

External Supplier Registration

Oracle Procurement Cloud Job Aid
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External Supplier Registration

In this job aid, learn how to submit a registration request to become a supplier for BPMI.

03

Supplier Registration Request

SUPPLIER REGISTRATION REQUEST

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

The supplier registration process is used by potential suppliers to submit a request to become a supplier for BPMI. That request is reviewed by BPMI and either approved or rejected. This job aid explains the external supplier registration process.

BPMI utilizes Oracle Procurement Cloud for their procurement activities and thus potential suppliers are expected to submit their registration request directly within Oracle Cloud. Should complications arise, contact bpmi.bsahelp@unnpp.gov for additional information on how to complete the request.

Select the hyperlink provided to access the supplier registration request form.

Company Details

1. The registration request opens to the **Company Details** page. Begin with the Company Details section. Complete all required fields:
 - **Company:** Please provide full legal name
 - **Tax Organization Type**

List continues on the next page

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

* Supplier Type

Corporate Web Site

Attachments None

Additional Information

Lead BPMI Procurement Professional

Cage Code

Congressional District

Inactive Reason

Supplier Category

Union Indicator

Union Contract Expiration Date

Annual Representations and Certifications Date

Capacity Hours

Utilization %

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Annual Sales

Unique Entity Identifier

Number of Employees

NAICS Code(s)

PMSI (State) Filing Number

PMSI (State) Filing Date

PMSI (State) Expiration

PMSI (County) Filing Number

PMSI (County) Filing Date

PMSI (County) Expiration

Complete Fields

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Company Details

- **D-U-N-S Number, Taxpayer ID or Tax Registration Number**
- **Supplier Type:** The Supplier Type will be provided by the BPMI Procurement Professional with the registration hyperlink

Complete any additional fields in the Company Details section, as necessary.

2. Next, locate the Additional Information section. Complete the **Lead BPMI Procurement Professional** field and any additional fields in this section, as necessary.

The screenshot shows the 'Register Supplier: Company Details' form. At the top, a progress bar indicates steps 1 through 8: Company Details (1), Contacts (2), Addresses (3), Business Classifications (4), Bank Accounts (5), Products and Services (6), Questionnaire (7), and Review (8). The form is divided into several sections:

- Company Details:** Includes fields for * Company, * Tax Organization Type, * Supplier Type, and Corporate Web Site. A note states: 'Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.' There are also fields for D-U-N-S Number, Tax Country, Taxpayer ID, Tax Registration Number, and Note to Approver. A red bracket labeled '1' and a 'Complete Fields' box point to these fields.
- Additional Information:** Includes fields for Lead BPMI Procurement Professional, Cage Code, Congressional District, Inactive Reason, Supplier Category, Union Indicator, Union Contract Expiration Date, Annual Representations and Certifications Date, Capacity Hours, and Utilization %.
- Your Contact Information:** Includes fields for * First Name, * Last Name, * Email, and * Confirm Email. A note states: 'Enter the contact information for communications regarding this registration.'
- Financial/Operational Data:** Includes fields for Annual Sales, Unique Entity Identifier, Number of Employees, NAICS Code(s), PMSI (State) Filing Number, PMSI (State) Filing Date, PMSI (State) Expiration, PMSI (County) Filing Number, PMSI (County) Filing Date, and PMSI (County) Expiration. A red bracket labeled '2' and a 'Complete Fields' box point to these fields.

Navigation buttons at the top right include Back, Next, Save for Later, Register, and Cancel.

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Company Details

3. Enter the information of the contact completing the registration request. Updates and communications pertaining to the request will be sent to the contact specified.

In the Your Contact Information section, complete all required fields identified by an asterisk:

- **First Name**
- **Last Name**
- **Email**
- **Confirm Email**

4. Select **Next** to continue.

Note: Select **Save for Later** to save the in-process registrations in order to gather information and return to submit the registration at a later time.

The screenshot shows the 'Register Supplier: Company Details' form. At the top, a progress bar indicates steps 1 through 8: Company Details (1), Contacts (2), Addresses (3), Business Classifications (4), Bank Accounts (5), Products and Services (6), Questionnaire (7), and Review (8). The form is divided into several sections:

- Company Information:** Includes fields for * Company, * Tax Organization Type, * Supplier Type, Corporate Web Site, and Attachments (None).
- Additional Information:** Includes fields for Lead BPMI Procurement Professional, Cage Code, Congressional District, Inactive Reason, Supplier Category, Union Indicator, Union Contract Expiration Date, Annual Representations and Certifications Date, Capacity Hours, and Utilization %.
- Your Contact Information:** Includes fields for * First Name, * Last Name, * Email, and * Confirm Email. A red box with the number 3 and the text 'Complete Fields' points to these fields.
- Tax and Identification:** Includes fields for D-U-N-S Number, Tax Country, Taxpayer ID, Tax Registration Number, and Note to Approver.
- Annual Sales and PMSI:** Includes fields for Annual Sales, Unique Entity Identifier, Number of Employees, NAICS Code(s), PMSI (State) Filing Number, PMSI (State) Filing Date, PMSI (State) Expiration, PMSI (County) Filing Number, PMSI (County) Filing Date, and PMSI (County) Expiration.

