

Supplier Self-Registration in Oracle ERP (Enterprise Resource Planning) Cloud.

Overview

The purpose of this procedure is to demonstrate how to complete a Supplier Self-Registration in Oracle ERP Fusion Cloud.

Business rules

The following business rules apply:

- Suppliers can register themselves through the <u>Prospective Supplier Registration</u> link.
- Suppliers need to fill out all required details and submit the registration request.
- Suppliers can save their in-process registrations if they need to gather any requested information and resume the process to submit the registration later.

System rules

The following system rules apply:

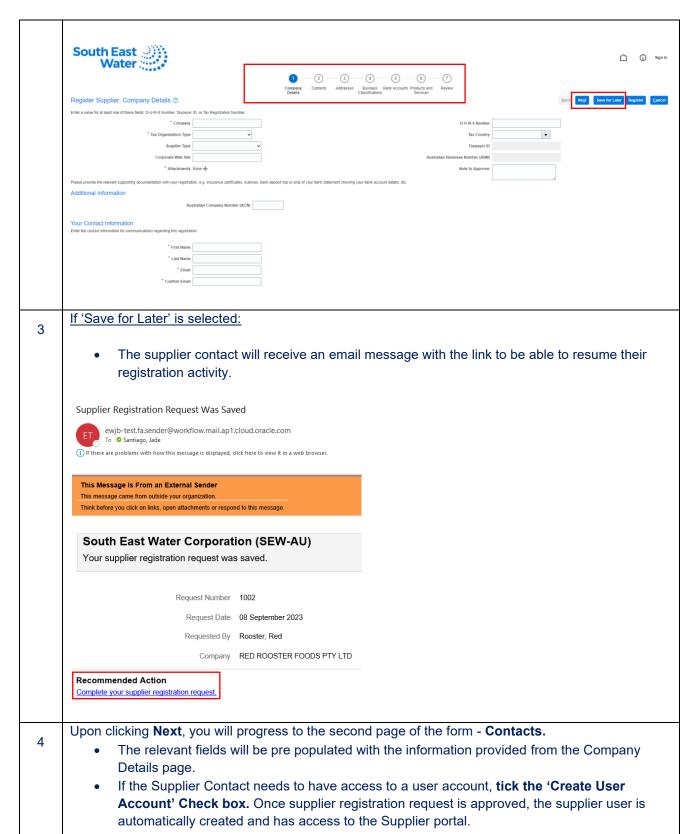
- Required fields to be populated in the form are indicated with an asterisk (*).
- The supplier must tick the 'Create User Account' Check box to receive a user account once the supplier registration request is approved by South East Water. This will allow access to the Supplier Portal.
- When completing the registration form and 'Save for Later' button clicked, an
 email will be sent to the supplier's contact email address with the link to resume
 the registration process. Note, ABN, ACN does not get saved and will need to be
 re-entered when the supplier resumes their registration.

Procedure

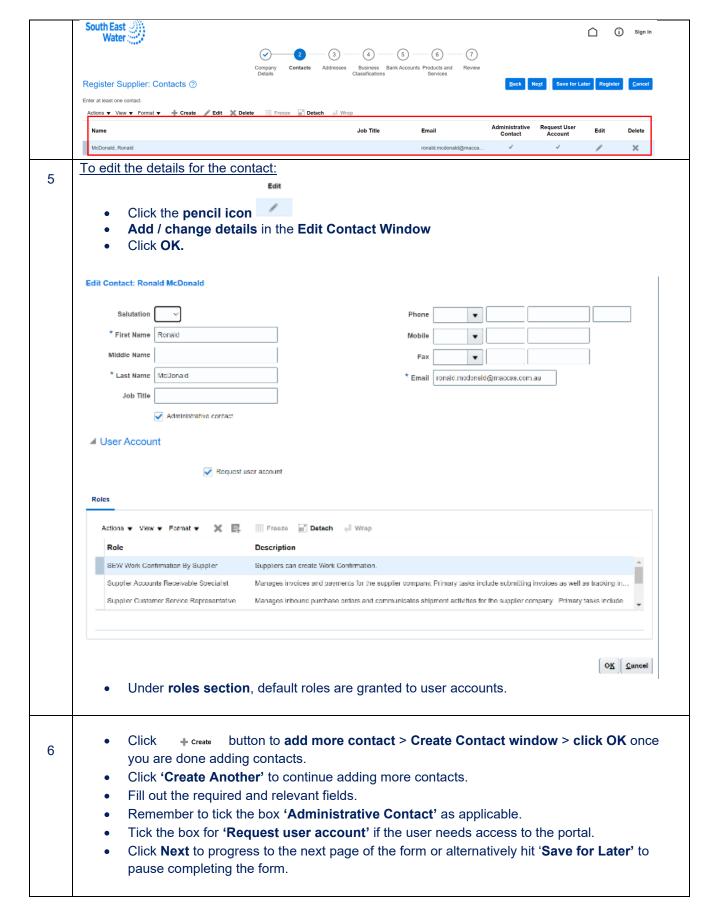
To complete a Supplier Self-Registration, complete the following steps.

Step	Action
1	Navigation: click the Prospective Supplier Registration link provided (available via the South East Water website or
2	Once the Registration Form opens, you may start filling out the *required fields and all other relevant information.
	 You will be guided by the train stops on top of the form to suggest which page you are currently completing: Page 1 - Company Details: *Company Name (as per your registered company name), *Tax Organisation Type, Supplier Type, Corporate Website, Data Universal Numbering System (DUNS – if applicable), Tax Country, Taxpayer ID, Australian Business Number (ABN) Note to Approver, *Attachments (e.g., Company Registration Certificate) Additional Information: Australian Company Number (ACN) Contact Information: *First Name, *Last Name, *Email, *Confirm Email If you click 'Save for Later', you will receive an email with the link to be able to resume your registration.
	Click Next to continue to the next page or Save for Later if you need to pause and resume later.

