OFusion Supplier Portal

User Guide

This document is intended to guide suppliers on the use of the OFusion portal, to independently consult information relating to orders, invoices and payments.

Find more information on https://fournisseurs.orange.com/

Version 2 - Aug 2025

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What is the OFusion Supplier Portal?

This is a standard function of Orange ERP intended for suppliers, accessible 24/7.

This portal provides access to a dedicated and secure space to consult independently and in real time the details of:

- Orders and receipts
- Integrated invoices and associated payments

If you have not found the information you are looking for on the portal and would like to contact us, use the contact form available directly and only from the portal.

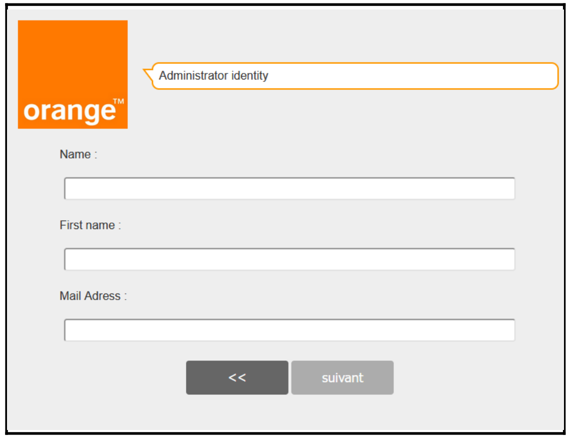
The information and data contained on this portal have no contractual value: only orders and invoices exchanged via the dedicated channels are authentic in the event of a dispute.

If you are a factoring company, please contact the supplier holding the contract to obtain the desired information.

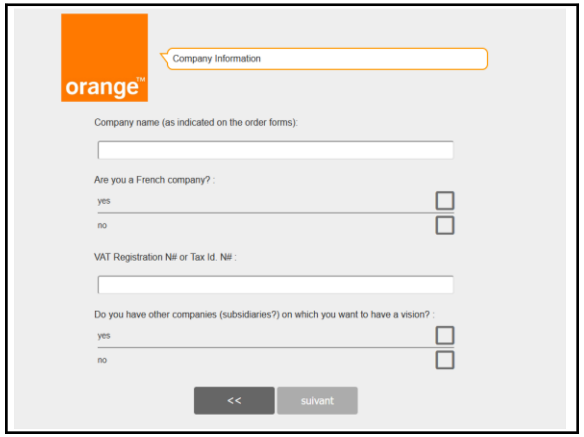
Subscribe and log in to the Portal

After checking with your internal contacts and Orange that your company has not already subscribed, [click here](#) to fill out the membership form.

1. Designate the person declared as "Administrator", they will be responsible for creating and managing the users authorized to use your portal space.



2. Fill out the form with the required information and click "Submit"



3. Receive an email from our publisher Oracle in a few days to reset your password and connect securely to the OFusion portal.

Email from :
edxr.fa.sender@workflow.mail.em2.cloud.oracle.com

Towards :
Your administrator

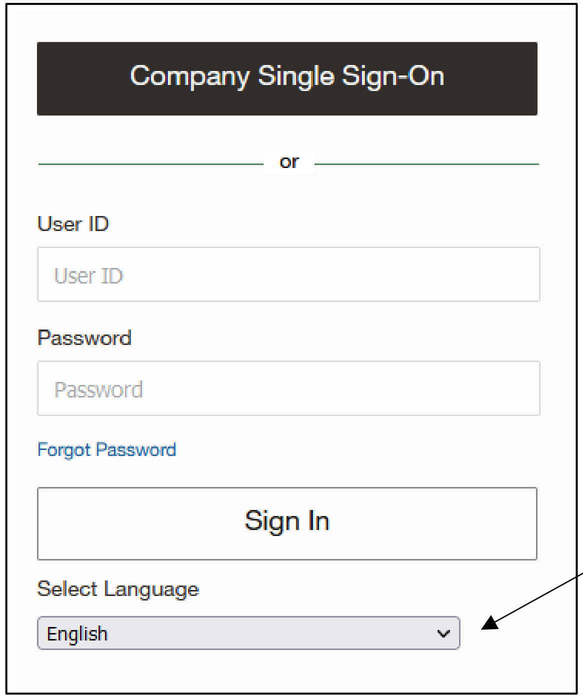
Warning : This email may end up in the "Junk Mail" folder.
In this email, your administrator will find a URL link allowing access to the Supplier Portal and inviting them to personalize their password within 72 hours in order to connect securely

For any connection problems or loss of your identifiers, click here to contact us

To assist the administrator in managing portal users, help is available by clicking on this icon ? at the bottom right of your screen and then consulting the "**Online operating procedures**" and "**Administrator FAQ**" sections.

