Oracle Supplier Portal User Guide

Welcome to Snaps supplier portal. This guide will cover the following areas.

Contents

Before we get started using the portal below are a few web page and navigation tips.

Oracle Portal webpage is https://ephz.fa.us2.oraclecloud.com

Your **User ID** is the email you registered with. Click **Forgot Password** if you need to reset your password.

In the top right corner, you will find 4 icons that will help you navigate.

The home icon will take you directly to the Oracle Home page.

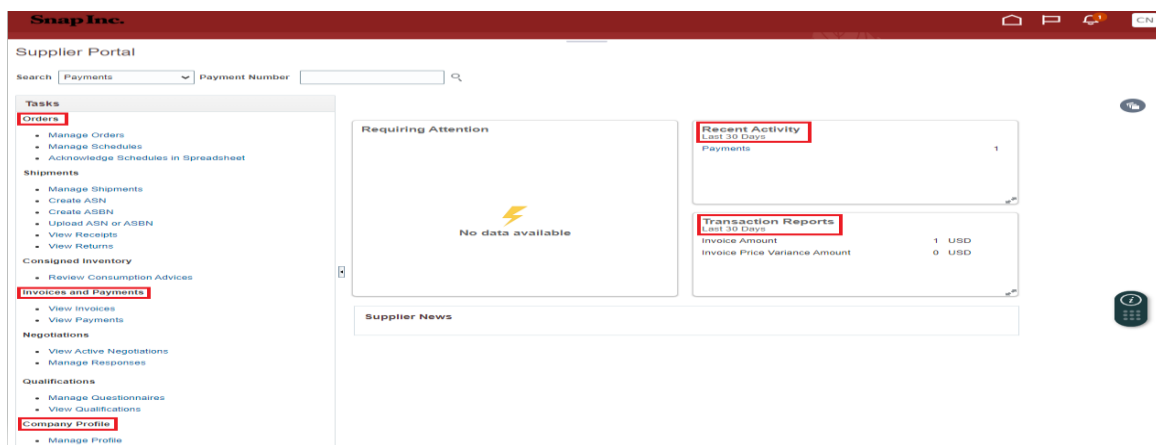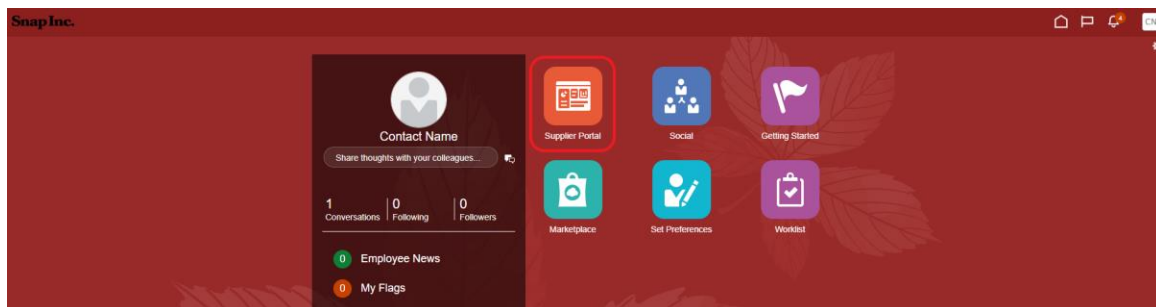The flag icon stores alerts related to items you have marked as part of your watchlist.

The bell icon tracks profile account change notifications.

The initials displayed belong to the user account that is currently logged in.

Oracle does not recognize the browser forward and back buttons, use the **Done** button to return the previous page.

Receiving Purchase Orders

- An email will be sent to the email address on file each time a new PO is created in Oracle.
- Please review all purchase orders for accuracy. Contact Purchasing@snpachat.com for all PO questions and concerns.
- Once the PO has been created invoicing can begin. Use the details from the PO to create invoices directly related to each PO.
- **Important** Story Board and RevShare suppliers do not require a PO. **Please disregard.**

From: SNAP Buyer <ephz.fa.sender@workflow.mail.us2.cloud.oracle.com>
Date: Fri, Sep 29, 2023 at 3:35 AM
Subject: FYI: Document (Purchase Order) US1001-021   (Requisition 1001-31   ) Implemented
To:

Access this task in the Workspace Application

Snap Inc.
PURCHASE ORDER

PO NUMBER	REVISION
US1001-021	0
DATE	REVISION DATE
27-SEP-2023	
PAYMENT TERMS	CURRENCY
Net 60	USD
SHIPPING TERMS	CONTACT
None	
VAT Number	

Company Name

Ship To	Bill To
3000 31st St	Snap Inc.
SANTA MONICA, CALIFORNIA 90405	3000 31st St
UNITED STATES	SANTA MONICA, CALIFORNIA 90405
	UNITED STATES

PO NOTES:

Line	Description	Need By Date	Quantity	UOM	Price	Total
1	Refurbishment	04-OCT-2023				
						USD

Purchase Orders and Payments:
- This Purchase Order # must appear on all invoices, packing lists, and correspondence related to this order.
- Please refer to our Purchase Orders and Payments site at www.snap.com/suppliers for instructions on how to submit invoices and track payment status.
Terms and Conditions: This Purchase Order is subject to and incorporates by reference the Purchase Order Terms and Conditions available at: www.snap.com/suppliers/poterms .
Your acknowledgement of this Purchase Order shall constitute your acceptance of the Purchase Order Terms and Conditions, except when such Terms and Conditions are superceded by currently-in-effect agreements executed by both parties that are applicable to this Purchase Order.

