

Manage Profile User Guide



Manage Supplier Registration

Step 1

Select one of the links to begin registering your company as an ODL supplier. Select the BU based on where you are shipping product to.

US Business Unit:

<https://fa-ewrm-test-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=BuhgSwHOLiRSwA7sFXO54wLOj7dX5LOVCWkSN%2F9G9DLBgKZ6mr6OXZlaVg%3D%3D>

MXN Business Unit:

<https://fa-ewrm-test-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=BuhgSwHOLiRSwA7sFHu%2B4wLOj7dX5LOVCWkSIJXx3UeoL%2B1d%2Bi3dIVy%2F%2Fw%3D%3D>

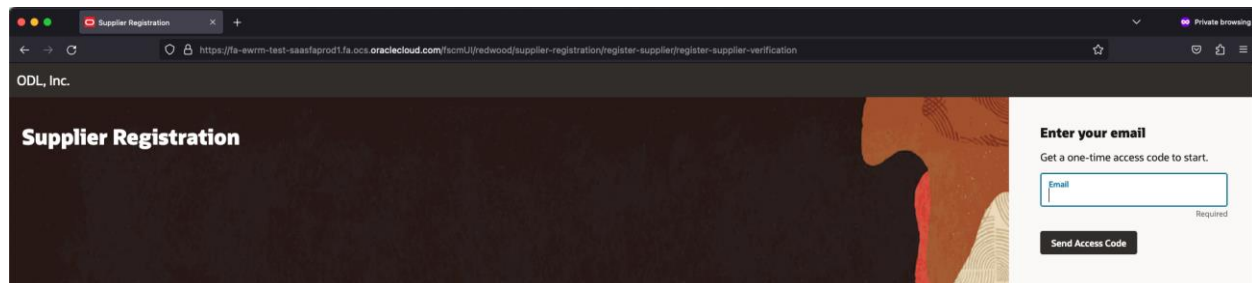
CAD Business Unit:

<https://fa-ewrm-test-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=BuhgSwHOLiRSwA7sFHS94wLOj7dX5LOVCWkSU3PUQBkVIYJb1AC%2F1bw8Rw%3D%3D>

Step 2

Supplier Opens the Link to access the ODL prospective supplier registration page.

Enter email to receive a one time access code to start



Supplier Registration

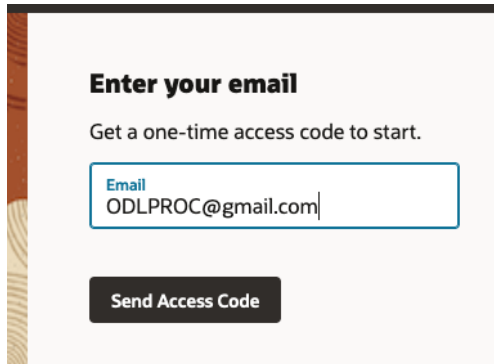
Enter your email
Get a one-time access code to start.

Email

Required

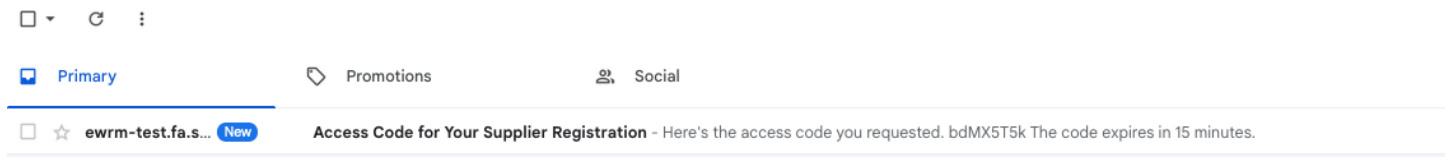
Send Access Code

Ex:

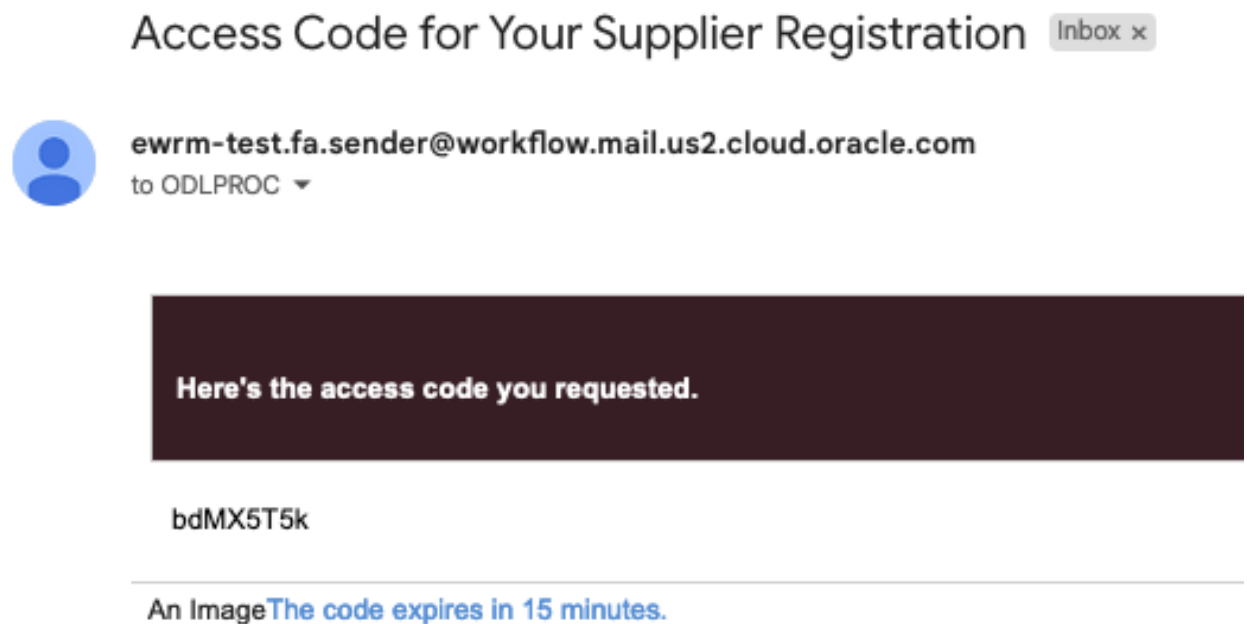


The screenshot shows a web form with a light beige background. At the top, it says "Enter your email" in bold. Below that, it says "Get a one-time access code to start." There is a text input field with a blue border containing the email "ODLPROC@gmail.com". Below the input field is a dark grey button with the text "Send Access Code".

A one-time code is sent to the email address



The email will contain your access code required to continue.



Enter the code in the registration page and select “Continue”

Enter your code

Use the code we've sent to email
ODLPROC@gmail.com.

The code expires in 15 minutes.

Access Code
bdMX5T5k

Continue

[Get a new code](#)

Step 3

Supplier Users are navigated to the Company Details page where they can begin to populate details about the company to begin to build the profile.

Some of the fields are required, others are optional.

Enter the Company Name (Required)

Enter the Website (optional)

Country (required)

Enter either the Taxpayer ID, Tax Registration Number or the DUNS Number. At least one of these are required

Select the Organization Type from the drop down (optional)

Select the supplier type from the drop down (optional)

Enter a note to approver (optional)

Add any document by dragging and dropping them or an URL that contains the documents.

The screenshot shows the 'Supplier Registration - Company Details' form in the ODL, Inc. system. The form is divided into several sections for data entry. On the right side, there is a dark sidebar with a list of navigation options: 'Company Details' (highlighted), 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', 'Products and Services', and 'Questionnaire'. The main form area includes fields for 'Company' (HK Wireless Systems), 'Website', 'Country' (United States), 'Taxpayer ID' (23232323), 'Tax Registration Number', 'D-U-N-S Number', 'Organization Type' (Corporation), and 'Supplier Type'. Below these is a 'Note to Approver' text area. A section titled 'Attach tax, insurance, and other relevant documents' contains a 'Drag and Drop' area with the instruction 'Select or drop files here.' and a 'URL' input field with an 'Add URL' button. At the bottom of the form, it says 'No items to display.' and there are 'Cancel', 'Save', and 'Continue' buttons.

ODL, Inc.

Supplier Registration
Company Details

Company: HK Wireless Systems | Website: | Country: United States

Taxpayer ID: 23232323 | Tax Registration Number: | D-U-N-S Number:

Organization Type: Corporation | Supplier Type:

Note to Approver

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL: | Add URL

No items to display.

Cancel Save Continue

1 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Click Continue to enter the contacts details

Step 4

Add all company contacts that will be interacting with ODL. You can always come back in and add others at a later time.

Enter the Contact details, email (required)

Phone, Fax (optional)

Enter additional details for Administrative Contact (this is the main administrator for your company who can add other users, update main information, etc.), and if the user required access to the supplier portal.

If access to the supplier portal is required, select the roles. As a default all the roles are selected.

ODL, Inc.

Supplier Registration

Contacts

Contact 1

Enter contact details. Registration communications will be sent to this contact.

First Name

Jack

Last Name

Smith

Email

odlproc@gmail.com

Country

US

Mobile

+1 949 764 9767

Country

US

Phone

+1

Ext

Job Title

Administrator

Country

US

Fax

+1

Enter up to 100 characters.

Is this an administrative contact?

Administrative contact will receive general communications from us.

☒ Yes ☐ No

Does this contact need a user account?