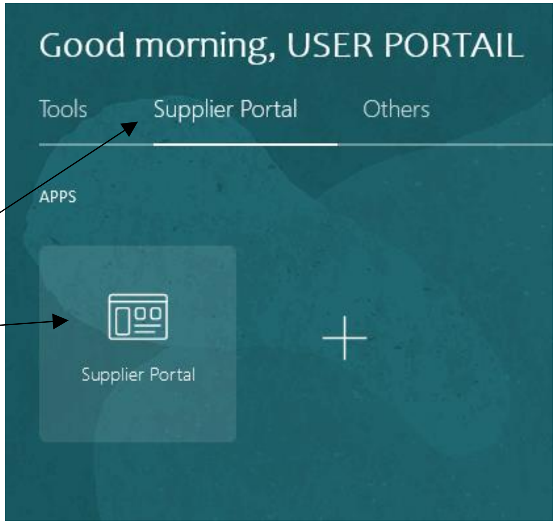
Subscribe and log in to the Portal

To log in to the OFusion Supplier Portal, click here



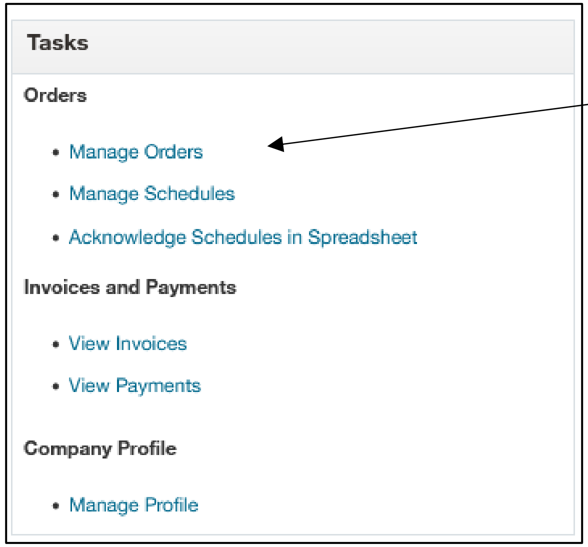
Enter your User ID and Password

Select your language, then click "Sign In"



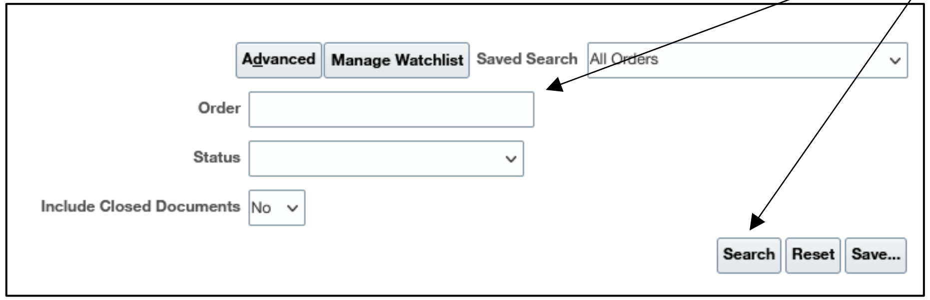
Click on "Supplier Portal" to access your space

View an order



From the home page, click on “Manage Orders”

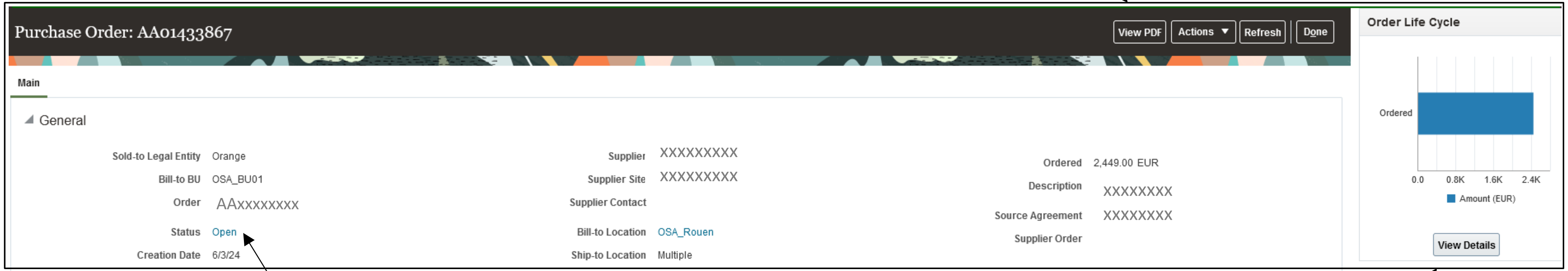
Enter your order number and click “Search”



Select “Yes” in the “Include closed documents” field to also display permanently closed orders.

