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# Supplier Self Registration

Quick Reference Guide  
2023/2024



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# Supplier Registration Details



**Purpose:** To allow suppliers to manage their own company details, contacts, addresses, business classifications, bank accounts, and products and services.



Redpath Supplier



SSC/Procurement

Register Supplier: Company Details ⓘ

Back Next Save for Later Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company <input type="text"/>	D-U-N-S Number <input type="text"/>
* Tax Organization Type <input type="text"/>	Tax Country <input type="text"/>
Supplier Type <input type="text"/>	Taxpayer ID <input type="text"/>
Corporate Web Site <input type="text"/>	Tax Registration Number <input type="text"/>
Attachments None +	Note to Approver <input type="text"/>

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name <input type="text"/>
* Last Name <input type="text"/>
* Email <input type="text"/>
* Confirm Email <input type="text"/>

1

START BY CLICKING ~~HERE TO ACCESS SUPPLIER REGISTRATION IN ORACLE~~

2

Follow the instructions in the pages to follow

THE LINK PROVIDED IN THE EMAIL



# Register Supplier

1. Provide the Company Details
  - i. Enter all the mandatory fields marked with an asterisk (\*)
2. Select your Tax Organization type from the drop-down list
3. Select a Supplier Type from the drop-down list and include your website address, if applicable
4. Complete the tax section (if selecting Canada, the Tax Registration Number field becomes a requirement)
5. Enter the Contact Information fields:
  - i. First Name
  - ii. Last Name
  - iii. Email
  - iv. Confirm Email
6. Click Next or Save for Later

The screenshot shows the 'Register Supplier: Company Details' form. At the top, a progress bar indicates steps 1 through 7: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Review. The form is divided into several sections:

- Company Details:** Includes fields for Company (required), Tax Organization Type (required), Supplier Type, Corporate Web Site, and Attachments (None).
- Your Contact Information:** Includes fields for First Name (required), Last Name (required), Email (required), and Confirm Email (required).
- Tax Section:** Includes D-U-N-S Number, Tax Country (Canada), Taxpayer ID, and Tax Registration Number (required for Canada).

Callouts highlight the following elements:

- A callout for the 'Tax Organization Type' dropdown menu, which lists options: Corporation, Foreign Corporation, Foreign Government Agency, Foreign Individual, Foreign Partnership, Government Agency, Individual, and Partnership.
- A callout for the 'Supplier Type' dropdown menu, which lists options: Supplier, Contractor, Sub-Contractor, Attorney, Carrier, Insurance Company, Utility, Manufacturing Services, Federal, Public Sector, Government, Tax Authority, Trust, and Internal.
- A callout for the 'Your Contact Information' section, showing the filled-in fields: First Name: First, Last Name: Last, Email: you@email@gmail.com, and Confirm Email: you@email@gmail.com.
- A callout for the 'Tax Section', showing the filled-in fields: D-U-N-S Number (empty), Tax Country: Canada, Taxpayer ID (empty), and Tax Registration Number (empty).

# Adding Attachments

1. Click the + symbol where attachments are required
2. Select Attachment type
  - i. File
  - ii. Text
  - iii. URL
3. Default Category
  - i. From Supplier
4. Choose the appropriate file (save files in pdf format prior to attaching) and add a description, if required
5. Click OK
6. Add as many attachments as required
7. Attachment(s) will appear in a list
8. Click Next or Save for Later

Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

Type

File

File

Text

URL

Category

From Supplier

From Supplier

\* File Name or URL

Choose File No file chosen

Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments 4.0.1-4.0 Suppliers Self Regis + X

# Create Contact(s)

1. Create at least one contact
2. Click Actions > Create OR the plus (+) icon and enter contact details
3. Enter all the mandatory fields marked with an asterisk (\*)
4. Select Administrative Contact, if applicable
5. Select Create User Account, if applicable (email address required)
6. Assign roles, as required
7. Click OK
8. Contact should appear on the list
9. Click Next or Save for Later

Contacts

Enter at least one contact.

Actions View Format +

Create

Edit

Delete

Create Contact

Salutation

\* First Name First

Middle Name

\* Last Name Last

Job Title

Administrative contact

Phone

Mobile

Fax

\* Email emailaddress@gmail.com

Create user account

User Account

Roles

Actions View Format Freeze Detach Wrap

Role Description

No data to display.

Create Another OK Cancel

User Account

Create user account

Roles

Actions View Format Freeze Detach Wrap

Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include...
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...

Contacts

Enter at least one contact.

Actions View Format + ✎ ✕

Name	Job Title	Email	Administrative Contact	Request User Account
Last, First	Sales Manager	myemail@gmail.com	✓	✓

# Create Address(es)

1. Create at least one address for remit-to and ordering address purposes
2. Click Actions > Create OR the plus (+) icon to enter the address details
3. Enter all the mandatory fields marked with an asterisk (\*)
4. Address Name – example: Head Office or Branch, etc.
5. Address Purpose: Select all that are appropriate for the address you are entering
6. Address Contacts – Select and Add from your list of entered contacts that apply to the address you are entering
7. Click OK or Create Another
8. Your entered address should appear on the list
9. Click Next or Save for Later

Register Supplier: Addresses

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

Actions View Format **+ Create** Edit Delete

Address

Create Address

\* Address Name: Main

\* Country: Canada

\* Address Line 1: 1234 Anywhere Street

Address Line 2:

Address Line 3:

\* City: North Bay

\* Province: ON

Postal Code: P1B 6A8

\* Address Purpose:  Ordering,  Remit to,  RFQ or Bidding

Phone: 1- - - - -

Fax: Canada - - - - -

Email:

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Remove	Job Title	Email	Administrative Contact	User Account
Select and Add				

Columns Hidden 4

Create Another OK Cancel

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

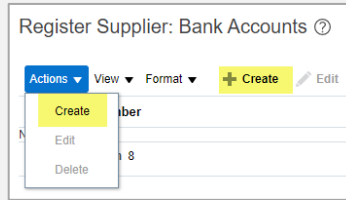
Actions View Format **+ Create** Edit Delete Freeze Detach

Address Name	Address	Phone	Address Purpose	Edit	Delete
Main	1234 Anywhere Street, North Bay ON P1B 6A8, Canada		Ordering; Remit to; RFQ or Bidding		

Columns Hidden 3

# Enter Bank Account

1. Click Actions > Create OR the plus (+) icon and enter bank accounts
2. Country – once selected the list of banks will become available in the drop-down list
3. Branch – once bank is selected the available branches will become available in the drop-down list
4. Account number – enter only the digits of your account number
5. Account name – as it appears on your bank account (add any alternate names)
6. Complete remaining fields, as required
7. Click OK or Create Another
8. Your entered account should appear on the list
9. Click Next or Save for Later



### Create Bank Account

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

\* Country  IBAN

Bank  Currency

Branch

\* Account Number

Additional Information

Account Number

Alternate Account Number

Account Name

Account Number

Check Digit

Comments

Note to Approver

Actions View Format

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXxx14		CAD			



# FINAL REVIEW


1. Review all the entered details and click on Register
2. Your Supplier Registration request is submitted for approval
3. Once the supplier registration request is approved, the supplier will be created in the Oracle Cloud Supplier Master
4. Verify the approval hierarchy and take the desired action
5. Once the registration request is approved and supplier is created. Complete the site and site assignment setups for all BU's

Review Supplier Registration: My Company ?

Company Details | Contacts | Addresses | Business Classifications | Bank Accounts | Products and Services | **7 Review**

Back Next Save for Later **Register** Cancel

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