Oracle Supplier Guide

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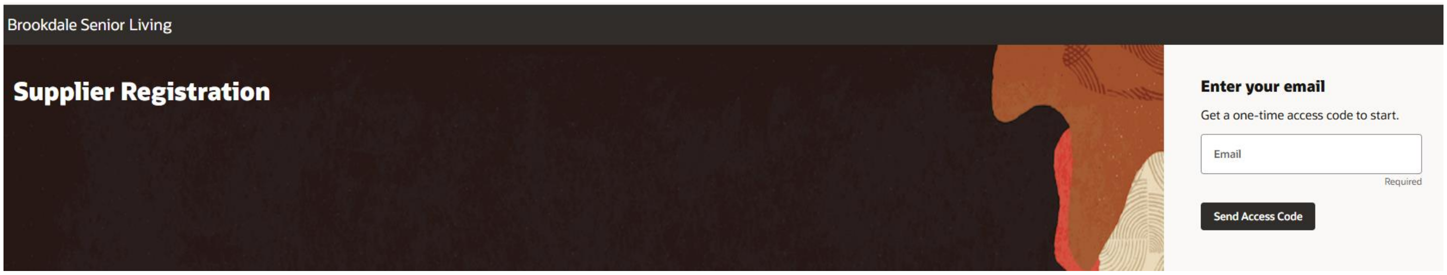
Supplier Registration on Oracle Supplier Portal

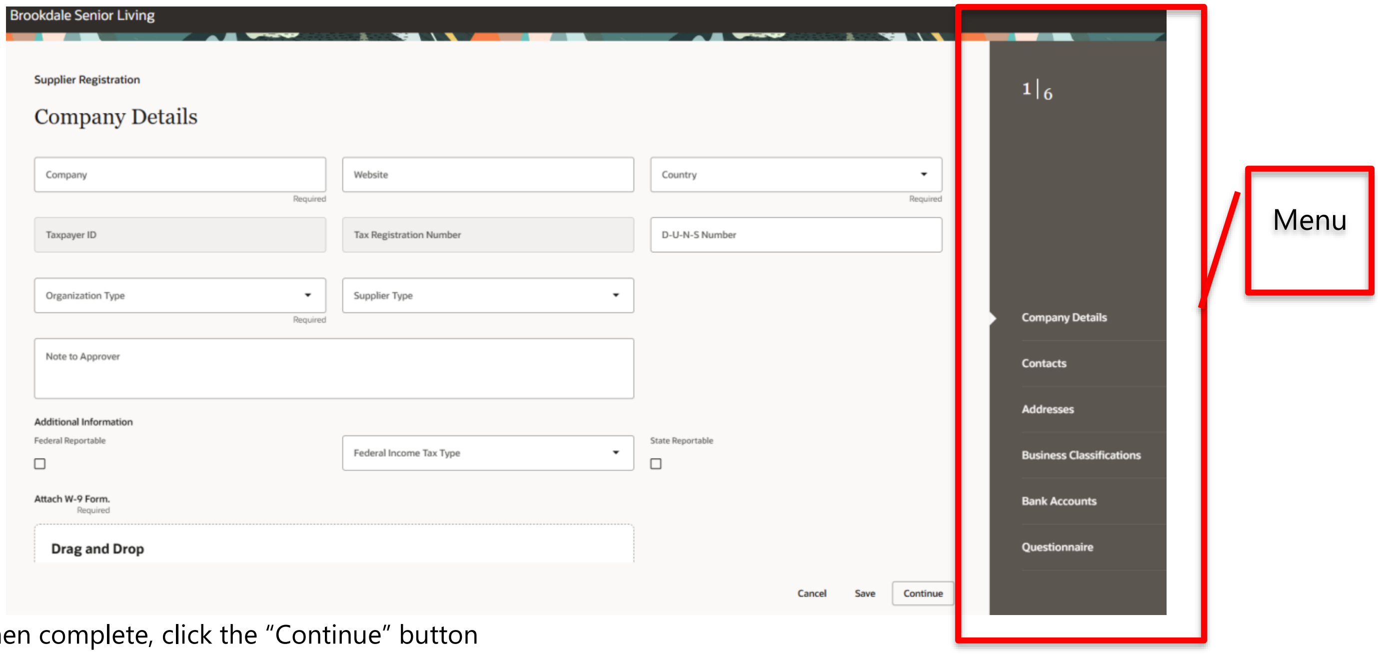
1. You will receive a registration link via email.
2. Click the link or enter into your internet browser.
3. Enter your email address for a one time access code. Click "Send Access Code" button.



4. Enter the code you receive into the code box.

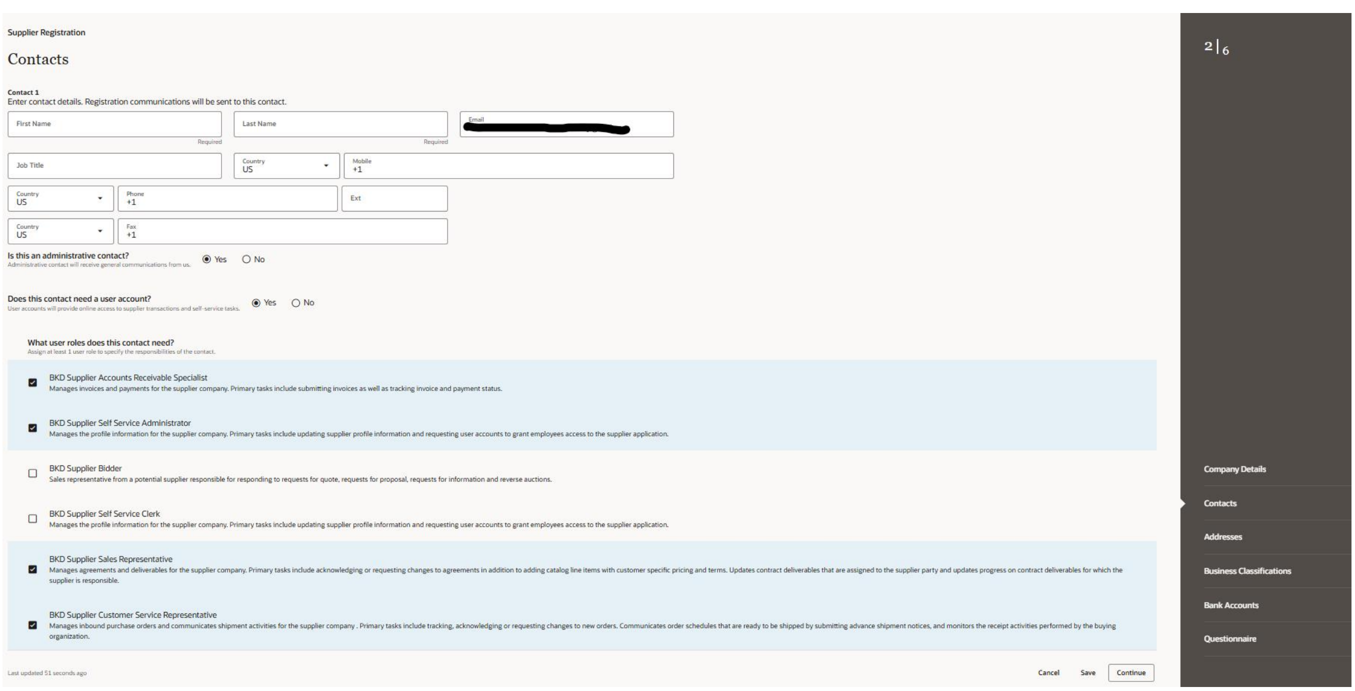
Important Note: Use the Menu on the right side of the screen to navigate between the pages within the registration. Clicking the back button will kick you out of the registration.

5. Complete the information in the “Company Details” section. Note Company Name, Country, Organization Type, Taxpayer ID, & W-9 are required fields. **Please attach a signed/dated W-9, as this is required.**



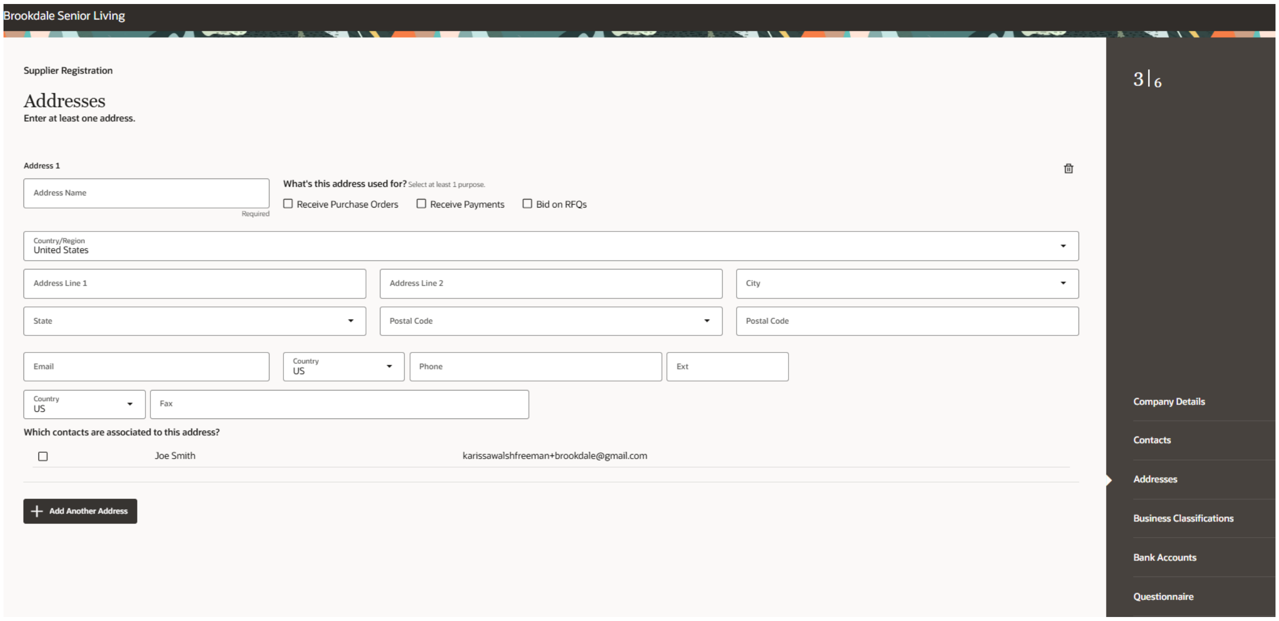
6. When complete, click the “Continue” button

