

Self-Registration – Supplier Instructions

Supplier Self-Registration:

New suppliers are vendors who have not done business with a member institution or the Consortium. Non-employee individuals may also use for reimbursement purposes.

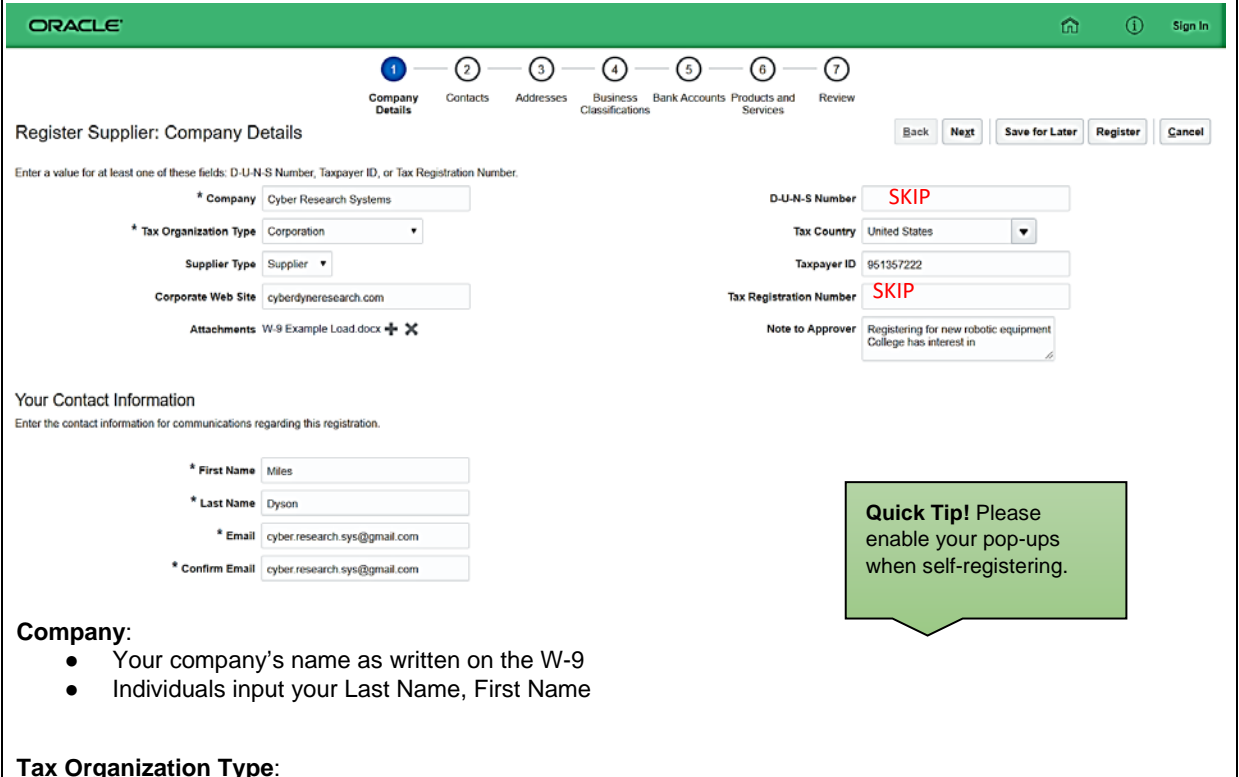
Audience: New Suppliers

Required for all Companies/Individual Contractors

- W-9
- Certificate of Insurance if providing on-campus services

Supplier Assistance:

- ap@gmhec.org
- 802-443-2321

| Process Step & Description | Action |
|--|---|
| <p>Link & W-9</p> | <p style="text-align: center;">Please confirm that you have an updated and completed W-9. It is a requirement to attach a copy in the self-registration process.</p> <p>Navigation Path: > Email Link</p> <p>A member institution (Champlain College, GMHEC, Middlebury College, or Saint Michael's College) will provide you with a link to self-register. Click on the link given to register.</p> |
| <p>Register Supplier: Company Details</p> | <p>Navigation Path: > Register Supplier Company Details</p>  <p>Company:</p> <ul style="list-style-type: none"> • Your company's name as written on the W-9 • Individuals input your Last Name, First Name <p>Tax Organization Type:</p> |

- Select the organization type that best suits your business needs – this must always match what is checked on your Company's W-9

Supplier Type:

- Choose "Supplier" if you are selling goods or services to one of the institutions
- Choose "Other" if you are being reimbursed (ex. candidate reimbursement for travel)

Corporate Website – Optional Entry

Attachments: Attach documents by clicking the "+" next to the Attachments field. Choose and upload the correct file. Here you can add:

- [W-9](#)
- [W-8BEN](#) (for international individuals)
- [W-8BEN-E](#) (for international businesses)
- Certificate of Insurance (COI)
- Approved copy of the Independent Contractor Worksheet (Middlebury Independent Contractors only)

Attachments None +

Attention Middlebury College Independent Contractors:
Please contact the department you are working with for the Independent Contractor Worksheet. They will have you complete a form and will send you an approved copy.