At the top right, there are buttons for Back, Next (with a red box and number 4), Save for Later, Register, and Cancel. A red box with the text 'Select Next' points to the Next button.

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Contacts

5. The contact created on the **Company Details** page will display as a contact on the **Contacts** page of the request. Enter the information of additional contacts. Select the **Create** icon. Complete all required fields identified by an asterisk:

- **First Name**
- **Last Name**
- **Email**

Complete any additional fields in this section, as necessary.

Note: Select the **Administrative contact** checkbox to assign the supplier contact as an administrator. A supplier administrator serves the following purposes:

- Default point of contact for all supplier registration communications (email notifications, approval decisions, etc.)
- Default point of contact for supplier profile maintenance
- Default point of contact for supplier qualifications

Multiple administrative contacts can be created.

Register Supplier: Contacts ?

Enter at least one contact.

Actions View Format **5** + Create Edit X Delete Freeze Detach Wrap

| Name | Job Title | Email | Administrative Contact | Request User Account | Edit | Delete |
|--------------|-----------|-----------------------|-------------------------------------|-------------------------------------|------|--------|
| James, Julia | | julia.james@email.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

5 Complete Fields

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Contacts

6. If the prospective supplier intends to use the Supplier Portal, select the **Request user account** checkbox to provision portal user access.

Note: Key features and benefits of portal-enabled suppliers include –

- Automated notifications and reminders
- Self-service management of purchase orders, including viewing and acknowledging purchase orders
- Self-service management of negotiations, including viewing negotiations and submitting responses
- Self-service management of profile details, including viewing and updating profile information (e.g., contact details, addresses, etc.)
- Self-service management of invoice and payments, including viewing submitted invoices and received payments

7. The list of roles available to a supplier contact display. All roles are automatically assigned to the user. If necessary, remove specific privileges by selecting the role and clicking the **X** icon.

The screenshot shows the 'Create Contact' form in the BPMI system. The form includes fields for Salutation, First Name, Middle Name, Last Name, Job Title, Phone, Mobile, Fax, and Email. There is a checkbox for 'Administrative contact' and a 'Create user account' checkbox. Below the form is a 'Roles' table with columns for Role and Description. The roles listed are 'Supplier Self Service Administrator', 'Supplier Sales Representative', and 'Supplier Inventory Manager'. A red box highlights the 'Create user account' checkbox with the text 'Select Create user account checkbox'. Another red box highlights the 'X' icon in the Roles table header with the text 'Select Role to Remove'.

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Contacts

8. Add another contact by selecting **Create Another** or select **Ok** when done.
9. Select **Next** to continue to the Addresses section of the request.

Quality, Integrity, Excellence

Register Supplier: Contacts ?

Enter at least one contact.

Actions View Format + Create Edit

Name

James, Julia

Columns Hidden 7

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

User Account

Create user account

Roles

Actions View Format X 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 r... |
| Supplier Sales Representative | Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan... |
| Supplier Inventory Manager | Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors a... |

Select Ok

8

Create Another OK Cancel

Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

Register Supplier: Contacts ?

Enter at least one contact.

Actions View Format + Create Edit X Delete Freeze Detach Wrap

| Name | Job Title | Email | Administrative Contact | Request User Account | Edit | Delete |
|--------------|-----------|-----------------------|-------------------------------------|-------------------------------------|----------------------|----------------------|
| James, Julia | | julia.james@email.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Select Next

9

Back Next Save for Later Register Cancel

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Addresses

10. Add an address to the registration request.
Select the **Create** icon.

11. The Create Addresses screen displays.
Complete all required fields identified by an asterisk:

- **Address Name**
- **Country**
- **Address Purpose**

Complete any non required fields, as necessary.

Note: The Address Purpose field requires the selection of Ordering, Remit to and RFQ or Bidding. Multiple selections can be made. See below details of each address purpose.

