

SUPPLIER PORTAL– SUPPLIER PO INQUIRY

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

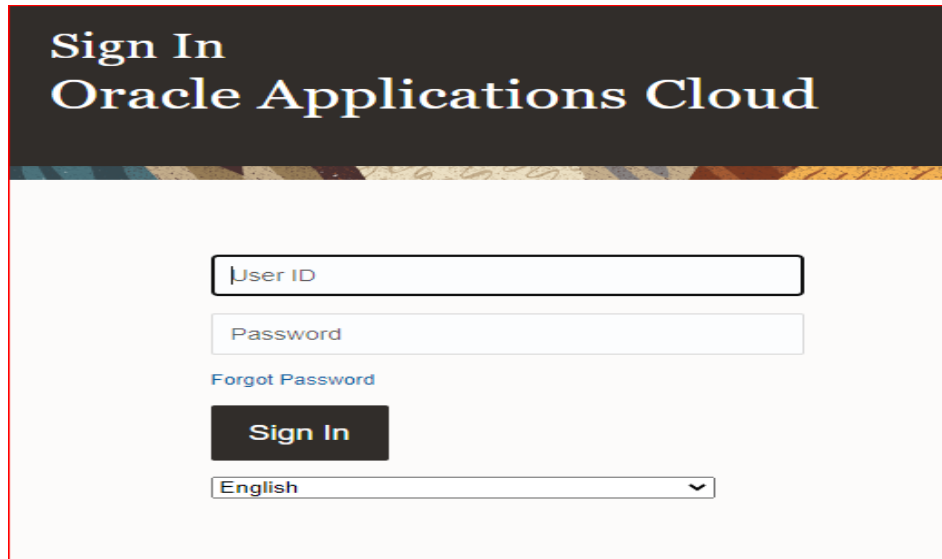
- ERP - Enterprise Resource Planning
- AP - Accounts Payable
- Supplier Portal - Vendor Portals, also known as Supplier Portals, are platforms that allow businesses to connect and collaborate with their third-party suppliers on the internet.

4. SUPPLIER PORTAL

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

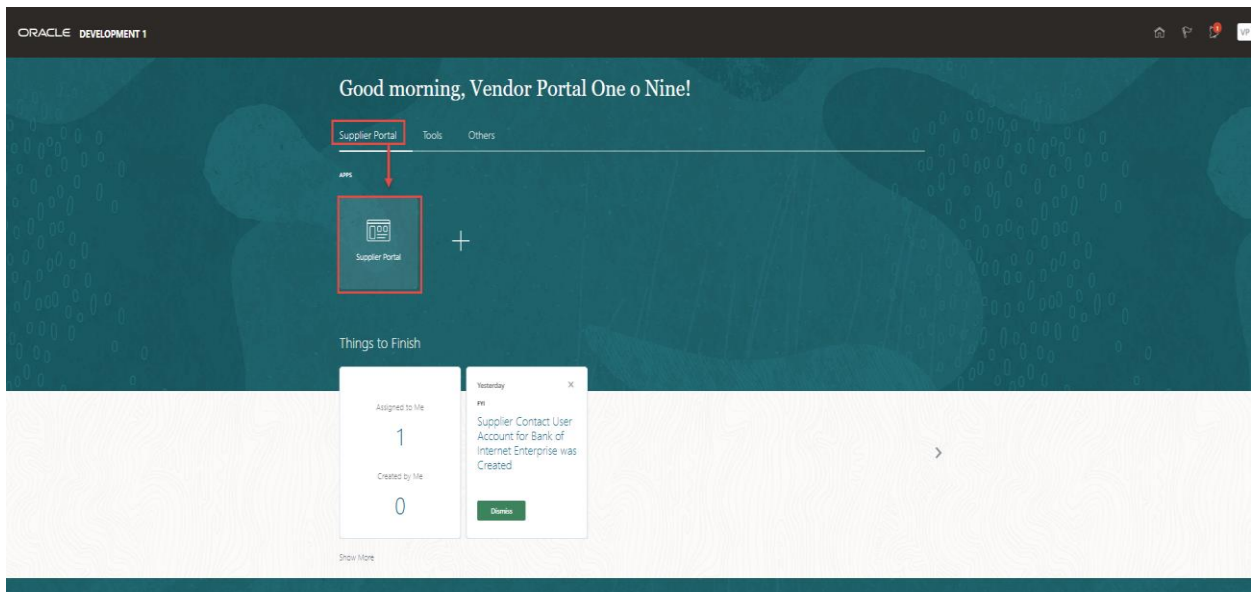
5. VIEW A PURCHASE ORDER

From the Sign In page, enter the username and password.

