

## 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 **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)

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

- 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**

- Click **“Actions”** and from the dropdown list select **“Edit”**

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

- Confirm the **“Create User Account”** is selected, then to add **Roles**, click **Actions > Select and Add**

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- 7 Select the role, click **“Apply”** then **“OK”**, and click **“OK”** again to finish editing user

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...

### 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.

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

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

- 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)

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

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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”** four times to advance to the **Review** Step

Addresses Business Bank Accounts Products and Services Review

Back Next Save for Later Register Cancel

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

Business Bank Accounts Products and Services Review

Back Next

16 Select **“Register”** to submit your new account for approval

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*