- *Ordering:* Address used to receive purchase orders. To be selected when entering the physical address
- *Remit to:* Address used to receive payments. The remit to address will be completed by BPMI separately
- *RFQ or Bidding:* Address used to receive information related to RFQs and bids

Register Supplier: Addresses

Company Details | Contacts | **Addresses** | Business Classifications | Bank Accounts | Products and Services | Questionnaire | Review

Back | Next | Save for Later | Register | Cancel

Actions | View | Format | **+ Create** | Edit | Delete | Freeze | Detach | Wrap

| Address Name | Address | Phone | Address Purpose | Edit | Delete |
|--------------------|---------|-------|-----------------|------|--------|
| No data to display | | | | | |

Columns Hidden

Select Create

Create Address

* Address Name

* Country

Address Line 1

Address Line 2

City

State

Postal Code

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone 1

Fax 1

Email

Address Contacts

Select the contacts that are associated with this address.

Actions | View | Format | Freeze | Detach | Wrap

Complete Fields

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Addresses

- Next, associate a contact with the address. Locate the Address Contacts section. Select the **Actions** dropdown arrow and choose **Select and Add**.

Note: Supplier contacts are linked to an address so that any transaction (PO, Negotiation, etc.) that references the address is also tied to the contact.

- Select a contact previously created to link to the address.

- Select **Ok**.

Register Supplier: Addresses

* Address Name

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

* Country United States

Address Line 1

Address Line 2

City

State

Postal Code

Phone 1

Fax 1

Email

Address Contacts

Select the contacts that are associated with this address.

12 Actions View Format + Create

12 Select and Add

Select Actions

Select Select & Add

| Name | Job Title | Email | Administrative Contact | User Account |
|------|-----------|-------|------------------------|--------------|
|------|-----------|-------|------------------------|--------------|

Select and Add: Contacts

Search

Name Job Title

Search Reset

View Format + Create

| Name | Job Title | Email | Phone |
|--------------|-----------|-------------------|-------|
| James, Julia | | julia.james@em... | |

Rows Selected 1 Columns Hidden 1

13 Select Contact

14 Select Ok

Apply OK Cancel

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Addresses

15. Add another address by selecting **Create Another** or select **Ok** when done.

Note: Multiple addresses may be necessary. For example, a user must create separate addresses for physical mailing address, remit to address (if different), etc.

16. Select **Next** to continue to the Business Classifications section of the request.

The screenshot shows the 'Register Supplier: Addresses' form. It includes fields for Address Name, Country (United States), Address Line 1, Address Line 2, City, State, and Postal Code. There are also checkboxes for Address Purpose: Ordering, Remit to, and RFQ or Bidding. Phone and Fax fields are present. Below the address fields is a section for 'Address Contacts' with a table of contacts. A red box highlights the 'OK' button in the bottom right corner, with a red circle containing the number 15 next to it. A red arrow points from the 'Select Ok' text to the 'OK' button.

| Name | Job Title | Email | Administrative Contact | User Account |
|--------------|-----------|-------------------|-------------------------------------|--------------|
| James, Julia | | julia.james@em... | <input checked="" type="checkbox"/> | |

The screenshot shows the 'Register Supplier: Addresses' form with a progress bar at the top. The progress bar has 8 steps: 1. Company Details, 2. Contacts, 3. Addresses (highlighted), 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, 7. Questionnaire, 8. Review. A red box highlights the 'Next' button in the top right corner, with a red circle containing the number 16 next to it. A red arrow points from the 'Select Next' text to the 'Next' button.

| Address Name | Address | Phone | A | Edit | Delete |
|--------------|---------------|-------|--------------------|------|--------|
| Address Name | United States | | Ordering, Remit to | | |

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Business Classifications

17. After addresses are complete, enter the organization's business classification, if applicable. Select the **Add Row** icon.

Note: If none of the classifications are applicable to the organization, select the **None of the classifications are applicable** checkbox.

18. Select the **Classification** drop down arrow and choose the appropriate classification from the list. Complete the other classification fields, as necessary.

19. Repeat steps 17 & 18 to add additional classifications to the registration.

20. Select **Next** to continue to the Bank Accounts section of the request.

Register Supplier: Business Classifications ?

1 Company Details 2 Contacts 3 Addresses 4 Business Classification 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format + Freeze Detach Wrap

| * Classification | Subclassification | Certifying Agency | Other Certifying Agency | Certificate | Start Date | Expiration Date | Attachments | Notes |
|------------------|-------------------|-------------------|-------------------------|-------------|------------|-----------------|-------------|-------|
|------------------|-------------------|-------------------|-------------------------|-------------|------------|-----------------|-------------|-------|

Select the Add Row Icon

Register Supplier: Business Classifications ?

