



# SMBC & SCT Supplier Self-Registration

## User Guide



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## INTRODUCTION

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This document forms part of the wider selection of SMBC's Oracle Fusion Training & Documentation Suite.

### THIS DOCUMENT IS INTENDED TO BE USED BY:

- Supplier representatives needing to register their organisation as a supplier for Sandwell Metropolitan Borough Council (SMBC)
- Supplier representatives needing to register their organisation as a supplier for Sandwell Children's Trust (SCT)

### SCOPE OF THIS DOCUMENT:

- The purpose of this document is to provide guidance for professional users when performing end-user tasks on the Oracle Fusion system.
- This document is intended to act as a guide for detailing the steps involved in a variety of everyday on-system processes
- This document contains some off-system process information, but for in-depth process information, users are advised to refer to either company policy & regulations documentation, or the relevant professional team

### OUT OF SCOPE:

- This document does not advise users on specific options to be selected for every possible eventuality
- This document does not advise regarding System Admin activities

# Oracle Fusion User Guide: Supplier Self Registration

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## 1 | NEW SUPPLIER SELF-REGISTRATION

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### 1.1 | New Supplier Self-Registration Process Overview

This document details the new supplier registration process, as is to be carried out by a representative of the supplier, using the link acquired either from the SMBC website, or from the SMBC Procurement Team.

1. For the external registration, SMBC issues a supplier registration **URL** to the potential suppliers. If you are unsure of where to find the URL, contact SMBC Supplier Administration Team.
2. The potential supplier accesses the link and enters all required information, before submitting the registration request.
3. Suppliers can save their in-process registrations if they need to gather requested information and return to submit the registration later.
4. SMBC receives the registration request, which goes through a collaborative review process, before approval or rejection (which may involve requests for more information).
5. A Supplier record is created on SMBC's systems, and Supplier Portal access is granted to the supplier contact.

### 1.2 | Before you Commence the Registration Process

	<p>You will need to ensure that you have the following to hand:</p> <ul style="list-style-type: none"><li>• Business address and email for the primary supplier contact</li><li>• Details of the classification of your organisation</li><li>• Bank account details of your organisation</li><li>• An electronic copy of any optional attachments you wish to include</li></ul>
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### 1.3 | Register a Supplier Externally (Detailed Steps)

1. Select the Supplier Registration link, acquired either via the SMBC website, or from the SMBC/SCT Procurement Team upon successful awarding of a contract:

**Link for SMBC Supplier Registration:**

<https://enus.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=30000012726092&busRel=M1Sq5ZHo7JVCKHQFG%2F0CH17UdXH8gAfGQ%3D%3D>

**Link for SCT Supplier Registration:**

<https://enus.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=30000012726175&busRel=M1Sq5ZHo7JVCKHQFG%2F0CH17UdXH8gAfGQ%3D%3D>

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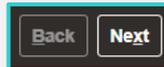
If you wish to register as a supplier for both SMBC and SCT, then you must complete a separate registration process for each.



The screen is split into 6 separate steps or “train stops”. You can use this as a reference point to know where you are in the process.



The **Next** and **Back** buttons may be used to navigate between these “train stops”.



## 1.3.1 | Train Stop 1: Company Details

Upon opening the **Supplier Registration** link, you are presented with the following screen, displaying **Train Stop 1: Company Details**.

2. In the **Register Supplier: Company Details** screen, enter the official, unabbreviated **Company** name.
3. Select the relevant **Tax Organisation Type** from the dropdown menu.

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 For example, you could select Corporation,

4. Select a **Supplier Type** from the dropdown menu.

 Although not mandatory, the Supplier Type field should be populated by all applicants.

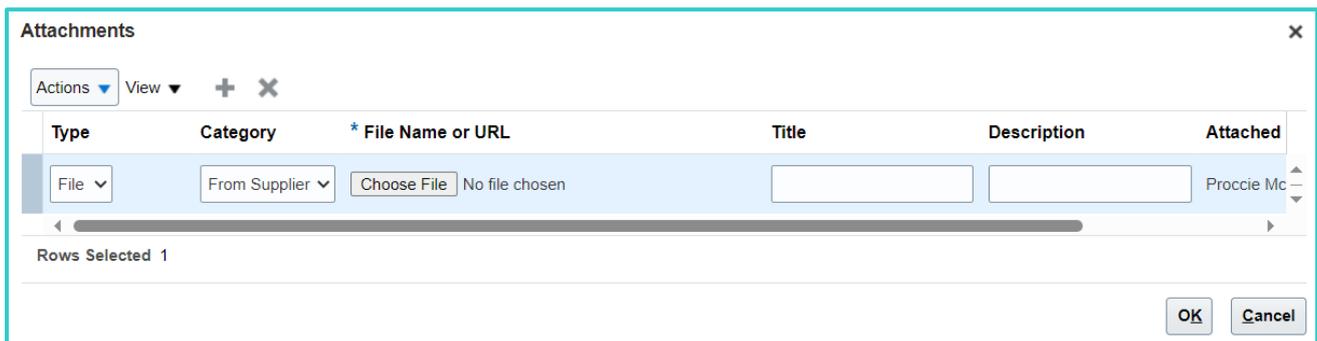
5. Enter the **Corporate Website**.

 Although not mandatory for organisations that do not have a website, the **Corporate Website** field should be filled whenever one exists.

6. Add any relevant attachment(s).

 Attachments are not mandatory at this point, however if you wish to submit any supporting documents, note that multiple attachments may be added, but must be attached one at a time.

- a. To add an attachment, firstly, select the **Add**  icon.  
The **Attachments** dialog box displays.

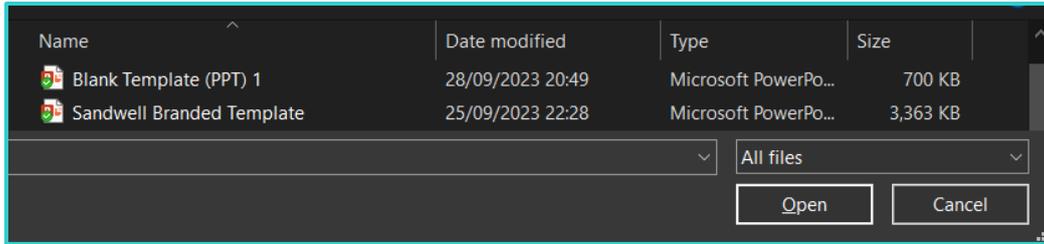


- b. Select a **Category** from the dropdown menu.

