



iSupplier

Prospective Supplier Registration

Prospective Supplier Registration

The Purpose of this topic is to demonstrate how to Register a Prospective Supplier. At any time after the first screen, you can click the **Save for Later** button. Your information will be saved, and a link to continue the registration process will be emailed to you.

Procedure

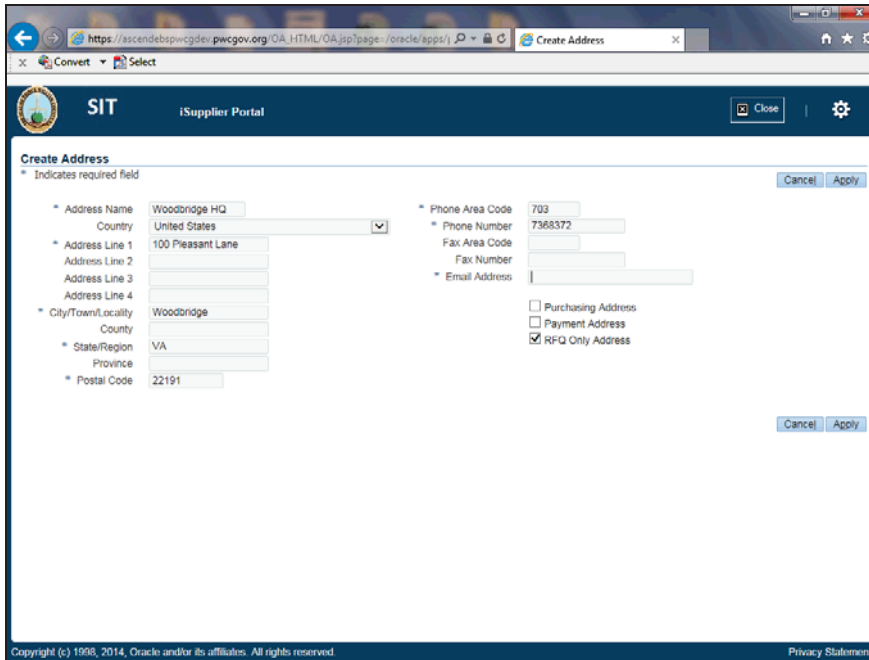
This topic covers the following

- 1) Prospective supplier Registration
- 2) Creation of Contacts
- 3) Creation of Addresses
- 4) Selection of Business Classification
- 5) Selection of Products and Services
- 6) Selection of Banking Details


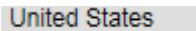


A screenshot of a web browser displaying the "Prospective Supplier Registration" form in the "iSupplier Portal". The browser's address bar shows the URL "https://ascendebpswgcdev.pwcgov.org/OA_HTML/OA.jsp?page=/oracle/apps/...". The page header includes the "SIT" logo and "iSupplier Portal" text. The form is divided into two tabs: "Basic Information" (active) and "Company Details". Under "Basic Information", there is a "Prospective Supplier Registration" section with a "Continue" button. Below this is a "Company Details" section with a note: "At least one tax id is required to be able to complete the registration request." This section contains three required fields: "Company Name", "Taxpayer ID", and "DUNS Number". The "Contact Information" section follows, with a note: "Blank label for instruction text". It contains five required fields: "Email", "First Name", "Last Name", "Phone Area Code", and "Phone Number", plus an optional "Phone Extension" field. A "Continue" button is located at the bottom right of the form. The footer of the page contains the text "Copyright (c) 1998, 2014, Oracle and/or its affiliates. All rights reserved." and a "Privacy Statement" link.


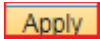
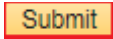
Step	Action
1.	Click in the Company Name field. Company Name <input data-bbox="550 321 1040 359" type="text"/>
2.	No duplicate Company Names are permitted in the system. If your Company Name (with the exact same spelling/spacing/punctuation) is already entered in the system you will receive a message. Company Name <input data-bbox="550 489 1040 527" type="text"/>
3.	No duplicate Taxpayer IDs are permitted in the system. If your Taxpayer ID has already been entered into the system, you will receive a message when you Submit... Click in the Taxpayer ID field. Taxpayer ID <input data-bbox="508 688 894 726" type="text"/>
4.	Enter the desired information into the Taxpayer ID field. Taxpayer ID <input data-bbox="508 787 894 825" type="text"/>
5.	Press [Tab] .
6.	Enter the desired information into the DUNS Number field. DUNS Number <input data-bbox="537 934 924 972" type="text"/>
7.	If possible, enter a central mailbox email address that is accessed by multiple employees to ensure that communications from the system are received. You will be able to enter additional Contacts on the following pages. Click in the Email field. Email <input data-bbox="440 1134 930 1171" type="text"/>
8.	Enter the desired information into the Email field. Email <input data-bbox="440 1232 930 1270" type="text"/>
9.	Press [Tab] .
10.	Enter the desired information into the First Name field. First Name <input data-bbox="496 1379 883 1417" type="text"/>
11.	Press [Tab] .
12.	Enter the desired information into the Last Name field. Last Name <input data-bbox="496 1526 883 1564" type="text"/>
13.	Press [Tab] .
14.	Enter the desired information into the Phone Area Code field. Phone Area Code <input data-bbox="570 1673 745 1711" type="text"/>
15.	Press [Tab] .
16.	Enter the desired information into the Phone Number field. Phone Number <input data-bbox="542 1820 979 1858" type="text"/>

