

Updating your Supplier Details on Fusion

Quick reference guide

Content	Page
Navigation	2
Navigating to Supplier Profile	3
Creating your Change Request	5
Changing your Bank Details	6
Finalising Changes and Submitting	10



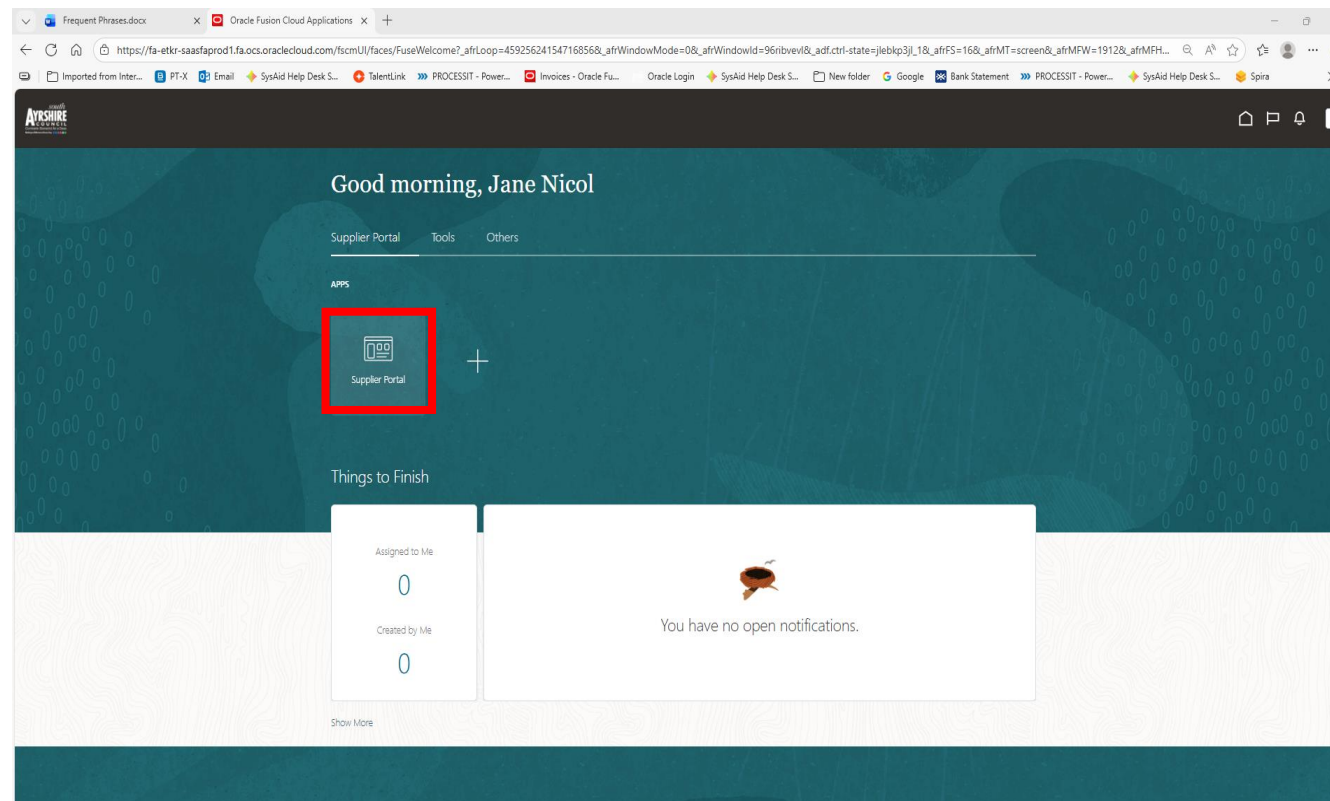
Version 1
February 2026

Note

This guide documents the procedure for updating your details on the Supplier Portal on Oracle Fusion.