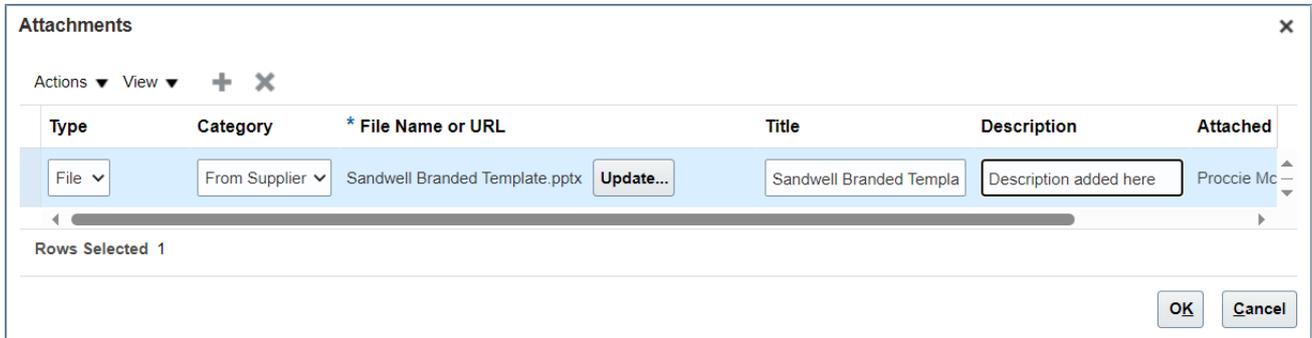


- c. Select **Choose File**
- d. Select the relevant document or image to attach from the network or from your device
- e. Select **Open**.

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The **Title** auto-populates with the document name.



- f. Add an optional **Description**.
- g. Select **OK**.

The document should now be successfully attached.



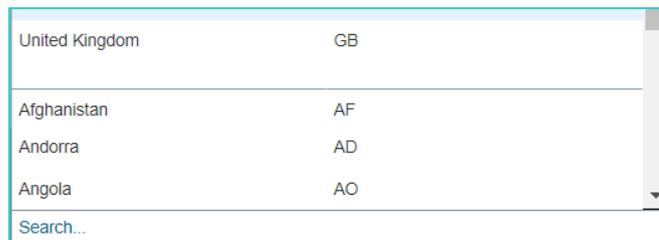
 Attachments may include, for example, a Certificate of Incorporation or a VAT Registration Number. Multiple attachments may be added but must be attached one at a time.

- 7. Leave the **D-U-N-S Number** field blank.

 This field is not required.

- 8. Select the **Tax Country**.

You can either scroll-and-select, begin typing the country name and select from a shortlist, or use the *Search* option in the dropdown menu. Recently selected countries (e.g., United Kingdom below) display at the top of the dropdown menu.



- 9. Enter the **Taxpayer ID**.

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## 10. Enter the **Tax Registration Number**.



This must be in a valid format, with the Country Code as the first 2 digits, and must match the check digit algorithm).

## 11. Enter any relevant **Note to Approver**.



This could be any additional company information not captured in the other fields provided, that may assist the SMBC Procurement Team approver(s) with processing the registration request.

For example, if you have omitted a Tax Registration Number, or failed to attach some of the expected supporting documentation, this field could be used to clarify any valid reasons for doing so.

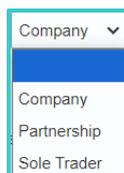
## 12. In the **Additional Information** section, enter relevant details as follows:

Additional Information

Number of Employees	<input type="text" value="1 to 50"/>	Company Registration Number	<input type="text" value="01234567"/>
Cheque Sort Sequence	<input type="text" value="1100K"/>	If you are CIS registered then select your vendor type	<input type="text"/>

- a. Optionally enter the **Number of Employees** in your organisation.
- b. Leave the **Cheque Sort Sequence** blank.
- c. Enter the **Company Registration Number**, if the organisation is registered at Companies House.

## 13. If your organisation is CIS Registered (i.e. registered under the Construction Industry Scheme), then you must select the relevant **Vendor Type** from the dropdown list. Otherwise leave this field blank.



## 14. If you selected a CIS vendor type, then some additional fields display, which must be entered. The fields differ depending on the CIS vendor type.

- a. Selecting the *Company* **CIS Vendor Type** requires you to complete the following fields:

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* Subcontractor Trading Name	ANS
* Subcontractor Unique Taxpayer Reference	01234567890
* Subcontractor Company Registration Number	9876543210

- i. Subcontractor Trading Name.
  - ii. Subcontractor Unique Taxpayer Reference.
  - iii. Subcontractor Company Registration Number.
- b. Selecting the *Partnership CIS Vendor Type* requires you to complete the following fields:

* Subcontractor Trading Name	ANS
------------------------------	-----

* Subcontractor Unique Taxpayer Reference	0123456789
* Subcontractor Company Registration Number	987654321
* Partnership Name	The Who Limited
* Partnership Unique Taxpayer Number	789456123

- i. Subcontractor Trading Name.
  - ii. Subcontractor Unique Taxpayer Reference.
  - iii. Subcontractor Company Registration Number.
  - iv. Partnership Name.
  - v. Partnership Unique Taxpayer Reference
- c. Selecting the *Sole Trader CIS Vendor Type* requires you to complete the following fields:

* Trading Name	ANS
* Subcontractor Unique Taxpayer Reference	987654321
Subcontractor Company Registration Number	112345678
* National Insurance Number	SE885909C

- i. Trading Name.
- ii. Subcontractor Unique Taxpayer Reference.
- iii. Subcontractor Company Registration Number.
- iv. National Insurance Number

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15. In the **Your Contact Information** section, enter the following details for the primary contact at your organisation regarding this supplier registration request:
  - a. Enter a **First Name**.
  - b. Enter a **Last Name**.
  - c. Enter an **Email** address.
  - d. Repeat the email address in the **Confirm Email Address** field.
  
16. Select **Next** to proceed to the next step in the registration process: **Train Stop 2: Contacts**.

## 1.3.2 | Train Stop 2: Contacts



17. The **Supplier Registration: Contacts** screen displays.  
In this screen, the contact added in the previous step displays.

