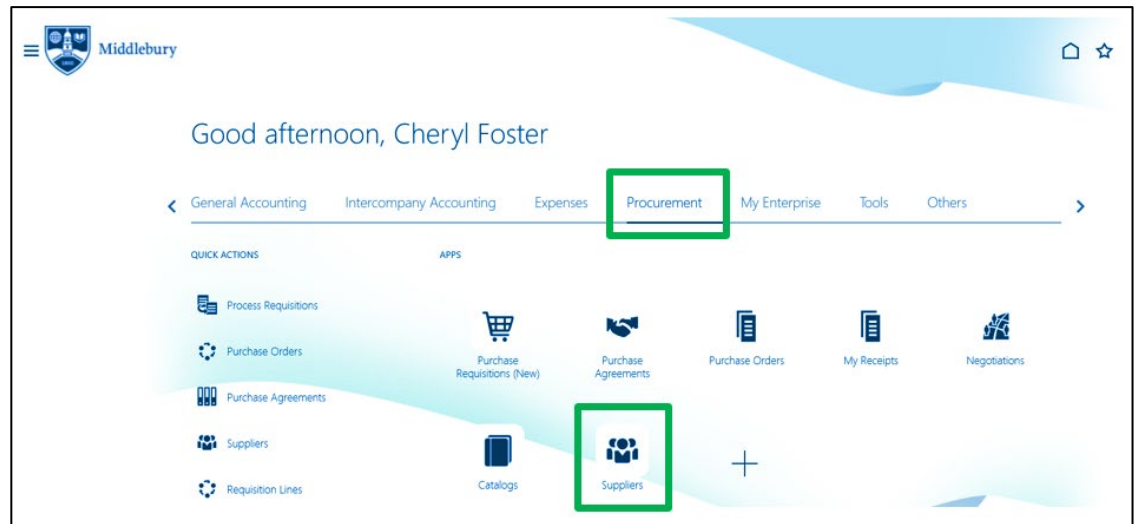


Supplier Registration (Internal)

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, First 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

Contacts

Enter at least one contact.

Actions ▾ View ▾ Format ▾ **+** ✎ ✕ Freeze Detach Wrap

- A pop-up will appear

Create Contact

Salutation ▾

* First Name Michael

Middle Name

* Last Name Scott

Job Title

☐ Administrative contact

Phone ▾

Mobile ▾

Fax ▾

* Email michael@bundemoffa.com

☐ Create user account

User Account

☐ Create user account

Roles

Actions ▾ View ▾ Format ▾ ✕ Freeze Detach Wrap

Role	Description
No data to display.	

Create Another OK Cancel

- Complete fields:
 - First Name
 - Last Name
 - Email
 - Phone (optional)

- Click “OK”

- Addresses

- Click the “+” button

Addresses

Enter at least one address for remit-to and ordering address purposes.

Actions ▾ View ▾ Format ▾ **+** >> Freeze Detach Wrap

- A pop-up will appear

Create Address

* Address Name Scranton-1

* Country United States ▾

Address Line 1 1725 Slough Ave

Address Line 2

City Scranton ▾

State PA ▾

ZIP Code 18503 ▾

County Lackawanna ▾

* Address Purpose ☒ Ordering ☒ Remit to ☐ RFQ or Bidding

Phone 1 ▾

Fax 1 ▾

Email

Address Contacts

Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾ ✕ Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

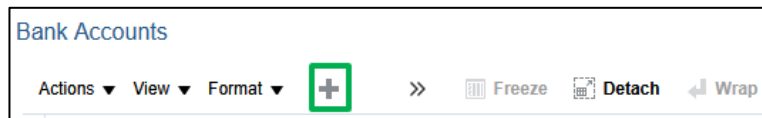
Create Another OK Cancel

- 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



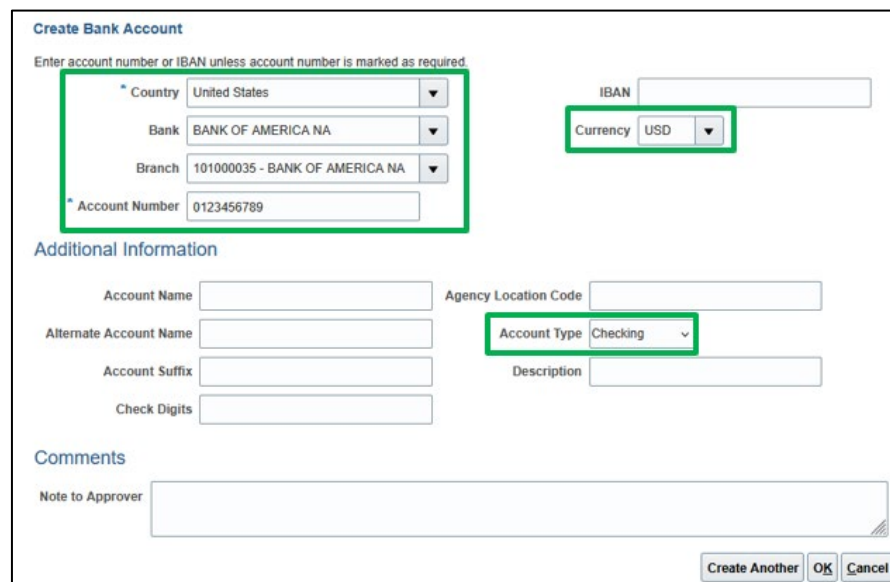
Bank Accounts

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 (dropdown)
 Bank: BANK OF AMERICA NA (dropdown)
 Branch: 101000035 - BANK OF AMERICA NA (dropdown)
 * Account Number: 0123456789 (text field)

IBAN: (text field)
 Currency: USD (dropdown)

Additional Information

Account Name: (text field)
 Alternate Account Name: (text field)
 Account Suffix: (text field)
 Check Digits: (text field)

Agency Location Code: (text field)
 Account Type: Checking (dropdown)
 Description: (text field)

Comments

Note to Approver: (text area)

Create Another OK Cancel

Skip sections:

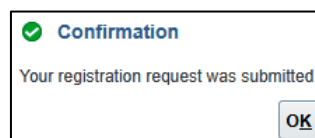
- Business Classifications
- Products and Service Categories

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.