

Payee Self-Registration – Supplier Instructions

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

Champlain College

Supplier Registration

Enter your email
 Get a one-time access code to start.

Email Required

Send Access Code

Enter your email address.

Access Code for Your Supplier Registration

I ibuljb-test.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com
 To Michael Bluth

i This message was sent with High importance.

You don't often get email from ibuljb-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

i The code expires in 15 minutes.

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**

Enter your code

Use the code we've sent to email
mbluth@bluth.com

The code expires in 15 minutes.

Access Code
ecCqvG

Continue

[Get a new code](#)

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**.

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 The Bluth Company	Website bluthcompany.com
Country United States	Taxpayer ID 989007777
Organization Type Corporation	Supplier Type Supplier
Note to Approver Real estate services	

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.

Country United States
United States
United States Minor Outlying Islands

Organization Type Corporation
Corporation
Foreign Corporation
Foreign Government Agency
Foreign Individual
Foreign Partnership
Government Agency
Individual
Partnership

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.

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL Add URL

 Bluth Company W9.docx Last updated on 3/11/2025 13.92 KB  

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 taxpayeridentification number (TIN) for tax reporting purposes.

Last updated 9 minutes ago

Click "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
Michael

Last Name
Bluth

Email
mbluth@bluth.com

Job Title
Vice President

Country
US

Mobile
+1 949 555 0987

Country
US

Phone
+1

Ext

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?

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 the contact.

IGNORE

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

Click "Continue."

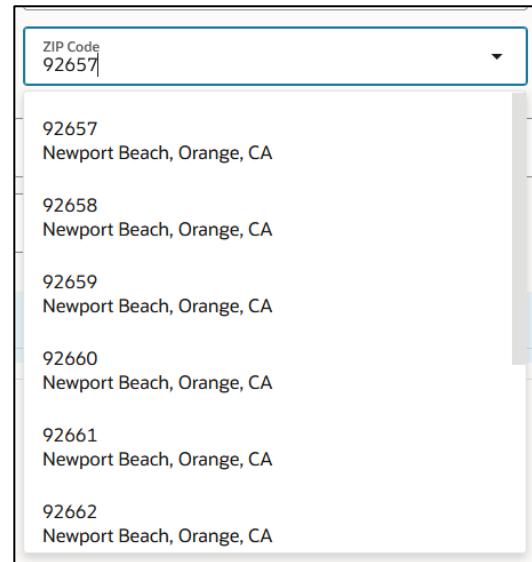


PAGE 3: ADDRESS

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."

Supplier Registration	
Addresses Enter at least one address.	
Address 1	
<input type="text" value="Address Name
Newport Beach"/>	
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	
<input type="text" value="Country/Region
United States"/>	
<input type="text" value="Address Line 1
72 Gob Ln"/>	<input type="text" value="Address Line 2"/>
<input type="text" value="State
CA"/>	<input type="text" value="ZIP Code
92657"/>
<input type="text" value="Email"/>	<input type="text" value="City
Newport Beach"/>
<input type="text" value="Country
US"/>	<input type="text" value="County
Orange"/>
<input type="text" value="Fax"/>	<input type="text" value="Phone"/>
<input type="text" value="Ext"/>	

Click "Continue."

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 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.

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	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

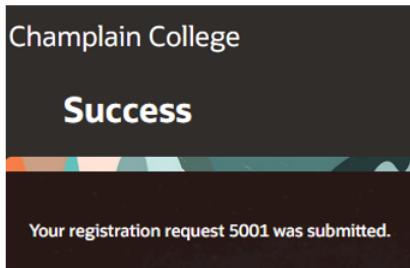
Category Description

No data to display.

Last updated 13 seconds ago

Click "Submit"

Cancel Save **Submit**



When submitted the following message will appear:

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

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



Champlain College (CC BU)

Your Supplier Registration Request was Approved

Request Number	5001
Request Date	10 March 2025
Requested By	mbluth@bluth.com
Company	The Bluth Company

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