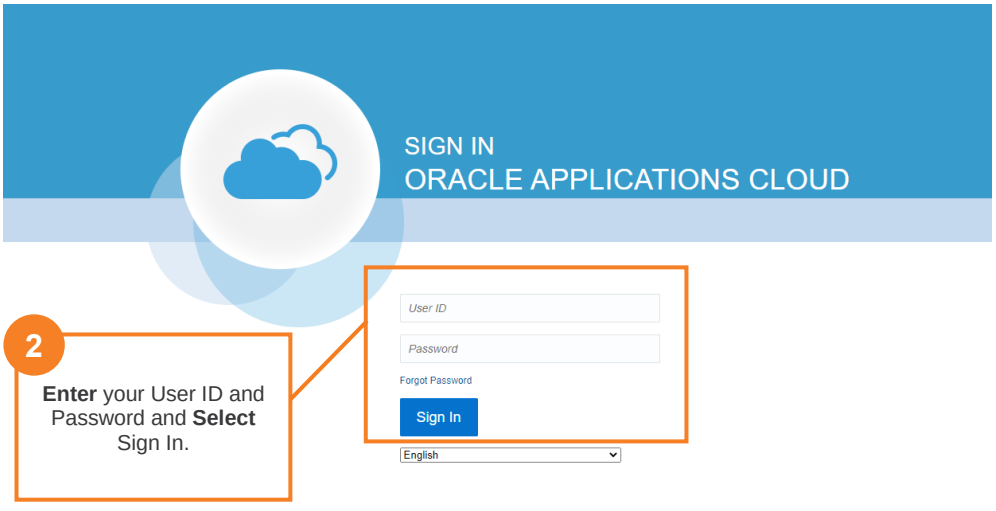
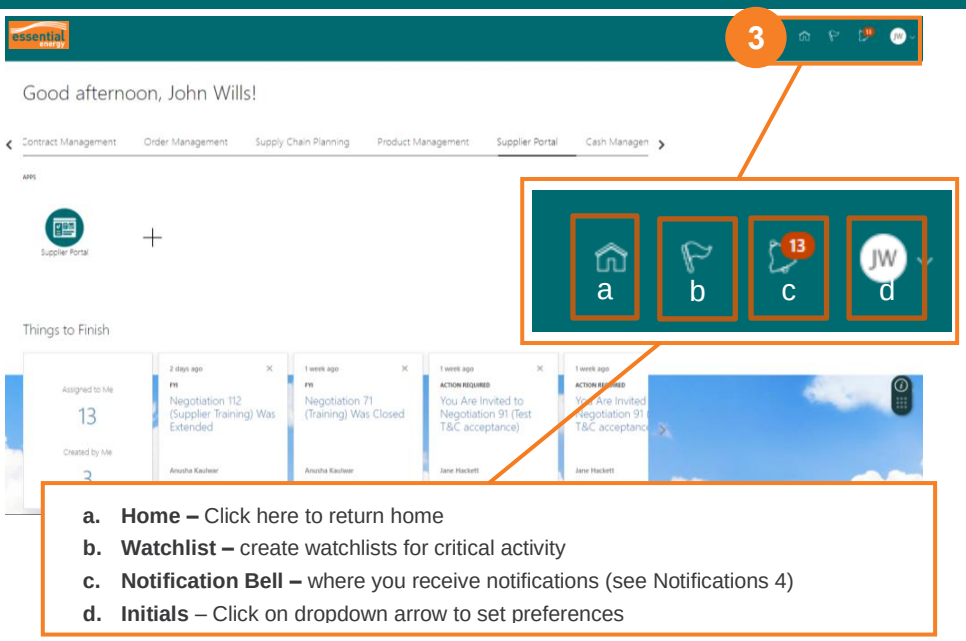
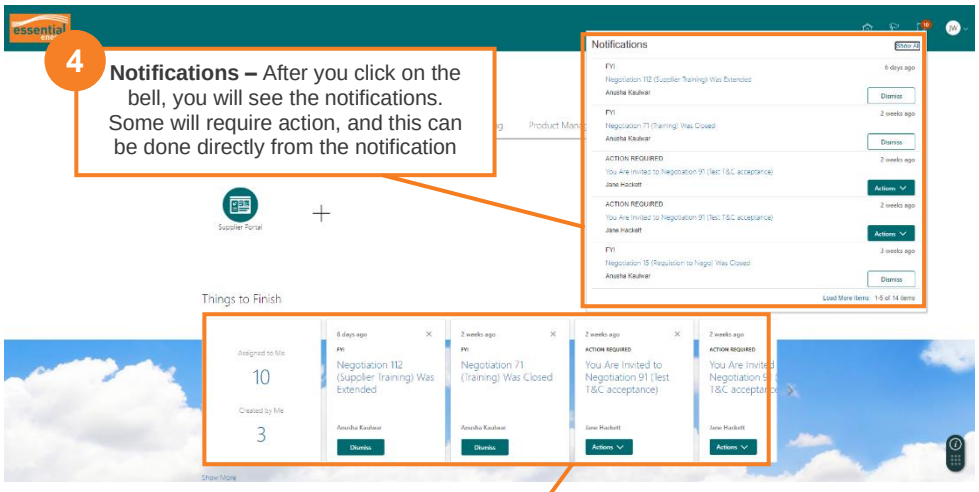
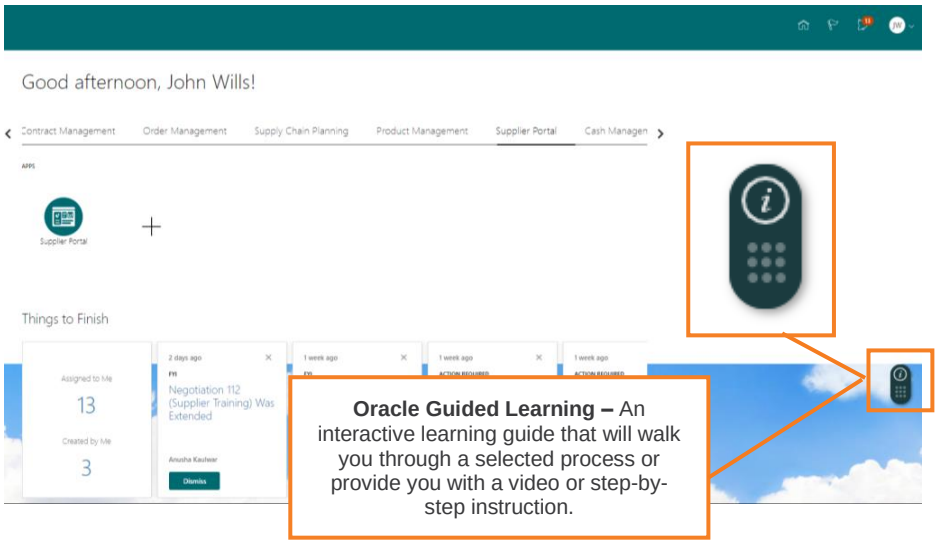
