

## SUPPLIER PORTAL – REGISTER EXISTING SUPPLIER

# Supplier Portal Guide



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## **1. PURPOSE**

Axos Supplier Portal is an online application that enables Axos Financial and our suppliers to communicate with each other via a secure portal. It enables suppliers to have real-time access to information such as purchase orders, invoices, and payment information.

The purpose of this document is to familiarize our suppliers with the Axos Supplier Portal.

## **2. BENEFITS OF USING AXOS SUPPLIER PORTAL:**

- Reduce the transfer of sensitive information via email.
- The Payment Portal will provide vendors with the ability to directly enter AP invoices against Axos Purchase Order (PO) lines reducing payment delays.
- View purchase order information from Axos Financial.
- Provide real-time payment status information to our suppliers via the Payment Portal.
- Allow the supplier to update their contact information directly through the portal, reducing delays in payments to our vendors.

## **3. DEFINITIONS**

- ERP - Enterprise Resource Planning
- AP - Account Payables
- Supplier Portal - Vendor Portals, also known as Supplier Portals, are platforms that allow businesses to connect and collaborate with their third-party suppliers on the internet.

## **4. SUPPLIER PORTAL**

Oracle Fusion Supplier Portal is a browser-based, supplier self-service solution.  
Login to Oracle Applications Cloud using the URL provided during the registration process.

## 5. ONBOARD EXISTING SUPPLIER

The Supplier Organization is an existing supplier if it meets these conditions:

- Supplier has an active transaction with Axos Financial such as a purchase order.
- Supplier has received a payment from Axos Financial in the last three years.

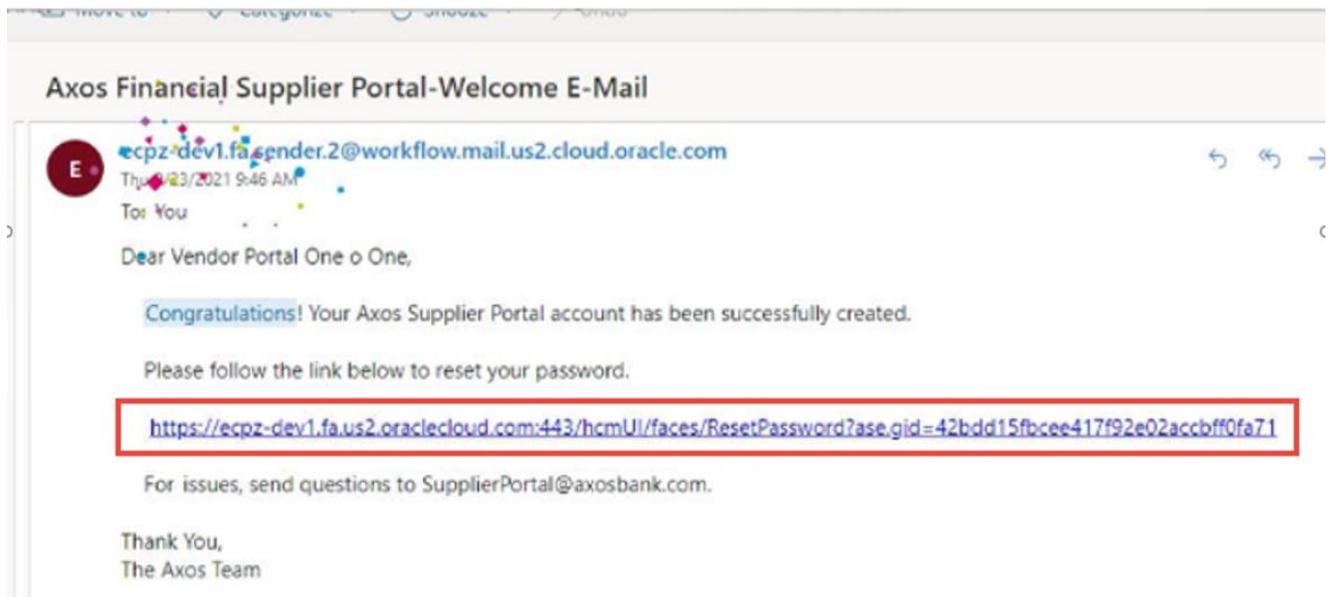
The Supplier will receive three emails:

