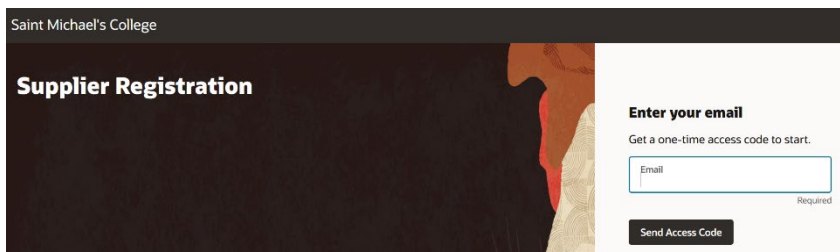


# Payee Self-Registration – Reimbursement Instructions

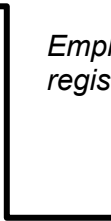
Saint Michael's College will provide you a link to self-registration.



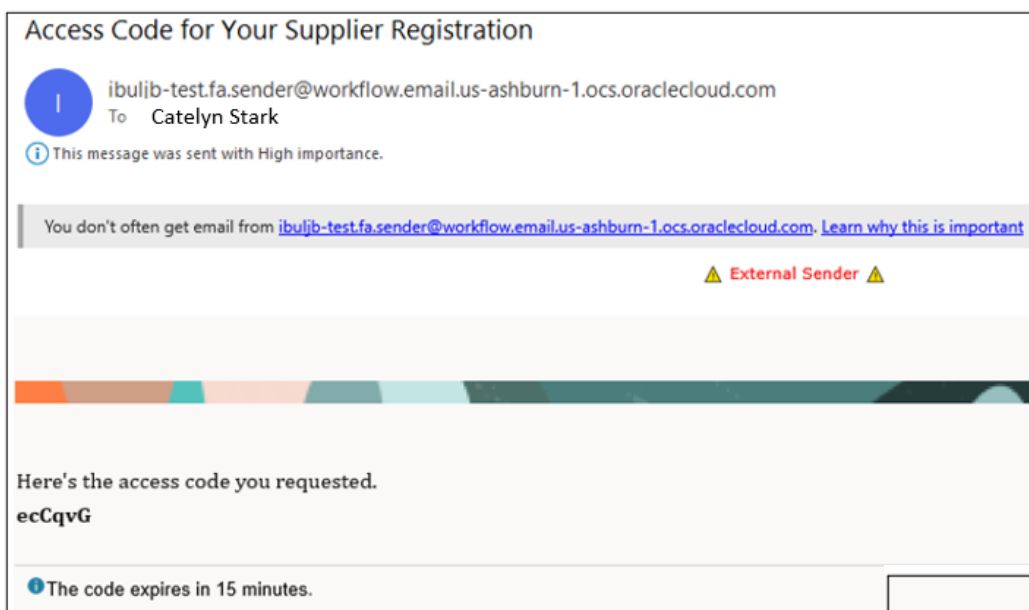
**Examples of payees who should use these instructions:**

- Parents
- Candidates invited for onsite interviews

*Employees and students should **not** register with these instructions.*



Enter your email address.

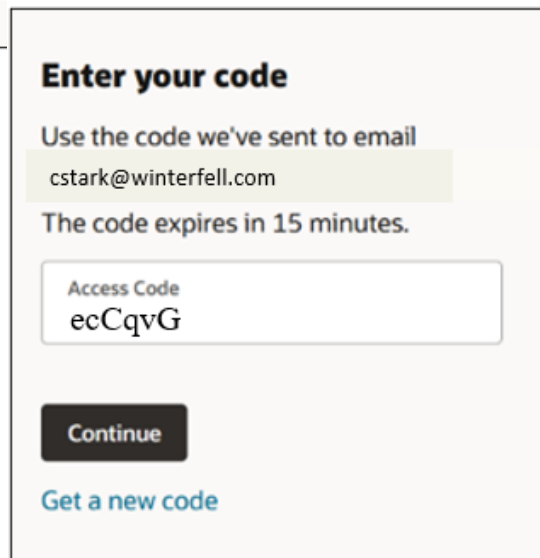


You will receive an email from Oracle. If you do not see it, check your junk or spam folder.

Enter the access code you received in your email.

Click "Continue."

Cancel
Save
Continue



## PAGE 1: COMPANY DETAILS:

Enter your name in the "Company" field. Please use this format: **Last Name, First Name**. For example, if your name is John Smith, input it as **Smith, John**.

Supplier Registration

### Company Details

For individuals, please enter your name as Last Name, First Name.

When entering your taxpayer ID, please remove all dashes and spaces.

Company Stark, Catelyn	Website
Country United States	Taxpayer ID 123456789
Organization Type Individual	Supplier Type Other

Note to Approver

I visited campus as a candidate for Associate Professor of History of Westeros. Requesting reimbursement for travel expenses.

