SUPPLIER PORTAL – REGISTER EXISTING SUPPLIER

Supplier Portal Guide

axos FINANCIAL

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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
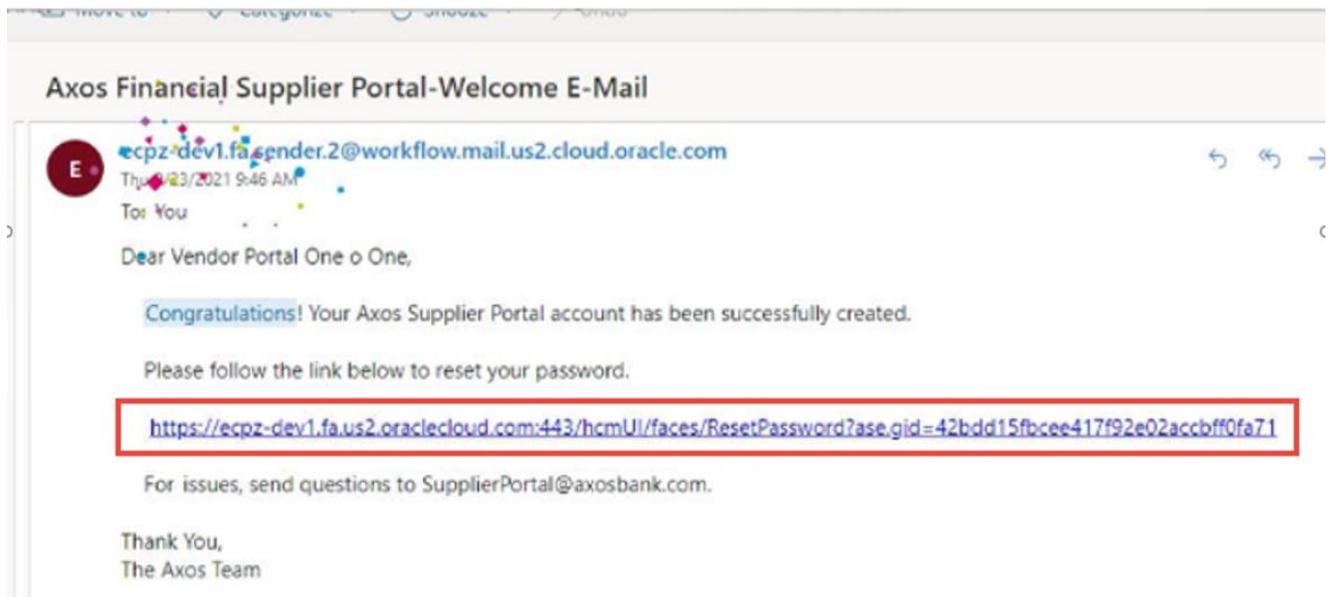
The below screen will display after selecting the hyperlink.