View an order

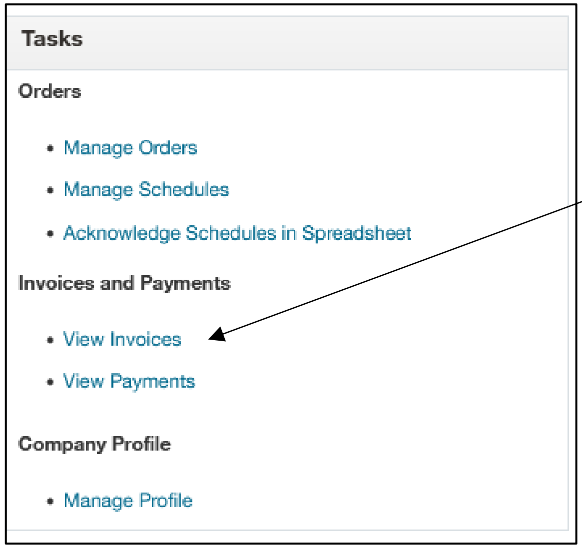
Click “View as PDF” to open the document



Order statuses are detailed in the contextual help at the bottom right of your screen, in the “Orders FAQ” section

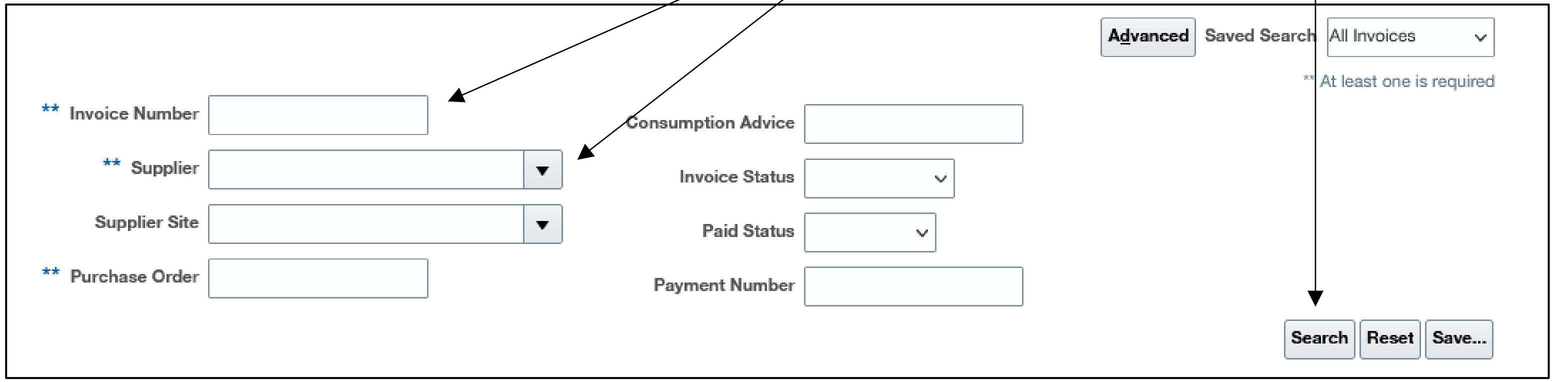
Click on “View details” to view the receipts and invoices entered on the order

View an invoice



From the home page, click on "View Invoices"

Enter your invoice number – or your company name to view a list of your invoices – and click "Search"



At least one of the fields with asterisks ** must be filled in

View an invoice

To export data to Excel, click here

To view the reason for blocking an invoice, click on the “Blocked” status of the invoice

Search Results

1 View ▾ Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status
XXXXXXXXXXXXXXX	12/27/23	Standard	AAXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXXX	EUR	10,969.00 EUR	On hold

1 Click “View” to change the order in which the columns are displayed or to display more information fields.

The name, date and reason for blocking are displayed

View ▾

Hold			Release		
Name	Reason	Date	Name	Reason	Date
Amount received	Le montant facturé dépasse le montant reçu.	12/21/23 12:38...			
Incomplete invoice	Des lignes de facture sont manquantes et la facture doit être complétée.	12/15/23 5:01 PM	Incomplete invo...	Facture incomplète ...	12/21/23

The reasons for blocking are detailed in the contextual help at the bottom right of your screen, in the “Invoices FAQ” section

View an invoice

Your invoice is missing from the Portal?

