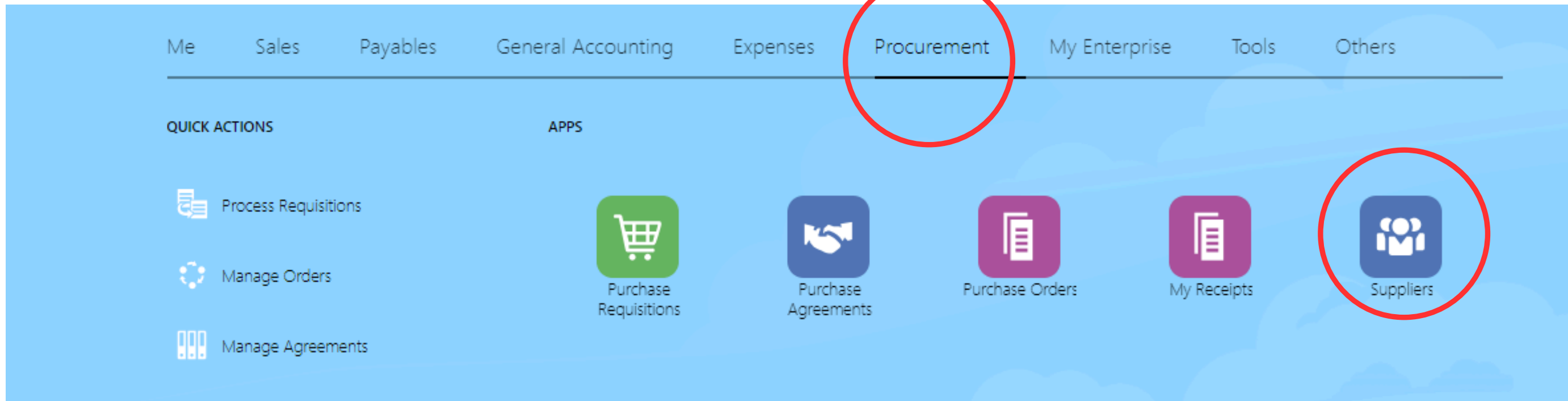


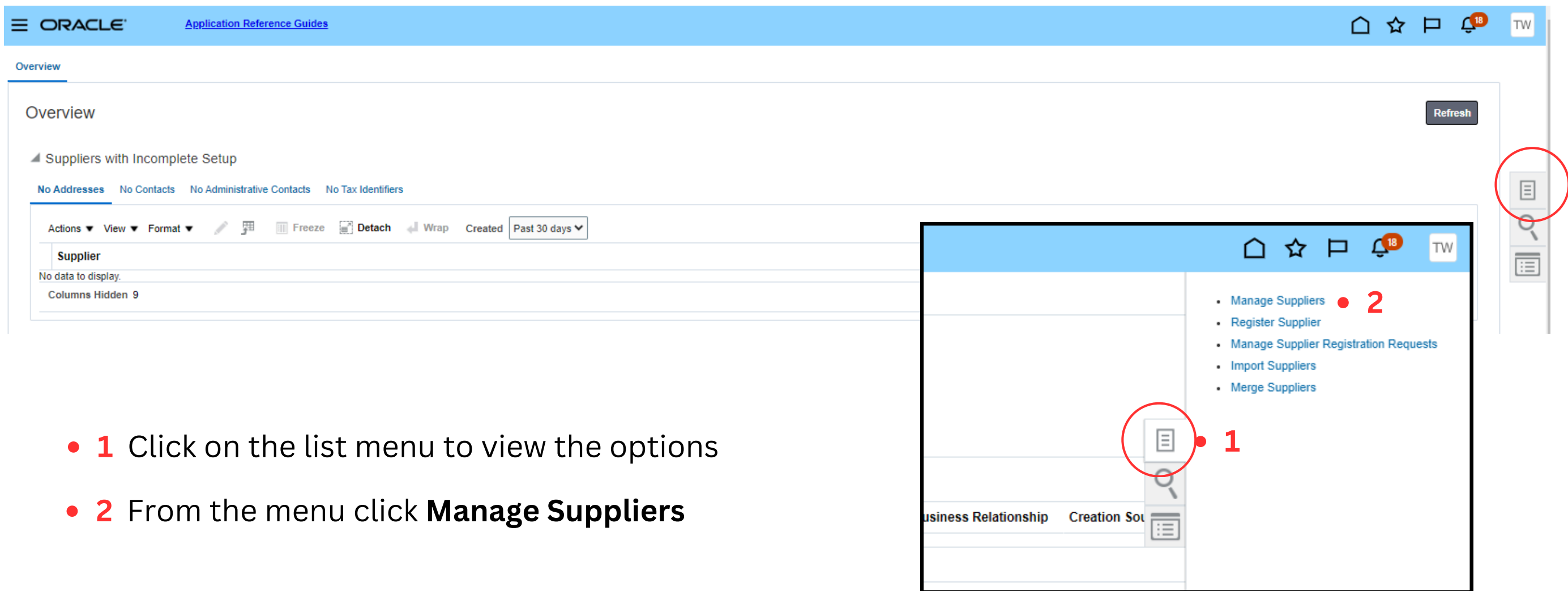
Registering a Supplier

How to register a supplier

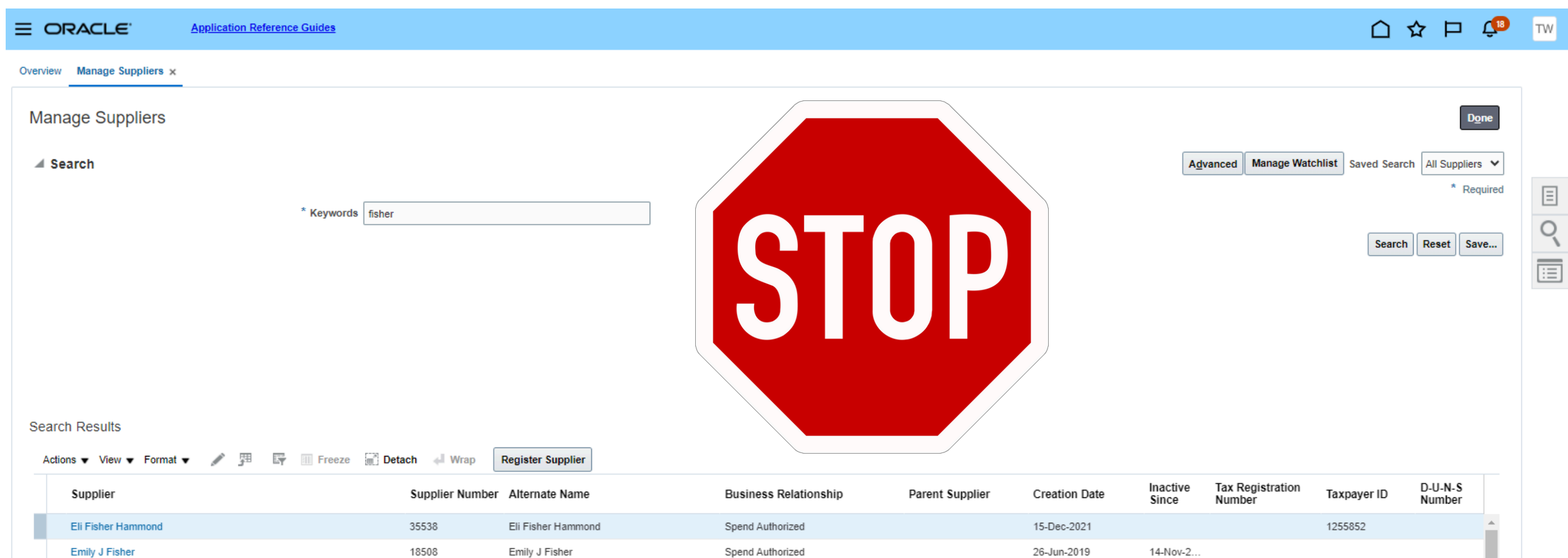
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- Select the **Procurement** Tab
- Select **Suppliers**



- 1 Click on the list menu to view the options
- 2 From the menu click **Manage Suppliers**



Before registering your supplier, **search for your supplier**. They might already be registered in Oracle

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The screenshot shows the Oracle Manage Suppliers interface. At the top, there's a search bar with the keyword 'fisher' entered. Below the search bar, there are buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and 'All Suppliers'. A 'Done' button is in the top right corner. The search results table has columns: Supplier, Supplier Number, Alternate Name, Business Relationship, Parent Supplier, Creation Date, Inactive Since, Tax Registration Number, Taxpayer ID, and D-U-N-S Number. Two suppliers are listed: Eli Fisher Hammond (Supplier Number 35538, Business Relationship Spend Authorized, Creation Date 15-Dec-2021, Taxpayer ID 1255852) and Emily J Fisher (Supplier Number 18508, Business Relationship Spend Authorized, Creation Date 26-Jun-2019, Inactive Since 14-Nov-2...). A red circle with the number '3' is placed over the 'Register Supplier' button in the actions bar.