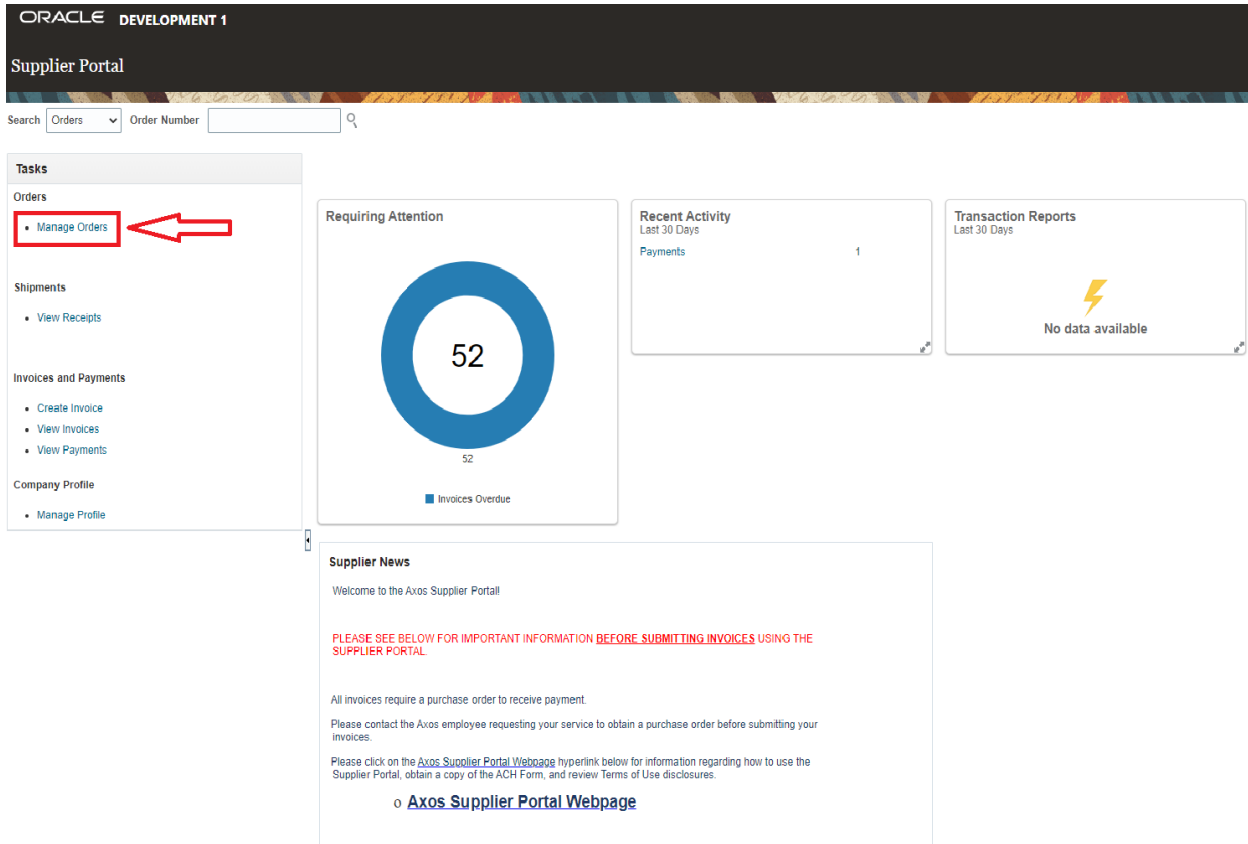


5.1 Select the Supplier Portal

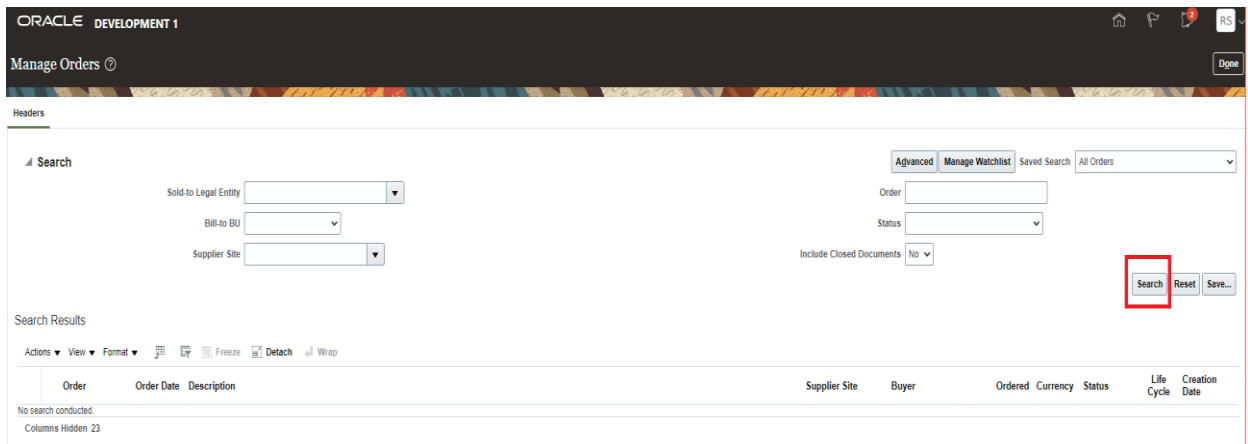
As highlighted in the below screenshot, select the Supplier Portal.



As highlighted in the below screenshot, select Manage Orders under the Tasks menu on the left-hand side.



After selecting the Manage Orders task, the Manage Orders page will display per below screenshot.



From the above screen, select the Search button.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
527898	8/28/20		MAIN	Admin, BOFI	42.35	USD	Closed for R...		8/28/20
527338	8/3/20		MAIN	Admin, BOFI	1,888.90	USD	Closed for R...		8/3/20
528637	7/3/20		MAIN	Admin, BOFI	149.42	USD	Closed for R...		7/3/20
525679	5/26/20		MAIN	Admin, BOFI	87.20	USD	Closed for R...		5/26/20

Alternatively, the orders can be searched by Status, Order, and other fields as necessary.

As highlighted in the above screenshot, select the purchase order number, and it will display the below screen.

Purchase Order: 527898