Enter 1000 or fewer characters.

Under the following fields enter:

- Taxpayer ID: Taxpayer ID as displayed on your W9.
- Organization Type: Choose from the dropdown.
- Supplier Type: Other
- Note to Approver: The reason you are registering today.

Organization Type  
Individual

- Corporation
- Foreign Corporation
- Foreign Government Agency
- Foreign Individual
- Foreign Partnership
- Government Agency
- Individual

Country  
United States

- United States
- United States Minor Outlying Islands

Input the country in which you hold residency by typing in the first few letters. Highlight and click enter on the country in the dropdown box.



If you have any documentation pertinent to your reimbursement, please upload it here. This is optional.

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL

Add URL

Click "Continue."

Cancel Save **Continue**

## PAGE 2: CONTACTS

Complete the following fields:

- First Name
- Last Name
- Email
- Country
- Mobile

Supplier Registration

### Contacts

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

First Name Catelyn	Last Name Stark	
Email cstark@winterfell.com	Job Title	
Country US	Mobile +1 415 555 1234	
Country US	Phone +1	Ext
Country US	Fax +1	

Please ignore everything below the phone number fields.

**Does this contact need a user account?**  
User accounts will provide online access to supplier transactions and self-service tasks.  Yes  No

**What user roles does this contact need?**  
Assign at least 1 user role to specify the responsibilities of this contact.

**Supplier Self Service Administrator**  
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user access to grant employees access to the supplier application.

**Supplier Sales Representative**  
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific

Click "Continue."

Cancel
Save
Continue

### PAGE 3: ADDRESS

Complete the following fields:

- Address Name (enter the name of the city your address is in)
- Country/Region
- Address 1
- Address 2 (if applicable)
- City
- State
- Zip Code
- County

ZIP Code  
 94102

94102  
 San Francisco, San Francisco, CA

94103  
 San Francisco, San Francisco, CA

94104  
 San Francisco, San Francisco, CA

For easier entry enter your Zip Code first. The City, State, and County will auto-complete.

Select both Receive Purchase Orders and Receive Payments.

**Address 1**

Address Name  
 San Francisco-1

**What's this address used for?** Select at least 1 purpose.  
 Receive Purchase Orders   
  Receive Payments   
  Bid on RFQs

Country/Region  
 United States

Address Line 1  
 123 Lady Stoneheart Ave

Address Line 2

City  
 San Francisco

State  
 CA

ZIP Code  
 94102

County  
 San Francisco

Click "Continue."

Cancel
Save
Continue

## PAGE 4: BUSINESS CLASSIFICATIONS

Ignore this page. Do not complete.

Supplier Registration

Business Classification

Select a classification or complete the one more applicable.

Classification ▼

Click "Continue."

Cancel   Save   **Continue**

## PAGE 5: BANK ACCOUNTS

Direct Deposit (ACH/Electronic) is the preferred method of payment of Saint Michael's College. If you would like to be paid via direct deposit, complete the following fields. Otherwise ignore and click "Continue."

- Country (only banks in the United States can accept payments in the system).
- Routing Number
- Bank
- Bank Branch
- Account Number
- Currency
- Account Type

For easier entry enter Bank Branch first. Type in the name of your bank and choose the correct routing number.

The routing number and Bank name will autofill upon selection.

Bank Branch  
 Wells Fargo Bank, N.A.

Wells Fargo Bank, N.A.  
  
 101089292 - Wells Fargo Bank, N.A.  
  
 011100106 - Wells Fargo Bank, N.A.  
  
 064003768 - Wells Fargo Bank, N.A.  
  
 051400549 - Wells Fargo Bank, N.A.  
  
 124103799 - Wells Fargo Bank, N.A.  
  
 053000219 - Wells Fargo Bank, N.A.  
  
 031000503 - Wells Fargo Bank, N.A.

