

School District of Philadelphia Supplier Portal

Log into the Supplier Portal

Guidelines

Logging into the Supplier Portal is the first step in working with SDP as a Supplier.

Navigation

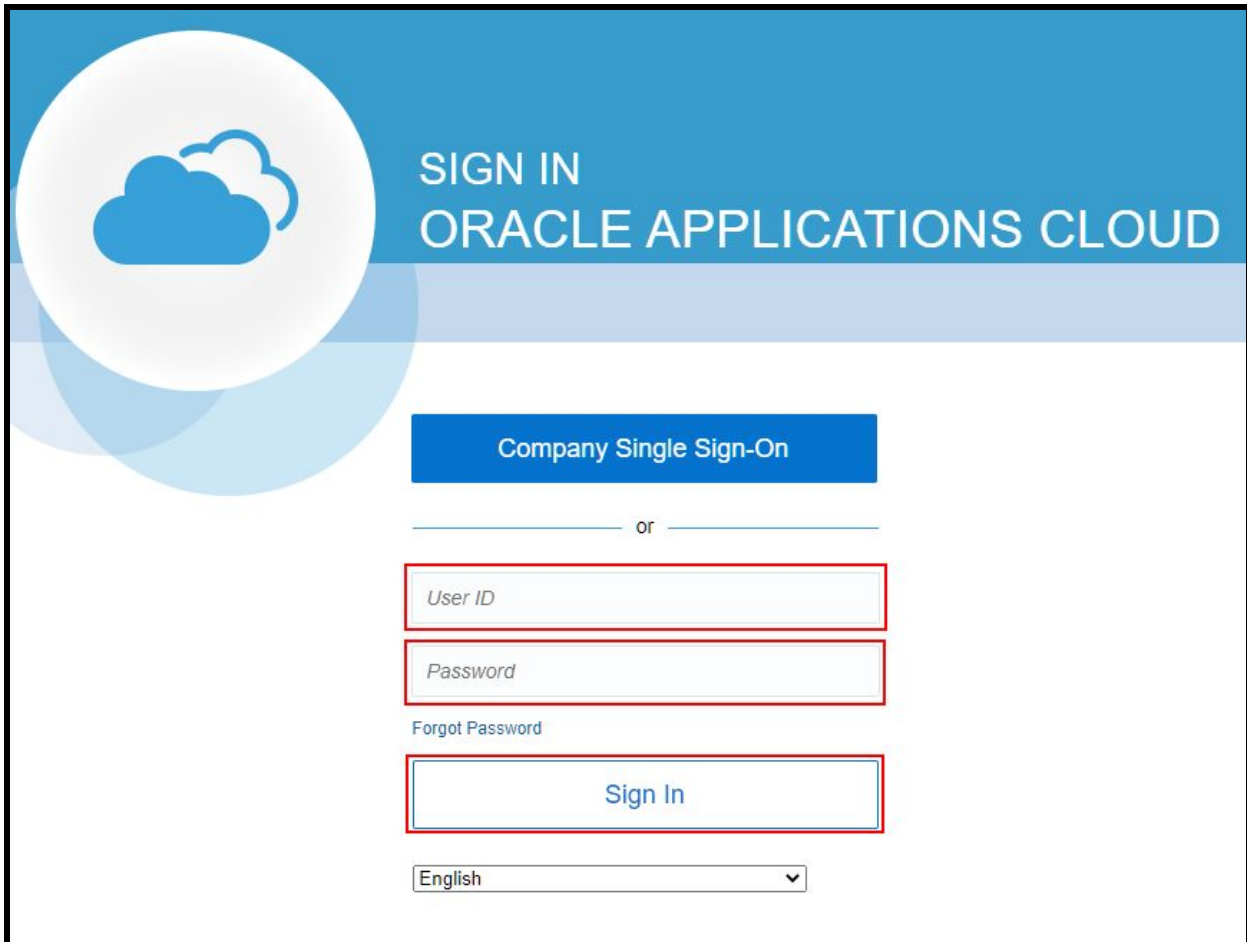
1. Navigate to oraclesupplier.philasd.org.

The screenshot shows the 'Register Supplier: Company Details' page. At the top, there is a progress bar with seven steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Products and Services, 6. Questionnaire, and 7. Review. Below the progress bar, the title 'Register Supplier: Company Details' is followed by a row of buttons: 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main form area is divided into two columns. The left column contains fields for 'Company' (text), 'Tax Organization Type' (dropdown), 'Supplier Type' (dropdown), 'Corporate Web Site' (text), and 'Attachments' (None with a plus icon). The right column contains fields for 'D-U-N-S Number' (text), 'Tax Country' (dropdown), 'Taxpayer ID' (text), and 'Note to Approver' (text area). Below these fields is a section titled 'Your Contact Information' with a sub-instruction 'Enter the contact information for communications regarding this registration.' This section includes fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'. The bottom of the page has a solid blue bar.

2. Click the **Sign In** hyperlink in the top right hand corner of the page.

This close-up view shows the top right corner of the page. It features a blue header bar with a home icon, an information icon, and a 'Sign In' button highlighted with a red rectangle. Below the header bar, the 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel' buttons are visible.

3. Enter your Username and Password then click the **Sign In** button.



The screenshot shows the Oracle Applications Cloud sign-in interface. It features a blue header with a cloud icon and the text "SIGN IN ORACLE APPLICATIONS CLOUD". Below the header, there is a "Company Single Sign-On" button. Underneath, there is a horizontal line with "or" in the center. Below this, there are two input fields: "User ID" and "Password". To the right of the "Password" field is a link that says "Forgot Password". Below these fields is a "Sign In" button. At the bottom, there is a language dropdown menu currently set to "English".

- a. If you know your company is already registered as a supplier and your username, but you've forgotten your password to access the profile, then enter your username and click forgot password and follow the steps to reset your password.
- b. If you know your company is already registered as a supplier, but you've forgotten your username, email oraclesupplier@philasd.org to ask for it.
 - i. After receiving a response, you can login or reset your password if necessary.
- c. If you know your company is already registered as a supplier, but you don't have your own user account.
 - i. Check with your team to find out who can access the portal and ask that they Add you as a Contact with a user profile.
 1. If you do not know who has access from your company, email oraclesupplier@philasd.org to get more info.
- d. If you don't know if your company is registered as a supplier
 - i. Email oraclesupplier@philasd.org to get more info.

NOTE: This is done **prior** to starting a new registration to avoid duplicate registrations.