Self-Registration – Parent Instructions

Parent Self-Registration:	For Registration Assistance:
Parents may need to register as a "supplier" in order to receive redirected refunds. **Audience:** Parents	• ap@gmhec.org • 802-443-2321

Process Step & Description	Action
Link	Your college will provide you with a link to self-register. Please click on the link to register. Navigation Path: ➢ Email → Link
Register Parent: Company Details	Navigation Path: ➢ Register Supplier → Company Details Company: • Enter your **LAST NAME**, First Name Tax Organization Type: • Choose "Individual" for domestic, "Foreign Individual for international Supplier Type choose: • Choose "Other"

Please **SKIP** the fields: Corporate Website, Attachments, D-U-N-S Number

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

* Company	D-U-N-S Number **SKIP**
* Tax Organization Type	Tax Country
Supplier Type	Taxpayer ID
Corporate Web Site **SKIP**	Tax Registration Number
Attachments None + **SKIP**	Note to Approver

Tax Country:
- This is the country of your tax residency. You may search for your country by typing it in. The system will predict your answer and give you a dropdown list of results to choose from.

United State

United States US

United States Minor Outlying Islands UM

More...

Taxpayer ID – Enter your last name and today's date: Name_YYYY_MM_DD

Example: Parker_2020_04_06

For Contact Information enter:
- First Name
- Last Name
- Email
- Confirm Email

Back | Next | Save for Later | Register | Cancel   Click "**Next**"

Register Parent: Contacts

Navigation Path:
➢ Register Supplier → Contacts

Register Supplier: Contacts

Company Details — Contacts — Addresses — Business Classifications — Bank Accounts — Products and Services — Review

Back | Next | Save for Later | Register | Cancel

Enter at least one contact.
Actions ▼ View ▼ Format ▼ + Create ✏ Edit ✗ Delete ▦ Freeze ▥ Detach ⌐ Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Last Name, First Name		student@college.edu	✓	✓	✏	✗

Columns Hidden 7

A pop-up will appear to confirm your contact information. Please do not uncheck any boxes. This section is just to confirm your name and email and to enter your phone number.

Quick Tip! Please enable your pop-ups when self-registering.

Edit Contact: Dwight Schrute

			Phone		802	555-1234	
Salutation							
* First Name	Dwight		Mobile				
Middle Name			Fax				
* Last Name	Schrute		* Email	dschrute@gmail.com			
Job Title							

☑ Administrative contact

COMPLETE THE SECTION ABOVE ONLY
- **Confirm for accuracy: First and Last Names and Email**
- **Enter: Phone Number**

◢ User Account

☑ Request user account

Roles

Actions ▼ View ▼ Format ▼ ✕ 🔳 Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manage... ~~SKIP THIS SECTION:~~ ...tasks include submitting invoices as well as tracking invoi...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Self Service Administrator	Manages the prof... ~~DO NOT EDIT~~ ...pplier... Primary tasks include updating supplier profile information and requ...

OK Cancel

Click **Edit** to confirm contact information and add phone number.

Confirm and/or complete the following fields in the *upper half* of the pop-up:
- First Name
- Last Name
- Phone
- Email

Skip the bottom half of the pop-up entitled "Roles". **Do not edit this section.**

Click "OK" after completing the contact information.

Register Parent: Address

Navigation Path:
➢ Register Supplier → Addresses

Direct Deposit is the **preferred payment** method for GMHEC and its member institutions. However, the address listed here will be where a check would be mailed to should you not choose direct deposit.

ORACLE   🏠 ⓘ Sign In

① Company Details — ② Contacts — ❸ Addresses — ④ Business Classifications — ⑤ Bank Accounts — ⑥ Products and Services — ⑦ Review

Register Supplier: Addresses   Back Next Save for Later Register Cancel

Actions ▼ View ▼ Format ▼ ✚ Create Edit ✕ Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display					

Columns Hidden 3

Click "**+ Create**" to create address information. A pop-up will add address information.
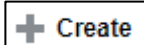
✚ **Create**

Complete the fields below. You do not need to add phone or email since this was already added under "Contacts".

Create Address

* Address Name	Burlington-1	* Address	☐ Ordering	
* Country	United States ▼	Purpose	☑ Remit to	
Address Line 1	123 Main St.		☐ RFQ or Bidding	
Address Line 2		Phone	1 ▼	
Address Line 3		Fax	1 ▼	
City	Burlington	Email		
State	VT			
Zip Code	05401			
County				

Quick Tip! To ensure prompt payment, enter your bank account information for direct deposit under step 5.

