

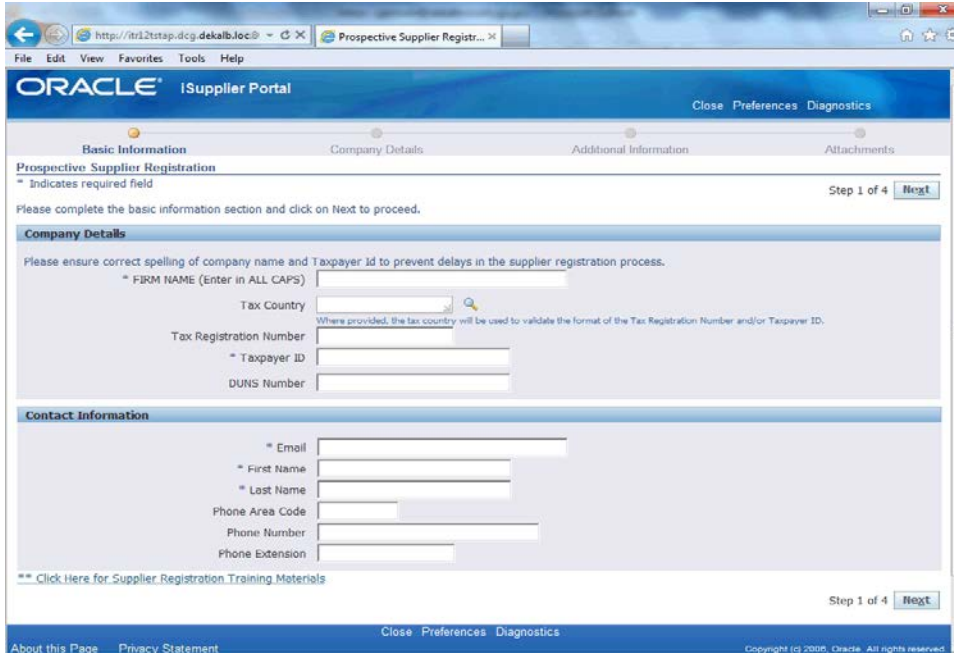


DeKalb County
G E O R G I A

JOURNEY TO PROCUREMENT EXCELLENCE

Supplier Self Registration

Supplier Self Registration



The screenshot shows a web browser window displaying the Oracle iSupplier Portal. The page title is "Prospective Supplier Registration" and it is identified as "Step 1 of 4". The form is divided into two main sections: "Company Details" and "Contact Information".

Company Details

Please ensure correct spelling of company name and Taxpayer ID to prevent delays in the supplier registration process.

- * FIRM NAME (Enter in ALL CAPS)
- Tax Country
- Tax Registration Number
- * Taxpayer ID
- DUNS Number

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Contact Information

- * Email
- * First Name
- * Last Name
- Phone Area Code
- Phone Number
- Phone Extension

** Click Here for Supplier Registration Training Materials

At the bottom of the form, there is a "Next" button and a "Step 1 of 4" indicator. The footer of the page includes "About this Page", "Privacy Statement", "Close Preferences Diagnostics", and "Copyright (c) 2006, Oracle. All rights reserved."

In this course you will learn how to **Register as a Supplier** with DeKalb County.

Supplier Self Registration

The screenshot shows a web browser window with the URL <http://nr12tstap.dcg.dekalb.local>. The page title is "Prospective Supplier Registr...". The Oracle iSupplier Portal header is visible, along with navigation tabs for "Basic Information", "Company Details", "Additional Information", and "Attachments". The "Prospective Supplier Registration" section is active, showing "Step 1 of 4" and a "Next" button. The form includes sections for "Company Details" and "Contact Information".

Company Details

Please ensure correct spelling of company name and Taxpayer ID to prevent delays in the supplier registration process.

* FIRM NAME (Enter in ALL CAPS)

Tax Country

Tax Registration Number Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

* Taxpayer ID

DUNS Number

Contact Information

* Email

* First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

** Click Here for Supplier Registration Training Materials

Step 1 of 4

Step 1

DeKalb County has developed **Training Materials** to assist you with the transition to iSupplier. This link will take you to the website where all of our training material is stored.

Supplier Self Registration



DeKalb County
GEORGIA

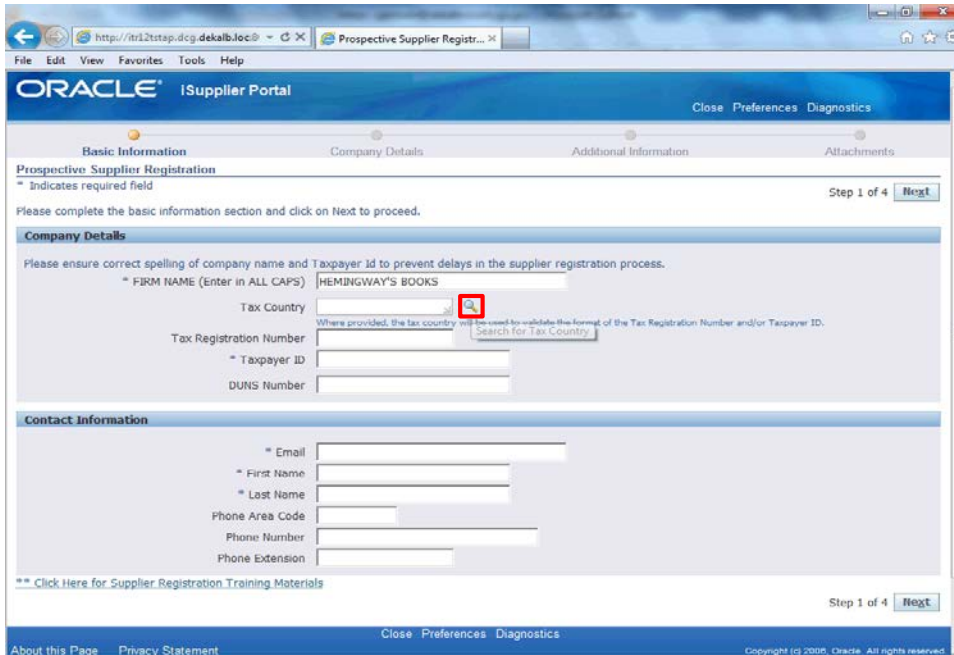
A screenshot of the Oracle iSupplier Portal registration form. The browser address bar shows 'http://nr12tstap.dcg.dekalb.local'. The page title is 'Prospective Supplier Registr...'. The Oracle logo and 'iSupplier Portal' are at the top. Below the logo are links for 'Close', 'Preferences', and 'Diagnostics'. The main content area is titled 'Prospective Supplier Registration' and includes a 'Next' button. A 'Company Details' section is highlighted, with a red box around the 'FIRM NAME (Enter in ALL CAPS)' field. Below this are fields for 'Tax Country', 'Tax Registration Number', 'Taxpayer ID', and 'DUNS Number'. A 'Contact Information' section follows with fields for 'Email', 'First Name', 'Last Name', 'Phone Area Code', 'Phone Number', and 'Phone Extension'. A 'Next' button is at the bottom right of the form. The footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step 2

In the FIRM NAME field, enter the name of the business you are registering. PLEASE NOTE: You **MUST** enter the business name in **ALL CAPS** to comply with our naming standard.

Here we will enter **HEMINGWAY'S BOOKS**.

Supplier Self Registration



ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration


* Indicates required field Step 1 of 4 [Next](#)

Please complete the basic information section and click on Next to proceed.

Company Details

Please ensure correct spelling of company name and Taxpayer Id to prevent delays in the supplier registration process.

* FIRM NAME (Enter in ALL CAPS)

Tax Country 

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.
[Search for Tax Country](#)

Tax Registration Number

* Taxpayer ID

DUNS Number

Contact Information

* Email

* First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

** Click Here for Supplier Registration Training Materials

Step 1 of 4 [Next](#)

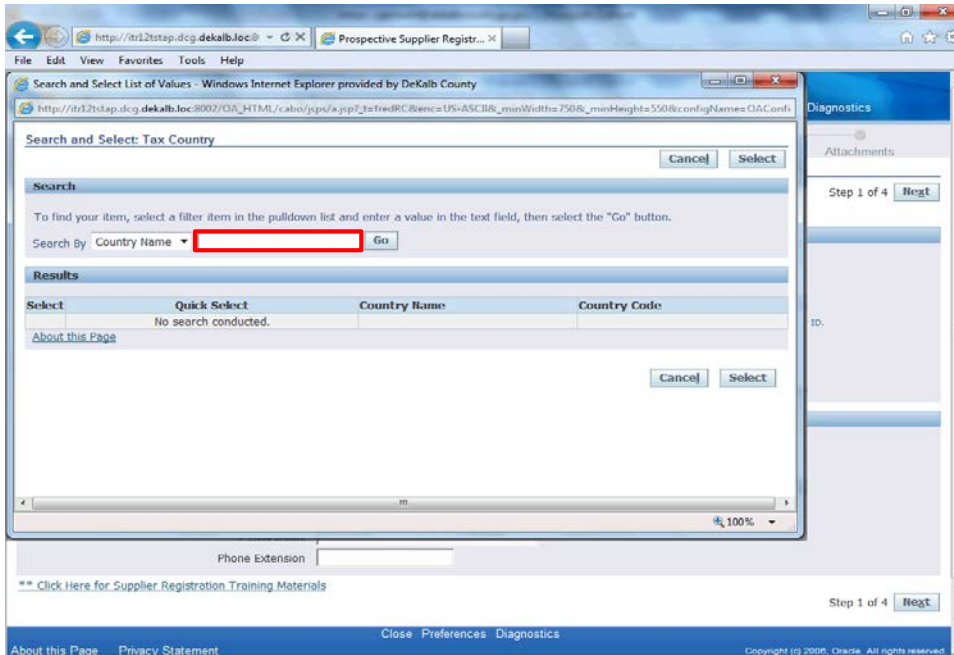
Close Preferences Diagnostics

About this Page Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

Step 3

Next you will need to select a **Tax Country**. Click on the Magnifying Glass Icon to search.

Supplier Self Registration



Search and Select: Tax Country

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Country Name Go

Results

Select	Quick Select	Country Name	Country Code
No search conducted.			

Phone Extension

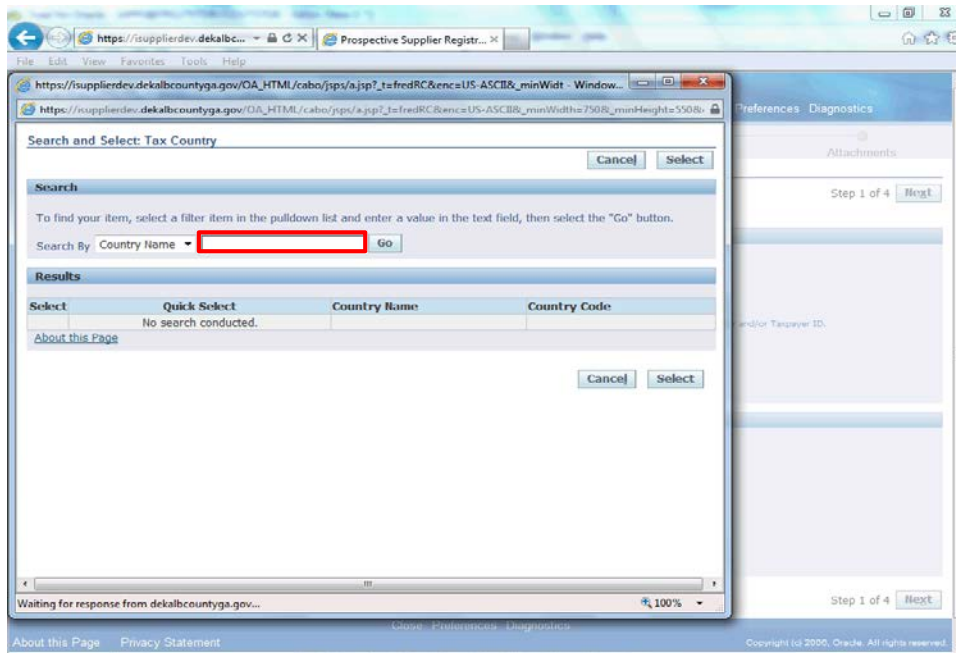
** Click Here for Supplier Registration Training Materials

Step 1 of 4 Next

Step 4

In the Search by field, enter the name of the **Tax Country** in which your business is registered.

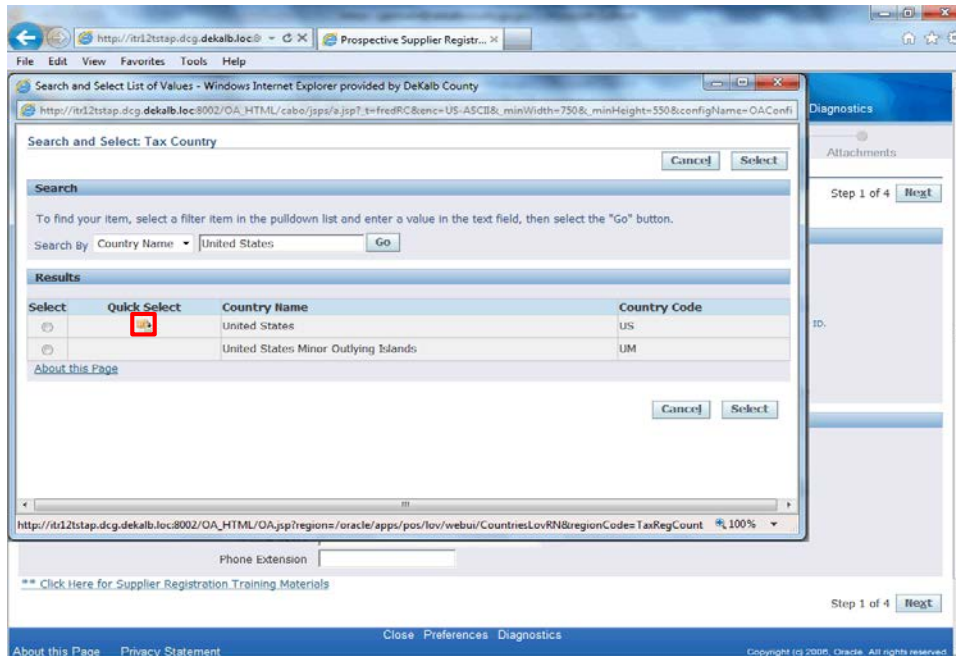
Supplier Self Registration



Step 5

Here we will enter **United States** and click on **Go**.

Supplier Self Registration

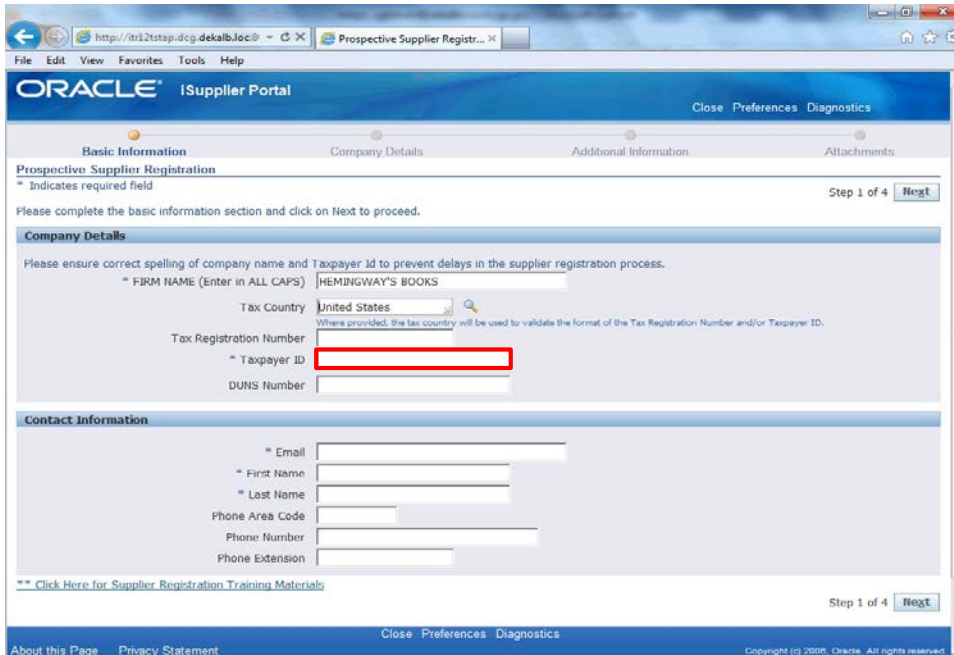


Step 6

The system will return all countries matching your search criteria.

Locate the appropriate country and click on the **Quick Select** icon.

Supplier Self Registration



ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration

* Indicates required field

Step 1 of 4 [Next](#)

Please complete the basic information section and click on Next to proceed.

Company Details

Please ensure correct spelling of company name and Taxpayer Id to prevent delays in the supplier registration process.

* FIRM NAME (Enter in ALL CAPS)

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

* Taxpayer ID

DUNS Number

Contact Information

* Email

* First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

** Click Here for Supplier Registration Training Materials

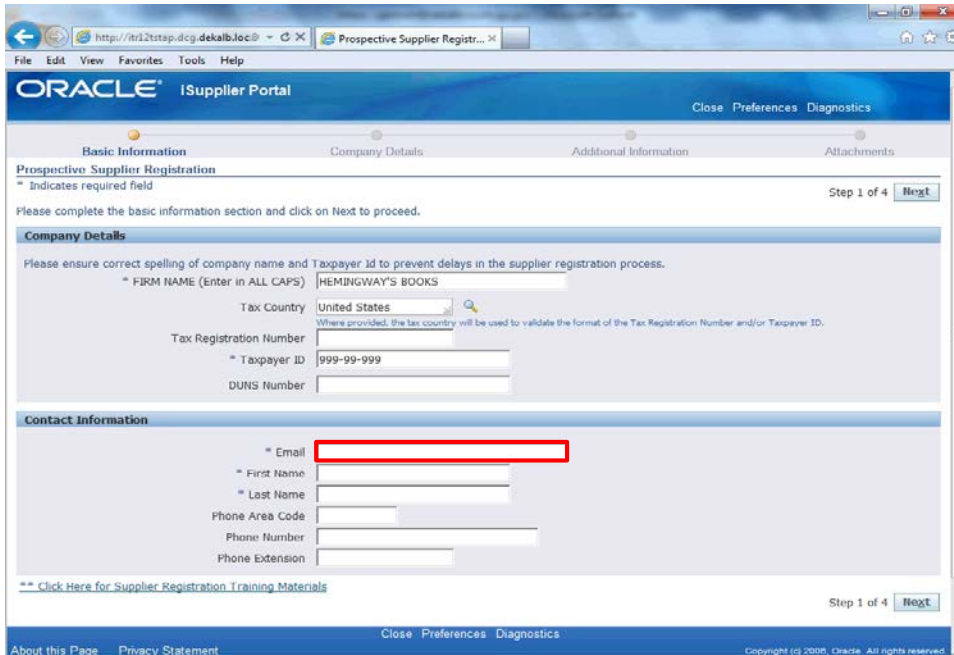
Step 1 of 4 [Next](#)

About this Page Privacy Statement Close Preferences Diagnostics Copyright (c) 2006, Oracle. All rights reserved.

Step 7

Next, enter your **MANDATORY** Taxpayer ID. Here we will enter **999-99-9999**.

Supplier Self Registration



Oracle iSupplier Portal
Prospective Supplier Registration
Step 1 of 4

Company Details

FIRM NAME (Enter in ALL CAPS)

Tax Country

Tax Registration Number

Taxpayer ID

DUNS Number

Contact Information

Email
First Name
Last Name
Phone Area Code
Phone Number
Phone Extension

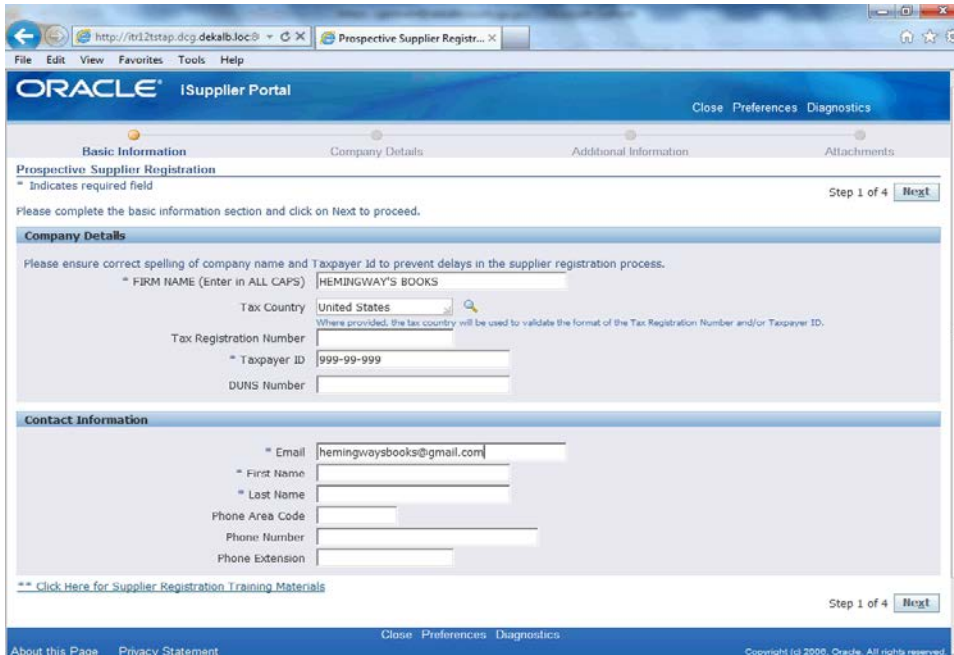
Next

Step 8

Next, enter an **email address** for your primary contact for your business. Hint: you will have an opportunity to add other contacts as needed.

Here we will enter
hemingwaybooks@gmail.com

Supplier Self Registration



ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration

* Indicates required field Step 1 of 4 [Next](#)

Please complete the basic information section and click on Next to proceed.

Company Details

Please ensure correct spelling of company name and Taxpayer Id to prevent delays in the supplier registration process.

* FIRM NAME (Enter in ALL CAPS)

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

* Taxpayer ID

DUNS Number

Contact Information

* Email

* First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

[** Click Here for Supplier Registration Training Materials](#)

Step 1 of 4 [Next](#)

Close Preferences Diagnostics

About this Page Privacy Statement Copyright (c) 2009, Oracle. All rights reserved.

Step 9

Enter the First Name of the contact.

Here we will enter **Joanna**.

Supplier Self Registration



DeKalb County
GEORGIA

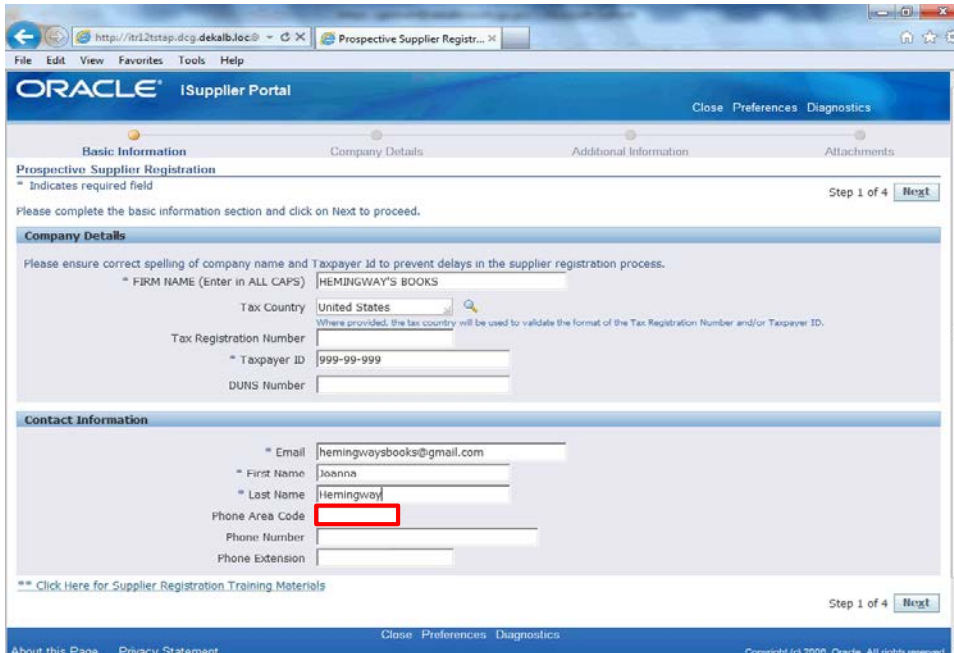
A screenshot of a web browser displaying the Oracle iSupplier Portal. The page is titled "Prospective Supplier Registration" and is part of a 4-step process. The "Company Details" section is active, showing fields for Firm Name (HEMINGWAY'S BOOKS), Tax Country (United States), Taxpayer ID (999-99-999), and DUNS Number. The "Contact Information" section is also visible, with fields for Email (hemingwaysbooks@gmail.com), First Name (Joanna), and Last Name (highlighted with a red box). The page includes navigation links for "Close", "Preferences", and "Diagnostics" at the top and bottom.

Step 10

Enter the Last Name of the contact.

Here we will enter *Hemingway*.

Supplier Self Registration



ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration

* Indicates required field

Step 1 of 4 [Next](#)

Please complete the basic information section and click on Next to proceed.

Company Details

Please ensure correct spelling of company name and Taxpayer ID to prevent delays in the supplier registration process.

* FIRM NAME (Enter in ALL CAPS)

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

* Taxpayer ID

DUNS Number

Contact Information

* Email

* First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

** Click here for Supplier Registration Training Materials

Step 1 of 4 [Next](#)

Close Preferences Diagnostics

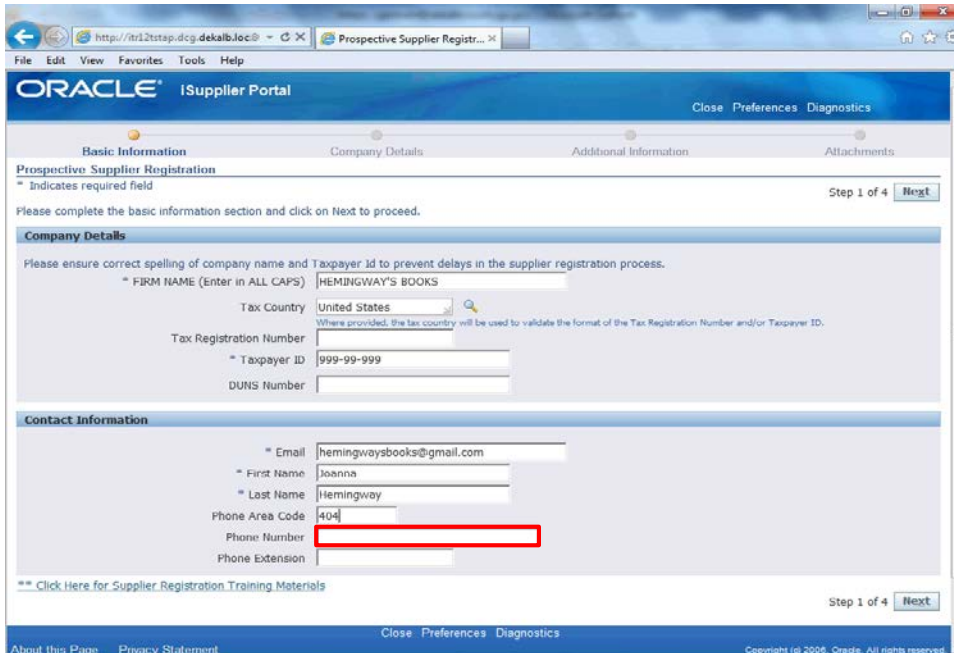
About this Page Privacy Statement Copyright (c) 2009, Oracle. All rights reserved.

Step 11

You can optionally enter a phone number for your contact. First, enter a Phone Area Code.

Here we will enter **404**.

Supplier Self Registration



ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration

* Indicates required field Step 1 of 4 [Next](#)

Please complete the basic information section and click on Next to proceed.

Company Details

Please ensure correct spelling of company name and Taxpayer ID to prevent delays in the supplier registration process.

* FIRM NAME (Enter in ALL CAPS)

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

* Taxpayer ID

DUNS Number

Contact Information

* Email

* First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

** Click here for Supplier Registration Training Materials

Step 1 of 4 [Next](#)

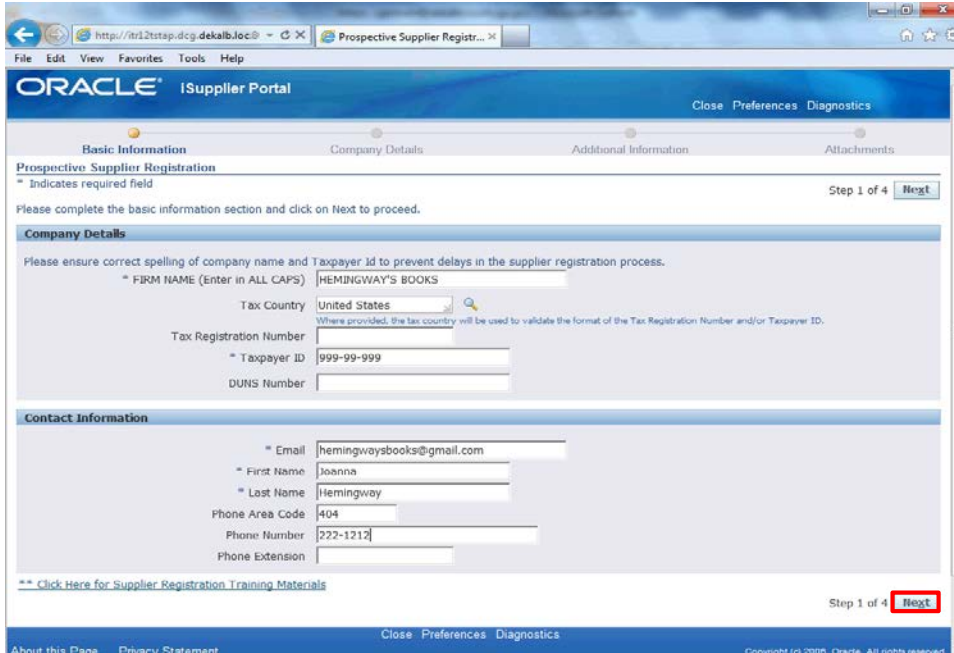
About this Page Privacy Statement Close Preferences Diagnostics Copyright (c) 2006, Oracle. All rights reserved.

Step 12

Continue entering your contact's phone number.

Here we will enter **222-1212**.