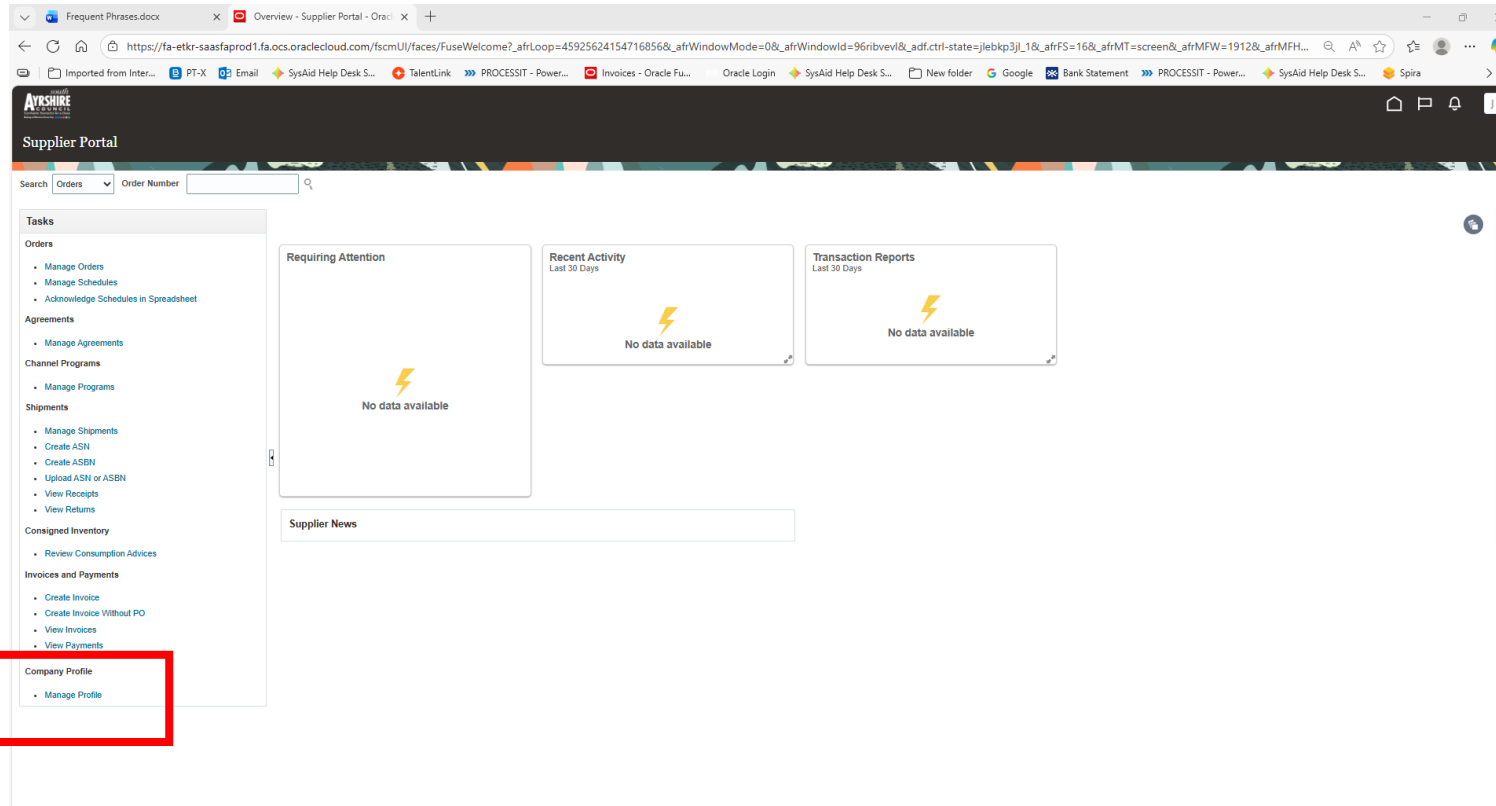
Step 1

Log into the Supplier Portal and you will be taken to the home page as shown below. Select the 'Supplier Portal' tile as highlighted in red.



Step 2

Select the 'Manage Profile' option highlighted below.



The screenshot displays the Supplier Portal interface. The left-hand navigation menu is visible, with the 'Company Profile' section highlighted by a red box. Within this section, the 'Manage Profile' option is also highlighted. The main content area shows three cards: 'Requiring Attention', 'Recent Activity', and 'Transaction Reports', all displaying 'No data available' with a lightning bolt icon. Below these cards is a 'Supplier News' section.

