



ID: PO05.07

Request New Supplier Externally via Registration Link

Last Update: 12/3/2023



Introduction

These are the instructions for requesting a new supplier using the City of Springfield, OH, Oracle Cloud Supplier Portal. Please follow the steps below to complete your registration. If you have any questions about these instructions, then please contact Haley Kimble at (937) 324-7309 or hkimble@springfieldohio.gov.

STEP #1

Click on the registration link to navigate to the Supplier Registration page:

<https://fa-exen-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000004274215&busRel=5uZVF54Cqw0P7pt45UeC3pUITbxtOCnYgA%3D%3D>

STEP #2

In the 'Register Supplier: Company Details' section, enter the supplier header level details on the page as appropriate. The fields marked with an asterisk are mandatory. Click on the '+' button next to the 'Attachments' field to attach your W9.

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** Lee Supplies

*** Tax Organization Type** Corporation

Supplier Type: Supplier

Corporate Web Site: www.lee-supplies.com

*** Attachments** W9 + X
Attach the required documents.

D-U-N-S Number: []

Tax Country: United States

Taxpayer ID: 123123123

Tax Registration Number: []

Note to Approver: Place any notes to approve here.

Your Contact Information

Enter the contact information for communications regarding this registration.

*** First Name** Lee

*** Last Name** Jones

*** Email** ljones@test.com

*** Confirm Email** ljones@test.com

In the 'Your Contact Information' section at the bottom of the screen, enter the primary supplier contact. The fields marked with an asterisk are mandatory. Click on the 'Next' button in the top right corner of the screen 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** Lee Supplies

*** Tax Organization Type** Corporation

Supplier Type: Supplier

Corporate Web Site: www.lee-supplies.com

*** Attachments** W9 + X
Attach the required documents.

D-U-N-S Number: []

Tax Country: United States

Taxpayer ID: 123123123

Tax Registration Number: []

Note to Approver: Place any notes to approve here.

Your Contact Information

Enter the contact information for communications regarding this registration.