- **3** AFTER you search for your supplier AND had no results come back, click on **Register Supplier**

The screenshot shows the Oracle Register Supplier form. It has sections for 'Registration Details' and 'Company Details'. In the 'Registration Details' section, there are fields for 'Company' (Morales, Joel), 'Request Reason' (New Supply Source), 'Justification' (Provide a brief reason for this payment Example: Student Reimbursement or Payment for services rendered), 'Procurement BU' (GMHEC BU), and 'Business Relationship' (Spend Authorized). In the 'Company Details' section, there are fields for 'Tax Organization Type' (Individual), 'Supplier Type' (Supplier), 'Corporate Web Site', 'D-U-N-S Number', 'Tax Country' (United States), 'Taxpayer ID' (012121234), 'Tax Registration Number', and 'Attachments' (None). Red circles with numbers 4 through 12 are placed over various fields to indicate where to enter information.

- **4** In Register supplier enter the Company name first. If your supplier is an individual, register them as: Last Name, First Name. **Example:** Morales, Joel
- **5** Select the Request Reason: New Supply Source
- **6** Provide a brief reason for this payment. **Example:** Student Reimbursement or Payment for services rendered
- **7** Select the Tax Organization Type that matches the information provided on the **W9**. For students select **Individual** (or Foreign Individual if the student is not a US Citizen)
- **8 Supplier Type:**
 - Supplier = Vendors
 - Student = Student
 - Other = Reimbursement/Refund
- **9** Select the Procurement BU, there will typically be only one option
- **10** Enter your Tax Country
- **11** When entering The Tax ID use the number on the **W9**. Enter the Tax ID with **NO dashes and NO spaces**
- **12** Click on the + to add documents such as a W9 and/or a Direct Deposit form

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The screenshot shows the 'Create Contact' form. On the left, a 'Contacts' table is visible with a '+' icon for adding a contact (13). The form fields include: Salutation (dropdown), First Name (Joel, 14), Middle Name, Last Name (Morales, 15), Job Title, Administrative contact (checkbox), Phone, Mobile, Fax, and Email (Joel@anemailaddress.com, 16). Below these are sections for 'User Account' (Create user account checkbox) and 'Roles' (table with Role and Description columns). At the bottom right, there are 'Create Another', 'OK', and 'Cancel' buttons (17).

- 13 Click on the + to add contact information
- 14 Enter the first name in **First Name**
- 15 Enter the last in **Last Name**
- 16 Students **MUST** use their **personal** email address
- 17 Click **OK**

The screenshot shows the 'Create Address' form. On the left, an 'Addresses' table for 'Morales, Miles' is visible with a '+' icon for adding an address (18). The form fields include: Address Name (New York-1, 21), Country (United States, 20), Address Line 1 (00 E 111th St, 21a), Address Line 2 (Apt 5b), City (New York), State (NY), Postal Code (10128), Address Purpose (Ordering and Remit to checked, 22), RFQ or Bidding (checkbox), Phone, Fax, and Email. Below these are 'Address Contacts' (table with Name, Job Title, Email, Administrative Contact, and User Account columns) and 'Create Another', 'OK', and 'Cancel' buttons (23).

- 18 Scroll down to find **Address**
- 19 Click on the + to add an address
- 20 Select the correct country for the address. Different country addresses are formatted differently
- 21 **Address Name** is the **City-1** with **NO spaces**
 - Example: New York-1
 - 21a Fill in the Street, City, State, and Postal Code
- 22 Select BOTH: **Ordering AND Remit To**
- 23 Click **OK**

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Bank Accounts **24**

Actions View Format **25** + ✕ Freeze Detach Wrap

Account Number	Currency	Bank	Branch	Account Type	Note to Approver
No data to display.					
Columns Hidden 6					

- **24** Scroll down to **Bank Accounts** to add Direct Deposit information
- **25** Click on the **+** to add banking information
- **26** ACH is only for US domestic banks
- **27** Search for the bank name
 - **27a** Be sure the routing number matches the number of your bank branch
- **28** Enter your account number
- **29** The **Currency** for Direct Deposit is always **USD**
- **30** Select the account type
- **31** If you do not see your bank branch routing number, type it here
- **32** Click **OK**
- **33** Scroll back to the top. **Review** your information and click **Register**

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country **26** IBAN

Bank **27** Currency **29**

Branch **27a**

Account Number **28**

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type **30**

Account Suffix Description

Check Digits

Comments

Note to Approver **31**

32 Create Another OK Cancel

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Register Supplier

Register Cancel

Enter a value for at least one of these fields: DUNS Number, Taxpayer ID, or Tax Registration Number

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