

Register Supplier – Internal Screens

Audience: Supplier Managers, Supplier Administrators

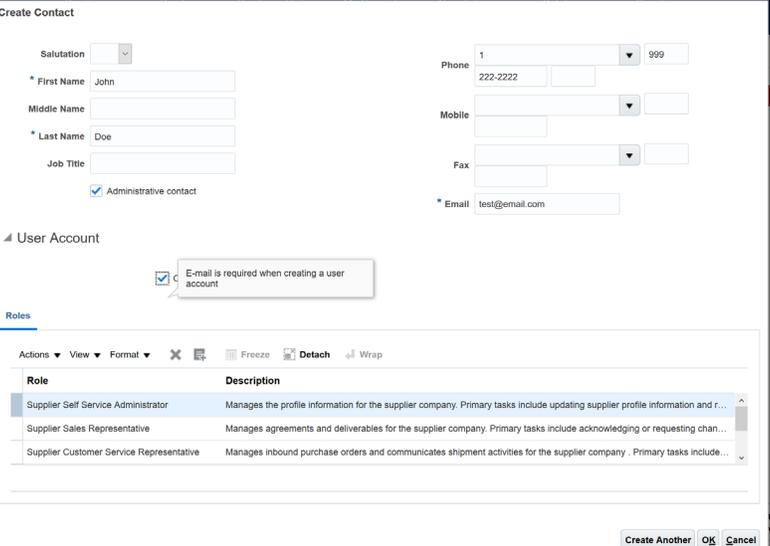
Purpose: The Supplier Registration process is used by companies (and internal users on their behalf) to submit their registration request to become a supplier of the buying organization.

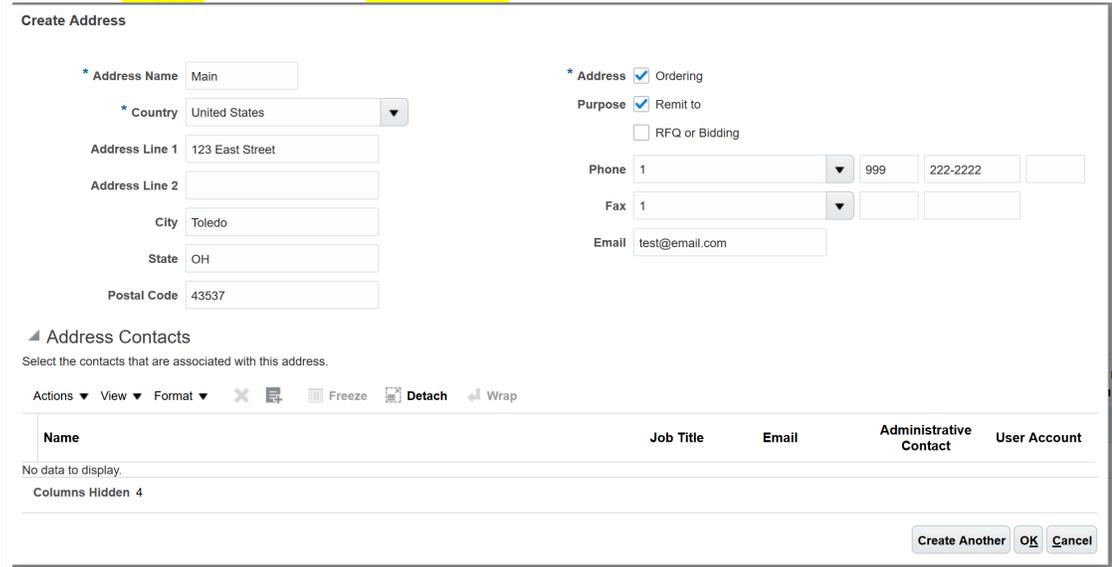
Suppliers can potentially enter into a business relationship with the buying organization through:

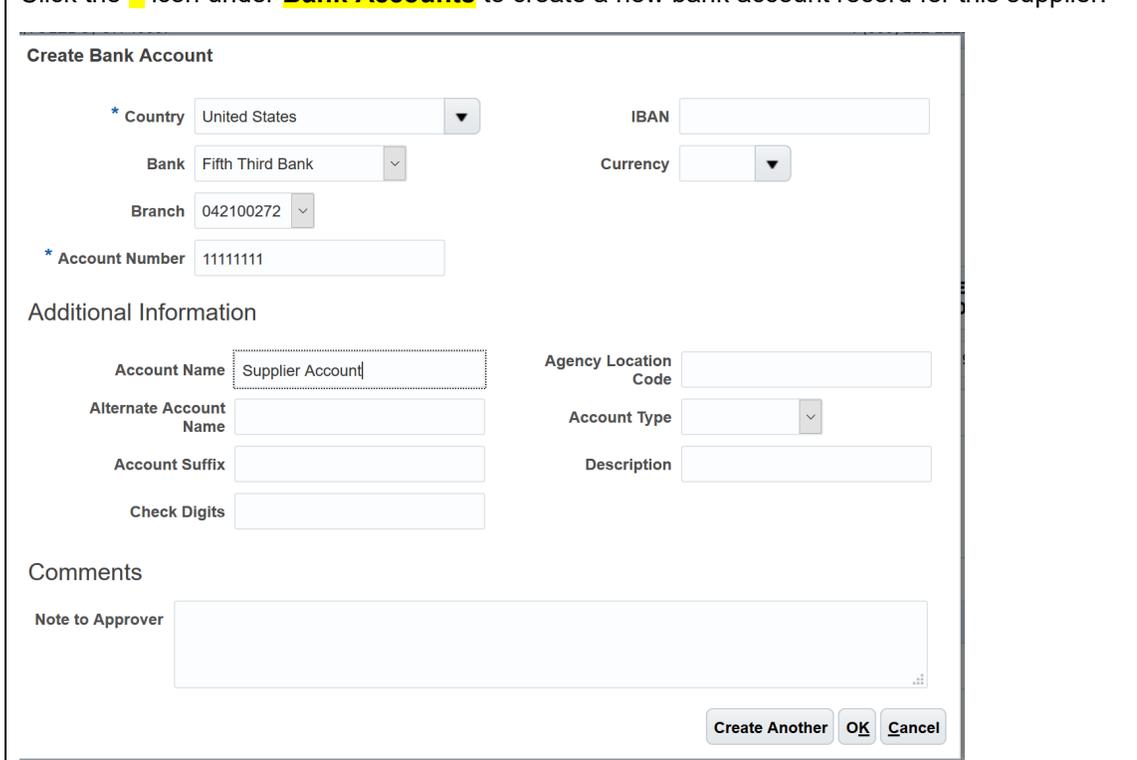
- External supplier registrations
- Internal supplier registrations
- Internal supplier registration allows employees to request new suppliers through sourcing, suppliers work area, and through Self Service Procurement.

