

## **New Supplier Self-Registration – Supplier Portal**

**Purpose** 

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

**Scope** 

Any supplier who wishes to engage in business with South East Water needs to have their registration submitted and approved.

Overview

The registration link is available in the South East Water website for suppliers to initiate the registration process. Once it has been submitted and approved, the supplier will receive an email with their login details.

**Business rules** 

The following business rules apply:

 Suppliers can register through the <u>Registration Link</u> from the South East Water website. (Go to About us > Corporate information > Procurement > South

East Water Supplier Portal > New supplier's tab > register here

- Suppliers need to fill out all required details and submit the registration request for approval.
- 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 is 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	<b>Navigation:</b> click the Prospective Supplier Registration link provided (available via the South East Water website or			
2	Once the <b>Registration Form</b> 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:			
	<ul> <li>Page 1 - Company Details: *Company Name (as per your registered company name), *Tax Organisation Type, Supplier Type, Corporate Website, Tax Country, Australian Business Number (ABN), include a note to Approver, *Attachments – click + to attach supporting documents (e.g., Company Registration Certificate)</li> <li>Additional Information: Australian Company Number (ACN) – if applicable.</li> <li>Contact Information: *First Name, *Last Name, *Email, *Confirm Email</li> </ul>			

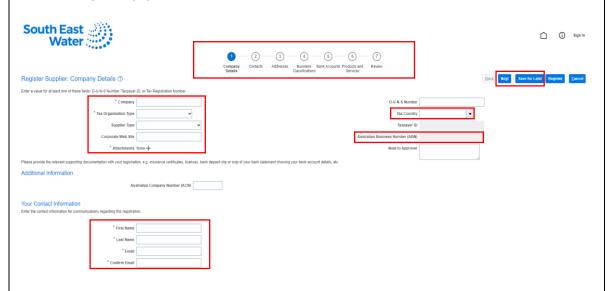
Page 1|7

Created: 19/10/2023 Reviewed: 19/10/2023 Branch: Strategic Procurement **DOCUMENT NUMBER BS3062** 

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- 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.



3

## If 'Save for Later' is selected:

• The supplier contact will receive an email message with the link to be able to resume their registration activity.

Supplier Registration Request Was Saved

ewjb-test.fa.sender@workflow.mail.ap1.cloud.oracle.com
To OS e

i) If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender
This message came from outside your organization.
Think before you click on links, open attachments or respond to this message.

South East Water Corporation (SEW-AU)
Your supplier registration request was saved.

Request Number 1002
Request Date 08 September 2023
Requested By Red
Company RED

Recommended Action
Complete your supplier registration request.

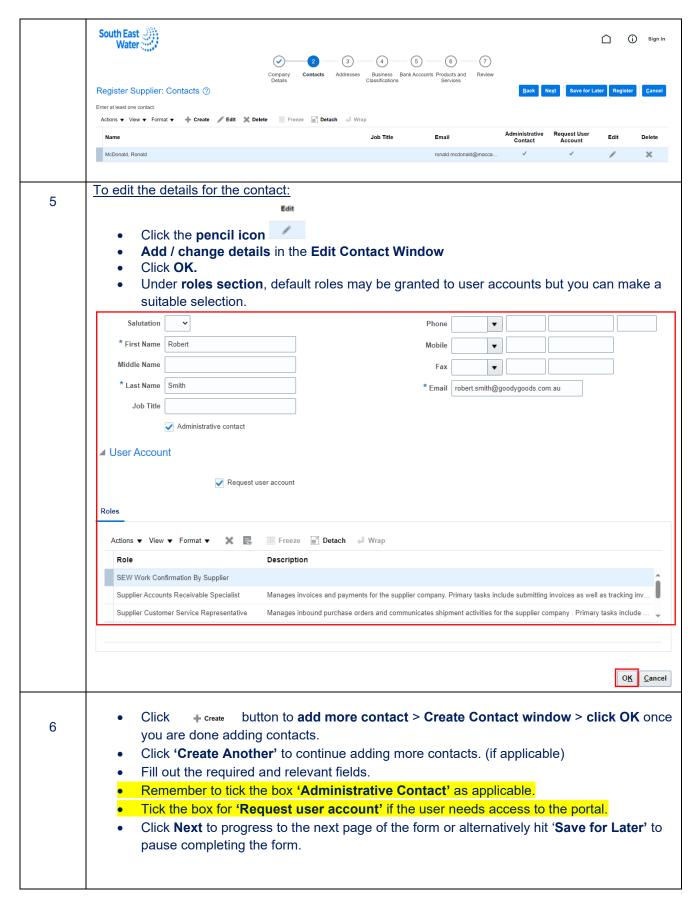
4

Upon clicking Next, you will progress to the second page of the form - Contacts.

- The relevant fields will be pre-populated with the information you entered from the **Company Details page**.
- If the Supplier Contact needs to have access to a user account, tick the 'Create User
   Account' Check box. Once the supplier registration request is approved, the supplier
   user will receive an email.

