

1. Registration

1.1 Access the link below *(Link to be added)*

1.2 Enter your Company Name (should be legal name from W-9). Please do not use any punctuation marks except an apostrophe.

The screenshot shows the 'Prospective Supplier Registration' form in the 'Supplier Portal'. The 'Company Details' section is active, and a red arrow points to the 'Company Name' input field. The form includes sections for 'Company Details' and 'Contact Information'.

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name (indicated by a red arrow)

Taxpayer ID

SAM UEID

Contact Information

Blank label for instruction text

* Email

* First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

1.3 Enter your Taxpayer ID (do not include dashes) and enter your 'SAM UEID', if applicable

The screenshot shows the 'Prospective Supplier Registration' form in the 'Supplier Portal'. The 'Company Details' section is active, and red arrows point to the 'Taxpayer ID' and 'SAM UEID' input fields. The form includes sections for 'Company Details' and 'Contact Information'.

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name 123 Company

Taxpayer ID (indicated by a red arrow)

SAM UEID (indicated by a red arrow)

Contact Information

Blank label for instruction text

* Email

* First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

1.4 Enter your preferred Email address

TEST | Supplier Portal | Close

Prospective Supplier Registration

Basic Information | Company Details | Attachments

Step 1 of 3 | Next

Company Details

Contact Information

* Email: [Red Arrow points to this field]

* First Name: []

* Last Name: []

Phone Area Code: []

Phone Number: []

Phone Extension: []

1.5 Enter the primary contact's First and Last Name

TEST | Supplier Portal | Close

Prospective Supplier Registration

Basic Information | Company Details | Attachments

Step 1 of 3 | Next

Company Details

Contact Information

* Email: 123Company@test.com

* First Name: [Red Arrow points to this field]

* Last Name: [Red Arrow points to this field]

Phone Area Code: []

Phone Number: []

Phone Extension: []

1.6 Click Next

TEST | Supplier Portal | Close

Prospective Supplier Registration

Basic Information | Company Details | Attachments

Step 1 of 3 | Next [Red Arrow points to this button]

Company Details

Contact Information

* Email: 123Company@test.com

* First Name: John

* Last Name: Doe

Phone Area Code: []

Phone Number: []

Phone Extension: []

1.7 Under the Address Book section, click 'Create', which you'll create 3 address sites:

'W-9' (address should be where you would prefer your 1099s mailed, if applicable)

'SITE1' (Main Business location)

'ISUPPLIER' (should be same as SITE1)

TEST | Supplier Portal

Basic Information | Company Details | Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: 123 Company
 Tax Country: []
 Tax Registration Number: []
 Taxpayer ID: 457895209
 DUNS Number: GHUGY45767
 Note to Buyer: []
 Note to Supplier: []

Address Book

At least one entry is required

Create

Address Name	Address Details	Purpose	Update	Delete
No results found				

1.8 Enter the Address Name (ex: W-9)

TEST | Supplier Portal

Create Address

* Indicates required field

* Address Name: []

* Country: United States

* Address Line 1: []

* Address Line 2: []

* Address Line 3: []

* Address Line 4: []

* City/Town/Locality: []

* County: []

* State/Region: []

* Province: []

* Postal Code: []

Phone Area Code: []
 Phone Number: []
 Fax Area Code: []
 Fax Number: []
 Email Address: []

Purchasing Address
 Payment Address
 RFP Only Address

Address Purpose

+ ...

Purpose: []

No results found

Remove

You will need to repeat this step to set up 3 sites:

- 'W-9' for 1099 reporting
- 'SITE1' for Purchase Orders
- 'ISUPPLIER' for payments.

1.9 Enter the Street Address

TEST | Supplier Portal

Create Address

* Indicates required field

* Address Name: W-9

* Country: United States

* Address Line 1: []

* Address Line 2: []

* Address Line 3: []

* Address Line 4: []

* City/Town/Locality: []

* County: []

* State/Region: []

* Province: []

* Postal Code: []

Phone Area Code: []
 Phone Number: []
 Fax Area Code: []
 Fax Number: []
 Email Address: []

Purchasing Address
 Payment Address
 RFP Only Address

Address Purpose

+ ...

Purpose: []

No results found

Remove

1.10 Enter the City

TEST | Supplier Portal | Close | Settings

Create Address | Cancel | Apply

* Indicates required field

* Address Name: W-9
Country: United States
* Address Line 1: 123 First St
Address Line 2
Address Line 3
Address Line 4
* City/Town/Locality: [Red Arrow] []
County
* State/Region
Province
* Postal Code

Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address

Purchasing Address
 Payment Address
 RFQ Only Address

Address Purpose

Purpose	Remove
No results found.	

