SUPPLIER PORTAL (ORACLE – FUSION) ON-BOARDING AND MAINTENANCE

11,11,11







TABLE OF CONTENTS

SUPPLIER PORTAL: FIRST-TIME LOGIN PROCEDURES	1
OKTA INSTALLATION INSTRUCTIONS	2
Overview	2
Step 1 - Activate your Okta Account	2
Step 2 – Launch Supplier Portal	
UPDATE YOUR OKTA PROFILE SETTINGS	
Reset Password	14
Set Up Another Phone	

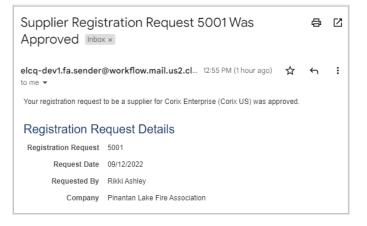


SUPPLIER PORTAL: FIRST-TIME LOGIN PROCEDURES

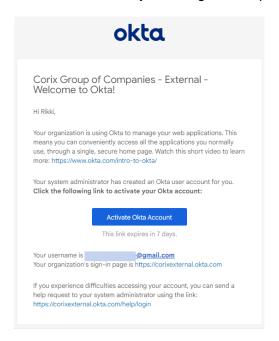


For your convenience, a video has been created to help walk you through this process

• Once registered, Corix will need to approve the registration. An email will be sent to the Prospective Supplier's administrative contact to advise if the registration is approved.



Once Approved, the Supplier's contact will then receive an email notification for Okta registration, which
is Corix's multi-factor authentication tool that allows you to securely login to the Fusion Supplier Portal.
This Guide will take you through the step-by-step instructions on setting up your Okta profile.





OKTA INSTALLATION INSTRUCTIONS

OVERVIEW

This guide will take you through the process of registering with Okta, Corix's multi-factor authentication tool. There will be two steps in this process:

Step 1: Activating your account by setting up a 12-digit password, along with a security question in case you need to reset your password; and adding a mobile phone number as the security method to verify who you are.

Step 2: Logging into to the **corixgroup.okta.com** portal to access the Fusion application where you will find the **Supplier Portal**. This second step will include setting you a mobile phone number again as a security method as you are now using a different web address to access Fusion.

Finally, we will show you how to edit your Okta profile settings in case you need to reset your password or add additional phone numbers for the security method.

STEP 1 - ACTIVATE YOUR OKTA ACCOUNT

Onyx Doe <onyx.doe@outlook.com> To • Rikki Ashley If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy. Outlook prevented automatic download of some p</onyx.doe@outlook.com>	Group of Companies
Corix Group of Companies - External - Welcome to Okta!	Set up security methods (2) onyx.doe@outlook.com
Hi Onyx,	Security methods help protect your Okta account by ensuring only you have access.
Your organization is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: https://www.okta.com/intro-to-okta/ Your system administrator has created an Okta user account for you. Click the following link to activate your Okta account:	Set up required Password Choose a password for your account Used for access Set up
Activate Okta Account This link expires in 7 days. Your username is <u>onyx.doe@cutlook.com</u> Your organization's sign-in page is https://corixexternal.okta.com	Security Question Choose a security question and answer that will be used for signing in Used for access Set up Back to sign in



Group of Companies	Group of Companies
****	Set up security methods (2) onyx.doe@outlook.com
Set up password	Security methods help protect your Okta account by ensuring only you have access.
(8) onyx.doe@outlook.com	Set up required
 Password requirements: At least 12 characters A lowercase letter An uppercase letter A number A symbol No parts of your username Does not include your first name Does not include your last name Your password cannot be any of your last 4 passwords At least 1 day(s) must have elapsed since you last changed your password 	Security Question Choose a security question and answer that will be used for signing in Used for access Set up Back to sign in
Enter password	
Re-enter password	
•••••••••••••••••••••••••••••••••••••••	
Next	



