

ORACLE – NEW VENDOR REGISTRATION

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How to Register for Supplier Portal

From the email, click on the Supplier 1 Registration URL to reach the Register **Supplier: Company Details Page** ORACLE Next Save for Later Register D-U-N-S Number Tax Country er ID Enter Company name in ALL CAPS *No special characters can be used (replace with words where necessary) Use the drop down to select the Tax Organization Type, use drop down to select the Tax Country, enter Taxpayer ID without dashes Select + icon to attach a W9 (Dec. 2019) Register Supplier: Company Details Enter a value for at least one of these fields: D-U-N-S Number, Taxpaver ID * Company ABC Corp * Tax Organization Type Corporation V + x * File Name or URL Descript Type File 🗸 Attachments None Enter First Name, Last Name, and E-Mail Your Contact Information Enter the contact information for communications regarding this registration. First Name TestName Last Name LastName * E-Mail test.name1@abccorp.com Confirm E-Mail test.name1@abccorp.com ×



Note: Save for Later to send an e-mail with URL to return to complete your registration request, and *Cancel* to cancel record. *Do not click Register until all the steps are completed*

5 Click "Actions" and from the dropdown list select "Edit"

Alternatively, select the **"Pencil"** icon to edit the contacts page

Create	
Cleate	-
Edit	
	Name
Delete	

6 Confirm the "Create User Account" is selected, then to add Roles, click Actions > Select and Add

	8	Create use	er account	
Roles				
_				
Actions 👻 View	▼ Format ▼	× E	Freeze	Detach
Remove			Description	

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Revised Q1 2022

Chicago Purchasing Hotline: 312-653-6513 E-Mail: ChiPurchDept@bcbsil.com



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Select the role, click **"Apply"** then **"OK"**, and click **"OK"** again to finish editing user

elect and Add: Roles		\$
Search		
Role	Description	
		Search Reset
View 🔻 Format 💌 斗 Wrap		
Role	Description	
HCSC Supplier Accounts Receivable Specia	This role is a straight copy of	delivered Supplier Accou
HCSC Supplier Bidder Copy	This role is a straight copy of	delivered Supplier Bidder
HCSC Supplier Customer Service Represen	This role is a straight copy of	delivered Supplier Custo
HCSC Supplier Sales Representative Copy	This role is a straight copy of	delivered Supplier Sales
HCSC Supplier Self Service Administrator C	This role is a straight copy of	delivered Supplier Self Se
HCSC Supplier Self Service Clerk Copy	This role is a straight copy of	delivered Supplier Self Se
		App <u>ly</u> O <u>K</u> <u>C</u> ancel

ROLE DESCRIPTIONS:

**** HCSC Supplier Self Service Administrator**: (at least one member of the team is required to be the administrator to manage the account) This role is a straight copy of delivered Supplier Self Service Administrator abstract role. Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

HCSC Supplier Customer Service Representative: This role is a straight copy of delivered Supplier Customer Service Representative job role. Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.

HCSC Supplier Accounts Receivable Specialist: This role is a straight copy of delivered Supplier Accounts Receivable Specialist job role. Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.



10 Enter Address Name*, select Country*, and select Ordering for Address Purpose. Please additionally fill out Address Line 1, City, State, and Postal Code (abbreviate if possible)

Address Solution Name	street Address	* Address Purpose	Ordering Remit to REC as Bio	deline		
Country	Inited States	Phone	1			
Address Line 1	Street Address	Fax Email	1][]
Address Line 2	Street Address 2					
City	Phoenix					
State	Arizona (AZ)					
Postal Code	85055					
Postal Code	BESOSE Blect "Actions" > "Sele Address Contacts Select the contacts that are asso	ect and	d Add	d"		1

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Select the contact, "Apply" then "OK"

Name	Job Title	E-Mail	Phone
LastName, TestNam	e	test.name1@a	ab
lows Selected	Columns Hidden	1	



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Select "OK" Wrap E-Mail Administrative Contact

test.name1@ab... ✓ ✓ Create Another OK Cancel

Note: Select Create Another to add or Cancel to cancel







Note: Once approved, you will be notified and will receive a User ID and Temporary Password URL link

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User Account