Case #1: **Your invoice is not included in our accounts**

- If you send your invoices via an **automatic interface (EDI/Demat)**, a period of 8 working days is required between sending and integration into the Orange IS. After this period, we invite you to check that your invoice has not been rejected or blocked on the tax dematerialization portal or in your EDI anomaly report.

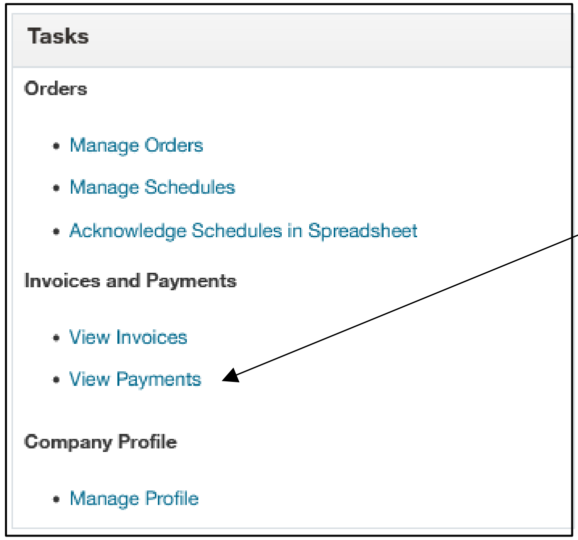
- If you send your invoices in **PDF format by email**, we invite you to check that your sending is compliant: a single invoice per email, in PDF format, and that the billing and invoice sending addresses are correct (they are indicated on your order form).

⚠ These two channels are the only possible methods of sending us your invoices.

Case #2: **You invoice as a subcontractor**

- We invite you to contact the supplier holding the contract

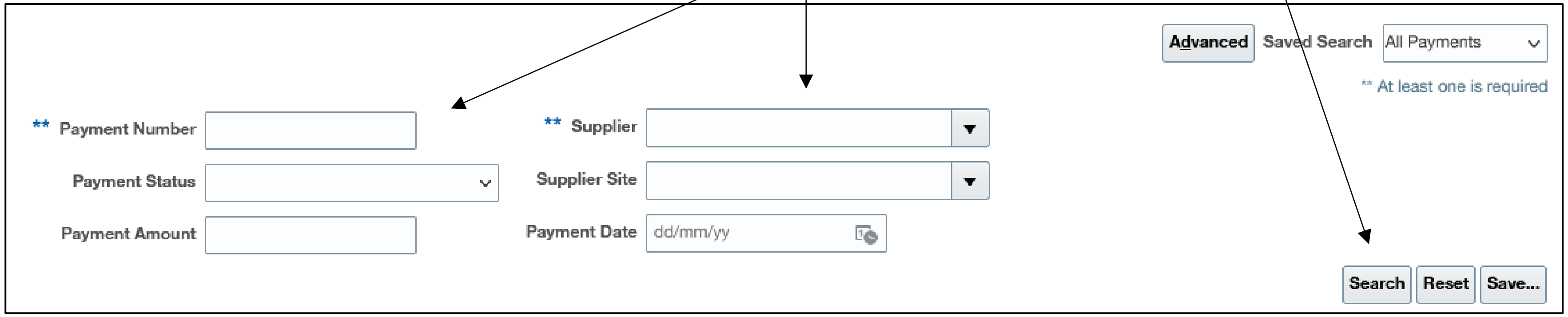
View a payment



From the home page, click on “View Payments”

Enter the payment number shown on the transfer notice – or your company name to view a list of your payments – and click “Search”

At least one of the fields with asterisks ** must be filled in



Consulter un paiement

Search Results

View ▾ Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
xxxxxxxxxx	12/22/23	Payment Process Request	xxxxxxxxxx	SOLUTIONS 30 SE	79524592700038	3,276,195.24 EUR	Negotiable	00001203656

Click on the payment number to view the payment details

Click on the invoice number to view the details of the paid invoice

Who to contact if you have questions?

You have contextual help to guide you on the portal and answer your questions, to activate it click on this icon located at the bottom right of your screen

You have consulted the FAQ section and not found the information you were looking for regarding an order, an invoice or a payment?

From the contextual help in the “Contact us” section, you can **fill out a form** to request our Supplier Complaints service.

For any request to modify your siren, address or RIB, you will also find in this section a contact form to request our Supplier Reference service.

Thank you