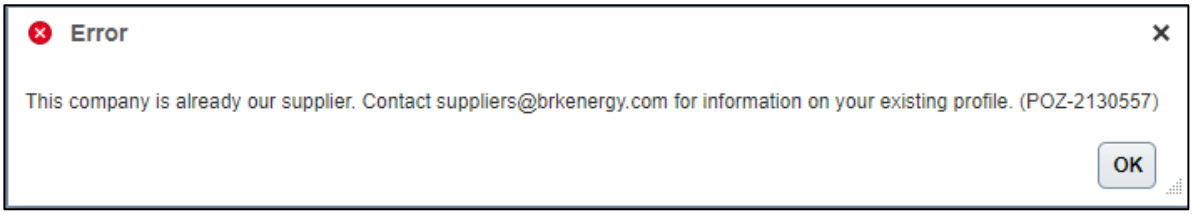
Supplier Registration Guide – Oracle Fusion

Step 1: Access the supplier registration portal.

Step 2: Complete company details.

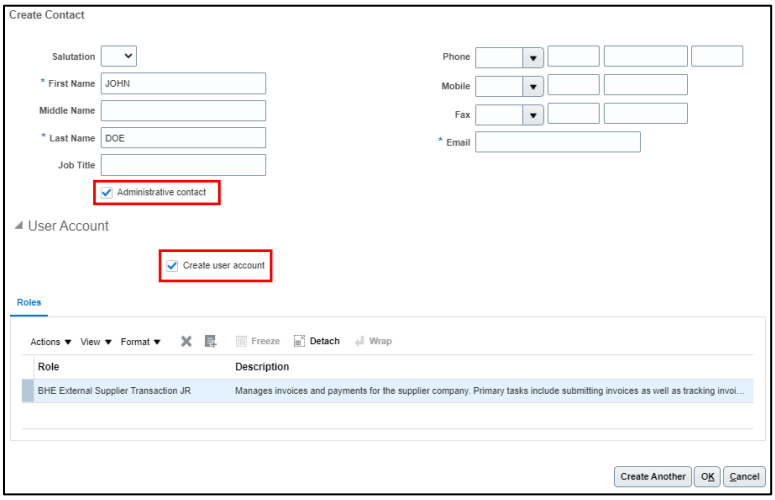
1. At a minimum, all required fields must be completed including:
    a. **Company**: All UPPERCASE, no punctuation. Include special characters (@, #, $, %, etc.) only if part of the legal company name
    b. **Tax Organization Type:** Consult W-8 or W-9 to determine tax organization type
    c. **Supplier Type:** Default to supplier if other options are not applicable. If registering for purpose of sourcing event, please select supplier
    d. **Attachments**: Include W-8 or W-9
    e. Enter value for at least one of the three fields:
        i. **D-U-N-S Number**: Enter 9- or 13-digit number with no spaces
        ii. For companies inside the U.S., use **Taxpayer ID**
            1. Format: Enter 9-digit number with no hyphens (ex. XXXXXXXXX)
            2. Registered suppliers will receive an error message



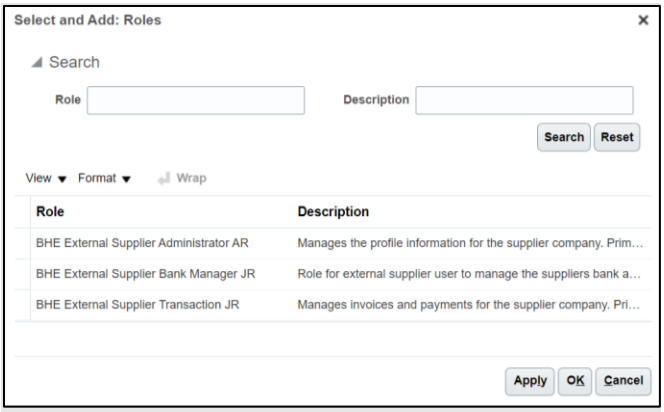
        iii. For companies outside the U.S., use **Tax Registration Number**
    f. **Contact Information**: First and Last Name must be UPPERCASE
2. Select Next

Step 3: Add all necessary contacts and user accounts associated with your company.