 Select a security question from the drop- down list or create your own. Enter the answer and click Verify. 	 Select Phone Set up as this is the only security method you will be using.
Group of Companies	Group of Companies
	Set up security methods (2) onyx.doe@outlook.com
Set up security question	Security methods help protect your Okta account by ensuring only you have access.
(2) onyx.doe@outlook.com	Set up optional
 Choose a security question Create my own security question Choose a security question What is the food you least liked as a chi * 	Okta Verify Okta Verify is an authenticator app, installed on your phone, used to prove your identity Used for access Set up
Answer 💿	Phone Verify with a code sent to your phone Used for access or recovery Set up
Return to authenticator list Back to sign in	Security Key or Biometric Authenticator Use a security key or a biometric authenticator to sign in Used for access Set up
	<u>Set up later</u> Back to sign in



Group of Companies	Group of Companies
Set up phone authentication	Set up phone authentication
(8) onyx.doe@outlook.com	(8) onyx.doe@outlook.com
Enter your phone number to receive a verification code via SMS.	A code was sent to your phone. Enter the code below to verify. Carrier messaging charges may apply
● SMS	Enter Code
O Voice call	207200
Country	
United States	Verify
Phone number	Return to authenticator list
+1 2365974375	Back to sign in
Receive a code via SMS	



 As you will not be using any other type of security method, click Set up later to complete Step 1. 	10. You will now see this screen.
	Group of Companies
Group of Companies	Signing in to Okta Dashboard
Set up security methods	(8) onyx.doe@outlook.com
(2) onyx.doe@outlook.com	0
Security methods help protect your Okta account by ensuring only you have access.	
Set up optional	
Okta Verify Okta Verify is an authenticator app, installed on your phone, used to prove your identity Used for access Set up	
Security Key or Biometric Authenticator Use a security key or a biometric authenticator to sign in Used for access	
<u>Set up later</u> Back to sign in	



You are then taken to the **corixexternal.okta.com** dashboard which is not used. Close the browser tab and open a new tab to complete Step 2.

▲ Mail 9:49 AM Wed Feb 22				रू 100% 🔳
• < >	АА	Corixexternal.okta.com	5	1 + C
🕀 Log Out		Private Client Services™ (PCS)	🛛 💽 My Apps Dashboard Co	rix Group of Companies - Ext
Group of Companies	Q Q Search you	r apps	Cindy Corix (Group of Compa 💙
My Apps	🚫 My Apps			
Notifications	r			
Add apps		Add apps to your launc	her	
		Please contact your admin for a		
	Support			
	Help: <u>https://empov</u>	ver.corix.com (2		
Last sign in: a few seconds ago	Baquast an ann			



STEP 2 – LAUNCH SUPPLIER PORTAL

Now that you are authenticated through Okta, you will login to the Okta Dashboard to access the Fusion Supplier Portal. You will need to set up your phone for text messages again as you are now logging into a new web address. If you experience any issues logging in, contact your Corix representative.

 After setting up your organizations Okta profile, open a browser and enter the following URL: corixgroup.okta.com

	Set up security methods
Group of Companies	(8) onyx.doe@outlook.com
Sign In	Security methods help protect your Okt account by ensuring only you have acces
Username	Set up optional
onyx.doe	Okta Verify
Password	Okta Verify is an authenticator ap installed on your phone, used to
••••••	prove your identity
	Used for access
Keep me signed in	<u>Set up</u>
Sign in	Phone
eign m	Verify with a code sent to your ph
Forgot password?	Used for access or recovery
Unlock account?	<u>Set up</u>
Help	
	Security Key or Biometric Authenticator
	Use a security key or a biometric
	authenticator to sign in Used for access
	<u>Set up</u>