7. Complete the “Contacts” section. Note first & last name fields are required. You can add additional contacts by selecting the “Add Another Contact” button at bottom of page. At least one contact at your company should be a designated Administrative Contact. All contacts who need access to Brookdale in Oracle should answer “Yes” to the “Does this contact need a user account” question.



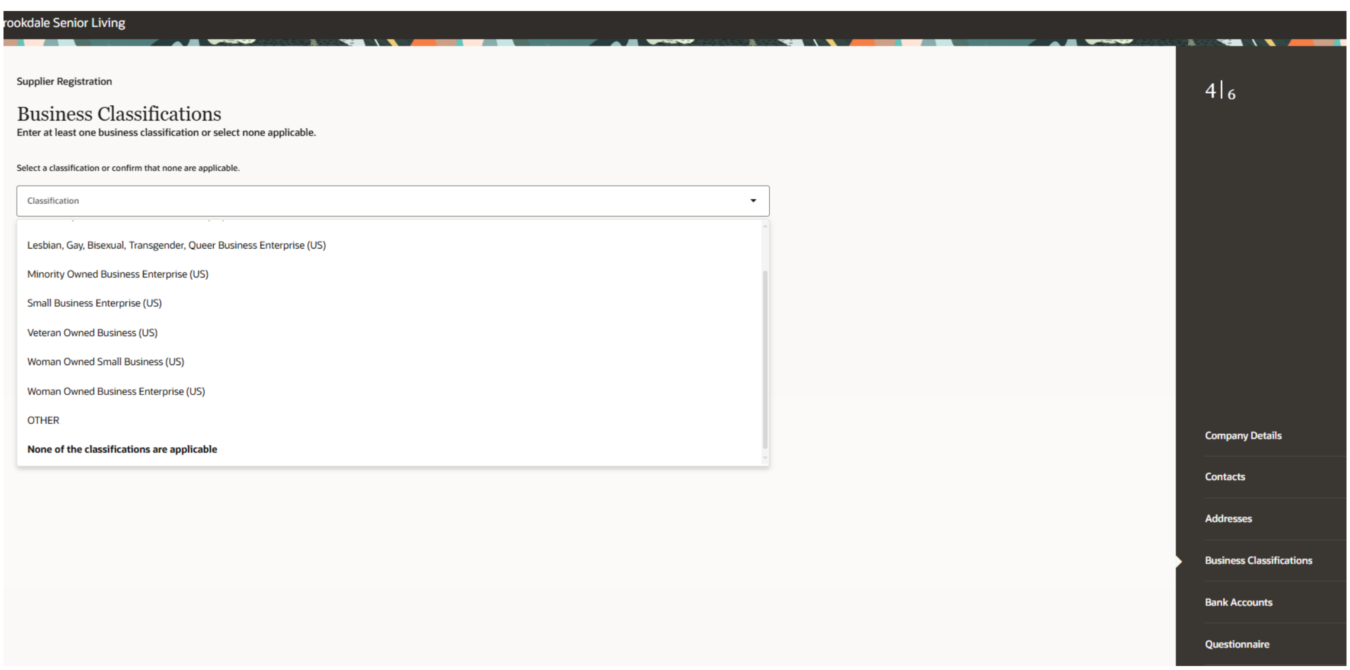
8. Select "Continue" when finished entering all contact information.

9. Complete the "Addresses" section. Add address name, select what this address is to be used for, enter address & check the box to identify which contact is associated with this address.



10. When complete, click the "Continue" button

11. Complete the "Business Classifications" section. If none are applicable, scroll to the bottom of the drop down list & select "None of the classifications are applicable."