1. Select Actions, then Create
2. Complete all related fields; First and Last Name must be UPPERCASE
3. Select at least one administrative contact within your company
4. Check the Request User Account box to allow specific contact access into the supplier portal. User account access requires multifactor authentication. MFA set up occurs after registration approval. You will be notified via a separate email to complete these steps. Refer to the MFA instruction guide prior to initial login



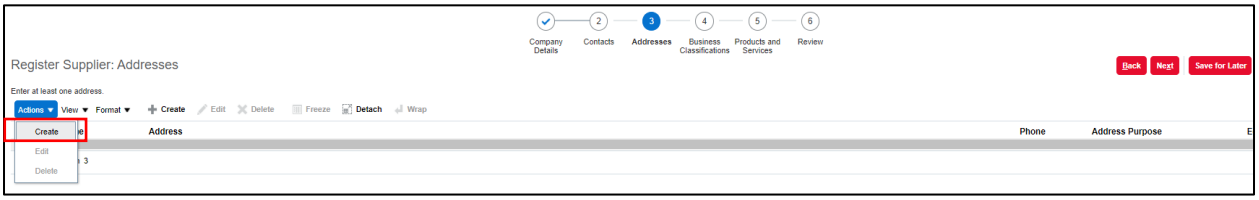
5. Select Actions, then Select and Add: Roles to apply a role for each contact. Hover over the Description of each role to read the full description of a role. **IMPORTANT**: Select both BHE External Supplier Administrator AR and BHE External Supplier Transaction JR. Administrator to enable the ability to request profile data changes



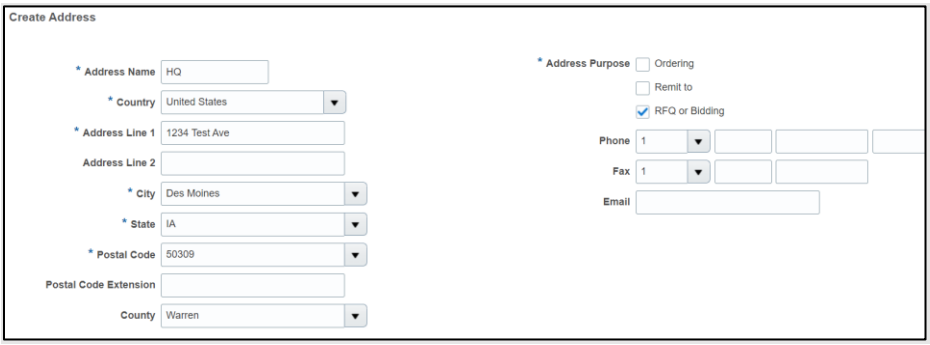
6. Select OK or Create Another to create additional users or contacts
7. Select Next when the contact section is complete

Step 4: Input applicable addresses into the system.

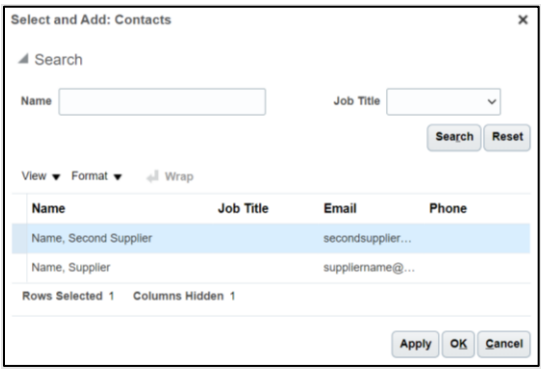
1. Select Actions, then Create



2. Complete all relevant and required fields. Address Name must be UPPERCASE



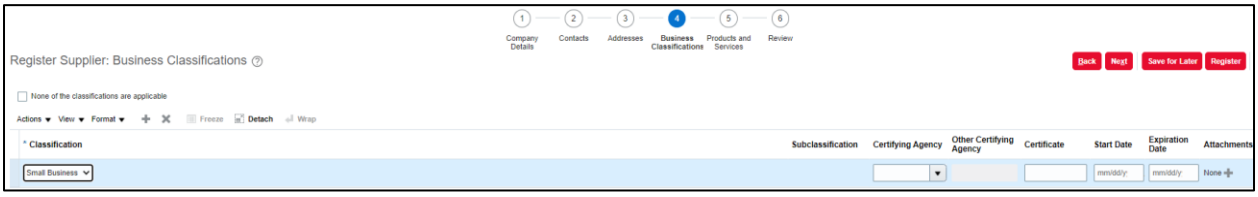
3. Scroll down to the Address Contacts section
4. Select Create, then Select and Add
5. Select which contact you want to associate with the newly created address
6. Select OK



