

# Supplier Self-Registration in Oracle ERP (Enterprise Resource Planning) Cloud.

<b>Overview</b>	The purpose of this procedure is to demonstrate how to complete a Supplier Self-Registration in Oracle ERP Fusion Cloud.
<b>Business rules</b>	<p>The following business rules apply:</p> <ul style="list-style-type: none"> <li>Suppliers can register themselves through the <a href="#">Prospective Supplier Registration link</a>.</li> <li>Suppliers need to fill out all required details and submit the registration request.</li> <li>Suppliers can save their in-process registrations if they need to gather any requested information and resume the process to submit the registration later.</li> </ul>
<b>System rules</b>	<p>The following system rules apply:</p> <ul style="list-style-type: none"> <li>Required fields to be populated in the form are indicated with an asterisk (*).</li> <li>The supplier must tick the <b>'Create User Account' Check box</b> to receive a user account once the supplier registration request is approved by South East Water. This will allow access to the Supplier Portal.</li> <li>When completing the registration form and <b>'Save for Later'</b> button clicked, an email will be sent to the supplier's contact email address with the link to resume the registration process. <b>Note</b>, ABN, ACN does not get saved and will need to be re-entered when the supplier resumes their registration.</li> </ul>
<b>Procedure</b>	To complete a Supplier Self-Registration, complete the following steps.

Step	Action
1	<b>Navigation:</b> click the Prospective Supplier Registration link provided (available via the South East Water website or
2	<p>Once the <b>Registration Form</b> opens, you may start filling out the *required fields and all other relevant information.</p> <p>You will be guided by the train stops on top of the form to suggest which page you are currently completing:</p> <ul style="list-style-type: none"> <li><b>Page 1 - Company Details:</b> *Company Name (as per your registered company name), *Tax Organisation Type, Supplier Type, Corporate Website, Data Universal Numbering System (DUNS – if applicable), Tax Country, Taxpayer ID, Australian Business Number (ABN) Note to Approver, *Attachments (e.g., Company Registration Certificate)</li> <li>Additional Information: Australian Company Number (ACN)</li> <li>Contact Information: *First Name, *Last Name, *Email, *Confirm Email</li> <li>If you click <b>'Save for Later'</b>, you will receive an email with the link to be able to resume your registration.</li> </ul> <p>Click <b>Next</b> to continue to the next page or <b>Save for Later</b> if you need to pause and resume later.</p>

<p>3</p>	<p><u>If 'Save for Later' is selected:</u></p> <ul style="list-style-type: none"> <li>The supplier contact will receive an email message with the link to be able to resume their registration activity.</li> </ul> <p>Supplier Registration Request Was Saved</p> <p> ewjb-test.fa.sender@workflow.mail.ap1.cloud.oracle.com To:  Santiago, Jade</p> <p><a href="#">If there are problems with how this message is displayed, click here to view it in a web browser.</a></p> <p><b>This Message Is From an External Sender</b> This message came from outside your organization. Think before you click on links, open attachments or respond to this message.</p> <p><b>South East Water Corporation (SEW-AU)</b> Your supplier registration request was saved.</p> <p>Request Number 1002 Request Date 08 September 2023 Requested By Rooster, Red Company RED ROOSTER FOODS PTY LTD</p> <p><b>Recommended Action</b> <a href="#">Complete your supplier registration request.</a></p>
<p>4</p>	<p>Upon clicking <b>Next</b>, you will progress to the second page of the form - <b>Contacts</b>.</p> <ul style="list-style-type: none"> <li>The relevant fields will be pre populated with the information provided from the Company Details page.</li> <li>If the Supplier Contact needs to have access to a user account, <b>tick the 'Create User Account' Check box</b>. Once supplier registration request is approved, the supplier user is automatically created and has access to the Supplier portal.</li> </ul>

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To edit the details for the contact:

- Click the **pencil icon**
- **Add / change details** in the **Edit Contact Window**
- Click **OK**.

- Under **roles section**, default roles are granted to user accounts.

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- Click **+ Create** button to **add more contact** > **Create Contact window** > **click OK** once you are done adding contacts.
- Click **'Create Another'** to continue adding more contacts.
- Fill out the required and relevant fields.
- Remember to tick the box **'Administrative Contact'** as applicable.
- Tick the box for **'Request user account'** if the user needs access to the portal.
- Click **Next** to progress to the next page of the form or alternatively hit **'Save for Later'** to pause completing the form.

7 Clicking **Next**, will progress to the third page of the form – **Address**.

- Click **+Create** to add the address information. Fill out all the required details: \*Address Name, \*Country, Address Line 1, Address Line 2, City, State, Postal. Code, Country, \*Address Purpose (ordering, remit to, RFQ or bidding), Phone, Fax, Email.
- Add the address contact from the list of contact created for the address by clicking **'Select and Add'** icon .
- Once you fill out all the details, click **OK**. The address will be created.

**Create Address**

\* Address Name  \* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

\* Country  Phone

\* Address Line 1  Fax

Address Line 2

Address Line 3

\* City  Email

State

Postal Code

**Address Contacts**

Select the contacts that are associated with this address.

Actions

Name	Job Title	Email	Administrative Contact	User Account
Rooster, Red		jade.santiago@...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8 Use **'Save for Later'** to stop and resume the registration later. Clicking **Next**, will progress to the fourth page of the form – **Business Classification**.

- Click **+** to display the **Classification drop-down menu**.
- Select the applicable option, then click **OK**.
- If no classification applies, tick the box for **'None of the classification are applicable.'**
- Hit **Next** or **'Save for Later'** (if you wish to pause and continue the registration later).

**Register Supplier: Business Classifications** 

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions

\* **Classification**

- Mainstream suppliers
- Social Enterprise
- Aboriginal supplier
- Australian Disability Enterprise**

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Continue filling out the fifth page of the form – **Bank Accounts**.

- Click **+Create**
- **Create Bank Account** window pops-up
- In the **Country field**, start typing AU and select Australia.
- In the **Bank field**, start typing the first 3 digits of your BSB (see blow).
- In the **Branch field**, start typing the full 6-digit BSB and select the correct one.
- In the **Account Number**, fill in your bank account number.
- You don't need to fill out the IBAN field.
- In the **Currency field**, start typing AU.
- Please remember to attach supporting documents for the information you have provided for us to validate.
- The bank account details will be added.
- Hit '**Next**' to continue or '**Save for Later**' to complete the registration at a later time.

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Progress to the sixth page of the form – **Products and Services**.

- Click **Select and Add** to display the relevant product class which the supplier is associated with.
- Click the **> expand icon** to see the subfolders and more options.
- Select the applicable category and click **Apply**, then **OK**.
- The category is added.
- Click **Next** to complete the last page or select **Save for Later** to complete the registration later.

11	<p>You have reached the 7<sup>th</sup> and last page of the form – <b>Review</b>.</p> <ul style="list-style-type: none"> <li>• Please review the accuracy of all the details you entered.</li> <li>• Make any necessary changes to your information.</li> <li>• If there are no changes to be made and you are ready to register, click <b>Register</b> to submit your registration request.</li> </ul>
12	<p>The supplier will receive a confirmation message about the registration request.</p>

### What happens next?

Once you complete the Supplier Registration process in Oracle ERP, the following will occur:

- 1) The request will be sent to the Supplier Manager for approval.
- 2) Once the registration is approved, an email will be received by the supplier.
- 3) A separate email will be sent with the with the user account, password, and instructions.
- 4) The supplier can now engage in business procurement and purchasing transactions with South East Water.