

Oracle Supplier Portal User Guide

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

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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.

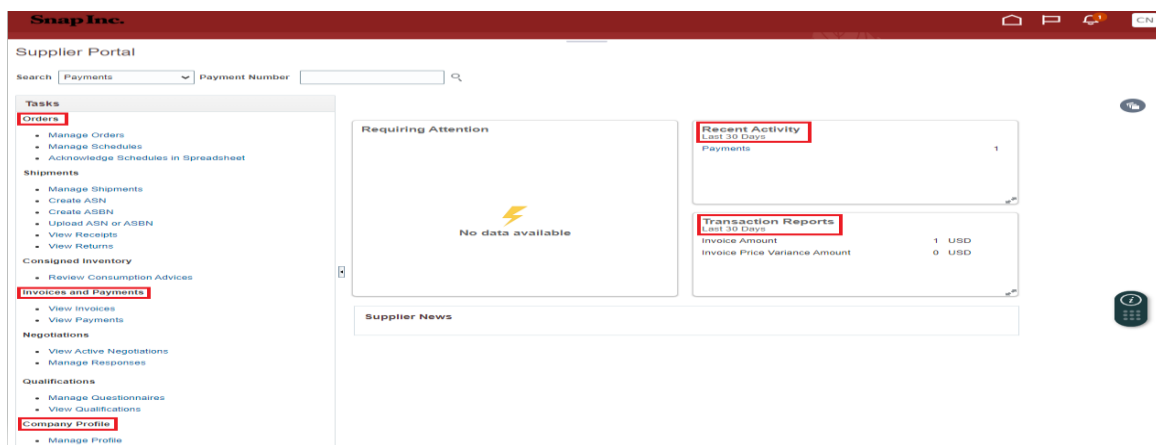
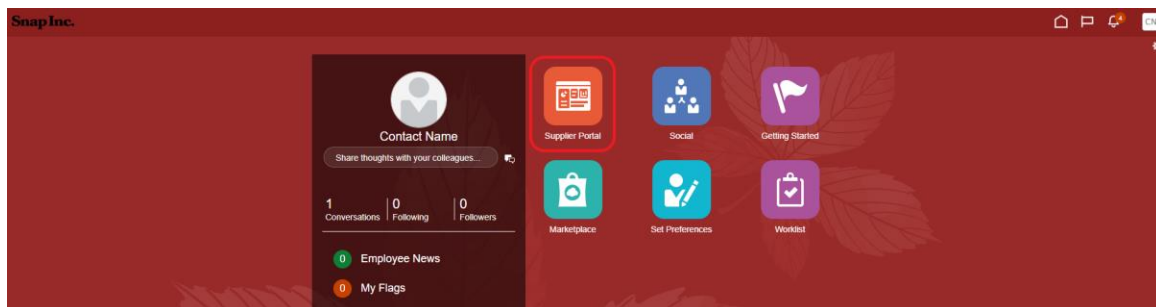


The bell icon tracks profile account change notifications.



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.

Manage Orders

Search

Sold to Legal Entity
Bill to Bill
Supplier Site Company Name

Order
Status
Include Closed Documents

Advanced Manage Watchlist Saved Search All Orders

Search Results

Order	Description	Supplier	Ordered	Currency	Status	Change Order	Creation Date	Buyer	Requisition
US1001-021	Apple		3,431.12	USD	Open		10/9/23	Buyer: SNAP	1001-320
US1001-021	Aubdesh		1,885.95	USD	Open		10/9/23	Buyer: SNAP	1001-320
US1001-021	Yubico		10,820.00	USD	Open		10/7/23	Buyer: SNAP	1001-319

Snap Inc.

Company Name

Snap Inc. PURCHASE ORDER

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

Ship To
3000 31st St
SANTA MONICA, CALIFORNIA 90405
UNITED STATES

Bill To
Snap Inc.
3000 31st St
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/potermis. Your acknowledgement of this Purchase Order shall constitute your acceptance of the Purchase Order Terms and Conditions, except when such Terms and Conditions are superseded 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@snpachat.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)

- Snap Issued Purchase Order number (not PR number)
- Invoice number
- Invoice date
- Invoice total and currency specification
- 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.

Search Results

View ▾ Detach

About This Record

Columns ▸

Freeze

Detach

Sort ▸

Reorder Columns...

Date Type Purchase Order Due Date Supplier

Show All

✓ Comments

✓ Payment Number

✓ Paid Status

✓ Invoice Status

✓ Invoice Amount

1/8/24 Company

Snap Inc. CN

View Invoices Done

Search

Advanced Saved Search All Invoices ▾

** At least one is required

** Invoice Number

** Supplier Company Name ▾

Supplier Site ▾

** Purchase Order

Consumption Advice

Invoice Status ▾

Paid Status ▾

Payment Number

Search Reset Save...

Search Results

View ▾ Detach

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
Testing123	10/10/23	Standard	us1001-00000	1/8/24	Company Name	Snap Inc	1.00 USD	1.00 USD	Approved	Unpaid		

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.

Search Results

View ▾ Detach

About This Record

Columns ▸

Freeze

Detach

Date Type

Show All

✓ Comments

✓ Payment Number

View Payments Done

Search

Advanced Saved Search All Payments ** At least one is required

Payment Number

Payment Status

Payment Amount

Supplier

Supplier Site

Payment Date

Search Reset Save...

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Payee	Payee Site	Bank Account	Remit-to Account
81297	10/10/23	Payment Process Re...	Testing123	Company Name	Snap Inc	1.00 USD	Negotiable	Company N...	Snap Inc	Snap Inc-8196	XXXXXXXX0012

- 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.

Snap Inc. Home Profile Notifications CN

Company Profile ? Edit Done

Last Change Request Request Status Requested By Request Date Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services


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

Snap Inc. Home Profile Notifications CN

Edit Profile Change Request: 1900081 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

- **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.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone

Mobile

Fax

Email

Status Active

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

☐ Request user account



Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
No data to display.	





Create Another OK Cancel


Your Bank Account



- **Payments** tab: Modify your payment instructions in the Payments tab.
 - **Payment Methods** can be skipped. The proper payment method is controlled by the supplier team.
 - **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.

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format     Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
	XXXXX0009			WELLS FARGO BANK NA

- **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. ****

Snap Inc.

Home

Flag

Alert

CN

Edit Profile Change Request: 1900082

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Delete Change Request: click this to delete all changes created up to this point.

Save: This will save changes up to this point. This will **not** implement the change(s).

Save and Close: This will save changes up to this point and close the change window. This will not implement changes to your profile.

Cancel will close this window. Nothing will be saved or changed.

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.

Review Changes

Edit

Submit

Cancel

Change Description

Addresses

View

Format

Freeze

Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
Snap Inc	2500 Snap Drive, SANTA MONICA, CA 97501		Ordering; Remit to		Active	

Columns Hidden 3

- Edit:** If anything is incorrect or missing. Clicking Edit will take you back to edit mode.
- 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.

E

ephz.fa.sender@workflow.mail.us2.cloud.oracle.com

To: You

Supplier Profile Change Request 1900082 was Approved by Setup Enterprise

Details

Assignee	Contact Name	Request	1900082	Supplier	Company Name
From		Request Date	10/11/23	Supplier Number	21512
Assigned Date	10/11/23 2:26 AM	Requested By	Name, Contact		
Expiration Date	11/10/23 2:26 AM	Change Description			
Task Number	3259215				

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](#)