

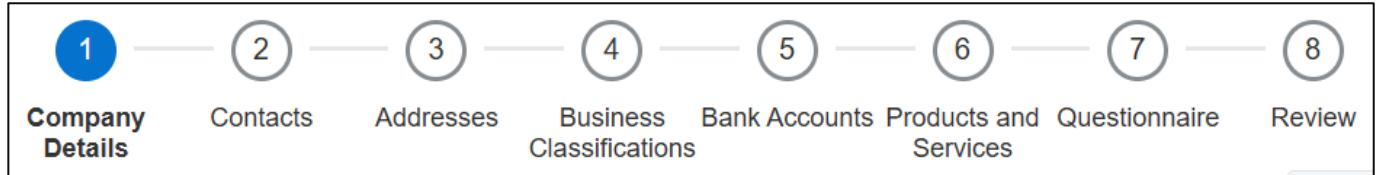
Supplier Self Registration

1. You have received 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 8 steps outlined in the registration process.
3. Have a PDF copy of your void cheque or Direct Deposit form from your bank to attach which absolutely required for supplier approval so we may set up EFT payments for you. Select the **+** symbol beside Attachments and either click Choose File to search for your document or drag and drop it onto the Choose File button. Click OK.

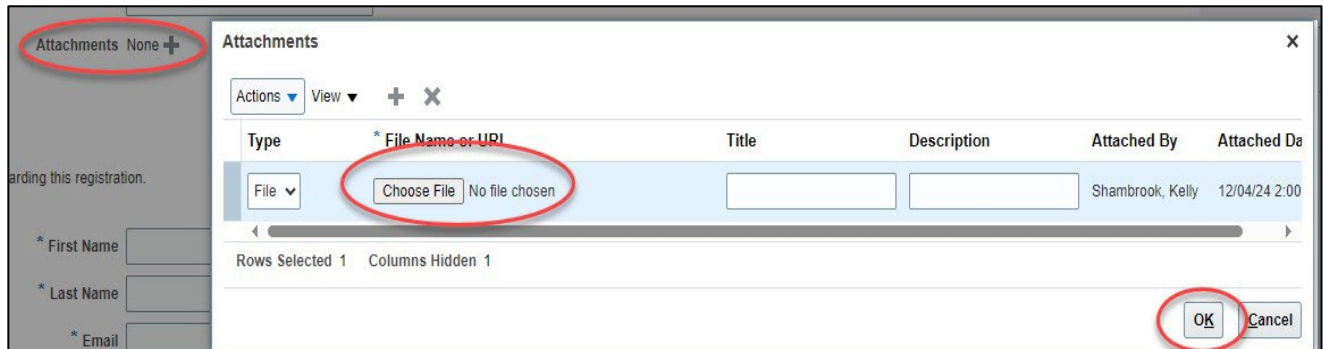
1

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>*

2



3



The Attachments dialog box shows a table with columns: Type, * File Name or URI, Title, Description, Attached By, and Attached Date. The first row has a 'File' type, a 'Choose File' button, and 'No file chosen'. The 'Attached By' field is populated with 'Shambrook, Kelly' and the 'Attached Date' is '12/04/24 2:00'. The 'OK' button is circled in red.

Type	* File Name or URI	Title	Description	Attached By	Attached Date
File	Choose File No file chosen			Shambrook, Kelly	12/04/24 2:00

Provide the Company Details

4. Enter all the mandatory fields marked with an asterisk (*).
5. Select your Tax Organization type from the drop-down list.
6. Select a Supplier Type from the drop-down list and include your website address, if applicable.
7. Complete the tax section (as applicable for your Tax Country).
8. Enter the Contact Information fields:
 - First Name
 - Last Name
 - Email
 - Confirm Email
9. Click Next or Save for Later (you will receive an email with a link to log back on to complete the registration).

Register Supplier: Company Details ?