Supplier Self Registration



ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration

* Indicates required field

Step 1 of 4 **Next**

Please complete the basic information section and click on Next to proceed.

Company Details

Please ensure correct spelling of company name and Taxpayer ID to prevent delays in the supplier registration process.

* FIRM NAME (Enter in ALL CAPS)

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

* Taxpayer ID

DUNS Number

Contact Information

* Email

* First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

[** Click Here for Supplier Registration Training Materials](#)

Step 1 of 4 **Next**

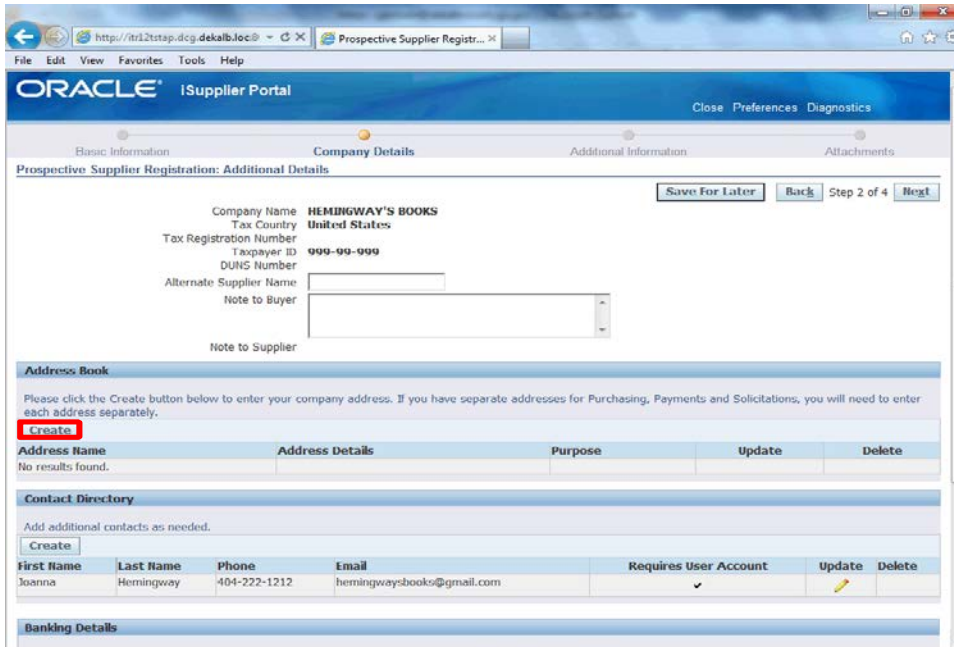
Close Preferences Diagnostics

About this Page Privacy Statement Copyright © 2009 Oracle. All rights reserved.

Step 13

To continue, click on the **Next** button.

Supplier Self Registration



Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 4 Next

Company Name: HEMINGWAY'S BOOKS
Tax Country: United States
Tax Registration Number:
Taxpayer ID: 999-99-999
DUNS Number:
Alternate Supplier Name:
Note to Buyer:
Note to Supplier:

Address Book

Please click the Create button below to enter your company address. If you have separate addresses for Purchasing, Payments and Solicitations, you will need to enter each address separately.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

Add additional contacts as needed.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Joanna	Hemingway	404-222-1212	hemingwaysbooks@gmail.com	✓		

Banking Details

Step 14

Next, you will add address information for your business. Click on the **Create** button to continue.

Supplier Self Registration



DeKalb County
GEORGIA

The screenshot shows the Oracle iSupplier Portal 'Create Address' page. The browser address bar shows 'http://nr12stap.dcg.dekalb.local'. The page title is 'ORACLE iSupplier Portal'. The main heading is 'Create Address'. Below the heading, there are several sections of the form:

- ADDRESS NAME (Enter in ALL CAPS):** A text input field with a red box around it.
- Checkboxes:** Purchasing Address, Payment Address, RFQ Only Address.
- Country:** A dropdown menu set to 'United States'.
- Address Lines:** Four text input fields labeled 'Address Line 1' through 'Address Line 4'.
- City/Town/Locality:** A text input field.
- Country:** A dropdown menu.
- State/Region:** A text input field.
- Province:** A text input field.
- Postal Code:** A text input field.
- Phone Area Code:** A text input field.
- Phone Number:** A text input field.
- Email Address:** A text input field.

At the bottom right of the form, there are 'Cancel' and 'Apply' buttons. A tip at the bottom left says: 'TIP Select on or more address types from the list below'.

Step 15

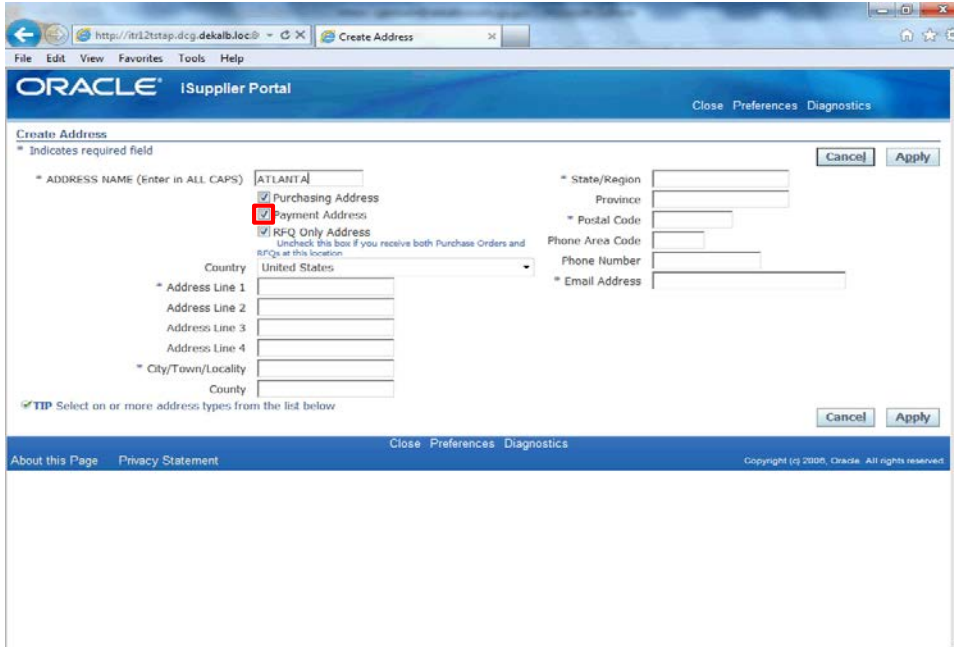
In the Create Address page, you will enter the details about your business' various addresses. Note: if you have separate addresses for your Purchase Orders, Payments and RFQ/ Solicitations, you may create multiple addresses and indicate their respective site purposes.

If you have a single location, you can create a single address and indicate that it is a purchasing and payables site. **Note:** If you leave RFQ Only Site checked, it will override your settings for Purchasing Site and the system will not allow purchase orders to be issued to this site. Please only leave this box checked if it is a true RFQ Only site, and not a combination of RFQ Only and Purchasing site.

For this demo, we will create separate Purchasing and Payment Addresses.

When you create an address, you MUST enter the **Address Name** in **ALL CAPS**. Here we will enter ATLANTA.

Supplier Self Registration



ORACLE iSupplier Portal

Create Address

* Indicates required field

* ADDRESS NAME (Enter in ALL CAPS) ATLANTA

Purchasing Address

Payment Address

RFQ Only Address

Uncheck this box if you receive both Purchase Orders and RFQs at this location.

Country United States

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality

County

* State/Region

Province

* Postal Code

Phone Area Code

Phone Number

* Email Address

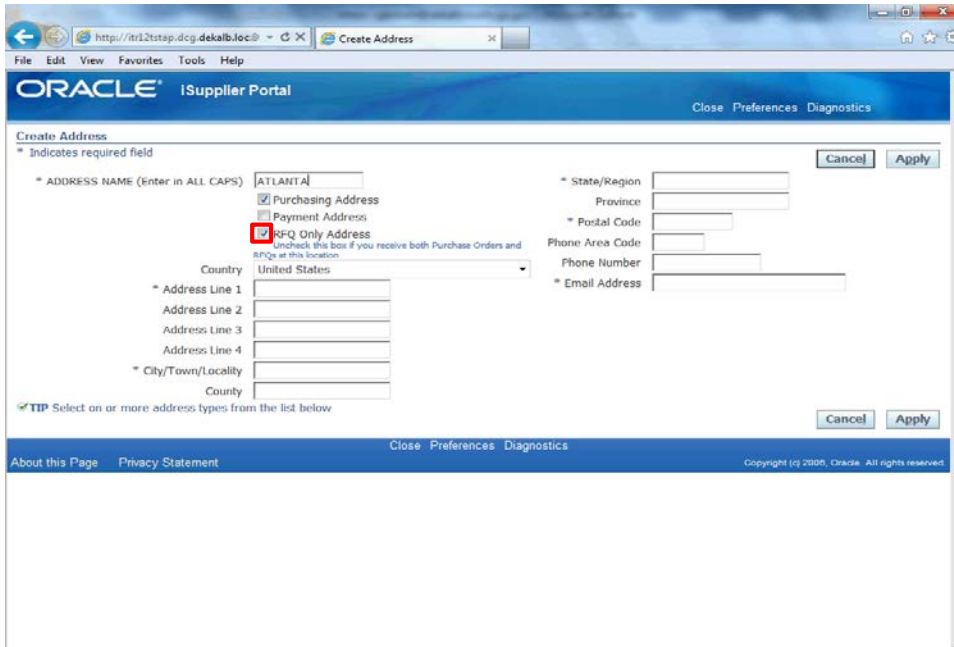
Close Preferences Diagnostics

About this Page Privacy Statement Copyright (c) 2009, Oracle. All rights reserved.

Step 16

Since this is a Purchasing Address only, we will **uncheck** the **Payment Address** flag.

Supplier Self Registration



The screenshot shows the Oracle iSupplier Portal 'Create Address' form. The form is titled 'Create Address' and has a URL of 'http://nr12tstap.dcg.dekalb.local'. The form contains several fields and checkboxes:

- ADDRESS NAME (Enter in ALL CAPS):** ATLANTA
- State/Region:** (empty)
- Province:** (empty)
- Postal Code:** (empty)
- Phone Area Code:** (empty)
- Phone Number:** (empty)
- Email Address:** (empty)
- Country:** United States
- Address Line 1:** (empty)
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- Address Line 4:** (empty)
- City/Town/Locality:** (empty)
- County:** (empty)

Checkboxes and their states:

- Purchasing Address
- Payment Address
- RFQ Only Address (highlighted with a red box)

Instructions for the RFQ Only Address checkbox: "Uncheck this box if you receive both Purchase Orders and RFQs at this location."

Buttons: 'Cancel' and 'Apply' are present at the top right and bottom right of the form.

Step 17

Next we will uncheck the **RFQ Only Address** box.

Supplier Self Registration



DeKalb County
GEORGIA

ORACLE iSupplier Portal

Create Address

* Indicates required field

* ADDRESS NAME (Enter in ALL CAPS) ATLANTA

Purchasing Address

Payment Address

RFQ Only Address

Uncheck this box if you receive both Purchase Orders and RFQs at this location

Country United States

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality

County

* State/Region

Province

* Postal Code

Phone Area Code

Phone Number

* Email Address

TIP Select on or more address types from the list below

About this Page Privacy Statement

Close Preferences Diagnostics

Copyright (c) 2009, Oracle. All rights reserved.

Step 18

Enter your address information starting with **Address Line 1**. You can provide additional information in Address Lines 2-4.

Here we will enter ***123 Peachtree Road***.

Supplier Self Registration



DeKalb County
GEORGIA

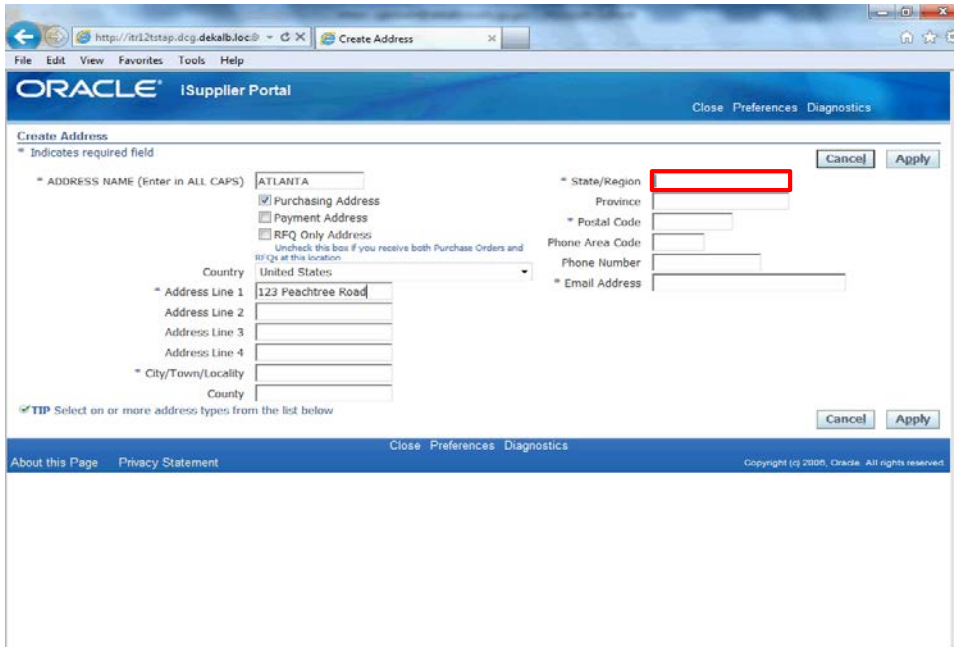
A screenshot of the Oracle iSupplier Portal 'Create Address' form. The browser address bar shows 'http://nr12stap.dcg.dekalb.local'. The form title is 'ORACLE iSupplier Portal Create Address'. It includes fields for 'ADDRESS NAME' (ATLANTA), 'Purchasing Address' (checked), 'Payment Address', 'RFQ Only Address', 'Country' (United States), 'Address Line 1' (123 Peachtree Road), 'City/Town/Locality', 'State/Region', 'Province', 'Postal Code', 'Phone Area Code', 'Phone Number', and 'Email Address'. A red box highlights the 'City/Town/Locality' field. There are 'Cancel' and 'Apply' buttons at the bottom right of the form area.

Step 19

Next, click in the **City/Town/Locality** field. Enter the name of the city where you are located.

Here we will enter ***Atlanta***.

Supplier Self Registration



The screenshot shows the Oracle iSupplier Portal 'Create Address' form. The browser address bar shows 'http://w12tstap.dcg.dekalb.local'. The form title is 'ORACLE iSupplier Portal' and the page has 'Close Preferences Diagnostics' links. The form is titled 'Create Address' and includes a 'Cancel Apply' button. A note indicates that an asterisk (*) denotes a required field. The form contains several sections: 'ADDRESS NAME (Enter in ALL CAPS)' with the value 'ATLANTA'; checkboxes for 'Purchasing Address' (checked), 'Payment Address', and 'RFQ Only Address'; a 'Country' dropdown menu set to 'United States'; 'Address Line 1' through 'Address Line 4' fields, with 'Address Line 1' containing '123 Peachtree Road'; 'City/Town/Locality' and 'County' fields; and a 'State/Region' field highlighted with a red box. Other fields include 'Province', 'Postal Code', 'Phone Area Code', 'Phone Number', and 'Email Address'. A 'TIP' at the bottom left suggests selecting one or more address types. The footer includes 'About this Page Privacy Statement' and 'Copyright (c) 2009, Oracle. All rights reserved.'

Step 20

Next, click in the **State/ Region** field. Enter the name of the State where you are located.

Here we will enter **GA**.

Supplier Self Registration



DeKalb County
GEORGIA

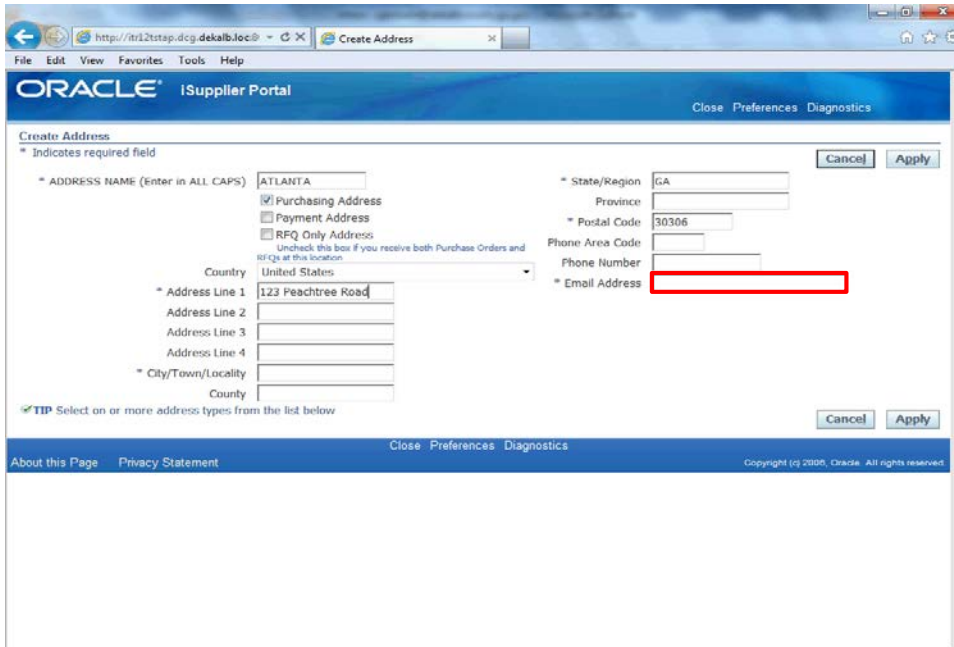
A screenshot of the Oracle iSupplier Portal 'Create Address' form. The browser address bar shows 'http://nr12tstap.dcg.dekalb.local'. The form title is 'ORACLE iSupplier Portal' with sub-headers 'Close Preferences Diagnostics'. The main heading is 'Create Address' with a note '* Indicates required field'. The form contains several fields: 'ADDRESS NAME (Enter in ALL CAPS)' with 'ATLANTA' entered; 'Purchasing Address' (checked), 'Payment Address' (unchecked), and 'RFQ Only Address' (unchecked) checkboxes; 'Country' set to 'United States'; 'Address Line 1' with '123 Peachtree Road' entered; 'State/Region' set to 'GA'; 'Postal Code' field highlighted with a red box; 'Phone Area Code', 'Phone Number', and 'Email Address' fields; and a 'County' dropdown. There are 'Cancel' and 'Apply' buttons at the bottom right of the form area. A footer contains 'About this Page Privacy Statement' and 'Copyright (c) 2009, Oracle. All rights reserved.'

Step 21

Next, click in the **Postal Code** field to enter the zip code where you are located.

Here we will enter **30306**.

Supplier Self Registration



The screenshot shows the Oracle iSupplier Portal 'Create Address' form. The form is titled 'Create Address' and includes the following fields and options:

- ADDRESS NAME (Enter in ALL CAPS):** ATLANTA
- State/Region:** GA
- Province:** (empty)
- Postal Code:** 30306
- Phone Area Code:** (empty)
- Phone Number:** (empty)
- Email Address:** (empty, highlighted with a red box)
- Country:** United States
- Address Line 1:** 123 Peachtree Road
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- Address Line 4:** (empty)
- City/Town/Locality:** (empty)
- County:** (empty)

Options and checkboxes:

- Purchasing Address
- Payment Address
- RFQ Only Address
- Uncheck this box if you receive both Purchase Orders and RFQs at this location
- TIP Select on or more address types from the list below

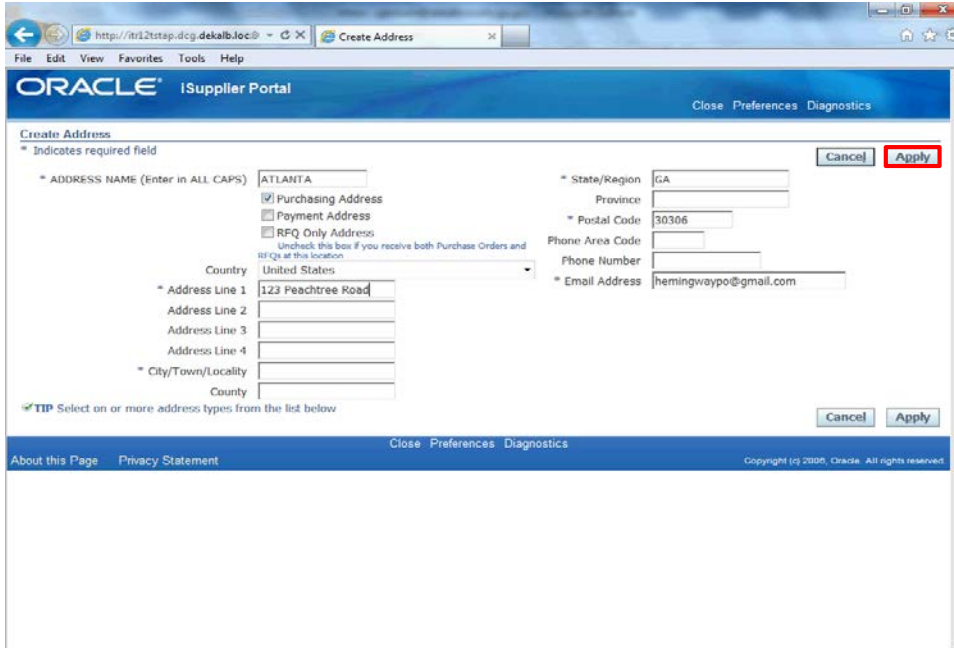
Buttons: Cancel, Apply

Step 22

Next, click in the **Email Address** field to enter an email address for this location.

Here we will enter *hemingwaypo@gmail.com*.

Supplier Self Registration



The screenshot shows a web browser window with the URL <http://w12tstap.dcg.dekalb.local>. The page title is "ORACLE iSupplier Portal" and the sub-header is "Create Address". The form contains the following fields and options:

- ADDRESS NAME (Enter in ALL CAPS):** ATLANTA
- State/Region:** GA
- Province:** (empty)
- Postal Code:** 30306
- Phone Area Code:** (empty)
- Phone Number:** (empty)
- Email Address:** hemingwaypo@gmail.com
- Country:** United States
- Address Line 1:** 123 Peachtree Road
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- Address Line 4:** (empty)
- City/Town/Locality:** (empty)
- County:** (empty)

Options and checkboxes:

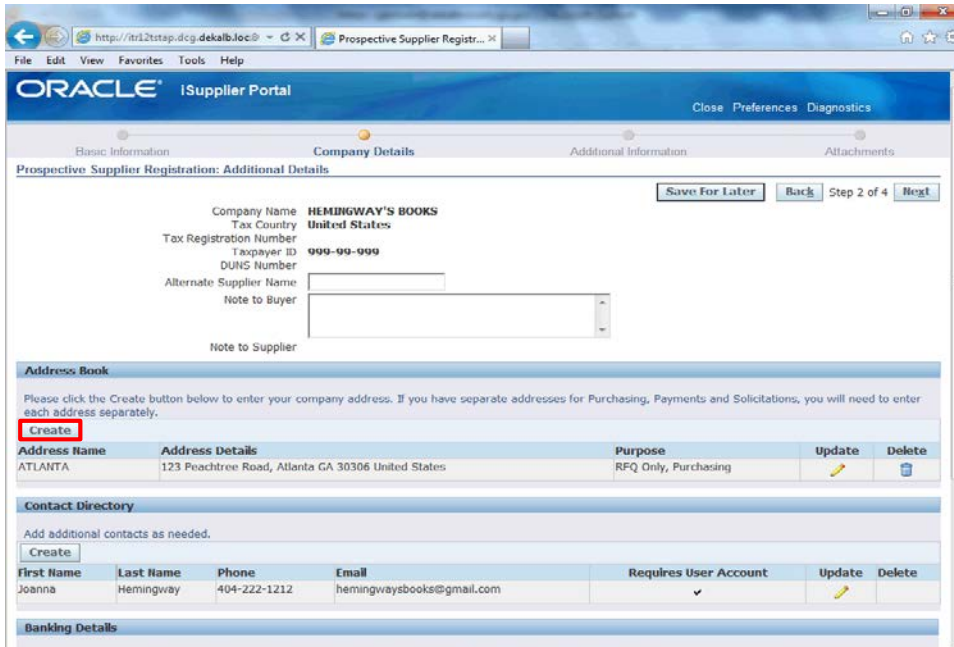
- Purchasing Address
- Payment Address
- RFQ Only Address
- Uncheck this box if you receive both Purchase Orders and RFQs at this location

Buttons: "Cancel" and "Apply" (highlighted with a red box).

Step 23

Click on **Apply** when you have entered all of your address information.

Supplier Self Registration



Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 4 Next

Company Name: HEMINGWAY'S BOOKS
Tax Country: United States
Tax Registration Number:
Taxpayer ID: 999-99-999
DUNS Number:
Alternate Supplier Name:
Note to Buyer:
Note to Supplier:

Address Book

Please click the Create button below to enter your company address. If you have separate addresses for Purchasing, Payments and Solicitations, you will need to enter each address separately.

Create

Address Name	Address Details	Purpose	Update	Delete
ATLANTA	123 Peachtree Road, Atlanta GA 30306 United States	RFQ Only, Purchasing		

Contact Directory

Add additional contacts as needed.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Joanna	Hemingway	404-222-1212	hemingwaysbooks@gmail.com	✓		

Banking Details

Step 24

Next, we will enter another address for our Payables site. Click on the **Create** button to proceed.

Supplier Self Registration



DeKalb County
GEORGIA

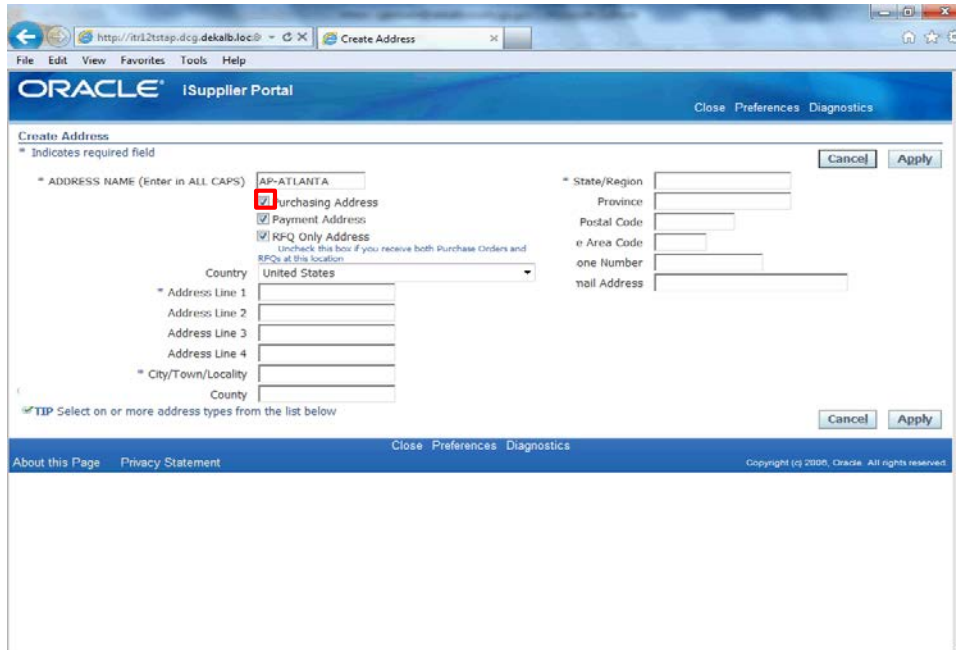
A screenshot of the Oracle iSupplier Portal 'Create Address' form. The browser address bar shows 'http://w12stap.dcg.dekalb.local'. The form title is 'ORACLE iSupplier Portal' and the page is titled 'Create Address'. There are 'Close', 'Preferences', and 'Diagnostics' links. The form contains several fields: 'ADDRESS NAME (Enter in ALL CAPS)' with a red box around it, 'Purchasing Address' (checked), 'Payment Address' (checked), 'RFQ Only Address' (checked), 'Country' (United States), 'Address Line 1-4', 'City/Town/Locality', 'County', 'State/Region', 'Province', 'Postal Code', 'Phone Area Code', 'Phone Number', and 'Email Address'. There are 'Cancel' and 'Apply' buttons at the bottom right of the form. A footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2009, Oracle. All rights reserved.'

Step 25

Here we will create a separate Payment Address.

When you create an address, you **MUST** enter the **Address Name** in **ALL CAPS**. Here we will enter **AP-ATLANTA**.

Supplier Self Registration



The screenshot shows the Oracle iSupplier Portal 'Create Address' form. The browser address bar shows 'http://w12tstap.dcg.dekalb.local'. The form title is 'ORACLE iSupplier Portal' and the page is titled 'Create Address'. There are 'Close', 'Preferences', and 'Diagnostics' links in the top right. The form contains several fields and checkboxes:

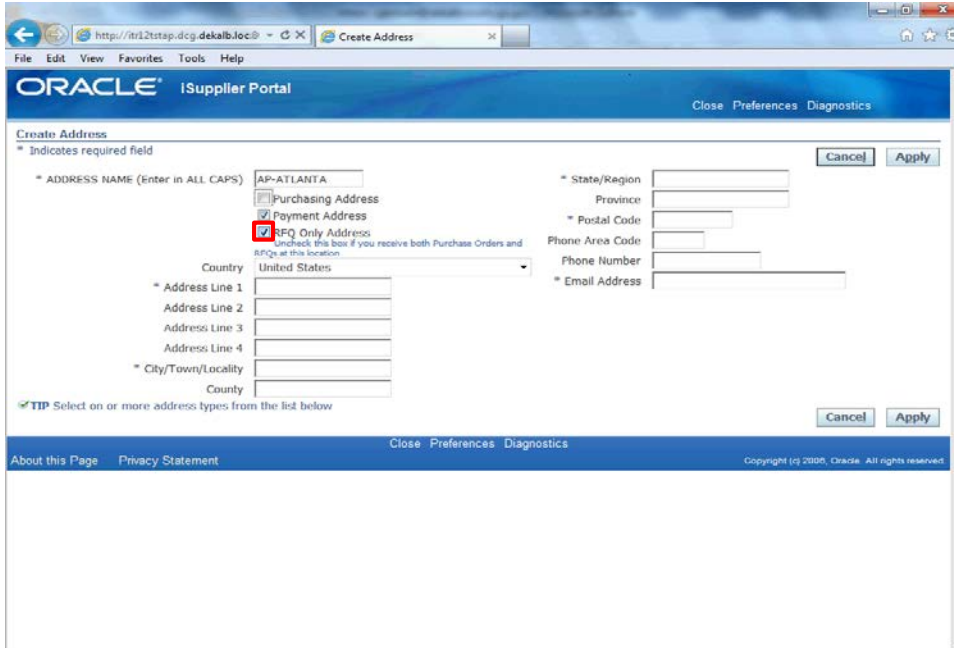
- * ADDRESS NAME (Enter in ALL CAPS): AP-ATLANTA
- * Indicates required field
- * Purchasing Address: (highlighted with a red box)
- * Payment Address:
- * RFQ Only Address: (with a note: 'Uncheck this box if you receive both Purchase Orders and RFQs at this location')
- Country: United States (dropdown menu)
- * Address Line 1, 2, 3, 4: (text input fields)
- * City/Town/Locality: (text input field)
- County: (text input field)
- * State/Region: (text input field)
- Province: (text input field)
- Postal Code: (text input field)
- Area Code: (text input field)
- Phone Number: (text input field)
- Mail Address: (text input field)

At the bottom of the form, there is a tip: 'TIP Select on or more address types from the list below'. There are 'Cancel' and 'Apply' buttons at the bottom right of the form area. The footer of the page includes 'About this Page', 'Privacy Statement', 'Close', 'Preferences', 'Diagnostics', and 'Copyright (c) 2009, Oracle. All rights reserved.'

