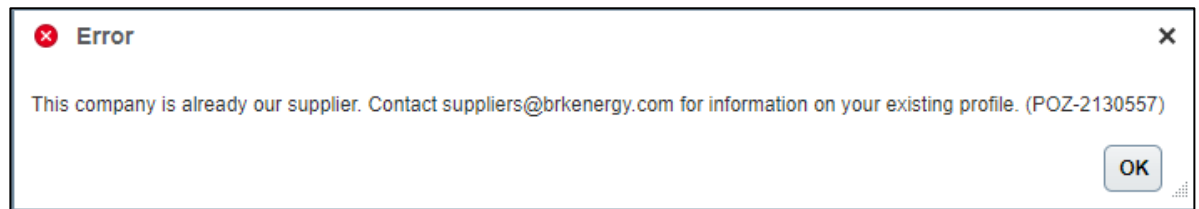


# Supplier Registration Guide – Oracle Fusion

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

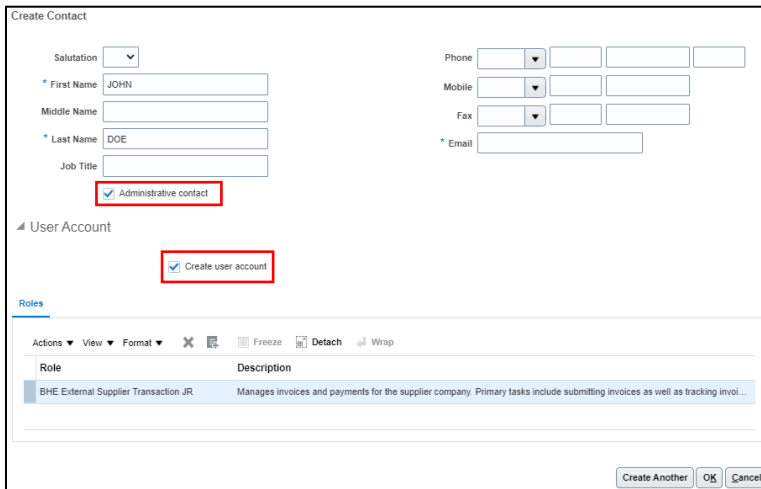


- iii. For companies outside the U.S., use **Tax Registration Number**
  - f. **Contact Information:** First and Last Name must be UPPERCASE
2. Select Next



## 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

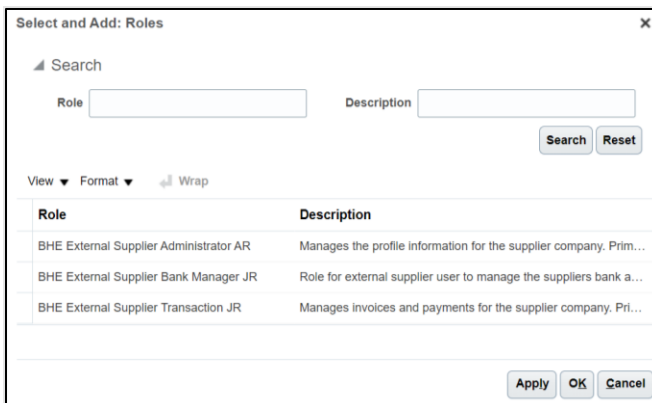


The 'Create Contact' form includes the following fields and options:

- Salutation:** Dropdown menu.
- \* First Name:** Text field (example: JOHN).
- Middle Name:** Text field.
- \* Last Name:** Text field (example: DOE).
- Job Title:** Text field.
- Administrative contact:** Check box (checked and highlighted with a red box).
- Phone:** Text field with a dropdown for area code.
- Mobile:** Text field with a dropdown for area code.
- Fax:** Text field with a dropdown for area code.
- \* Email:** Text field.
- User Account:** Section with a check box 'Create user account' (checked and highlighted with a red box).
- Roles:** Section with a table of roles.

At the bottom right are buttons: 'Create Another', 'OK', and 'Cancel'.

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



The 'Select and Add: Roles' dialog box includes the following elements:

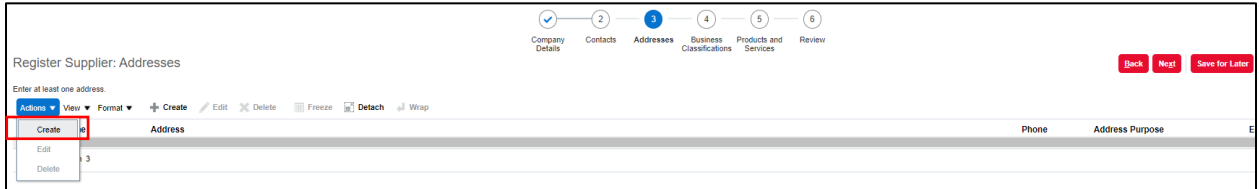
- Search:** Section with 'Role' and 'Description' text fields, and 'Search' and 'Reset' buttons.
- View:** Dropdown menu with options: View, Format, Wrap.
- Table:**

Role	Description
BHE External Supplier Administrator AR	Manages the profile information for the supplier company. Prim...
BHE External Supplier Bank Manager JR	Role for external supplier user to manage the suppliers bank a...
BHE External Supplier Transaction JR	Manages invoices and payments for the supplier company. Pri...
- Buttons:** 'Apply', 'OK', and 'Cancel' at the bottom right.