User accounts will provide online access to supplier transactions and self-service tasks.

☒ Yes ☐ No

What user roles does this contact need?

Assign at least 1 user role to specify the responsibilities of the contact.

☒ Supplier Self Service Administrator

Manages 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

Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

Last updated now

Cancel

Save

Continue

2 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Add additional contacts as required

☒ Supplier Accounts Receivable Specialist

Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.

+ Add Another Contact

Click on the continue button to navigate to the next section

Step 5

Add any location addresses that are relevant to ODL.

Enter the Address Name. Supplier Location (required)

Supplier Registration

Addresses

Enter at least one address.

Address 1



Address Name Los Angeles		What's this address used for? Select at least 1 purpose. <input checked="" type="checkbox"/> Receive Purchase Orders <input checked="" type="checkbox"/> Receive Payments <input type="checkbox"/> Bid on RFQs	
Country/Region United States			
Address Line 1 1234 Main t		Address Line 2	
Address Line 3			
Address Line 4		Channel Name	
City Los Angeles			
State CA		Postal Code 90003	
Country Los Angeles			
Email		Country US	
Phone +1		Ext	
Country US		Fax +1	

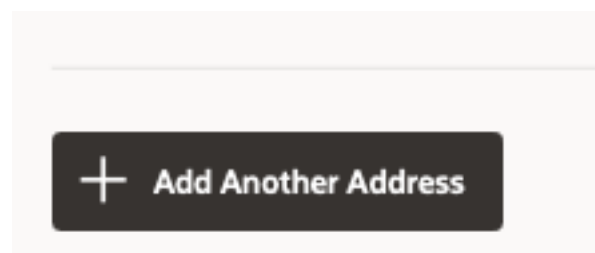
Which contacts are associated to this address?

<input checked="" type="checkbox"/>	Jack Smith	odlproc@gmail.com	Administrator
-------------------------------------	------------	-------------------	---------------

Select how the address will be used. At least one of the purposes is required.

Select the contact from the previous section if required

Add additional addresses by selecting the add another address button.



Follow the same steps as above.

Navigate to the next section, by clicking on the continue button

Step 6

The Business Classification section is used to define what type of business you are. It is not required, but very helpful – ie what type of ISO certifications you have.

ODL, Inc.

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification ▼

Click on the drop down and select any classifications that are applicable.

Supplier Registration

Business Classifications

Business classification 1


Classification
8(a) Small Business (8aSB) ▼


Subclassification

Certifying Agency
Other ▼

Other Certifying Agency
Small Business Administration

Certificate Number
123456

Certificate Start Date
10/30/2023 

Certificate End Date
05/10/2024 


Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL

No items to display.

 Add Another Business Classification

Enter the details.

Add documents if applicable, like the certification documents.

Add additional classifications by selecting the “Add Another Business Classification” button

Note: If none of the classifications are applicable select “None of the classifications are applicable”

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification

ISO 22301

ISO 22716

ISO 26000

ISO 30401

ISO 31000

ISO 37101

ISO 37301

None of the classifications are applicable

Select the continue button to navigate to the next section

Step 7

The next section is defining the bank that your payments would be issued to.

Enter the Banking information

Supplier Registration

Bank Accounts

Bank account 1

Country
United States

Routing Number

Required

Bank

Bank Branch

Account Number

Required

Currency

Account Type

Required

Account Holder

+ Add Another Bank Account

Select the Routing number from the drop down

Supplier Registration

Bank Accounts

Bank account 1

Country
United States

Routing Number

Bank

Routing Number	Bank	Bank Branch
107005047	FIRST BANK	107005047
061100606	SYNOVUS BANK	61100606
272483633	ADVIA CREDIT UNION	272483633
124001545	JPMORGAN CHASE BANK NA	124001545
031207607	PNC BANK NA	031207607
042100146	CENTRAL BANK & TRUST	042100146

Enter the Account Number, Currency, Account Type and the Account Holder information

Supplier Registration

Bank Accounts

Bank account 1

Country United States		
Routing Number 124001545	Bank JPMORGAN CHASE BANK NA	Bank Branch 124001545
Account Number 12345637488	Currency US Dollar	Account Type Checking
Account Holder TEST Supplier		

+ Add Another Bank Account

If your bank is not listed, save the registration(this sends a link to the email of the person registering) and contact ODL AP associate. Once the Bank is setup you can then continue the registration by selecting the link that was emailed when you saved the registration.


To enter additional accounts, select the “Add Another Bank Account” button.

To continue to the next section, select the “Continue” button












Step 8

The next section is to define the types of products and services that your organization manufactures.