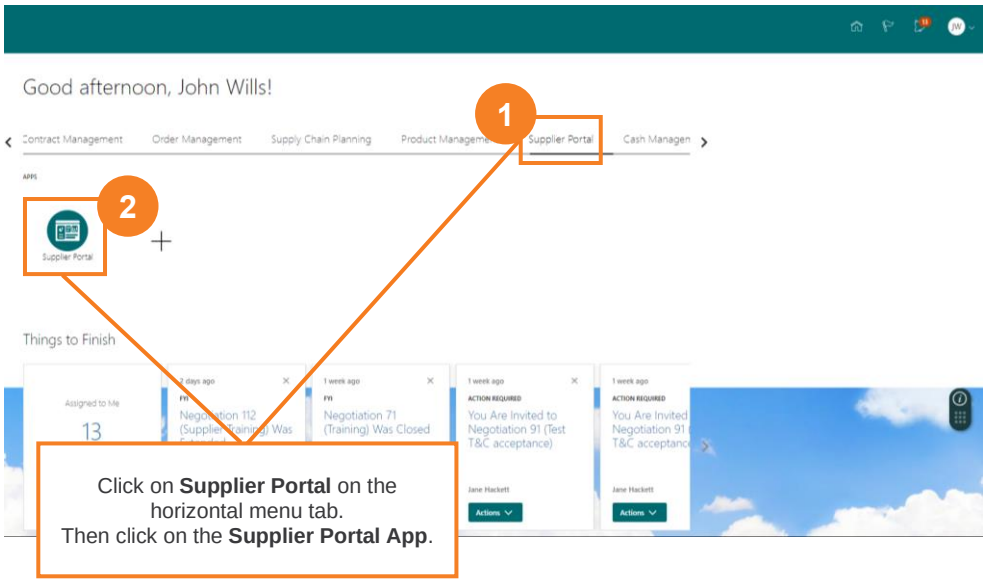
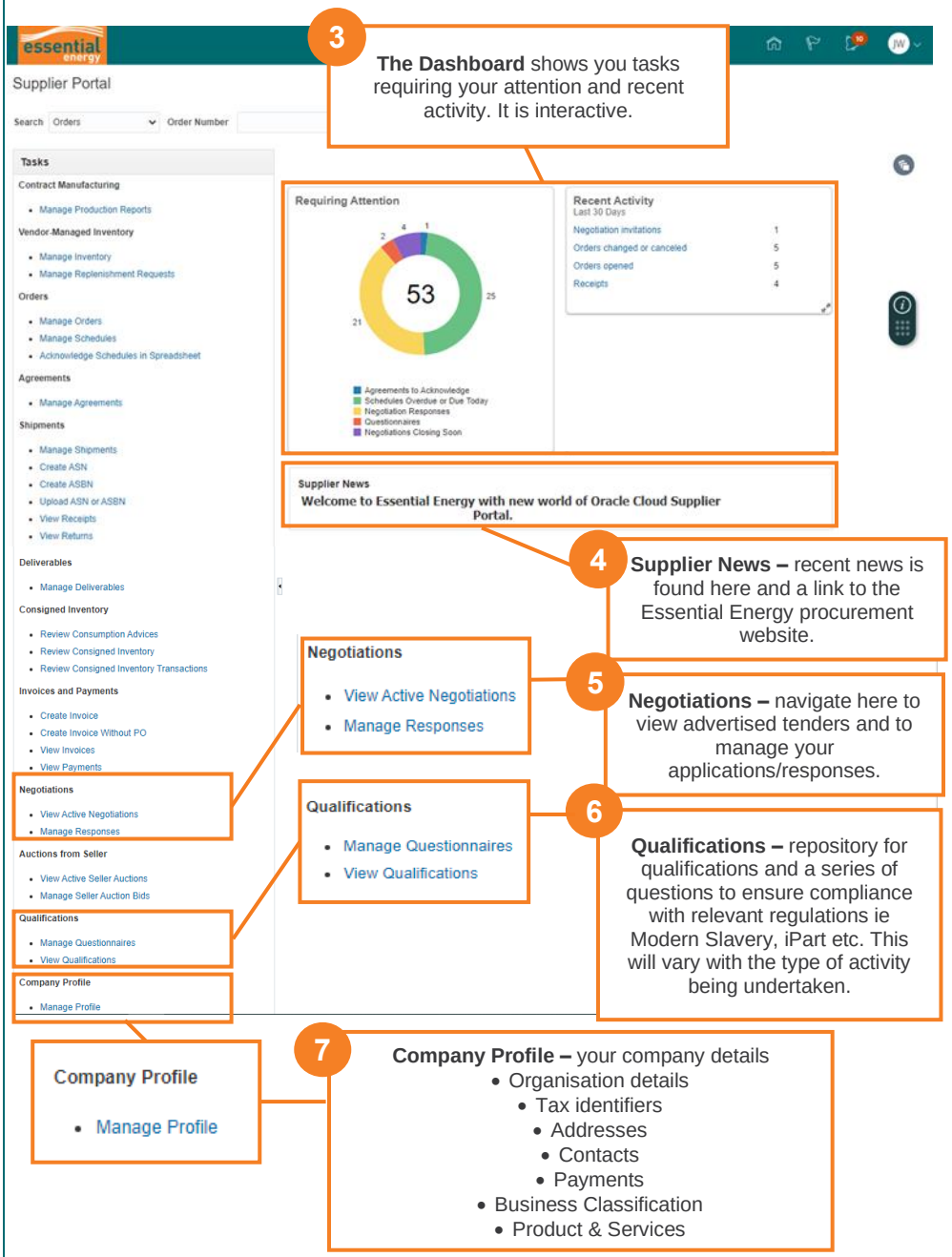
Navigating Oracle Cloud and the Essential Energy Supplier Portal- Quick Reference Guide