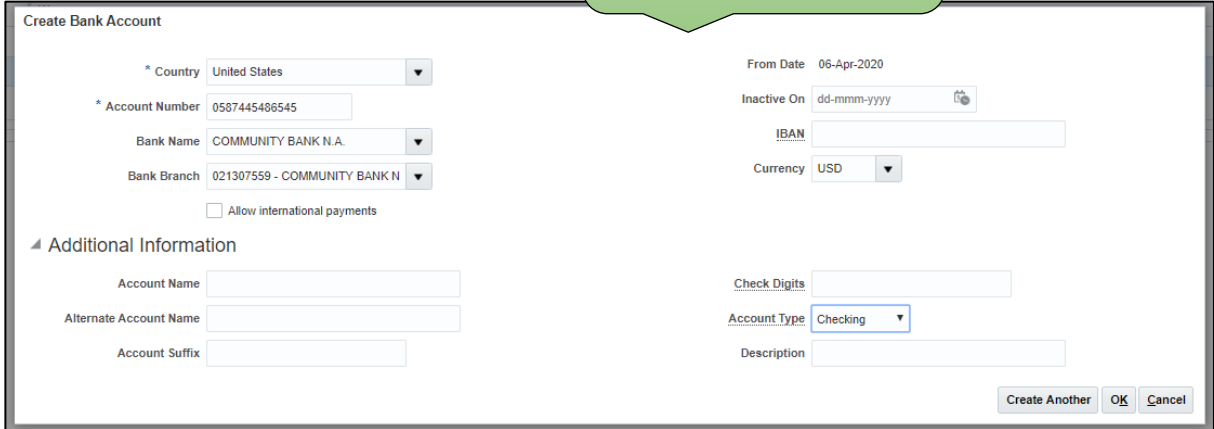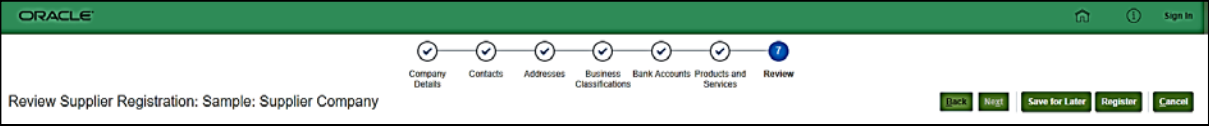|	Complete the following fields:
	• Address Name
	○ Address Name is the city where you are located added with a -1. Example: Burlington-1, New York-1, Chicago-1, etc.
	• Country
	• Address Line 1
	• Address Line 2 (if applicable)
	• City
	• State
	• Postal Code
	• Address Purpose – Choose "Remit To"
	Click "**OK**" when address information is complete.
	Click "**Next**"
Register Parent: Business Classifications	Navigation Path: ➤ Register Supplier → Business Classifications Click "**Next**"
Register Parent: Bank Accounts	Navigation Path: ➤ Register Supplier → Bank Accounts **PLEASE COMPLETE THIS SECTION FOR FASTER AND CONVENIENT PAYMENT:** Complete this section to provide your ACH (direct deposit) information. Choosing not to add your ACH information may result in a delay in payment. Click "**+ Create**" Another pop-up will appear. **Quick Tip**! Enter your routing number first and the system will autofill the Bank Name
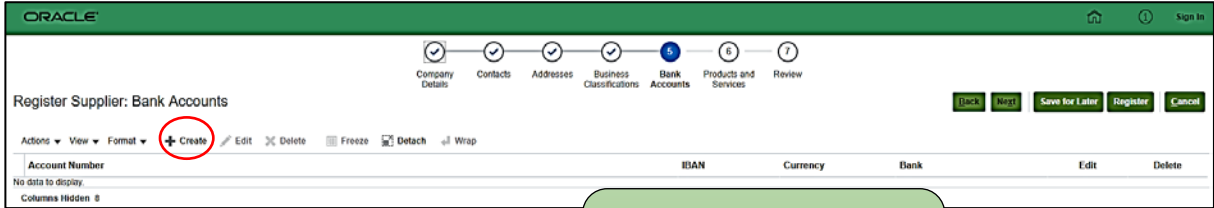
	Complete the following information:
	1. Country – U.S. Banks only.
	2. Account Number
	3. Skip down to Bank Branch and enter your Routing Number
	4. Once your Routing Number is entered, the Bank Name field will autofill
	5. Currency – enter USD
	6. Account Type – choose type of account from the drop down box
	Click "**OK**" when complete.
	Click "**Next**" when finished entering bank account information:
Register Parent: Products and Services	Navigation Path: ➢ Register Supplier → Products and Services Click "**Next**"
Register Supplier: Review	Navigation Path: ➢ Register Supplier → Review Review the information in this page: o Name o Contact Information o Address(es) o Business Classifications (not required – please skip) o Bank Accounts(s) o Products and Services (not required – please skip) Click "**Register**" A pop-up will appear confirming your registration: You will receive an email confirming your registration. **Confirmation** ✕ Your registration request was submitted. You will receive an e-mail after your registration request is reviewed. OK