

New Supplier Self-Registration – Supplier Portal

Purpose	The purpose of this procedure is to demonstrate how to complete a Supplier Self-Registration in Oracle ERP Supplier Portal.
Scope	Any supplier who wishes to engage in business with South East Water needs to have their registration submitted and approved.
Overview	The registration link is available in the South East Water website for suppliers to initiate the registration process. Once it has been submitted and approved, the supplier will receive an email with their login details.
Business rules	<p>The following business rules apply:</p> <ul style="list-style-type: none"> Suppliers can register through the Registration Link from the South East Water website. (Go to About us > Corporate information > Procurement > South East Water Supplier Portal > New supplier’s tab > register here ). Suppliers need to fill out all required details and submit the registration request for approval. Suppliers can save their in-process registrations if they need to gather any requested information and resume the process to submit the registration later.
System rules	<p>The following system rules apply:</p> <ul style="list-style-type: none"> Required fields to be populated in the form are indicated with an asterisk (*). The supplier must tick the ‘Create User Account’ Check box to receive a user account once the supplier registration request is approved by South East Water. This will allow access to the Supplier Portal. When completing the registration form and ‘Save for Later’ button is clicked, an email will be sent to the supplier’s contact email address with the link to resume the registration process. Note, ABN, ACN does not get saved and will need to be re-entered when the supplier resumes their registration.
Procedure	To complete a Supplier Self-Registration, complete the following steps.

Step	Action
1	Navigation: click the Prospective Supplier Registration link provided (available via the South East Water website or
2	<p>Once the Registration Form opens, you may start filling out the *required fields and all other relevant information. 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"> Page 1 - Company Details: *Company Name (as per your registered company name), *Tax Organisation Type, Supplier Type, Corporate Website, Tax Country, Australian Business Number (ABN), include a note to Approver, *Attachments – click + to attach supporting documents (e.g., Company Registration Certificate) Additional Information: Australian Company Number (ACN) – if applicable. Contact Information: *First Name, *Last Name, *Email, *Confirm Email

- If you click **'Save for Later'**, you will receive an email with the link to be able to resume your registration.
- Click **Next** to continue.



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



D.U.N.S Number

Tax Country

Taxpayer ID

Australian Business Number (ABN)

Note to Approver

Back Next **Save for Later** Register Cancel

Please provide the relevant supporting documentation with your registration, e.g. insurance certificates, licences, bank deposit slip or snp of your bank statement showing your bank account details, etc.

Additional Information

Australian Company Number (ACN)

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

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If 'Save for Later' is selected:

- The supplier contact will receive an email message with the link to be able to resume their registration activity.

Supplier Registration Request Was Saved

ET ewjb-test.fa.sender@workflow.mail.ap1.cloud.oracle.com
To S e

If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender
This message came from outside your organization.
Think before you click on links, open attachments or respond to this message.

South East Water Corporation (SEW-AU)
Your supplier registration request was saved.

Request Number 1002
Request Date 08 September 2023
Requested By Red
Company RED

Recommended Action
[Complete your supplier registration request.](#)

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Upon clicking **Next**, you will progress to the second page of the form - **Contacts**.

- The relevant fields will be pre-populated with the information you entered from the **Company Details** page.
- **If the Supplier Contact needs to have access to a user account, tick the 'Create User Account' Check box.** Once the supplier registration request is **approved**, the supplier user will receive an email.

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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 may be granted to user accounts but you can make a suitable selection.

Edit

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

User Account

Request user account

Roles

Role	Description
SEW Work Confirmation By Supplier	
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking inv...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include ...

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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. (if applicable)
- 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.

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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.
- ***Address Purpose** identifies the address for specific activities (e.g. **ordering, remit to, RFQ or bidding**). Make the appropriate selection.
- Enter your phone, Fax (if applicable), Email.
- Select the contacts associated to the address by clicking **'Select and Add'** under **Actions** or the click the icon . **This is a critical step to link the contact to an address.**
- Once you fill out all the details, click **OK**. The address will be created.

Edit Address: HQ

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

* Country

* Address Line 1

Address Line 2

Address Line 3

* City

State

Postal Code

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

Remove	Job Title	Email	Administrative Contact	User Account
Select and Add				

Columns Hidden 4

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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 to your company, 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 View Format **+** Freeze Detach Wrap

* 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 (bank-state-branch).**
- 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 do not need to fill out the IBAN field.
- In the **Currency field**, **start typing AU.**
- **Please remember to attach supporting documents (in the Company Details section) for the bank information you provide for us to validate.**
- Hit **'Next'** to continue or **'Save for Later'** to complete the registration at a later time.

The screenshot shows a 'Create Bank Account' dialog box. The 'Country' dropdown is set to 'AU'. The 'Bank' and 'Branch' dropdowns are partially filled with '000' and '000000' respectively. The 'Account Number' field is empty. The 'Currency' dropdown is set to 'AU'. The 'IBAN' field is empty. The 'Additional Information' section includes 'Account Name', 'Agency Location Code', 'Alternate Account Name', 'Account Type', 'Account Suffix', 'Description', and 'Check Digits'. The 'Comments' section has a 'Note to Approver' field. At the bottom right, there are buttons for 'Create Another', 'OK', and 'Cancel'.

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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.

Select and Add
Select and Add: Products and Services
✕

Search

Category Name Description

View ▾ Format ▾ Freeze Detach Columns Wrap

Select	Category Name	Description
<input type="checkbox"/>	Construction	Construction
<input type="checkbox"/>	Corporate Services	Corporate Services
<input type="checkbox"/>	Facilities Management	Facilities Management
<input type="checkbox"/>	Government	Government
<input type="checkbox"/>	Information & Communications Technology	Information & Communications Technology
<input type="checkbox"/>	Maintenance, Repair & Operational (MRO)	Maintenance, Repair & Operational (MRO)
<input type="checkbox"/>	Materials, Plant & Equipment	Materials, Plant & Equipment
<input type="checkbox"/>	Professional Services	Professional Services

Columns Hidden 1

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You have reached the 7th and last page of the form – **Review**.

- Please review the accuracy of all the details you entered.
- Make any necessary changes to your information.
- If there are no changes to be made and you are ready to register, click **Register** to submit your registration request. **Remember, just hitting save will not submit your registration.**

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

7 Review

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The supplier will receive a confirmation message about the registration request.

Confirmation ✕

Your registration request was submitted. We'll send you email after your registration request is reviewed.

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 user account, password, and instructions.
- 4) The supplier can now engage in sourcing events and purchasing transactions with South East Water.

Revision status

The following table provides a record of changes made to this document, by whom and when.

Date of change	Description of change	Author initials	Approver initials