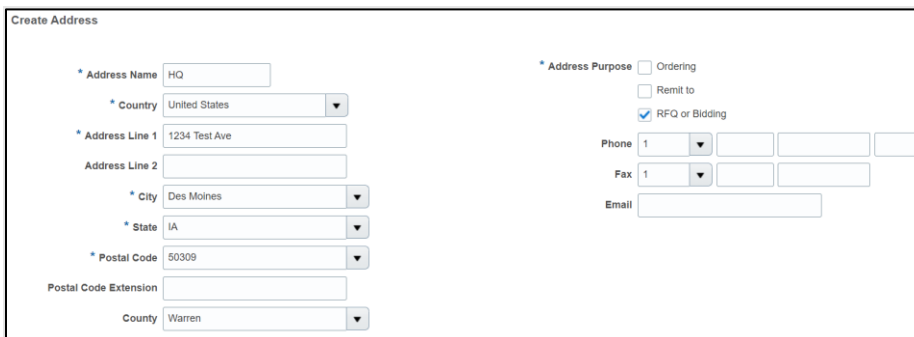
6. Select OK or Create Another to create additional users or contacts
7. Select Next when the contact section is complete

## Step 4: Input applicable addresses into the system.

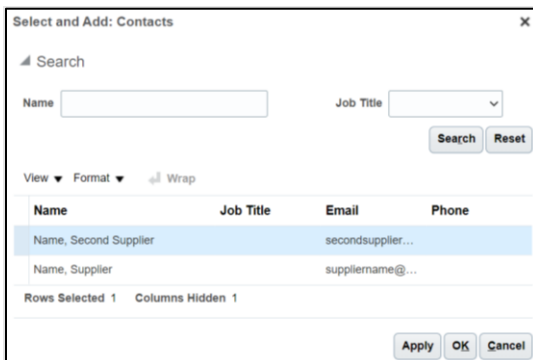
1. Select Actions, then Create



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



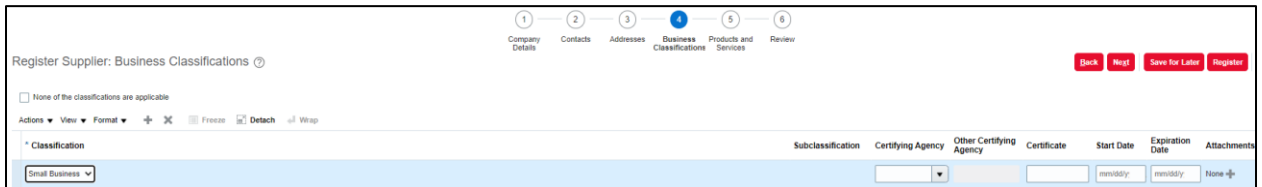
3. Scroll down to the Address Contacts section
4. Select Create, then Select and Add
5. Select which contact you want to associate with the newly created address
6. Select OK



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.

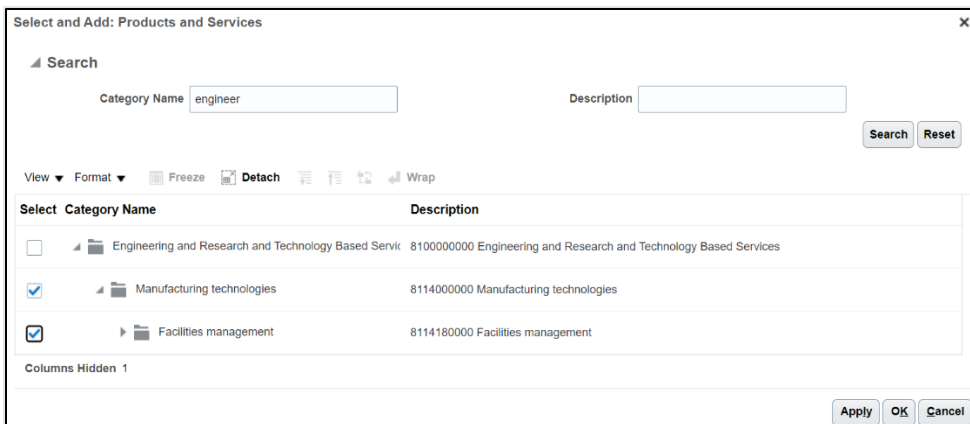
1. Select Actions, then Add Row
2. Select a Classification from the drop-down, then complete the information moving from left to right along the row



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.



Review Supplier Registration: Supplier Creation ?

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

Company Details

Company	Supplier Creation	D-U-N-S Number	
Tax Organization Type	Limited Liability Company - C	Tax Country	United States
Supplier Type	Supplier	Taxpayer ID	123-33-4567
Corporate Web Site	www.supplierwebsite.com	? Tax Registration Number	
		Note to Approver	