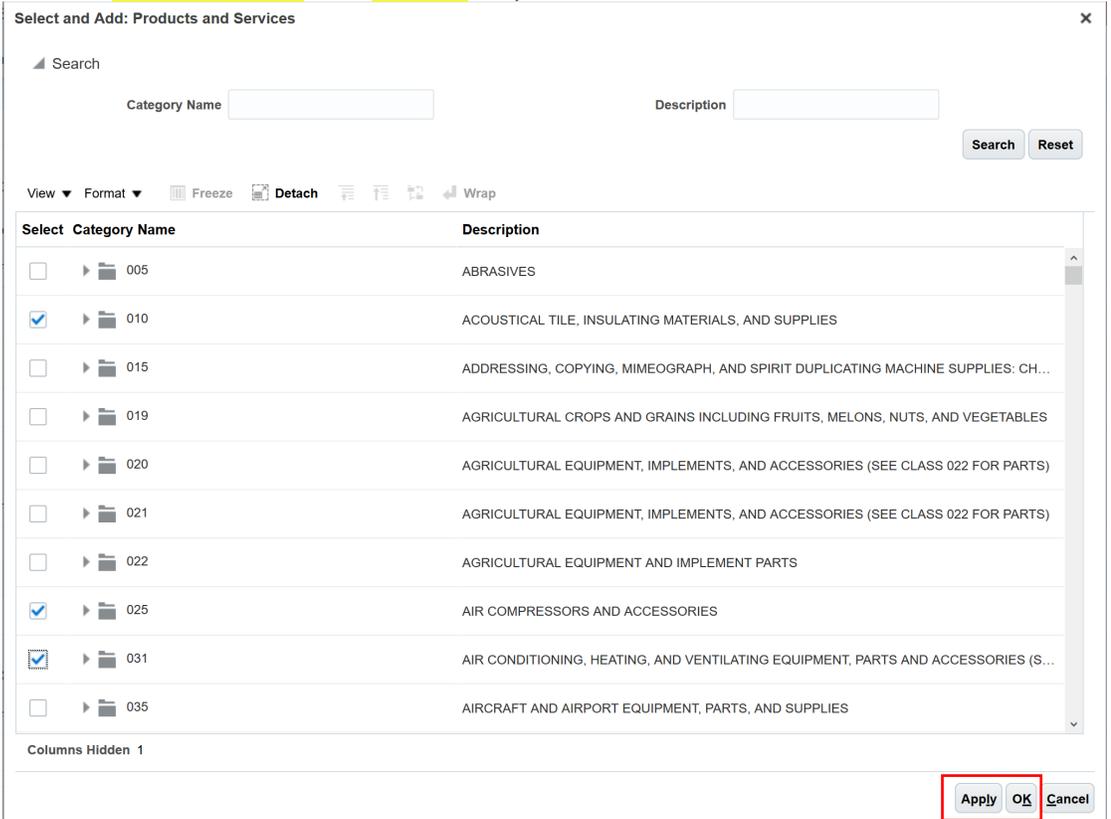
Regardless of how a supplier is introduced, the buying organization reviews the registration request using a collaborative review process and determines if it wants to consider this company as a new source of supply. This job aid will assist you with registering a new supplier and supplier site using internal **Supplier** screens.

Step	Action
1	<p>Log into Oracle. Home Page > Procurement > Suppliers > Tasks icon</p> 
2	<p>Click the Register Supplier link.</p> <ul style="list-style-type: none"> • Manage Suppliers • Register Supplier • Create Supplier • Manage Supplier Registration Requests • Import Suppliers • Merge Suppliers 