 This contact is automatically flagged as an **Administrative Contact** (and so will be notified of the registration review outcome) with a User Account requested for them (for accessing the Supplier Portal).

Multiple contacts may be added, if required.

Use the **Edit** icon to amend any details for that contact or select **Delete** to remove them as a contact.

To add another contact:

- a. Select  **Create**.

The **Create Contact** dialog box displays, and the relevant fields should be populated similar to the illustration below:

**Create Contact**

<p>Salutation <input style="width: 50px;" type="text" value="Ms."/></p> <p>* First Name <input style="width: 150px;" type="text" value="Major"/></p> <p>Middle Name <input style="width: 150px;" type="text" value="Tomalina"/></p> <p>* Last Name <input style="width: 150px;" type="text" value="Bowie"/></p> <p>Job Title <input style="width: 150px;" type="text" value="Chief Administrator"/></p> <p><input checked="" type="checkbox"/> Administrative contact</p>	<p>Phone <input style="width: 40px;" type="text" value="93"/> <input style="width: 60px;" type="text" value="123"/> <input style="width: 60px;" type="text" value="123"/> <input style="width: 40px;" type="text" value="123"/></p> <p>Mobile <input style="width: 40px;" type="text" value="358"/> <input style="width: 60px;" type="text" value="321"/> <input style="width: 60px;" type="text" value="321"/></p> <p>Fax <input style="width: 40px;" type="text" value="355"/> <input style="width: 60px;" type="text" value="421"/> <input style="width: 60px;" type="text" value="421"/></p> <p>* Email <input style="width: 150px;" type="text" value="tomalina_bowie@soc.org"/> </p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Oracle Fusion User Guide: Supplier Self Registration

- b. Select a **Salutation**.
- c. Enter **Name** details (**First Name** and **Last Name** are mandatory, **Middle Name** is optional).
- d. Enter the contact's **Job Title**.
- e. Specify **Phone**, **Mobile** and/or **Fax** details.
- f. Enter the contact's **Email**.
- g. Tick the **Administrative contact** checkbox if you wish this contact to be notified of the outcome of the Supplier registration review process.
- h. In the **User Account** region, tick the **Create user account** checkbox if you wish for an Oracle Fusion account to be automatically created for this contact upon registration approval, giving access to the Supplier Portal.

▲ User Account

Create user account

**Roles**

Actions ▼ View ▼ Format ▼   Freeze  Detach  Wrap

Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...
SND Supplier Sales Representative	Primary tasks include viewing Purchase Orders and Agreements. Updates contract deliverables that are assigned to the suppl...
SND Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invo...



If the **Create User Account** checkbox is ticked, the **Roles** section below specifies the Oracle Fusion access that the user would be granted upon registration approval.



Available roles include the following:

- **Supplier Self Service Administrator**

This system role enables supplier users to manage the profile information for the supplier company.

Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- **Supplier Sales Representative**

This system role enables supplier users to view purchase orders and agreements, view receipts and returns, view contracts and respond to contract KPIs. They can also view and respond to Grant questionnaires.
- **Supplier Customer Service Representative.**

This system role enables users to view the status of POs and Invoices.

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- i. Select **OK** (or select **Create Another** if you wish to add another supplier contact).

**i** It is possible (but not necessary) to set up multiple contacts. For example, one contact to submit the grant application, another to sign the grant agreement, another to submit monitoring returns, and then another to deal with in relation to grant payments.

Summarised details for the new contact are displayed in the **Contacts** table:

Name	Job Title	Email	Administrative Contact	Request User Account
Alina, Bob	Relationship Manager	misterbobdabalina@supp...	✓	✓

Columns Hidden 7

**i** Repeat Step 17 ('a' to 'i') for any additional contacts that are to be added, then proceed to the next step below.

To edit an existing contact:

- a. Select the **Edit**  icon for the relevant person in the table. The **Edit Contact** dialog box displays.
- b. Make any necessary amendments or additions to the fields on the screen, then select **OK** at the bottom of the screen.

**Edit Contact: Bob Dabalina**

Salutation

\* First Name  

Middle Name

\* Last Name

Job Title

Administrative contact

**User Account**

Create user account

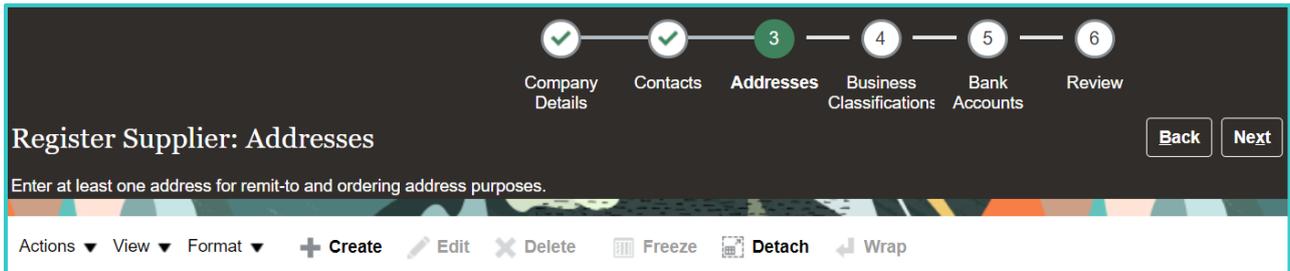
**Roles**

Role	Description
SND Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as

18. Select **Next** to progress to the next step in the process (**Train Stop 3: Addresses**).

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## 1.3.3 | Train Stop 3: Addresses



19. In the **Addresses** section, add at least one supplier address.

To do this:

- a. Select .

The **Create Address** dialog box displays.

- b. Enter an **Address Name** (e.g., *Main*).

- c. Select a **Country** from the dropdown menu.

You may choose to use the *Search* function at the bottom of the dropdown list to help find the relevant option more easily.

- d. Enter the supplier's **Address** details in the fields provided.

- i. **Address Line 1** (free text).

- ii. **Address Line 2** (free text).

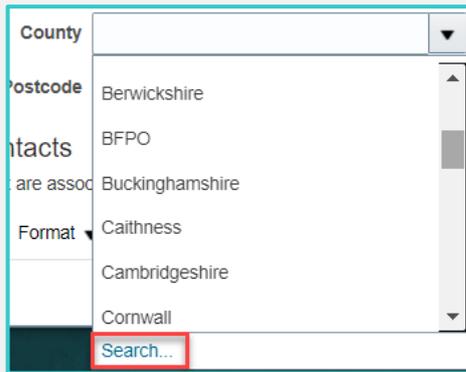
- iii. **Address Line 3** (free text).