Choose your file. Under description please use the following formula "YYYY Supplier Name". As an example:

- 2019 Company Inc. – For a company/corporation
- 2019 Smith, Jane – For an individual

Attachments x

Actions View + x

| Type | * File Name or URL | Title | Description | Attached By | Attached Da |
|------|----------------------------|-------|-------------|-------------|---------------|
| File | Choose File No file chosen | | | anonymous | 03/25/2019 1: |

Rows Selected 1 Columns Hidden 1

OK Cancel


Add your file and click "OK" when completed.

Attachments x

Actions View + x

| Type | * File Name or URL | Title | Description | Attached By | Attached Da |
|------|---------------------------------|-----------------------|----------------|-------------|---------------|
| File | W-9 Example Load.docx Update... | W-9 Example Load.docx | Substitute W-9 | anonymous | 03/25/2019 1: |

Rows Selected 1 Columns Hidden 1


 OK Cancel

D-U-N-S Number – Not needed. Please skip.

Tax Country:

- Domestic suppliers, type United States and the program will auto-populate a dropdown box to choose from
- For international suppliers, use the country as shown on your W-8, and type in your country name. The program will auto-populate a dropdown box to choose from

United State v

- United States US
- United States Minor Outlying Islands UM
- More...

Taxpayer ID:

- Enter your TIN or SSN *without* any dashes

o Ex. Use 123456789 *not* 123-45-6789

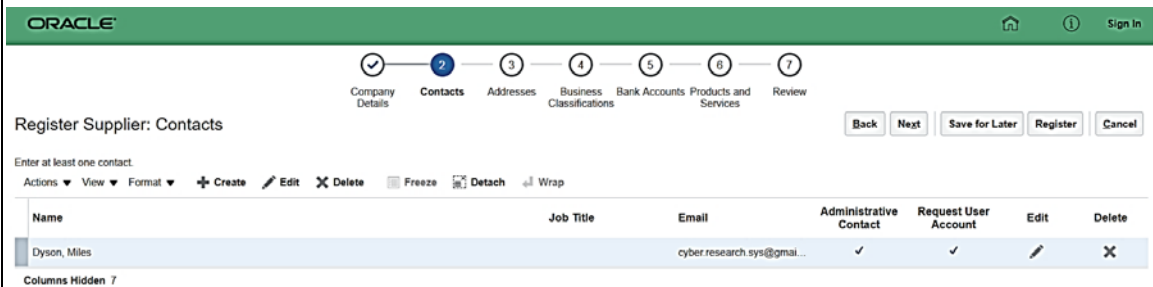
Tax Registration Number – *Not Needed. Please skip.*

Note to Approver – Please enter:

- What type of business you will be doing with the Member Institution
- The primary contact of the institution you are doing business with
- If applicable: If you are a 1099 supplier eligible

After completing the first page and uploading your document(s), click “**Next**” in the upper right hand corner.

