

Supplier Self Registration



Supplier Self Registration

Quick Reference Guide
2025

Supplier Self Registration

1. You will receive an email from a Redpath representative to register as a supplier, click the link provided in the email to access the Oracle Self Registration.
2. Follow the six steps outlined in the registration process.

Redpath Canada would like to invite you to join our Supplier base. For us to issue a Request for Quote or a Purchase Order we require you to complete the supplier self-registration in Oracle (includes Company Details/Contacts/Addresses/Bank Accounts). Click [HERE](#) to access the Supplier Portal Self-Registration. *If you need to save your registration for later completion, Oracle will send you an email with a new link, likely in your junk email as it appears as <evvx.fa.sender@workflow.mail.us2.cloud.oracle.com>*

A screenshot of the Oracle Supplier Self-Registration form. The form has a dark grey background with white text. At the top, it says "1 | 6". Below this, there is a vertical list of six steps: "Company Details", "Contacts", "Addresses", "Business Classifications", "Bank Accounts", and "Products and Services". A red circle with the number "2" is next to the "Company Details" step, and a red circle with the number "1" is next to the "Contacts" step.

1 | 6

2 Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

6. Enter Contact Details **First Name** Field, **Last Name** Field, **Email** Field, **Job Title** Field, **Mobile** Field.
7. Select **Is this an Administration Contact?** Choose - Yes

Supplier Registration

Contacts

Contact 1

6

Enter contact details. Registration communications will be sent to this contact.

First Name
Delta

Last Name
swim

Email
yadavoracle@gmail.com

Job Title

Country
US

Mobile
+1

Country
US

Phone
+1

Ext

Country
US

Fax
+1

Is this an administrative contact?

7

Administrative contact will receive general communications from us.

