Job Roles in Supplier Portal

OVERVIEW

This job aid provides an overview of common job roles within the Oracle Supplier Portal and summarizes the primary responsibilities, permissions, and activities associated with each role. The Supplier Portal enables suppliers to collaborate with the procurement team by managing transactions, invoices, profile information, and sourcing activities.

Job Role (JR)	Primary Responsibilities	Common Activities
Supplier Admin JR	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.	Create users, assign roles, maintain contacts, update banking, and address information
Supplier Executive View Only	Provides access to all KS supplier functions with view only.	View purchase orders, acknowledge orders, view invoices, track payments
Supplier Finance JR	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoices and payment status.	Submit invoices, monitor payment status, resolve invoice discrepancies
Supplier Proposal JR	Sales representative from a potential supplier responsible for responding to requests for quotes, requests for proposals, requests for information, and reverse auctions.	Review RFIs/RFQs/RFPs, submit bids, respond to negotiations

TARGET AUDIENCE

Suppliers

SUPPLIER ADMINISTRATOR JR

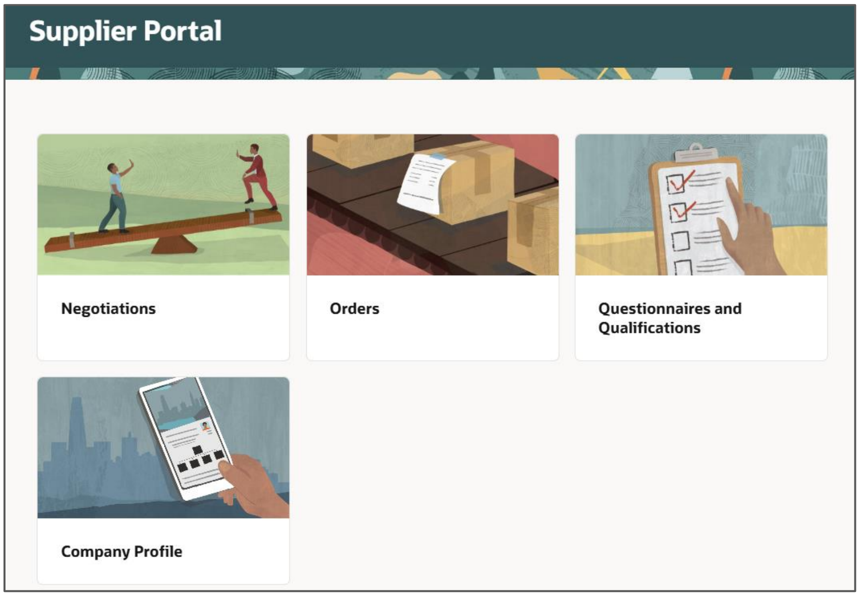
Overview

The Supplier Administrator is the primary security and maintenance contact for the supplier organization.

Key Responsibilities

- Create and manage supplier user accounts
- Assign and revoke portal roles
- Maintain supplier profile information
- Update addresses and contact details
- Manage communication preferences

Typical Access View



Common Tasks

1. Add new supplier users
2. Reset passwords or unlock accounts
3. Update supplier company details
4. Assign procurement-related access