*** First Name** Lee

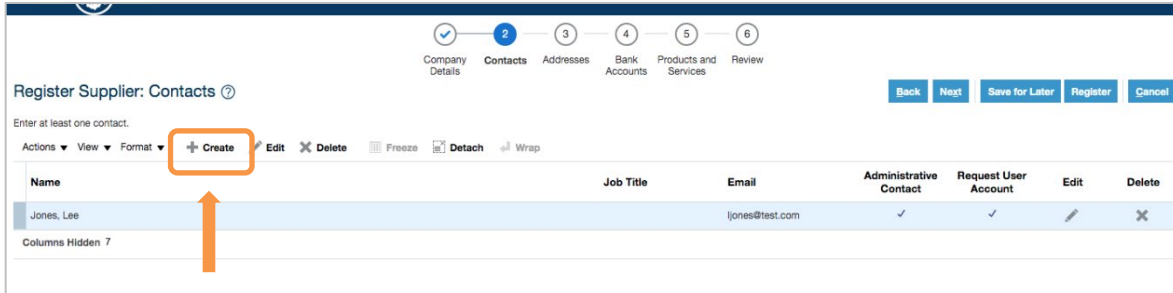
*** Last Name** Jones

*** Email** ljones@test.com

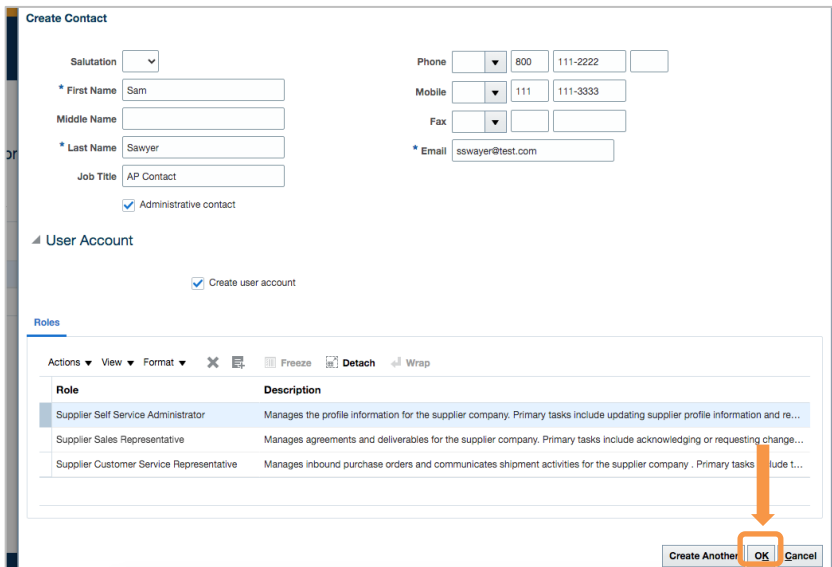
*** Confirm Email** ljones@test.com

STEP #3

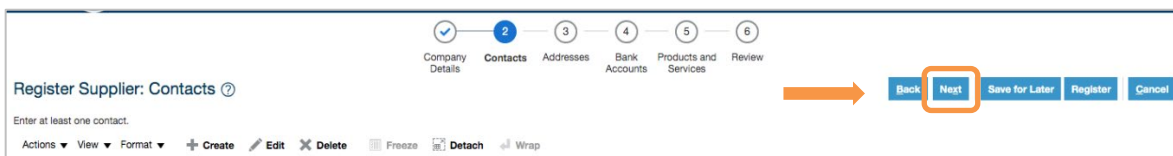
In the 'Register Supplier: Contacts' section, the contact entered on the previous page will appear as the only contact. As a supplier you may add additional contacts if needed. To add additional contacts, click on the '+Create' button.



In the 'Create Contact' pop-up window, enter the details for this new contact. Fields marked with an asterisk are required. In the 'User Account' section, choose the Role that applies to the contact. When the information is complete, click on the 'OK' button, or click on the 'Create Another' button to add another contact.

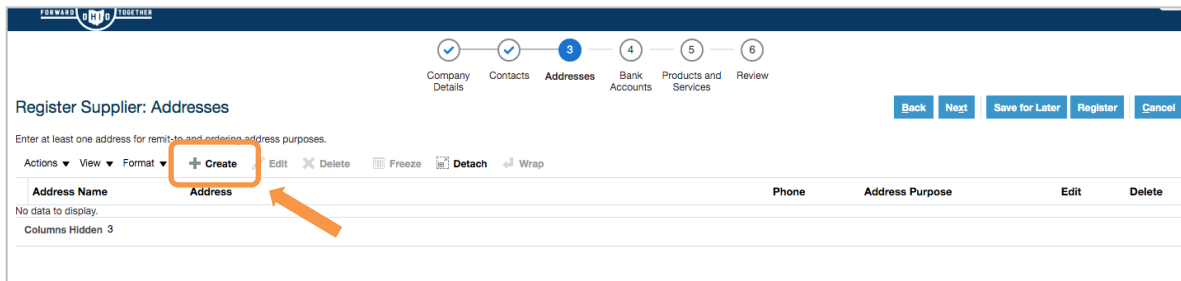


When you have finished entering additional contacts, click on the 'Next' button in the top right corner to continue.