- i. Introducing the New Axos Supplier Portal – Refer to Appendix -1
- ii. Axos Financial Supplier Portal-Welcome E-Mail – Refer to Appendix -2
- iii. FYI: Supplier Contact User Account for Axos Financial Was Created – Refer to Appendix -3

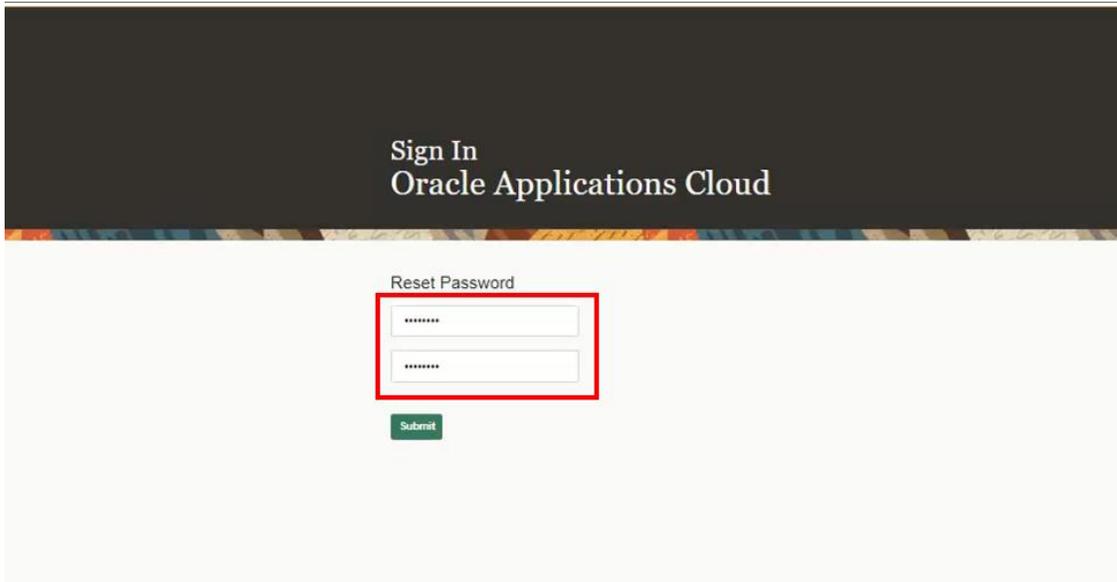
## 6. SUPPLIER SIGN IN & RESET PASSWORD:

Select the “*reset your password*” hyperlink contained in the “Axos Financial Supplier Portal Welcome E-Mail”.

### Axos Financial Supplier Portal-Welcome E-Mail



The below screen will display after selecting the hyperlink.



The screenshot shows the Oracle Applications Cloud Sign In page. The header is dark with the text "Sign In Oracle Applications Cloud". Below the header, the "Reset Password" form is displayed. The form consists of two password input fields, each with a red border, and a green "Submit" button below them.

