Bank of England

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Supplier Portal – Supplier Onboarding Reference Document – June 26

Purpose: This document is intended to provide the reader with a high-level overview of the Banks Supplier Portal registration process.

Audience: BOE Supplier Administrators and Supplier Representatives.

1. Welcome to the Supplier Portal

The Oracle Fusion Supplier Portal allows you to:

- Receive and acknowledge purchase orders
- View purchase orders and track payments
- Participate in sourcing events (RFQs/RFIs)
- Maintain your company profile and compliance documents

Supplier access and information is protected with Two-Factor Authentication (2FA) to ensure secure transactions.

2. Registration, Login & Two-Factor Authentication

Step 1 - Receive Invitation Email - Once you have requested to be a registered supplier, you'll receive an invitation email, the email includes a registration link that takes you to the Supplier Portal login page.

- What you will See: An email titled "Supplier Registration Invitation". The email body includes a registration link labelled "Click here to register your company".

Step 2 - Complete Supplier Registration - Click the link to open the registration form and enter your company details.

- What you will See: Supplier Registration page with fields for Company Name, Tax ID, Address, Contact Details, and a "Next" button.

Step 3 - Create Your User Account - After submitting company details, you will be prompted to create your login credentials.

- What you will See: User Account Creation page with fields for Username, Password, Confirm Password, and Security Questions.

Step 4 - Set Up Two-Factor Authentication (2FA) (Mobile device required) - After creating your account, you will be required to set up 2FA. This adds an extra layer of security. You will be asked to download the Oracle Authenticator App, once downloaded, scan the displayed barcode to add the account.
What you will See: A "Set Up Two-Factor Authentication" page

Step 5 - Log In Using 2FA - When you log in for the first time, Enter your username and password and the 2FA code generated by your authenticator app

- What you will See: Login page showing Username and Password fields, followed by a second screen prompting "Enter your verification code" with a text box for the 6-digit code.

3. Two-Factor Authentication (2FA) – Ongoing Use

You will be prompted for 2FA when:

- Logging in
- Logging in from a new device
- Your session expires
- You reset your password

- What you will See: A verification prompt showing “Enter the 6-digit code from your authenticator app” with a countdown timer.

After login and 2FA verification, the Supplier Portal homepage will be displayed.

4. Updating Your Company Profile

Step 1 - Open Company Profile - Go to Supplier Portal → Company Profile.
- What you will See: Company Profile page with tabs for Addresses, Contacts, Products & Services, Bank Accounts, and Attachments.

Step 2 - Edit Company Information - Click Edit to update your details.
- What you will See: Editable fields highlighted with pencil icons next to Address, Contact, and Tax Information sections.

Step 3 - Upload Compliance Documents - Navigate to the Attachments tab.
- What you will See: Attachments page with an “Add Attachment” button and a list of uploaded documents.

5. Understanding Supplier Status

When you first register, your company is classified as a Prospective Supplier. You become Spend Authorised only after the Bank has completed specific compliancy reviews.

Supplier Status as a **Prospective** Supplier – Status after initial registration
- You can:
  - Log in to the Supplier Portal
  - Update your company profile
  - Upload compliance documents
  - Participate in sourcing events (RFQ/RFIs/Tenders)
- You cannot:
  - Receive purchase orders
  - Submit invoices
  - Receive payments

Supplier Status as **Spend Authorised** Supplier – promoted status after full compliancy approval
- In addition to what you can do as a prospective supplier you can also:
  - Receive and acknowledge purchase orders
  - Submit invoices (by email not via the Supplier Portal)

- View Invoices
- Create ASNs
- Receive payments

6. Steps to Move from Prospective → Spend Authorized

Step 1 - Complete Your Company Profile - Go to Supplier Portal → Company Profile and fill in all required sections.

- What you will See: Company Profile page with tabs for Addresses, Contacts, Products & Services, Bank Accounts, and Attachments.

Step 2 - Upload Required Documents, examples are

- Tax certificates
- Insurance certificates
- Banking details
- Other compliance or regulatory documents as requested

- What you will See: Attachments tab showing an “Add Attachment” button and a list of uploaded files.