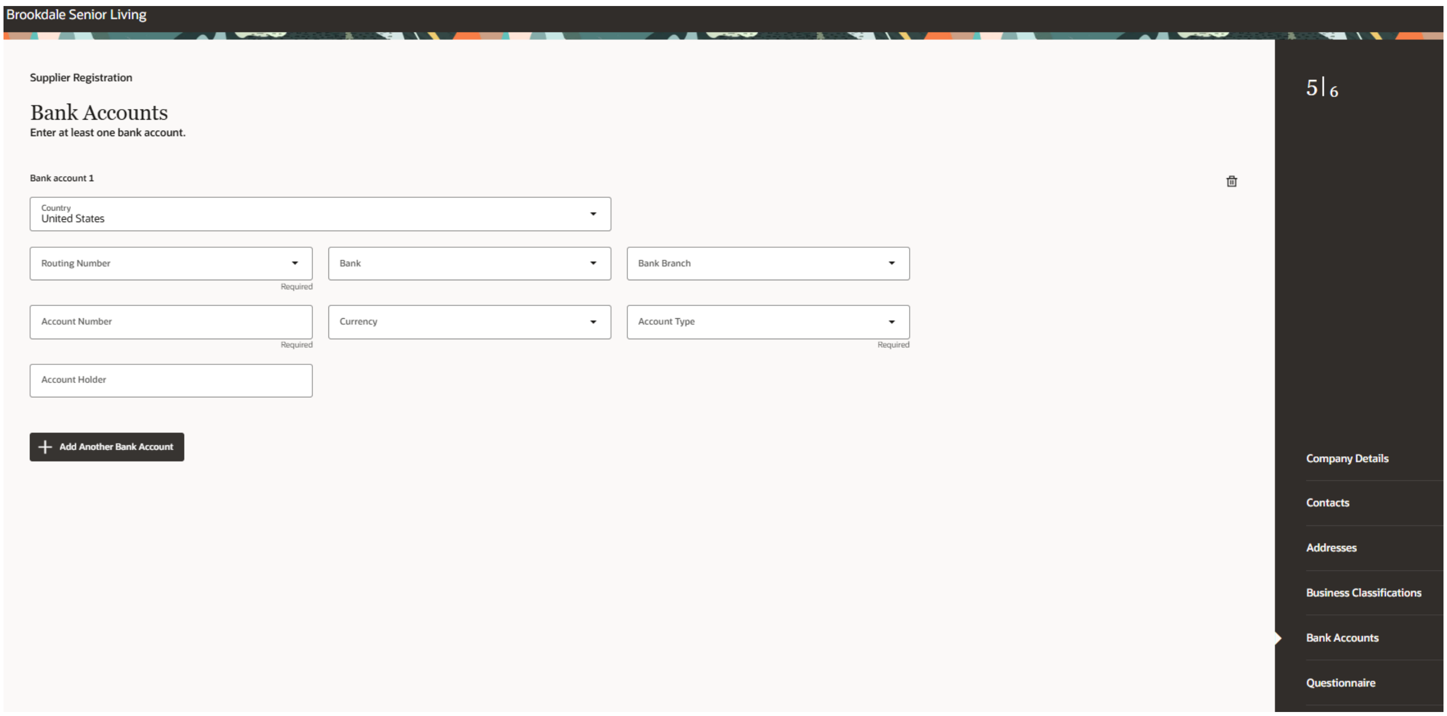


12. When complete, click the "Continue" button

13. Complete the Bank Account section.

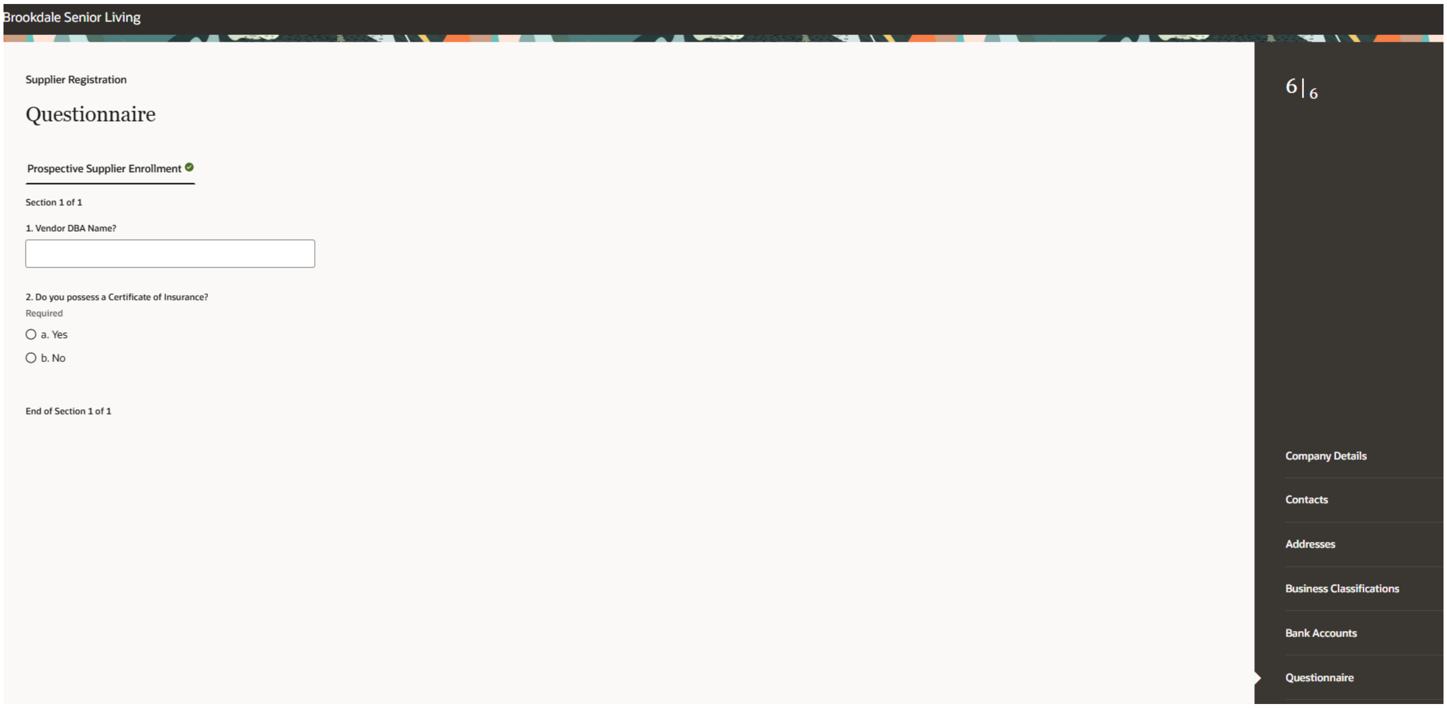
Note: You will be prompted to complete this section even if you plan on selecting the AP Control Card Payment Method. If you will be choosing the AP Control Card payment method, please complete this section as follows:

- Routing Number: Select first in the list (RIVERFRONT FCU)
- Account Number: "AP CONTROL CARD"
- Account Type: Select first option in the drop down (Checking)



14. When complete, click the "Continue" button

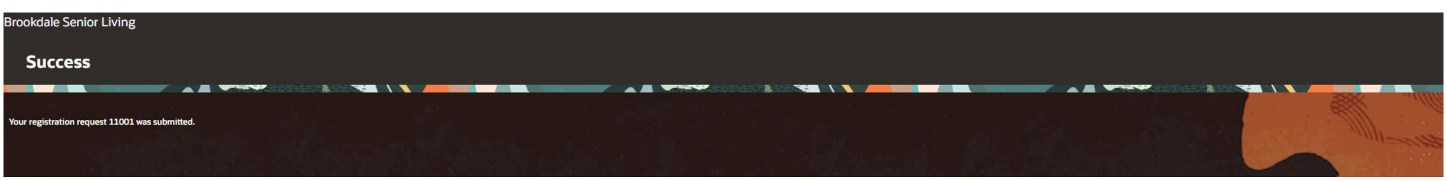
15. Complete all mandatory questions in the "Questionnaire" section. If your company does not have a dba name, please enter "N/A" for this question.



16. Click the "Submit" button when complete.

17. If you have any missing information, you will see be asked to review & enter the missing information. Please enter any missing information & submit.

18. Once you have successfully submitted your registration, you will see the following screen:

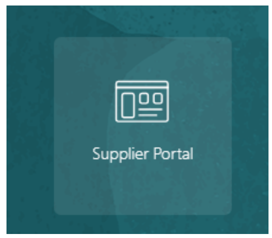


Submitting an Invoice against a Purchase Order

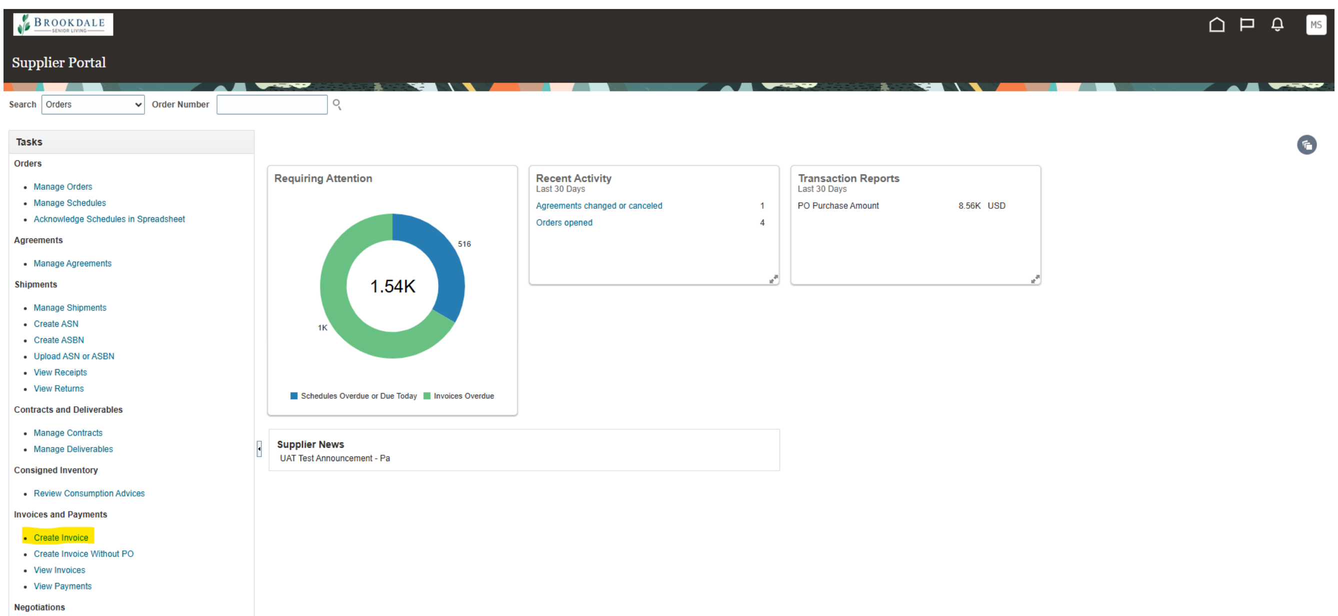
IMPORTANT

If you are typically issued PO's for your services, you must submit your invoices against a PO. If you are missing a needed PO, please reach out to the community you are working with to request a PO.

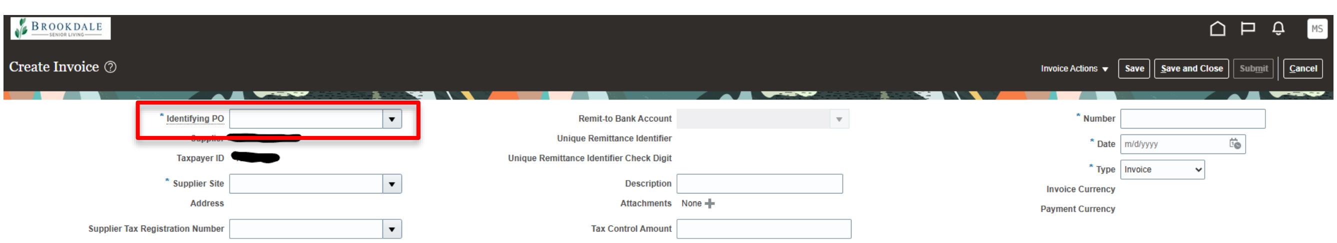
1. Log into Oracle & click on "Supplier Portal" tile.