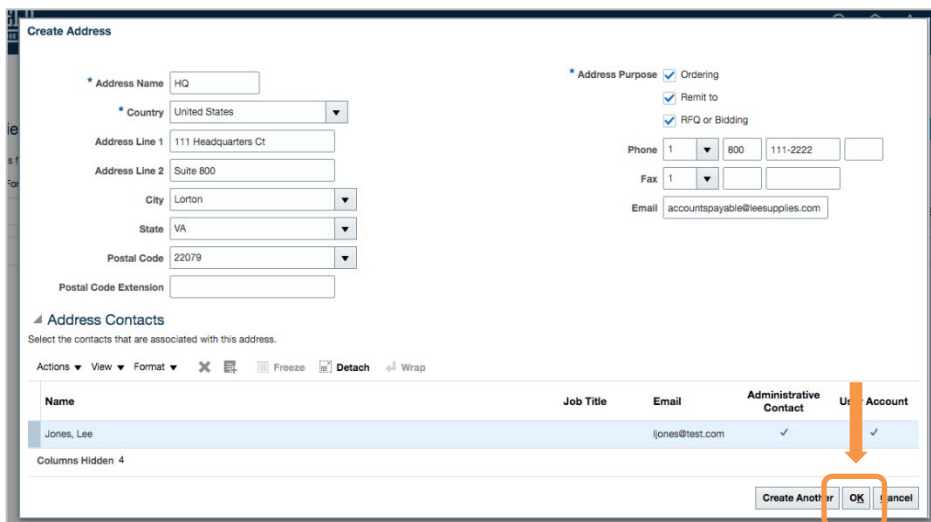


STEP #4

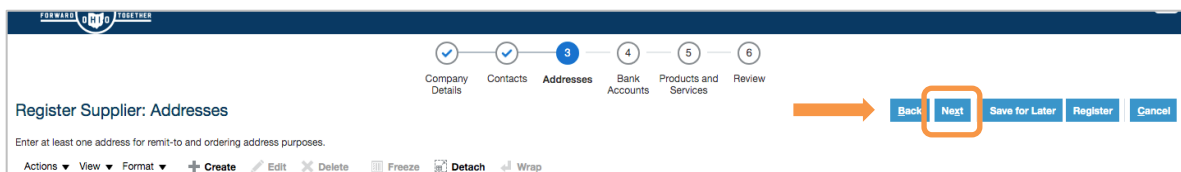
In the 'Register Supplier: Addresses' section, enter at least one address for remit-to and ordering purposes. Click on the '+Create' button to create the address.



In the 'Create Address' pop-up window, enter all relevant details about the address. Fields marked with an asterisk are required. In the 'Address Contacts' section associate one or more contacts with the address. When you are finished click on the 'OK' button.

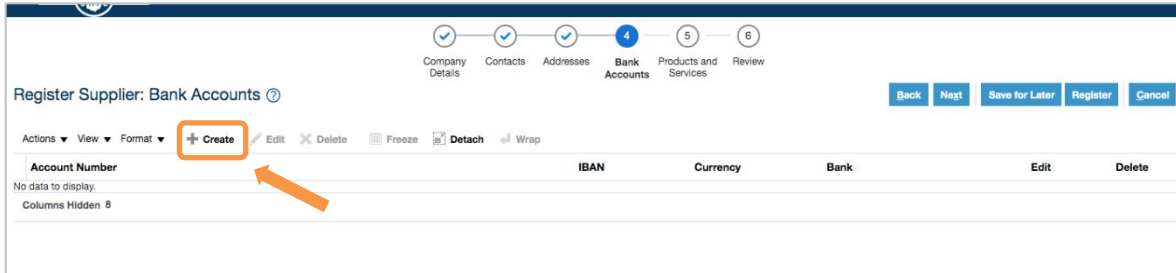


You will be returned to the 'Register Supplier: Addresses' section. You may add additional addresses by clicking on the '+ Create' button, or click on the 'Next' button in the top right corner to continue.



STEP #5

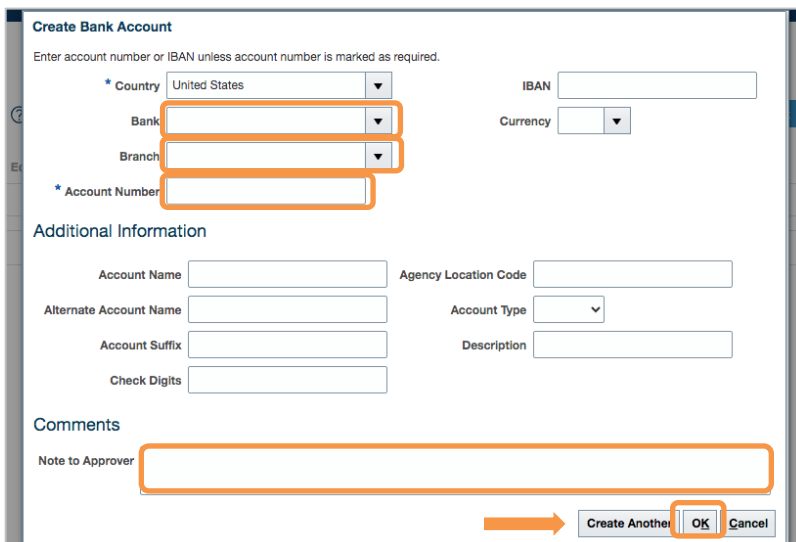
In the 'Register Supplier: Bank Accounts' section, click on the '+Create' button to enter a bank account.