- iv. **City** (free text).

- v. **County** (dropdown menu, with a **Search** option)

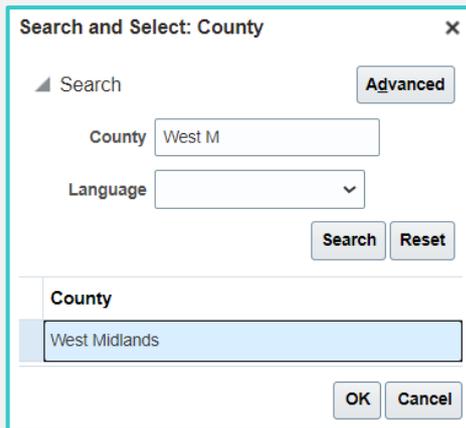
# Oracle Fusion User Guide: Supplier Self Registration

Select the **County** dropdown menu icon, then select the **Search** link below the list.



A screenshot of a web form showing a dropdown menu for 'County'. The menu is open, displaying a list of counties: Berwickshire, BFPO, Buckinghamshire, Caithness, Cambridgeshire, and Cornwall. A 'Search...' button is highlighted with a red box at the bottom of the dropdown list.

The **Search and Select: County** dialog box displays.

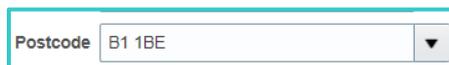


A screenshot of a dialog box titled 'Search and Select: County'. It features a search field with 'West M' entered, a 'Language' dropdown, and 'Search' and 'Reset' buttons. Below the search field, a list of counties is shown, with 'West Midlands' highlighted in blue. 'OK' and 'Cancel' buttons are at the bottom.

Start typing the **County** name in the field provided, then select **Search**. A list of matching options displays below.

Select the relevant option, and it will highlight in blue. Then select **OK** to confirm your selection.

## vi. Postcode

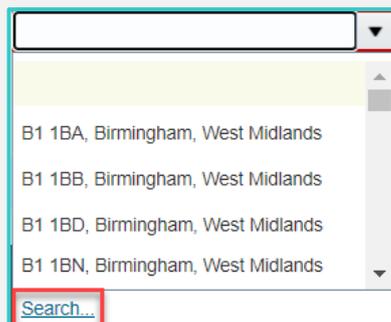


A screenshot of a web form showing a dropdown menu for 'Postcode' with 'B1 1BE' entered.

**Postcode** is a restricted list based on the **County** selected above.

It can be either selected from the dropdown menu or typed directly into the field.

A search function is also available, which operates in the same way as with the **County** field above.



A screenshot of a web form showing a dropdown menu for 'Postcode'. The menu is open, displaying a list of postcodes: B1 1BA, Birmingham, West Midlands; B1 1BB, Birmingham, West Midlands; B1 1BD, Birmingham, West Midlands; and B1 1BN, Birmingham, West Midlands. A 'Search...' button is highlighted with a red box at the bottom of the dropdown list.

# Oracle Fusion User Guide: Supplier Self Registration

e. Tick the relevant **Address Purpose** checkbox(es).

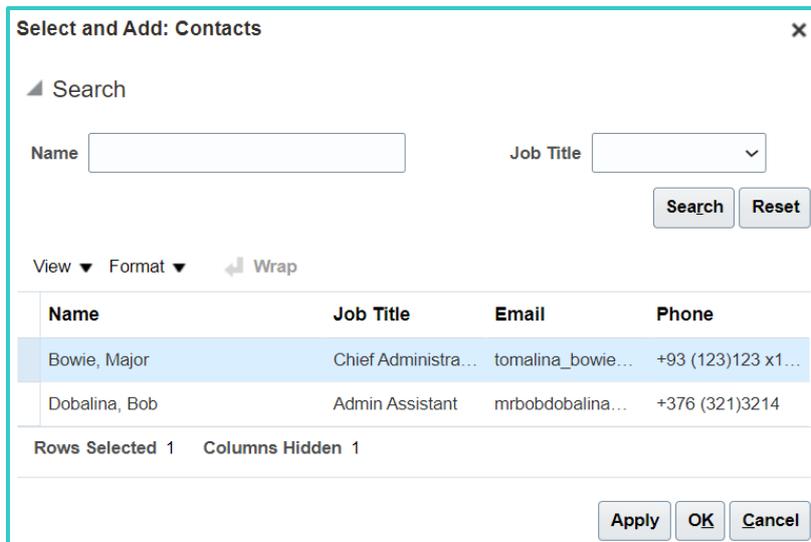
20. In the **Address Contacts** region, add a contact person for the above specified address.

 A Supplier Contact is the person responsible for submitting a Supplier Registration but may also be the person who accesses the Supplier Portal to update the supplier's Profile details.

To do this:

a. Select the **Select and Add**  button.

The **Select and Add: Contacts** window displays, with available contacts displayed in the table.



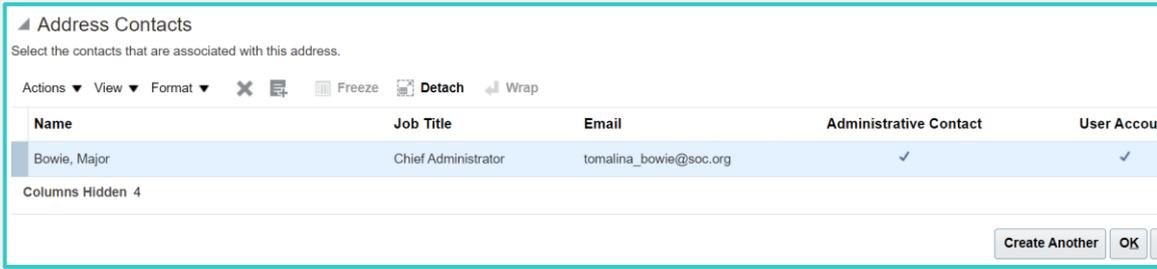
Name	Job Title	Email	Phone
Bowie, Major	Chief Administra...	tomalina_bowie...	+93 (123)123 x1...
Dobalina, Bob	Admin Assistant	mrbobdobalina...	+376 (321)3214

b. Select the relevant name (row).

