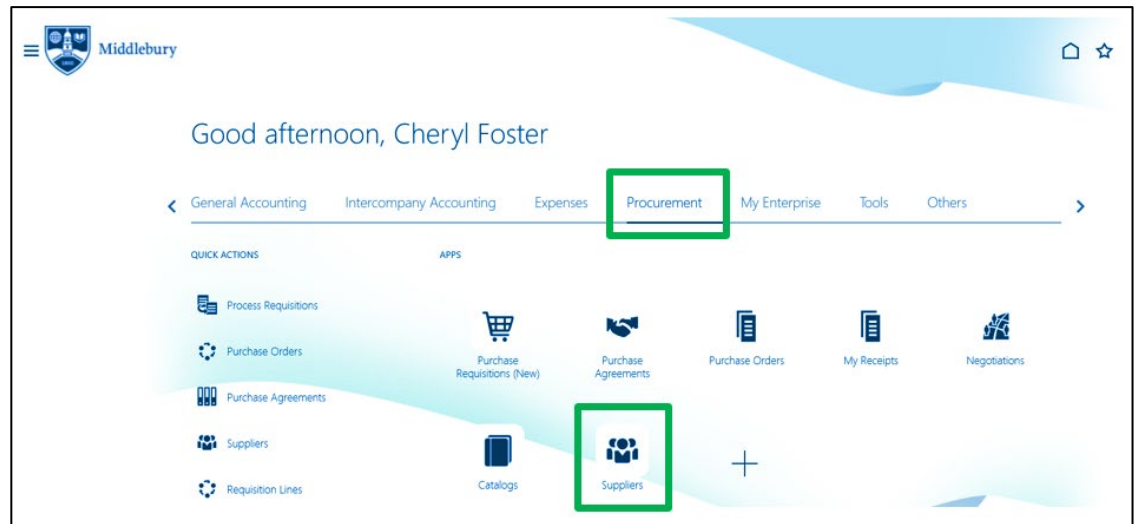How to register suppliers in Oracle. Go to the "Procurement" tab and click "Suppliers."

Click the "Tasks" menu. Choose "Register Supplier."

Complete the fields under Registration Details:
- Company
  - If company enter name of company
  - If individual enter "Last Name, Fist Name"
- Request Reason
  - Choose "New Supplier Source"
- Justification
  - Enter reason for request
  - If an individual, enter if this is for work or reimbursement
- Procurement BU
  - Chose MIDD BU
- Business Relationship
  - Choose Spend Authorized

Complete sections:
- Contacts
  - Click the "+" button

  - A pop-up will appear

    - Complete fields:
      - First Name
      - Last Name
      - Email
      - Phone (optional)
  - Click "OK"
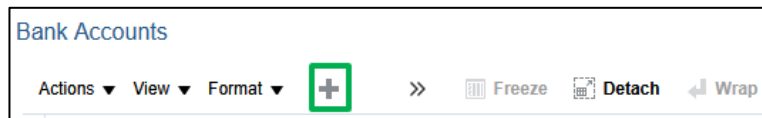- Addresses
  - Click the "+" button

  - A pop-up will appear

- Complete Fields:
  - Address Name – Enter "City-1"
  - Country
  - Address Line 1
  - Address Line 2 (if applicable)
  - City
  - State
  - Zip Code
  - County
  - Address Purpose – choose "Ordering" and "Remit To"

Quick Tip:

For easier entry, enter the zip code first for automatic entry of Country, State, and County
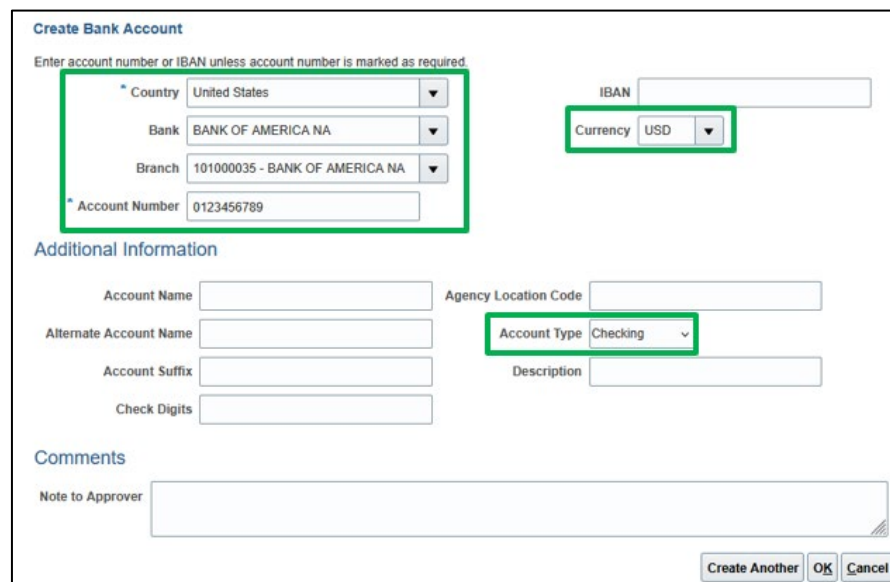
- Bank Accounts
  - Click the "+" button

Bank Accounts

Actions ▼   View ▼   Format ▼   **+**   »   ▦ Freeze   ▣ **Detach**   ⬸ Wrap

- Complete Fields
  - Country (Only U.S. banks are available in Oracle)
  - Bank
  - Branch
  - Account Number
  - Currency
  - Account Type

Quick Tip:

For easier entry, enter the routing number in the Branch field for automatic entry of Bank Name

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country	United States ▼	IBAN
Bank	BANK OF AMERICA NA ▼	Currency USD ▼
Branch	101000035 - BANK OF AMERICA NA ▼	
* Account Number	0123456789	

Additional Information

Account Name		Agency Location Code
Alternate Account Name		Account Type Checking ▼
Account Suffix		Description
Check Digits		

Comments

Note to Approver [   ]

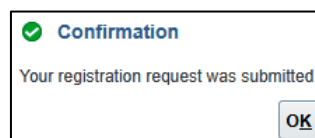Create Another   OK   Cancel

Skip sections:
- Business Classifications
- Products and Service Categories

Scroll up and click the "Register" button

Register ▼   **Cancel**

A confirmation box will appear. Click "OK"

✓ **Confirmation**

Your registration request was submitted.

OK

When your Supplier Registration is approved, you will be notified in Oracle and in your email.