In the 'Create Bank Account' pop-up window enter all relevant details about the bank account. The 'Country' and 'Account Number' fields are marked with an asterisk, indicating they are required fields.

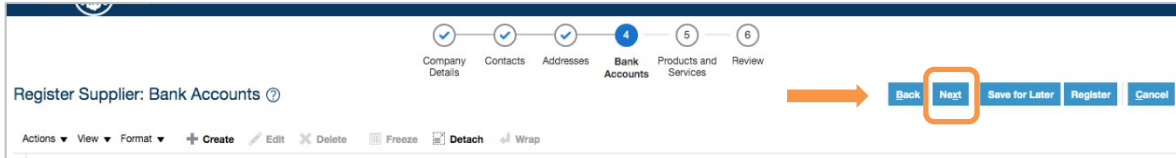
Click on the 'Bank' field dropdown to search for your bank. If your bank does not appear in the dropdown list, please add a comment in the 'Notes to Approver' field in the 'Comments' section, letting us know the name of your bank. We will then take steps to have your bank added to the system during our review of your registration.

Click on the 'Branch' field dropdown to search for your bank branch. If your bank branch does not appear in the dropdown list, please add a comment in the 'Notes to Approver' field in the 'Comments' section, letting us know your bank branch. We will then take steps to have your bank branch added to the system during our review of your registration.



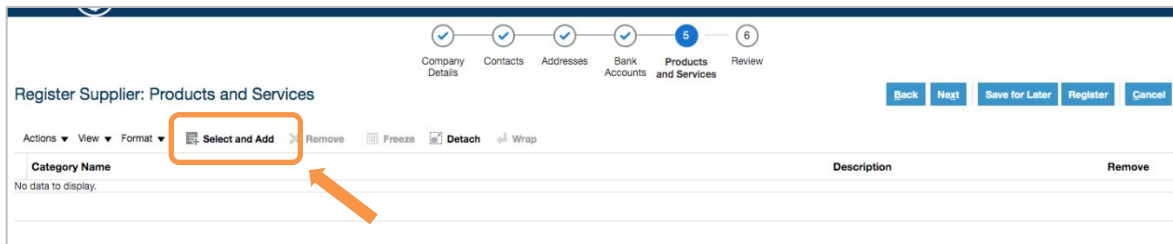
When complete, click on the 'OK' button.

You will be returned to the 'Register Supplier: Bank Accounts' section. You may add additional bank accounts by clicking on the '+ Create' button or click on the 'Next' button in the top right corner to continue.

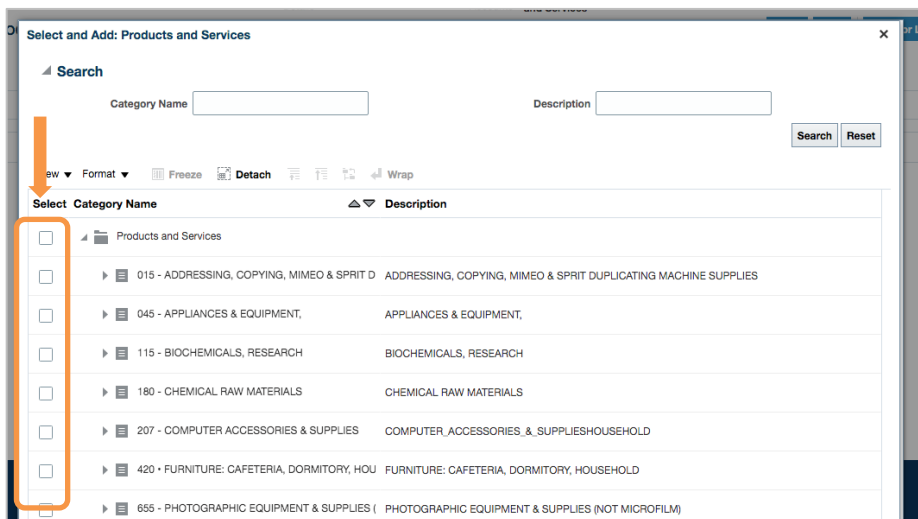


STEP #6

In the 'Register Supplier: Products and Services' section, you will specify the categories of products and services that are applicable. Click on the 'Select and Add' button to add the categories.



In the 'Select and Add: Products and Services' pop-up window, select each of the applicable products and services. You may use the search feature in the 'Search' section to identify applicable categories. When you have completed your selection, scroll to the bottom, and click on the 'OK' button.