3	Click in the Company field.								
4	The Supplier name must be unique. Enter your initials (XXX) followed by CORPORATION into the Company field.								
5	Click Request Reason field.								
6	Select New Supply Source in the Request Reason field.  <p>* Company TSTCORPORATION * Request Reason New Supply Source</p>								
7	Click Procurement BU field.								
8	Select Lucas County BU in Procurement BU field.  <p>Procurement BU Lucas County</p>								
9	Click the dropdown arrow to view Business Relationship list.								
10	Select the Spend Authorized item.  <p>* Business Relationship Spend Authorized</p>								
11	Click the dropdown arrow to view Tax Organization Type list.								
12	Select Corporation from the list.  <p>* Tax Organization Type Corporation</p>								
13	Click the dropdown arrow to view the Supplier Type list.								
14	Click Supplier in this list.  <p>Supplier Type Supplier</p>								
15	Click in the Tax Country field.								
16	Enter information into the Tax Country field.								
17	Select the United States US from the list.								
18	Click in the Taxpayer ID field. For this example, enter any combination of numbers into the Taxpayer ID field. Enter a value similar to a valid value e.g. "68-6868686".  <p>Taxpayer ID 68-6868687</p>								
19	Click the + button under Contacts.  <p>Create Contact</p> <p>Salutation [v] * First Name John Middle Name * Last Name Doe Job Title <input checked="" type="checkbox"/> Administrative contact</p> <p>Phone 1 222-2222 999 Mobile [v] Fax [v] * Email test@email.com</p> <p><input checked="" type="checkbox"/> User Account <input checked="" type="checkbox"/> E-mail is required when creating a user account</p> <p>Roles</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Supplier Self Service Administrator</td> <td>Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...</td> </tr> <tr> <td>Supplier Sales Representative</td> <td>Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...</td> </tr> <tr> <td>Supplier Customer Service Representative</td> <td>Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include ...</td> </tr> </tbody> </table> <p>Create Another OK Cancel</p>	Role	Description	Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...	Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...	Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include ...
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20	Click in the First Name field.
21	Enter information into the First Name field.
22	Click in the Last Name field.
23	Enter information into the Last Name field.
24	Click in the E-Mail field.
25	Enter information into the E-Mail field.
26	Select Administrative Contact check box.
27	Select Create User Account check box.
28	Click on OK button.
29	<p>Click the Create icon + under Addresses.</p> 
30	Click in the Address Name field.
31	Enter information into the Address Name field.
32	Click in the Country field.
33	Enter information into the Country field.
34	Select United States US from the list.
35	Click in the Address Line 1 field.
36	Enter information into the Address Line 1 field.
37	Enter City.
38	Click in the Postal Code field.
39	Enter information into the Postal Code field.
40	Click in the Phone Area Code field.
41	Enter information into the Phone Area Code field.
42	Click in the Phone field.
43	Enter information into the Phone field.
44	Click Phone Extension field and enter the phone extension.
45	Click in the Email field, and enter the email address.
46	Click the Ordering option.
47	Click the Remit to option.
48	Click the OK button.
49	Click the Add + icon.

	
50	Click the Classification list.
51	Select Disadvantaged Business Enterprise (DBE) from this list.
52	Click in the Certifying Agency field.
53	Select the Certifying Agency in the list.
54	Click in the Certificate field.
55	Enter information into the Certificate field.
56	Click the Start Date button.
57	Click the Expiration Date button.
58	Click Attachment icon.
59	Select Type as File .
60	Select Category as From Supplier .
61	Click Browse , select File and click Open .
62	Optional: Update Title .
63	Enter Description , optionally.
64	Click OK button.
65	Click the + icon under Bank Accounts to create a new bank account record for this supplier.
	
66	Click in the Country field.
67	Enter information into the Country field.
68	Select the United States US from the list.
69	Click in the Bank field, and select a bank from the list.
70	Click in the Branch field, and select a branch from the list..

71	Click in the Account Number field, and enter information into the Account Number field..
72	Click in the Account Name field, and enter information into the Account Name field..
73	Click the OK button.
74	In the Profiles Details region, click the Products and Services tab.
75	Click the Select and Add from Actions dropdown. 
76	Click the Select option checkbox. Choose as many categories as needed by clicking on the checkbox to the left.
77	Click the Apply button.
78	Click the OK button.
79	Click the Register button on top right side.

Register Supplier

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

Main 123 East Street, TOLEDO, OH 43537 +1 (999) 222-2222 Ordering, Remit to

Columns Hidden 3

Business Classifications

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Disadvantaged		State of Ohio Di		123456789	8/15/19	9/30/21	None	

Bank Accounts

Actions View Format + X Freeze Detach Wrap

Account Number	IBAN	Currency	Bank
XXXX1111			Fifth Third Bank

Columns Hidden 8

Products and Services Categories

Actions View Format + X Freeze Detach Wrap

Category Name	Description
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND...
025	AIR COMPRESSORS AND ACCESSORIES

80

Confirmation displayed. Click **OK**.