☒ Yes

☐ No

Last updated 37 minutes ago

Cancel

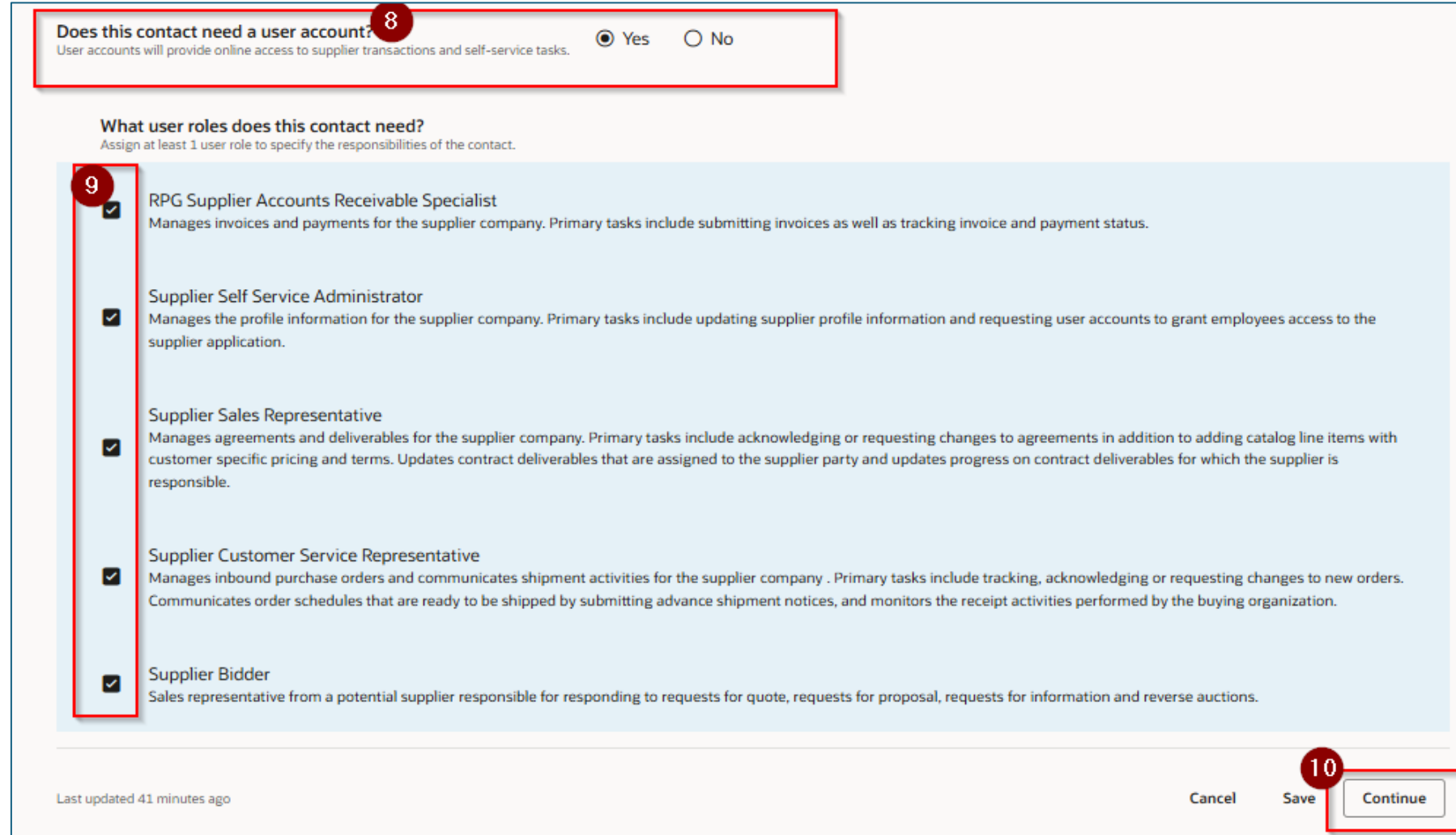
Save

Continue

8. Select **Does this contact need a user account?** Yes / No

9. Select the role(s) appropriate for the contact (all roles are assigned as the default set up). You can remove roles or Select and Add from the list, as required.

10. Click **Continue**.



Does this contact need a user account? 8
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.

9

- ☒ **RPG Supplier Accounts Receivable Specialist**
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- ☒ **Supplier Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts 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 pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
- ☒ **Supplier Customer Service Representative**
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- ☒ **Supplier Bidder**
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