Created: 19/10/2023 Reviewed: 19/10/2023 Branch: Strategic Procurement



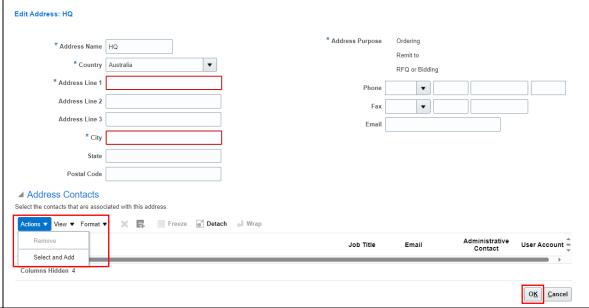






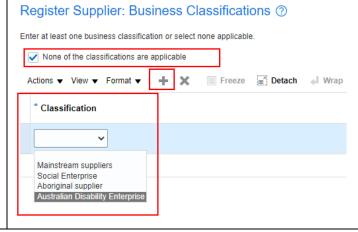
Clicking **Next**, will progress to the third page of the form – **Address**. 7

- Click +Create to add the address information. Fill out all the required details: \*Address Name, \*Country, \*Address Line 1, Address Line 2, \*City, State, Postal Code.
- \*Address Purpose identifies the address for specific activities (e.g. ordering, remit to, RFQ or bidding). Make the appropriate selection.
- Enter your phone, Fax (if applicable), Email.
- Select the contacts associated to the address by clicking 'Select and Add' under Actions or the click the icon . This is a critical step to link the contact to an address.
- Once you fill out all the details, click **OK.** The address will be created.



Use 'Save for Later' to stop and resume the registration later. Clicking Next, will progress to the fourth page of the form - Business Classification.

- Click + to display the Classification drop-down menu.
- Select the applicable option, then click **OK**.
- If no classification applies to your company, tick the box for 'None of the classification are applicable.'
- Hit **Next** or 'Save for Later' (if you wish to pause and continue the registration later.



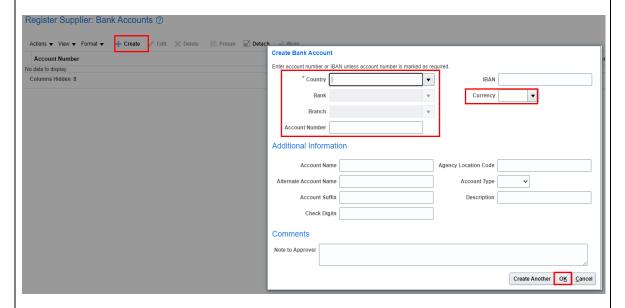
Created: 19/10/2023 Reviewed: 19/10/2023 Branch: Strategic Procurement

8



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

- 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 (bank-state-branch).
- 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 do not need to fill out the IBAN field.
- In the Currency field, start typing AU.
- Please remember to attach supporting documents (in the Company Details section) for the bank information you provide for us to validate.
- Hit 'Next' to continue or 'Save for Later' to complete the registration at a later time.



10

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

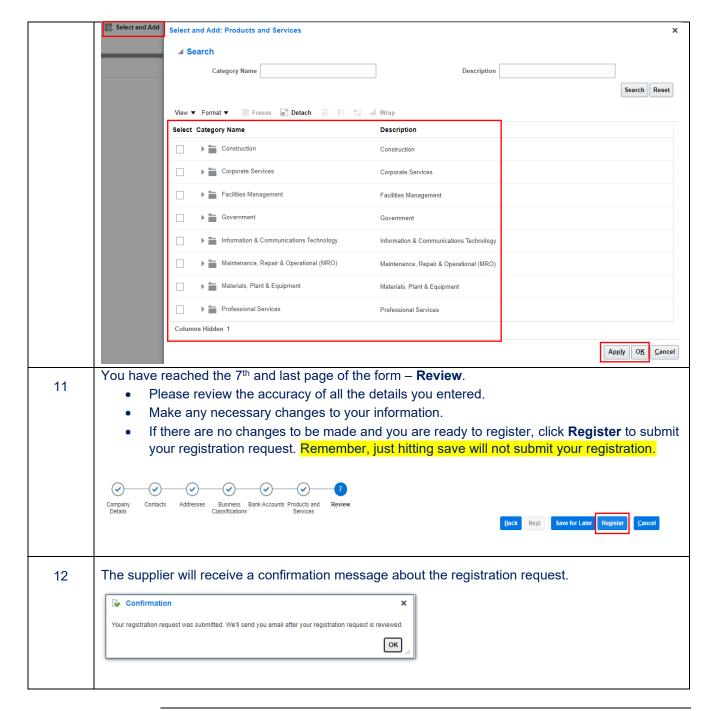
- Click Select and Add to display the relevant product class which the supplier is associated with.
- Click the > expand icon to see the subfolders and more options.
- Select the applicable category and click Apply, then OK.
- The category is added.
- Click **Next** to complete the last page or select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

Created: 19/10/2023 Reviewed: 19/10/2023 Branch: Strategic Procurement Page 5|7

**DOCUMENT NUMBER BS3062** 

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## 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 user account, password, and instructions.
- 4) The supplier can now engage in sourcing events and purchasing transactions with South East Water.



## **Revision status**

The following table provides a record of changes made to this document, by whom and when.

Date of change	Description of change	Author initials	Approver initials