1.11 Enter the State abbreviation.

TEST | Supplier Portal | Close | Settings

Create Address | Cancel | Apply

* Indicates required field

* Address Name: W-9
Country: United States
* Address Line 1: 123 First St
Address Line 2
Address Line 3
Address Line 4
* City/Town/Locality: Knoxville
County
* State/Region: [Red Arrow] []
Province
* Postal Code

Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address

Purchasing Address
 Payment Address
 RFQ Only Address

Address Purpose

Purpose	Remove
No results found.	

1.12 Enter the Postal Code

TEST | Supplier Portal | Close | Settings

Create Address | Cancel | Apply

* Indicates required field

* Address Name: W-9
Country: United States
* Address Line 1: 123 First St
Address Line 2
Address Line 3
Address Line 4
* City/Town/Locality: Knoxville
County
* State/Region: TN
Province
* Postal Code: [Red Arrow] []

Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address

Purchasing Address
 Payment Address
 RFQ Only Address

Address Purpose

Purpose	Remove
No results found.	

1.13 Make the appropriate selections based on the entered address

'W-9' (check only 'Payment Address')

'SITE1' (check 'Purchasing and Payment Address')

'ISUPPLIER' (check 'Payment Address')

**** Always uncheck 'RFQ Only Address' on all created address sites.**

The screenshot shows the 'Create Address' form with the following details:

- Address Name: W-9
- Country: United States
- Address Line 1: 123 First St
- City/Town/Locality: Knoxville
- State/Region: TN
- Postal Code: 37932
- Phone Area Code: [empty]
- Phone Number: [empty]
- Fax Area Code: [empty]
- Fax Number: [empty]
- Email Address: [empty]
- Checkboxes: Purchasing Address, Payment Address, RFQ Only Address

1.14 Click Apply

The screenshot is identical to the previous one, but with a red arrow pointing to the 'Apply' button in the top right corner.

1.15 Scroll to Address Book to confirm the newly created address

Address Book

At least one entry is required.

Create +

Address Name	Address Details	Purpose	Update	Delete
W-9	123 First St, Knoxville TN 37932 United States	Payment, Purchasing		

1.16 On the Contact you created, click the Pencil icon to Update.

Contact Directory

At least one entry is required.

Create +

First Name	Last Name	Phone	Email	Requires User Account	Update
John	Doe		123Company@test.com	<input checked="" type="checkbox"/>	

1.17 Enter in a primary contact phone number.

Update Contact Cancel Apply

* Indicates required field

Contact Title	Phone Area Code	865
First Name	Phone Number	5555555
Middle Name	Phone Extension	
* Last Name	Alternate Phone Area Code	
Alternate Name	Alternate Phone Number	
Job Title	Fax Area Code	
Department	Fax Number	
* Contact Email		
URL		

Contact Purpose

Purpose	Remove
No results found.	

Supplier User Account

Create User Account For The Contact

Addresses For the Contact

Address Name	Address Details	Remove
No results found.		

1.18 Click on the '+' under 'Addresses For the Contact'.

Contact Information

Contact Title	Phone Area Code	
First Name	Phone Number	
Middle Name	Phone Extension	
* Last Name	Alternate Phone Area Code	
Alternate Name	Alternate Phone Number	
Job Title	Fax Area Code	
Department	Fax Number	
* Contact Email		
URL		

Contact Purpose

Purpose	Remove
No results found.	

Supplier User Account

Create User Account For The Contact

Addresses For the Contact

Address Name	Address Details	Remove
No results found.		

Cancel Apply

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1.19 Click the magnifying glass

Administration: Profile Management: Contact Directory >
Address Associations for Contact Cancel Save

The addresses associated with the contact can be maintained in this page.

Address Name	Address Details	Remove
<input type="text"/>		

1.20 A box will open and you'll click 'Go'

Contact Title:
 First Name: John
 Middle Name:
 Last Name: Doe
 Alternate Name:
 Job Title:
 Department:
 Contact Email: 123Company@test.com
 URL:

Phone Area Code:
 Phone Number:
 Phone Extension:
 Alternate Phone Area Code:
 Alternate Phone Number:
 Fax Area Code:
 Fax Number:

Contact Purpose

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By: AddressName

Results

Select	Quick Select	AddressName	AddressDetails
<input type="radio"/>	<input type="checkbox"/>	No search conducted	

Cancel Select

1.21 Click the 'Quick Select' Button to choose the 'ISUPPLIER' site then for 'SITE1'

TEST iSupplier Portal Home Favorites Worklist(0) Logged In As ISUPPUAT1@GMAIL.COM Logout

Administration: Profile Management: Contact Directory >
Address Associations for Contact Cancel Save

The addresses associated with the contact can be maintained in this page.