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advisices
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Company Profile
 - Manage Profile

Requiring Attention
Last 30 Days
No data available

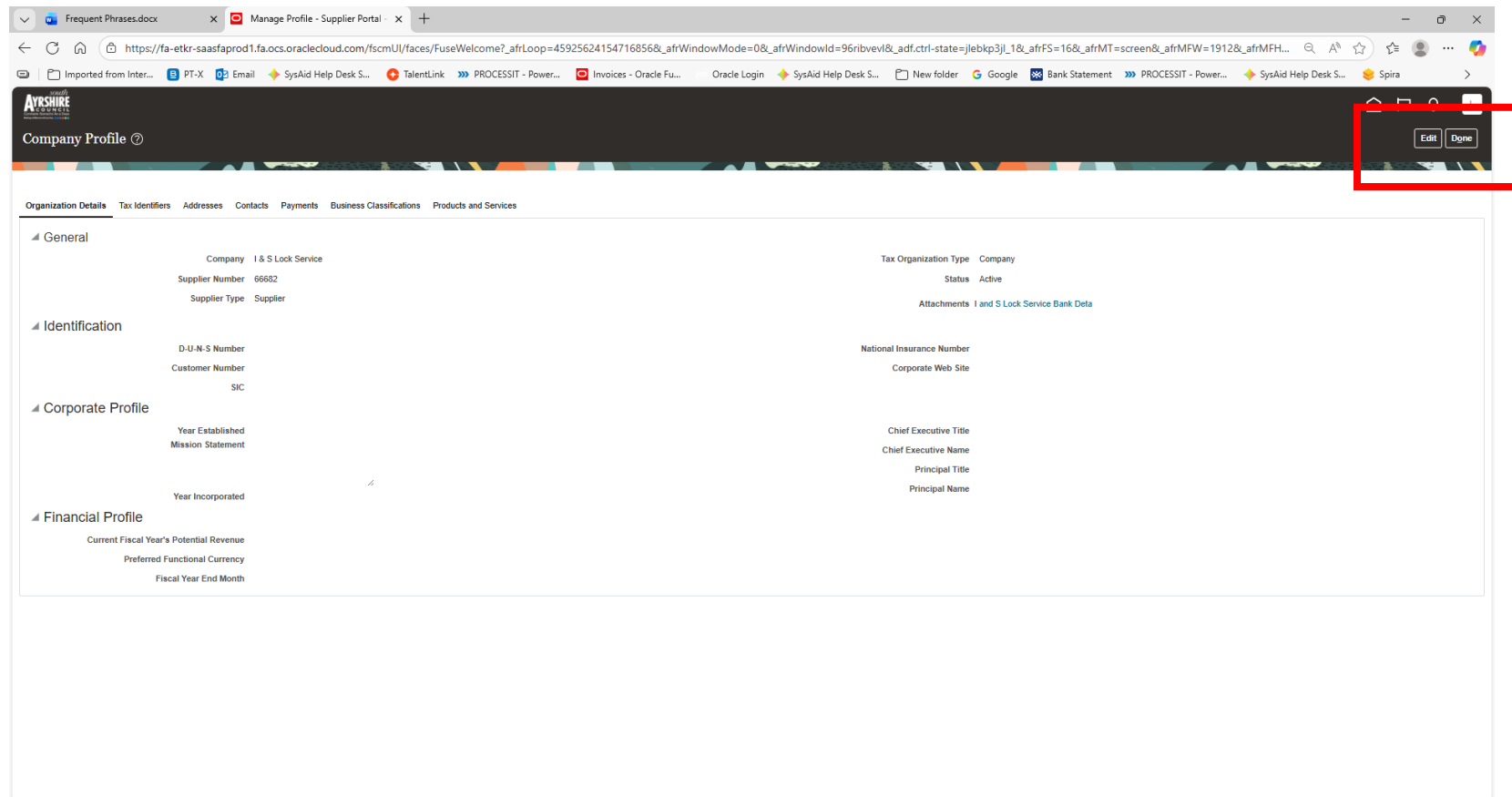
Recent Activity
Last 30 Days
No data available