Supplier Registration

### Bank Accounts

Bank account 1 🗑️

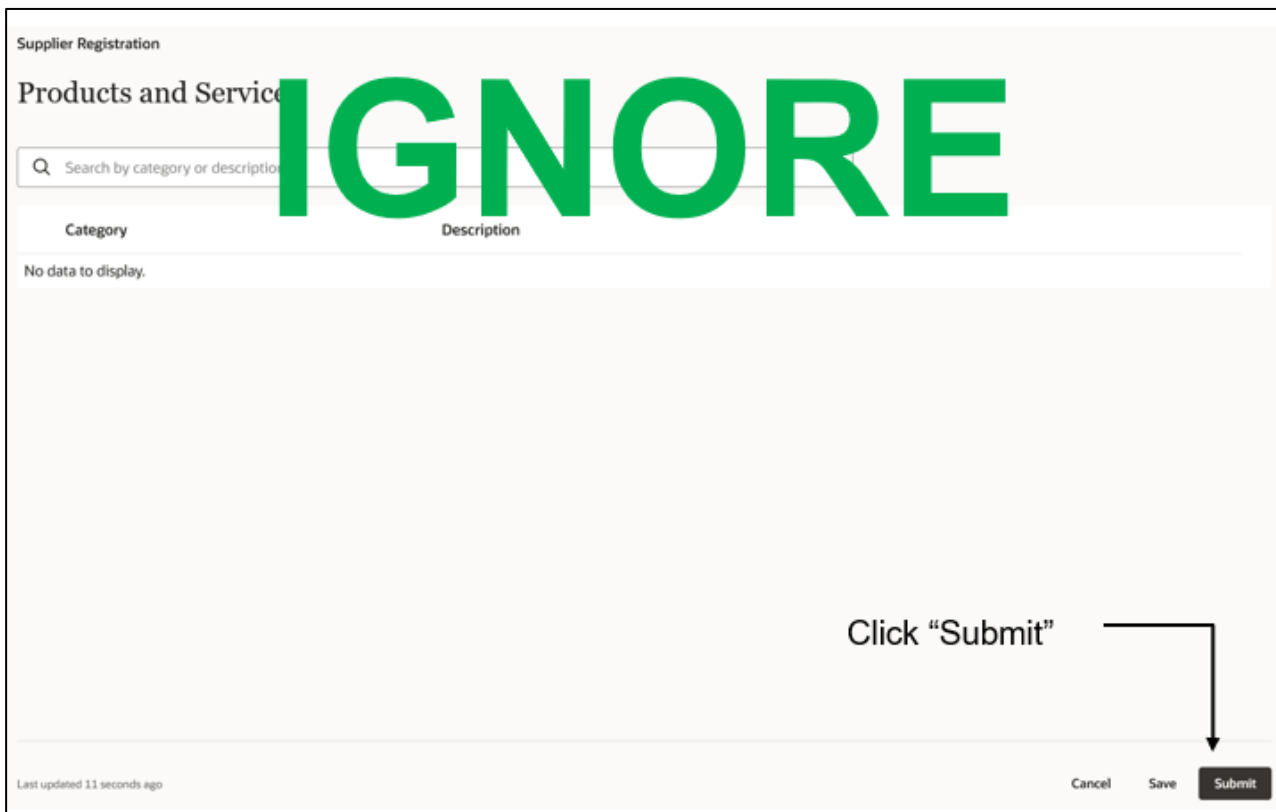
Country United States		
Routing Number 121042882	Bank Wells Fargo Bank, N.A.	Bank Branch Wells Fargo Bank, N.A.
Account Number 9849528677	Currency US Dollar	Account Type Checking

Click "Continue."

Cancel
Save
Continue

## PAGE 6: PRODUCTS AND SERVICES

Ignore this page and click “Submit.”



Supplier Registration

Products and Services

Search by category or description

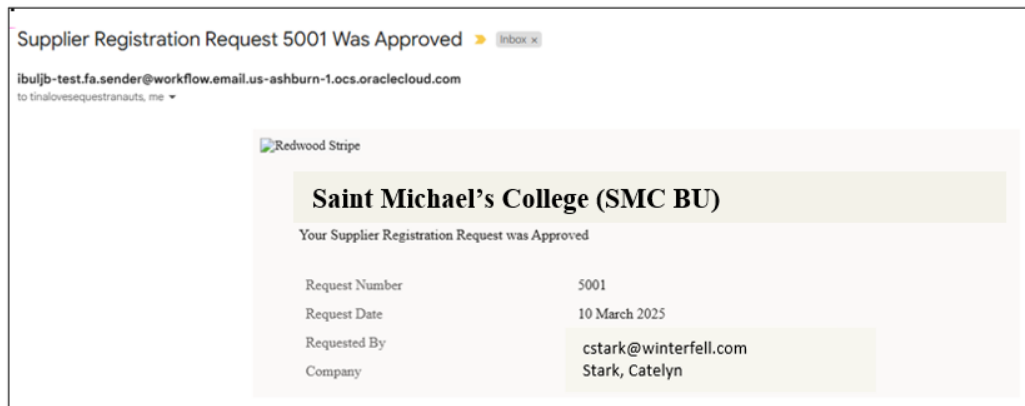
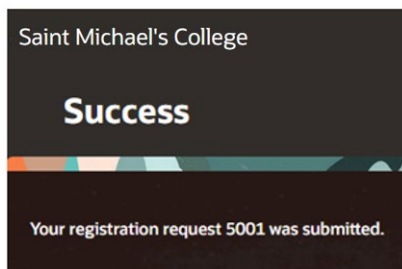
Category	Description
No data to display.	

Last updated 11 seconds ago

Click “Submit”

Cancel Save **Submit**

When submitted the following message will appear:



You will know when your registration has been approved when you receive an email from Oracle.