

School District of Philadelphia Supplier Portal

Log into the Supplier Portal

Guidelines

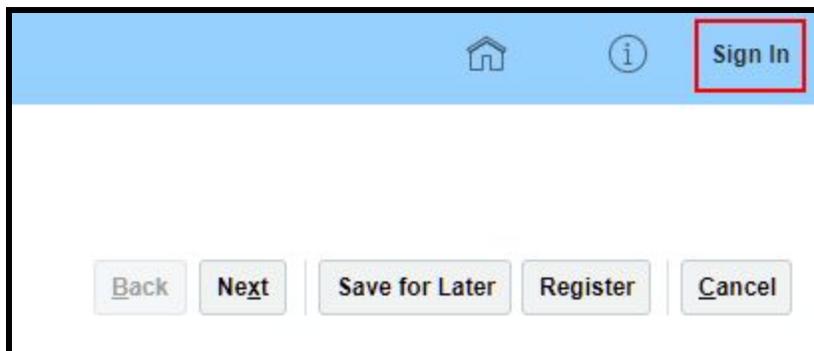
Logging into the Supplier Portal is the first step in working with SDP as a Supplier.

Navigation

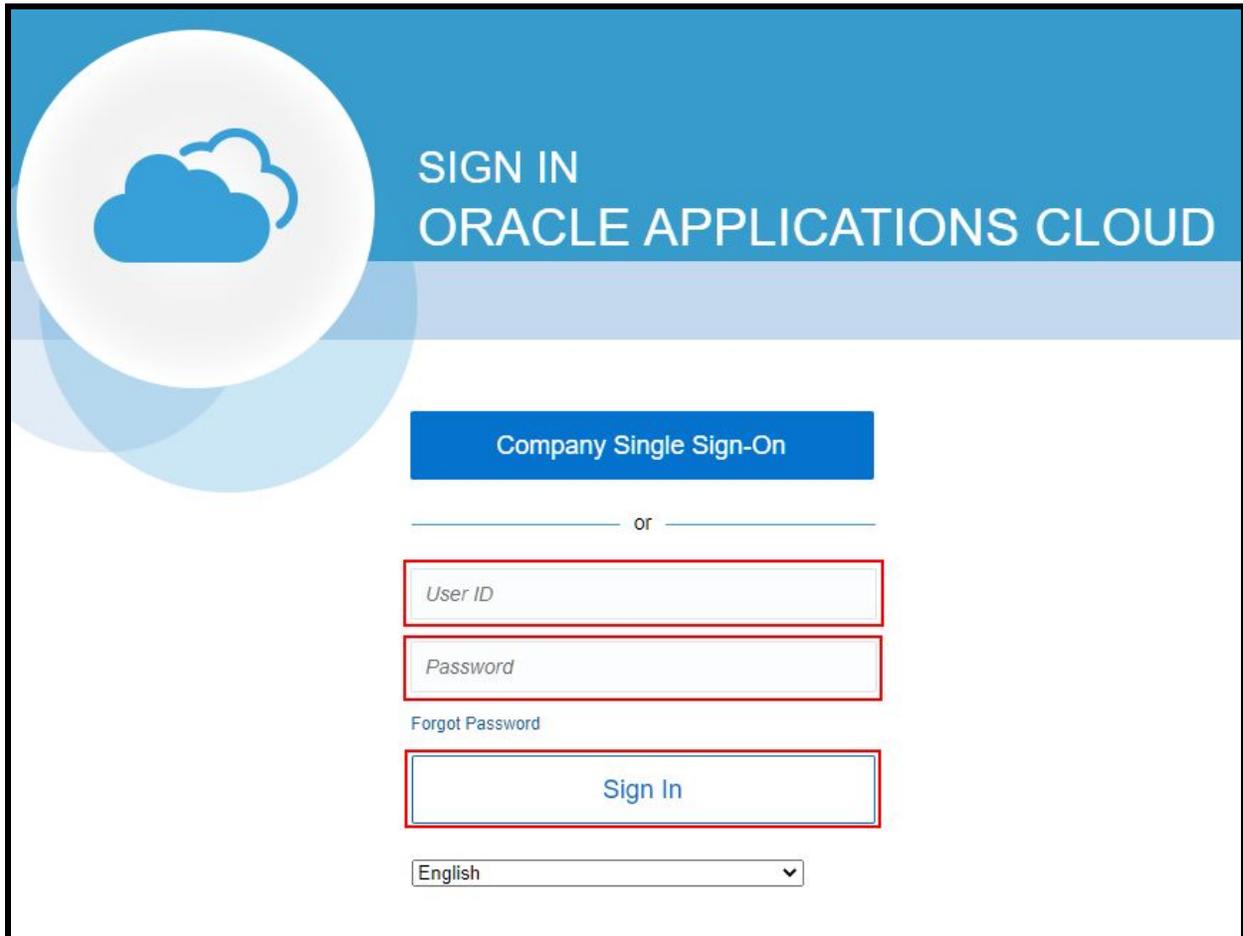
1. Navigate to oraclesupplier.philasd.org.

The screenshot shows the 'Register Supplier: Company Details' form. At the top, there is a navigation bar with a progress indicator showing 7 steps: 1. Company Details (highlighted), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Products and Services, 6. Questionnaire, and 7. Review. In the top right corner, there is a 'Sign In' link. The form itself has several sections: 'Enter Tax Payer ID. Do not include dashes or spaces. Enter only the 9 numbers.' followed by a text input field. Below that are fields for '* Company', '* Tax Organization Type' (a dropdown menu), '* Supplier Type' (a dropdown menu), 'Corporate Web Site', and 'Attachments None +'. To the right of these are fields for 'D-U-N-S Number', '* Tax Country' (a dropdown menu), 'Taxpayer ID', and 'Note to Approver'. Below the main form is a section titled 'Your Contact Information' with the instruction 'Enter the contact information for communications regarding this registration.' and fields for '* First Name', '* Last Name', '* Email', and '* Confirm Email'. At the bottom of the form, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'.

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



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 blue button labeled "Company Single Sign-On". Underneath, there is a horizontal line with "or" in the center. Below this are two input fields: "User ID" and "Password", both outlined in red. Below the "Password" field is a link for "Forgot Password". Below that is a "Sign In" button, also outlined in red. 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.