1 Company Details 2 Contacts 3 Addresses 4 Business Classification 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

| * Classification | Subclassification | Certifying Agency | Other Certifying Agency | Certificate | Start Date | Expiration Date | Attachments | Notes |
|------------------|-------------------|-------------------|-------------------------|-------------|------------|-----------------|-------------|-------|
| Minority Owned | | | | | mm/dd/yy | mm/dd/yy | None + | |

Select the Classification

Register Supplier: Business Classifications ?

1 Company Details 2 Contacts 3 Addresses 4 Business Classification 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

| * Classification | Subclassification | Certifying Agency | Other Certifying Agency | Certificate | Start Date | Expiration Date | Attachments | Notes |
|------------------|-------------------|-------------------|-------------------------|-------------|------------|-----------------|-------------|-------|
| Small Business | | | | | mm/dd/yy | mm/dd/yy | None + | |

Update Fields

Select Next

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Bank Accounts

21. Bank account information should not be completed by a Supplier during the initial registration. The information in this section should be left blank. Select **Next** to continue to the Products & Services section of the request.

Register Supplier: Bank Accounts ?

Company Details Contacts Addresses Business Classifications **Bank Accounts** Products and Services Questionnaire Review

Back Next Save for Later Register Cancel

21

Select Next

Account Number IBAN Currency Bank Edit Delete

No data to display.

Columns Hidden 8

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Products & Services Categories

22. Next, enter the product and services the organization will be providing to BPMI, if applicable. Begin by selecting the **Select and Add** icon.

23. The list of available categories display. To add a product and services category to the registration, select the **checkbox** next to the Category Name.

Note: Select the **Expand** icon next to the category name to view additional category options.

Note: There is a required questionnaire based upon the selected products and services. If there are questions about the product and services categories, please reach out to the Lead BPMI Procurement Professional.

Note: The higher level "Supplier Products and Services" category (e.g., Direct Material, COTS, R&D, or MRO) must be selected for the applicable questionnaire to populate. Additional subcategories may be selected as appropriate.

24. Select **Apply**.

Register Supplier: Products and Services

Company Details | Contacts | Addresses | Business Classifications | Bank Accounts | **Products and Services** | Questionnaire | Review

Back | Next | Save for Later | Register | Cancel

22 Select the Select & Add Icon

| Category Name | Description | Remove |
|---------------------|-------------|--------|
| No data to display. | | |

Bechtel Plant Machinery, Quality, Integrity, Excellence

Select and Add: Products and Services

Search

Category Name [] Description [] Search Reset

23 Select the Checkbox

| Select | Category Name | Description |
|-------------------------------------|---|-------------|
| <input checked="" type="checkbox"/> | Commercial Off-The-Shelf (COTS) | |
| <input type="checkbox"/> | Direct Material | |
| <input type="checkbox"/> | Maintenance, Repair, and Operations (MRO) | |
| <input type="checkbox"/> | Research & Development (Non-Production) | |