Step 26

Next we will uncheck the **Purchasing Address** box.

Supplier Self Registration



The screenshot shows the Oracle iSupplier Portal 'Create Address' form. The browser address bar shows 'http://nr12tstap.dcg.dekalb.lcc'. The form title is 'ORACLE iSupplier Portal' and the page has 'Close Preferences Diagnostics' links. The form is titled 'Create Address' and includes a 'Cancel' and 'Apply' button. A note indicates that an asterisk (*) denotes a required field. The form contains several input fields and checkboxes:

- * ADDRESS NAME (Enter in ALL CAPS): AP-ATLANTA
- * Purchasing Address:
- * Payment Address:
- * RFQ Only Address: (highlighted with a red box). A sub-note says: 'Uncheck this box if you receive both Purchase Orders and RFQs at this location.'
- Country: United States
- * Address Line 1, 2, 3, 4: Empty text boxes
- * City/Town/Locality: Empty text box
- County: Empty text box
- * State/Region: Empty text box
- Province: Empty text box
- * Postal Code: Empty text box
- Phone Area Code: Empty text box
- Phone Number: Empty text box
- * Email Address: Empty text box

At the bottom, there is a 'TIP' section: 'Select on or more address types from the list below' with 'Cancel' and 'Apply' buttons. The footer includes 'About this Page', 'Privacy Statement', 'Close Preferences Diagnostics', and 'Copyright (c) 2009, Oracle. All rights reserved.'

Step 27

Next we will uncheck the **RFQ Only Address** box.

Supplier Self Registration



DeKalb County
GEORGIA

A screenshot of the Oracle iSupplier Portal 'Create Address' form. The browser address bar shows 'http://w12stap.dcg.dekalb.local'. The form title is 'ORACLE iSupplier Portal' and the page title is 'Create Address'. The form contains several fields: 'ADDRESS NAME (Enter in ALL CAPS)' with the value 'AP-ATLANTA', 'Purchasing Address' (unchecked), 'Payment Address' (checked), 'RFQ Only Address' (checked), 'Country' (United States), 'State/Region', 'Province', 'Postal Code', 'Phone Area Code', 'Phone Number', and 'Email Address'. The 'Address Line 1' field is highlighted with a red box. There are 'Cancel' and 'Apply' buttons at the bottom right of the form. A footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2009, Oracle. All rights reserved.'

Step 28

Enter your address information starting with **Address Line 1**. You can provide additional information in Address Lines 2-4.

Here we will enter ***599 Dunwoody Road.***

Supplier Self Registration



DeKalb County
GEORGIA

A screenshot of the Oracle iSupplier Portal 'Create Address' form. The browser address bar shows 'http://nr12stap.dcg.dekalb.local'. The form is titled 'Create Address' and includes a 'Cancel' and 'Apply' button. The form fields are as follows:

- * ADDRESS NAME (Enter in ALL CAPS): AP-ATLANTA
- Purchasing Address
- Payment Address
- RFQ Only Address
- Uncheck this box if you receive both Purchase Orders and RFQs at this location.
- Country: United States
- * Address Line 1: 599 Dunwoody Road
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- * City/Town/Locality: (empty)
- County: (empty)
- * State/Region: (empty)
- Province: (empty)
- * Postal Code: (empty)
- Phone Area Code: (empty)
- Phone Number: (empty)
- * Email Address: (empty)

A red box highlights the 'City/Town/Locality' field. At the bottom, there is a 'TIP' section: 'TIP Select on or more address types from the list below'. The footer includes 'About this Page', 'Privacy Statement', 'Close Preferences Diagnostics', and 'Copyright (c) 2009, Oracle. All rights reserved.'

Step 29

Next, click in the **City/Town/Locality** field. Enter the name of the city where you are located.

Here we will enter *Dunwoody*.

Supplier Self Registration



DeKalb County
GEORGIA

A screenshot of the Oracle iSupplier Portal 'Create Address' form. The browser address bar shows 'http://nr12tstap.dcg.dekalb.local'. The form is titled 'ORACLE iSupplier Portal' and 'Create Address'. It contains several fields: 'ADDRESS NAME (Enter in ALL CAPS)' with 'AP-ATLANTA', 'Purchasing Address' (unchecked), 'Payment Address' (checked), 'RFQ Only Address' (checked), 'Country' (United States), 'Address Line 1' (599 Dunwoody Road), 'City/Town/Locality' (Dunwoody), 'State/Region' (highlighted with a red box), 'Province', 'Postal Code', 'Phone Area Code', 'Phone Number', and 'Email Address'. There are 'Cancel' and 'Apply' buttons at the bottom right of the form. A tip at the bottom left says 'TIP Select on or more address types from the list below'.

Step 30

Next, click in the **State/ Region** field to enter the name of the State where your business is located.

Here we will enter **GA**.

Supplier Self Registration



DeKalb County
GEORGIA

A screenshot of the Oracle iSupplier Portal 'Create Address' form. The browser address bar shows 'http://nr12stap.dcg.dekalb.local'. The form title is 'ORACLE iSupplier Portal Create Address'. It includes fields for 'ADDRESS NAME' (AP-ATLANTA), 'State/Region' (GA), 'Postal Code' (highlighted with a red box), 'Country' (United States), and 'Address Line 1' (599 Dunwoody Road). There are also checkboxes for 'Purchasing Address', 'Payment Address', and 'RFQ Only Address'. The form has 'Cancel' and 'Apply' buttons at the bottom right.

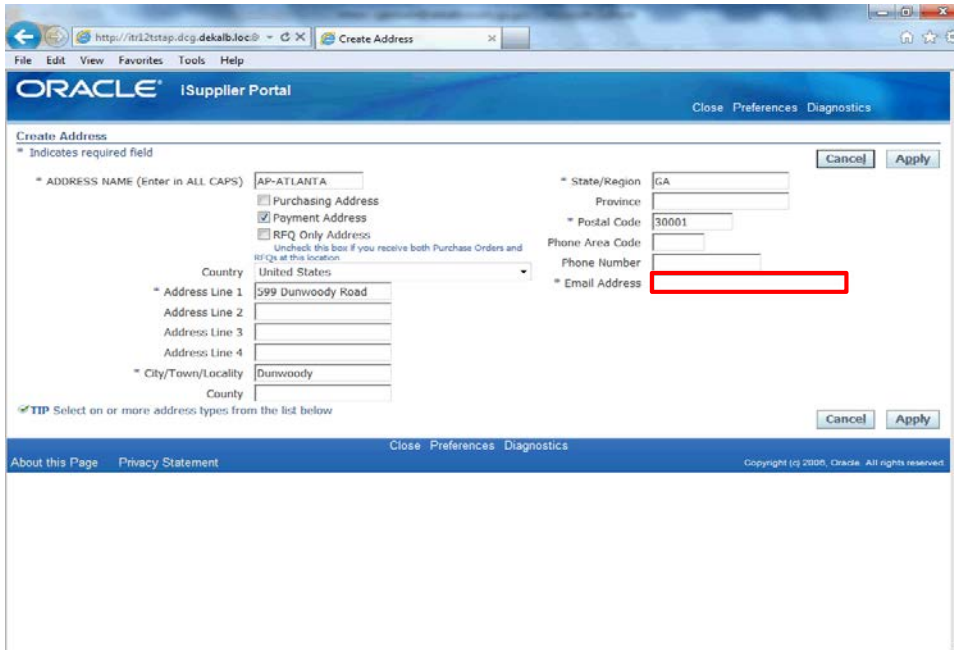
ORACLE iSupplier Portal
Create Address
* Indicates required field
* ADDRESS NAME (Enter in ALL CAPS) AP-ATLANTA
 Purchasing Address
 Payment Address
 RFQ Only Address
Uncheck this box if you receive both Purchase Orders and RFQs at this location.
Country United States
* Address Line 1 599 Dunwoody Road
Address Line 2
Address Line 3
Address Line 4
* City/Town/Locality Dunwoody
Country
* TIP Select on or more address types from the list below
* State/Region GA
Province
* Postal Code
Phone Area Code
* Email Address
Cancel Apply
About this Page Privacy Statement
Close Preferences Diagnostics
Copyright (c) 2009, Oracle. All rights reserved.

Step 31

Next, click in the **Postal Code** field to enter the zip code where you are located.

Here we will enter **30001**.

Supplier Self Registration



ORACLE iSupplier Portal

Create Address

* Indicates required field

* ADDRESS NAME (Enter in ALL CAPS) AP-ATLANTA

Purchasing Address

Payment Address

RFQ Only Address

Uncheck this box if you receive both Purchase Orders and RFQs at this location.

Country United States

* Address Line 1 599 Dunwoody Road

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality Dunwoody

County

* State/Region GA

Province

* Postal Code 30001

Phone Area Code

Phone Number

* Email Address

TIP Select on or more address types from the list below

About this Page Privacy Statement

Close Preferences Diagnostics

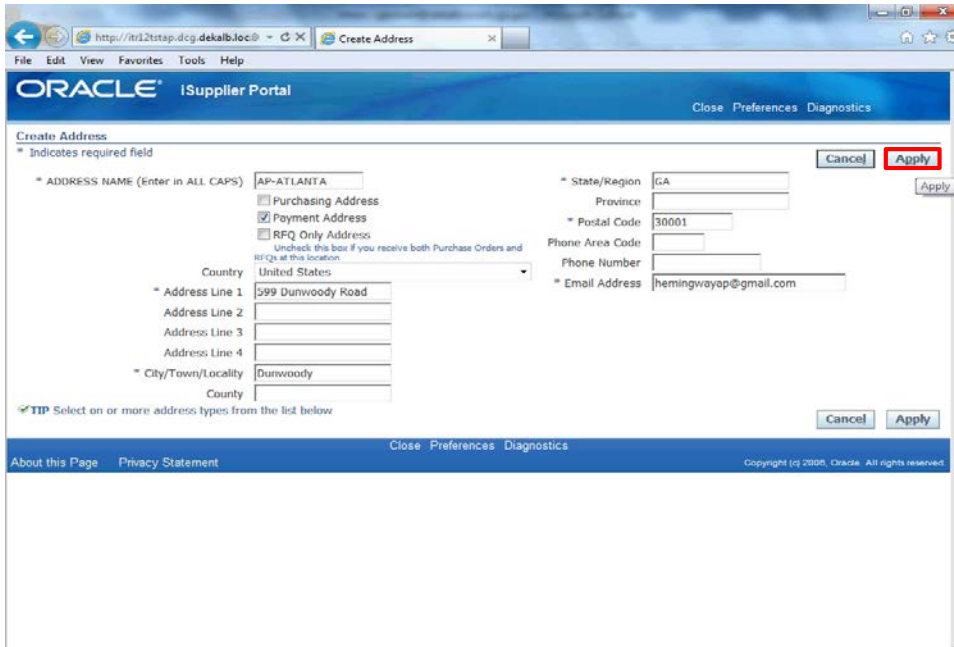
Copyright (c) 2009, Oracle. All rights reserved.

Step 32

Next, click in the **Email Address** field to enter an email address for this location.

Here we will enter *hemingwayap@gmail.com*.

Supplier Self Registration



The screenshot shows a web browser window with the URL <http://nr12tstap.dcg.dekalb.local> and a tab titled 'Create Address'. The page header includes the Oracle iSupplier Portal logo and navigation links for 'Close', 'Preferences', and 'Diagnostics'. The main form area is titled 'Create Address' and contains the following fields and options:

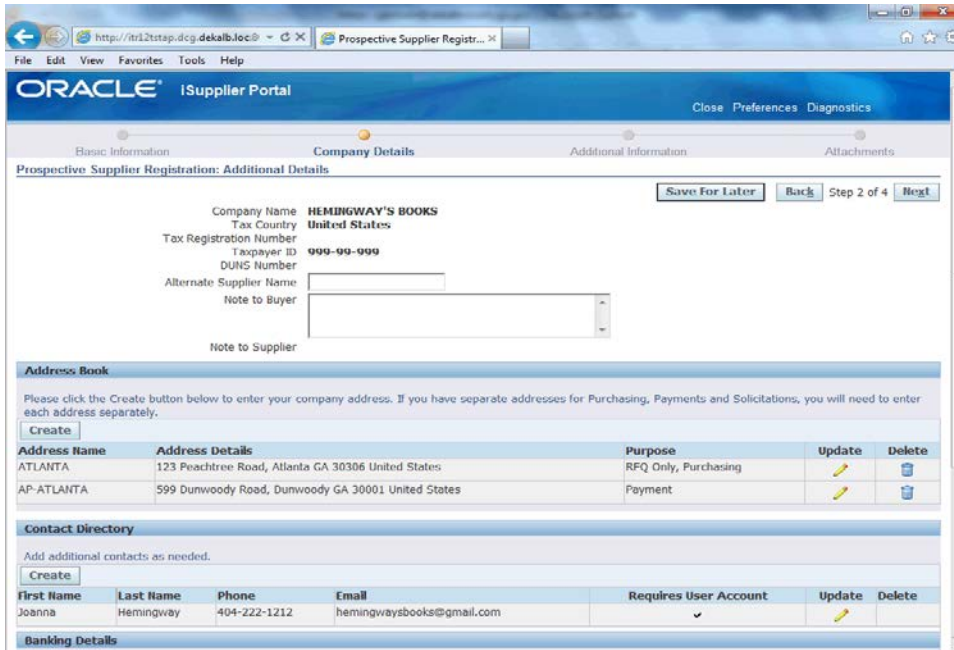
- ADDRESS NAME (Enter in ALL CAPS):** AP-ATLANTA
- State/Region:** GA
- Province:** (empty)
- Postal Code:** 30001
- Phone Area Code:** (empty)
- Phone Number:** (empty)
- Email Address:** hemingwayap@gmail.com
- Country:** United States
- Address Line 1:** 599 Dunwoody Road
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- Address Line 4:** (empty)
- City/Town/Locality:** Dunwoody
- County:** (empty)

Additional form elements include checkboxes for 'Purchasing Address', 'Payment Address', and 'RFQ Only Address'. A tip at the bottom left states: 'TIP Select on or more address types from the list below'. The 'Apply' button is highlighted with a red box.

Step 33

Click on **Apply** when you have entered all of your address information.

Supplier Self Registration



Oracle iSupplier Portal

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 4 Next

Company Name: HEMINGWAY'S BOOKS
Tax Country: United States
Tax Registration Number:
Taxpayer ID: 999-99-999
DUNS Number:
Alternate Supplier Name:
Note to Buyer:
Note to Supplier:

Address Book

Please click the Create button below to enter your company address. If you have separate addresses for Purchasing, Payments and Solicitations, you will need to enter each address separately.

Create

Address Name	Address Details	Purpose	Update	Delete
ATLANTA	123 Peachtree Road, Atlanta GA 30306 United States	RFQ Only, Purchasing		
AP-ATLANTA	599 Dunwoody Road, Dunwoody GA 30001 United States	Payment		

Contact Directory

Add additional contacts as needed.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Joanna	Hemingway	404-222-1212	hemingwaysbooks@gmail.com	<input checked="" type="checkbox"/>		

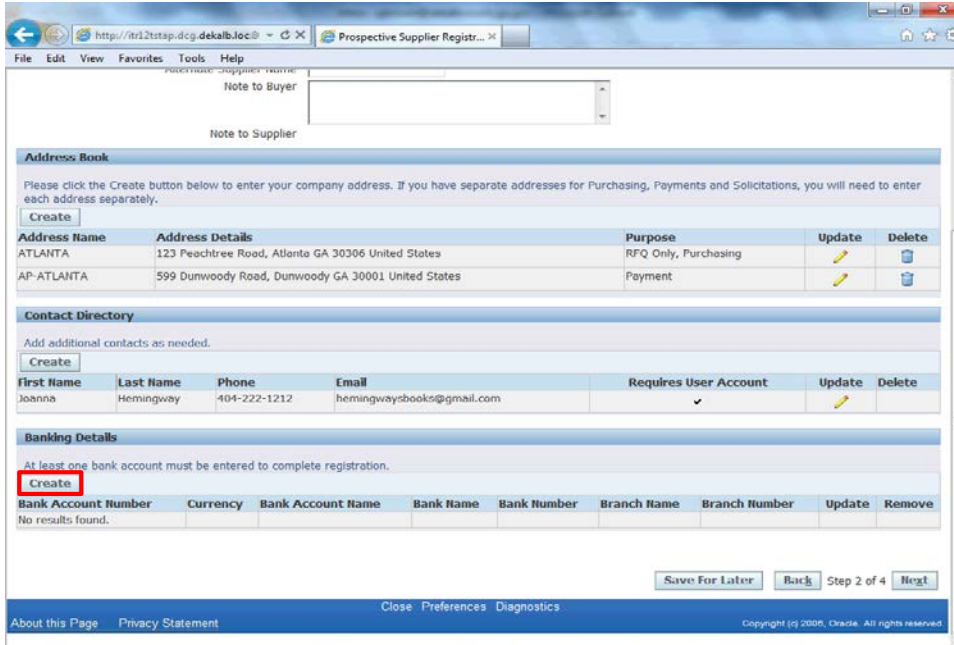
Banking Details

Step 34

Once you have completed your address set up, you can proceed to create additional **Contacts** and add **Banking** details.

Here we will **scroll down** to proceed.

Supplier Self Registration



Prospective Supplier Registr...

Note to Buyer

Note to Supplier

Address Book

Please click the Create button below to enter your company address. If you have separate addresses for Purchasing, Payments and Solicitations, you will need to enter each address separately.

Create

Address Name	Address Details	Purpose	Update	Delete
ATLANTA	123 Peachtree Road, Atlanta GA 30306 United States	RFQ Only, Purchasing		
AP-ATLANTA	599 Dunwoody Road, Dunwoody GA 30001 United States	Payment		

Contact Directory

Add additional contacts as needed.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Joanna	Hemingway	404-222-1212	hemingwaybooks@gmail.com	✓		

Banking Details

At least one bank account must be entered to complete registration.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Save For Later Back Step 2 of 4 Next

About this Page Privacy Statement Close Preferences Diagnostics Copyright (c) 2009, Oracle. All rights reserved.

Step 35

To add **Banking Details**, click on the **Create** button to continue.

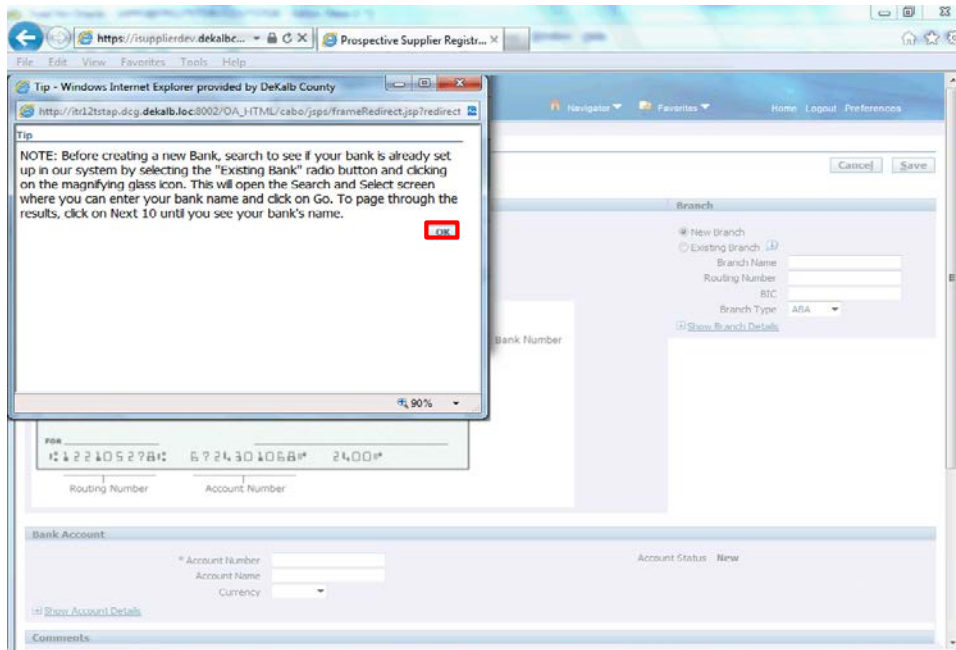
Supplier Self Registration

Step 36

In this example, we will select a Bank that is already set up in the system. .

Click on the Information (i) bubble to read the tip on using a New or Existing Bank.

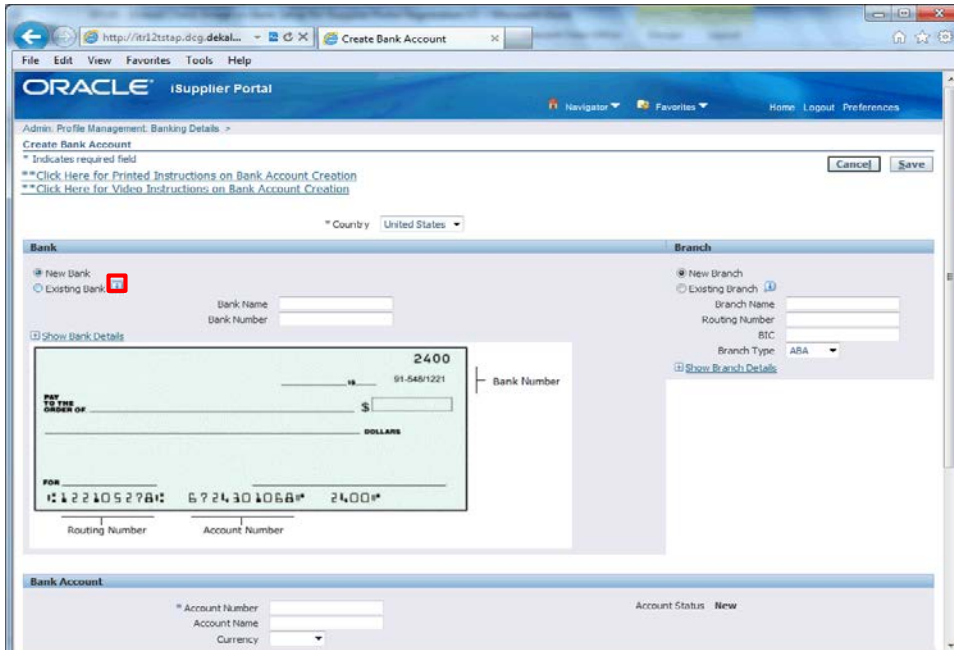
Supplier Self Registration



Step 37

The tip provides details about searching to see if your bank is already set up in the system. When you have finished reading the Tip, Click the **OK** button.

Supplier Self Registration



ORACLE iSupplier Portal

Create Bank Account

Country: United States

Bank

New Bank
 Existing Bank

Bank Name: _____
Bank Number: _____

Show Bank Details

Branch

New Branch
 Existing Branch

Branch Name: _____
Routing Number: _____
BIC: _____
Branch Type: ABA

Show Branch Details

Bank Account

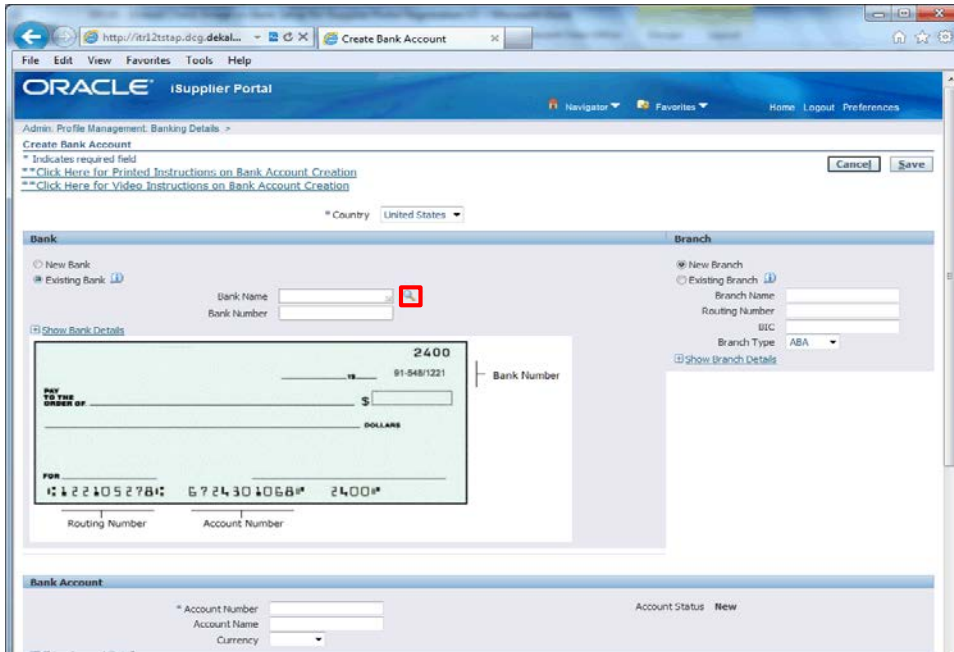
Account Number: _____
Account Name: _____
Currency: _____

Account Status: New

Step 38

In this example, we will follow the suggestion in the tip and search for our bank by clicking on the **Existing Bank** option.

Supplier Self Registration

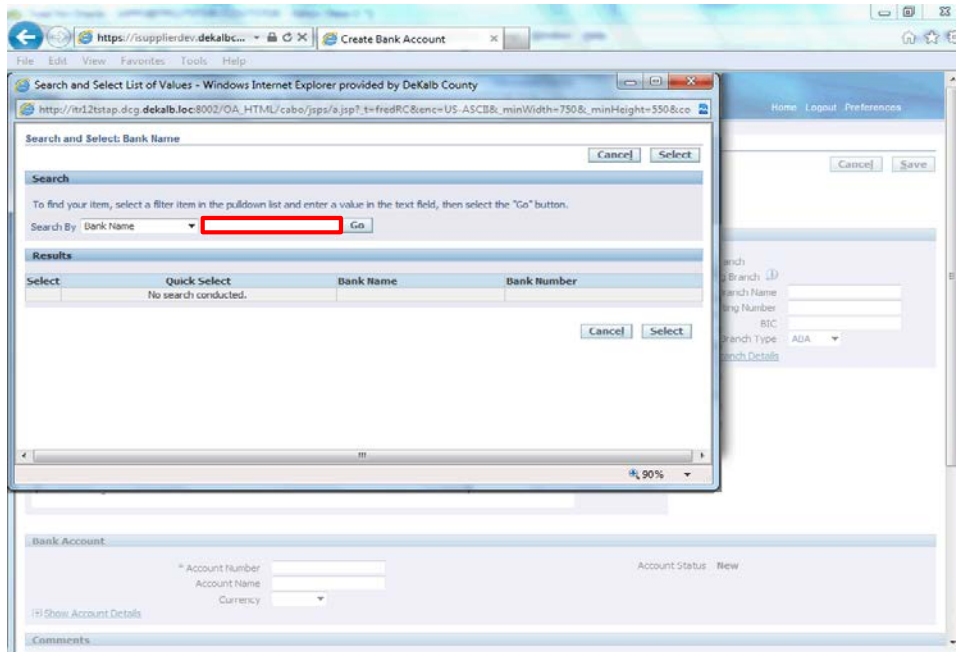


The screenshot shows the Oracle iSupplier Portal interface for creating a bank account. The browser address bar shows the URL <http://itr12tstap.dcg.dekal...>. The page title is "Create Bank Account". The form includes a "Country" dropdown set to "United States". Under the "Bank" section, there are radio buttons for "New Bank" and "Existing Bank". The "Existing Bank" option is selected. The "Bank Name" field has a search icon (magnifying glass) next to it, which is highlighted with a red box. Below the "Bank Name" field is the "Bank Number" field. A sample check image is displayed, showing the routing number "2400" and account number "91-948/1221". Under the "Branch" section, there are radio buttons for "New Branch" and "Existing Branch". The "Existing Branch" option is selected. The "Branch Name" field is empty. Below it are fields for "Branch Number", "Routing Number", and "BIC". The "Branch Type" dropdown is set to "ABA". At the bottom of the form, there are fields for "Account Number", "Account Name", and "Currency". The "Account Status" is set to "New".

Step 39

Click the **Search for Bank Name** button.

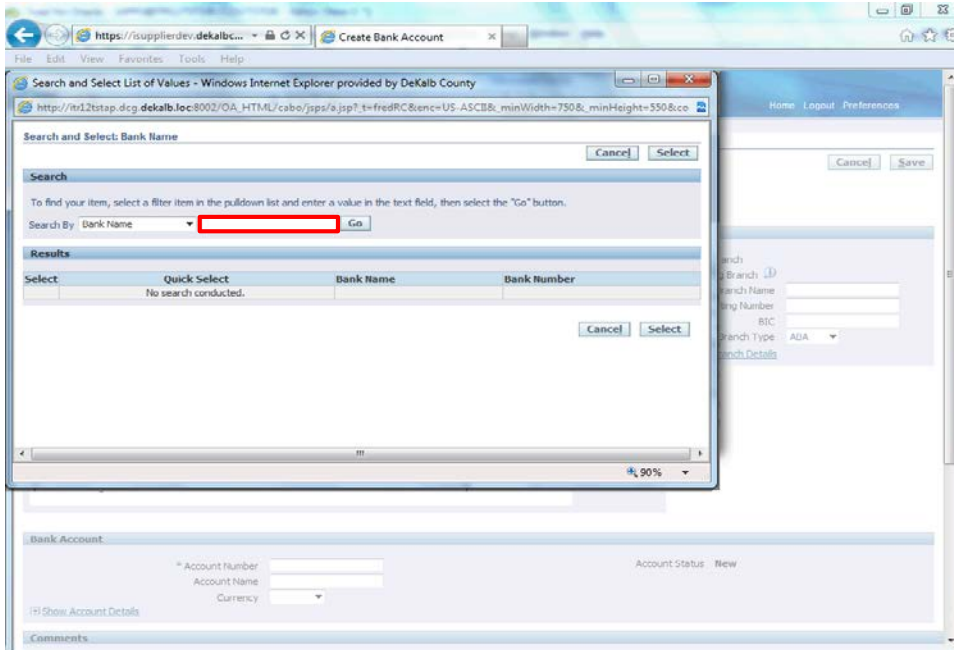
Supplier Self Registration



Step 40

Click in the **Search By** field.

