

## General Supplier Registration – Section 2.0b

This process is used to add a new supplier which is currently not in Oracle and will be reviewed for approval. Suppliers are created upon approval, not registration.

Audience: All

## Additional Resources:

- Glossary
- <u>Video</u>
- Procurement Knowledge Base
- Substitute W-9
- procurement@gmhec.org or ap@gmhec.org

Process Step & Description	Action
2.1b Go to Supplier Registration and Enter Basic information	<page-header></page-header>
	Pending Approval Rejected         Actions • View • Format • / JB I Freeze I Detach • Wrap Pending Past 30 days •
	Request         Source         Supplier         Supplier         Business Relationship         Requested By         Request Date         Days Pending           No data to display.         Columns Hidden 11         Columns Hidden 11



	Under tasks click on "Register Supplier". Use the completed substitute W-9 to complete the fields.					
	• Manage Suppliers         • Register Supplier         • Manage Supplier Registration Requests         • Import Suppliers         • Merge Suppliers         • Navigation Path:         > Procurement → Suppliers → Tasks → Register Supplier					
	<ul> <li>Enter Registration and Company details. These pieces are required for you to move forward. Most of this information should be on the substitute W-9:</li> <li>Company</li> <li>Request Reason</li> <li>BU (Business Unit)</li> <li>Business Relationship</li> <li>Tax Organization Type</li> <li>Tax Country</li> <li>Taxpayer ID (do not enter dashes)</li> </ul>					
	IMPORTANT NOTE:					
2.2b Under Register Supplier: Add Registration Details and Company Details	<ul> <li>Company/Supplier name must be unique. You may come across a person with the exact same name when working with an individual supplier, like a guest speaker. If you cannot register due to a unique supplier name error, please use the following naming conventions:         <ul> <li>If available, add the middle initial: Last Name, First MI. (Smith, John M.)</li> <li>If name is still not unique, add middle name if available: Last Name, First Name Middle Name (Smith, John Michael)</li> <li>If the above two still do not provide a unique name, add the date: Last Name, First MMDDYY (Smith, John 032019)</li> </ul> </li> <li>Accounts Payable: Please add an Alternate Name in the profile tab to ensure correct check printing.</li> <li>Register Supplier         <ul> <li>Register Supplier</li> <li>Cancel</li> <li>Cancel</li> <li>Cancel</li> <li>Cancel</li> <li>Cancel</li> </ul> </li> </ul>					
	* Company Dunder Mifflin Paper Co. Procurement BU GMHEC BU ▼					
	Justification					
	Company Details					
	* Tax Organization Type Corporation v D-U-N-S Number					
	Supplier Type Supplier					
	Corporate Web Site Taxpayer ID 546789087					
	Attachments None -					
	Acceptable Unacceptable					
	Supplier Inc.     Supplier. Inc.					
	Smith, John     John Smith					