The row highlights in blue.

c. Select **Apply**, then **OK**.

• The selected person is now listed as the **Address Contact**.



Name	Job Title	Email	Administrative Contact	User Account
Bowie, Major	Chief Administrator	tomalina_bowie@soc.org	✓	✓

d. Select **OK** (or select **Create Another** if you wish to add another supplier address at this point).

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Summarised details for the new address are displayed in the **Address** table:

Address Name	Address	Phone	Address Purpose	Edit	Delete
Main	1 Main Street,Mainville,Maintown,CITY OF MAINE,Aberdeenshire,AB10 1AB		Ordering; Remit to		

- Repeat steps 19-20 above for any additional addresses and contacts that are to be added, then proceed to the next step below.
- It is also possible to either edit an existing contact (name, email address, access level etc.) by selecting the **EDIT** icon on the right, making the necessary amendments, then selecting **OK**.  
If a contact is no longer needed, it can be deleted by selecting the relevant row so that it highlights in blue, then selecting Actions > Delete.

21. Select **Next** to progress to the next step in the process (**Train Stop 4: Business Classification**).

## 1.3.4 | Train Stop 4: Business Classification

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date
<input type="checkbox"/>					

22. In the **Business Classifications** section, add at least one classification.

To do this:

- a. Select **Add**

The **Business Classification** dropdown menu displays in a blank row:

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<input type="text"/>					dd/mm/yy	dd/mm/yy	None	

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- b. Select a **Business Classification** from the dropdown menu.



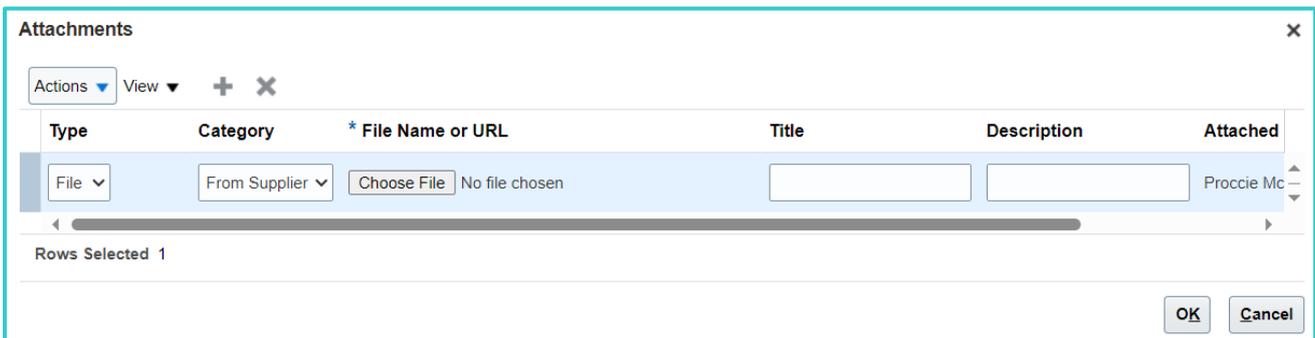
- c. Enter the **Certifying Agency** (where applicable).
- d. If you selected Other, then enter the **Other Certifying Agency** name in the next field.
- e. Enter the **Certificate** description.
- f. Enter the **Start Date** for the certification.
- g. Enter any applicable **Expiration Date**.

Expired certifications should be renewed wherever they are relevant to the goods or services provided to SMBC or SCT.

- h. Add any relevant attachment(s).

Attachments are not mandatory at this point, however if you wish to submit any supporting documents, note that multiple attachments may be added, but must be attached one at a time.

- i. To do this, firstly, select the icon.  
The **Attachments** dialog box displays.



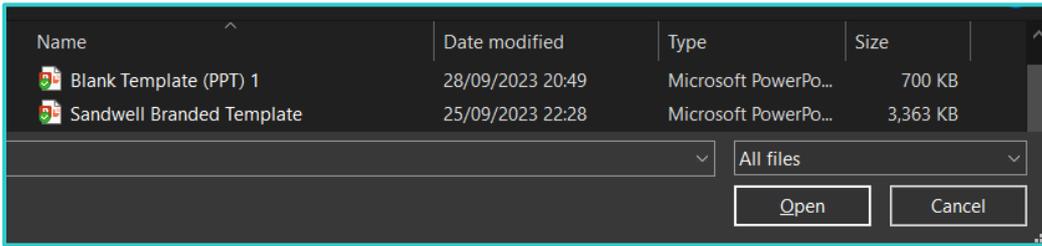
- ii. Select a **Category** from the dropdown menu.



- iii. Select **Choose File**.

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- iv. Select the relevant document or image to attach from the network or from your device
- v. Select **Open**.



The **Title** auto-populates with the document name.



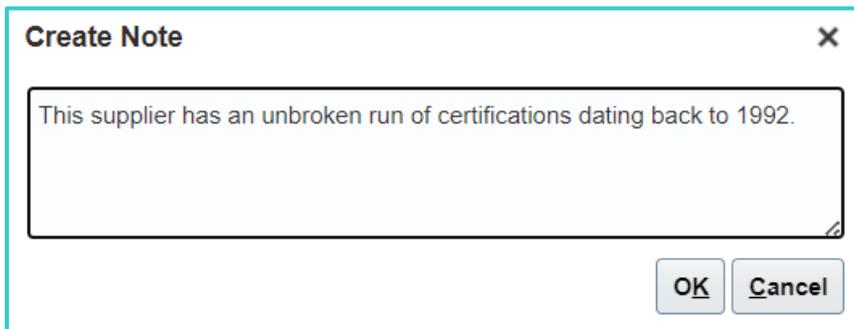
- vi. Add an optional **Description**.
- vii. Select **OK**.

The document should now be successfully attached.



 Attachments may include, for example, a certification or an award from a professional or regulatory body (e.g., ISO 9001). Multiple attachments may be added but must be attached one at a time.

- i. Select the **Notes** icon.
- The **Create Note** dialog box displays.