Address Name	Address Details	Remove
<input type="text"/>		

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By: Address Name

Results

Select	Quick Select	Address Name	Address Details
<input type="radio"/>	<input checked="" type="checkbox"/>	ISUPPLIER	520 First St, Chillicothe, OH, OH, US
<input type="radio"/>	<input type="checkbox"/>	SITE1	123 Third St, Knoxville, TN, TN, AF
<input type="radio"/>	<input type="checkbox"/>	W-9	320 Second St, Chillicothe, OH, OH, US

Cancel Select

1.22 Click Apply

TEST | Supplier Portal Close | Settings

Update Contact Cancel | Apply

* Indicates required field

Contact Title Phone Area Code 865

First Name John Phone Number 5555555

Middle Name Phone Extension

* Last Name Doe Alternate Phone Area Code

Alternate Name Alternate Phone Number

Job Title Fax Area Code

Department Fax Number

* Contact Email 123Company@test.com

URL

Contact Business

1.23 Scroll down to Business Classifications and add any appropriate Classifications by clicking on the appropriate box under 'Applicable'.

Business Classifications

*** Rows 1 to 30

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
05 Alaskan Native Corporation Owned Firm	<input type="checkbox"/>				
12 Local Government	<input type="checkbox"/>				
14 Minority Institutions	<input type="checkbox"/>				
18 Tribally Owned Firm	<input type="checkbox"/>				
1D Small Agricultural Cooperative	<input type="checkbox"/>				
20 Foreign Owned and Located	<input type="checkbox"/>				
27 Small Disadvantaged Business	<input type="checkbox"/>				
2F State Government	<input type="checkbox"/>				
2R Federal Government	<input type="checkbox"/>				
2U Other Not for Profit Organization	<input type="checkbox"/>				

1.24 Enter the relative information to the Business Classification

Business Classifications

*** Rows 1 to 30

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
05 Alaskan Native Corporation Owned Firm	<input type="checkbox"/>				
12 Local Government	<input type="checkbox"/>				
14 Minority Institutions	<input checked="" type="checkbox"/>		467783990	U.S. Gov	
18 Tribally Owned Firm	<input type="checkbox"/>				
1D Small Agricultural Cooperative	<input type="checkbox"/>				
20 Foreign Owned and Located	<input type="checkbox"/>				
27 Small Disadvantaged Business	<input type="checkbox"/>				
2F State Government	<input type="checkbox"/>				
2R Federal Government	<input type="checkbox"/>				
2U Other Not for Profit Organization	<input type="checkbox"/>				

1.25 Under the Products and Services section, click Create

Products and Services

At least one entry is required.

[Create](#) [Delete](#)

Code: No results found

1.26 Select the appropriate Product or Service from the list

Add Products and Services: (123 Company) [Cancel](#) [Apply](#)

Browse All Products & Services
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
Accident & Incident	Accident & Incident		<input type="checkbox"/>
Advertisements	Advertisements		<input type="checkbox"/>
Assessment - Safety, Threat, Program	Assessment - Safety, Threat, Program		<input type="checkbox"/>
Attendance - Meetings - Presentations	Attendance - Meetings - Presentations		<input type="checkbox"/>
Auditing	Auditing		<input type="checkbox"/>
Auto - Engine Coolant - New	Auto - Engine Coolant - New		<input type="checkbox"/>
Auto - Engine Coolant - Recycled	Auto - Engine Coolant - Recycled		<input type="checkbox"/>
Banking Services	Banking Services		<input type="checkbox"/>
Binders - New	Binders - New		<input type="checkbox"/>
Binders - Recycled	Binders - Recycled		<input type="checkbox"/>

1.27 Click Apply

Add Products and Services: (123 Company) [Cancel](#) [Apply](#)

Browse All Products & Services
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
Accident & Incident	Accident & Incident		<input type="checkbox"/>
Advertisements	Advertisements		<input type="checkbox"/>
Assessment - Safety, Threat, Program	Assessment - Safety, Threat, Program		<input type="checkbox"/>
Attendance - Meetings - Presentations	Attendance - Meetings - Presentations		<input checked="" type="checkbox"/>
Auditing	Auditing		<input type="checkbox"/>
Auto - Engine Coolant - New	Auto - Engine Coolant - New		<input type="checkbox"/>
Auto - Engine Coolant - Recycled	Auto - Engine Coolant - Recycled		<input type="checkbox"/>
Banking Services	Banking Services		<input type="checkbox"/>
Binders - New	Binders - New		<input type="checkbox"/>
Binders - Recycled	Binders - Recycled		<input type="checkbox"/>

1.28 Click Next

TIP Date format example: 15-Oct-2024

Products and Services

At least one entry is required.