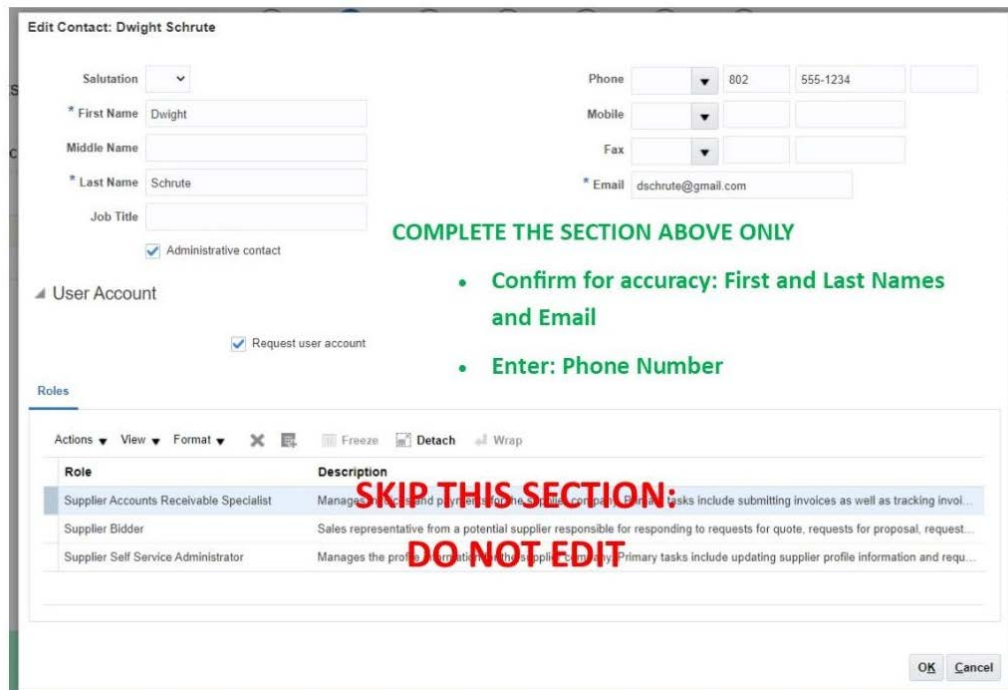
Navigation Path:
 > Register Supplier > Contacts



The screenshot shows the Oracle Supplier Registration interface. At the top, there's a navigation bar with 'ORACLE' and 'Sign In'. Below it is a progress indicator with steps: 1. Company Details, 2. Contacts (selected), 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, 7. Review. The main heading is 'Register Supplier: Contacts'. Below this is a table of contacts. One contact is visible: 'Dyson, Miles' with email 'cyber.research.sys@gmail.com'. There are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'.

In the Contacts, click the edit “**pencil**” to edit. This contact is responsible for updating any account information for your company. When editing your contact information, a pop-up will appear.

Register Supplier: Contacts



The screenshot shows the 'Edit Contact: Dwight Schrute' pop-up form. It has fields for Salutation, First Name (Dwight), Middle Name, Last Name (Schrute), Job Title, Administrative contact (checked), Phone (802-555-1234), Mobile, Fax, and Email (dschrute@gmail.com). There are checkboxes for 'User Account' and 'Request user account'. Below the form is a 'Roles' section with a table:

| Role | Description |
|---|--|
| Supplier Accounts Receivable Specialist | Manages the... and... tasks include submitting invoices as well as tracking invol... |
| 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 pro... Primary tasks include updating supplier profile information and requ... |

Red text overlays the roles section: **SKIP THIS SECTION: DO NOT EDIT**. Green text overlays the form fields: **COMPLETE THE SECTION ABOVE ONLY**, **Confirm for accuracy: First and Last Names and Email**, and **Enter: Phone Number**. There are 'OK' and 'Cancel' buttons at the bottom right.

Complete/Confirm the fields in the *upper half* of the pop-up:

- First Name
- Last Name
- Phone
- Email

Do not uncheck any boxes.

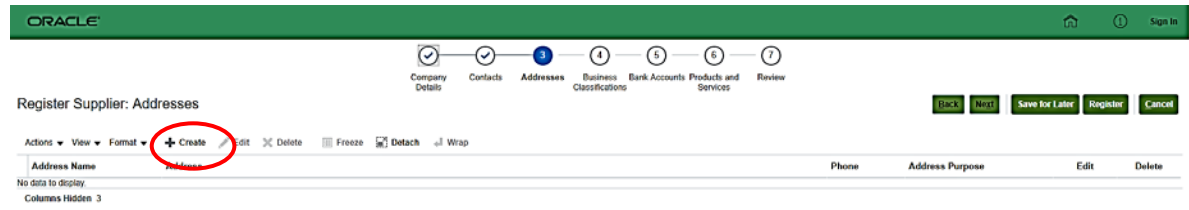
Skip the bottom half of the pop-up entitled "Roles". **Do not edit this section.**

Click "OK" after completing the contact information.

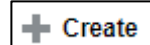
Navigation Path:

➤ 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.



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



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

Create Address

* Address Name

* Country

Address Line 1

Address Line 2

City

State

Postal Code

* Address Ordering

Purpose Remit to

RFQ or Bidding

Phone 1

Fax 1

Email

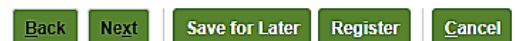
Quick Tip! To ensure prompt payment, enter your bank account information for direct deposit under step 5.

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 both **Ordering** and **Remit To**

Click "OK" when address information is complete.

