

Supplier Self Registration - Student

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

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

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

- 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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ORACLE Application Reference Guides

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

Register Supplier: Addresses

• 10

Actions View Format + Create Edit Delete Freeze Detach Wrap

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

Columns Hidden 3

Create Address

* Address Name • 12

* Country • 11

Address Line 1

Address Line 2

City

State • 13

Postal Code

* Address Purpose Ordering • 14
 Remit to
 RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden 4

• 15

Create Another OK Cancel

- 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**

ORACLE Application Reference Guides

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

Register Supplier: Business Classifications

• 16

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
No data to display.								

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

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The screenshot shows the Oracle Supplier Self Registration interface. At the top, there is a navigation bar with the Oracle logo and 'Application Reference Guides'. Below this is a progress indicator with steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts (highlighted), Products and Services, and Review. A red callout number '26' is positioned above the 'Next' button. The main content area is titled 'Register Supplier: Bank Accounts' with a red callout number '17' above the '+ Create' button. Below this is a table with columns: Account Number, Currency, Bank, Branch, Ac Typ, Note to Approver, Edit, and Delete. A modal dialog box titled 'Create Bank Account' is open, containing the following fields and callouts: Country (United States, callout 18), Bank (JPMORGAN CHASE, callout 19), Branch (021000021 - JPMORGAN CHASE, callout 20), Account Number (000000001, callout 21), Account Name, Agency Location Code, Account Type (Checking, callout 23), Account Suffix, Check Digits, and Comments (callout 24). A 'Note to Approver' field contains the text 'You can put your account and Routing number here as well' (callout 25). At the bottom of the dialog are buttons for 'Create Another', 'OK', and 'Cancel'.

- 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**

The screenshot shows the Oracle Supplier Self Registration interface. At the top, there is a navigation bar with the Oracle logo and 'Application Reference Guides'. Below this is a progress indicator with steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services (highlighted), and Review. A red callout number '27' is positioned above the 'Next' button. The main content area is titled 'Register Supplier: Products and Services'. Below this is a table with columns: Category Name, Description, and Remove. The table is currently empty, with the text 'No data to display.' below it.

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

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Review Supplier Registration: Morales, Miles

Company Details

Company	Morales, Miles	D-U-N-S Number	
Tax Organization Type	Individual	Tax Country	United States
Supplier Type	Student	Taxpayer ID	000120123
Corporate Web Site		Tax Registration Number	
		Note to Approver	mileage reimbursement

- **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