Last updated 41 minutes ago

Cancel Save **Continue** 10

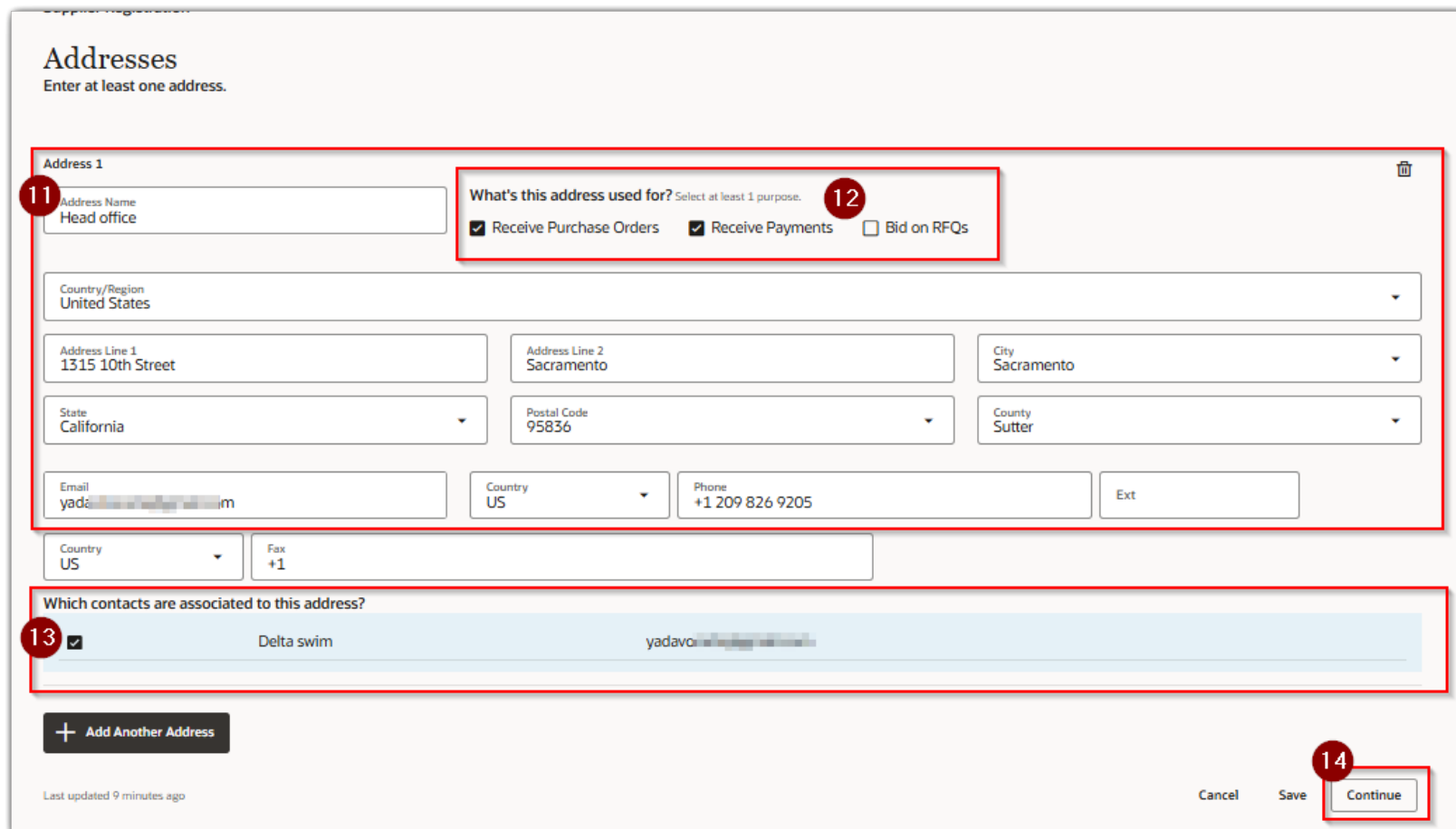
Addresses

11. You must create at least one address with a descriptive **Address Name** (Head Office or Warehouse, etc) and complete all fields **Country/Region**, **Address Line 1**, **City**, **State**, **Postal Code**, **Country**, **Email** (If you have a Head office and multiple locations, set each up accordingly.)

12. Assign each address a purpose for **Receive Purchase Orders**, **Receive Payments**, or **Bid on RFQs** appropriate. One address may have all 3 purposes.

13. Select **Which contact are associated to this address?** Tick Contacts from list

14. Click **Continue**.



The screenshot shows the 'Addresses' form in the Redpath system. The form is titled 'Addresses' with the instruction 'Enter at least one address.' Below this, there is a section for 'Address 1'. Callout 11 points to the 'Address Name' field, which contains 'Head office'. Callout 12 points to the 'What's this address used for?' section, which has three checkboxes: 'Receive Purchase Orders' (checked), 'Receive Payments' (checked), and 'Bid on RFQs' (unchecked). Below this, there are fields for 'Country/Region' (United States), 'Address Line 1' (1315 10th Street), 'Address Line 2' (Sacramento), 'City' (Sacramento), 'State' (California), 'Postal Code' (95836), 'County' (Sutter), 'Email' (yadav@...@m), 'Country' (US), 'Phone' (+1 209 826 9205), and 'Ext'. Callout 13 points to the 'Which contacts are associated to this address?' section, which has a checkbox for 'Delta swim' (checked) and a contact name 'yadav@...@m'. At the bottom, there is a '+ Add Another Address' button. Callout 14 points to the 'Continue' button in the bottom right corner. The form also shows 'Last updated 9 minutes ago' and 'Cancel', 'Save' buttons.

Business Classifications

15. This field is only applicable to **Aboriginal Owned** so if you qualify choose and select that classification.

If you are not **Aboriginally owned**, choose **None of the classifications are applicable**

16. Click **Continue**

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Select a classification or confirm that none are applicable.

15

Classification

None of the classifications are applicable

Last updated 9 minutes ago

Cancel

Save

16

Continue

Bank Accounts

Input the Bank Account 1

15, Enter the following fields marked **Country** – enter the country where the bank is located

16, Select **Routing Number** in the list.

17, Select **Bank** – in the list should appear to select.

18. Select **Branch** – in the list should appear to select.

19. **Account number** – enter only the digits of your account number.


20. Select **Currency** - in the drop down

21. Select **Account Type** in the drop down

22. Enter **Account Holder** name.

23. Click **Continue**.

Bank Accounts

Bank account 1 

15 Country
United States

16 Routing Number
021000021

17 Bank
JPMORGAN CHASE BANK NA

18 Bank Branch
JPMORGAN CHASE BANK NA

19 Account Number
984822338

20 Currency
US Dollar

21 Account Type
Checking

22 Account Holder
Richard

Last updated 1 minute ago

Cancel Save **23 Continue**

Note :Redpath is not currently utilizing this function

Optional :- **Select and Add** to add **Products and Services**, if applicable. Entering this information is completely optional and not required for Supplier Registration.

24. Click **Submit**

Supplier Registration

Products and Services

Search by category or description

Category

Description

No data to display.

Redpath is not currently utilizing this function of the Oracle platform. Entering this information is completely optional and not required for Supplier Registration. Use the + icon to add your information, as you so choose.

Click Submit.

Cancel

Save

24

Submit

Supplier Self Registration - Review



Your Supplier Registration request is complete and submitted for approval. Redpath will validate the tax and banking entries and complete the final steps of your supplier profile set up. Once approved you will receive a notification email and the Users will be notified to access Oracle to create their passwords. Welcome to Redpath!

