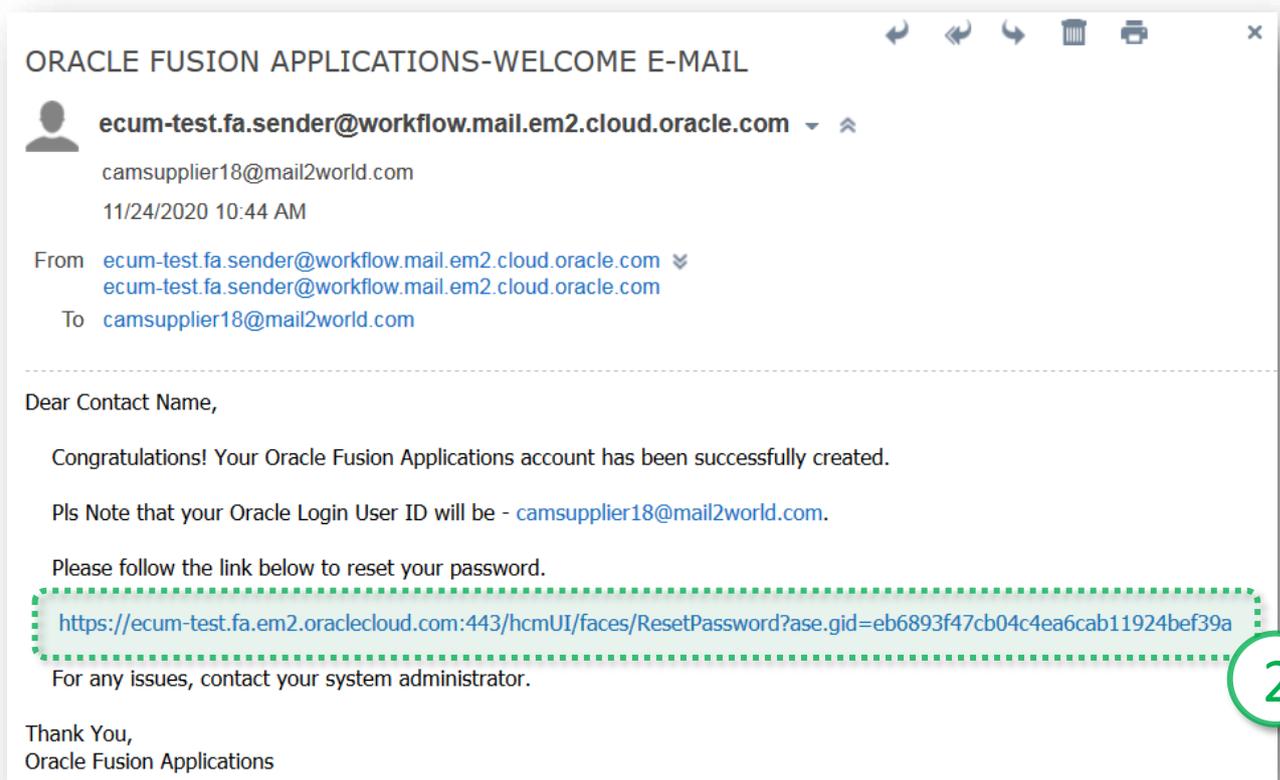
- **Mozilla Firefox** [how to enable pop-up windows](#)
- **Google Chrome** [how to enable pop-up windows](#)

## 2. Logging on for the First Time

### 2.1: Welcome Email



1. You will receive two emails from the London Borough of Camden. Open the email titled: **Oracle Fusion Applications-Welcome E-Mail**. The content of the email will look similar to this:

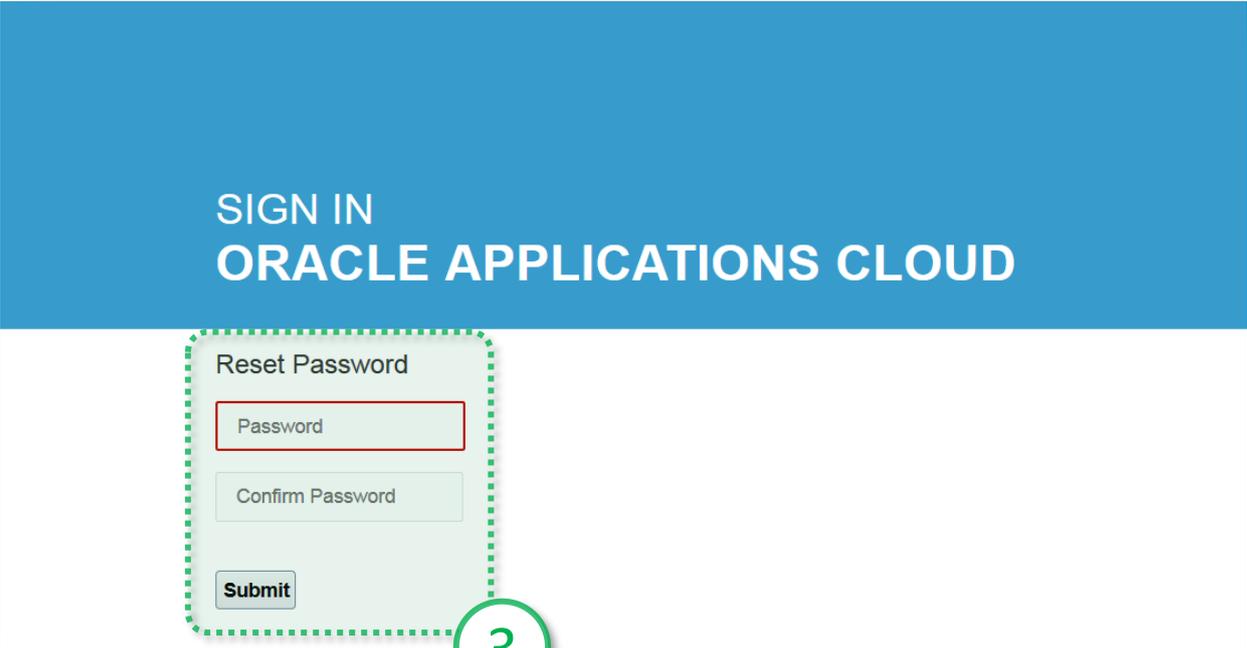


2. Click the hyperlink in the body-text of the email

**WARNING! The link expires after 120 Hours (5 days). If your link has expired go to [Page 9](#)**

## 2.2: Oracle Applications Cloud, Reset Password

The **Reset Password** page is displayed:



SIGN IN  
ORACLE APPLICATIONS CLOUD

Reset Password

Password

Confirm Password

Submit

3

3. Before you can login for the first time you must reset your Password:

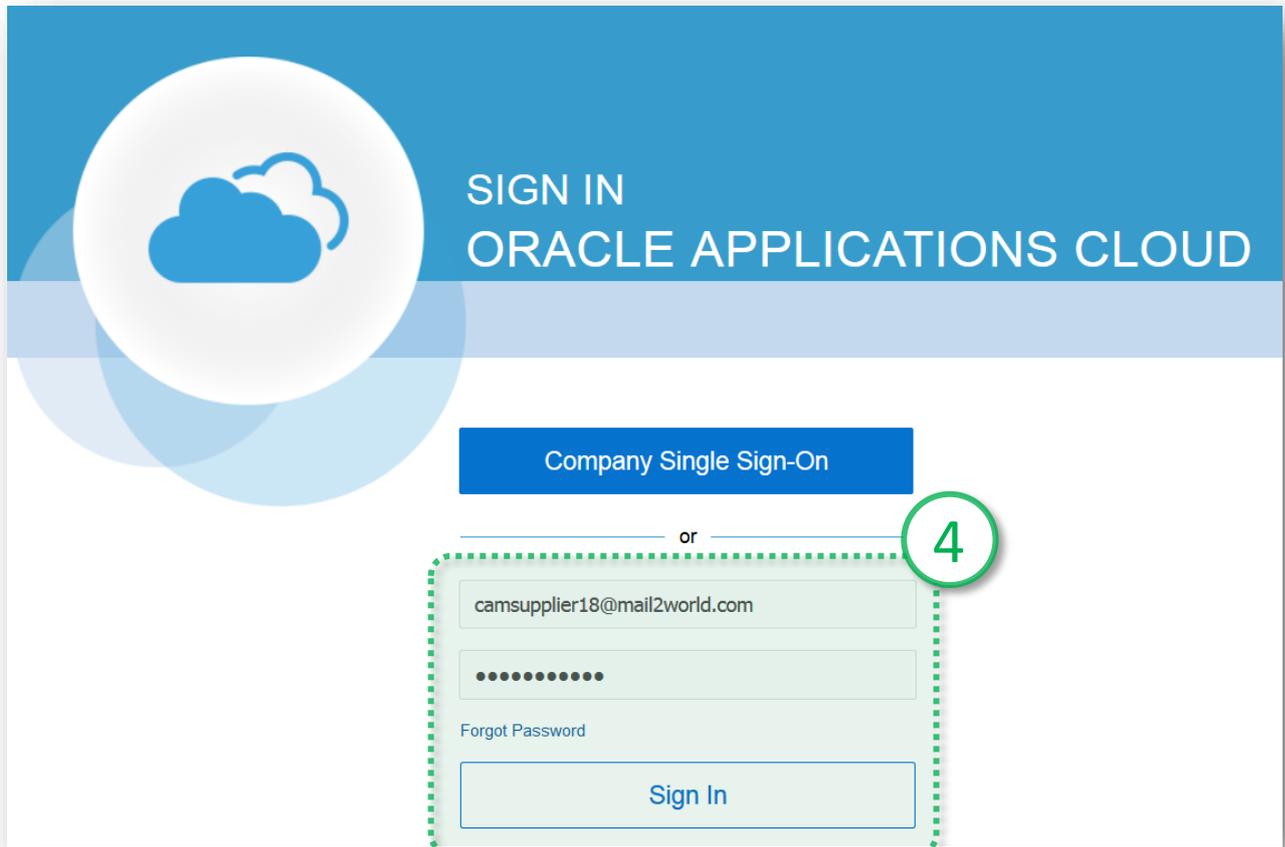
- **Password** field, type a new password
- **Confirm Password** field, retype password
- **Submit** button, click

## 2.3: Oracle Applications Cloud, Sign In

The **Sign In** page is displayed (see below).

This is the internet portal you will use for all future access. We recommend adding the following URL to your Internet Browser's Bookmarks or Favourites:

<https://ecum.login.em2.oraclecloud.com/>

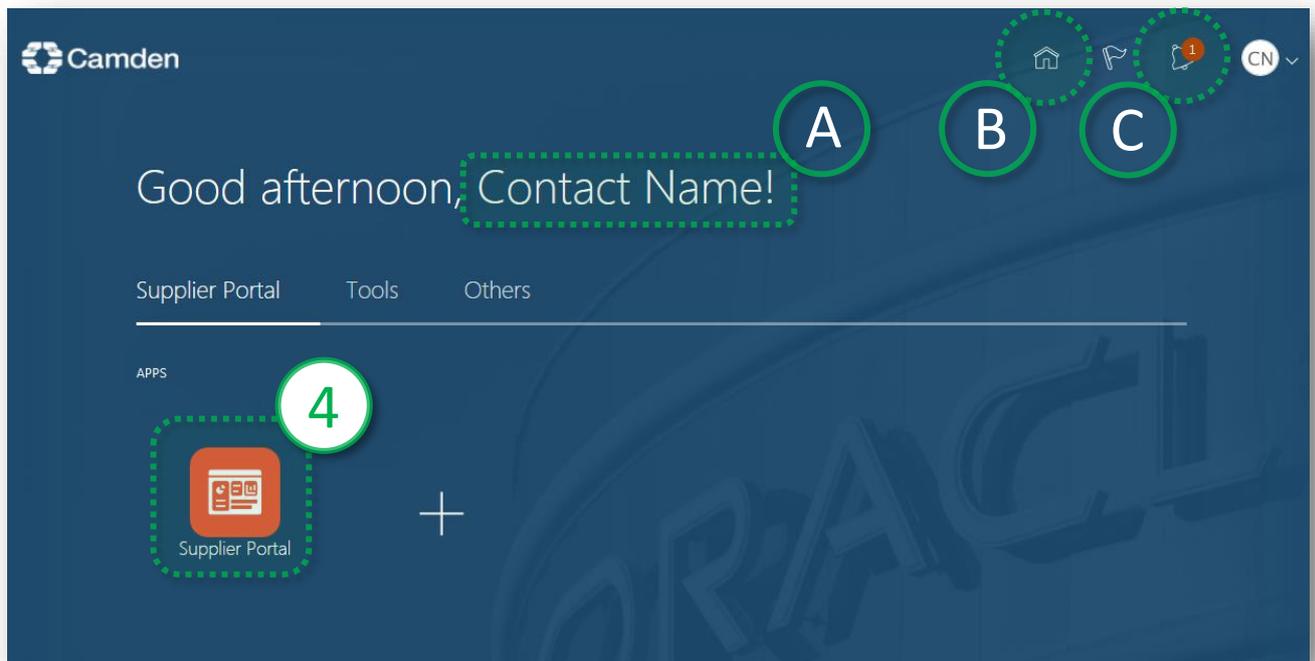


4. The following actions will be identical every time you **Sign In** in future:

- **User ID** field, type the email address that received the **Welcome Email**
- **Password** field, retype password
- **Sign In** button, click

## 2.4: Oracle Supplier Portal Homepage

The **Oracle Supplier Portal Homepage** is displayed:



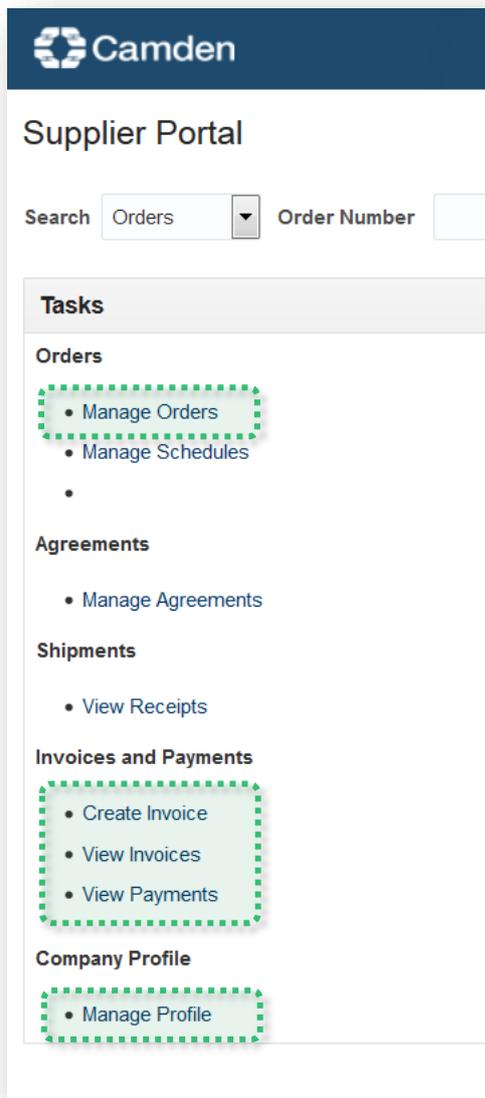
For Information:

- A. Your name will display here
- B. Clicking the **Home** icon, will return you to this page
- C. Clicking the **Bell** icon, will display your notifications

- 4. **Supplier Portal** icon, click to access your Supplier Account

## 2.5: Tasks List

The **Tasks** list is displayed on the right of the screen:



Key:

| Caption               | Description  |
|-----------------------|--|
| <b>Manage Orders</b>  | View Purchase Orders   |
| <b>Create Invoice</b> | Only Available to <b>Internet Supplier Portal (ISP)</b> Suppliers    |
| <b>View Invoices</b>  | View Invoices  |
| <b>View Payments</b>  | View Remittance Advice   |
| <b>Manage Profile</b> | View and Maintain Bank Account, Contact Emails, Trading Name, etc... |

## 2.6 Supplier News

Stay on the same page. Scroll to the bottom of the screen to view the **Supplier News** section, where we post the latest support information:

The screenshot displays the Supplier Portal interface. On the left is a 'Tasks' sidebar with categories: Orders (Manage Orders, Manage Schedules), Agreements (Manage Agreements), Shipments (View Receipts), Invoices and Payments (View Invoices, View Payments), and Company Profile (Manage Profile). The main content area features a 'Requiring Attention' donut chart with a total of 4 items (2 Schedules Overdue or Due Today, 2 Invoices Overdue). To the right are 'Recent Activity' (Last 30 Days, Orders opened) and 'Transaction Reports' (Last 30 Days, PO Purchase Amount 20). At the bottom, the 'Supplier News' section is highlighted with a green dashed border and contains the following text:

**Supplier News**

User guides and videos: <https://www.camden.gov.uk/getting-paid-by-camden>

If you need assistance with one of the options in the **Tasks** menu to the left of this screen, please call:

**0207 974 6066 (option 1)** for help with:

- **Manage Profile** – create additional Supplier Portal logins for your organisation, and update your bank account and contact information

**0207 974 6066 (option 2)** for help with:

- **Create Invoice** – available to **Internet Supplier Portal [ISP]** suppliers
- **View Payments** – view Remittance Advice
- **Manage Orders** – view Purchase Orders and their balances

PLEASE NOTE: it is the supplier's responsibility to keep their login and password information secure. This includes the logins of former employees

## 2.7: Additional Support

Please refer to our support pages for Invoicing and Account Maintenance guides:

[www.camden.gov.uk/getting-paid-by-camden](https://www.camden.gov.uk/getting-paid-by-camden)

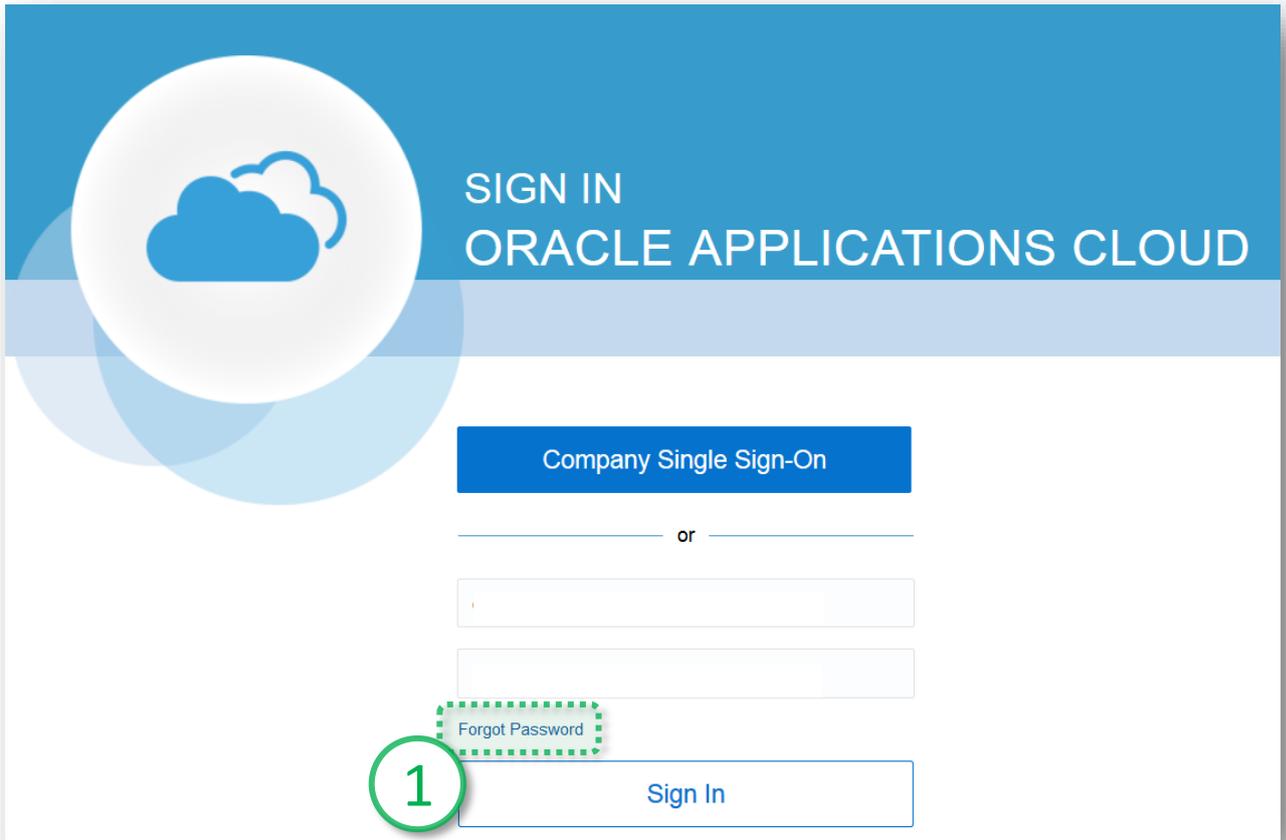
### 3. How to Reset Your Password

#### 3.1: Oracle Applications Cloud, Sign In

Follow the link below:

<https://ecum.login.em2.oraclecloud.com/>

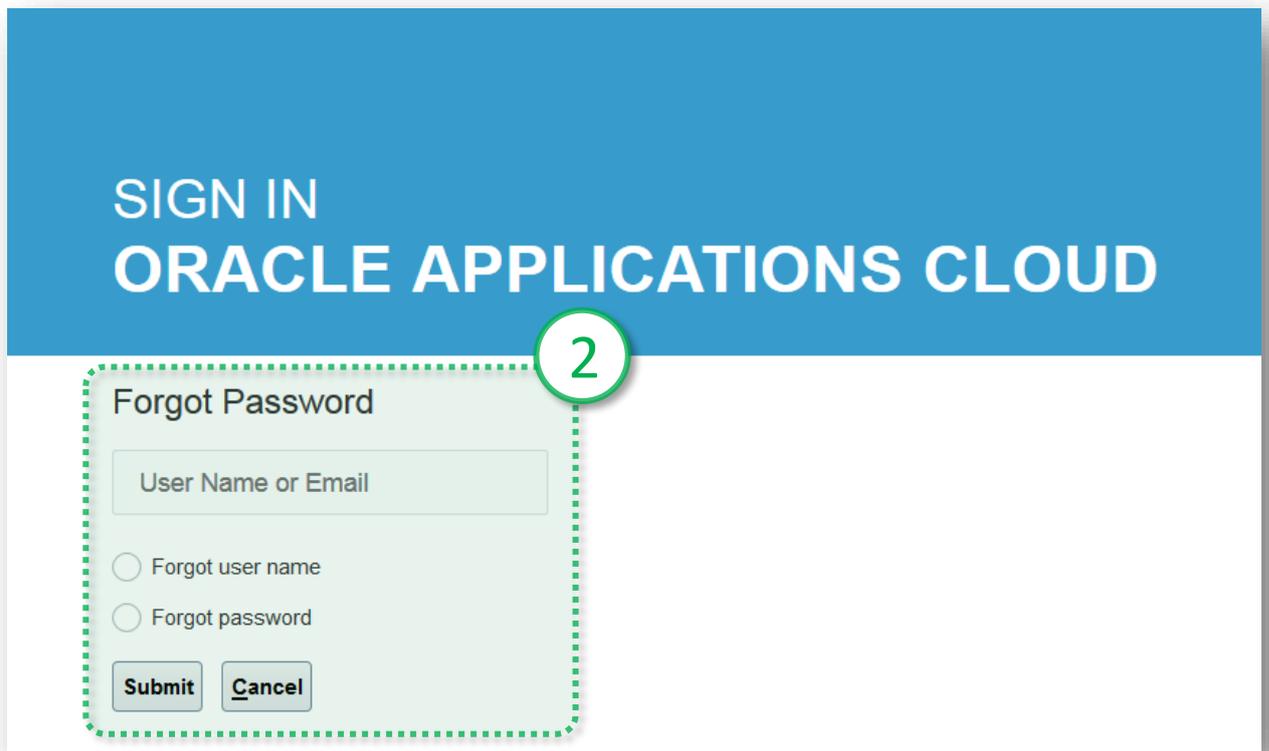
The **Sign In** page is displayed:



1. **Forgot Password** hyperlink, click

## 3.2: Forgot Password Screen

**Forgot Password** screen displayed:



**SIGN IN**  
**ORACLE APPLICATIONS CLOUD**

**Forgot Password**

User Name or Email

Forgot user name

Forgot password

**Submit** **Cancel**

2. Update the fields as follows:

- **User Name or Email** field, type the email address that received the **Welcome Email**
- **Forgot password** radio button, click
- **Submit** button, click

You will receive a new logon email. Go to step **2.1** (Page 3)