3. Enter your mobile phone number to receive a text (SMS). Click Receive a code via SMS .	 Enter the Code provided in the text message and click Verify.
Group of Companies	Group of Companies
Set up phone authentication (2) onyx.doe@outlook.com	Set up phone authentication (2) onyx.doe@outlook.com
 Enter your phone number to receive a verification code via SMS. SMS Voice call 	A code was sent to your phone. Enter the code below to verify. Carrier messaging charges may apply
Country	Enter Code
United States Phone number 1 2365974375	Verify
+1 2365974375 Receive a code via SMS	<u>Return to authenticator list</u> <u>Back to sign in</u>
Return to authenticator list Back to sign in	



As you will not be using any other type of security method, click Set up later to	6.	You will now see this screen.
complete Step 1.		Group of Companies
Group of Companies		Signing in to Okta Dashboard
Set up security methods		(8) onyx.doe@outlook.com
(8) onyx.doe@outlook.com		0
Security methods help protect your Okta account by ensuring only you have access.		
Set up optional		
Okta Verify Okta Verify is an authenticator app, installed on your phone, used to prove your identity Used for access Set up		
Security Key or Biometric Authenticator Use a security key or a biometric authenticator to sign in Used for access Set up		
<u>Set up later</u> Back to sign in		



• You will now be taken to the **Okta Dashboard** where you will be able to access the **Fusion** application to access the **Supplier Portal**.

Group of Companies	Q Search your apps	Cindy Corix Group of Compa
🕈 Му Аррз	My Apps	Sort 🔻
Work		
Add section \oplus	⊗ Work	
Notifications	FUSION	
	Oracle Fusion - Production	
	⊕ Add section	
Last sign in: a few seconds ago	Support	
© 2023 Okta, Inc.	Help: <u>https://empower.corix.com</u> [2]	
Privacy		

• Visit the Supplier Portal How To Guide for instructions on how to use the Supplier Portal.



UPDATE YOUR OKTA PROFILE SETTINGS

There are times when you may wish to reset your password or add an additional, or change, the existing phone security method. This is done through the Okta Settings menu.

Personal Informa	tion	Edit Security Methods	
First name	Cindy	Security methods help your account security wh applications.	en signing in to Okta and other
Last name	Doe	Password	Reset
Okta username	cindy.doe@outlook.com		
Primary email	cindy.doe@outlook.com	Okta Verify	Set up
Display name	Cindy Doe	Security Key or Biometric	Set up
Locale	en_US		
		Google Authenticator	Set up
Display Languag	e	Edit Phone	Set up another
Language	English	+1 XXX-XXX-4375	Remove
	Your default language has been automati by your browser. To change your languag edit and save your desired display langua	e please	

1. From within the **Okta Dashboard**, click the 2. Even though you are already logged in, you will be asked to verify that you are authorized to down-arrow beside your name in the top right make this change. Select applicable option. corner and select Settings. Cindy COLIX Group of Companies Corix Group of Cor Verify it's you with a security method Cindy Doe (8) onyx.doe@outlook.com cindy.doe@outlook.com Select from the following options Settings Password <u>Select</u> Preferences Phone **Recent Activity** Select +1 XXX-XXX-4375 Sign out



Group of Companies	Group of Companies

	Verify with your phone
Verify with your password	(2) cindy.doe@outlook.com
(8) cindy.doe@outlook.com	Send a code via SMS to +1 XXX-XXX-4375
Password	
••••••	Carrier messaging charges may apply
	Receive a code via SMS
Verify	Receive a voice call instead
Forgot password?	
/erify with something else	
	Group of Companies
	Verify with your phone
	(® cindy.doe
	A code was sent to +1 XXX-XXX-4375. Enter the code below to verify.
	Carrier messaging charges may apply
	Enter Code



RESET PASSWORD

1.	Click Reset.	2. Click Yes.
		✓ Reset Password Are you sure you want to reset Password enrollment? Yes No
	 You will need to verify with both security methods, so pick one and then the other will appear once you complete the first one. 	4. Follow instructions to reset password.
	Group of Companies	
	Reset your password @ onyx.doe@outlook.com Verify with one of the following security methods to reset your password. Password Password Phone +1 XXX-XXX-4375	



SET UP ANOTHER PHONE