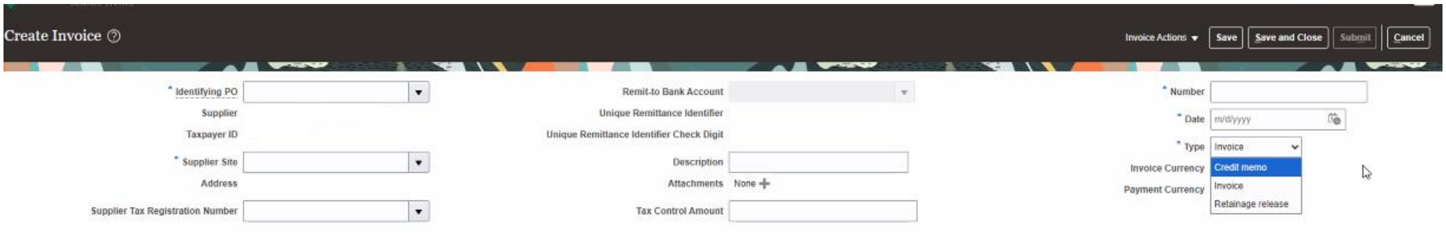
2. Click on "**Create Invoice**", which is located under the "Invoices and Payments section" on the left of screen



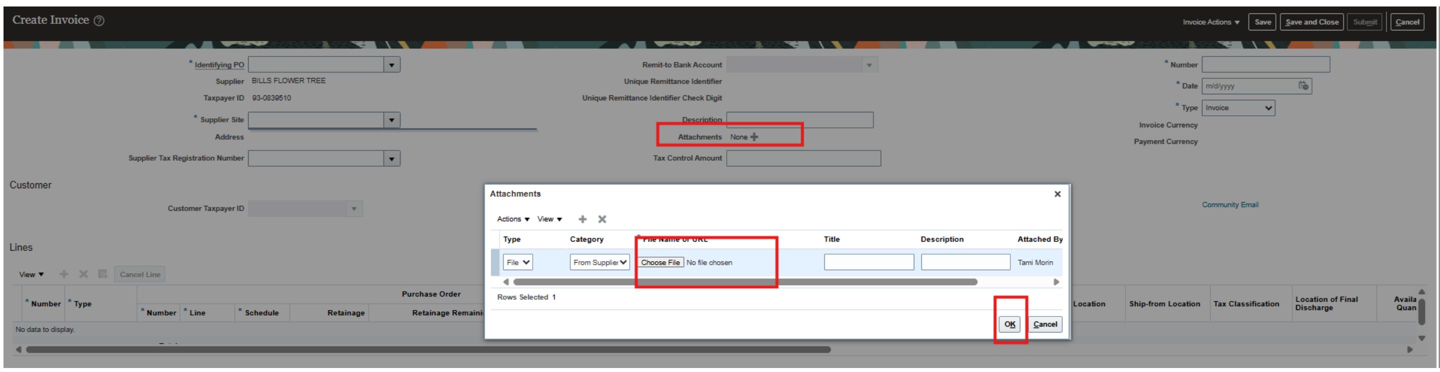
3. Enter "Identifying PO" details or select the drop down arrow & search for the PO number you want to invoice against. If you do not see the PO you are looking for, you can use the "Search" option at the bottom of the drop down box.



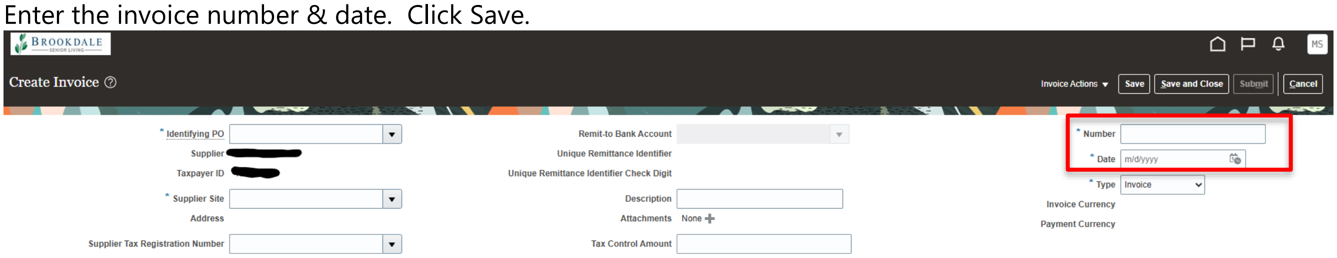
Note: For Credit Memos, change the Type to "Credit Memo", enter amount as negative



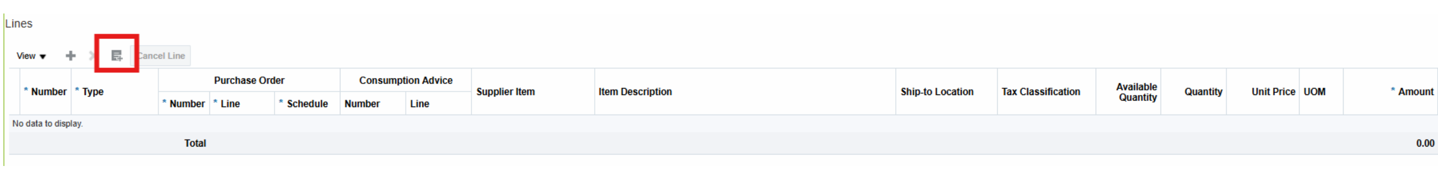
4. Click on Attachments, then click on choose file, select the invoice copy and click ok. Note: It is required to add an attachment to your invoice submission.



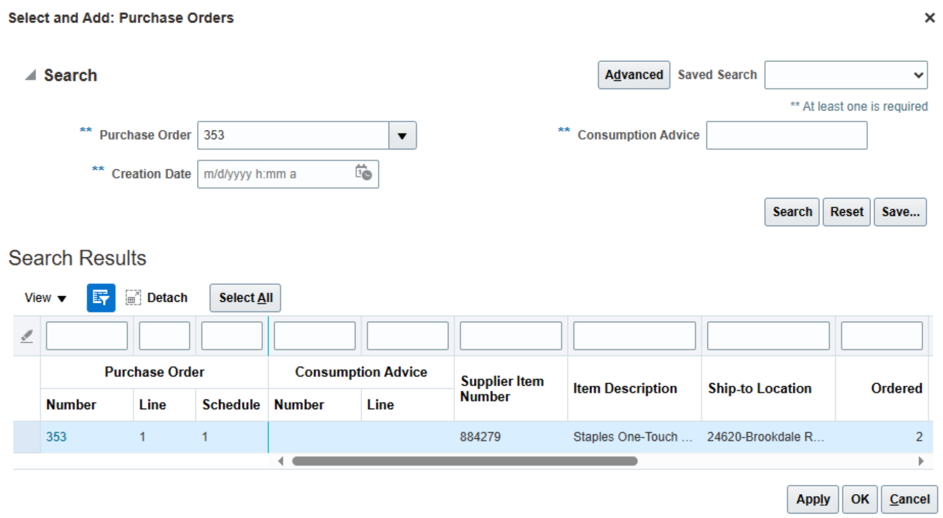
5. Enter the invoice number & date. Click Save.



6. In the Lines section, click the " Select and Add" button.

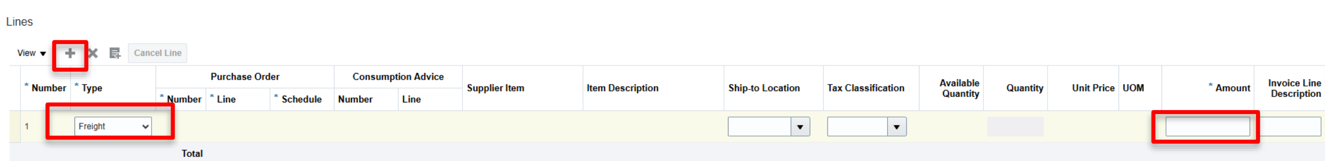


7. Select the desired line by clicking on the line (Do not click the PO# hyperlink). Click “Apply” then “OK”.

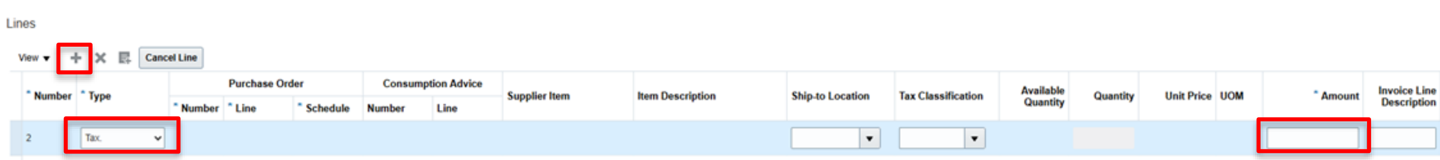


Note: For a monthly service agreement, only invoice for the amount you are billing for. After selecting the desired line, on the next screen, change the dollar amount under “Amount”

8. To add a freight line, click the “+” button & select “Freight” and enter the Amount



9. To add Tax lines, click the “+” button & select “Tax” type and enter the Amount



Note: Optional fields, Ship to location (the Brookdale community you are invoicing), tax classification & Invoice line description. Repeat the process to add any additional charges by adding another line & selecting a different “type” from the drop down. To delete a line, highlight the line you wish to delete, & select the “X” button.

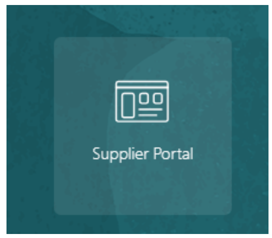
10. When you have entered all your invoice information, click the “Save” button & then “Submit.”

