

How to Register for Supplier Portal

- From the email, click on the **Supplier Registration URL** to reach the **Register Supplier: Company Details Page**

- Enter **Company** name in ALL CAPS
Use the drop down to select the **Tax Organization Type**
Enter Taxpayer ID without dashes
Select **+** icon to attach a **W9** (Nov. 2017) and a **voided check** to verify banking info

- Enter **First Name**, **Last Name**, and **E-Mail**

- Select **“Next”** to continue

Note: Select **Back** to return to previous window, **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**

- Click **“Actions”** dropdown list, **“Edit”** can be selected to edit the Contacts page

Alternatively, select the **“Pencil”** icon to edit the contacts page

- Check mark the **“Request User Account”** to auto-populate default roles (*more than one role can be chosen*)

Note: To add Roles, select the role and select **Actions > Select and Add**.

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7 Select the role, click **“Apply”** then **“OK”**

Role	Description
HCSC Supplier Accounts Receivable Speciali...	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 Represent...	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...

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 Sales Representative: This role is a straight copy of delivered Supplier Sales Representative job role. Manages agreements and deliveries for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

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 Bidder: This role is a straight copy of delivered Supplier Bidder abstract role. Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

HCSC Supplier Self Service Clerk: This role is a straight copy of delivered Supplier Self Service Clerk 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 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.

8 Select **“Next”** to advance to **Address** step

9 Select **+ Create** to add an address

10 Enter **Address Name***, select **Country**, and details

Note: *In **Address Name** field, enter the street into **Address Line 1.** (abbreviate if possible)

11 Select **“Actions”** > **“Select and Add”**

Note: You will be skipping this step as part of the registration process

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12 Select the contact, “Apply” then “OK”

Name	Job Title	E-Mail	Phone
LastName, TestName		test.name1@ab...	

Rows Selected 1 Columns Hidden 1

Apply OK Cancel

13 Select “OK”

E-Mail	Administrative Contact	User Account
test.name1@ab...	✓	✓

Create Another OK Cancel

Note: Select **Create Another** to add or **Cancel** to cancel

14 Select “Next” to advance to the **Business Classification** Step

Progress bar: Addresses (selected), Business Classifications, Bank Accounts, Products and Services, Review

Buttons: Back, Next, Save for Later, Register, Cancel

Note: You will be skip this step as part of the registration process

15 Select “Next” to advance straight to **Bank Accounts** Step

Progress bar: Business Classifications, Bank Accounts (selected), Products and Services, Review

Buttons: Back, Next, Save for Later, Register, Cancel

16 Via “Actions” dropdown list, select “Create” to add bank account. You can also select + **Create** to add a bank account

Actions dropdown: Create, Edit, Delete

+ Create button

Columns Hidden 8

17 If available, populate Bank Account information used for paying invoices by electronic funds transfer (EFT) and select “OK”

Create Bank Account form fields: Country, IBAN, Bank, Currency, Branch, Account Number

18 Select “Next” to advance to the **Products and Services** Step

Progress bar: Bank Accounts, Products and Services (selected), Review

Buttons: Back, Next, Save for Later, Register, Cancel

19 **Products and Services** will not be utilized by HCSC. Click “Next” to advance to **Review** step

Progress bar: Bank Accounts, Products and Services, Review (selected)

Buttons: Back, Next, Save for Later, Register, Cancel

20 **Review** provides a bird's eye view of your company's details

Progress bar: Bank Accounts, Products and Services, Review (selected)

Buttons: Back, Next, Save for Later, Register, Cancel

21 Select “Register” to submit your new account for approval

Progress bar: Bank Accounts, Products and Services, Review (selected)

Buttons: Back, Next, Save for Later, Register, Cancel

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