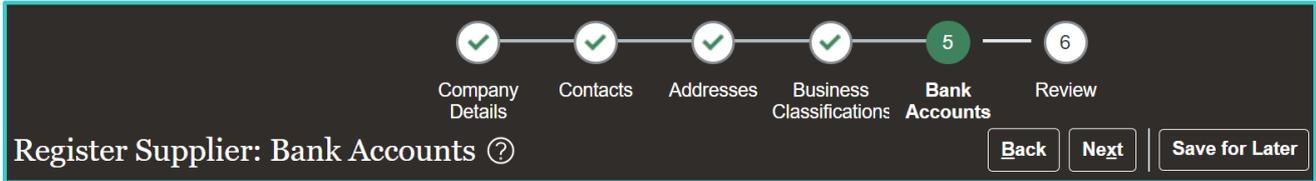
- j. Enter a relevant note and select **OK**.

 Repeat Steps 22 ('a' - 'j') for any additional **Business Classifications** that are to be added.

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23. Select **Next** to progress to the next step in the process (**Train Stop 5**).

## 1.3.5 | Train Stop 5: Bank Accounts



24. In the **Bank Accounts** screen, you may add a bank account.

To do this:

- a. Select .

The **Create Bank Account** dialog box displays.

### Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country	<input type="text"/>	IBAN	<input type="text"/>
Bank	<input type="text"/>	Currency	<input type="text"/>
Branch	<input type="text"/>		
Account Number	<input type="text"/>		

#### Additional Information

Account Name	<input type="text"/>	Agency Location Code	<input type="text"/>
Alternate Account Name	<input type="text"/>	Account Type	<input type="text"/>
Account Suffix	<input type="text"/>	Description	<input type="text"/>
Check Digits	<input type="text"/>		

#### Comments

Note to Approver

- b. Select a **Country** from the dropdown menu.

You may use the *Search* function at the bottom of the dropdown list to help find the relevant option more easily.

Antarctica	AQ
Antigua and Barbuda	AG
<input type="text" value="Search..."/>	

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- i. Select **Search**.

The **Search and Select: Country** dialog box displays.

Name	Code
United Arab Emirates	AE
United Kingdom	GB
United States	US

- ii. Enter the **Name** or partial name of the country (e.g., *United*)
  - iii. Select **Search**.  
A list of matching values displays.
  - iv. Select the relevant option in the list.  
It highlights in blue.
  - v. Select **OK**.
- c. Select the relevant **Bank** from the dropdown menu.

- ADAM & COMPANY PLC
- AIB BANK
- AIRDRIE SAVINGS BANK
- ALLIANCE & LEICESTER
- ALLIANCE & LEICESTER COMMERCIAL BANK PLC
- ALLIANCE & LEICESTER COM BANK
- ALLIANCE & LEICESTER COMM BANK

- d. Select the relevant **Branch** from the dropdown menu.
- e. Enter the **Account Number**.
- f. Enter the **IBAN Number**.
- g. Select the **Currency** from the dropdown menu.

You may use either the scroll bar or the **Search** function to help find the required option more easily.

Currency	Address Purpos
GBP	Pound Sterling
USD	US Dollar
EUR	Euro

- h. Enter the **Account Name**.

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- i. Enter an **Alternate Account Name** (where applicable).
- j. Enter the **Account Suffix** (where applicable).
- k. Enter the **Check Digit** (where applicable).
- l. Enter the **Agency Location Code** (where applicable).
- m. Select the **Account Type** from the dropdown menu.

Checking
Savings
Unknown

- n. Enter an **Account Description**.
- o. Enter a **Note to Approver**.

### Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country	<input type="text" value="United Kingdom"/>	IBAN	<input type="text" value="IB12345678910111211111"/>
Bank	<input type="text" value="*HSBC UK BANK PLC"/>	Currency	<input type="text" value="GBP"/>
Branch	<input type="text" value="WORTHING WARWICK ST-404725"/>		
Account Number	<input type="text" value="1234578"/>		

#### Additional Information

Account Name	<input type="text" value="Supplier Limited"/>	Agency Location Code	<input type="text" value="12345"/>
Alternate Account Name	<input type="text" value="Supplier Main Account"/>	Account Type	<input type="text" value="Savings"/>
Account Suffix	<input type="text" value="123"/>	Description	<input type="text" value="Description here."/>
Check Digits	<input type="text" value="456"/>		

#### Comments

Note to Approver

- p. Select **OK**.

Summarised details for the newly added Bank Account are displayed in the **Bank Accounts** table, with some details obfuscated:

# Oracle Fusion User Guide: Supplier Self Registration

Bank Accounts

Actions ▾ View ▾ Format ▾ + ✎ ✕ Freeze Detach Wrap

Account Number	IBAN	Currency	Bank
XXXX5678		GBP	*HSBC UK BANK PLC

Columns Hidden 8

**i** Repeat Step 24 ('a' to 'p') for any additional bank accounts that are to be added.

25. Select **Next** to progress to the next step in the process (**Train Stop 6: Review**).

## 1.3.6 | Train Stop 6: Review

**i** All information entered in Steps 1-5 of this process (as detailed above) is displayed in the **Train Stop 6: Review** step.

The **Review** step is read-only. If you wish to make amendments, use the **Back** button below the navigation train stops to navigate back through the steps to the relevant screen, then return to the **Review** screen using the **Next** button.

**DO NOT USE THE BACK BUTTON IN YOUR BROWSER TOOLBAR.**

26. Review the details entered in each section.

**i** If you are not yet ready to submit the registration, select **Save for Later**. The incomplete registration will be sent to you by email, to be retrieved, completed, and submitted later.

**Confirmation** ✕

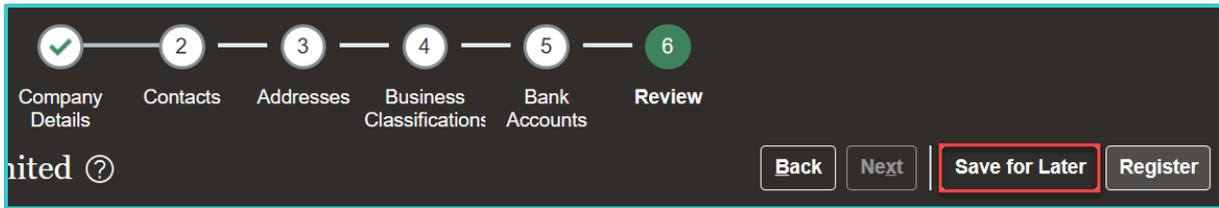
Your registration request was saved. An email was sent to you with the URL to return to the registration. Any tax identifiers you provided weren't saved.

**OK**

For security reasons, any Tax Identifiers added will be removed if saving for later and can be added back upon retrieval.