Columns Hidden 1

24 Select Apply

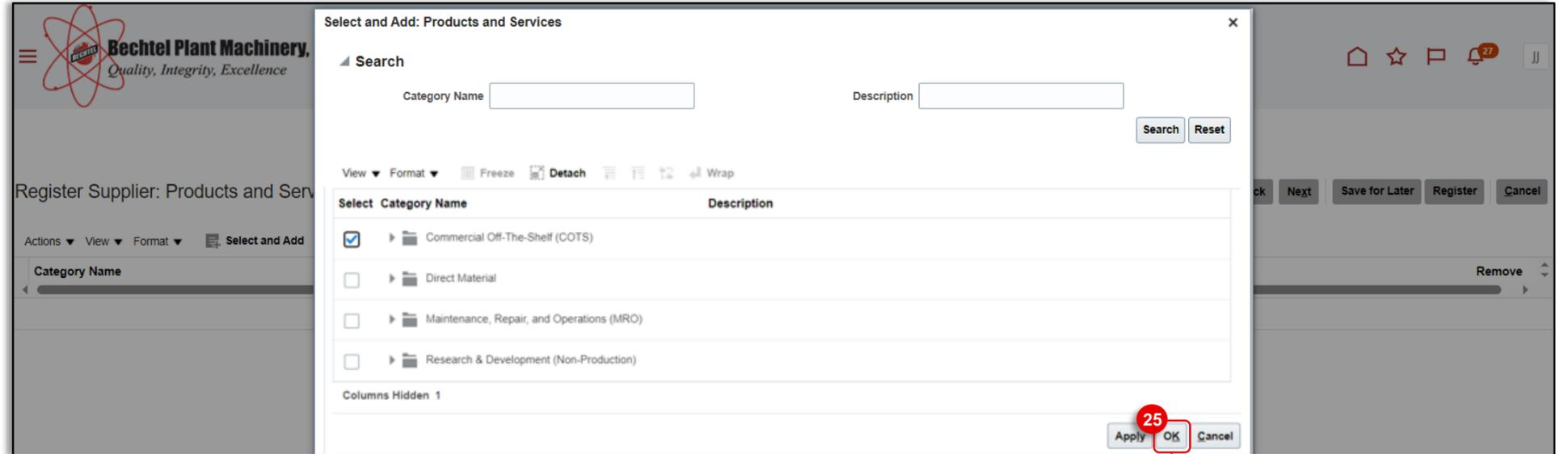
Apply | OK | Cancel

Supplier Registration Request

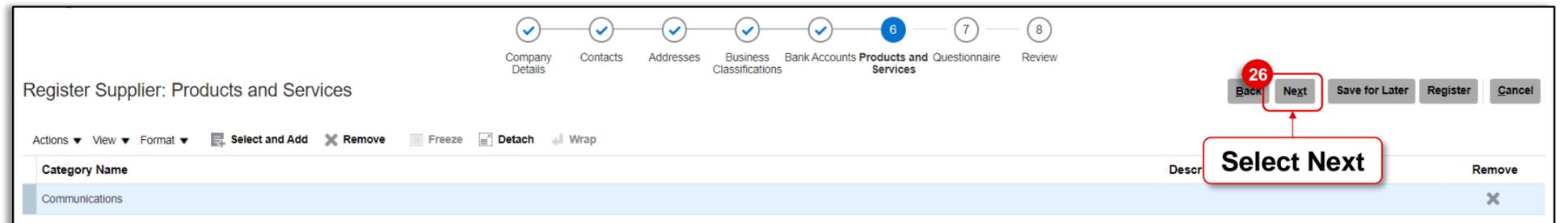
Submit a registration request to become a supplier for BPMI.

Products & Services Categories

25. Repeat steps 22 - 24 to continue adding products and services categories. Select **OK** when done.
26. Select **Next** to continue to the questionnaire section of the request.



Select Ok



Select Next

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Questionnaire

27. Complete questionnaire information.

28. Select **Next** to review the registration request before submission.

The screenshot shows the 'Register Supplier: Questionnaire' form. At the top, a progress bar indicates the following steps: Company Details (checked), Contacts (checked), Addresses (3), Business Classifications (checked), Bank Accounts (5), Products and Services (checked), Questionnaire (7, highlighted in blue), and Review (8). Below the progress bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The 'Next' button is circled in red with a '28' in a red circle above it, and a red box labeled 'Select Next' points to it. The main form area is titled 'Register Supplier: Questionnaire' and shows 'Attachments: None'. Under the 'Section' header, '1. Registration BPMI' is selected. The 'Questions' section is titled 'Registration BPMI (Section 1 of 1)' and contains three questions: 1. 'How many employees do you currently have?' with a text input field; 2. 'What is your Commercial and Government Entity (CAGE) code?' with a text input field; and 3. '* 3. What are your annual sales?' with a text input field. A red box labeled 'Complete Questionnaire' points to the third question. Below the questions is a 'Comments' section with a text area. A red box with '27' in a red circle points to the question input fields.

Supplier Registration Request

Submit a registration request to become a supplier for BPMI.

Submit Registration Request

29. Once the registration is complete, select **Register** to submit the information for review and approval. A confirmation note will show.

Note: After a registration request is approved, supplier contacts that requested access to the Supplier Portal will have accounts created for them. Supplier contacts will receive an email from Oracle with details on how to reset their password and access the Supplier Portal.

The screenshot shows the 'Review Supplier Registration' page for 'Julie's Inc'. At the top, a progress bar indicates the following steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, Questionnaire, and Review (the current step, marked with a blue circle and the number 8). Below the progress bar, the page title is 'Review Supplier Registration: Julie's Inc'. The main content area is divided into two sections: 'Company Details' and 'Additional Information'. The 'Company Details' section contains the following information:

| | | | |
|-----------------------|-------------------|-------------------------|---------------|
| Company | Julie's Inc | D-U-N-S Number | 010203040 |
| Tax Organization Type | Corporation | Tax Country | United States |
| Supplier Type | Supplier | Taxpayer ID | 0000000 |
| Corporate Web Site | www.JuliesInc.com | Tax Registration Number | 0000000 |
| | | Note to Approver | |

The 'Additional Information' section is currently empty. At the top right of the page, there are navigation buttons: 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The 'Register' button is highlighted with a red box and a red circle containing the number 29, with an arrow pointing to it from a red box labeled 'Select Register'.