Why should I use this guide?	• This guide provides information to navigate Oracle Cloud and the Essential Energy Supplier Portal – an online collaboration tool to securely manage your relationship with Essential Energy.
Who might use this guide?	• Suppliers to Essential Energy who have completed supplier registration.
What related documents should I refer to?	• Registering as a New Supplier- *User Guide* • How to Respond to a Negotiation – *User Guide* • Oracle Guided Learning – *Quick Reference Guide* • How to Update Supplier Profile – *Quick Reference Guide*

Key Item	Screenshot
Enter the URL into an Edge or Chrome browser	https://enno.login.ap1.oraclecloud.com 1
Logging into Oracle Cloud	

Key Item	Screenshot
The Landing Homepage	 **a. Home –** Click here to return home **b. Watchlist –** create watchlists for critical activity **c. Notification Bell –** where you receive notifications (see Notifications 4) **d. Initials** – Click on dropdown arrow to set preferences
Notifications	 **Notifications –** After you click on the bell, you will see the notifications. Some will require action, and this can be done directly from the notification **Notifications** are also listed and can also be actioned from the task bar at the bottom of the home page

Key Item	Screenshot
Oracle Guided Learning *See Oracle Guided Learning Quick Reference Guide for further detail.*	
Navigating to Supplier Portal	

Key Item	Screenshot
Supplier Portal Homepage Key Interactions *Note: All other functionality will be available from May 2021*