27. Once all is confirmed to be in order, scroll up to the top of the **Register Supplier** screen-tab and select **Register**.

# Oracle Fusion User Guide: Supplier Self Registration

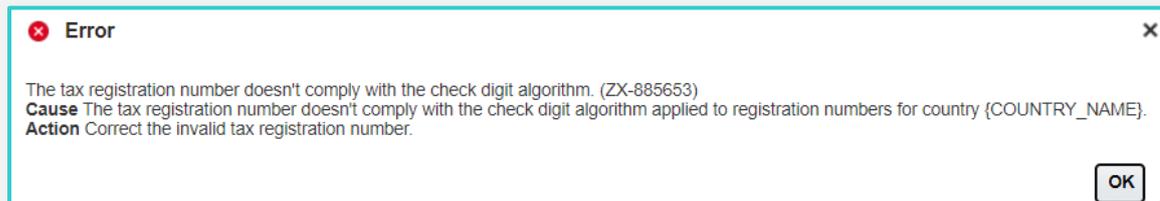
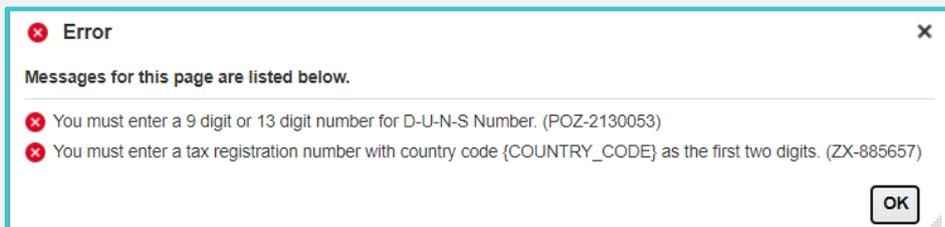


If you encounter errors either during the registration process, or upon attempting to submit the registration, these are generally not a reason for concern, but instead present an opportunity to correct wrongly entered info or add missing information early in the process.

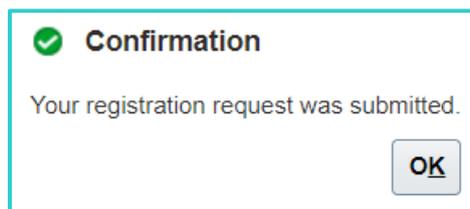
Some examples of common error messages and their resolutions are provided below.

Failure to enter details in a mandatory field will result in an error.

For fields with built-in validation, failure to enter data in the accepted format will result in an error message. For example:



28. If there are no errors, the registration request is submitted, and a **Confirmation** message displays to that effect.



29. Select **OK**.



The newly registered supplier is now submitted into workflow, for approval by the relevant party or parties.

## 2 | WHAT HAPPENS NEXT?

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### 2.1 | Overview

Whenever a New Supplier Request is made via the self-registration link, it is automatically submitted for approval by the SMBC Supplier Administration Team.

They have the option to either approve, reject or request resubmission of your registration.

### 2.2 | Registration Review Scenarios

	<p>The eventual outcome of all registration reviews is either 'approved' or 'rejected', however before that, there may be some back and forward communication between the SMBC Supplier Administration Team, and the Supplier Contacts.</p> <p>An email notification with the registration request outcome is sent to the user who submitted the supplier registration request and to any contacts marked as administrative contacts on the registration.</p>
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SMBC Administration Team Approvers may:

- **Approve** a registration.
- **Request Resubmission** (if there is an error in the completed form, or there is another question or issue requiring additional information or attachments before proceeding).
- **Reject** a registration.

	<p>Each of these possible outcomes is expanded on in the subsections below, including next steps, where applicable.</p>
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#### 2.2.1 | Approval of a Supplier Registration

This is the most straightforward scenario, whereby the registration request is approved first time. No further action is required, until a communication is received from the SMBC Supplier Administration Team.

	<p>When a registration is approved, this automatically triggers a process to create a supplier record for the supplier based on the registration details.</p> <p>If user accounts were requested for contacts on the registration, then those requests are automatically processed.</p>
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## Oracle Fusion User Guide: Supplier Self Registration



If a prospective supplier is approved, then that supplier is available for transactions (Purchase Orders, Receipting, Invoicing and Payment).



Access to the Supplier Portal is only granted to suppliers with approved registrations.



Upon approval, a success notification email will be sent to the contact details provided in the Contacts tab during registration.

This concludes the supplier registration process.

Credentials for the Supplier Portal will also be granted in due course, along with instructions on how to access and use it.

### 2.2.2 | Respond to a 'Request to Resubmit'

SMBC reserves the right to request that you resubmit a registration due to errors or omissions from your registration attempt.



If you receive a request to resubmit, you may be required to either correct an error or omission in the form submitted or provide additional information or supporting documentation in response to comments or questions from the SMBC Supplier Administration Team.

Once relevant responses have been entered or attached, you can once again submit your registration.

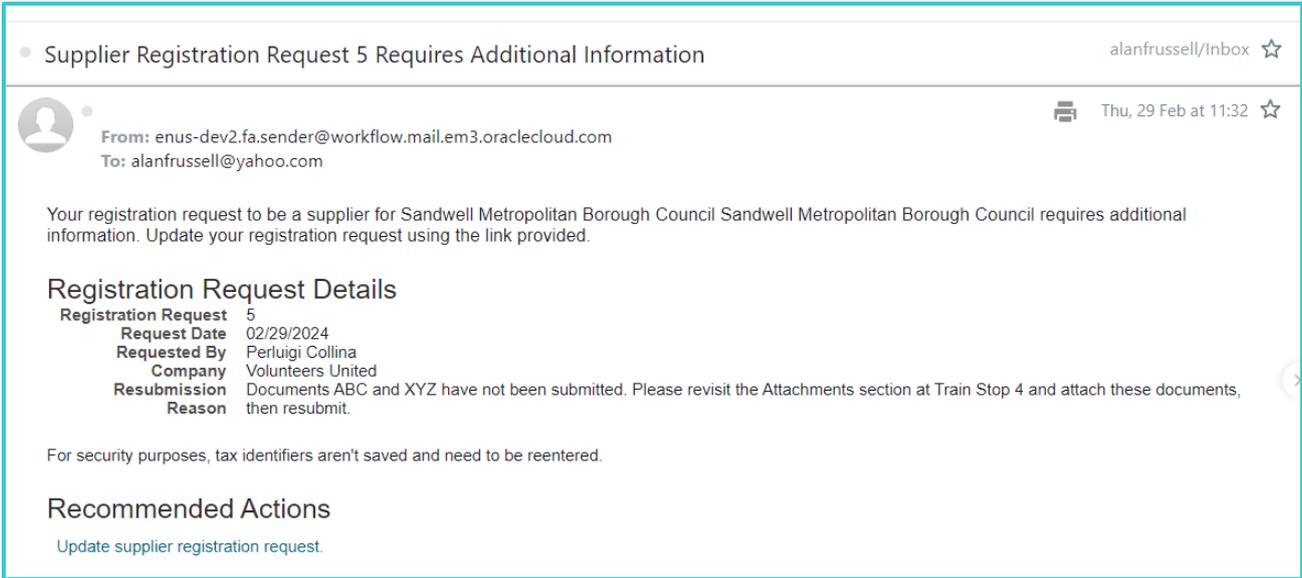
The rarely-used alternative would be to cancel the supplier registration process, for example if there is a realisation that your organisation is for some reason not eligible to become an SMBC supplier.