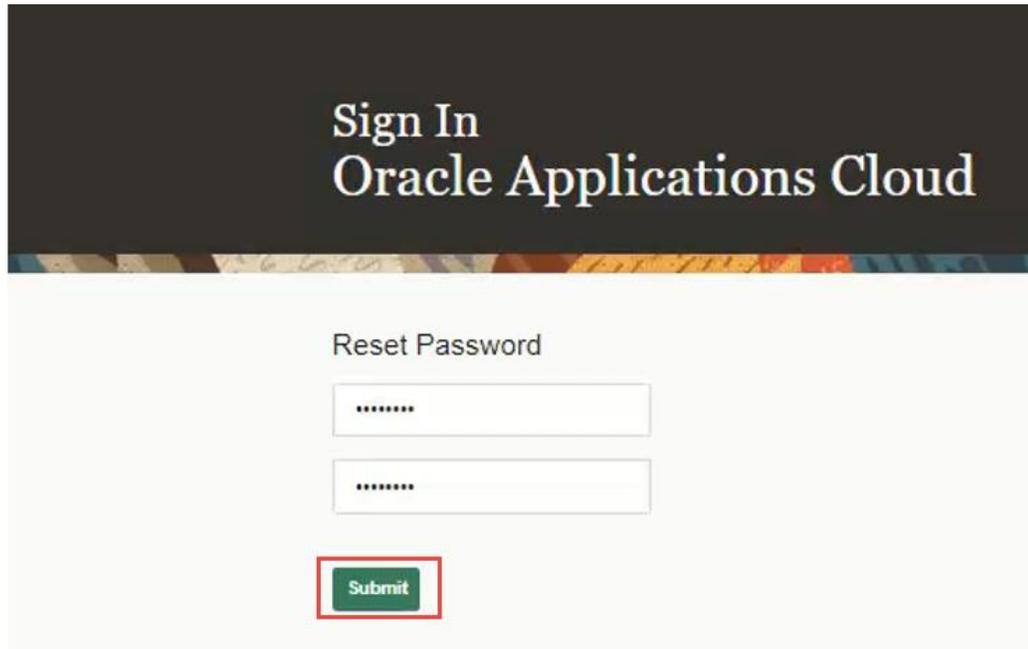
## 6.1 Reset Password Criteria

- Must be 8 characters long
- Must have one uppercase letter
- Must have one number
- Must have one special character such as !, @, etc.

**Note:** Passwords cannot contain any characters from your username email account.

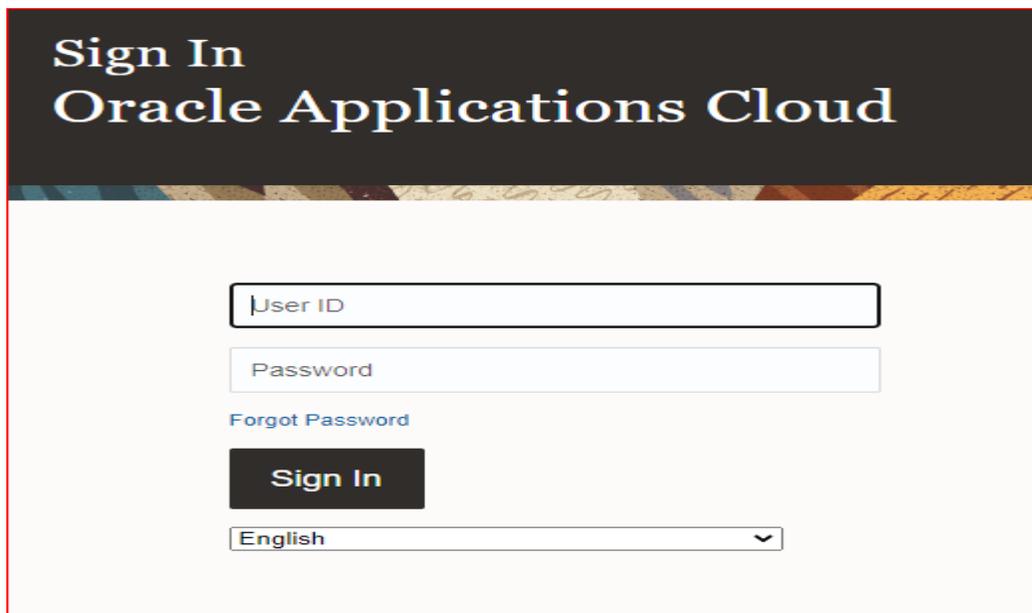
## 6.2 Submit Password

Enter the new password and select submit.