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

* Company	Joe and Sons	4	D-U-N-S Number	
* Tax Organization Type	Corporation	5	Tax Country	Canada ▼
Supplier Type	Supplier ▼	6	Taxpayer ID	
Corporate Web Site	only if applicable		Tax Registration Number	12345678 7
Attachments	None +		Note to Approver	

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	Joe	8
* Last Name	Smith	
* Email	joe@joeandsons.com	
* Confirm Email	joe@joeandsons.com	

- 10. You have one contact created from the Company Details section, but you can edit (pencil icon), add (+ icon), or delete (X icon) in the Contacts section.
- 11. Modify the contact details as required. Only Administrative contacts have the authority to modify the profile, but all contacts should have a user account.
- 12. 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. Click Next.

10

Register Supplier: Contacts ?
Enter at least one contact.

Actions ▾ View ▾ Format ▾ + Create ✎ Edit ✕ Delete 📄 Freeze 🗑 Detach ↶ Wrap

11

Edit Contact: Joe Smith

Salutation Mr. ▾

Phone ▾ 705 555-1234 222

* First Name Joe

Mobile ▾

Middle Name

Fax ▾

* Last Name Smith

* Email joe@joeandsons.com

Job Title Owner/Operator

☒ Administrative contact

▲ User Account

☒ Create user account

12

Roles

Actions ▾ View ▾ Format ▾ ✕ 📄 Freeze 🗑 Detach ↶ Wrap

Remove

Select and Add

Description
ice Representative
Manages inbound purchase orders and c

Select and Add: Roles

▲ Search

Role Description

Search Reset

View ▾ Format ▾ ↶ Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Pri...
Supplier Bidder	Sales representative from a potential supplier responsible for r...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipme...
Supplier Sales Representative	Manages agreements and deliverables for the supplier compan...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Prim...

Apply OK Cancel

Addresses

13. You must create at least one address with a descriptive Address Name (Head Office or Warehouse, etc) and complete all fields with an * asterisk. If you have a Head office and multiple locations, set each up accordingly.
14. Assign each address a purpose for Ordering, Remit to, or RFQ or Bidding, as appropriate. Single address suppliers should have all 3 purposes checked.
15. Select and add your Address Contacts from the list entered in Contacts and click OK. Click Next.

13

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

* City

* Province

* Postal Code

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

Phone


Fax

Email

14

Address Contacts

Select the contacts that are associated with this address.

Actions View Format 

15

Select and Add: Contacts

Search

Name Job Title

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
Smith, Joe		joe@joeandson...	

Columns Hidden 1

Apply OK Cancel

- 16. This field is only applicable to Aboriginal Owned so if you qualify select + and select that classification.
- 17. If you are not Aboriginally owned check mark None of the classifications are applicable.

16

Register Supplier: Business Classifications ?

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + × Freeze Detach Wrap

* Classification

Aboriginal Owne ▾

Aboriginal Owned

17

Register Supplier: Business Classifications ?

Enter at least one business classification or select none applicable.

☒ None of the classifications are applicable

Reading a VOID Cheque

Joe and Sons
Address Phone, etc

001

DATE DD MM 20 YY
DD MM YYYY


1. Personal Address

Pay to the order of

\$


/ 100 Dollars

SECURITY FEATURES INCLUDED DETAILS ON BACK

 CANADIAN IMPERIAL BANK OF COMMERCE
BAY AND DUNDAS BANKING CENTRE
595 BAY ST
TORONTO, O, M5G 2C2

2. Branch Address

Memo

 MP

|| 00 1 ||

1 2 3 4 5

0 1 0

1 2 1 2 3 4 5 ||

3. Transit Number

4. Financial Institution Number

5. Account Number

Bank Accounts

18. Select + Create to access Create Bank Account.

19. Input the bank fields

- Enter the following fields marked Country – enter the country where the bank is located
- Bank Name – begin typing the name and a list should appear to select (if not, click search, advanced, change Bank Code to “contains” and enter the Financial Institution number from your void cheque
- Branch – same process as Bank Name but use the Transit Number in your search
- Account number – enter only the digits of your account number. Click OK.