SUPPLIER EXECUTIVE VIEW ONLY

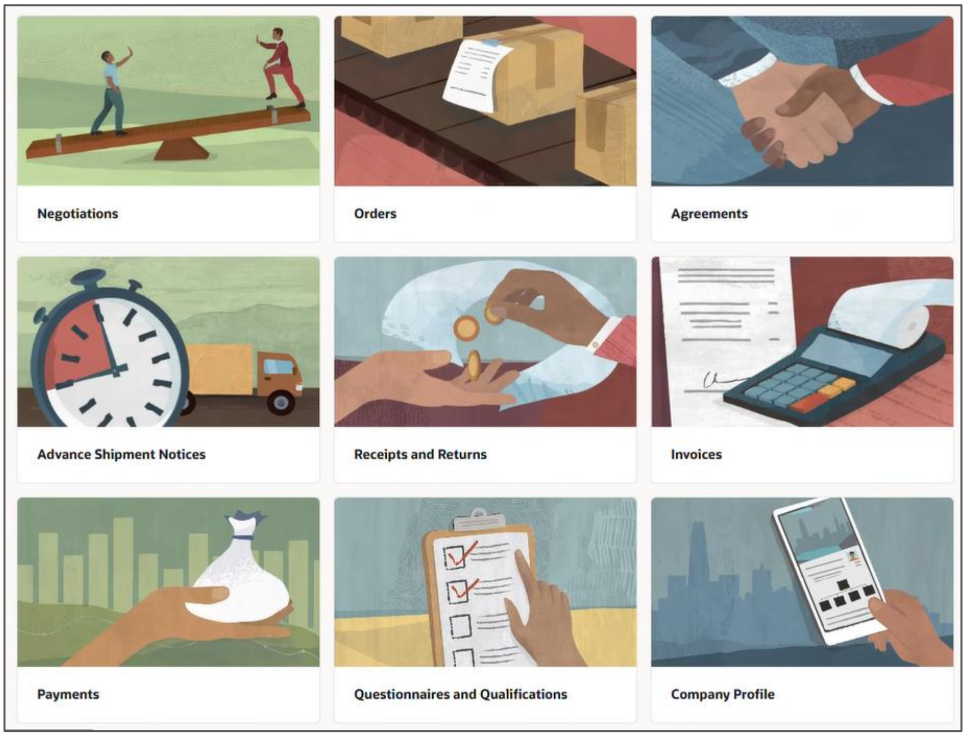
Overview

Supplier Executive Users have ‘view only’ access to procurement and invoice information.

Key Responsibilities

- View purchase orders
- View invoices
- View shipment and payment statuses

Typical Access View



Common Tasks

1. View only access to business transactions and company information.

SUPPLIER FINANCE JR

Overview

The Supplier Finance users can create invoices and view payment status.

Key Responsibilities

- Create and submit invoices
- Monitor payment processing
- Resolve invoice exceptions
- Review remittance information

Typical Access View

Common Tasks

1. Submit PO-backed invoices
2. Track overdue payments
3. Review rejected invoices
4. Communicate with AP teams

SUPPLIER PROPOSAL JR

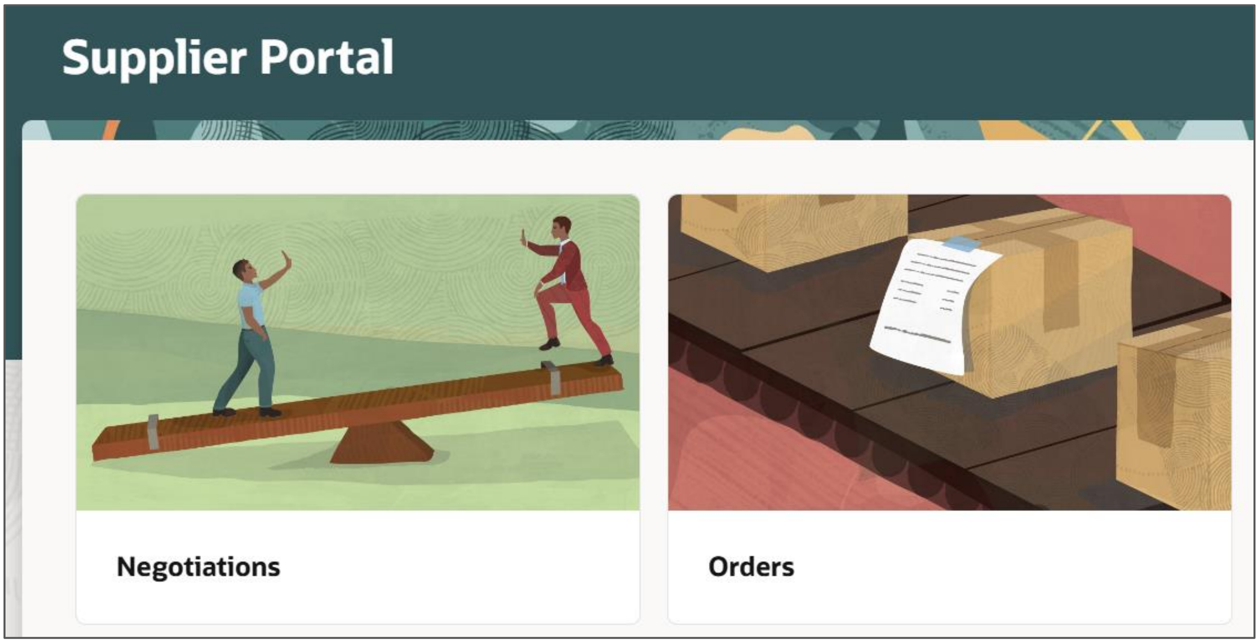
Overview

The Supplier Proposal users engage in supplier negotiations and bidding.

Key Responsibilities

- Participate in sourcing events
- Submit bids and responses
- Upload supporting documents
- Monitor negotiation status

Typical Access View



Common Tasks

1. Review sourcing invitations
2. Submit pricing proposals
3. Attach compliance documents
4. Revise bids before deadlines