

1 Logging onto iSupplier Portal for the First Time

Once you have been registered with UK SBS you will receive an email containing a link to the iSupplier Portal along with your username and password. The password supplied is temporary and you will be prompted to set a new password when you logon for the first time.

The iSupplier Portal is a secure website and it is suggested that you [Logout](#) using the link in the top right hand corner before you leave the website.



Action Note:

If you experience access issues, for example you do not receive the invite please make sure you check your spam folder and ensure your Pop-up Blocker is disabled.



Learning Note:

If you need to change or reset your password this must be done on the iSupplier Portal website by clicking on [Login Assistance](#). UK SBS cannot your password.

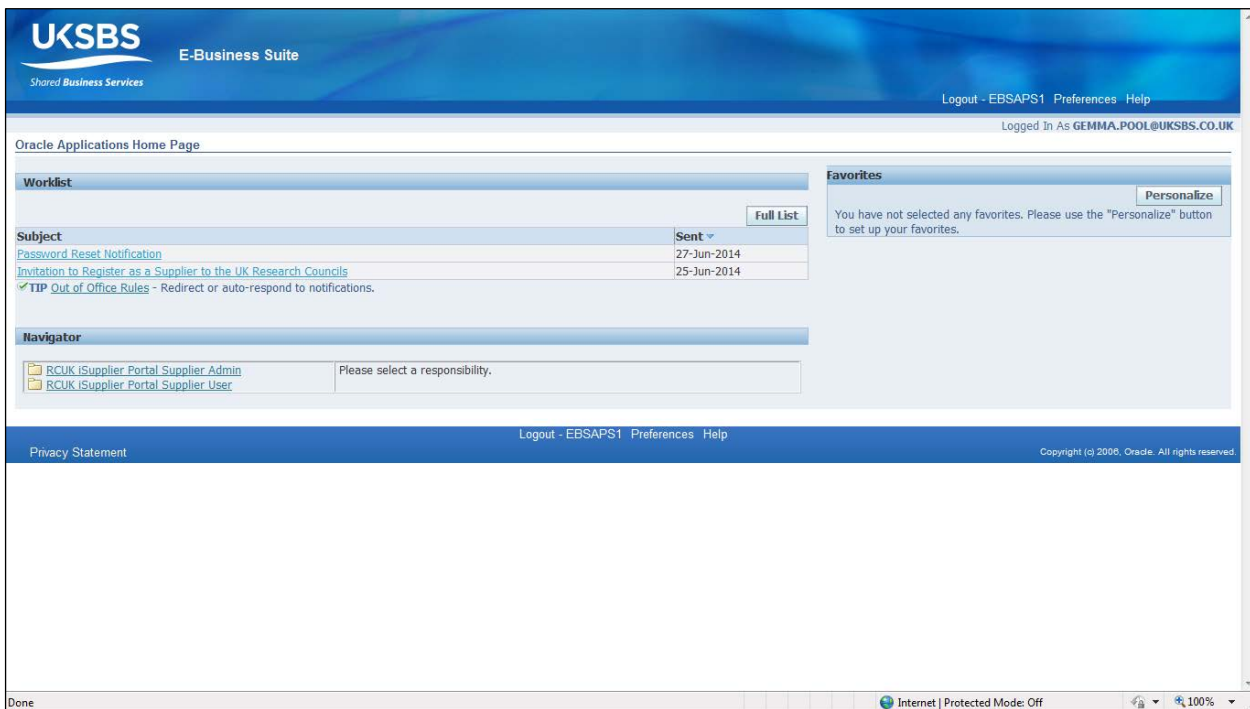
Once you have requested to reset your password you will receive an email from UK SBS with further instructions.

Please wait at least 15-30 minutes for the email to come through and ensure it hasn't been moved to your Spam folder before contacting UK SBS.

If you need to contact UK SBS, please email finance@uksbs.co.uk or call 01793 867004.

1. Login using the username and password provided in your email.

2. Click in the **User Name** field and enter your logon details.
3. Enter the **Password**.
4. Click the **Login** button.
5. You will be asked to change your password the first time you logon.
6. Reset your password and click the **Submit** button.
7. The **Oracle Home Page** will be displayed.
8. Your **Navigator** will list all the "responsibilities" you have access to.



9. Click the **RCUK iSupplier Portal Supplier User** link to view your Home page.
10. Notifications will display the last 5 unread messages from the iSupplier Portal.



Learning Note:

If you have Supplier Admin access you can use the [Home](#) link to switch between Admin and User responsibilities.