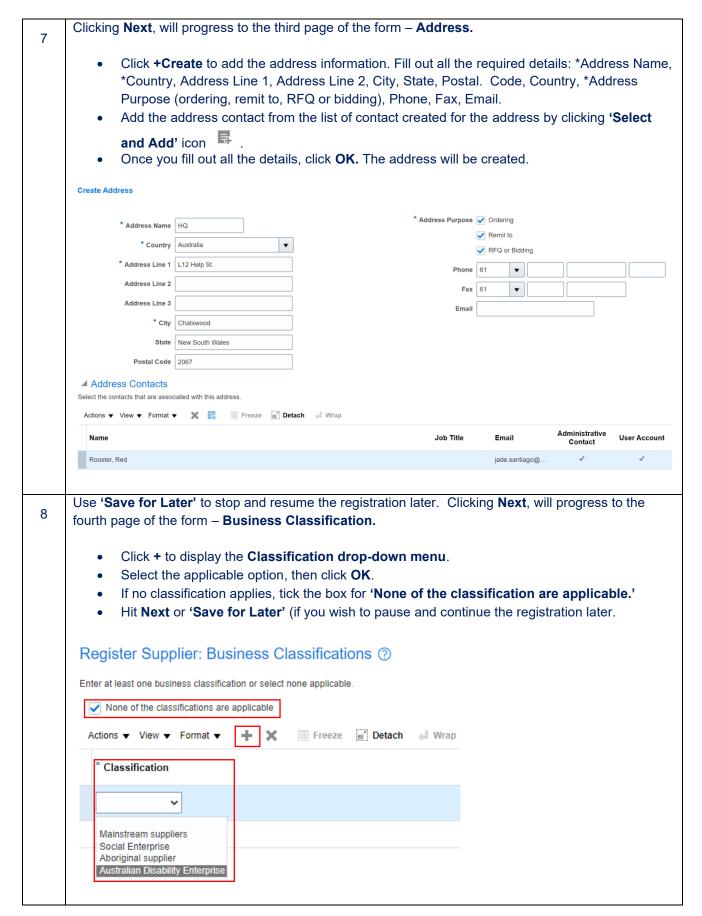








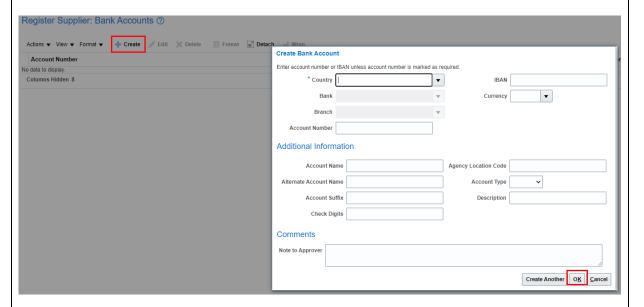






Continue filling out the fifth page of the form – Bank Accounts. 9

- Click +Create
- Create Bank Account window pops-up
- In the Country field, start typing AU and select Australia.
- In the **Bank field**, start typing the first 3 digits of your BSB (see blow).
- In the Branch field, start typing the full 6-digit BSB and select the correct one.
- In the Account Number, fill in your bank account number.
- You don't need to fill out the IBAN field.
- In the Currency field, start typing AU.
- Please remember to attach supporting documents for the information you have provided for us to validate.
- The bank account details will be added.
- Hit 'Next' to continue or 'Save for Later' to complete the registration at a later time.

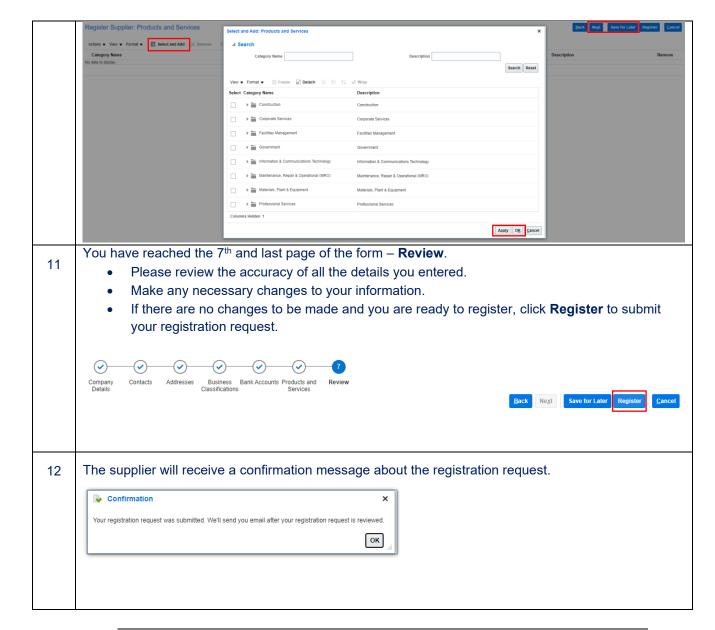


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Progress to the sixth page of the form – **Products and Services**.

- Click Select and Add to display the relevant product class which the supplier is associated
- Click the **> expand icon** to see the subfolders and more options.
- Select the applicable category and click Apply, then OK.
- The category is added.
- Click Next to complete the last page or select Save for Later to complete the registration later.





What happens next?

Once you complete the Supplier Registration process in Oracle ERP, the following will occur:

- 1) The request will be sent to the Supplier Manager for approval.
- 2) Once the registration is approved, an email will be received by the supplier.
- 3) A separate email will be sent with the with the user account, password, and instructions.
- 4) The supplier can now engage in business procurement and purchasing transactions with South East Water.