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.
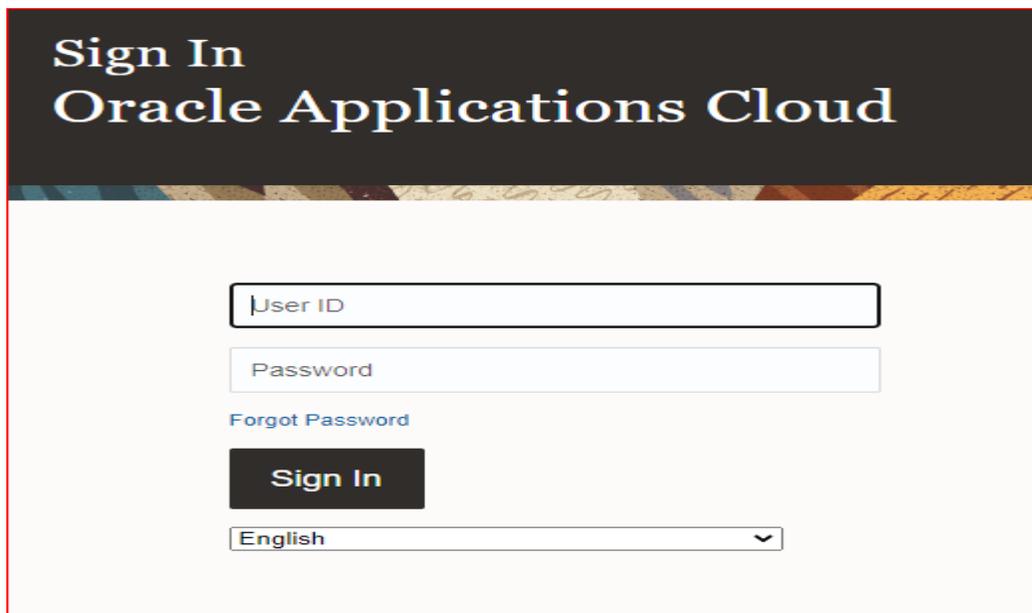
6.2   Submit Password
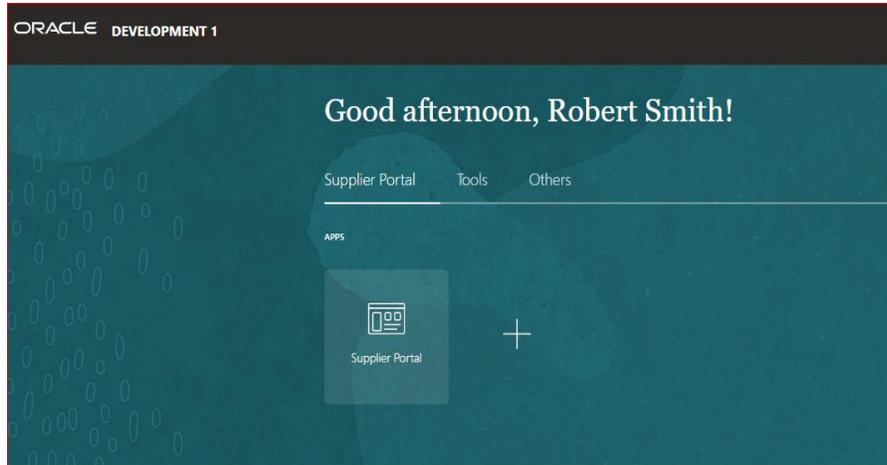
Enter the new password and select submit.
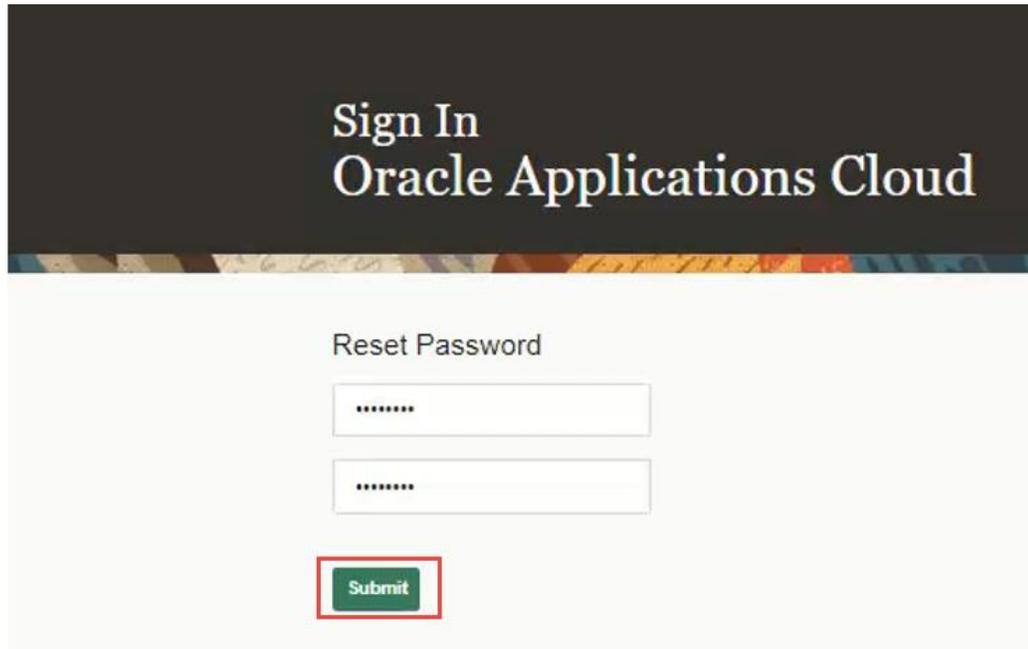
6.3 Sign In

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).

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