Transaction Reports
Last 30 Days
No data available

Supplier News

Step 3

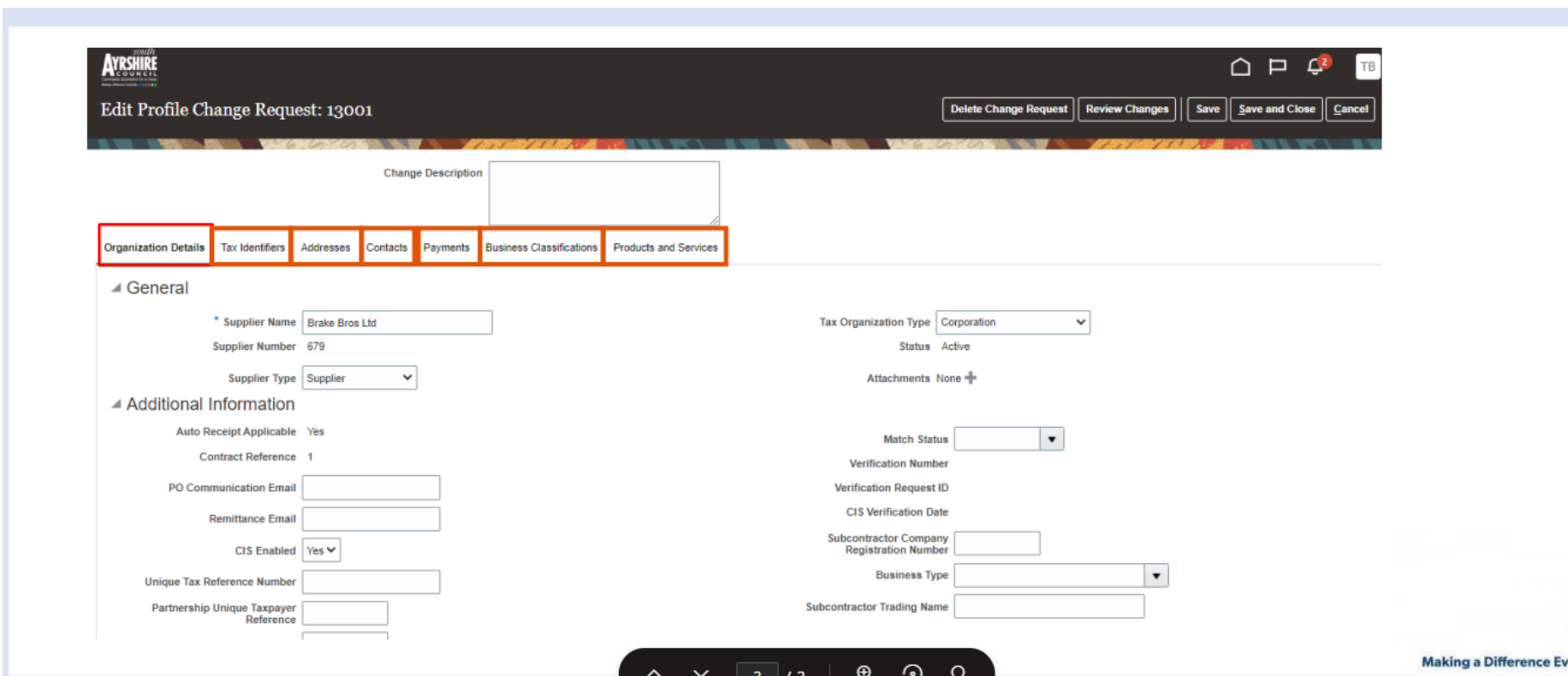
You will be taken to the Company Profile page. From here, click the 'Edit' button at the top right corner. A change in profile will create a Change Request. Click on 'Yes' to continue and a Change Request will be created.



The screenshot shows a web browser window displaying the 'Company Profile' page in the Oracle Supplier Portal. The browser's address bar shows the URL: https://fa-etkr-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_afLoop=45925624154716856&_afWindowMode=0&_afWindowId=96ribvevl&_adf.ctrl-state=jleb3j1_1&_afFS=16&_afMT=screen&_afMPW=1912&_afMFH.... The page title is 'Company Profile'. A red box highlights the 'Edit' and 'Done' buttons in the top right corner of the page header. The main content area is divided into sections: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'General' section is expanded, showing details for 'Company I & S Lock Service' with a 'Supplier Number' of 66682 and 'Supplier Type' of 'Supplier'. Other sections include 'Identification', 'Corporate Profile', and 'Financial Profile'.