Supplier Self Registration

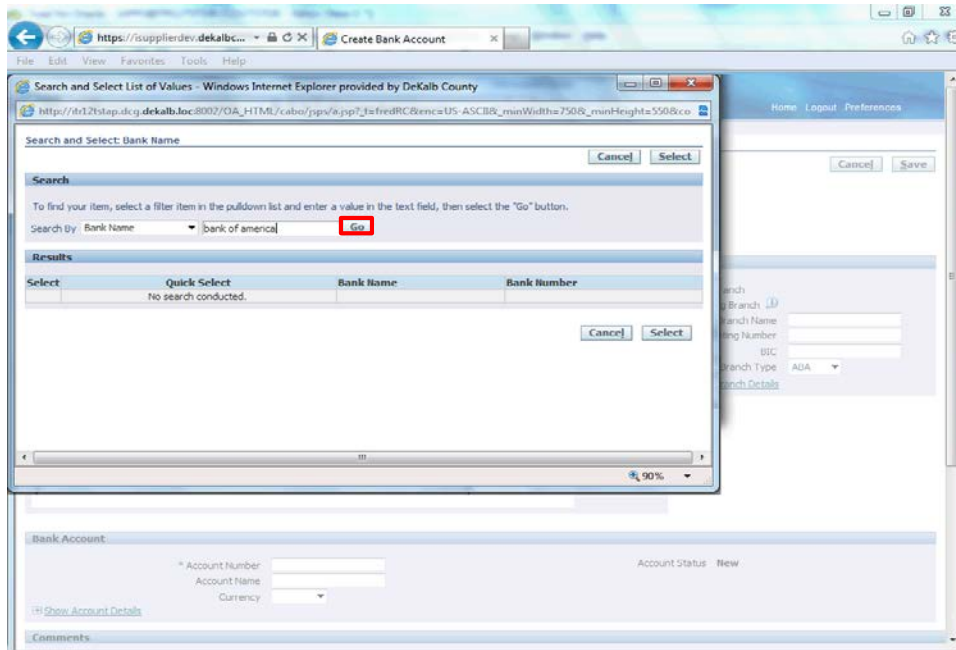


The screenshot shows a web browser window with a 'Create Bank Account' tab. A modal dialog titled 'Search and Select Bank Name' is open. It contains a search section with a 'Search' label, a 'Cancel' button, and a 'Select' button. Below this is a text field with the value 'bank of america' and a 'Go' button. A 'Search By' dropdown menu is set to 'Bank Name'. The 'Results' section is currently empty, displaying 'No search conducted.' with 'Cancel' and 'Select' buttons. In the background, the main page has a 'Search' field with 'bank of america' entered, and other fields for 'Branch Name', 'Branch Number', and 'Branch Type'.

Step 41

Enter the Bank Name into the **Search By** field. Here we will enter "bank of america".

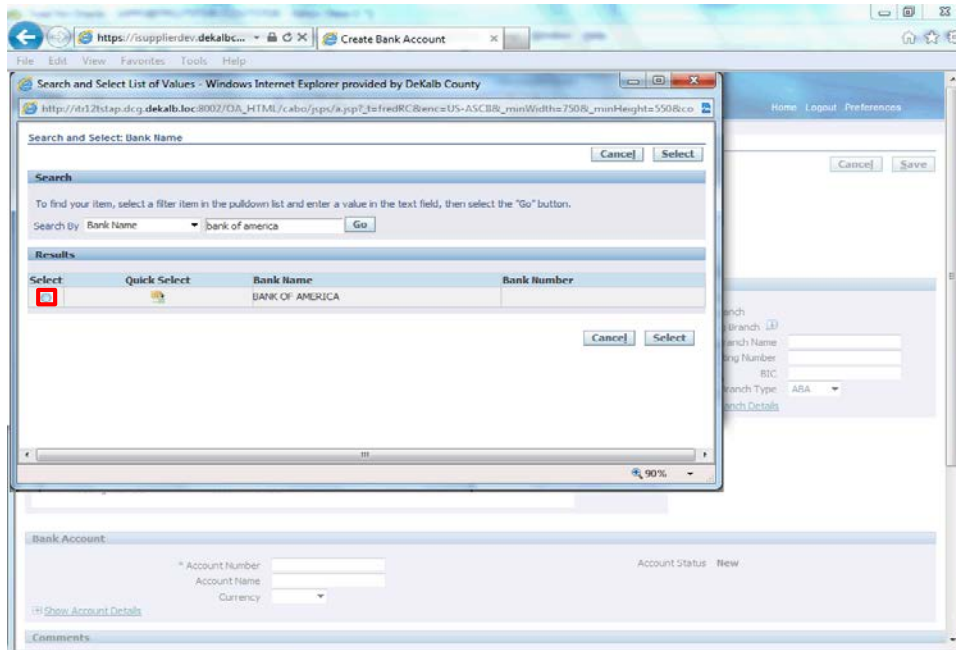
Supplier Self Registration



Step 42

Click on the **Go** button.

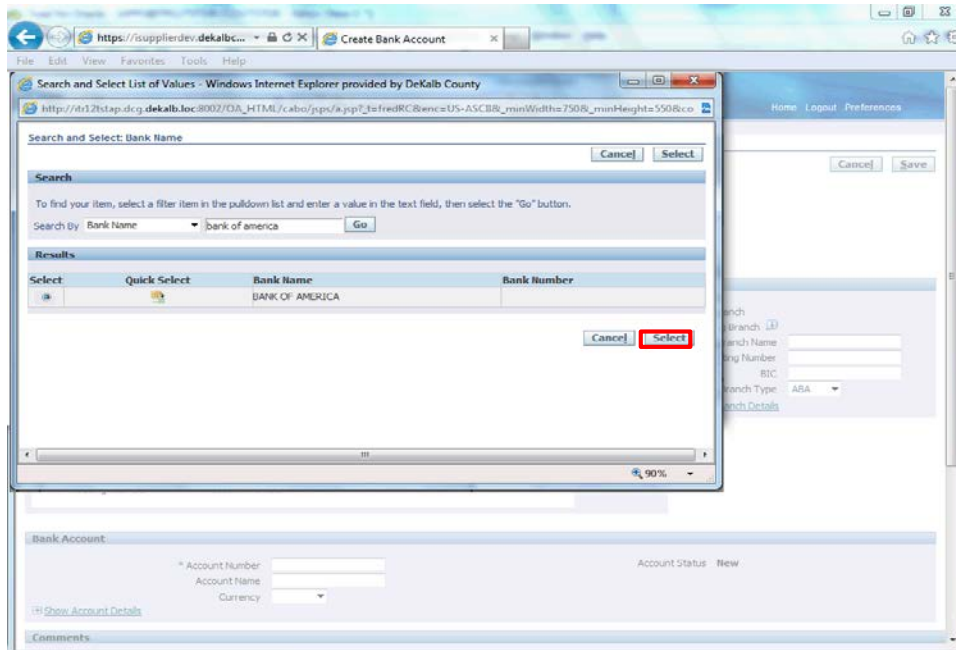
Supplier Self Registration



Step 43

Click the **Select** button next to BANK OF AMERICA.

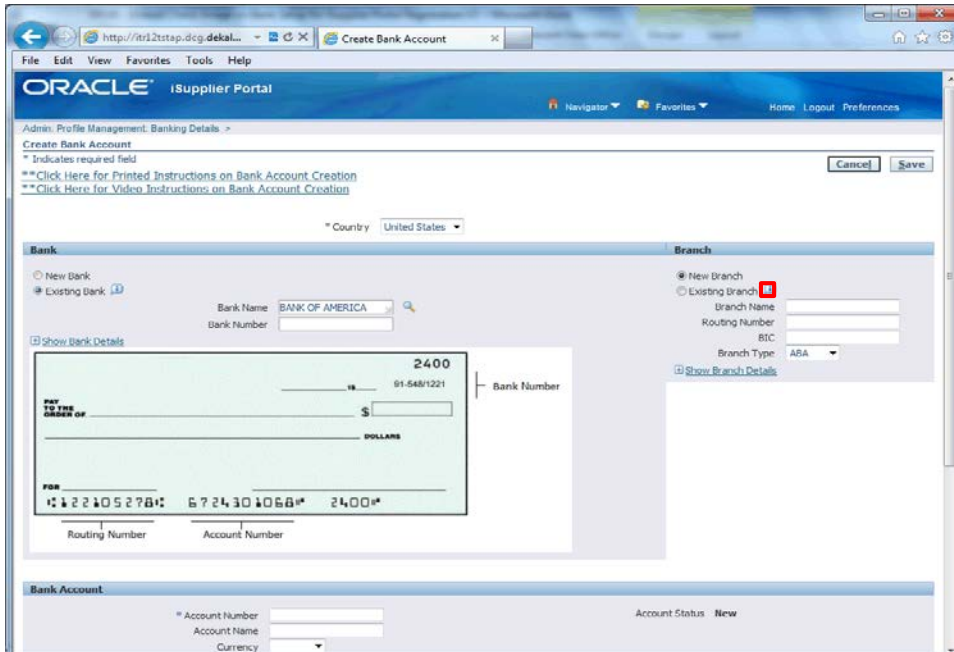
Supplier Self Registration



Step 44

Click the **Select** button.

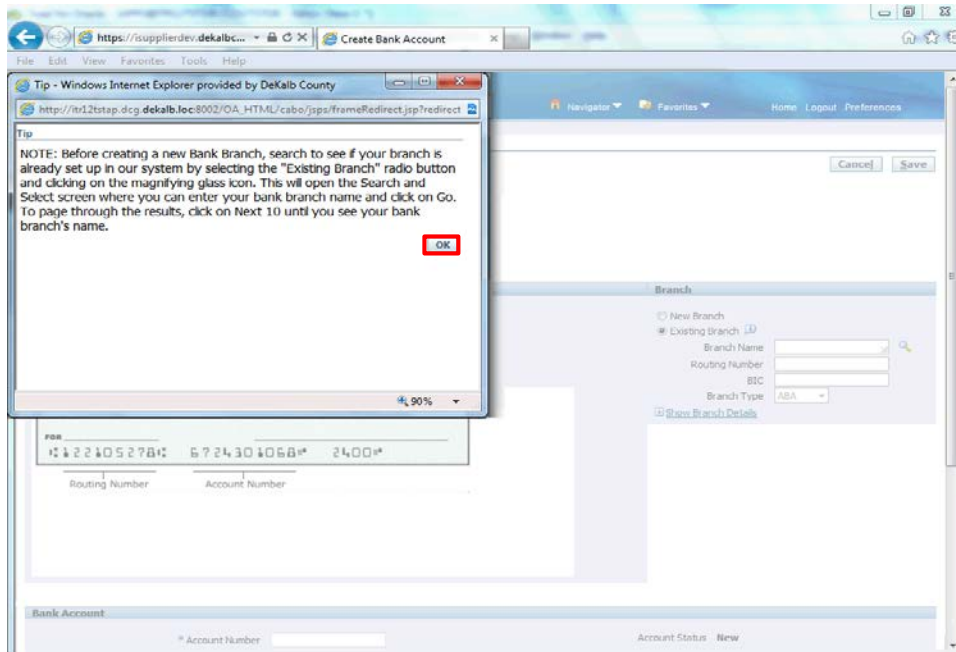
Supplier Self Registration



Step 45

Click on the Information (i) bubble to read tip on using a New or Existing Branch.

Supplier Self Registration



Step 46

After reading the Tip, Click the **OK** button.

Supplier Self Registration



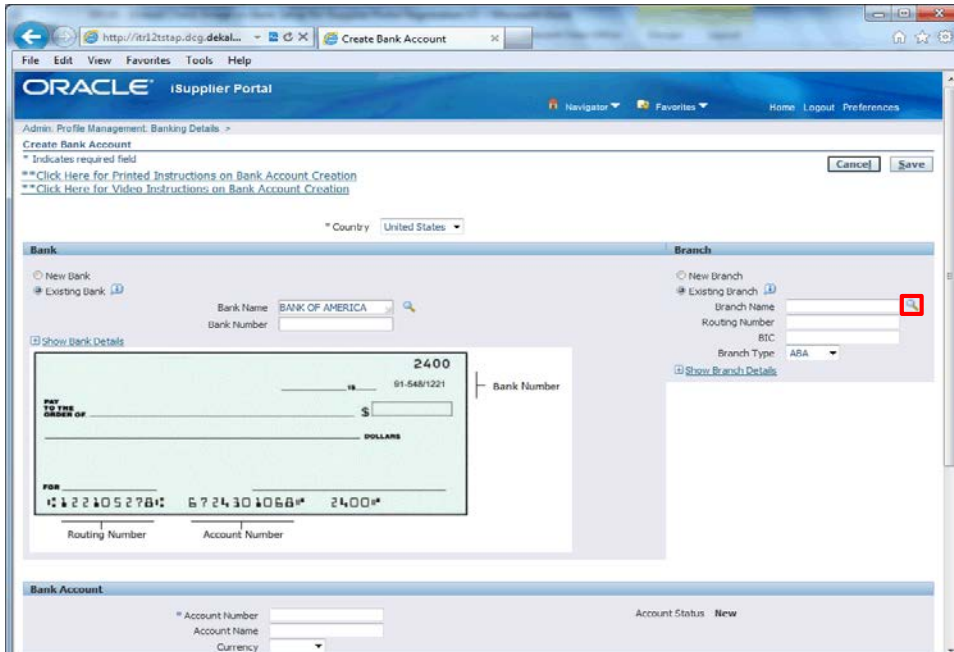
DeKalb County
GEORGIA

Oracle iSupplier Portal
Create Bank Account
Country: United States
Bank: Existing Bank (BANK OF AMERICA)
Branch: Existing Branch
Bank Account: Account Number, Account Name, Currency
Account Status: New

Step 47

In this example, we will follow the suggestion in the tip and search for our branch by clicking the **Existing Branch** option.

Supplier Self Registration



Oracle iSupplier Portal

Create Bank Account

Country: United States

Bank

New Bank
 Existing Bank

Bank Name: BANK OF AMERICA
Bank Number: _____

Show Bank Details

Branch

New Branch
 Existing Branch

Branch Name: _____
Routing Number: _____
RTS: _____
Branch Type: ABA

Show Branch Details

Bank Number: _____

Bank Account

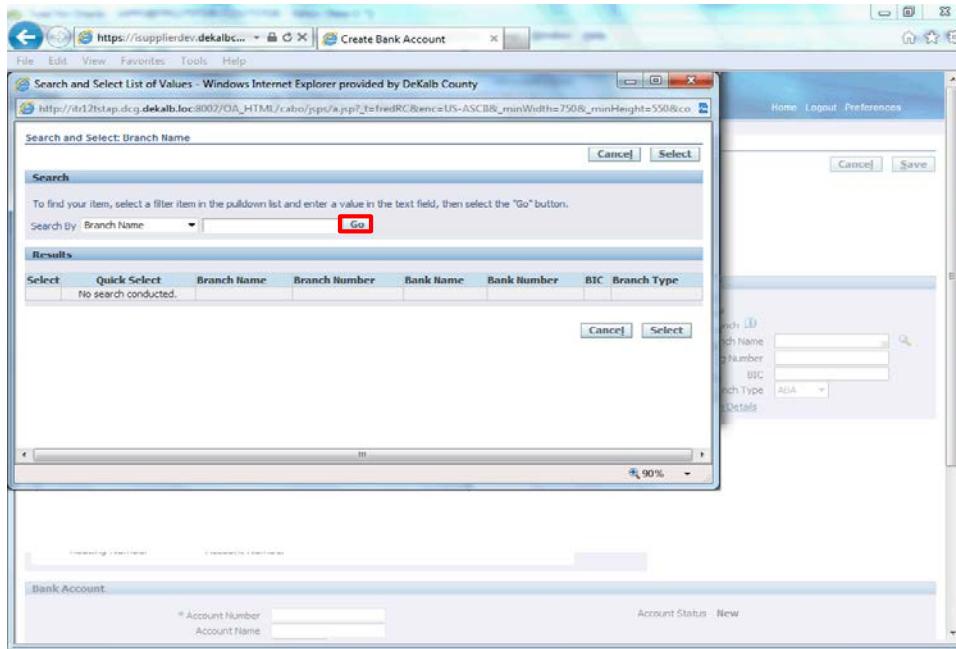
Account Number: _____
Account Name: _____
Currency: _____

Account Status: New

Step 48

Click the **Search for Branch Name** button.

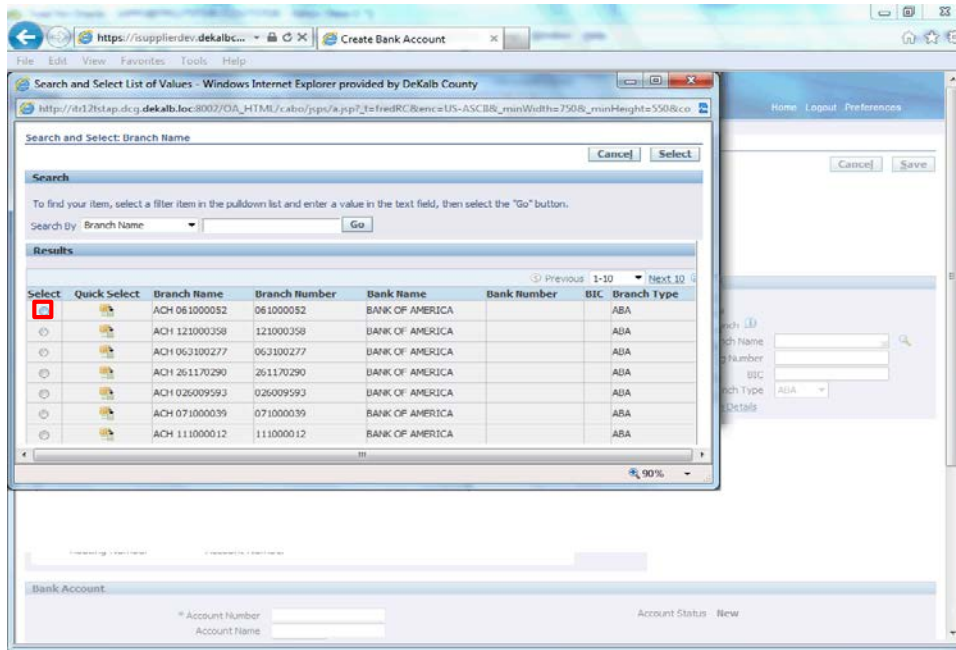
Supplier Self Registration



Step 49

To retrieve all branches for the bank selected, click the **Go** button. You can also search by the Branch Name, Number and other fields.

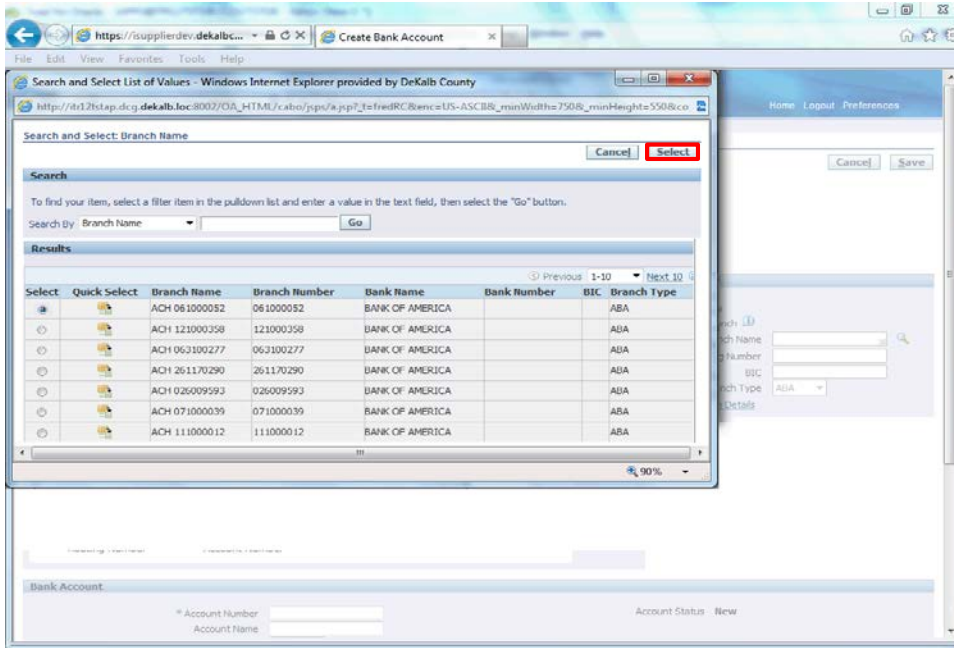
Supplier Self Registration



Step 50

Locate and select the correct branch by clicking on the **Select** button.

Supplier Self Registration



Search and Select Branch Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Branch Name

Go

Select	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
<input type="checkbox"/>		ACH 061000052	061000052	BANK OF AMERICA			ABA
<input type="checkbox"/>		ACH 121000358	121000358	BANK OF AMERICA			ABA
<input type="checkbox"/>		ACH 063100277	063100277	BANK OF AMERICA			ABA
<input type="checkbox"/>		ACH 261170290	261170290	BANK OF AMERICA			ABA
<input type="checkbox"/>		ACH 026009593	026009593	BANK OF AMERICA			ABA
<input type="checkbox"/>		ACH 071000039	071000039	BANK OF AMERICA			ABA
<input type="checkbox"/>		ACH 111000012	111000012	BANK OF AMERICA			ABA

Bank Account

* Account Number

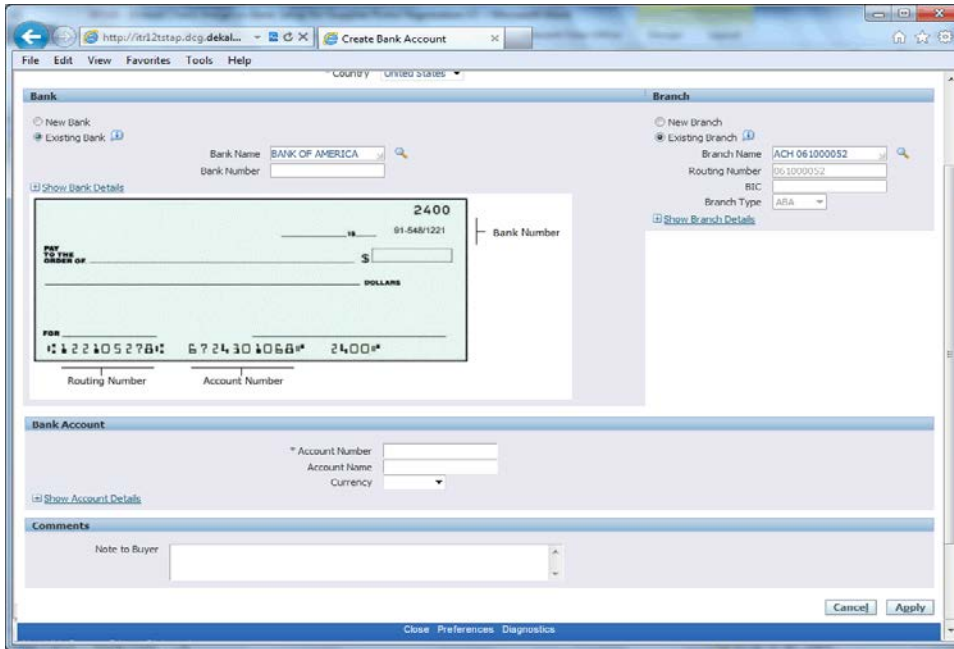
Account Name

Account Status: New

Step 51

Click the **Select** button.

Supplier Self Registration



Country: United States

Bank

New Bank
 Existing Bank

Bank Name: BANK OF AMERICA
Bank Number: _____

[Show Bank Details](#)

Branch

New Branch
 Existing Branch

Branch Name: ACH 061000052
Routing Number: 061000052
BIC: _____
Branch Type: ABA

[Show Branch Details](#)

Bank Account

* Account Number: _____
Account Name: _____
Currency: _____

[Show Account Details](#)

Comments

Note to Buyer: _____

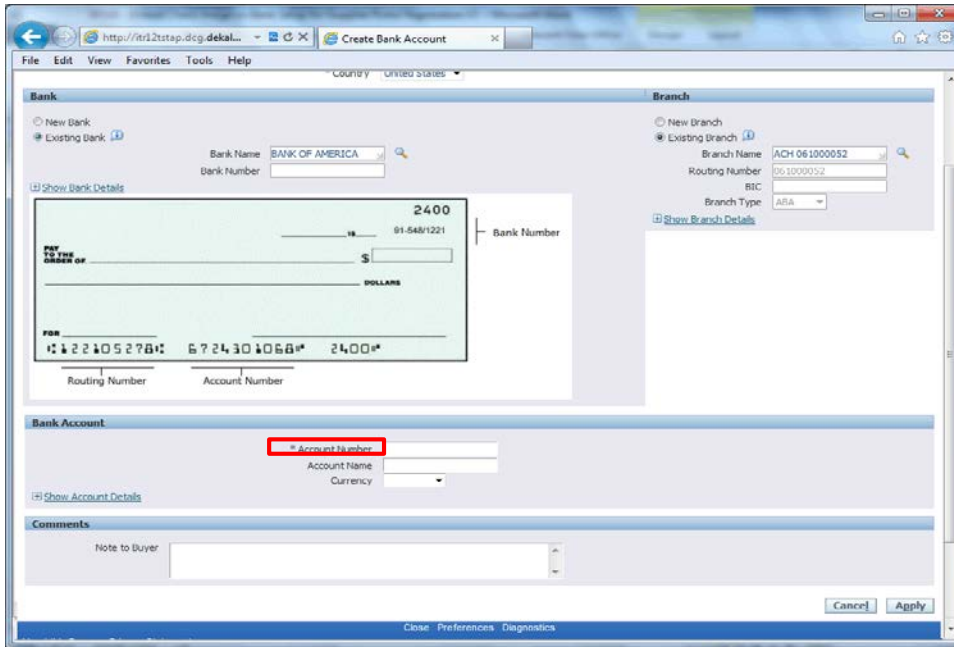
Cancel Apply

Close Preferences Diagnostics

Step 52

Scroll down to the **Account Number** field.

Supplier Self Registration



Country: United States

Bank

New Bank
 Existing Bank

Bank Name: BANK OF AMERICA
Bank Number: _____

Show Bank Details

Branch

New Branch
 Existing Branch

Branch Name: ACH 061000052
Routing Number: 061000052
BIC: _____
Branch Type: ABA

Show Branch Details

Bank Number: 2400
01-548/1221

FOR THE ORDER OF _____ \$ _____ DOLLARS

FOR _____

Routing Number: 222052786
Account Number: 6724301068 2400

Bank Account

Account Number: _____
Account Name: _____
Currency: _____

Show Account Details

Comments

Note to Buyer: _____

Cancel Apply

Close Preferences Diagnostics

Step 53

Next we will enter a dummy **account number**, 122105278672

Supplier Self Registration



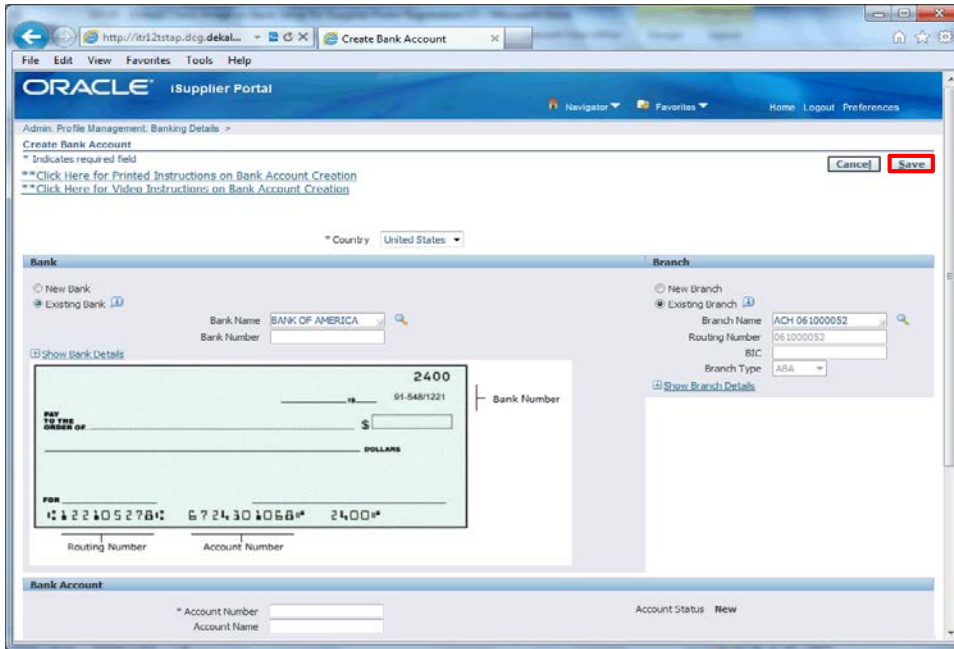
DeKalb County
GEORGIA

A screenshot of a web browser window showing the 'Create Bank Account' form. The browser address bar shows 'http://tr12testap.dcg.dekal...'. The form is titled 'Create Bank Account' and has a 'Country' dropdown set to 'United States'. It is divided into several sections: 'Bank', 'Branch', 'Bank Account', and 'Comments'. The 'Bank' section has radio buttons for 'New Bank' and 'Existing Bank', with 'Existing Bank' selected. It includes fields for 'Bank Name' (BANK OF AMERICA) and 'Bank Number'. A 'Show Bank Details' link is present. A large image of a check is displayed, showing the amount '2400' and the routing number '01-548/1221'. The 'Branch' section has radio buttons for 'New Branch' and 'Existing Branch', with 'Existing Branch' selected. It includes fields for 'Branch Name' (ACH 061000052), 'Routing Number' (061000052), 'BIC', and 'Branch Type' (ARA). A 'Show Branch Details' link is also present. The 'Bank Account' section has fields for 'Account Number' (122105278672), 'Account Name', and 'Currency'. The 'Comments' section has a 'Note to Buyer' text area. At the bottom right, there are 'Cancel' and 'Apply' buttons. At the bottom left, there are links for 'Close', 'Preferences', and 'Diagnostics'.