Submitting an Invoice without a PO

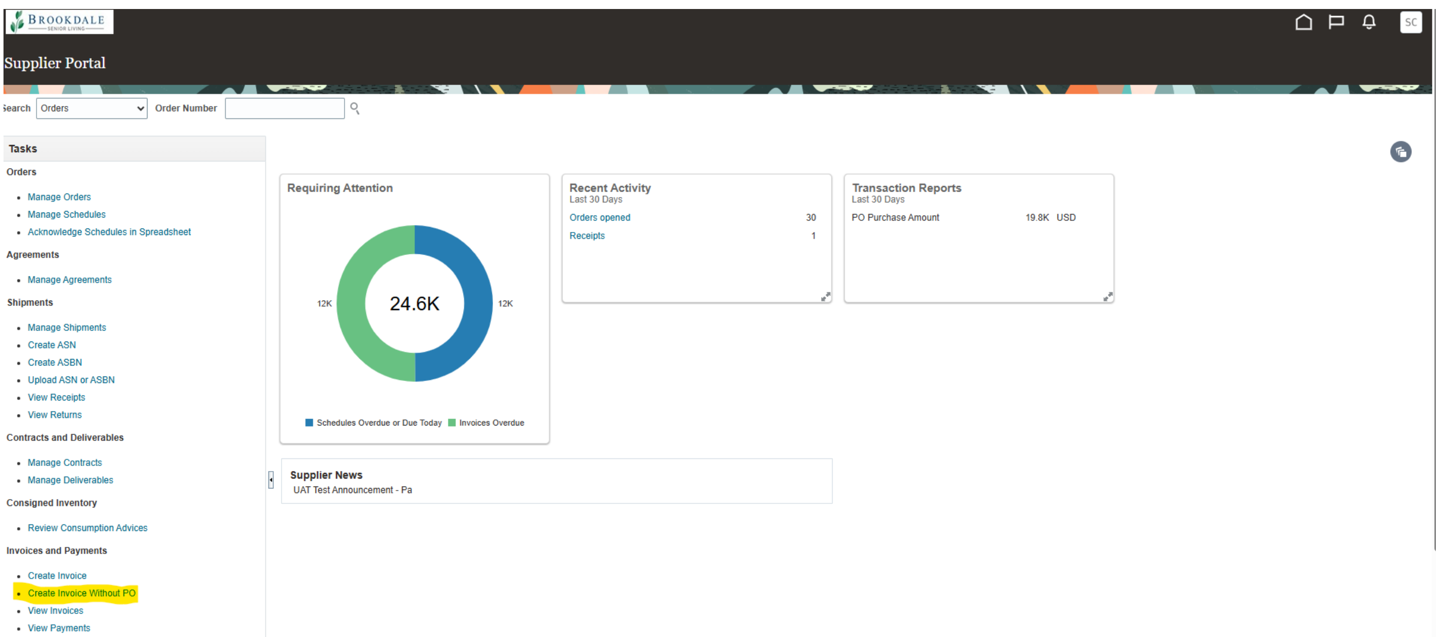
IMPORTANT

This invoice submission method is ONLY for suppliers that are NOT issued Purchase Orders.

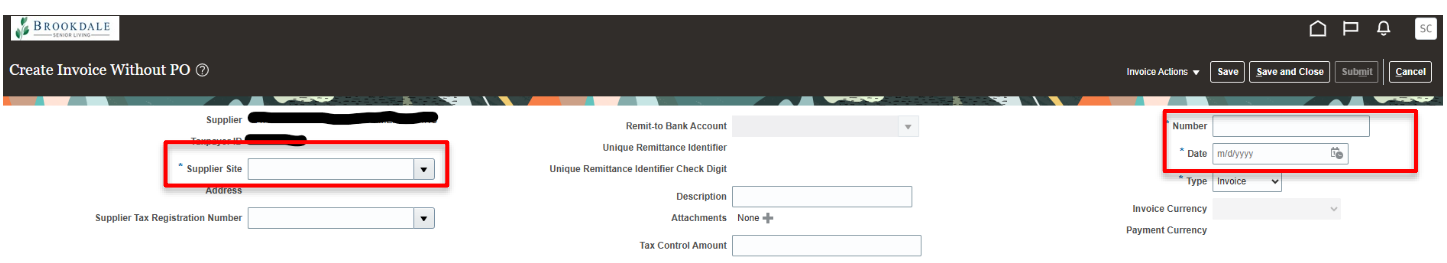
1. Log into Oracle & click on “Supplier Portal” tile.



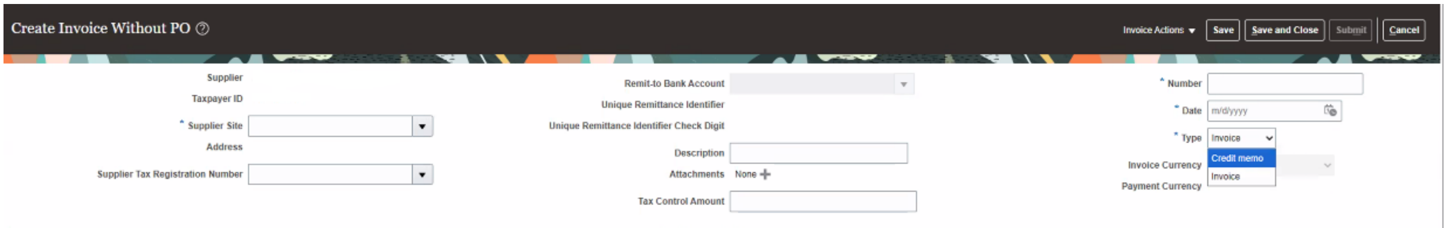
2. Click on “**Create Invoice Without PO**”, which is located under the “Invoices and Payments section” on the left of screen



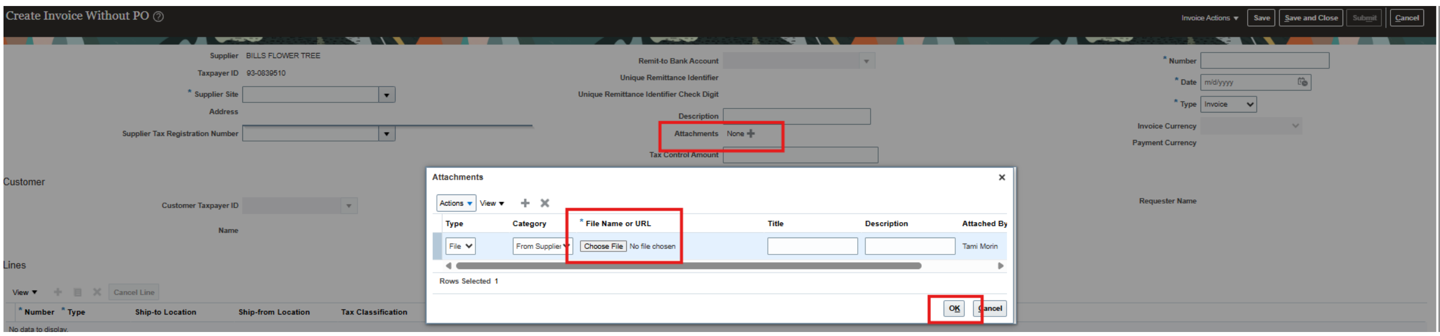
3. Enter invoice number & date. Select the “supplier site” from the drop down. This is your location (not the Brookdale community you are invoicing).



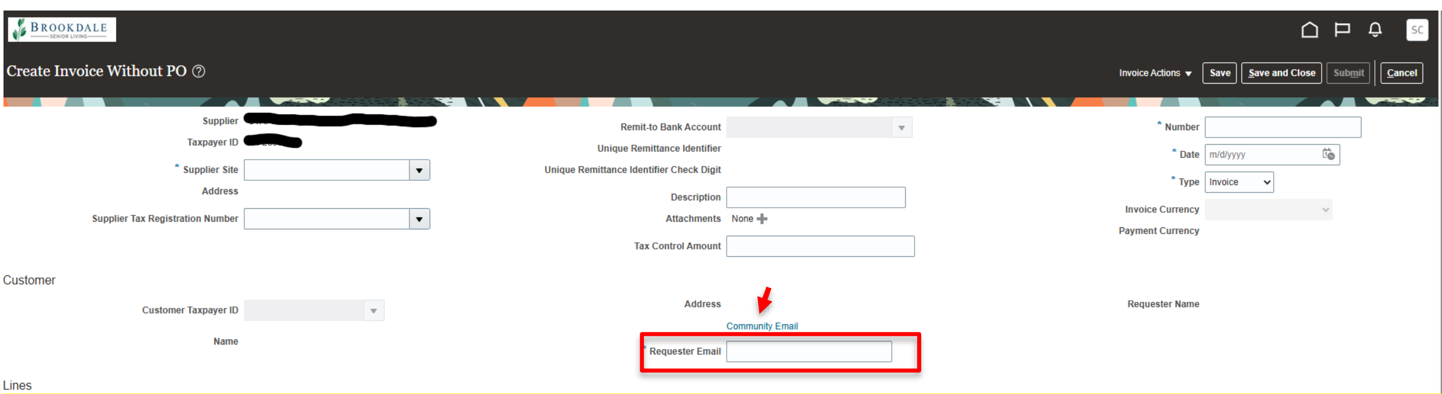
Note: For Credit Memos, change the Type to “Credit Memo”, enter amount as negative



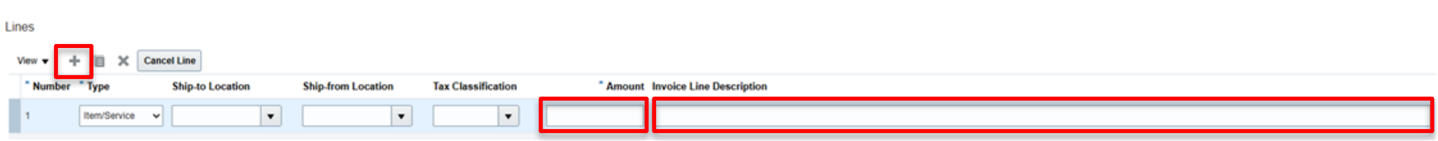
4. Click on Attachments, then click on choose file, select the invoice copy and click ok. Note: It is required to add an attachment to your invoice submission.