Step	Action
17.	Click the Continue button. 
18.	In the Address Book section, click the Create button. 
19.	Click in the Address Name field. Address Name <input data-bbox="634 485 859 516" type="text"/>
20.	Enter a label for the address into the Address Name field (such as “Headquarters”). Address Name <input data-bbox="634 575 859 606" type="text"/>
21.	Click in the Address Line 1 field. Address Line 1 <input data-bbox="634 667 915 699" type="text"/>
22.	Enter the desired information into the Address Line 1 field. Address Line 1 <input data-bbox="634 758 915 789" type="text"/>
23.	Click in the City/Town/Locality field. City/Town/Locality <input data-bbox="667 852 948 884" type="text"/>
24.	Enter the desired information into the City/Town/Locality field. City/Town/Locality <input data-bbox="667 940 948 972" type="text"/>
25.	Click in the State/Region field. State/Region <input data-bbox="613 1033 894 1064" type="text"/>
26.	Enter the desired information into the State/Region field. State/Region <input data-bbox="613 1127 894 1159" type="text"/>
27.	Click in the Postal Code field. Postal Code <input data-bbox="605 1230 781 1262" type="text"/>
28.	Enter the desired information into the Postal Code field. Postal Code <input data-bbox="605 1331 781 1362" type="text"/>
29.	Click in the Phone Area Code field. Phone Area Code <input data-bbox="667 1430 789 1461" type="text"/>
30.	Enter the desired information into the Phone Area Code field. Phone Area Code <input data-bbox="667 1530 789 1562" type="text"/>
31.	Click in the Phone Number field. Phone Number <input data-bbox="634 1629 863 1661" type="text"/>
32.	Enter the desired information into the Phone Number field. Phone Number <input data-bbox="634 1730 863 1761" type="text"/>
33.	Click in the Email Address field. Email Address <input data-bbox="630 1824 1015 1856" type="text"/>



Step	Action
34.	Enter the desired information into the Email Address field. This email address will be associated with the site. Email Address <input style="border: 1px solid red;" type="text"/>
35.	Click the Purchasing Address option. This indicates that the address should be used on Purchase Orders and that this is the email address where Purchase Orders should be emailed. <input style="border: 1px solid red;" type="checkbox"/> Purchasing Address
36.	Click the Payment Address option. This indicates that the address should be used for Payment information and that this is the email address where remit advice should be emailed. <input style="border: 1px solid red;" type="checkbox"/> Payment Address
37.	Click the Apply button. <input style="border: 1px solid red;" type="button" value="Apply"/>
38.	In the Contact Directory section, click the Create button. You can create additional contacts associated with the firm here. To give the contact access to manage the Supplier record in iSupplier, click the checkbox for Create User Account For The Contact . <input style="border: 1px solid red;" type="button" value="Create"/>
39.	Click the Apply button. <input style="border: 1px solid red;" type="button" value="Apply"/>

Step	Action
40.	In the Products and Services section, click the Create button. Products and Services are NIGP commodity codes. You can associate relevant products and services with your account so that Prince William County users know which solicitations you are interested in.
41.	Click the Search for Specific Code and Product radio button.
42.	Enter a search term in the Description box. Use % as a wildcard if necessary.
43.	Select the relevant categories by selecting the check box on the right.
44.	When you are finished, click the Apply button. 
45.	In the Banking Details section, click the Create button. 
46.	Click the Country list. Country <input data-bbox="558 806 764 842" type="text"/>
47.	Click the United States list item. 
48.	Click the Existing Bank option. <input data-bbox="440 995 472 1031" type="radio"/> Existing Bank
49.	Click the Search for Bank Name button. 
50.	Click in the Search By field. Search By Bank Name <input data-bbox="797 1192 837 1226" type="text"/> <input data-bbox="850 1192 1182 1226" type="text"/>
51.	Enter your bank name into the Search By field. Search By Bank Name <input data-bbox="797 1297 837 1331" type="text"/> <input data-bbox="850 1297 1182 1331" type="text"/>
52.	Click Go .
53.	Click the Quick Select button next to the desired bank. 
54.	Click the Existing Branch option. <input data-bbox="440 1549 472 1585" type="radio"/> Existing Branch
55.	Click the Search for Branch Name button. 
56.	Leave the Search field blank.
57.	Click the Go button. 

Step	Action
58.	Click the Quick Select button next to your Routing Number. 
59.	Click in the Account Number field. Account Number <input data-bbox="558 394 837 432" type="text"/>
60.	Enter the bank account number into the Account Number field. Account Number <input data-bbox="558 485 837 522" type="text"/>
61.	Press [Tab] .
62.	Enter the desired information into the Account Name field (such as, “Checking”). Account Name <input data-bbox="535 625 815 663" type="text"/>
63.	Press [Tab] .
64.	Select the correct currency in the Currency field. Currency <input data-bbox="477 772 643 810" type="text"/>
65.	Click the Apply button. 
66.	Click the Submit button. 
67.	This topic covered the following 1) Prospective supplier Registration 2) Creation of Contacts 3) Creation of Addresses 4) Selection of Business Classification 5) Selection of Products and Services 6) Selection of Banking Details End of Procedure.