Step 54

After you have added any additional information you would like DeKalb County to know about your bank, **scroll** up to the top of the page.

Supplier Self Registration



Oracle iSupplier Portal

Admin: Profile Management, Banking Details

Create Bank Account

* Indicates required field

**Click Here for Printed Instructions on Bank Account Creation

**Click Here for Video Instructions on Bank Account Creation

Country: United States

Bank

New Bank

Existing bank

Bank Name: BANK OF AMERICA

Bank Number: _____

Show Bank Details

Bank Number: 2400

91-548/1221

Bank Number

FOR DEPOSIT ONLY

FOR

Routing Number: 061000032

Account Number: 2400

Branch

New Branch

Existing branch

Branch Name: ACH 061000032

Routing Number: 061000032

BIC: _____

Branch Type: ARA

Show Branch Details

Bank Account

Account Number: _____

Account Name: _____

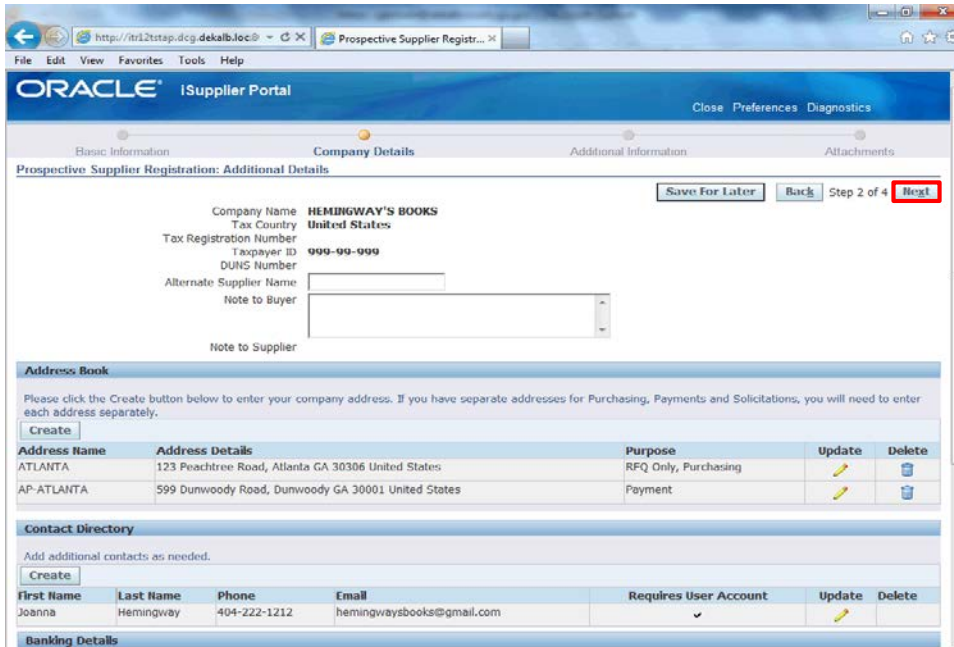
Account Status: New

Cancel Save

Step 55

Click on the **Save** button when you are finished.

Supplier Self Registration



Oracle iSupplier Portal

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 4 **Next**

Company Name: HEMINGWAY'S BOOKS
Tax Country: United States
Tax Registration Number: [blank]
Taxpayer ID: 999-99-999
DUNS Number: [blank]
Alternate Supplier Name: [blank]
Note to Buyer: [text area]
Note to Supplier: [text area]

Address Book

Please click the Create button below to enter your company address. If you have separate addresses for Purchasing, Payments and Solicitations, you will need to enter each address separately.

Create

Address Name	Address Details	Purpose	Update	Delete
ATLANTA	123 Peachtree Road, Atlanta GA 30306 United States	RFQ Only, Purchasing	[pencil icon]	[trash icon]
AP-ATLANTA	599 Dunwoody Road, Dunwoody GA 30001 United States	Payment	[pencil icon]	[trash icon]

Contact Directory

Add additional contacts as needed.

Create

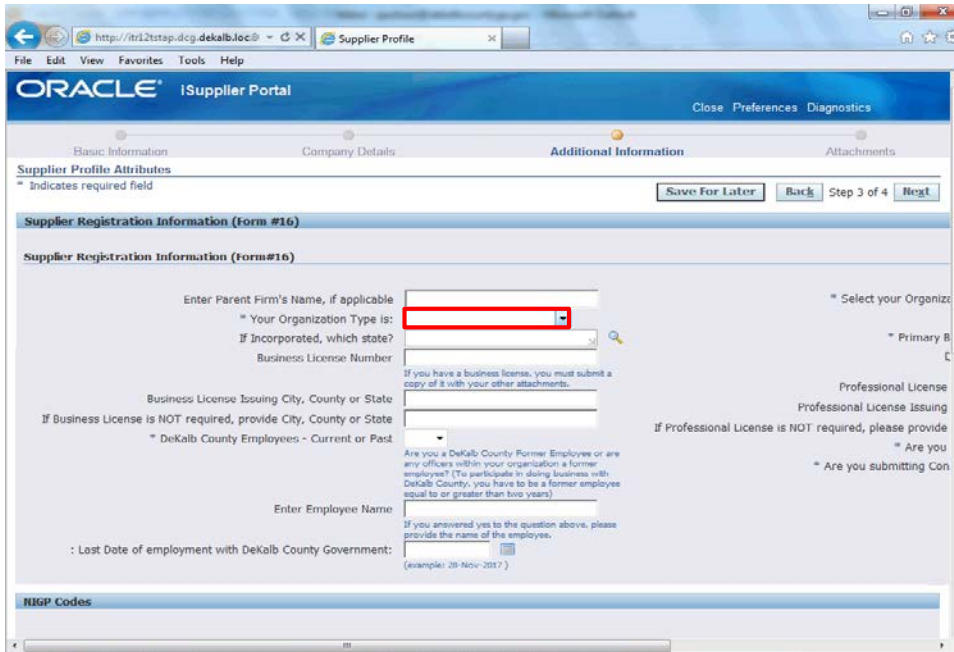
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Joanna	Hemingway	404-222-1212	hemingwaysbooks@gmail.com	<input checked="" type="checkbox"/>	[pencil icon]	[trash icon]

Banking Details

Step 56

With the Bank Details populated, click on **Next** to proceed.

Supplier Self Registration

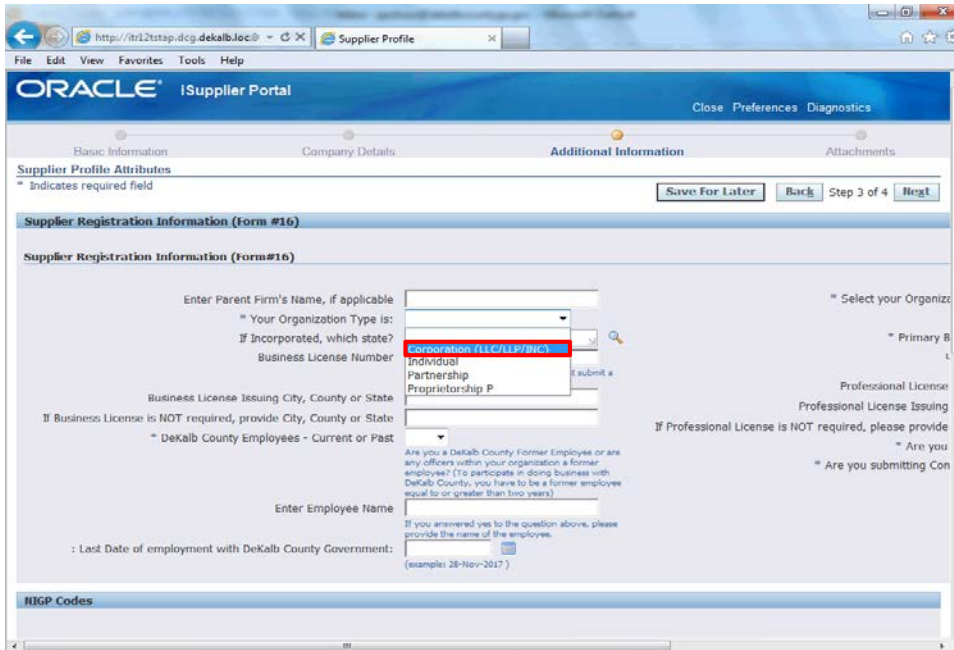


Step 57

On this page, we need to collect various pieces of information about your business, including your 1099 category, organization type and whether your organization has officers who were formerly employed by DeKalb County.

To select an **Organization Type** click on the drop down arrow.

Supplier Self Registration



The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "http://nr12stap.dcg.dekalb.local" and the page title is "Supplier Profile". The navigation tabs include "Basic Information", "Company Details", "Additional Information", and "Attachments". The current step is "Supplier Registration Information (Form #16)".

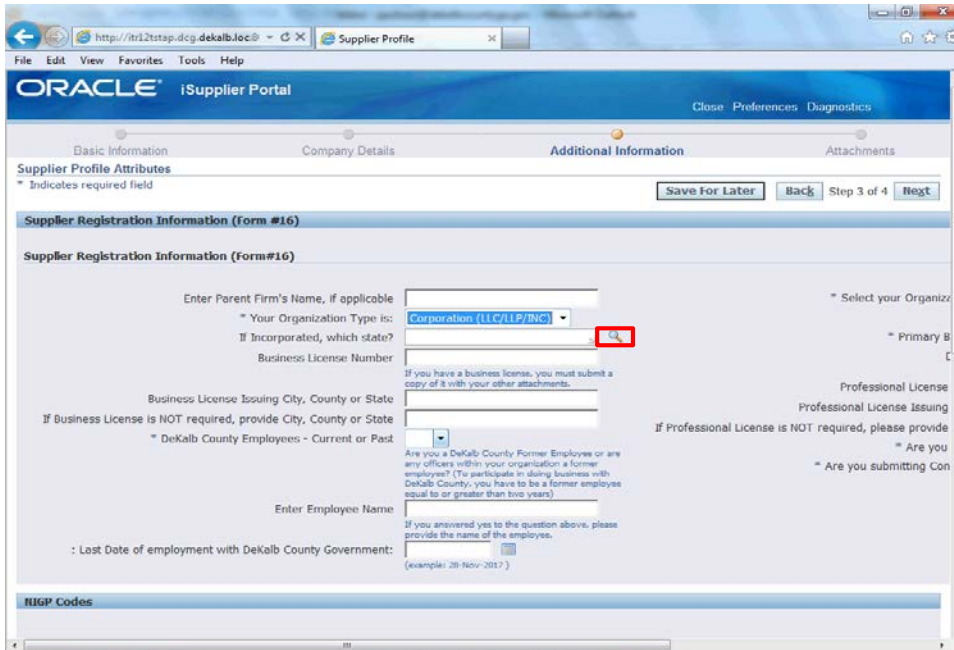
Key fields and options visible in the form include:

- Your Organization Type:** A dropdown menu with options: Corporation (LLC/LLP/INC) (highlighted in red), Individual, Partnership, and Proprietorship P.
- Business License Issuing City, County or State:** A text input field.
- DeKalb County Employees - Current or Past:** A dropdown menu.
- Are you a DeKalb County Former Employee or are any officers within your organization a former employee?** A checkbox.
- Are you submitting Con:** A checkbox.

Step 58

Select the Corporation (LLC/LLP/INC) option from the drop down.

Supplier Self Registration




Supplier Profile Attributes

Supplier Registration Information (Form #16)

Supplier Registration Information (Form#16)

Enter Parent Firm's Name, if applicable

* Your Organization Type is: Corporation (LLC/LLP/INC)

If Incorporated, which state? 

Business License Number

Business License Issuing City, County or State

If Business License is NOT required, provide City, County or State

* DeKalb County Employees - Current or Past

Enter Employee Name

: Last Date of employment with DeKalb County Government:

Professional License Issuing

If Professional License is NOT required, please provide

* Are you submitting Con

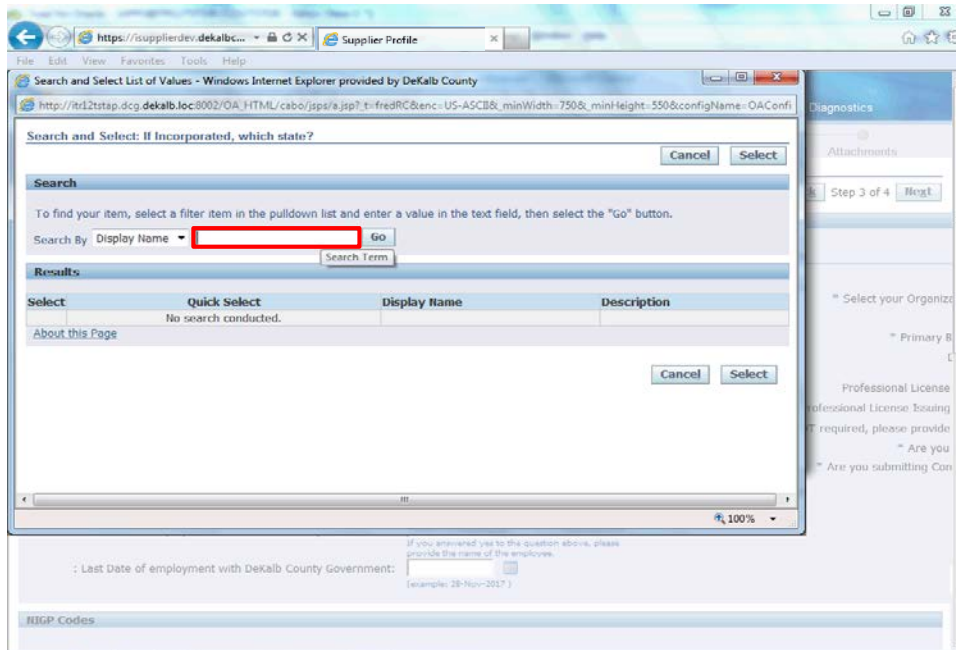
* Are you submitting Con

Save For Later Back Step 3 of 4 Next

Step 59

To select the **State** where your company is incorporated, click on the magnifying glass icon.

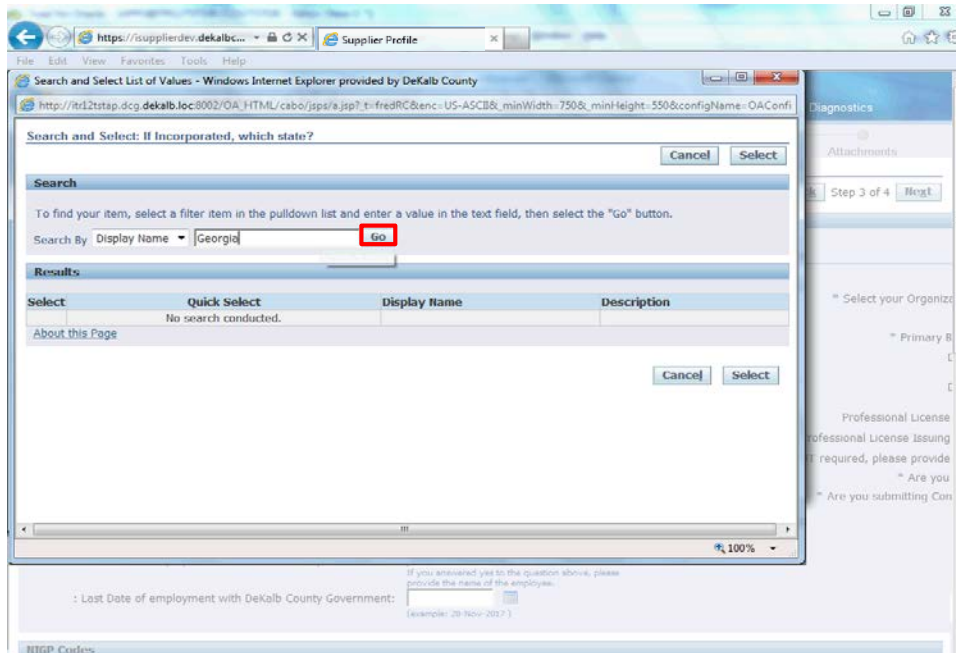
Supplier Self Registration



Step 60

Click in the Search By field and enter **Georgia**.

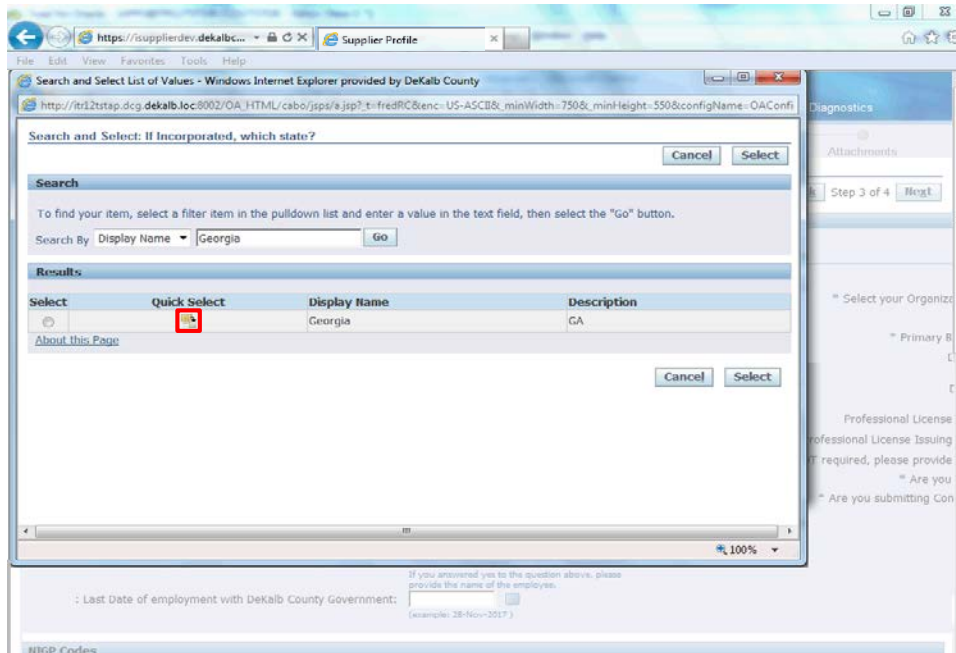
Supplier Self Registration



Step 61

Click on the **Go** button.

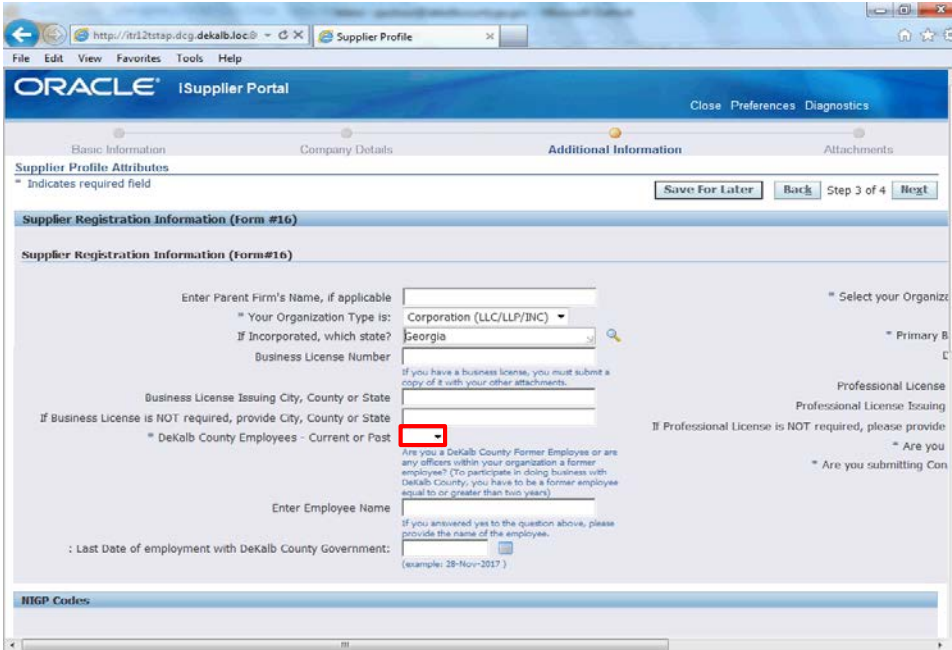
Supplier Self Registration



Step 62

When the system returns results meeting your search criteria, locate the desired State and click on the **Quick Select** icon.

Supplier Self Registration



ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Supplier Profile Attributes

* Indicates required field

Save For Later Back Step 3 of 4 Next

Supplier Registration Information (form #16)

Supplier Registration Information (form#16)

Enter Parent Firm's Name, if applicable

* Your Organization Type is: Corporation (LLC/LLP/INC)

If Incorporated, which state? Georgia

Business License Number

If you have a business license, you must submit a copy of it with your other attachments.

Business License Issuing City, County or State

If Business License is NOT required, provide City, County or State

* DeKalb County Employees - Current or Past

Enter Employee Name

If you answered yes to the question above, please provide the name of the employee.
(example: 28-Nov-2017)

* Select your Organization

* Primary Business

Professional License Issuing

If Professional License is NOT required, please provide

* Are you submitting Con

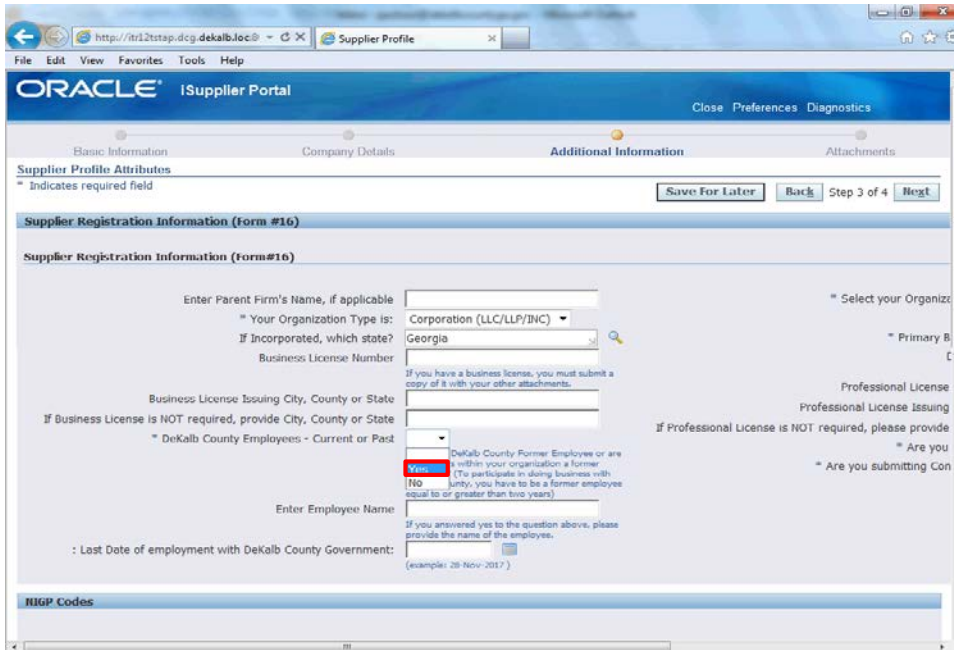
HIGP Codes

Step 63

The next several questions pertain to whether or not any officers in your company are former employees for DeKalb County. To participate in business with DeKalb County, you cannot be employed by the county within the last two years.

Click on the **DeKalb County Employees - Current or Past** drop down to proceed.

Supplier Self Registration



The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "http://nr12stap.dcg.dekalb.local". The page title is "Supplier Profile". The navigation menu includes "Basic Information", "Company Details", "Additional Information", and "Attachments". The main content area is titled "Supplier Registration Information (form #16)". It contains several fields and sections:

- Supplier Profile Attributes:** Includes a "Save For Later" button, "Back" button, and "Next" button (Step 3 of 4).
- Supplier Registration Information (form#16):**
 - Enter Parent Firm's Name, if applicable.
 - Your Organization Type is: Corporation (LLC/LP/INC) (dropdown menu).
 - If Incorporated, which state? Georgia (dropdown menu).
 - Business License Number (text field).
 - Business License Issuing City, County or State (text field).
 - If Business License is NOT required, provide City, County or State (text field).
 - DeKalb County Employees - Current or Past (dropdown menu).
 - Enter Employee Name (text field).
 - Last Date of employment with DeKalb County Government: (text field).
 - Professional License Issuing (text field).
 - If Professional License is NOT required, please provide (text field).
 - Are you submitting Con (checkbox).
- HIGP Codes:** (Section header at the bottom).

Step 64

Here we will select **Yes** from the drop down list.

Supplier Self Registration



DeKalb County
GEORGIA

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "http://w12stap.dcg.dekalb.local". The page title is "Supplier Profile". The navigation menu includes "Basic Information", "Company Details", "Additional Information", and "Attachments". The main content area is titled "Supplier Registration Information (form #16)". It contains several sections: "Supplier Profile Attributes" with a "Save For Later" button; "Supplier Registration Information (form #16)" with fields for "Enter Parent Firm's Name, if applicable", "Your Organization Type" (set to "Corporation (LLC/LLP/INC)"), "If Incorporated, which state?" (set to "Georgia"), "Business License Number", "Business License Issuing City, County or State", and "If Business License is NOT required, provide City, County or State"; "DeKalb County Employees - Current or Past" with a "Yes" dropdown; "Enter Employee Name" (highlighted with a red box); and "Last Date of employment with DeKalb County Government:" with a date picker. There are also checkboxes for "Select your Organization", "Primary Business", "Professional License Issuing", and "Are you submitting Con".

Step 65

Since we indicated that one of our officers is a former Dekalb County Employee, we must provide the employee's name. Here we will enter **Martin Jones**.

Supplier Self Registration



DeKalb County
GEORGIA

Supplier Profile

ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Supplier Profile Attributes

* Indicates required field

Save For Later Back Step 3 of 4 Next

Supplier Registration Information (form #16)

Supplier Registration Information (form#16)

Enter Parent Firm's Name, if applicable

* Your Organization Type is: Corporation (LLC/LLP/INC)

If Incorporated, which state? Georgia

Business License Number

Business License Issuing City, County or State

If Business License is NOT required, provide City, County or State

* DeKalb County Employees - Current or Past Yes

Are you a DeKalb County Former Employee or are any officers within your organization a former employee? (To participate in doing business with DeKalb County, you have to be a former employee equal to or greater than two years)

Enter Employee Name Martin Jones

If you answered yes to the question above, please provide the name of this employee.

Last Date of employment with DeKalb County Government: (example: 27-Jun-2017)

* Select your Organization

* Primary Business License

Professional License Issuing

If Professional License is NOT required, please provide

* Are you submitting Contract

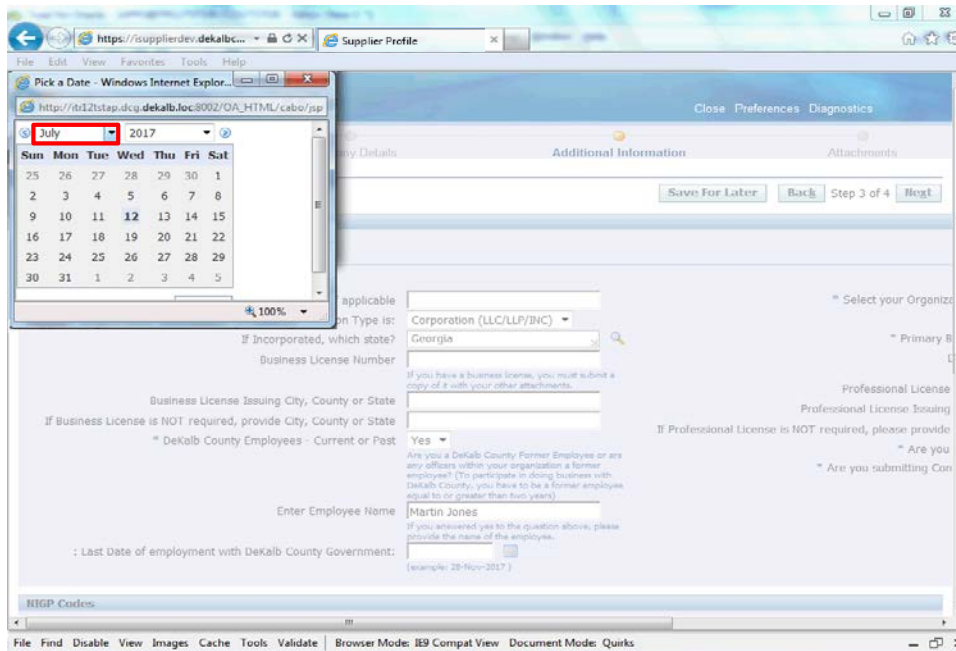
* Are you submitting Contract

NIGP Codes

Step 66

Next, we need to provide the last date of employment for the individual we named above. Here we will click on the **Calendar Icon** to proceed.

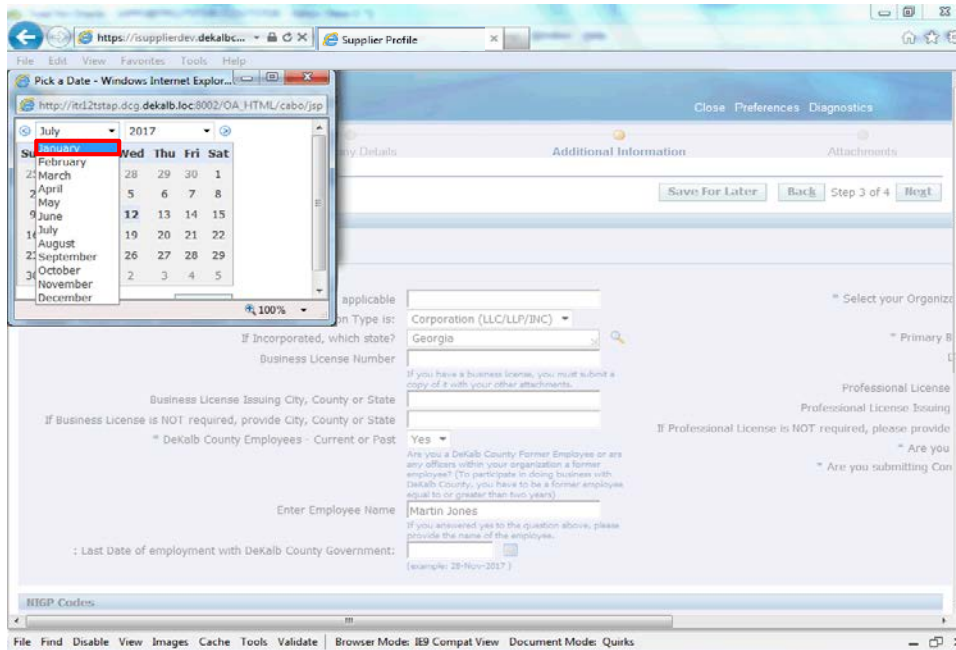
Supplier Self Registration



Step 67

To select the month of our employee's last date of employment with the County, click on the **Month** drop down.