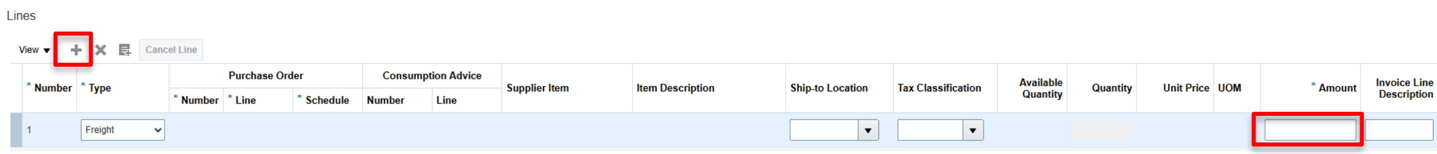
5. In the “Customer” section, enter the Requestor Email. This is the email for your contact at the community you are invoicing. If you do not know the requestor email, click on the “Community Email” link & search for the email for the community you are invoicing.



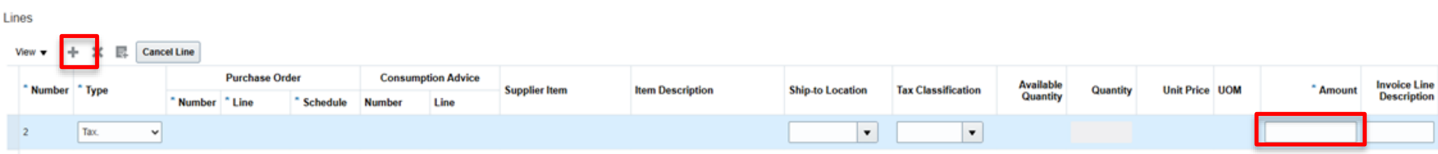
6. Click the “+” icon to add line details. Enter the information below. Note: The Ship-to Location is the Brookdale community you are invoicing. The Ship-to Location, Ship-from-Location, & tax classification are not required fields.



7. To add a freight line, click the "+" button & select "Freight" and enter the Amount.



8. To add Tax lines, click the "+" button & select "Tax" type and enter the Amount

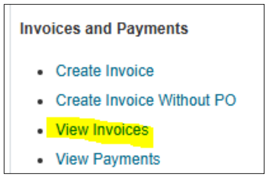


Note: Optional fields, Ship to location (the Brookdale community you are invoicing), & tax classification. Repeat the process to add any additional charges by adding another line & selecting a different "type" from the drop down. To delete a line, highlight the line you wish to delete, & select the "X" button.

9. When you have entered all your invoice information, click the "Save" button & then "Submit."

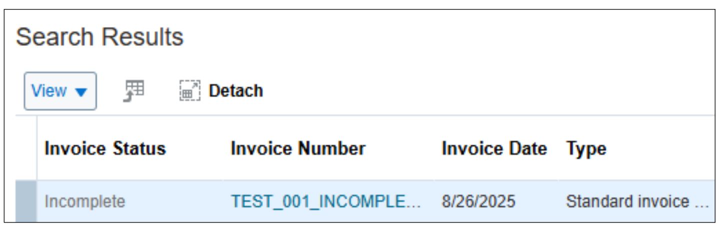
Edit Incomplete Invoices

1. Log into the supplier portal
2. Under Invoices click on the ‘View Invoices’ option

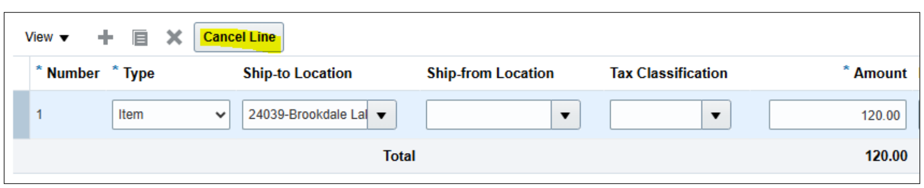


3. Search Invoices (I used only the supplier name in this example)

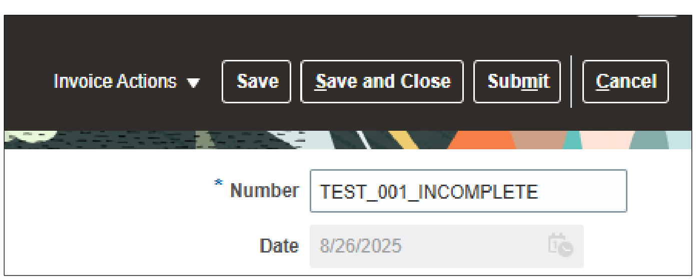
4. Click on the Invoice Number of the invoice in an incomplete status to go back into edit mode.



5. Edit invoice as needed or cancel lines as needed. To cancel invoice lines, select the line and click the ‘Cancel Line’ button.

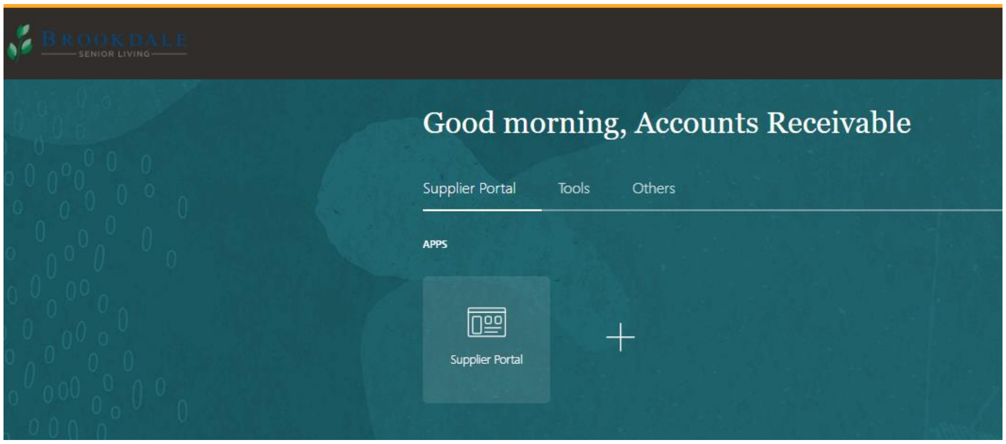


6. After all edits are made, click ‘Save’ and then click ‘Submit’ at the top of the invoice page.

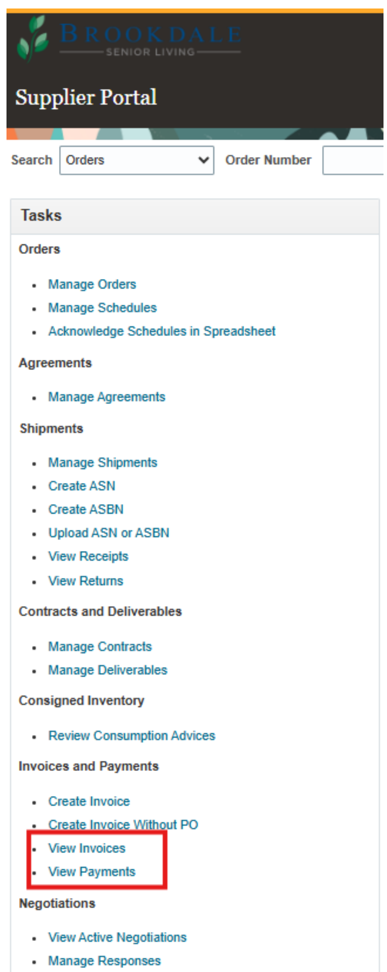


View Invoice Status

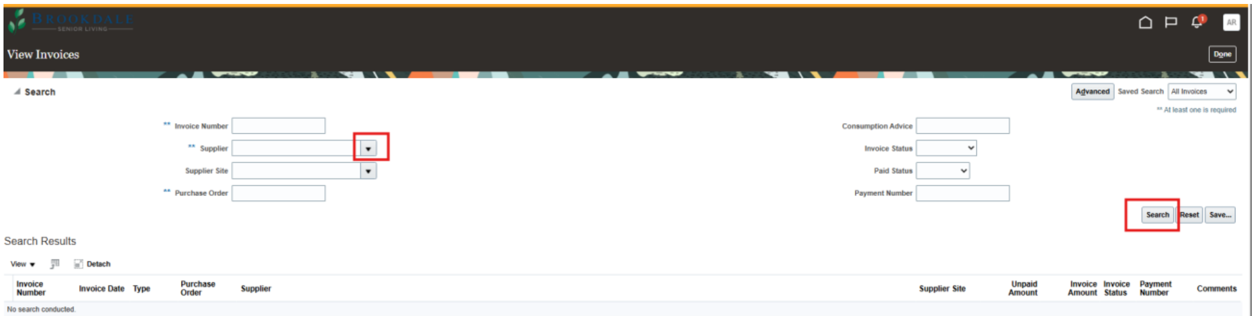
1. Log into the Supplier Portal.