Step 4

Select the tab relevant to what information you wish to change. For example, 'Address' tab to change address and 'Payments' tab to amend bank details.



Step 5

If your Change Request relates to a change in bank details, select the 'Payments' tab and then select 'Bank Accounts', both highlighted below.

Change Description

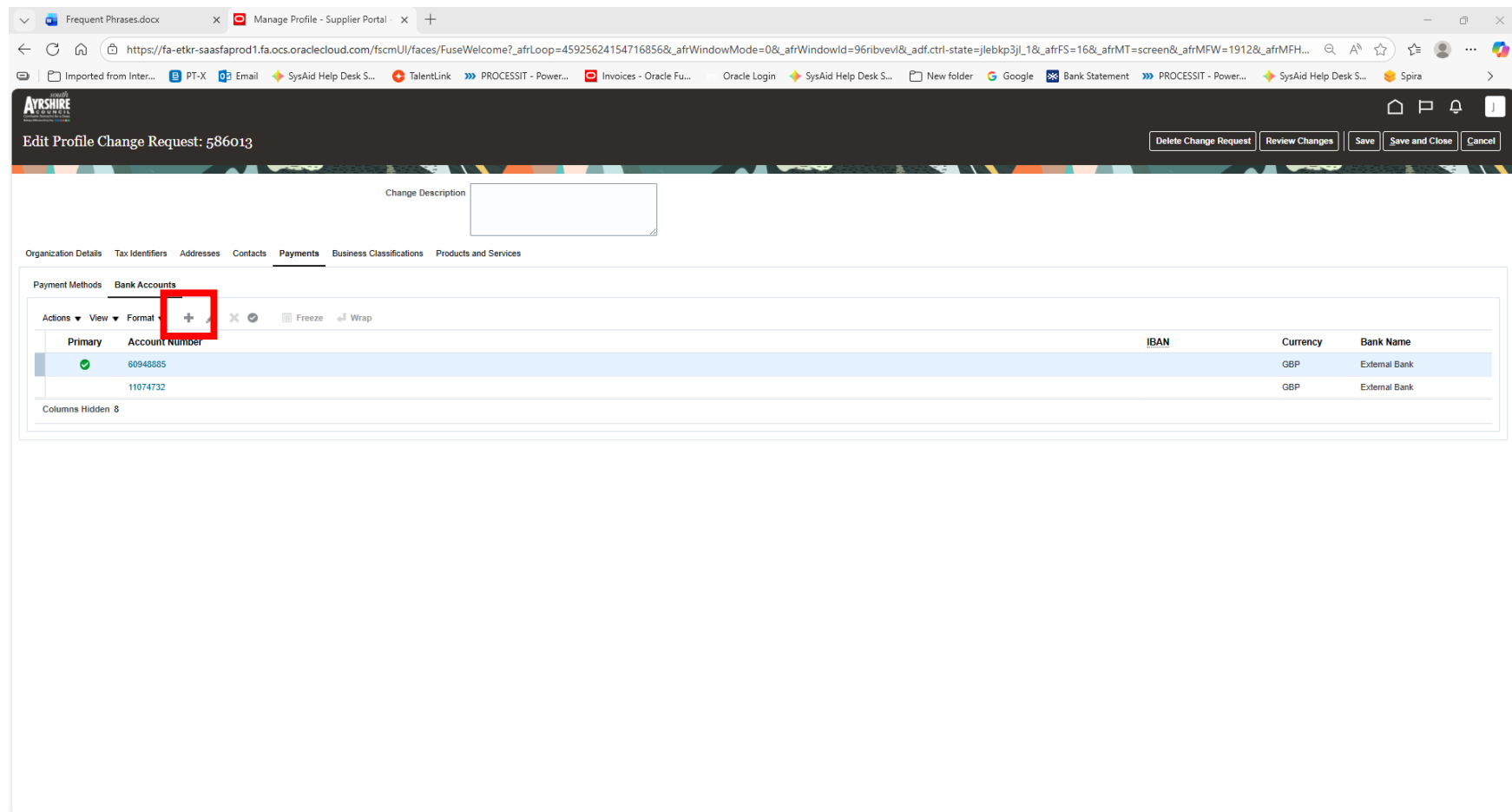
Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Default	Payment Method	From Date	To Date
<input checked="" type="checkbox"/>	Electronic	03/04/2023	dd/mm/yyyy
<input type="checkbox"/>	BOFA Check Payment Method	20/02/2025	dd/mm/yyyy
<input type="checkbox"/>	BOFA EFT Payment Method	20/02/2025	dd/mm/yyyy
<input type="checkbox"/>	Check	02/10/2008	dd/mm/yyyy
<input type="checkbox"/>	JPM EFT Payment Method	01/02/2022	dd/mm/yyyy
<input type="checkbox"/>	JPM Paper Payment Method	01/06/2022	dd/mm/yyyy
<input type="checkbox"/>	PNC Check Payment Method	26/09/2024	dd/mm/yyyy
<input type="checkbox"/>	PNC EFT Payment Method	26/09/2024	dd/mm/yyyy
<input type="checkbox"/>	Wire	02/10/2008	dd/mm/yyyy