Invoicing

Please email all invoices directly to ap.invoices@snapchat.com for processing. Below are the minimum invoice requirements.

Important Story Board and RevShare suppliers do not require invoice submission. The Story Board team manages all invoice statements internally. **DO NOT** SUBMIT REVSHARE STATEMENTS to Snap. Please disregard this section if you are working with the Story Board team.

- Invoices must be in a PDF format, 1 invoice per PDF
- Your Company Name or Logo
- Bill To Business Name (such as Snap Inc or Snap Group Limited, this should match the Snap PO)
- Bill To address (please match this to the Snap PO)

- o   Snap Issued Purchase Order number (not PR number)
- o   Invoice number
- o   Invoice date
- o   Invoice total and currency specification
- o   Payment instructions (optional)

View Invoices gives you visibility into all invoices that have been processed under your business record. Adjust your View to include all columns to view all details. This filtered view will save for all future searches.

Enter your business name in the *****Supplier** field and click **Search**.

- **Due Date**: this is the due date of the specified invoice. If the invoice is approved, the invoice will be paid no later than the date listed. Review the payment terms on your PO. The PO terms dictate when the related invoice will be paid.
- **Invoice Status**: Each invoice routes for approval. The invoice must be in Approved status before the invoice can be paid.

Contact ap@snapchat.com for invoice questions and concerns. Email invoices to ap.invoices@snapchat.com for processing. **Story Board** and **RevShare** suppliers please reach out to partnerfinance@snapchat.com for statement concerns.

Payments

View Payments gives you visibility into all payments that have been issued. Adjust your View to include all columns to view all details. This filtered view will save for all future searches.

- Enter your business name in the ***Supplier** field and Click **Search**
- **Remit to Account**: This is the last 4 digits of the account number the payment was issued to. This should match the current bank account for your business. If the bank account on file is outdated use the **Manage Profile** > **Payments** feature to update your payment details.
- Payments can take 1-3 business days, from the payment date, to post to your bank account.

Contact ap@snapchat.com for all payment questions and concerns.

Company Profile Updates

Use the **Manage Profile** link to add and/or update business details such as address, contacts, bank details and tax information. Contact suppliers@snapchat.com for supplier portal questions and concerns.

To add or change data click the **Edit** button to enter edit mode. **Save** after making each change.

- **Organization Details** tab: Modify your business name and general business details on this tab.
  - All attachments must be added to this page. It is the only location to add an attachment.
- **Tax Identifiers** tab: Modify your local tax information on this tab. Attach related documents to the **Organization Details** tab.
- **Address** tab: Modify the address on file by clicking the ✏ pencil icon or by clicking **Actions** > **Edit**. Once in edit mode modify the details in the available fields.
- **Contacts** tab: Add or remove account contacts or update the current contacts' access.
  - To add a new contact, click the ➕ add icon
  - If the Administrative Contact is checked this contact will receive account notifications.
  - If the Request User Account is checked, this contact will be able to log into the Portal and updated company details.
  - An email address is required.
  - Click **OK** once the new user details are entered.

Your Bank Account

- **Payments** tab: Modify your payment instructions in the Payments tab.
    - o **Payment Methods** can be skipped. The proper payment method is controlled by the supplier team.
    - o **Bank Accounts** add a new bank account or update the current bank account on your business profile.
        - ▪ Attachments **must** accompany a bank change or addition. Add attachments on the **Organization Details** page.
        - ▪ **Edit** the current bank account. If you have changed your bank account and your old account is not active or in use, use the ✏ pencil icon to change the details on the current account listed.
        - ▪ **Add** a new bank account. Add a 2nd or 3rd bank account using the ✚ add icon.

        - ▪ Leave the fields blank if you are unable to locate your bank or bank branch details. The supplier team will add the missing data during the review and approval steps. Don't forget to attach your bank instructions on company or bank letterhead. Attach documents on the **Organization Details** tab.

- **Business Classifications** tab: Record specific business classifications on this tab. This includes, Minority Owned, Veteran Owned, HUB Zone and/or LGBT-Owned. Use the ✚ or ✏ to add or edit this page.

Submit Your Changes

** You must click Review Changes **and** Submit to successfully implement the changes.**

- o Delete Change Request: click this to delete all changes created up to this point.
- o Save: This will save changes up to this point. This will **not** implement the change(s).
- o Save and Close: This will save changes up to this point and close the change window. This will not implement changes to your profile.
- o Cancel will close this window. Nothing will be saved or changed.
- o Review Changes: click this when you are ready to implement the changes. This will take you to a final review and submission screen where you will need to click Submit to finalize the change request.

- o **Edit**: If anything is incorrect or missing. Clicking Edit will take you back to edit mode.
- o **Submit**: Click Submit to commit the changes to the business profile. Submit must be clicked for the change request to be executed.
    - All changes require approval from the Snap Suppliers team. Once the supplier team has approved the change, the new data will be reflected on the company profile.

You will receive an email confirmation once your change request is approved.

Snap Contacts

AP@SNAPCHAT.COM – Global Payment, invoice and account questions and concerns for United States suppliers

AP.INVOICES@SNAPCHAT.COM – Invoice submission only

PURCHASING@SNAPCHAT.COM – PO questions and concerns

SUPPLIERS@SNAPCHAT.COM – Portal registration and supplier profile management questions and concerns

Additional information can be found on this Snap page Purchase Orders and Payments