Main

General

Sold to Legal Entity: AXOS BANK	Supplier: UNITED PARCEL SERVICE	Ordered: 42.35 USD
Bill-to BU: AXOS BANK	Supplier Site: MAIN	Description: Source Agreement
Order: 527898	Supplier Contact: HQ-La Jolla	Supplier Order:
Status: Closed for Receiving	Bill-to Location: HQ-La Jolla	
Buyer: BOFI Admin	Ship-to Location: HQ-La Jolla	
Creation Date: 8/28/20		

Terms

Required Acknowledgment: None	Shipping Method: Play on receipt
Payment Terms: Net 10	Freight Terms: Confirming order
	FOB:

Additional Information

Context Prompt

Lines

Line	Item	Description	Quantity	UOM	Price	Ordered	Status	Additional Information
1		UPS - 000092R55290 - 07/18/2020 - EASTGATE - BR 009	13.02		13.02	13.02	Finally Clo...	Asset Tags
2		UPS - 000092R55290 - 07/18/2020 - EASTGATE - BR 009	29.33		29.33	29.33	Closed for...	

Order Life Cycle

Ordered: 42.35 USD
 Received: 0 USD
 Delivered: 0 USD
 Invoiced: 0 USD

Select the Done button to exit from the page.

Select the Home icon to go back to the Home page.