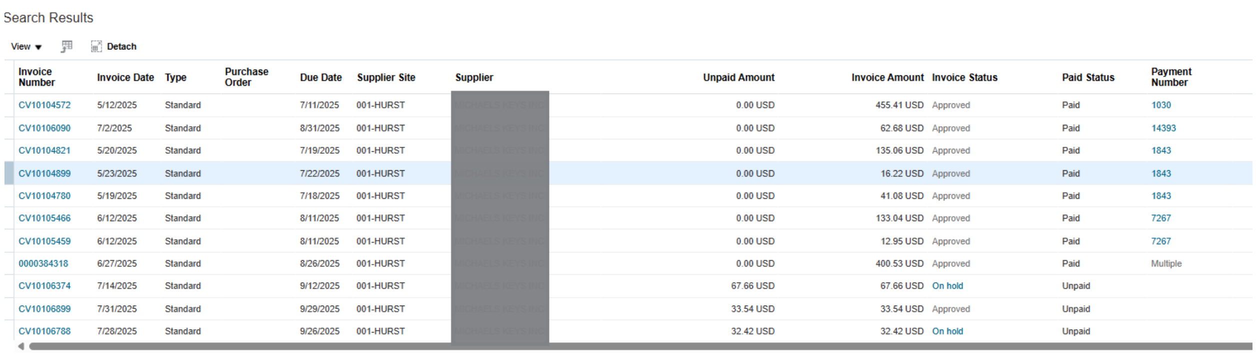
2. Click on View Invoices



3. From the Supplier Drop down, select the Supplier Name and Click Search



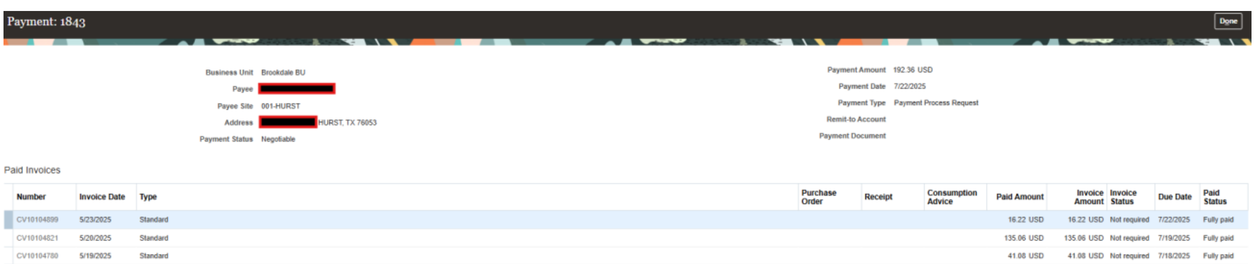
4. From here you can see the statuses of the invoices.
   a. If paid, there will be a payment number link, you can click into the number to find more payment details



Search Results

View ▾ Detach

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier Site	Supplier	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number
CV10104572	5/12/2025	Standard		7/11/2025	001-HURST	[redacted]	0.00 USD	455.41 USD	Approved	Paid	1030
CV10106090	7/2/2025	Standard		8/31/2025	001-HURST	[redacted]	0.00 USD	62.68 USD	Approved	Paid	14393
CV10104821	5/20/2025	Standard		7/19/2025	001-HURST	[redacted]	0.00 USD	135.06 USD	Approved	Paid	1843
CV10104899	5/23/2025	Standard		7/22/2025	001-HURST	[redacted]	0.00 USD	16.22 USD	Approved	Paid	1843
CV10104780	5/19/2025	Standard		7/18/2025	001-HURST	[redacted]	0.00 USD	41.08 USD	Approved	Paid	1843
CV10105466	6/12/2025	Standard		8/11/2025	001-HURST	[redacted]	0.00 USD	133.04 USD	Approved	Paid	7267
CV10105459	6/12/2025	Standard		8/11/2025	001-HURST	[redacted]	0.00 USD	12.95 USD	Approved	Paid	7267
0000384318	6/27/2025	Standard		8/26/2025	001-HURST	[redacted]	0.00 USD	400.53 USD	Approved	Paid	Multiple
CV10106374	7/14/2025	Standard		9/12/2025	001-HURST	[redacted]	67.66 USD	67.66 USD	On hold	Unpaid	
CV10106899	7/31/2025	Standard		9/29/2025	001-HURST	[redacted]	33.54 USD	33.54 USD	Approved	Unpaid	
CV10106788	7/28/2025	Standard		9/26/2025	001-HURST	[redacted]	32.42 USD	32.42 USD	On hold	Unpaid	



Payment: 1843 Done

Business Unit: Brookdale BU
Payee: [redacted]
Payee Site: 001-HURST
Address: [redacted] HURST, TX 76053
Payment Status: Negotiable

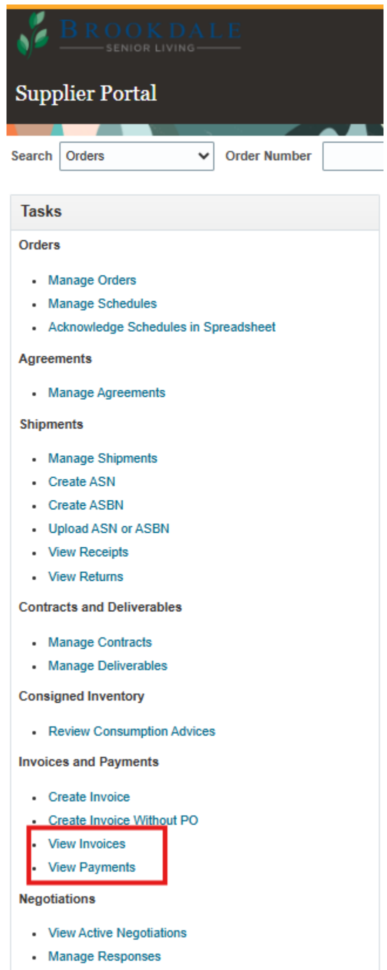
Payment Amount: 192.36 USD
Payment Date: 7/22/2025
Payment Type: Payment Process Request
Remit-to Account
Payment Document

Paid Invoices

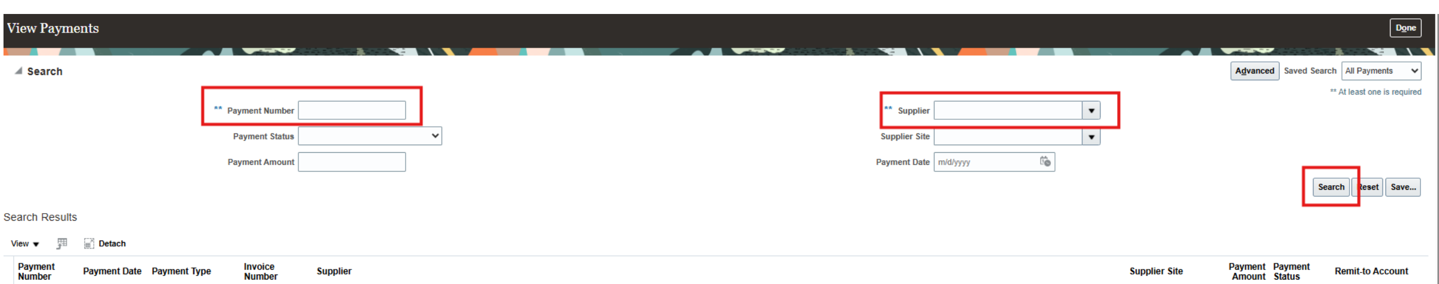
Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
CV10104899	5/23/2025	Standard				16.22 USD	16.22 USD	Not required	7/22/2025	Fully paid
CV10104821	5/20/2025	Standard				135.06 USD	135.06 USD	Not required	7/19/2025	Fully paid
CV10104780	5/19/2025	Standard				41.08 USD	41.08 USD	Not required	7/18/2025	Fully paid

View Payment Details

1. Click on View Payments



2. If you have a payment number, enter the payment number. If not, select the Supplier from the drop down and click search.



3. From here you can see payment details, click on the payment number to see more details.

Search Results

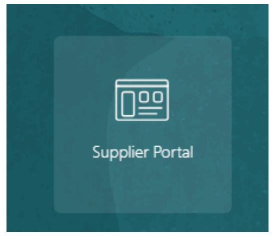
View ▾ Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
14150	9/3/2025	Payment Process Re...	0000384318	[redacted]	001-HURST	400.53 USD	Voided	
14818	9/3/2025	Payment Process Re...	0000384318		001-HURST	400.53 USD	Negotiable	
14393	9/2/2025	Payment Process Re...	CV10106090		001-HURST	62.68 USD	Negotiable	
7267	8/12/2025	Payment Process Re...	Multiple		001-HURST	145.99 USD	Negotiable	
1843	7/22/2025	Payment Process Re...	Multiple		001-HURST	192.36 USD	Negotiable	
1030	7/17/2025	Payment Process Re...	CV10104572		001-HURST	455.41 USD	Negotiable	

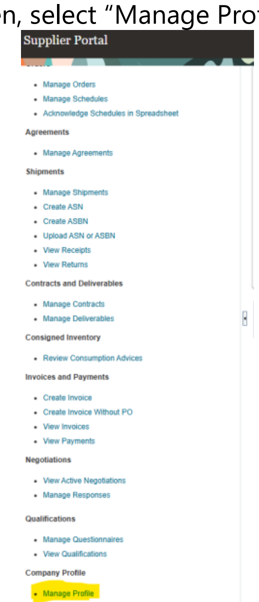
Supplier Information Updates

If any of your **supplier information changes**, you will use the steps below to update your profile & notify Brookdale.

