

## Payee Self-Registration – Supplier Instructions

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

Champlain College

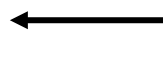
### Supplier Registration

**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**


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

 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](mailto: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**

 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.

Organization Type  
Corporation

Corporation

Foreign Corporation

Foreign Government Agency

Foreign Individual

Foreign Partnership

Government Agency

Individual

Partnership

Country  
United States

United States

United States Minor Outlying Islands




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.

 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 taxpayer identification 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 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

# IGNORE

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.

ZIP Code  
92657

92657  
Newport Beach, Orange, CA  
  
92658  
Newport Beach, Orange, CA  
  
92659  
Newport Beach, Orange, CA  
  
92660  
Newport Beach, Orange, CA  
  
92661  
Newport Beach, Orange, CA  
  
92662  
Newport Beach, Orange, CA

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

Supplier Registration

### Addresses

Enter at least one address.

What's this address used for? Select at least 1 purpose.

☒ Receive Purchase Orders
☒ Receive Payments
☐ Bid on RFQs

Address 1

Address Name  
Newport Beach

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  
72 Gob Ln

Address Line 2

City  
Newport Beach

State  
CA

ZIP Code  
92657

County  
Orange

Email

Country  
US

Phone

Ext

Country  
US

Fax

Click “Continue.”

Cancel

Save

Continue

## PAGE 4: BUSINESS CLASSIFICATIONS

Ignore this page. Do not complete.

Supplier Registration

Business Classification

Select a classification or contact your administrator for more information.

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

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

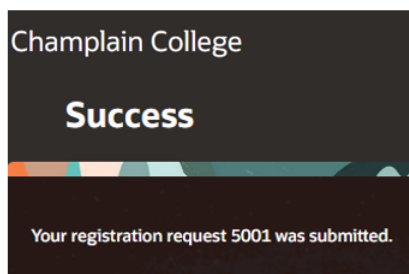
Search by category or description

Category	Description
No data to display.	

Click "Submit"

Last updated 11 seconds ago

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.