30. Access the email received from the SMBC Oracle Fusion system.



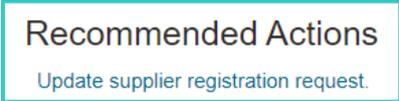
If you have not received an email, try checking your Spam or Junkmail folders, before getting in touch with the SMBC Supplier Administration Team.

# Oracle Fusion User Guide: Supplier Self Registration

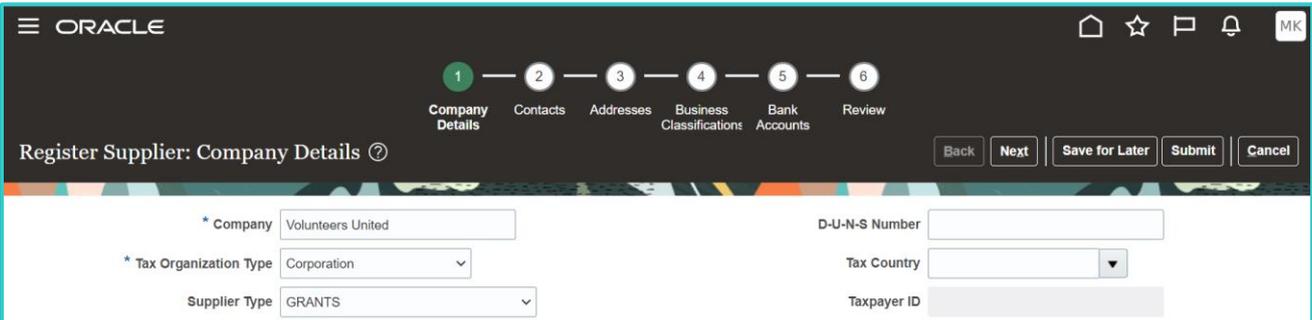


**i** The **Resubmission Reason** is the key piece of information, which will contain instructions from the SMBC Supplier Admin Team on what you are required to do. In this example above, some additional documents need to be attached.

31. In the **Recommended Actions** section, select the **Update Supplier Registration Request** link in the email.



32. The **Register Supplier** screen opens in a new browser window, defaulting to display **Train Stop 1: Company Details**, inclusive of previously completed details.



33. Follow the instructions from the email carefully, whether that involves adding information to specific fields, attaching documents etc.

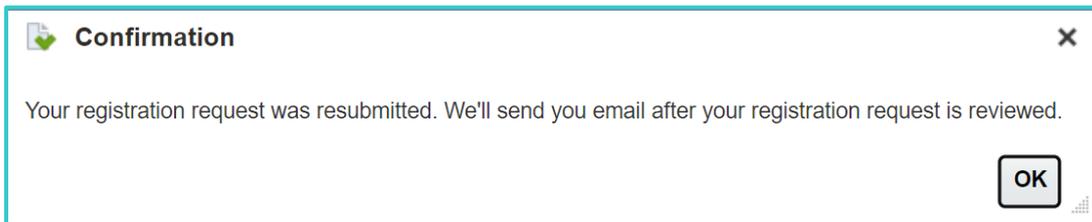
# Oracle Fusion User Guide: Supplier Self Registration

 In the above example, the requirement was to add a specifically requested attachment via the Attachments option at Train Stop 4. That has been done above.

34. Having carried out the relevant updates, proceed to **Train Stop 6: Review**, double-check all details, then select **Submit**.



A confirmation message displays.



 The amended supplier registration is routed back to the SMBC Supplier Administration Team for re-checking and approval.

 You do NOT need to notify the SMBC team that you have re-submitted a supplier registration. This workflow is automated, and a notification will be received by the approver(s) when they next open Oracle Fusion.

 Upon approval, a success notification email will be sent to the contact details provided in the Contacts tab during registration.

 This concludes the supplier registration process.

Credentials for the Supplier Portal will also be granted in due course, along with instructions on how to access and use it.

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## 2.2.3 | Rejection of a Supplier Registration

If a supplier registration request is rejected by the designated approver(s), the supplier contact for the supplier will receive an email indicating that the request has been rejected outright and cannot be progressed further.

A reason will be provided by the Supplier Administration Team as part of the rejection notification.



Supplier Registration Request 5 Was Rejected alanfrussell/Inbox ☆

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 **From:** enus-dev2.fa.sender@workflow.mail.em3.oraclecloud.com  Thu, 29 Feb at 13:00 ☆  
**To:** alanfrussell@yahoo.com

Your registration request to be a supplier for Sandwell Metropolitan Borough Council (Sandwell Metropolitan Borough Council) was rejected.

**Registration Request Details**

<b>Registration Request</b>	5
<b>Request Date</b>	02/29/2024
<b>Requested By</b>	Perluigi Collina
<b>Company</b>	Volunteers United
<b>Reject Reason</b>	Criteria not met
<b>Reject Comment</b>	X and Y criteria were not met in this case.



It is not possible to revive a rejected registration request. An entirely new registration request would need to be submitted, this time ensuring that all requested information is available and correct.

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## DOCUMENT HISTORY

Version	Summary of Changes	Document Status	Completion Date
1.0	Final version released for publishing	Released	9 <sup>th</sup> Oct '23



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