1. Log into Oracle & select the "Supplier Portal" tile

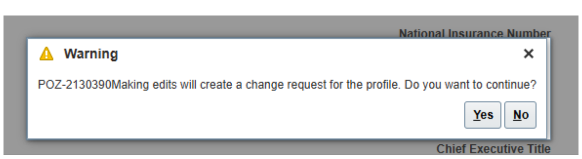


2. From the Task list on the left side of our screen, select "Manage Profile" under the "Company Profile" section.



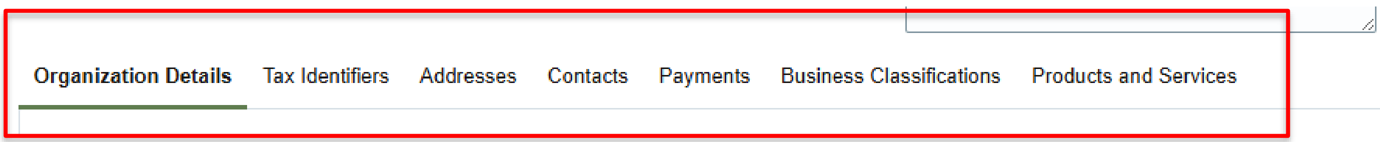
3. Select "Edit."

4. Click "Yes" when the pop up appears:



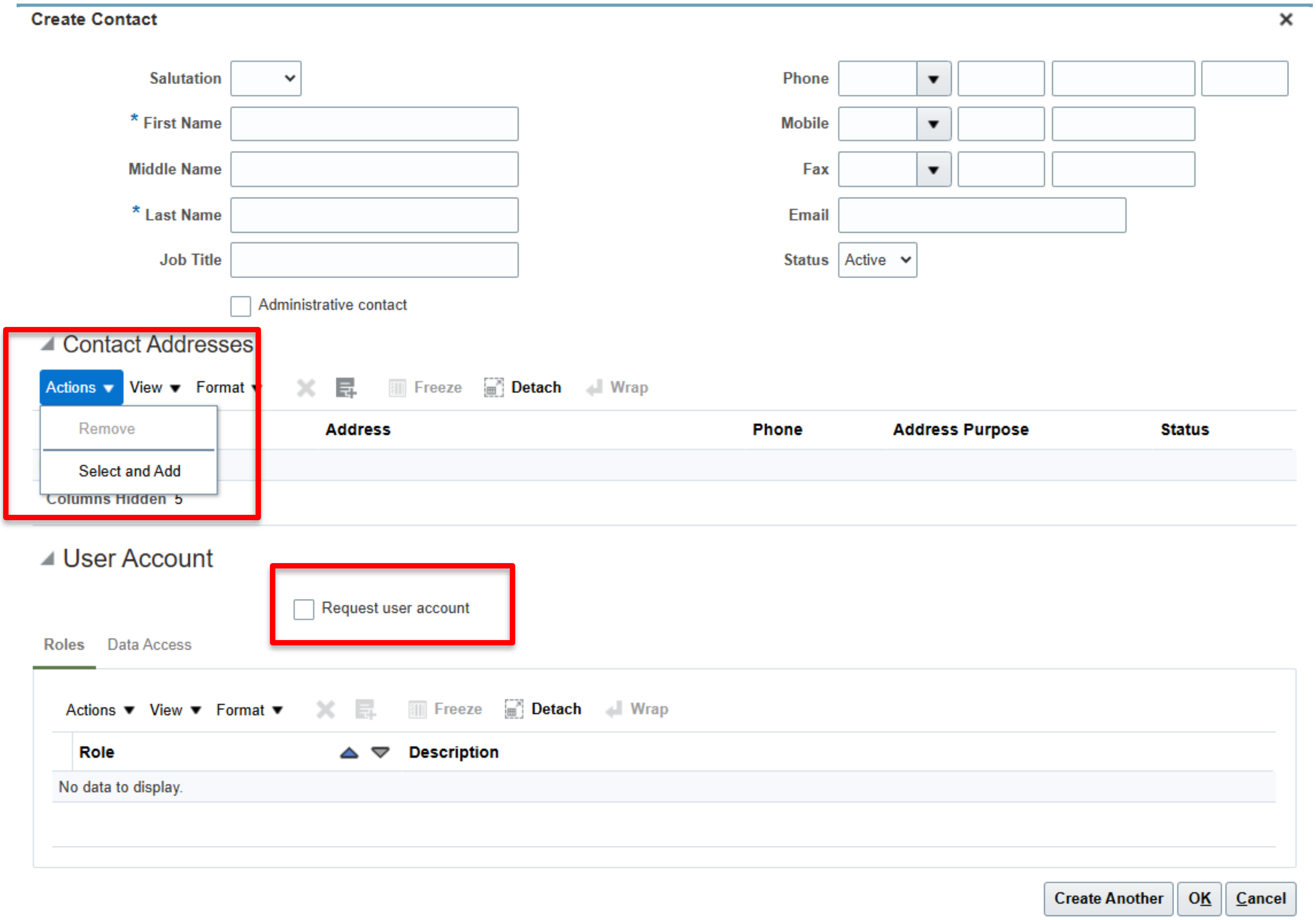
5. Enter an explanation of your changes in the “Change Description” box:

6. Edit your information as desired in any of the profile tabs:

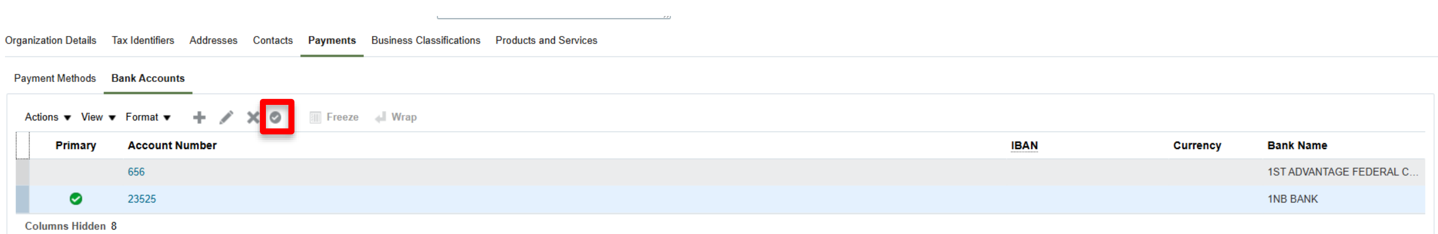


HINTS FOR EACH PROFILE TAB

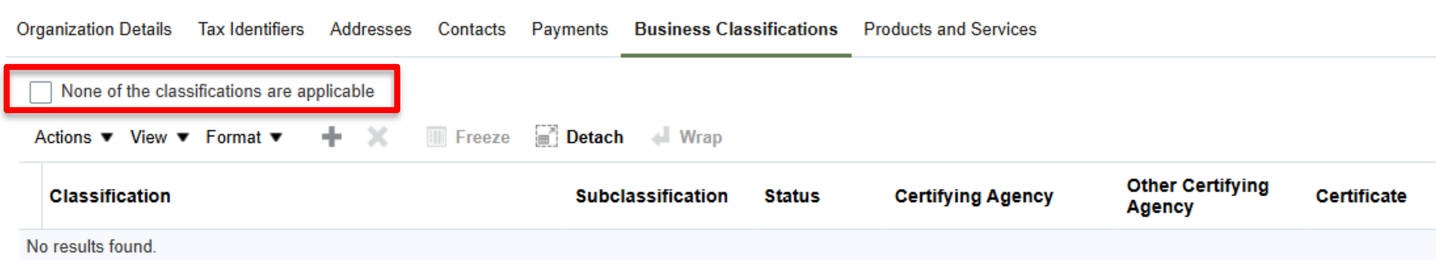
- Use the “+” to add something new and the pencil icon to edit an existing item
- **Required fields are marked with an “*”**
- ORGANIZATION DETAILS:
    - Makes desired changes to any of the desired fields.
- TAX IDENTIFIERS:
    - Make desired changes to any of the desired fields.
- ADDRESSES:
    - When adding an address, please name the address with the address number – City Name. Ex: 002-CHICAGO
- CONTACTS
    - A contact won’t be able to access your portal unless you check the box for “User Account”
    - Each contact must be tied to an address. In the Contact Addresses section, be sure to click the “Actions” drop down & select “Select & Add”. Highlight the address the contact is associated with & click “Apply” & then “OK”.



- PAYMENTS
  - Use the + sign to add a bank account
  - If you have more than one bank account in your profile, you must indicate which is the primary by highlighting the desired account row & clicking the circle with the checkmark.



- BUSINESS CLASSIFICATIONS
  - This is where you can add any applicable classifications by clicking the "+" & choosing the desired classification from the drop down that appears. If none of these classifications apply to you, please click the box indicating "none of the classifications are applicable."



- PRODUCTS AND SERVICES:
    - This is an optional section that can be left blank if desired.

7. When you are finished making all your updates, click "Save" & then "Review Changes".

8. If everything is correct, click the "Submit" button

9. Your profile update request will then route to Brookdale for approval. The changes will not be implemented in your profile until they have been fully approved by Brookdale.