Step 6

After selecting 'Bank Accounts', click on the '+' symbol.



Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format **+** X Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	60948885		GBP	External Bank
	11074732		GBP	External Bank

Columns Hidden 8

Step 7

The following box will display. Select 'United Kingdom' under the 'Country' option and enter your Account Number in the box below.

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format + - Freeze

Primary	Account Number
<input checked="" type="checkbox"/>	60948885
<input type="checkbox"/>	11074732

Columns Hidden 8

Create Bank Account
Enter account number or IBAN unless account number is marked as required.

Country

Account Number

Bank Name

Bank Branch

Allow international payments

Additional Information

Account Name

Alternate Account Name

Account Suffix

From Date 27/01/2026

Inactive On dd/mm/yyyy

IBAN

Currency

Check Digits

Account Type

Description

Create Another OK Cancel

Step 8

Ignoring the 'Bank Name' option, you must then enter your Sort Code under the 'Bank Branch' option, remembering to include dashes. Under 'Currency', enter 'GBP'. Under Account Name, enter the name of your Supplier Bank Account.

The screenshot shows the 'Create Bank Account' form in the Oracle Supplier Portal. The form is titled 'Create Bank Account' and includes the following fields:

- Country: United Kingdom
- Account Number: 00000008
- Bank Name: External Bank
- Bank Branch: 18-00-02
- Currency: GBP
- Account Name: Company Bank Account Name

The 'Additional Information' section is also visible, with fields for Check Digits, Account Type, and Description. The 'Create Another', 'OK', and 'Cancel' buttons are at the bottom right of the form.

Step 9

Once finished, select 'OK'. You should then select 'Review Changes' and then select 'Submit'. This will allow the change to come through to South Ayrshire Council for approval and once approved, your Supplier Profile will be updated.

Browser tabs: Frequent Phrases.docx, Manage Profile - Supplier Portal

URL: https://fa-etkr-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_afLoop=45925624154716856&_afWindowMode=0&_afWindowId=96ribvevl&_adf.ctrl-state=jlebkp3jl_1&_afFS=16&_afMT=screen&_afrMFW=1912&_afMFH...

Page Title: Edit Profile Change Request: 586013

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Change Description: [Empty]

Organization Details | Tax Identifiers | Addresses | Contacts | **Payments** | Business Classifications | Products and Services

Payment Methods | **Bank Accounts**

Primary	Account Number
<input checked="" type="checkbox"/>	60948885
<input type="checkbox"/>	11074732

Columns Hidden: 8

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country: United Kingdom

Account Number: 00000008

Bank Name: External Bank

Bank Branch: 18-00-02

Allow international payments

From Date: 27/01/2026

Inactive On: dd/mm/yyyy

IBAN: [Empty]

Currency: GBP

Additional Information

Account Name: Company Bank Account Name

Alternate Account Name: [Empty]

Account Suffix: [Empty]

Check Digits: [Empty]

Account Type: [Empty]

Description: [Empty]

Buttons: Create Another, **OK**, Cancel