Supplier Self Registration - Student

How to register yourself as a supplier in Oracle as a Student

Use the link provided by the staff or faculty member of your college to access the Supplier Registration Portal

- **1** Enter your name last name first, first name last like shown above
- **2** For Tax Organization Type select Individual and for Supplier Type select student
  - If you are not a US Citizen use Tax Organization Type Foreign Individual
- **3** Click on the **+** to attach documents such as a Direct Deposit form
- **4** Use your personal email, not your college email address
- **5** Enter your Social Security Number with NO SPACES and NO DASHES
- **6** Please use the Note to Approver field to call out what sort of payment you are receiving
- **7** Review the information you entered, if everything is correct, click **Next**

- **8** Review the information displayed, if a change needs to be made click edit to access a pop up screen
  - 8a Click **OK** once your information is correct
- **9** If the information is correct click **Next**

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- 10 Click on **+ Create** to add an address
  - NOTE: Add an address where you can receive mail
- 11 Select the correct country for your address, if the address where you receive mail is not a US address, select the correct country
- 12 The **Address Name** is city-1 with no spaces between the city name and the number
- 13 Always use the two letter postal abbreviation
- 14 Select **Ordering** and **Remit to**
- 15 Click **OK**
- 15 Click **NEXT**

- 16 Skip this part, click **Next**

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- **17** To add Direct Deposit information click on **+ Create**
- **18** Only US bank accounts can be used for Direct Deposit
- **19** Select your Bank
  - If you start typing the bank name in the field you might find it more quickly
- **20** Select the routing number for your bank branch
  - you can start typing in your routing number to find it more quickly
- **21** Enter your account number with NO SPACES, NO DASHES and DIGITS ONLY
- **22** Direct Deposits can only be done in US Dollars
- **23** Select the type of account
- **24** Use the comments section to include any important information.
- **25** Review the information entered. If it is correct, click **OK**
- **26** click **Next**

- **27** Skip this section, click **Next**

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- **28** Review your information. If it looks correct click **Register**

If you have any questions or need any assistance, please contact Accounts Payable at: ap@gmhec.org