

<b>Department</b>	
<b>Responsibility/Role</b>	
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**Registration**

**Trigger:**

<b>Required Field(s)</b>	<b>Comments</b>

<b>Output - Result(s)</b>	<b>Comments</b>

**Additional Information**

### Procedure

**ORACLE** iSupplier Portal Close Preferences

**Prospective Supplier Registration**  
\* Indicates required field Continue

Blank label for instruction text

**Company Details**

At least one tax id is required to be able to complete the registration request.

\* Company Name

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**

If you do not receive an email confirmation about your registration at the end of your process, you may have entered an incorrect email address. Please call Metro to update your registration.

\* Email

First Name

\* Last Name

\* Phone Area Code

\* Phone Number

Phone Extension

Continue

Close Preferences

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Step	Action
1.	Click in the <b>Company name input</b> field. <input type="text"/>
2.	Enter <b>Company Name</b>  Example: Enter " <b>Sherry's Flowers</b> "  <b>NOTE: Please enter your company name in all caps-- "SHERRY'S FLOWERS"</b>
3.	Click in the <b>Taxpayer Id</b> field <input type="text"/>
4.	Enter the Company <b>Tax ID</b> Number  Example: Enter " <b>934576789</b> "
5.	Click in the <b>Email</b> field. <input type="text"/>

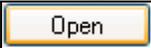
Step	Action
6.	<p>The Email Address entered here will be used as your <b>Login ID</b> going forward.</p> <p>Example: Enter "<b>sherry@gmail.com</b>"</p> <p><b>Note: All PO's that are issued will be sent to this email address.</b></p>
7.	<p>Click in the <b>First name</b> field.</p> <input data-bbox="391 485 737 527" type="text"/>
8.	<p>Enter the <b>First Name</b></p> <p>Example: Enter "<b>Sherry</b>"</p>
9.	<p>Click in the <b>Last name</b> field.</p> <input data-bbox="391 695 737 737" type="text"/>
10.	<p>Enter the <b>Last Name</b></p> <p>Example: Enter "<b>Walker</b>"</p>
11.	<p>Click in the <b>Phone Area Code</b> field.</p> <input data-bbox="391 900 537 942" type="text"/>
12.	<p>Enter the <b>Area Code</b></p> <p>Example: Enter "<b>859</b>"</p>
13.	<p>Click in the <b>Phone Number</b> field.</p> <input data-bbox="391 1106 786 1148" type="text"/>
14.	<p>Enter the <b>Phone number</b></p> <p>Example: Enter "<b>775-8598</b>"</p>
15.	<p>Click <b>Continue</b></p> <input data-bbox="391 1312 553 1354" type="button"/>
16.	<p>The <b>Address Book</b> is for adding your companies physical address, purchasing address, payment address (if different), and any other locations used for purchasing.</p>
17.	<p>Click <b>Create</b></p> <input data-bbox="391 1518 521 1560" type="button"/>
18.	<p>You will need to <b>Name</b> your address location, ie Ordering, Payment, Physical.</p> <p>Click in the <b>Address Name</b> field.</p> <p><b>Note: If you have an ordering location let's say in Memphis, you may want to name that location Memphis.</b></p> <input data-bbox="391 1764 586 1806" type="text"/>

Step	Action
19.	Enter the desired information into the <b>Address Name</b> field.  Example" Enter " <b>Physical</b> "
20.	Click in the <b>Address Line 1</b> field. <input data-bbox="391 422 638 464" type="text"/>
21.	Enter the <b>Companies Address</b>  Example:  Enter " <b>546 Anywhere St</b> "
22.	Click in the <b>City/Town/Locality</b> field. <input data-bbox="391 695 638 737" type="text"/>
23.	Enter the <b>Companies City</b>  Example: Enter " <b>Lebanon</b> "
24.	Click in the <b>County</b> field. <input data-bbox="391 900 638 942" type="text"/>
25.	Enter the <b>Companies County</b>  Example: Enter " <b>Wilson</b> "
26.	Click in the <b>State/Region</b> field. <input data-bbox="391 1106 638 1148" type="text"/>
27.	Enter the desired information into the <b>State/Region</b> field. Enter " <b>TN</b> ".
28.	Click in the <b>Postal Code (Zip Code)</b> field. <input data-bbox="391 1247 540 1289" type="text"/>
29.	Enter the companies zip code  Example: Enter " <b>75893</b> "
30.	Click in the <b>Phone Area Code</b> field. <input data-bbox="391 1453 492 1495" type="text"/>
31.	Enter the <b>Area Code</b>  Example: Enter " <b>859</b> "
32.	Click in the <b>Phone Number</b> field. <input data-bbox="391 1659 589 1701" type="text"/>
33.	Enter the companies <b>Phone Number</b>  Example: Enter " <b>785-4569</b> "
34.	When setting up your addresses for your company, you will need to select whether it is for Purchasing, Payment, or for Sourcing Events.