Click "Next"



Register Supplier: Address

Register Supplier: Business Classifications

Navigation Path:

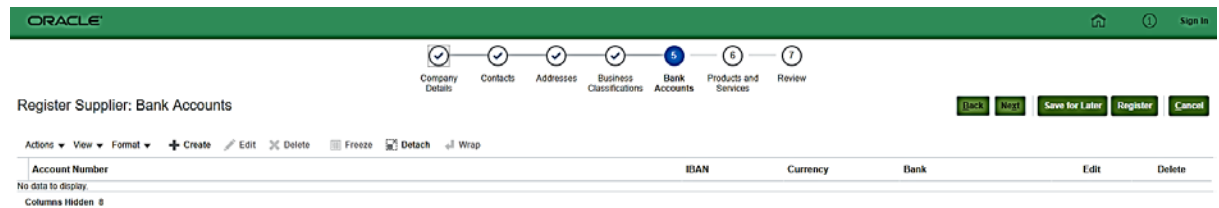
➤ Register Supplier □ Business Classifications

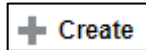


We do not require this information. Click "Next."

Navigation Path:
 > Register Supplier > Bank Accounts

PLEASE COMPLETE THIS SECTION FOR FASTER AND CONVENIENT PAYMENT:
 Choosing not to be paid by direct deposit (ACH) may result in a *delay in payment*.



Click "+ Create" 

Create Bank Account

| | |
|---|--|
| * Country <input type="text" value="United States"/> | From Date <input type="text" value="06-Apr-2020"/> |
| * Account Number <input type="text" value="0587445486545"/> | Inactive On <input type="text" value="dd-mmm-yyyy"/> |
| Bank Name <input type="text" value="COMMUNITY BANK N.A."/> | IBAN <input type="text"/> |
| Bank Branch <input type="text" value="021307559 - COMMUNITY BANK N"/> | Currency <input type="text" value="USD"/> |
| <input type="checkbox"/> Allow international payments | |

Additional Information

| | |
|---|--|
| Account Name <input type="text"/> | Check Digits <input type="text"/> |
| Alternate Account Name <input type="text"/> | Account Type <input type="text" value="Checking"/> |
| Account Suffix <input type="text"/> | Description <input type="text"/> |

- Complete the following information:
- **Country** – *United States only* (International banks not accepted at this time)
 - **Branch** – choose the correct routing number for your Branch
 - **Account Number**
 - **Bank Name** – Once your Routing Number is entered, the Bank Name will autofill
 - **Currency** – *USD only*
 - **Account Type**: Choose whichever type is relevant (checking, savings, money market, etc.) If you do not know what type of account you have, choose "Checking."

Register Supplier: Bank Accounts

Click **“OK”** when complete.

Click **“Next”** when finished entering bank account information:

Quick Tip! Enter your routing number first and the system will autofill the Bank Name.

Back
Next
Save for Later
Register
Cancel

Register Supplier: Products and Services

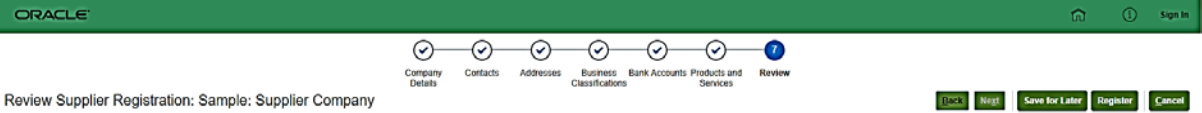
Navigation Path:
 > Register Supplier > Products and Services



This information is not required. Click **“Next”**

Register Supplier: Review

Navigation Path:
 > Register Supplier > Review




Review the information in this page:

- o Company Details
- o Attachments (W-9 required)
- o Contact(s)
- o Address(es)
- o Business Classifications (not required – **please skip**)
- o Bank Account(s) (Highly suggested to enter for prompt and convenient payment)
- o Products and Services (not required – **please skip**)

Click **“Register”**

A pop-up will appear confirming your registration:

 **Confirmation** ✕

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

OK

| | |
|--|--|
| | <p>You will receive an email from “@workflow.mail.us2.cloud.oracle.com” confirming your registration, and another email asking you to create a password.</p> <p>The emails will come directly from our system called, Oracle. Email subject lines include, but are not limited to:</p> <ul style="list-style-type: none">• “GMHEC – Supplier Welcome Email”• “Oracle Fusion Applications-Password Reset Confirmation” <p>Direct questions, comments and concerns to ap@gmhec.or, or call the GMHEC Accounts Payable at 802-443-2321.</p> |
|--|--|