When you have completed entering categories, click on the 'Next' button in the top-right corner of the screen to continue.

Register Supplier: Products and Services

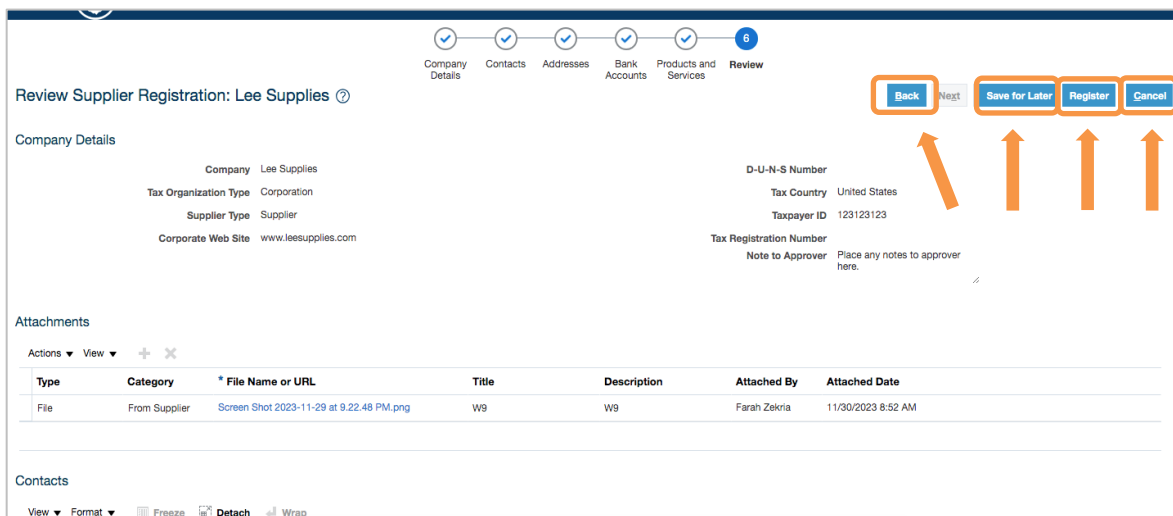
Category Name	Description	Remove
Products and Services > 045 - APPLIANCES & EQUIPMENT,	APPLIANCES & EQUIPMENT,	×
Products and Services > 180 - CHEMICAL RAW MATERIALS	CHEMICAL RAW MATERIALS	×
Products and Services > 207 - COMPUTER ACCESSORIES & SUPPLIES	COMPUTER ACCESSORIES, & SUPPLIESHOUSEH...	×
Products and Services > 420 - FURNITURE: CAFETERIA, DORMITORY, HOUSEHOLD	FURNITURE: CAFETERIA, DORMITORY, HOUSEHOLD	×
Products and Services > 655 - PHOTOGRAPHIC EQUIPMENT & SUPPLIES (NOT MICROFILM)	PHOTOGRAPHIC EQUIPMENT & SUPPLIES (NOT MI...	×

STEP #7

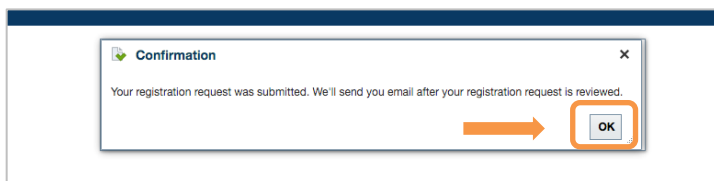
In the 'Review Supplier Registration' section, review all of the details that have been entered. After reviewing the details choose one of the following options.

- Click on the 'Back' button in the top-right corner to return to edit details as required.
- Click on the 'Save for Later' button to save your progress, exit the registration process, and return later to complete the registration progress.
- Click on the 'Cancel' button to end the registration process.
- Click on the 'Register' button to complete the registration process.

In the example below, we have clicked on the 'Register' button to complete the registration process.



In the 'Confirmation' pop-up window, click on the 'OK' button to acknowledge the confirmation.



STEP #8

The City will then review and approve the supplier registration information. Once the supplier is approved, the supplier contact will be notified via email. The supplier contact can then login to the supplier portal with their details.

STEP #9

End of the Procedure.