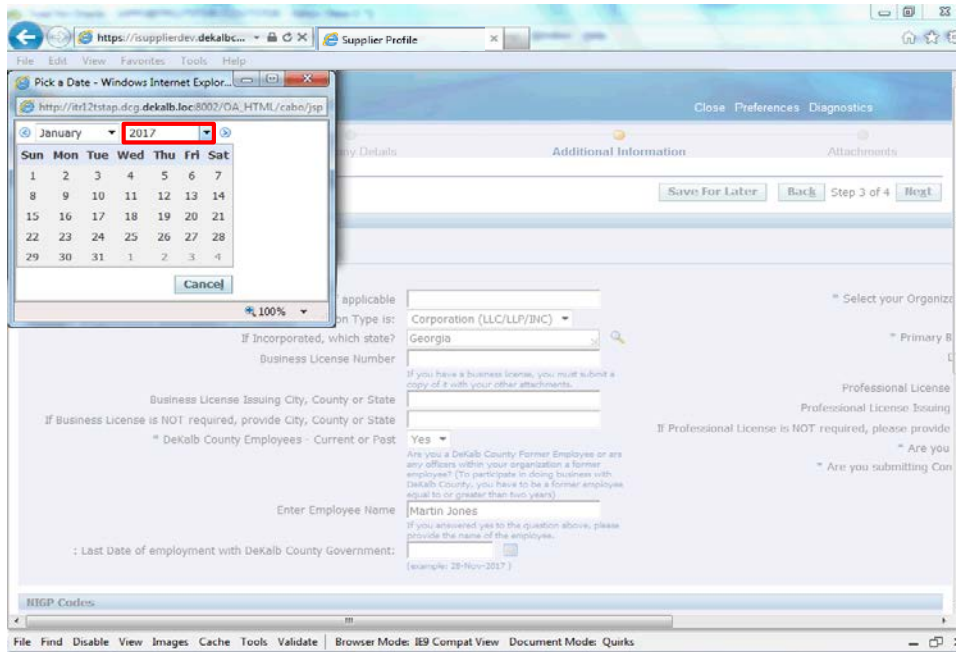
Supplier Self Registration



Step 68

Here we will select **January** from the drop down list.

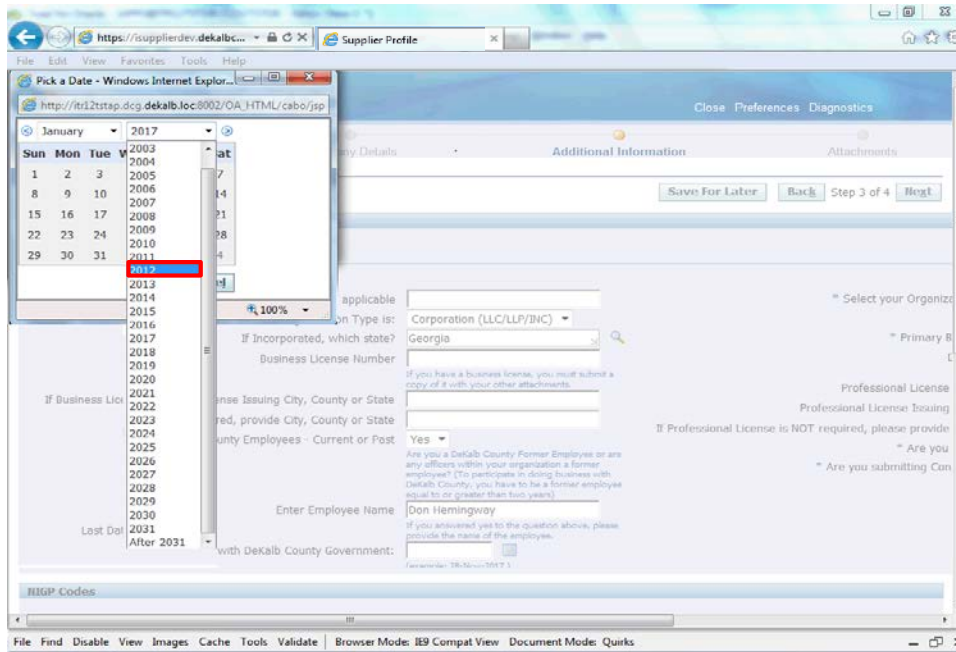
Supplier Self Registration



Step 69

To select the year of our employee's last date of employment with the County, click on the **Year** drop down.

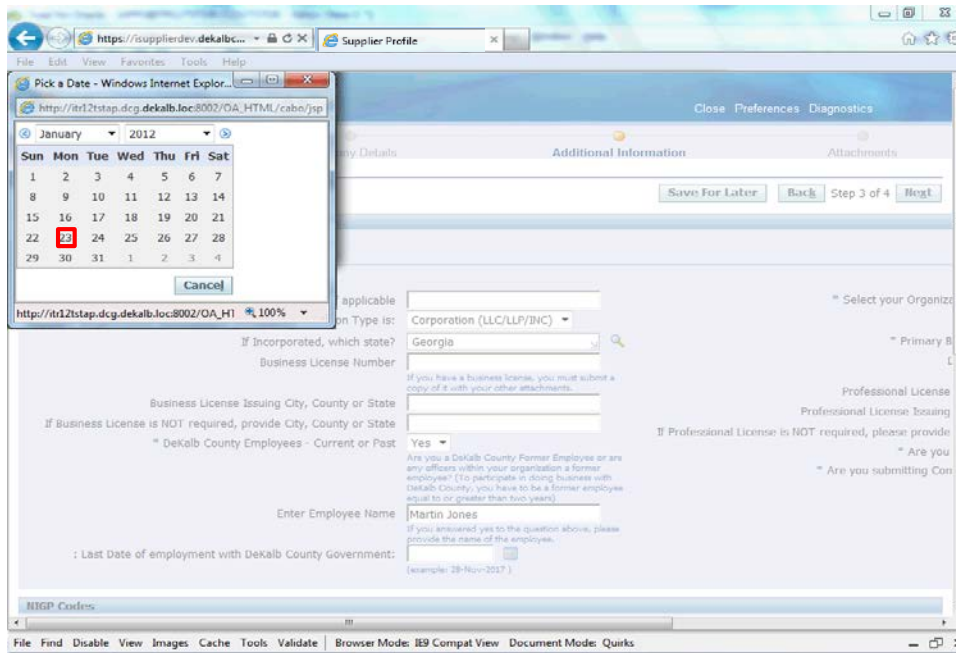
Supplier Self Registration



Step 70

Here we will select **2012** from the drop down list.

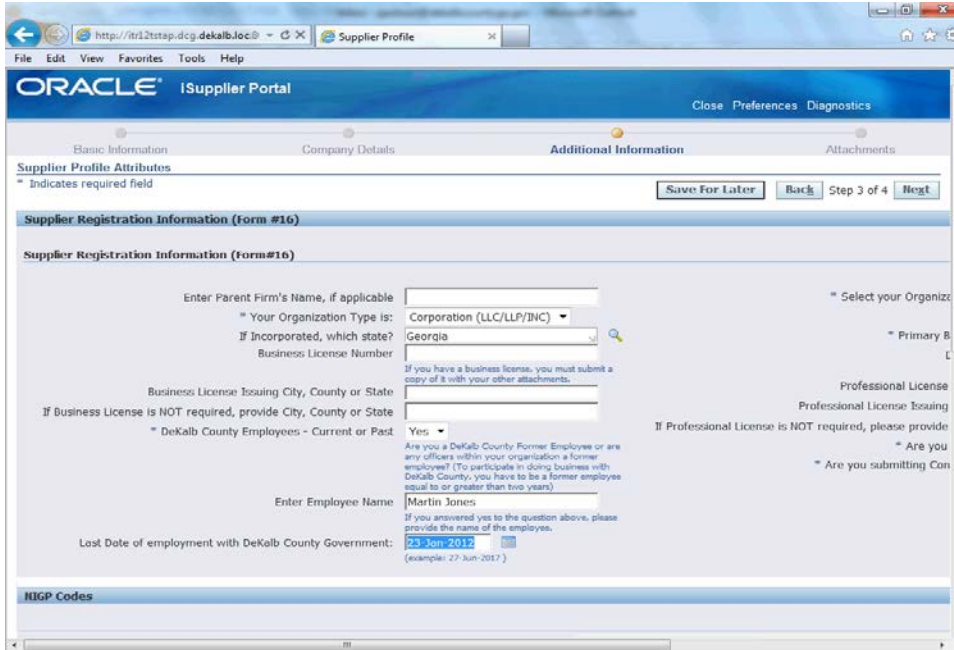
Supplier Self Registration



Step 71

To select the date of our employee's last date of employment with the County, click on the date from the calendar. Here we will select **23**.

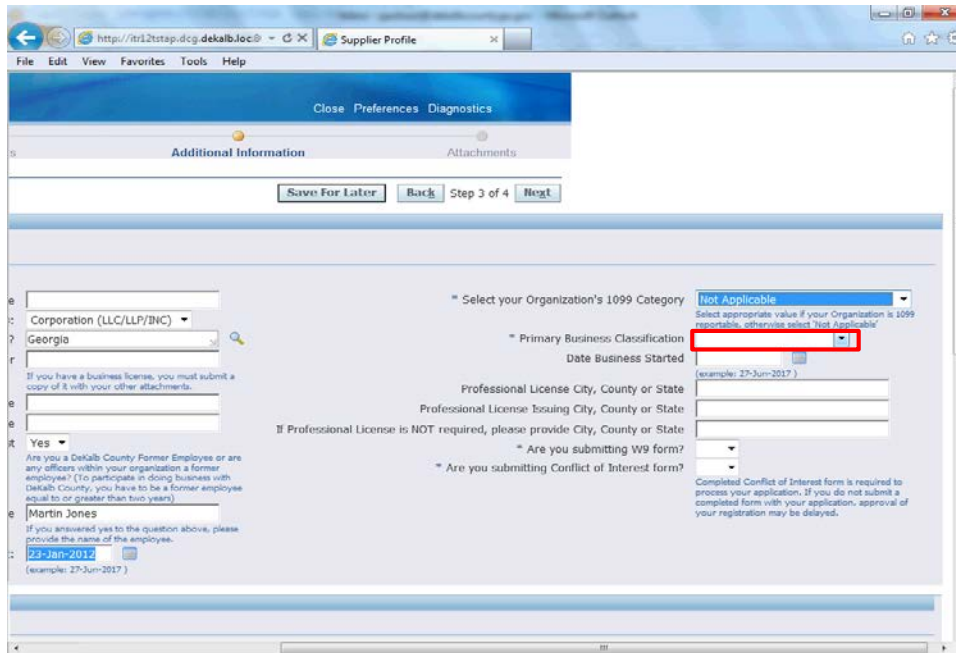
Supplier Self Registration



Step 72

Scroll to the right to proceed.

Supplier Self Registration



Supplier Profile

Close Preferences Diagnostics

Additional Information Attachments

Save For Later Back Step 3 of 4 Next

Corporation (LLC/LLP/INC) Georgia

Select your Organization's 1099 Category Not Applicable

Primary Business Classification

Date Business Started

Professional License City, County or State

Professional License Issuing City, County or State

Are you submitting W9 form?

Are you submitting Conflict of Interest form?

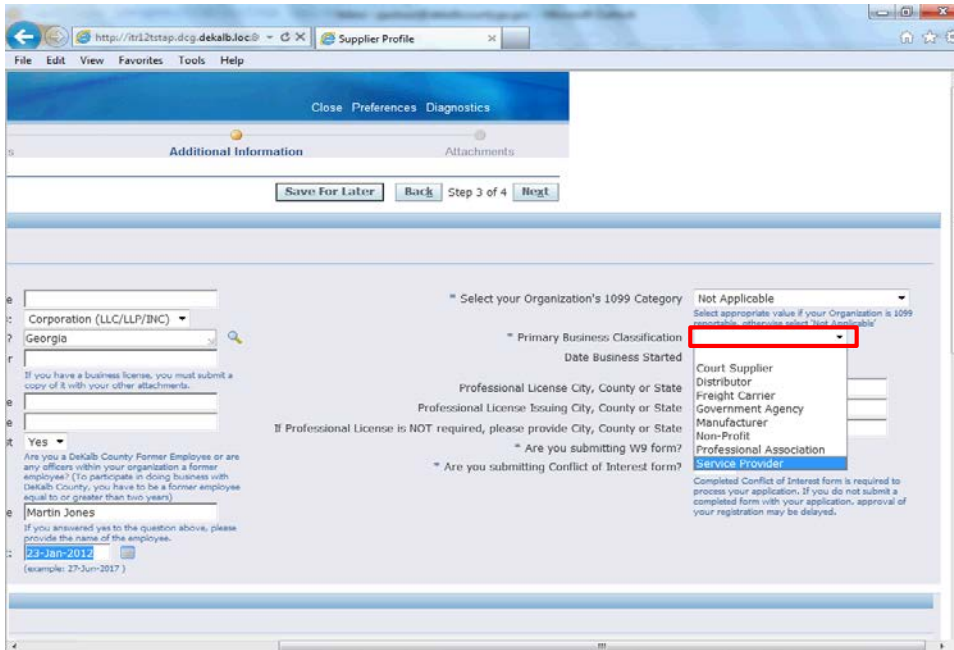
Martin Jones

23-Jan-2012

Step 73

To select a **Primary Business Classification** click on the drop down arrow.

Supplier Self Registration



Supplier Profile

Close Preferences Diagnostics

Additional Information Attachments

Save For Later Back Step 3 of 4 Next

Corporation (LLC/LLP/BNC)

Georgia

Select your Organization's 1099 Category Not Applicable

Primary Business Classification

Date Business Started

Professional License City, County or State

Professional License Issuing City, County or State

If Professional License is NOT required, please provide City, County or State

Are you submitting W9 form?

Are you submitting Conflict of Interest form?

Court Supplier

Distributor

Freight Carrier

Government Agency

Manufacturer

Non-Profit

Professional Association

Service Provider

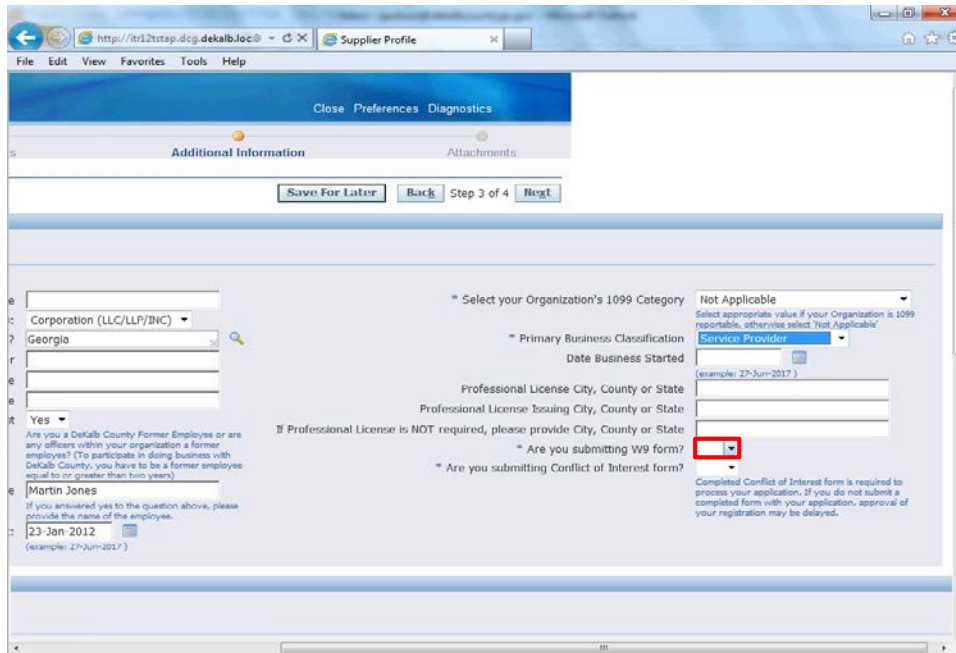
Martin Jones

23-Jan-2012

Step 74

Select the appropriate value from the drop down for your **Primary Business Classification** from the drop down. Here we will select **Service Provider**.

Supplier Self Registration



Supplier Profile

Close Preferences Diagnostics

Additional Information Attachments

Save For Later Back Step 3 of 4 Next

Select your Organization's 1099 Category Not Applicable
Select appropriate value if your Organization is 1099 reportable, otherwise select 'Not Applicable'

Primary Business Classification Service Provider

Date Business Started

Professional License City, County or State

Professional License Issuing City, County or State

Are you submitting W9 form?

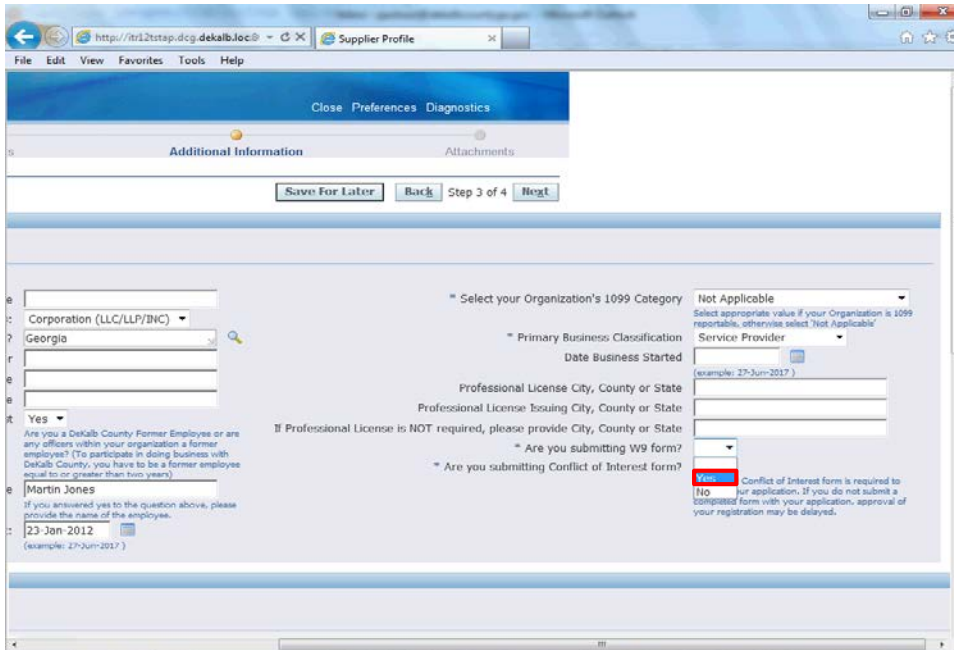
Are you submitting Conflict of Interest form?

Completed Conflict of Interest form is required to process your application. If you do not submit a completed form with your application, approval of your registration may be delayed.

Step 75

Next we must indicate whether we are including a W-9 form. Click on the drop down **arrow**.

Supplier Self Registration



The screenshot shows a web browser window with the URL <http://nr12stap.dcg.dekalb.local> and the page title "Supplier Profile". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page has a blue header with "Close", "Preferences", and "Diagnostics" links. Below the header, there are tabs for "Additional Information" and "Attachments". A navigation bar shows "Save For Later", "Back", "Step 3 of 4", and "Next".

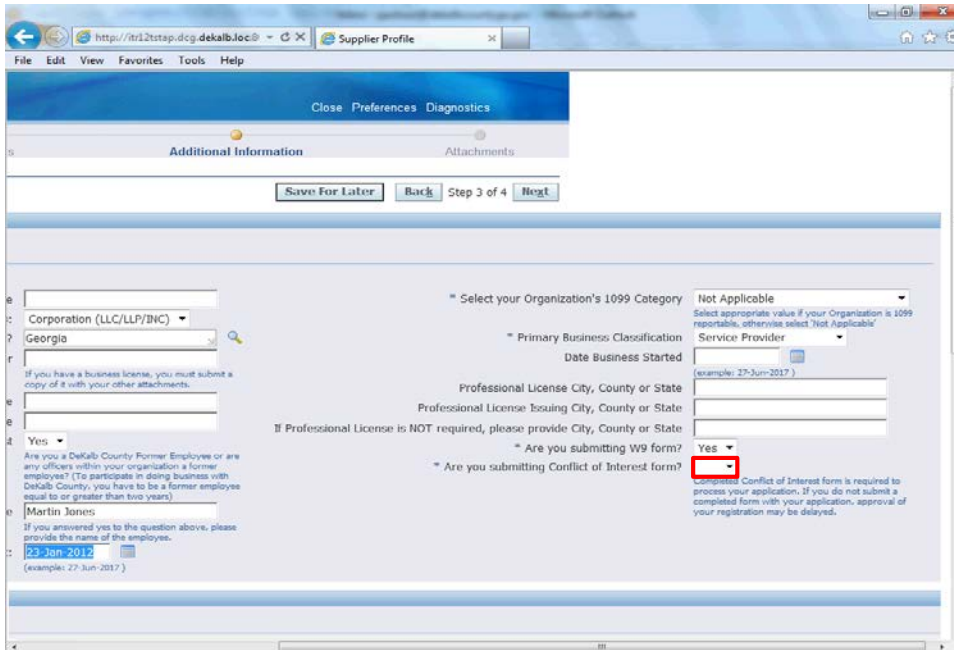
The main form area contains several sections:

- Organization Information:** Includes a dropdown for "Corporation (LLC/LLP/INC)", a dropdown for "Georgia", and a search icon.
- 1099 Category:** A dropdown menu set to "Not Applicable" with a note: "Select appropriate value if your Organization is 1099 reportable, otherwise select 'Not Applicable'".
- Primary Business Classification:** A dropdown menu set to "Service Provider".
- Date Business Started:** A date input field with a calendar icon and an example: "(example: 27-Jun-2017)".
- Professional License:** Two input fields for "Professional License City, County or State" and "Professional License Issuing City, County or State".
- Are you submitting W9 form?:** A dropdown menu.
- Are you submitting Conflict of Interest form?:** A dropdown menu with "Yes" selected. A red box highlights the "Yes" option with the text: "Conflict of Interest form is required to NO your application. If you do not submit a completed form with your application, approval of your registration may be delayed."
- Former Employees:** A section titled "Are you a DeKalb County Former Employee or are any officers within your organization a former employees? (To participate in doing business with DeKalb County, you have to be a former employee equal to or greater than two years)". It includes a "Yes" dropdown, a text input field with "Martin Jones", and a date input field with "23-Jan-2012" and an example: "(example: 27-Jun-2017)".

Step 76

Here we will select **Yes** from the drop down list. A W-9 form must be provided to register with the county.

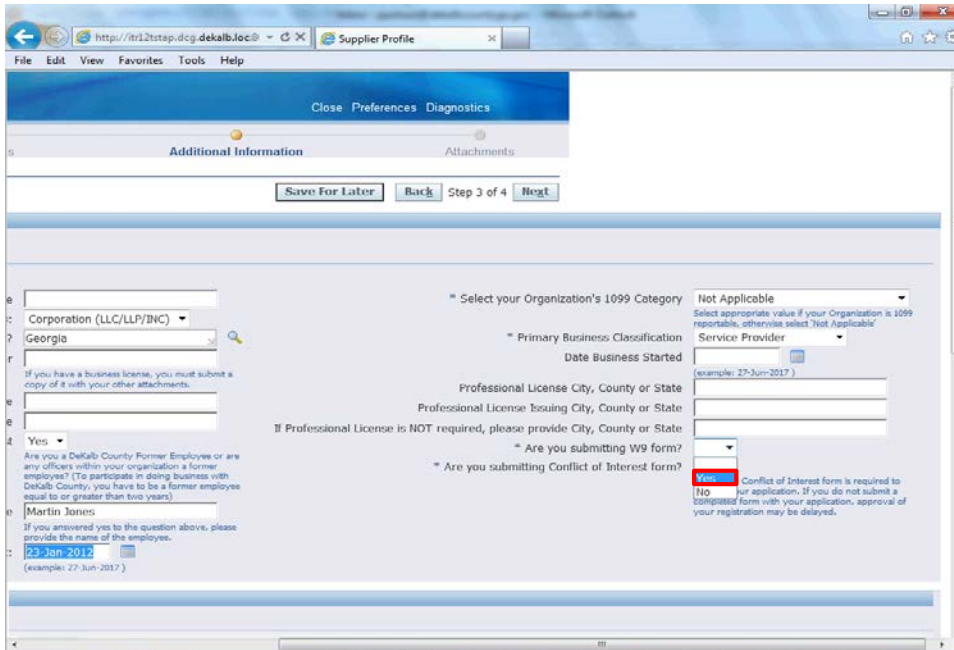
Supplier Self Registration



Step 77

Select the appropriate value from the drop down to indicate whether you are submitting a **Conflict of Interest form**. If you are applying for the first time, this must be submitted for a timely approval of your application. Click on the drop down to proceed.

Supplier Self Registration



The screenshot shows a web browser window with the URL <http://w12tstap.dcg.dekalb.local> and the page title "Supplier Profile". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page has a blue header with "Close Preferences Diagnostics" and a sub-header with "Additional Information" and "Attachments". Below the header are buttons for "Save For Later", "Back", "Step 3 of 4", and "Next".

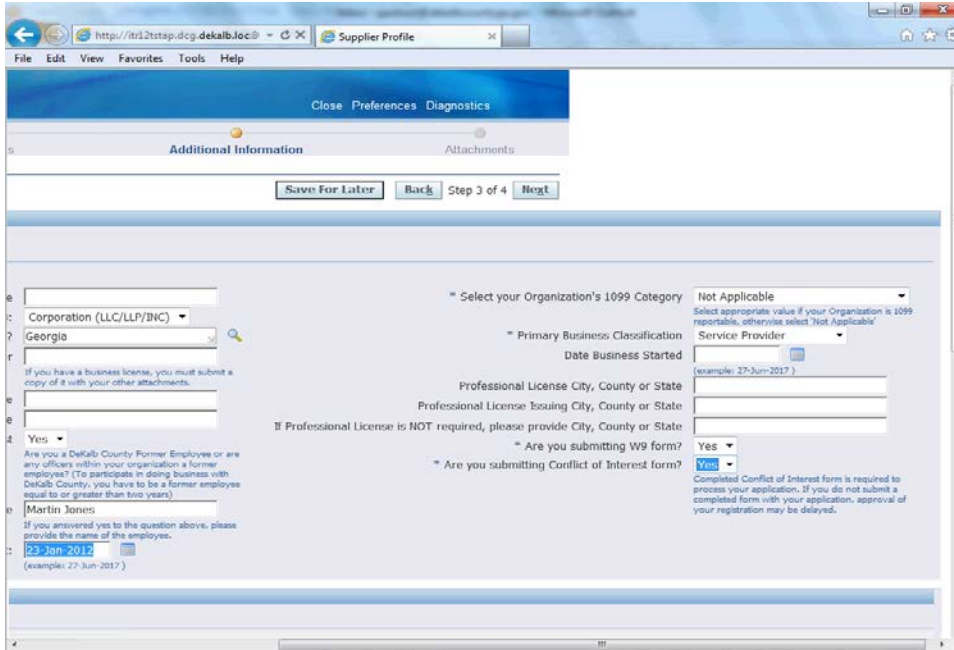
The main form area contains several sections:

- Organization Information:** Includes a dropdown for "Corporation (LLC/LLP/BNC)", a dropdown for "Georgia", and a text field for the name. A note states: "If you have a business license, you must submit a copy of it with your other attachments."
- 1099 Category:** A dropdown menu set to "Not Applicable" with the instruction: "Select appropriate value if your Organization is 1099 reportable, otherwise select 'Not Applicable'".
- Primary Business Classification:** A dropdown menu set to "Service Provider".
- Date Business Started:** A text field with a calendar icon and the example "(example: 27-Jun-2017)".
- Professional License:** Two text fields for "Professional License City, County or State" and "Professional License Issuing City, County or State".
- Conflict of Interest:** A dropdown menu set to "Yes" with the question: "Are you submitting Conflict of Interest form?". A red box highlights the "Yes" option with the text: "Conflict of Interest form is required to your application. If you do not submit a completed form with your application, approval of your registration may be delayed."
- Former Employees:** A text field containing "Martin Jones" and a note: "If you answered yes to the question above, please provide the name of the employees." Below it is a date field set to "23-Jan-2012" with a calendar icon and the example "(example: 27-Jun-2017)".

Step 78

Here we will select **Yes** from the drop down list. A Conflict of Interest form must be provided to register with the county.

Supplier Self Registration



The screenshot shows a web browser window with the URL <http://w12stap.dcg.dekalb.local> and the page title "Supplier Profile". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page has a blue header with "Close", "Preferences", and "Diagnostics" links. Below the header, there are tabs for "Additional Information" and "Attachments". A progress bar indicates "Step 3 of 4". Navigation buttons include "Save For Later", "Back", and "Next".

The form contains the following fields and sections:

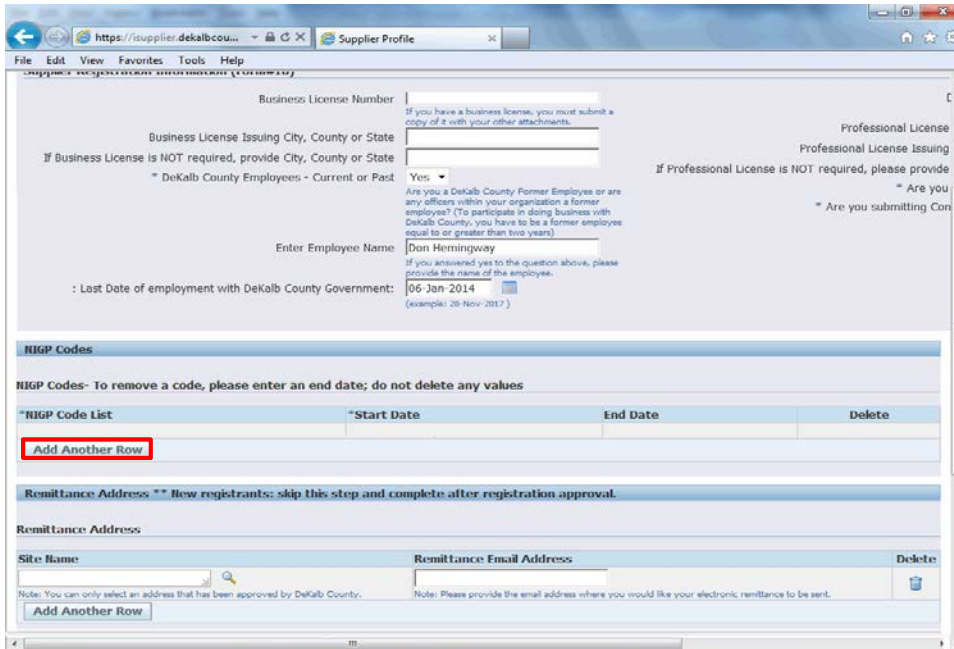
- Organization Type:** Corporation (LLC/LLP/BNC) (dropdown)
- State:** Georgia (dropdown)
- 1099 Category:** Not Applicable (dropdown)
- Primary Business Classification:** Service Provider (dropdown)
- Date Business Started:** (text field, example: 27-Jun-2017)
- Professional License:** City, County or State (text field)
- Are you submitting W9 form?:** Yes (dropdown)
- Are you submitting Conflict of Interest form?:** Yes (dropdown)
- Former Employee/Officer:** Martin Jones (text field)
- Date:** 23-Jan-2012 (text field, example: 27-Jun-2017)

Instructions and notes are provided for several fields, such as "If you have a business license, you must submit a copy of it with your other attachments." and "Completed Conflict of Interest form is required to process your application. If you do not submit a completed form with your application, approval of your registration may be delayed."