[Create](#) [Delete](#)

Code: Attendance - Meetings - Presentations

[Save For Later](#) [Back](#) [Step 2 of 3](#) [Next](#)

1.29 Click the Add Attachment button

TEST | Supplier Portal [Close](#) | [Settings](#)

Basic Information Company Details Attachments [Submit](#) [Back](#) Step 3 of 3

Attachments

[Add Attachment](#)

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found									

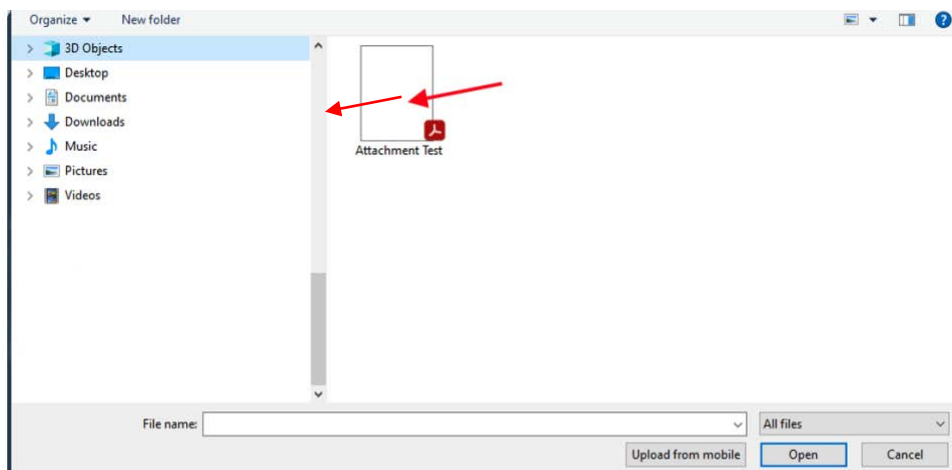
1.30 Enter a Title for the attachment (ex: W-9 Form) *W-9 form is required to be uploaded to verify Tax status.

The screenshot shows the 'Add Attachment' form in the Supplier Portal. The 'Attachment Summary Information' section includes fields for 'Title', 'Description', and 'Category' (set to 'Miscellaneous'). A red arrow points to the 'Title' field. The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Short Text', with 'File' selected. A 'Choose File' button is present, and a large text area is below it.

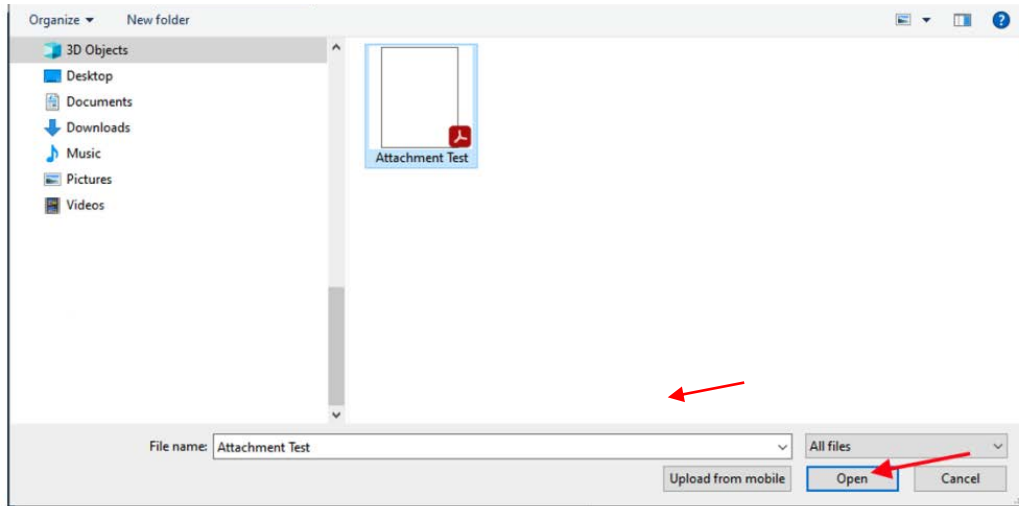
1.31 Click Choose File

This screenshot is similar to the previous one, but the 'Title' field now contains 'W-9'. A red arrow points to the 'Choose File' button in the 'Define Attachment' section.

1.32 Select the Attachment from your files



1.33 Click the Open button



1.34 Scroll down and click Apply



1.35 Click Submit



1.36 Supplier Registration has been submitted