Step	Action
35.	Click <b>Apply</b> 
36.	The <b>Contact Directory</b> is for adding all contacts for the company. Some examples of contacts you may want to add are Purchasing and AP.
37.	Click the <b>Create</b> button. 
38.	Click in the <b>First Name</b> field. 
39.	Enter contacts <b>First Name</b> Example: Enter " <b>Kayla</b> "
40.	Click in the <b>Last Name</b> field. 
41.	Enter contacts <b>Last Name</b> Example: Enter " <b>Harbin</b> "
42.	Click in the <b>Job Title</b> field. 
43.	Enter contacts <b>Job Title</b> Example: Enter " <b>Manager</b> "
44.	Click in the <b>Email input</b> field. 
45.	Enter the contacts <b>Email</b> Example: Enter " <b>kayla@gmail.com</b> "
46.	Click in the <b>Phone Area Code</b> field. 
47.	Enter the <b>Area Code</b> Example: Enter " <b>856</b> "
48.	Click in the <b>Phone Number</b> field. 
49.	Enter the <b>Phone Number</b> Example: Enter " <b>995-8569</b> "
50.	Click <b>Apply</b> 
51.	Scroll Down

Step	Action
52.	If your company is claiming Small/Disadvantaged status you will need to complete the <b>Business Classification</b> section.
53.	Select your <b>Classification</b> 
54.	Click the <b>Minority Type</b> list. 
55.	Choose <b>Ownership Type</b> 
56.	Click in the <b>Certificate Number</b> field. 
57.	Please enter required information in the <b>Certificate Number</b> field Example: Enter " <b>456789</b> "
58.	Click in the <b>Certifying Agency</b> field. 
59.	Enter <b>Certifying Agency</b> if applicable Example: Enter " <b>Walker Inc</b> "
60.	To select <b>Expiration Date</b> click the <b>Calendar Icon</b> 
61.	<b>Choose the year</b> the certificate will expire 
62.	Click the expiration date 
63.	Products and Services are items/services that your company can provide to Metro They are commonly referred to as Commodity Codes.
64.	Click the <b>Create</b> button. 
65.	You will need to do a search for the <b>Code and Product</b> description 
66.	Click in the <b>Description</b> field. 
67.	To perform a search, you will enter the following <b>%description%</b> Example: Enter " <b>%flower%</b> "

Step	Action
68.	Click <b>Go</b> 
69.	Once you have found the appropriate code, will will make the selection  <b>Note: If you have several codes that you would like to add, you will need to perform a search again and select all that will apply to your company.</b> 
70.	Click <b>Apply</b> 
71.	Scroll Down
72.	When registering your company as a vendor, you will need to provide Metro with a current W9 and a completed ACH form.  Note: You will need to save both forms on your desktop or in a file in order to attach them
73.	Click <b>Add Attachment</b> 
74.	You will need to <b>Title</b> your attachment 
75.	Enter your <b>Title</b>  Example: Enter " <b>W9 Form</b> "
76.	Add a <b>Description</b>
77.	Example:  Enter " <b>Attached you will find the W9 form</b> "
78.	Click <b>Browse</b> to search for your saved document 
79.	Find your document
80.	Click <b>Open</b> 
81.	To add additional attachments, Click <b>Add Another</b> 
82.	<b>Title</b> your attachment Click in the field. 
83.	Enter your Title  Example: Enter " <b>Ach Form</b> "

Step	Action
84.	Click in the <b>Attachment Description</b> field.
85.	Enter a <b>Description</b> for your attachment  Example: Enter " <b>Attached you will find the ACH form</b> "
86.	Click <b>Browse</b> 
87.	Find your document
88.	Click <b>Open</b> 
89.	Click the <b>Apply</b> button. 
90.	Once you have completed all required fields.  Click <b>Register</b> 
91.	Once the registration has been completed, you will receive the following email confirming your registration.  <b>Note: If you do not receive this email, please contact</b> <b>End of Procedure.</b>