

## Payee Self-Registration – Student Instructions

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



Enter your **personal** email address. Do **not** use your @smcvt.edu address.

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

**Access Code for Your Supplier Registration**

 [ibulib-test.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com](mailto:ibulib-test.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com)  
 To Tina Belcher

 This message was sent with High importance.

You don't often get email from [ibulib-test.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com](mailto:ibulib-test.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com). [Learn why this is important](#)

 External Sender 

Here's the access code you requested.  
**ecCqvG**

 The code expires in 15 minutes.

Enter the access code you received in your email. Click "Continue."

### Enter your code

Use the code we've sent to email  
[tinalovesquestronauts@gmail.com](mailto:tinalovesquestronauts@gmail.com)

The code expires in 15 minutes.

Access Code  
**4JFMPFc**

**Continue**

[Get a new code](#)

## PAGE 1: COMPANY DETAILS:

Enter your name in the "Company" field using the 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 Belcher, Tina	Website	Country United States
Taxpayer ID 123456789	Organization Type Individual	Supplier Type Student
Note to Approver I am receiving a stipend for an internship program.		

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.

Under the following fields enter:

- Taxpayer ID: Social Security Number
- Organization Type: Individual
- Supplier Type: Student
- Note to Approver: The reason you are registering today.

Country United States
United States
United States Minor Outlying Islands

If you have any documentation Saint Michael's asked you to upload in the system, you can do so here. Please be advised that a W-9 form is required if you are providing services to the college.

Attach tax, insurance, and other relevant documents

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

URL  Add URL

No items to display.

Please be advised that a W-9 form is required under the following circumstances:

1. When you are a U.S.-based entity (individual or company) providing services.
2. Before any payment is issued to you, we need a completed W-9 to verify your taxpayer identification number (TIN) for tax reporting purposes.

If not, scroll down and choose "Continue."

## PAGE 2: CONTACTS

Complete the following fields:

- First Name
- Last Name
- Email (do **not** use your @Saint Michael's.edu address)
- Country
- Mobile

Supplier Registration

### Contacts

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

First Name Tina	Last Name Belcher	Email tinalovesequestronauts@gmail.com
Job Title	Country US	Mobile +1 732 555 1234
Country US	Phone +1	Ext
Country US	Fax +1	

Ignore everything below the phone number fields.

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

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

Supplier Self Service Administrator  
 Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts for 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

**IGNORE**

Click "Continue."

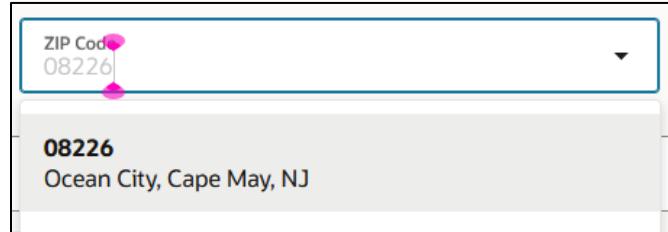
Cancel	Save	Continue
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## PAGE 3: ADDRESS

Complete the following fields:

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



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

Click both “Receive Purchase Orders” and “Receive Payments.”

Supplier Registration

### Addresses

Enter at least one address.

Address 1

Address Name Ocean City -1	What's this address used for? Select at least 1 purpose. <input checked="" type="checkbox"/> Receive Purchase Orders <input checked="" type="checkbox"/> Receive Payments <input type="checkbox"/> Bid on RFQs		
Country/Region United States			
Address Line 1 5 Ocean Ave	Address Line 2	City Ocean City	
State New Jersey	ZIP Code 08226	County Cape May	
Email	Country US	Phone +1	Ext
Country US	Fax +1		

Click “Continue.”

Cancel	Save	Continue
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## PAGE 4: BUSINESS CLASSIFICATIONS

Ignore this page. Do not complete.

Supplier Registration

Business Classification

**IGNORE**

Select a classification or continue the process if none are 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.

### **Important Note:**

Your account number is not the number on your debit card. You can find your account number on your monthly statements or your online/mobile banking page.

Supplier Registration

### Bank Accounts

Bank account 1

Country United States	Bank Wells Fargo Bank, N.A.	Bank Branch Wells Fargo Bank, N.A.
Routing Number 121042882		
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.

Supplier Registration Request 5001 Was Approved ➤ [Inbox](#)

ibuljb-test.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com  
to tinalovesquestronauts, me



**Saint Michael's College (SMC BU)**

Your Supplier Registration Request was Approved

Request Number	5001
Request Date	10 March 2025
Requested By	<a href="mailto:tinalovesquestronauts@gmail.com">tinalovesquestronauts@gmail.com</a>
Company	Belcher, Tina