Step 79

Scroll to the left to proceed.

Supplier Self Registration



The screenshot shows a web browser window titled "Supplier Profile" with the URL "https://supplier.dekalb.co...". The page contains several form sections:

- Business License Number**: A text input field with a note: "If you have a business license, you must submit a copy of it with your other attachments."
- Business License Issuing City, County or State**: A text input field with a note: "If Business License is NOT required, provide City, County or State".
- DeKalb County Employees - Current or Past**: A dropdown menu with "Yes" selected. A note asks: "Are you a DeKalb County Former Employee or are any officers within your organization a former employee? (To participate in doing business with DeKalb County, you have to be a former employee equal to or greater than two years)".
- Enter Employee Name**: A text input field containing "Don Hemingway". A note asks: "If you answered yes to the question above, please provide the name of the employee."
- Last Date of employment with DeKalb County Government**: A date picker showing "06-Jan-2014". A note provides an example: "(example: 26-Nov-2017)".
- Professional License**: A text input field with a note: "If Professional License is NOT required, please provide".
- Are you submitting Con...**: A dropdown menu.

The **NIGP Codes** section is highlighted and contains a table with the following structure:

NIGP Code List	Start Date	End Date	Delete
Add Another Row			

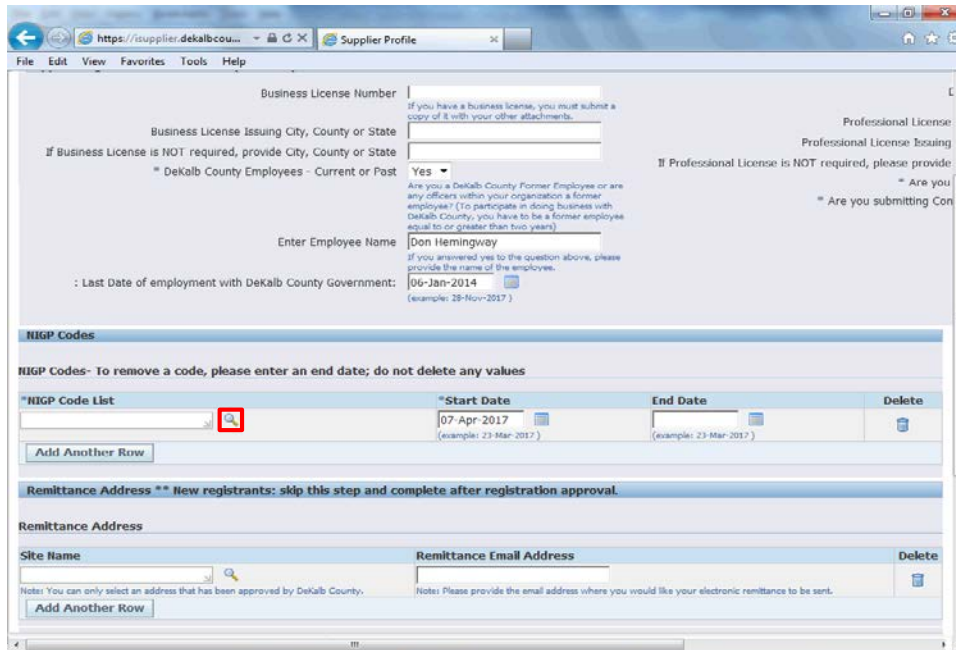
Below the NIGP Codes section is the **Remittance Address** section, which includes a table with columns for Site Name, Remittance Email Address, and Delete. A note states: "Note: You can only select an address that has been approved by DeKalb County." and another note says: "Note: Please provide the email address where you would like your electronic remittance to be sent." There is an "Add Another Row" button at the bottom of this section.

Step 80

Under the NIGP code list section, you can add codes that describe the goods and services you can provide DeKalb County.

Click on **Add Another Row** to start populating your NIGP codes.

Supplier Self Registration



Business License Number

If you have a business license, you must submit a copy of it with your other attachments.

Business License Issuing City, County or State

If Business License is NOT required, provide City, County or State

* Dekalb County Employees - Current or Past Yes No

Are you a Dekalb County Former Employee or are any officers within your organization a former employee? (To participate in doing business with Dekalb County, you have to be a former employee equal to or greater than two years)

Professional License

Professional License Issuing

Professional License is NOT required, please provide

* Are you submitting Con Yes No

Enter Employee Name

If you answered yes to the question above, please provide the name of the employee.

: Last Date of employment with Dekalb County Government:

(example: 28-Nov-2017)

NIGP Codes

NIGP Codes- To remove a code, please enter an end date; do not delete any values

*NIGP Code List	*Start Date	End Date	Delete
<input type="text"/>	<input type="text" value="07-Apr-2017"/> <small>(example: 23-Mar-2017)</small>	<input type="text"/>	<input type="text"/>

Remittance Address ** New registrants: skip this step and complete after registration approval.

Remittance Address

Site Name	Remittance Email Address	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>

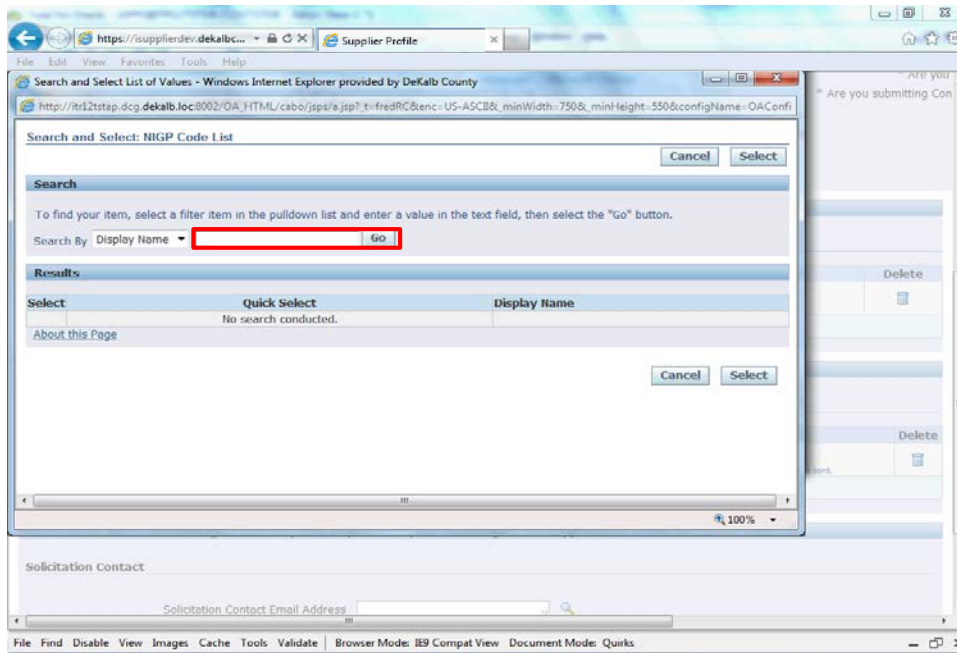
Note: You can only select an address that has been approved by DeKalb County.

Note: Please provide the email address where you would like your electronic remittance to be sent.

Step 81

Click on the **Search** (flashlight) icon to search for **NIGP Codes**.

Supplier Self Registration

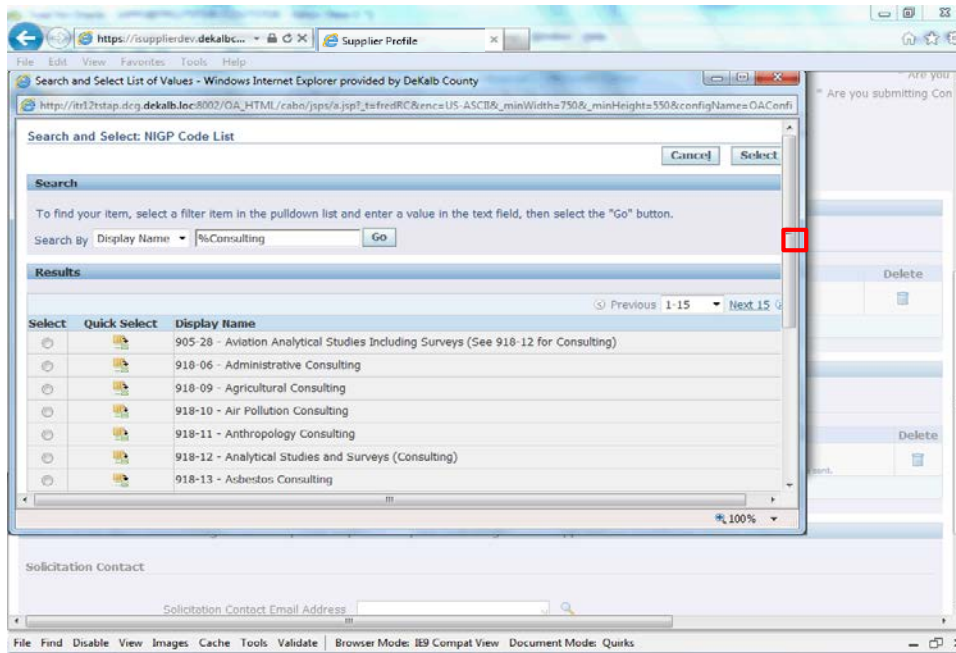


Step 82

In the Search screen, enter part of an NIGP code in the **Search by** field.

Here we will enter **%Consulting** and click on **Go**.

Supplier Self Registration

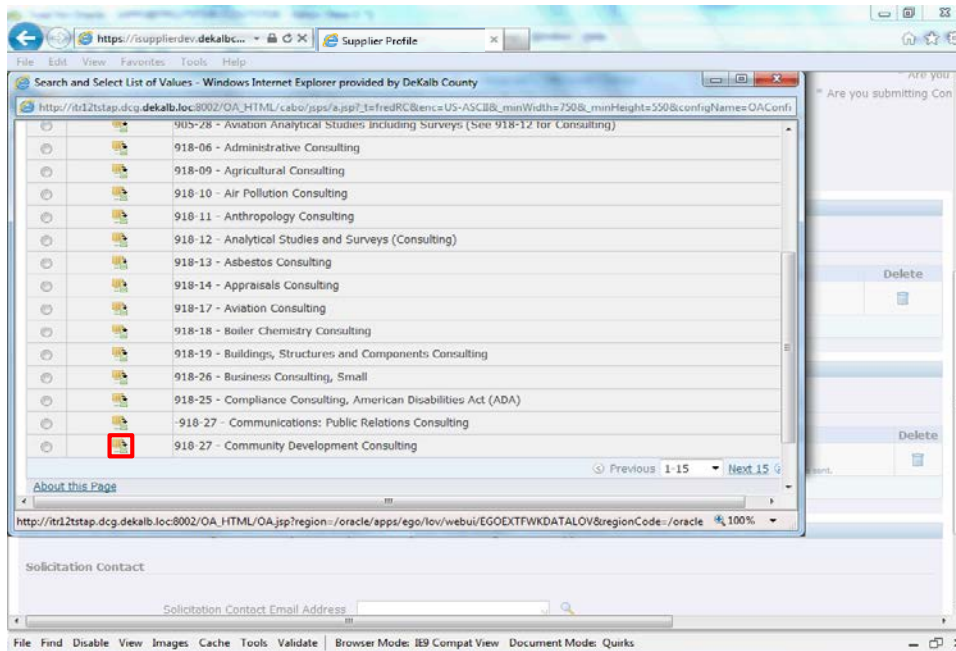


Step 83

The system will bring back all NIGP codes meeting your search criteria.

Here we will **scroll** to locate the correct code.

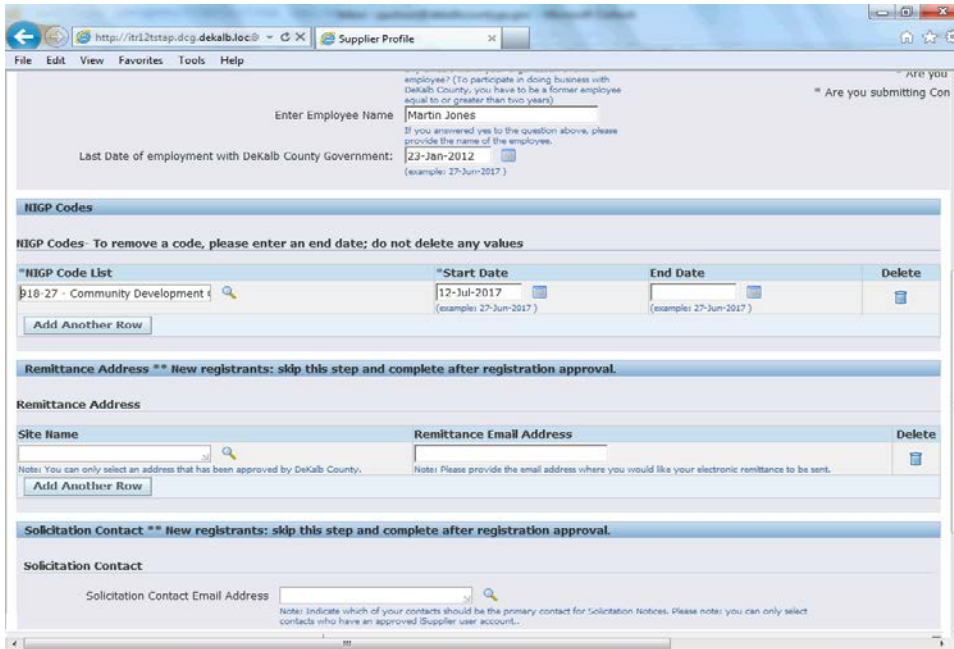
Supplier Self Registration



Step 84

Here we will select **918-27-Community Development Consulting** by clicking on the Quick Select icon.

Supplier Self Registration



Are you submitting Con

employee? (To participate in doing business with DeKalb County, you have to be a former employee equal to or greater than two years)

Are you submitting Con

Enter Employee Name: Martin Jones

Last Date of employment with DeKalb County Government: 23-Jan-2012
(example: 27-Jun-2017)

If you answered yes to the question above, please provide the name of the employee.

NIGP Codes

NIGP Codes: To remove a code, please enter an end date; do not delete any values

NIGP Code List	Start Date	End Date	Delete
18-27 - Community Development	12-Jul-2017 (example: 27-Jun-2017)		

Add Another Row

Remittance Address ** New registrants: skip this step and complete after registration approval.

Remittance Address

Site Name	Remittance Email Address	Delete

Note: You can only select an address that has been approved by DeKalb County.

Note: Please provide the email address where you would like your electronic remittance to be sent.

Add Another Row

Solicitation Contact ** New registrants: skip this step and complete after registration approval.

Solicitation Contact

Solicitation Contact Email Address

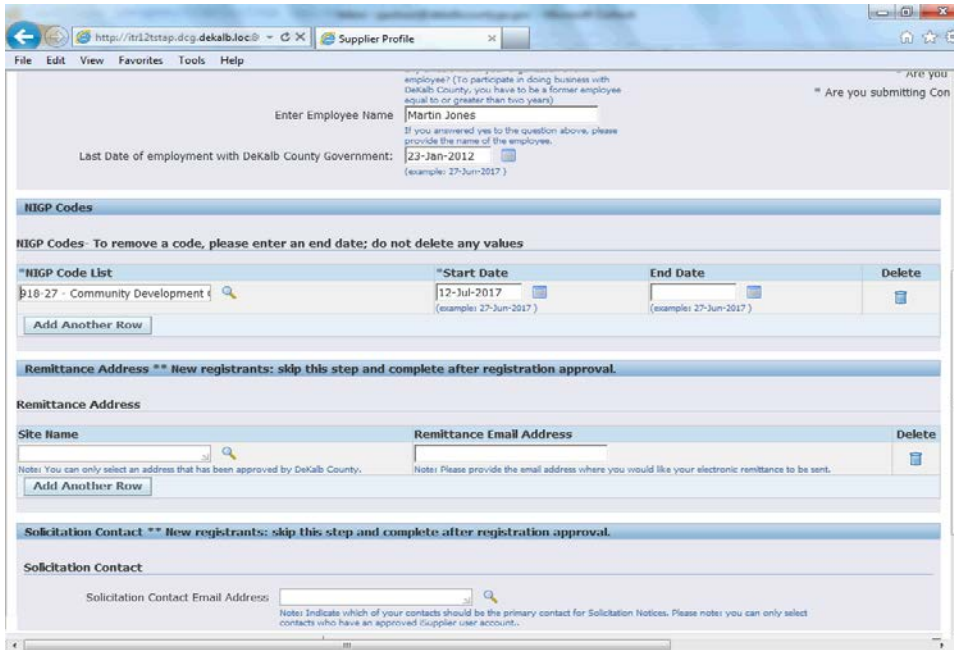
Note: Indicate which of your contacts should be the primary contact for Solicitation Notices. Please note: you can only select contacts who have an approved Supplier user account.

Step 85

When you have selected your code, the system will return you to populate a Start Date.

If the date you want to use is the current date, accept the default in the **Start Date** field.

Supplier Self Registration



Are you submitting Con

employee? (To participate in doing business with DeKalb County, you have to be a former employee equal to or greater than two years)

Are you submitting Con

Enter Employee Name: Martin Jones

Last Date of employment with DeKalb County Government: 23-Jan-2012
(example: 27-Jun-2017)

If you answered yes to the question above, please provide the name of the employee.

(example: 27-Jun-2017)

NIGP Codes

NIGP Codes: To remove a code, please enter an end date; do not delete any values

NIGP Code List	Start Date	End Date	Delete
18-27 - Community Development	12-Jul-2017 (examples: 27-Jun-2017)	(examples: 27-Jun-2017)	Delete

Add Another Row

Remittance Address ** New registrants: skip this step and complete after registration approval.

Remittance Address

Site Name	Remittance Email Address	Delete
		Delete

Note: You can only select an address that has been approved by DeKalb County. Note: Please provide the email address where you would like your electronic remittance to be sent.

Add Another Row

Solicitation Contact ** New registrants: skip this step and complete after registration approval.

Solicitation Contact

Solicitation Contact Email Address

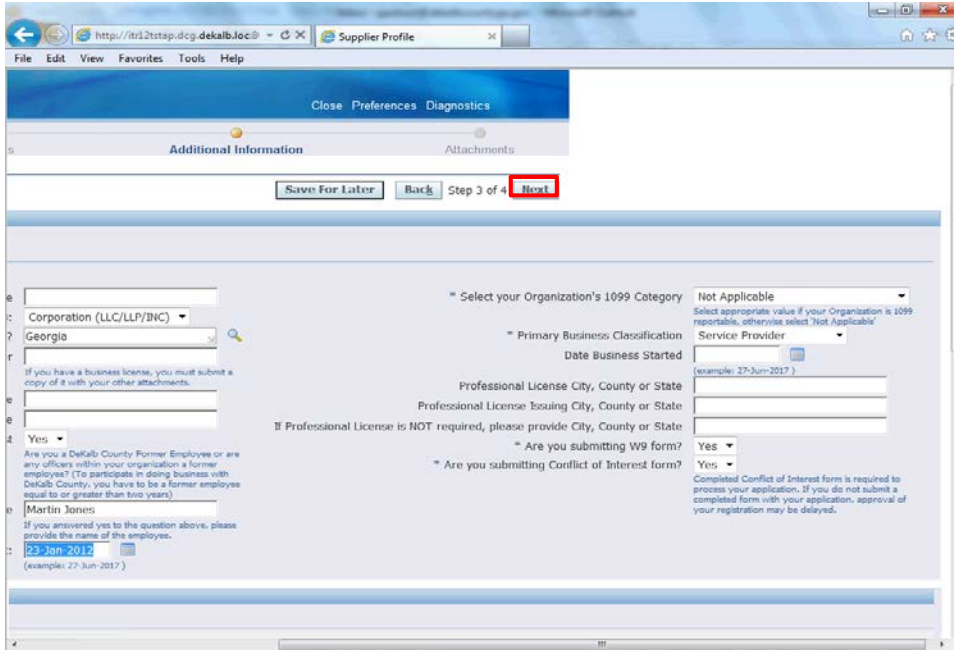
Note: Indicate which of your contacts should be the primary contact for Solicitation Notices. Please note you can only select contacts who have an approved Supplier user account.

Step 86

You can enter as many NIGP Codes as required.

When you have finished entering your NIGP codes, **scroll** to the right to proceed.

Supplier Self Registration



The screenshot shows a web browser window with the URL <http://w12stap.dcg.dekalb.local> and the page title "Supplier Profile". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page has a blue header with "Close Preferences Diagnostics" and a navigation bar with "Additional Information" and "Attachments". Below the navigation bar are buttons for "Save For Later", "Back", "Step 3 of 4", and "Next". The "Next" button is highlighted with a red box. The main content area contains several form fields and sections:

- A dropdown menu for "Corporation (LLC/LLP/BNC)" with "Georgia" selected.
- A section for "Select your Organization's 1099 Category" with a dropdown menu set to "Not Applicable".
- A section for "Primary Business Classification" with a dropdown menu set to "Service Provider".
- A section for "Date Business Started" with a date input field.
- A section for "Professional License City, County or State" with an input field.
- A section for "Professional License Issuing City, County or State" with an input field.
- A section for "Are you submitting W9 form?" with a "Yes" dropdown menu.
- A section for "Are you submitting Conflict of Interest form?" with a "Yes" dropdown menu.
- A section for "Are you a DeKalb County Former Employee or are any officers within your organization a former employee?" with a text input field containing "Martin Jones".
- A section for "Date" with a date input field set to "23-Jan-2012".

Step 87

When you have finished making all your updates, click on **Next** to proceed.

Supplier Self Registration



DeKalb County
GEORGIA

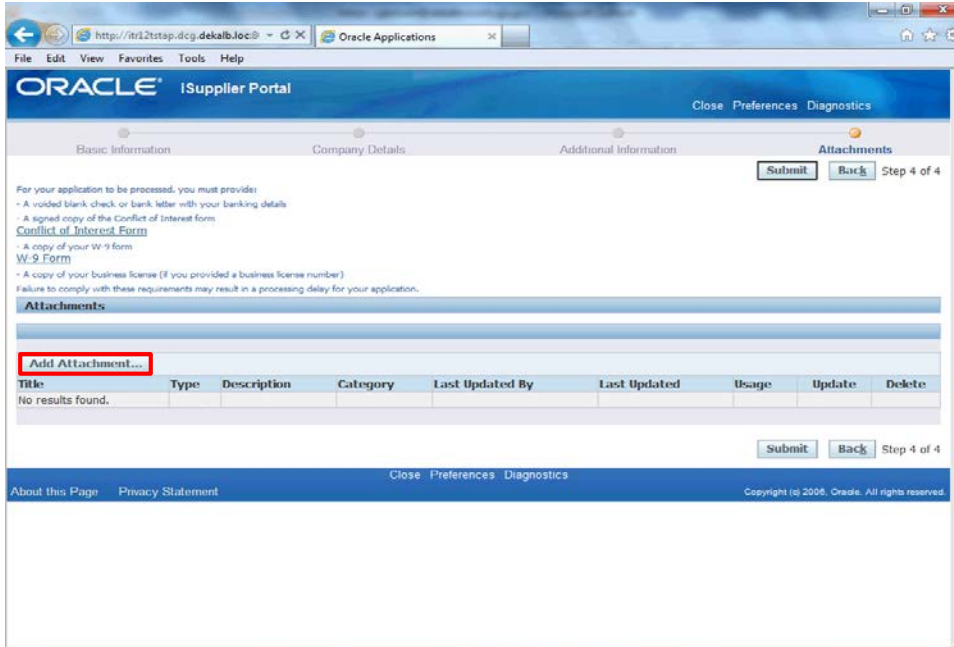
The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays 'http://w12tstap.dcg.dekalb.local'. The page title is 'ORACLE iSupplier Portal'. The navigation tabs include 'Basic Information', 'Company Details', 'Additional Information', and 'Attachments'. The 'Attachments' tab is active, showing a list of required documents for application processing. The list includes a 'MANDATORY W-9 form', a 'Conflict of Interest Form', and a 'Copy of a Blank Check'. The 'Attachments' table is currently empty, with a message 'No results found.' and a table structure with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The page includes 'Submit' and 'Back' buttons and is labeled 'Step 4 of 4'.

Step 88

In the Attachments step, you will attach your **MANDATORY W-9 form, Conflict of Interest Form** and **Copy of a Blank Check**.

There are links that will take you to the location of our **Conflict of Interest** and **W-9 Forms** that are required. Please **click on the links to download** the documents if you have not already done so.

Supplier Self Registration



ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Submit Back Step 4 of 4

For your application to be processed, you must provide:

- A voided blank check or bank letter with your banking details
- A signed copy of the Conflict of Interest form
[Conflict of Interest Form](#)
- A copy of your W-9 form
[W-9 Form](#)
- A copy of your business license (if you provided a business license number)

Failure to comply with these requirements may result in a processing delay for your application.

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Submit Back Step 4 of 4

About this Page Privacy Statement Close Preferences Diagnostics

Copyright (c) 2008, Oracle. All rights reserved.

Step 89

Click on the **Add Attachment** button to start to upload your voided check, Conflict of Interest form, W-9 Form and business license (if required).

Supplier Self Registration



DeKalb County
GEORGIA

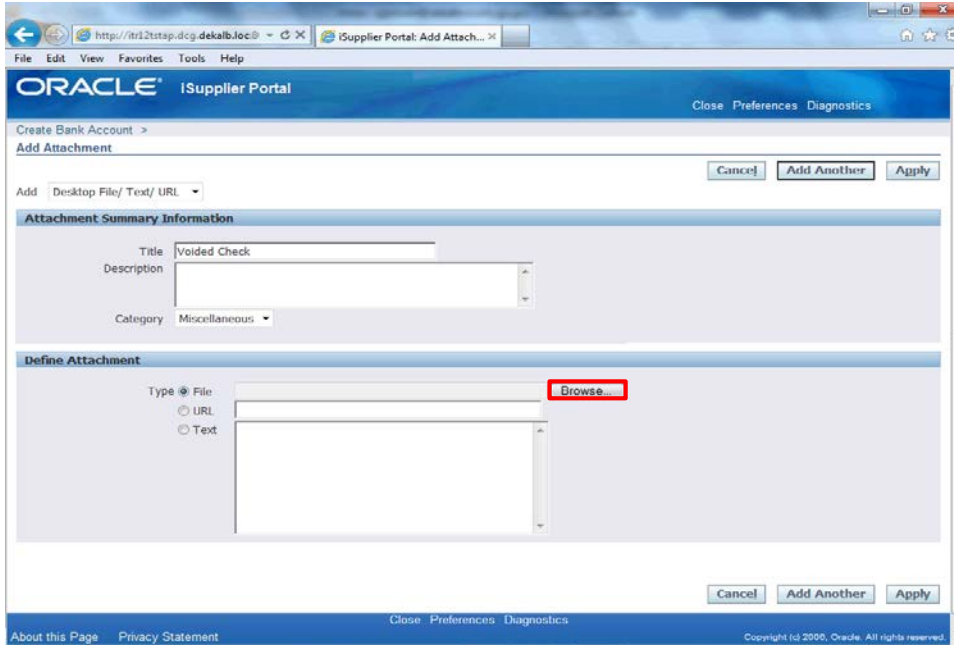
A screenshot of a web browser window displaying the Oracle iSupplier Portal. The page title is "iSupplier Portal" and the URL is "http://ir12stap.dcg.dekalb.local". The page has a blue header with "ORACLE iSupplier Portal" and "Close Preferences Diagnostics" links. Below the header, there is a "Create Bank Account >" link and an "Add Attachment" section. The "Add Attachment" section has a dropdown menu set to "Desktop File/ Text/ URL" and buttons for "Cancel", "Add Another", and "Apply". Below this is the "Attachment Summary Information" section, which includes a "Title" field (highlighted with a red box), a "Description" text area, and a "Category" dropdown menu set to "Miscellaneous". Below that is the "Define Attachment" section, which has radio buttons for "File", "URL", and "Text", and a "Browse..." button. At the bottom of the page, there are "About this Page", "Privacy Statement", "Close Preferences Diagnostics", and "Copyright (c) 2006, Oracle. All rights reserved." links.

Step 90

You can optionally enter a **Title** for your attachment so the person processing your application will know what the attachment is.

Here we will enter "**Voided Check**".

Supplier Self Registration



ORACLE iSupplier Portal

Create Bank Account > Close Preferences Diagnostics

Add Attachment

Add Desktop File/ Text/ URL Cancel Add Another Apply

Attachment Summary Information

Title Voided Check

Description

Category Miscellaneous

Define Attachment

Type File URL Text

Browse...

