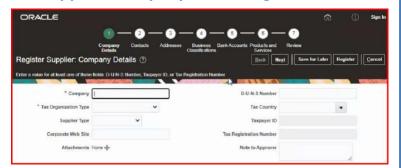


ORACLE – NEW VENDOR REGISTRATION

How to Register for Supplier Portal

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

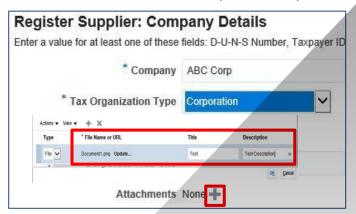


Enter Company name in ALL CAPS

*No <u>special characters</u> 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)



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



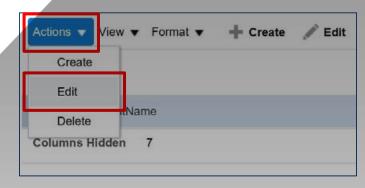
4 Select "Next" to continue



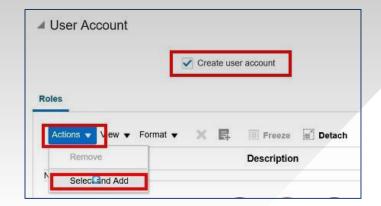
Note: Save for Later to send an e-mail with URL to return to complete your registration request, and Cancel to cancel record. Do not click Register until all the steps are completed

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

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



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



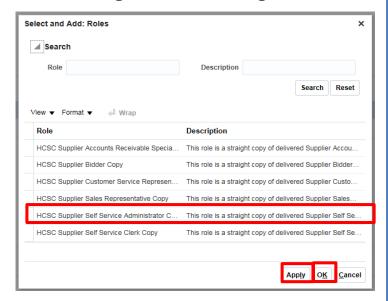
Revised Q1 2022



ORACLE – NEW VENDOR REGISTRATION

How to Register for Supplier Portal

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

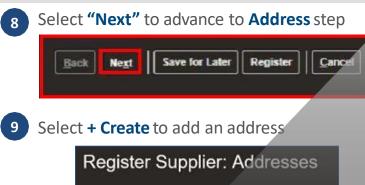


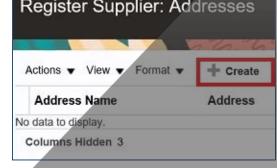
ROLE DESCRIPTIONS:

** 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.

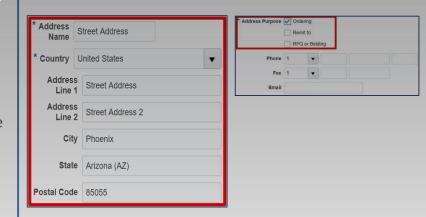
HCSC Supplier Customer Service Representative: This role is a straight copy of delivered Supplier Customer Service Representative job role. Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes 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.

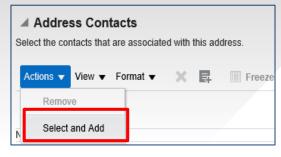




Enter Address Name*, select Country*, and select Ordering for Address Purpose. Please additionally fill out Address Line 1, City, State, and Postal Code (abbreviate if possible)



11 Select "Actions" > "Select and Add"



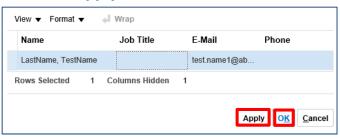
Revised Q1 2022



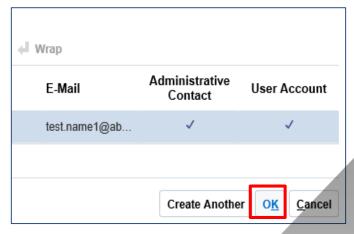
ORACLE – NEW VENDOR REGISTRATION

How to Register for Supplier Portal

Select the contact, "Apply" then "OK"



13 Select "OK"



Note: Select Create Another to add or Cancel to cancel

14 Select "Next" four times to advance to the Review Step



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



16 Select "Register" to submit your new account for approval



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