Step 3 - Submit Profile for Review - Once complete, your profile is automatically routed to the Bank for approval.

- What you will See: A banner reading “Your profile updates have been submitted for approval”.

Step 4 - Bank Performs Due Diligence

- The Bank will:
  - Check and validate your company information
  - Review compliance documents
  - Approve or request additional information
- You may receive emails requesting clarification or additional documents.

Step 5 - Supplier Status Updated to Spend Authorised - Once approved, your status changes to Spend Authorised.

- What you will See: Supplier Profile Summary showing “Status: Spend Authorised” in green text and additional tiles.
  - You will now be able to:
  - Receive purchase orders
  - Submit invoices
  - Participate fully in procurement activities

7. Viewing & Managing Purchase Orders

Step 1 - Access Purchase Orders - Go to Orders from the homepage.

- What you will See: Orders page listing POs in a table with columns for PO Number, Status, Buyer, Amount, and Order Date.

Step 2 - Open a Purchase Order - Click a PO number to view details.

- What you will See: PO detail page showing line items, quantities, pricing, delivery dates, and attachments.

Step 3 - Acknowledge or Request Changes - Use the Acknowledge or Request Change buttons.

- What you will See: Buttons labelled “Acknowledge” and “Request Change” at the top of the PO page.

8. Creating an Advance Shipment Notice (ASN)

Step 1 - Open the PO - Navigate to the PO you are shipping.

Step 2 - Click “Create ASN” - This opens the shipment form.

- What you will See: ASN creation page with fields for Shipment Number, Carrier, Tracking Number, and a table for entering shipped quantities.

Step 3 - Submit ASN - Review and click Submit.

- What you will See: A confirmation banner reading “ASN successfully created”

9. Participating in Sourcing Events

Step 1 - Access Sourcing - Go to Supplier Portal → Sourcing.

- What you will See: Sourcing dashboard showing a list of open negotiations with columns for Event Name, Type, Close Date, and Status.

Step 2 - Open Event - Click the event name to view details.

- What you will See: Event overview page with tabs for Requirements, Lines, Attachments, and Messages.

Step 3 - Submit Bid - Enter pricing, upload documents, and click Submit.

- What you will See: Bid submission page with editable price fields and an “Upload Attachment” button.

10. Troubleshooting & Support

Common Issues

- Cannot log in: Check password and 2FA code
- Not receiving 2FA codes:
- Check mobile signal
- Check email spam folder
- Ensure authenticator app is synced
- Cannot see POs: Your profile may still be under review
- Invoice on hold: Check for quantity or price mismatches

For Support, Contact Supplier Management Team

11. Oracle Fusion Supplier Portal – Quick Reference Guide

Access & Login	• You will receive an invitation email with a registration link. • Create your user account and log in using your credentials. • If you forget your password, use Forgot Password on the login page. • If you cannot log in, check with your Supplier Administrator or the buying organisation.
Managing Your Company Profile	Go to Supplier Portal → Company Profile to update: • Addresses • Contacts • Products & services • Compliance documents Most updates will require approval by the Bank.
Viewing & Managing Purchase Orders	Navigate to Orders to view all POs. Open a PO to: • Review details and attachments • Acknowledge a PO (if required to do so) • Submit a Change Request
Shipments & Delivery	• Create an ASN (Advance Shipment Notice) from the PO to confirm shipment. • Enter shipment details and upload documents if needed. • Partial shipments are supported.
Invoicing & Payments	Go to Invoices: • Check invoice and payment status under Manage Invoices. • Common invoice holds include; Quantity mismatch; Price mismatch; Missing receipt
Sourcing Events (RFQs, RFIs, Auctions)	Access events via Supplier Portal → Sourcing. • Review requirements, submit bids, and upload documents. • You can revise bids while the event is open. • Award notifications are sent via email or portal alerts.
Attachments	• Upload documents in: • Company Profile • Purchase Orders • Invoices • Sourcing responses Supported formats typically include PDF, Word, Excel, and images.
Troubleshooting	• Can't see POs or invoices? Your user role may not have access, or your profile may be pending approval. • Not receiving emails? Check spam/junk folders and verify your email address in your user profile. • Need help? Contact the Supplier Management Team.