



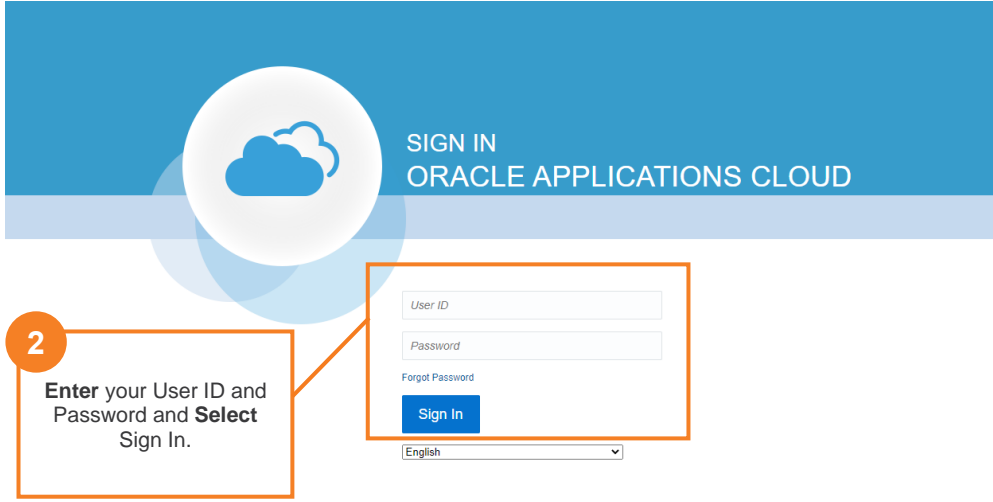


# Navigating Oracle Cloud and the Essential Energy Supplier Portal- Quick Reference Guide

 <p><b>Why should I use this guide?</b></p>	<ul style="list-style-type: none"> <li>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.</li> </ul>
 <p><b>Who might use this guide?</b></p>	<ul style="list-style-type: none"> <li>Suppliers to Essential Energy who have completed supplier registration.</li> </ul>
 <p><b>What related documents should I refer to?</b></p>	<ul style="list-style-type: none"> <li>Registering as a New Supplier- <i>User Guide</i></li> <li>How to Respond to a Negotiation – <i>User Guide</i></li> <li>Oracle Guided Learning – <i>Quick Reference Guide</i></li> <li>How to Update Supplier Profile – <i>Quick Reference Guide</i></li> </ul>

Key Item	Screenshot
<p><b>Enter the URL into an Edge or Chrome browser</b></p>	<p><a href="https://enno.login.ap1.oraclecloud.com">https://enno.login.ap1.oraclecloud.com</a> </p>
<p><b>Logging into Oracle Cloud</b></p>	

Key Item	Screenshot
<p><b>The Landing Homepage</b></p>	<p><b>3</b></p> <p>Good afternoon, John Wills!</p> <p>Contract Management Order Management Supply Chain Planning Product Management Supplier Portal Cash Management</p> <p>Supplier Portal</p> <p>Things to Finish</p> <p>Assigned to Me: 13 Created by Me: 2</p> <p><b>a. Home</b> – Click here to return home  <b>b. Watchlist</b> – create watchlists for critical activity  <b>c. Notification Bell</b> – where you receive notifications (see Notifications 4)  <b>d. Initials</b> – Click on dropdown arrow to set preferences</p>
<p><b>Notifications</b></p>	<p><b>4</b> <b>Notifications</b> – After you click on the bell, you will see the notifications. Some will require action, and this can be done directly from the notification</p> <p>Notifications</p> <p>FYI: Negotiation 112 (Supplier Training) Was Extended Anusha Kulkarni Dismiss</p> <p>FYI: Negotiation 71 (Training) Was Closed Anusha Kulkarni Dismiss</p> <p>ACTION REQUIRED: You are invited to Negotiation 91 (Test T&amp;C acceptance) John Mackett Action</p> <p>ACTION REQUIRED: You are invited to Negotiation 91 (Test T&amp;C acceptance) John Mackett Action</p> <p>FYI: Negotiation 15 (Request to Negot) Was Closed Anusha Kulkarni Dismiss</p> <p>Things to Finish</p> <p>Assigned to Me: 10 Created by Me: 3</p> <p><b>Notifications</b> are also listed and can also be actioned from the task bar at the bottom of the home page</p>

Key Item	Screenshot
<p><b>Oracle Guided Learning</b></p> <p>See <i>Oracle Guided Learning Quick Reference Guide</i> for further detail.</p>	<p><b>Oracle Guided Learning</b> – An interactive learning guide that will walk you through a selected process or provide you with a video or step-by-step instruction.</p>
<p><b>Navigating to Supplier Portal</b></p>	<p>Click on <b>Supplier Portal</b> on the horizontal menu tab. Then click on the <b>Supplier Portal App</b>.</p>

Key Item	Screenshot
<p><b>Supplier Portal Homepage Key Interactions</b></p> <p><i>Note: All other functionality will be available from May 2021</i></p>	<p><b>3</b> The Dashboard shows you tasks requiring your attention and recent activity. It is interactive.</p> <p><b>4</b> Supplier News – recent news is found here and a link to the Essential Energy procurement website.</p> <p><b>5</b> Negotiations – navigate here to view advertised tenders and to manage your applications/responses.</p> <p><b>6</b> Qualifications – repository for qualifications and a series of questions to ensure compliance with relevant regulations ie Modern Slavery, iPart etc. This will vary with the type of activity being undertaken.</p> <p><b>7</b> Company Profile – your company details</p> <ul style="list-style-type: none"> <li>• Organisation details</li> <li>• Tax identifiers</li> <li>• Addresses</li> <li>• Contacts</li> <li>• Payments</li> <li>• Business Classification</li> <li>• Product &amp; Services</li> </ul>