7. Select Create Another to create additional addresses or select OK to continue
8. Select Next when the address section is complete

Step 5: Designate applicable business classifications.

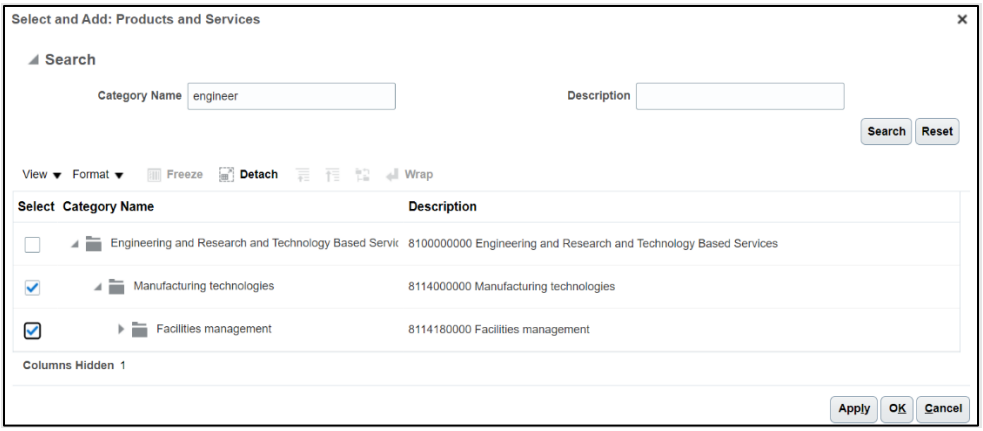
1. Select Actions, then Add Row
2. Select a Classification from the drop-down, then complete the information moving from left to right along the row



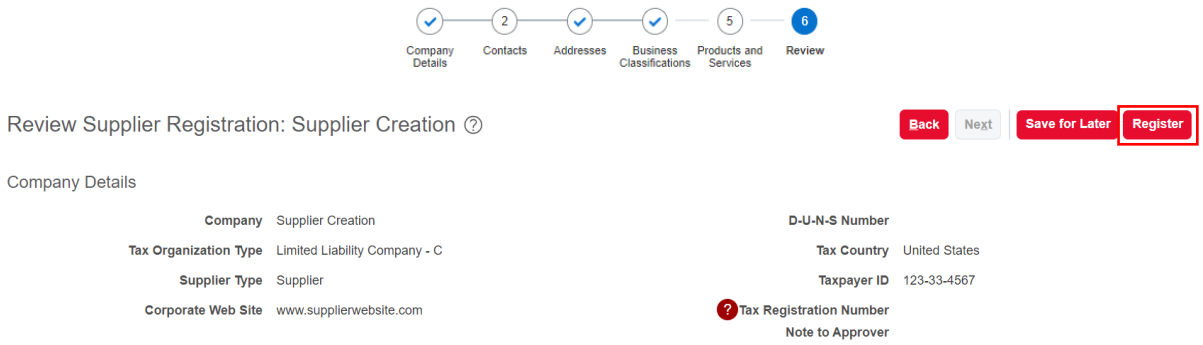
3. Input additional classifications that are applicable to your business if needed
    a. If no classifications are applicable, check the None of the classifications are applicable box
4. Select Next when classifications have been designated

Step 6: Identify the products and services you are offering.

1. Select Actions, then Select and Add
2. Type your company's Category Name in the designated box and select Search. Choose a specific category from the search results
3. Select the check box for your company's applicable category or categories



4. Select OK
5. Select Next when the products and services have been designated

Step 7: Review your submission.

1. Once the information is complete, select Register. If edits are required, select Back to navigate to the section that requires changes.