Request Reason – New Supply Source is the most common choice.	The Tax Organizat	ion Type on the substitute W	9. For details see the	e Oracle Procurement	Glossarv.
Company Compa	Request Reason -	New Supply Source is the r	nost common choice		
* Request Reason       Ustification         Justification       Ustification         * Tax Organization Type       One-time Supplier Request         * Tax Organization Type       Supplier Request         * Tax Organization Type       One-time Supplier Request         * Tax Organization Type       Supplier Request         * Tax Organization Type       One-time Supplier Request         * Council Speaker Coming to Campus       • Reimbursement for student expenses (if using, please add the legacy ID if applicable)         • New supplier for goods and/or services       * Occurrent BU (Business Unit) should automatically default to your institution's ID:         • CC: Champlain College       SMMEC: Saint Michael's College         • SMMC: Saint Michael's College       SMMEC: Saint Michael's College         * MIDD: Middlebury College       SMMEC: Saint Michael's College         * Myou do not have a Business Unit in your dropdown, or you have the incorrect Business Unit, please contact procurement@gmhec.org.         Susiness Relationship:       • Select "Spend Authorized". This must be chosen in order to pay your supplier.         • or Tax Organization Type, if the supplier did not provide on their substitute W-9, please default to Corporation" if it's a business and not an individual.         • or Supplier Type, the following are available: Supplier, Student, and Employee – please choose one. In case of a guest speaker/presenter, choose supplier.         • tatchment	* Company				
Justification       Cluck Request         New Supply Source       One-time Supplier Request         Sourcing Supplier Request       Sourcing Supplier Request         Could Speaker Coming to Campus       Reimbursement for student expenses (if using, please add the legacy ID if applicable)         New supplier for goods and/or services       //our Procurement BU (Business Unit) should automatically default to your institution's ID:         CC: Champian College       MIDD: Middlebury College       SMC: Saint Michael's College <i>If you do not have a Business Unit in your dropdown, or you have the incorrect Business Unit, please contact procurement@gmhec.org.</i> Business Relationship:       Select "Spend Authorized". This must be chosen in order to pay your supplier.         for Tax Organization Type, if the supplier did not provide on their substitute W-9, please default to Corporation" if it's a business and not an individual.         for Supplier Type, the following are available: Supplier, Student, and Employee – please choose one. In ase of a guest speaker/presenter, choose supplier.         ttachments None       Independent Contractor Wo	* Request Reason				
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* Tax Organization Type In-time Suppler Request Suppler Request Suppler Registration Hustification – You may want to enter the reason why you need this supplier added to Oracle. Frequent examples are: <ul> <li>Guest Speaker Coming to Campus</li> <li>Reimbursement for student expenses (if using, please add the legacy ID if applicable)</li> <li>New supplier for goods and/or services</li> </ul> Your Procurement BU (Business Unit) should automatically default to your institution's ID: <ul> <li>CC: Champlain College</li> <li>GMHEC: Green Mountain Higher Education</li> <li>MIDD: Middlebury College</li> <li>SMC: Saint Michael's College</li> <li>If you do not have a Business Unit in your dropdown, or you have the incorrect Business Unit, please contact procurement@gmhec.org.</li> </ul> Business Relationship: <ul> <li>Select "Spend Authorized". This must be chosen in order to pay your supplier.</li> </ul> For Tax Organization Type, if the supplier did not provide on their substitute W-9, please default to Corporation" if it's a business and not an individual. for Supplier Type, the following are available: Supplier, Student, and Employee – please choose one. In tase of a guest speaker/presenter, choose supplier. Attachments None tapplicable, you would also add: <ul> <li>Independent Contractor Worksheet (Middlebury only)</li> <li>Certificate of Insurance (COI) for labor services such as builder contractor work</li> </ul> The box below will appear. Choose a file from your computer, upload and click "Ok." For multiple attachments for example attachments with the supplier is reason with the down will appear. Choose a file from your computer, upload and click "Ok." For multiple attachments for example attachments with the import is not prove the income is the down is reason in the down is the down is reason. Attachments x tore Type is reason or use is not suppler is reason in the down is reason. Attachments x x y <		New Supply Source			
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	<ul> <li>Tax Country (no asterisk – but still a required field):</li> <li>Type in your country until Oracle provides a dropdown choice; or,</li> </ul>
	Click the dropdown box and search for your country
	D-U-N-S Number
	Tax Country
	Taxpayer ID
	Tax Registration Number Afghanistan AF
	Aland Islands AX
	Albania AL
	Algeria DZ
	American Samoa AS
	Job Title Andorra AD
	Angola AO
	Anguilla Al
	Antarctica AQ
	Search
	<ul> <li>Add taxpayer ID as shown on the W-9 – this is usually the Taxpayer Identification Number (TIN) or Social Security Number (SSN)</li> <li>If supplier is a student requesting reimbursement, the following will be used – BU initials + student ID number (<i>with</i> leading zeros); for example: <ul> <li>Champlain College: CC00123456</li> <li>Middlebury College: MD00147852</li> <li>Saint Michael's College: SM00369852</li> </ul> </li> <li>If supplier is an International Independent Contractor <ul> <li>Preferred: Enter the U.S. SSN/EIN if available</li> <li>If none of the above are available, enter "International YYYYMMDD" (e.g. International 20190318), or add "-1" if already used, e.g. "International 20190318-1"</li> </ul> </li> <li>D-U-N-S Number <ul> <li>Tax Country</li> <li>United States</li> <li>546789087</li> </ul> </li> </ul>
	Tax Registration Number
2.3b Create	Navigation Path: Scroll down to Contact Info Fields Click on "+" to add a new Contact Contacts
	Actions View Pormat + P N Preze Detach + Wrap Name No data to display. Columns Hidden 7



	A window will p	op-up to add cont	act informa	lion					
	Create Contact								
	Salutation	•			Phone				570
	* First Name	Stanlev			Filolie	555	9999		
		,							
	Middle Name				Mobile			•	<u> </u>
	* Last Name	Hudson							
									,
	Job Title				Fax				
		Administrative contact							
					* Email	shudson@dunde	rmifflin.com	ı	
	Click "OK" whe	n complete							
	<b>0</b>								
	Create Ano	ther O <u>K</u> <u>C</u> and	ei						
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	Scroll	down to Address	Info Fields						
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	Highlight your contact:								
	Select and Add: Contacts X								
	▲ Search Quick Tip! If your supplier is a student, add the remit to address (oke where the								
	Name     Job Title     r     check goes). If a Domestic student add								
	Search Reset the student's residential address, too. Do								
	View  View View View View View View View View								
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	Hudson, Stanley shudson@dund (570)555 x9999								
	Rows Selected 1 Columns Hidden 1								
	Apply OK Cancel								
	Click "Apply" and then "OK" when complete.								
	Address information box will appear for your review:								
	Create Address								
	* Address Name Scranton-1 * Address 🖌 Ordering								
	* Country United States   Purpose  Remit to  RFQ or Bidding								
	Address Line 1 1725 Slough Ave. Phone 1    570 555-9999								
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	Hudson, Stanley shudson@dund								
	Columns Hidden 4								
	Create Another OK Cancel								
	Click "Ok" when you are finished reviewing the address information.								
	Skip "Business Classification", "Bank Accounts" and "Products and Services Categories" – However, please make sure you attach any bank account information so Accounts Payable can add it into Oracle								
	When you are ready to register your supplier click "Register" <b>Register</b>								
2.5h Complete	The following confirmation pop-up will appear. Click "Ok".								
Registration	Confirmation Your registration request was submitted. OK								
	You will receive an email notification when your registration is approved and complete.								