20. Your entered account should appear on the list. Click Next or Save for Later.

18

Register Supplier: Bank Accounts ?

Actions View Format **+ Create** Edit

19a

Create Bank Account

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

* Country Canada

* Account Number

Bank Name

Bank Branch

* Update Unpaid Invoices

Additional Information

19c

Bank Name Canadian Imperial Bank of Comm

Bank Branch

Inpaid Invoices

100 Mile House Banking Centre	00550
10765 Jasper Ave (Capital Blvd)	00269
11th & Hamilton Banking Centre	00008
1236 Algonquin Ave.	02992
1317 3rd Avenue	00691
2625 Weston (Crossroads) Bkg Centre	00122
305 Milner Ave	30800
30th Ave. & 32nd St Banking Centre	00260
328 Bernard Ave Bnking Centre	00160
401 & Stevenson Banking Centre	07542

Search...

19b

Create Bank Account

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

* Country Canada

* Account Number

Bank Name

Bank Branch

* Update Unpaid Invoices

Additional Information

Account Name

Alternate Account Name

Account Suffix

Conversion Rate Agreement Type

Conversion Rate

Conversion Rate Agreement Number

Search...

19d

* Account Number

20

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXX14		CAD			

Search and Select: Bank Name

Search

Match ☒ All ☐ Any

Bank Name

Advanced

Search and Select: Bank Name

Search

Match ☒ All ☐ Any

Bank Name Starts with

Bank Code Contains 12345

Search Reset Add Fields Reorder

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 Next.

21. There are 8 questions requiring your response to process your registration. These questions relate to compliance and your company's attention to modern slavery. Once you have responded to all 8 questions click Next.

21

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Questionnaire

This is a qualification criteria for supplier registration

Attachments None

Section

1. General

Questions

General (Section 1 of 1)

* 1. Do you have a policy that addresses modern slavery and human trafficking?

a. Yes

b. No

c. N/A

Comments

22. Review all the entered details and if editing is required, click the associated section at the top, make the necessary changes and return to the Review section. If all entries are accurate, click Register.

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.

23. Once approved you will receive a notification email, and the Users will be notified to access Oracle to create their passwords.

Welcome to Redpath's Oracle Supplier Portal!

22

Review Supplier Registration: Joe and Sons

Back

Next

Save for Later

Register

Cancel

Company Details

Company

Joe and Sons

D-U-N-S Number

Tax Organization Type

Corporation

Tax Country

Canada

Supplier Type

Taxpayer ID

Corporate Web Site

only if applicable

Tax Registration Number

Note to Approver

Attachments

Actions

View

+

-

X

Type

* File Name or URL

Title

Description

Attached By

Attached Date

No data to display.

Contacts

View

Format

Print

Detach

Wrap

Name

Job Title

Email

Administrative Contact

Request User Account

Details

Smith, Joe

joe@joesons.com

✓

✓

⌵

Addresses

View

Format

Print

Detach

Wrap

Address Name

Address

Phone

Address Purpose

Details

No data to display.

Business Classifications

View

Format

Print

Detach

Wrap

Classification

Subclassification

Certifying Agency

Other Certifying Agency

Certificate

Start Date

Expiration Date

Attachments

Notes

No data to display.

Bank Accounts

View

Format

Print

Detach

Wrap

Account Number

IBAN

Currency

Bank

No data to display.

Products and Services

View

Format

Print

Detach

Wrap

Category Name

Description

No data to display.

23

Supplier Registration Request 5002 Was Approved

Inbox x

evvx-dev1.fa.sender@workflow.mail.us2.cloud.oracle.com

to me

Your registration request to be a supplier for The Redpath Group (22105_BU) was approved.

Registration Request Details

Registration Request

5002

Request Date

05/19/2023

Requested By

First Last

Company

My Company