Payee Self-Registration – Supplier Instructions

Champlain College will provide you a link to self-registration.

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."

PAGE 1: COMPANY DETAILS:

Enter your Company's name in the "Company" field. If you are an individual (ex. guest speaker) use this format: **Last Name, First Name**. For example, if your name is John Smith, input it as **Smith, John**.

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

Upload your company's W9.

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	Last Name
Michael	Bluth

Email	Job Title
mbluth@bluth.com	Vice President

Country	Mobile
US ▼	+1 949 555 0987

Country	Phone	Ext
US ▼	+1	

The second half of the page grants you access to our Supplier Portal which allows you to make any changes to your company's profile. The contact information given will be allowed access. You can ignore this section.

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 nee **IGNORE**
Assign at least 1 user role to specify the responsibi... of th... ntact.

☑ Supplier Self Service Administra...
Manages the profile information for t... supplier com... mary ta... include ...ting supp... ...e inform...on and requ...ng u... ...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

For easier entry enter your Zip Code first. The City, State, and County will auto-complete.
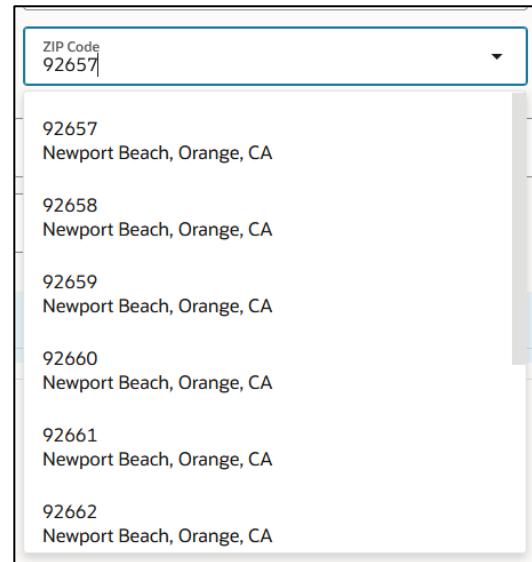
Click both "Receive Purchase Orders" and "Receive Payments."

Click "Continue."

PAGE 4: BUSINESS CLASSIFICATIONS

Ignore this page. Do not complete.

Click "Continue."

PAGE 5: BANK ACCOUNTS

Direct Deposit (ACH/Electronic) is the preferred method of payment of Champlain 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.

Click "Continue."

PAGE 6: PRODUCTS AND SERVICES

Ignore this page and click "Submit."
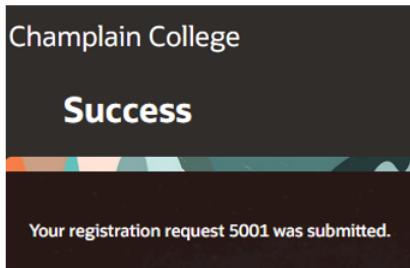
When submitted the following message will appear:

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