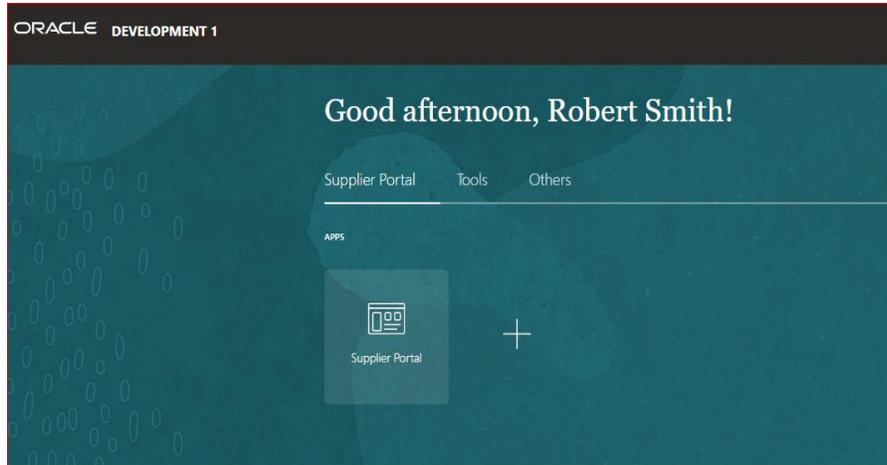


### 6.3 Sign In

After selecting Submit in the above screen, the below screen will be displayed. Enter the User ID and password set in the previous step to log in.



The below screen will be displayed after Sign In.



## 7. APPENDIX:

Appendix 1: Introducing the New Axos Supplier Portal. Contains a hyperlink to access online training videos (Axos Supplier Portal Website).

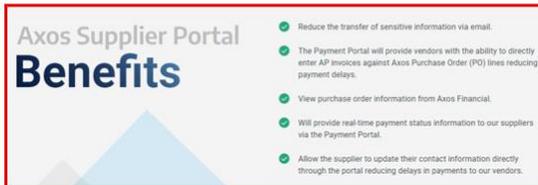
Dear Pancho Villal,

We are very excited to announce that Axos Financial has changed the way we receive and process invoices for payment!

The Axos Supplier Portal is an electronic portal that gives Axos' suppliers the ability to submit invoices for payment online, view payment statuses in real-time, view purchase orders, and update vendor contact information.

All our suppliers are required to submit their invoices online using the new Axos Supplier Portal.

**Note:** an Axos purchase order is required to submit your invoices for payment. Please coordinate with your Axos business representative to obtain a purchase order before submitting your invoices.



Also, your Billing Department may access training videos, training documents and download the current ACH Form and Terms and Conditions that you can upload via the new Axos Supplier Portal for convenient payment processing using the hyperlink below:

[Axos Supplier Portal Website](#)

In the next few days, you will receive two additional emails from Axos:

- 1) "Axos Financial Supplier Portal-Welcome E-Mail" - email asking you to reset your password for accessing the newly created Axos Supplier Portal account.
- 2) "FYI: Supplier Contact User Account for Axos Financial was Created" – email letting you know that an Oracle account has been created for you.

Please follow the link provided in the "Axos Financial Supplier Portal-Welcome E-Mail" then enter your company profile information used to process your payments.

Thank you!

-The Axos Financial Team

Appendix 2: FYI: Supplier Contact User Account for Axos Financial was Created. Contains hyperlink used to access the Axos Supplier Portal (Access the application).

**Supplier Contact User Account for Axos Financial was Created**

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**FYI: Supplier Contact User Account for Axos Financial was Created**

**Development 1 Test notification** <ecpz-dev1.fa.sender.2@workflow.mail.us2.cloud.oracle.com>  
 Thu 9/23/2021 9:46 AM  
 To: You

**Supplier Contact User Account for Axos Financial was Created**

**Details**

Assignee	Vendor Portal One o One	Supplier	Oracle
Assigned Date	9/23/21 9:46 AM	Supplier Number	13368
Expiration Date	10/23/21 9:46 AM		
Task Number	617119		

**Recommended Actions**

You were granted access to the supplier application for Axos Financial. A separate email will be sent to you with the instruction to access the application.

[Access the application.](#)

**User Account Details**

Used to login to the Supplier Portal.

**Assigned Roles**

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by...