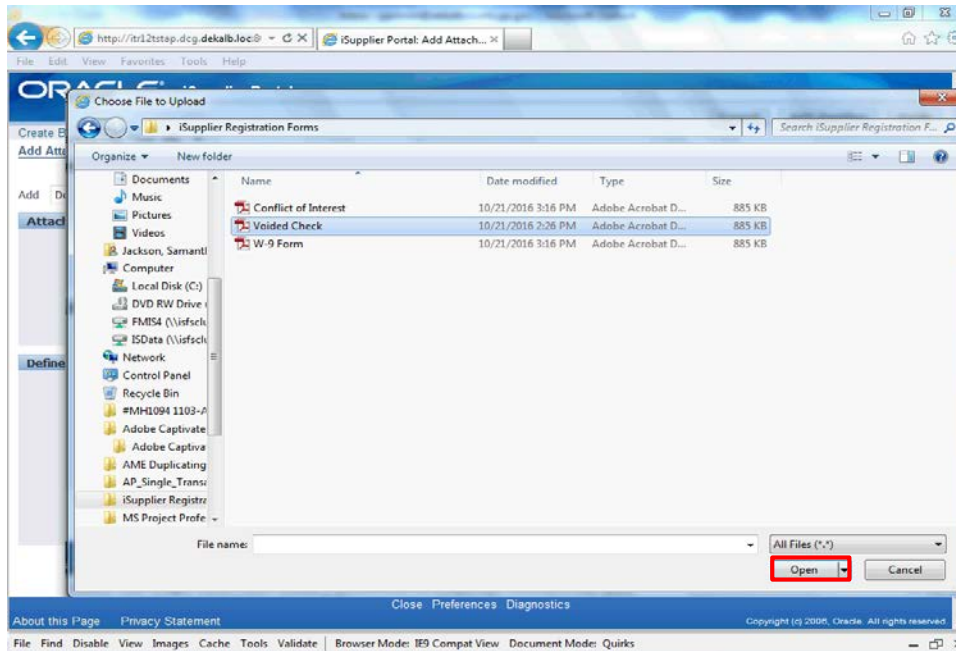
Cancel Add Another Apply

About this Page Privacy Statement Close Preferences Diagnostics Copyright (c) 2009, Oracle. All rights reserved.

Step 91

To upload a file, click on the **Browse** button.

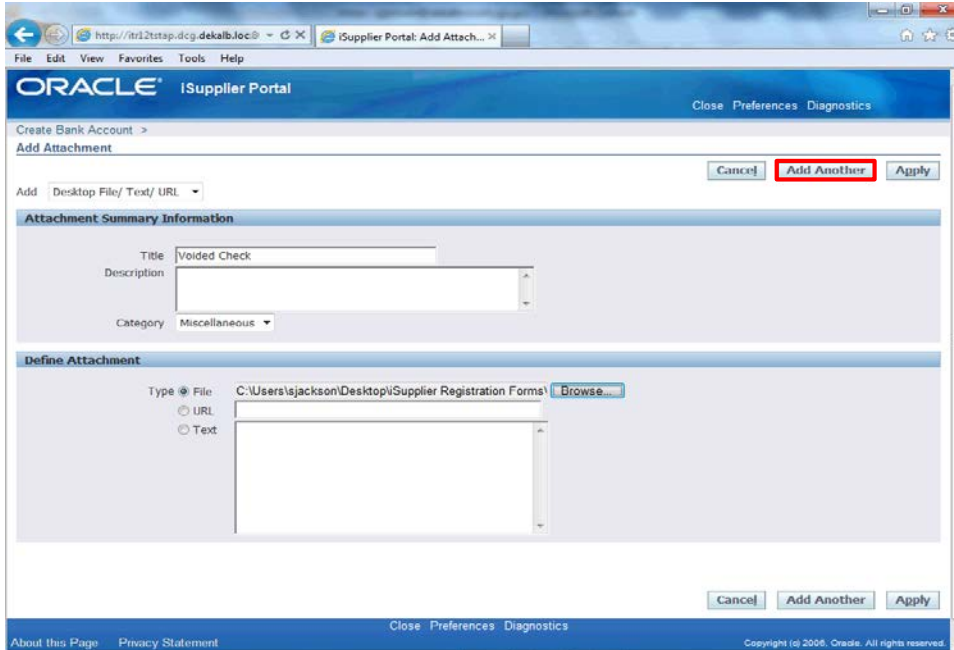
Supplier Self Registration



Step 92

Navigate the folder where your forms are saved and select the correct file by clicking on the file, then **Open**

Supplier Self Registration



ORACLE iSupplier Portal

Create Bank Account > Close Preferences Diagnostics

Add Attachment

Add Desktop File/ Text/ URL Cancel Add Another Apply

Attachment Summary Information

Title Voided Check
Description
Category Miscellaneous

Define Attachment

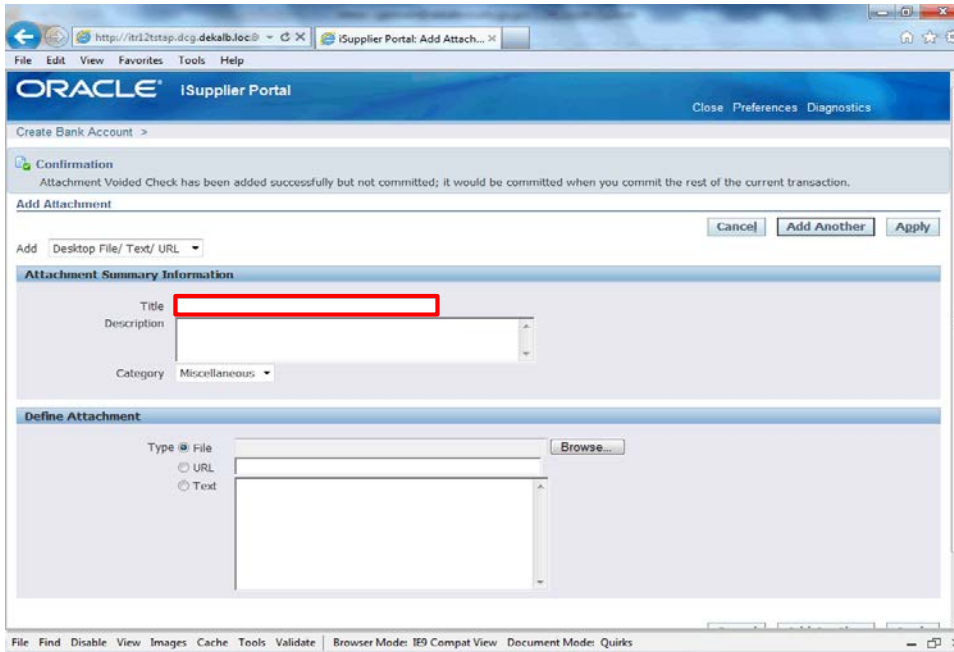
Type File URL Text
C:\Users\sjackson\Desktop\Supplier Registration Forms Browse...
Cancel Add Another Apply

About this Page Privacy Statement Close Preferences Diagnostics Copyright (c) 2006, Oracle. All rights reserved.

Step 93

To add a second attachment, click on the **Add Another** button.

Supplier Self Registration



The screenshot shows the Oracle iSupplier Portal interface. At the top, there's a navigation bar with 'ORACLE iSupplier Portal' and 'Close Preferences Diagnostics'. Below that, a 'Confirmation' message states: 'Attachment Voided Check has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.' The main section is 'Add Attachment', which includes a 'Cancel', 'Add Another', and 'Apply' button set. Underneath, there's a section for 'Attachment Summary Information' with fields for 'Title' (highlighted with a red box), 'Description', and a 'Category' dropdown set to 'Miscellaneous'. The bottom section is 'Define Attachment', featuring radio buttons for 'File' (selected), 'URL', and 'Text', along with a 'Browse...' button.

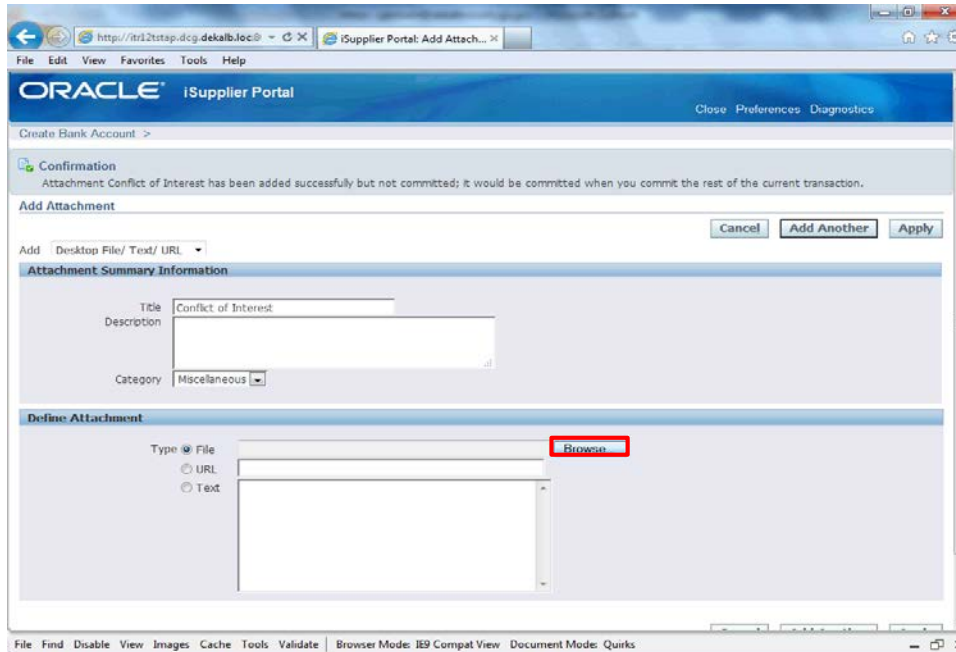
Step 94

The system will confirm that your attachment has been added successfully. It will not be committed until you are finished with all attachments and click on Apply.

To proceed, optionally enter a **Title** for your attachment so the person processing your application will know what the attachment is.

Here we will enter **Conflict of Interest**.

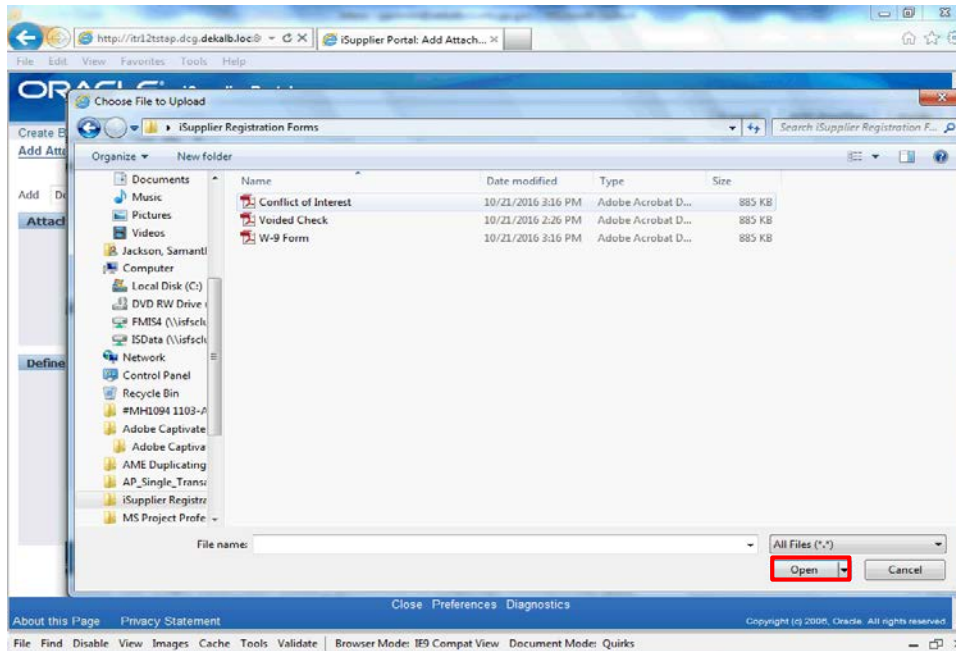
Supplier Self Registration



Step 95

To upload a file, click on the **Browse** button.

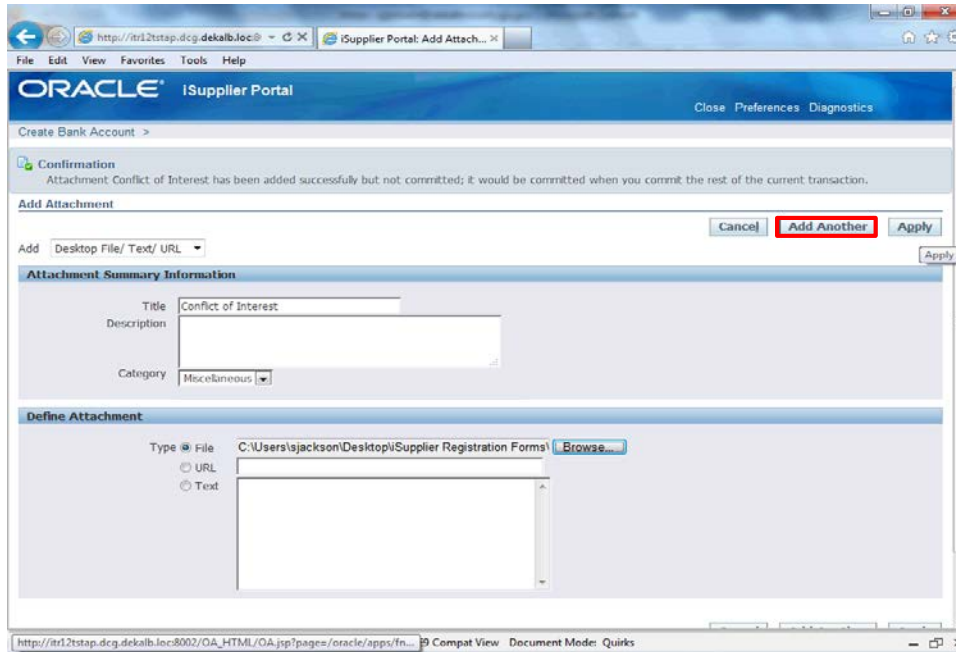
Supplier Self Registration



Step 96

Navigate the folder where your forms are saved and select the correct file by clicking on the file, then **Open**

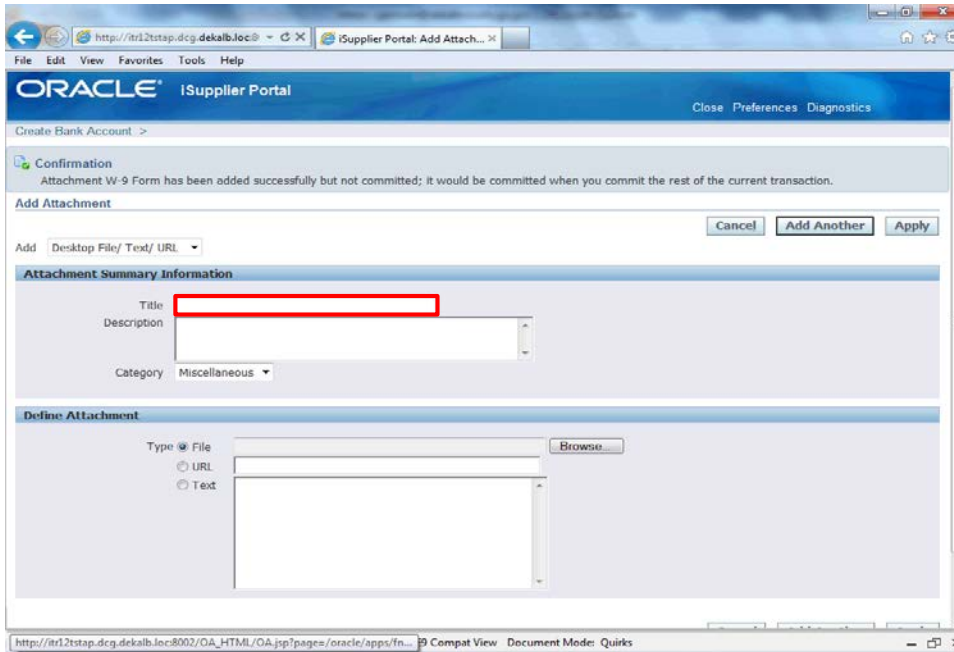
Supplier Self Registration



Step 97

To add a fourth attachment, click on the **Add Another** button.

Supplier Self Registration



The screenshot shows the Oracle iSupplier Portal interface. At the top, there's a navigation bar with 'ORACLE iSupplier Portal' and 'Close Preferences Diagnostics'. Below that, a confirmation message states: 'Attachment W-9 Form has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.' The main form is titled 'Add Attachment' and has buttons for 'Cancel', 'Add Another', and 'Apply'. The 'Add' dropdown is set to 'Desktop File/ Text/ URL'. The 'Attachment Summary Information' section contains a 'Title' field (highlighted with a red box), a 'Description' field, and a 'Category' dropdown set to 'Miscellaneous'. The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text', with a 'Browse...' button next to the 'File' option.

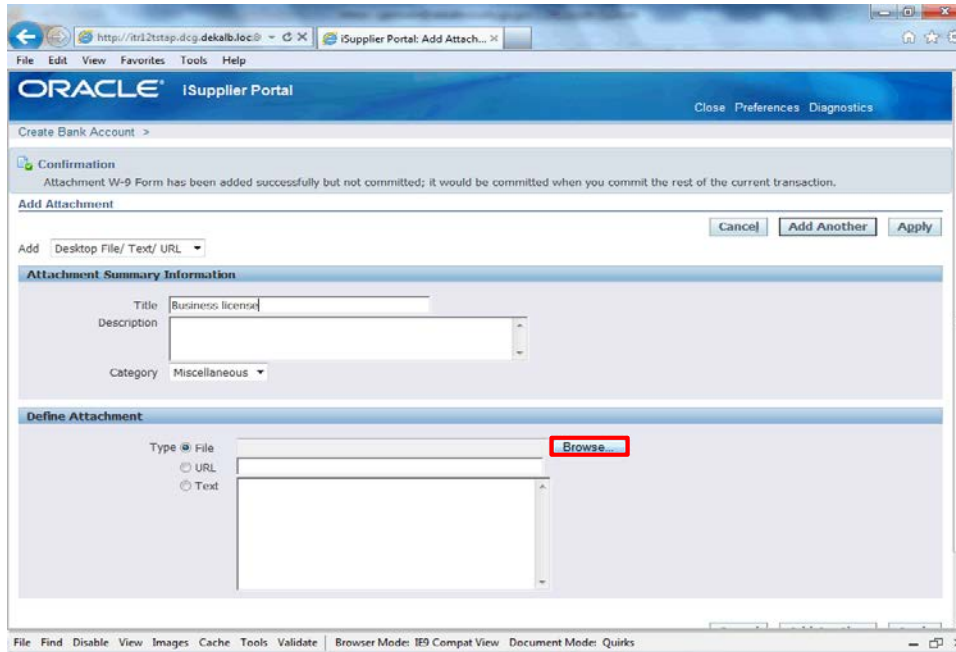
Step 98

The system will confirm that your attachment has been added successfully. It will not be committed until you are finished with all attachments and click on Apply.

To proceed, optionally enter a **Title** for your attachment so the person processing your application will know what the attachment is.

Here we will enter **Business License**.

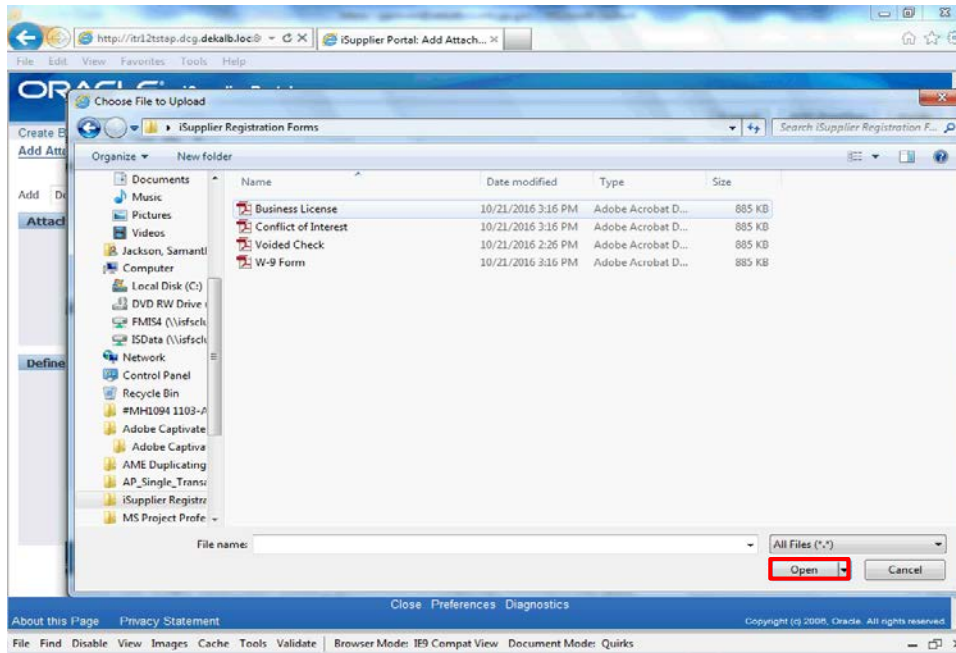
Supplier Self Registration



Step 99

To upload a file, click on the **Browse** button.

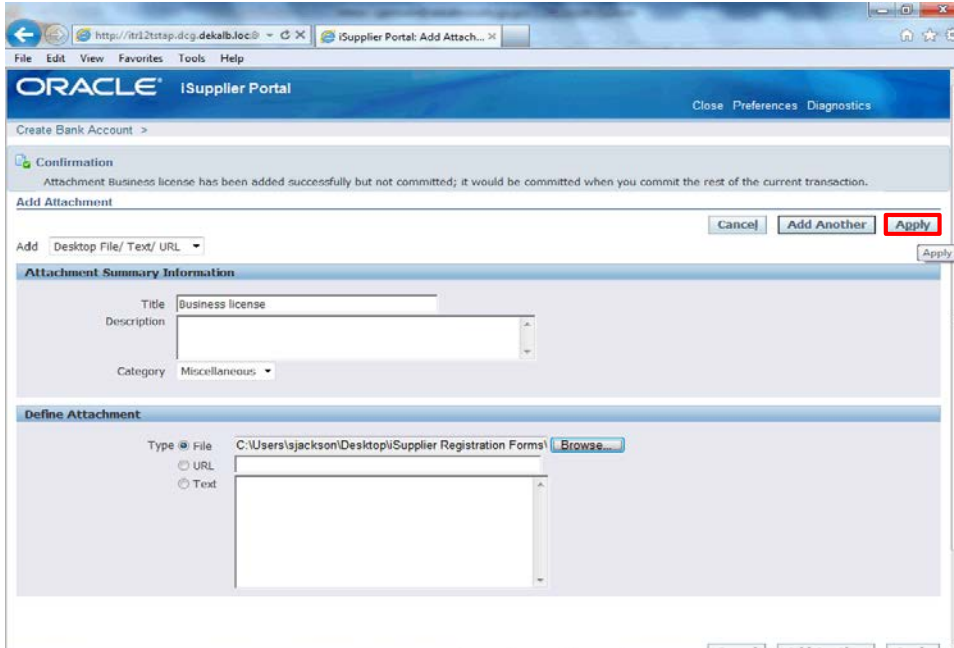
Supplier Self Registration



Step 100

Navigate the folder where your forms are saved and select the correct file by clicking on the file, then **Open**.

Supplier Self Registration

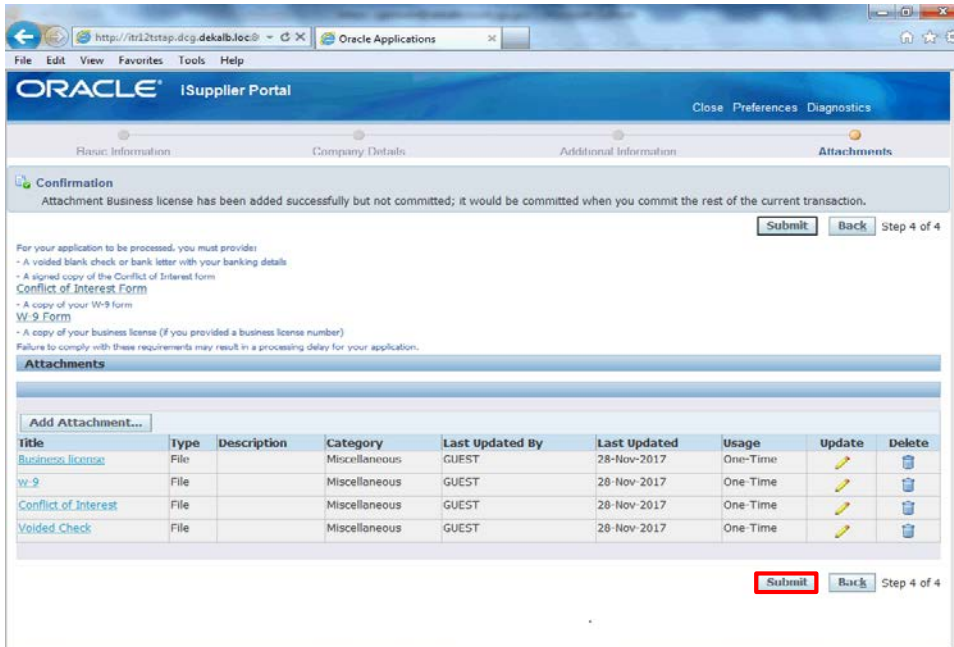


The screenshot shows the Oracle iSupplier Portal interface. At the top, there's a navigation bar with 'ORACLE iSupplier Portal' and links for 'Close', 'Preferences', and 'Diagnostics'. Below this, a 'Confirmation' message states: 'Attachment Business license has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.' The 'Add Attachment' section includes a dropdown menu set to 'Desktop File/ Text/ URL', and three buttons: 'Cancel', 'Add Another', and 'Apply' (which is highlighted with a red box). Below this is the 'Attachment Summary Information' section with fields for 'Title' (containing 'Business license'), 'Description', and 'Category' (set to 'Miscellaneous'). The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text'. The 'File' option is selected, and a file path 'C:\Users\sjackson\Desktop\Supplier Registration Forms\...' is entered next to a 'Browse...' button.

Step 101

When you have finished uploading attachments, click on the **Apply** button.

Supplier Self Registration



ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Confirmation
Attachment Business license has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Step 4 of 4

For your application to be processed, you must provide:

- A voided blank check or bank letter with your banking details
- A signed copy of the Conflict of Interest form
- A copy of your W-9 form
- A copy of your business license (if you provided a business license number)

Failure to comply with these requirements may result in a processing delay for your application.

Attachments

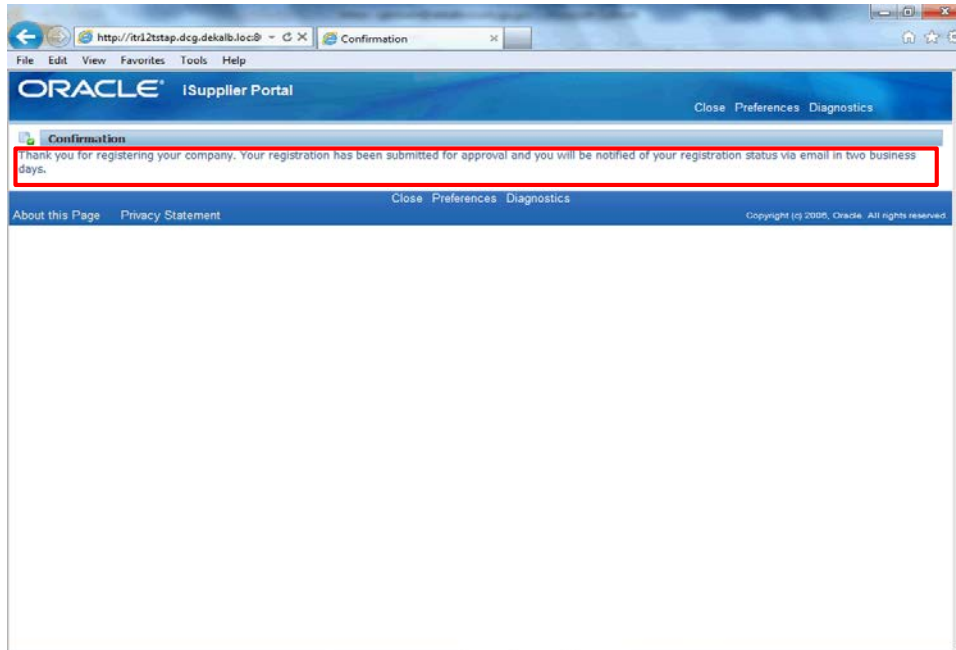
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Business License	File		Miscellaneous	GUEST	28-Nov-2017	One-Time		
W-9	File		Miscellaneous	GUEST	28-Nov-2017	One-Time		
Conflict of Interest	File		Miscellaneous	GUEST	28-Nov-2017	One-Time		
Voided Check	File		Miscellaneous	GUEST	28-Nov-2017	One-Time		

Step 4 of 4

Step 102

With all of your information and attachments complete, you may click on the **Submit** button to complete your registration.

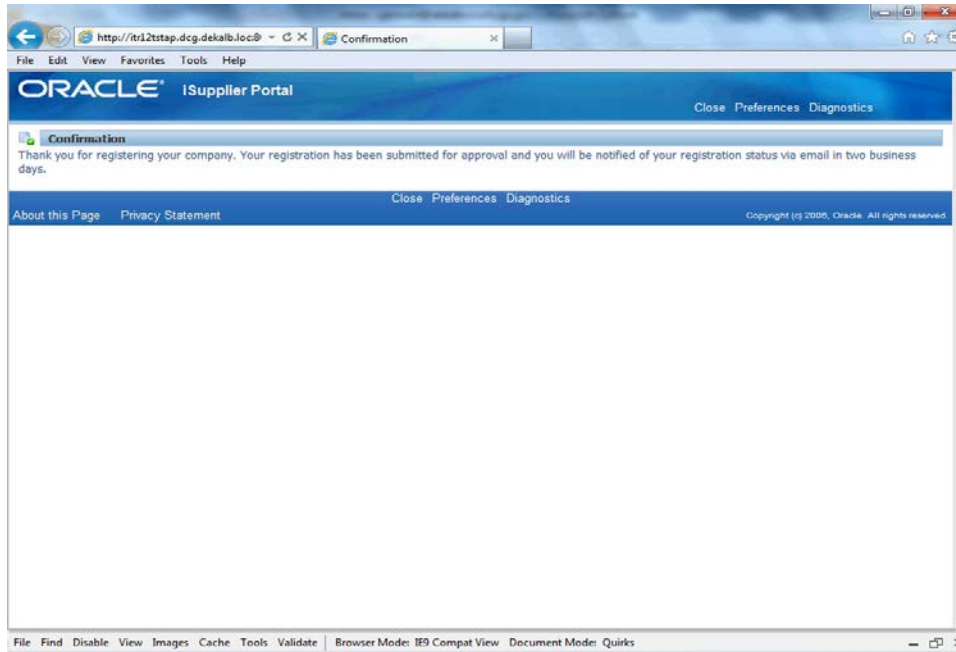
Supplier Self Registration



Step 103

Upon submission, you will receive a **confirmation message** stating that you will be notified of your registration status via email in two business days.

Supplier Self Registration



Step 104

CONGRATULATIONS! You have now completed the training for Supplier Self Registration.