Products and Services



Search by category or description

Category	Description
<input type="checkbox"/> ▶  Engineering / Product Design	Engineering / Product Design
<input type="checkbox"/> ▶  Financial / Taxes / Insurance / Legal	Financial / Taxes / Insurance / Legal
<input type="checkbox"/> ▶  Human Resources	Human Resources
<input type="checkbox"/> ▶  Indirect / MRO / Services	Indirect / MRO / Services
<input type="checkbox"/> ▶  IT	IT
<input type="checkbox"/> ▶  Maintenance / Subcontracted Services	Maintenance / Subcontracted Services
<input type="checkbox"/> ▶  Manufacturing Materials & Components	Manufacturing Materials & Components
<input type="checkbox"/> ▶  Process Equipment	Process Equipment
<input type="checkbox"/> ▶  Quality / Validation Lab	Quality / Validation Lab
<input type="checkbox"/> ▶  Sales & Marketing	Sales & Marketing
<input type="checkbox"/> ▶  Shipping & Distribution	Shipping & Distribution

Expand the category by selecting the arrow to reveal sub categories.

<input checked="" type="checkbox"/>	▼  IT	IT
<input checked="" type="checkbox"/>	▶  IT Consultant	IT Consultant
<input checked="" type="checkbox"/>	▶  IT Equipment, Accessories / Supplies	IT Equipment, Accessories / Supplies
<input checked="" type="checkbox"/>	▶  IT Managed Services	IT Managed Services
<input checked="" type="checkbox"/>	▶  IT Software	IT Software
<input checked="" type="checkbox"/>	▶  IT Subscription Provider	IT Subscription Provider

Select all applicable


Click continue to navigate to the next section


Step 9

There will be an initial questionnaire that needs to be filled out in the supplier registration process. But, there may be other questionnaires that ODL initiates that will need to be filled out.

Questionnaire

W-9 

FPUR-008 

FPUR-008  (Section 2 of 2)

2. Please complete the attached supplier evaluation questionnaire

 Download the attached questionnaire, complete and upload

 [View attachments](#)

Required

☐ a. Completed FPUR-008

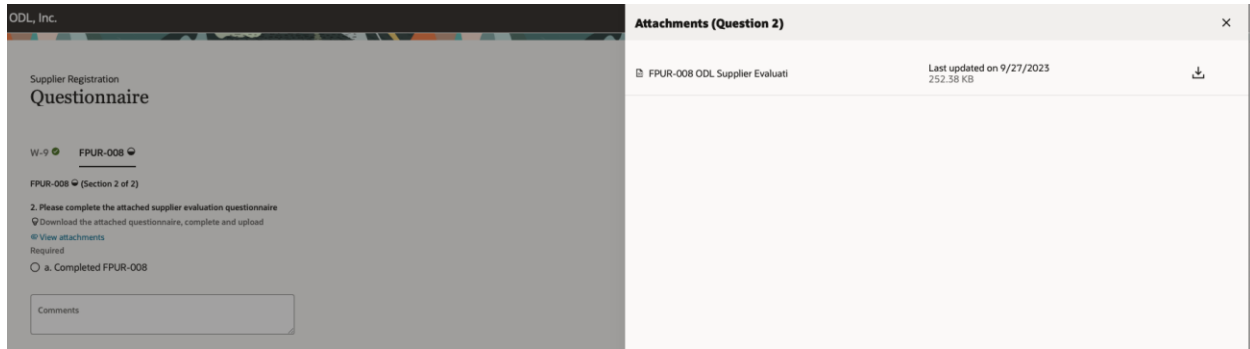
Comments

3. Please attach requested document attachments

- ☐ a. Company Brochure
- ☐ b. Company Organizational Chart (Broad)
- ☐ c. Map or detailed listing of Distribution Centers
- ☐ d. QA / QC Organizational Chart (Broad)
- ☐ e. Quality Policy and/ or Mission Statement
- ☐ f. Quality objectives for Present Fiscal Year
- ☐ g. Quality Manuals or Table of Contents
- ☐ h. SOP Index/ Master List of Controlled QMS Documents
- ☐ i. Process Capability Analysis (if applicable)
- ☐ j. On Time & In Full Delivery Performance
- ☐ k. Pareto of External Failure Modes
- ☐ l. Process of Flow Diagram(s) (for part(s) of interest)

Comments

Click on the “View Attachments”, On the right download the attachment



ODL, Inc.

Supplier Registration Questionnaire

W-9 FPUR-008

FPUR-008 (Section 2 of 2)

2. Please complete the attached supplier evaluation questionnaire

Download the attached questionnaire, complete and upload


[View attachments](#)

Required

☐ a. Completed FPUR-008

Comments

Attachments (Question 2)

FPUR-008 ODL Supplier Evaluati	Last updated on 9/27/2023 252.38 KB	
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Click on the download icon

Once the document is downloaded, complete the questionnaire and upload it back to the registration page

ODL Supplier Evaluation Questionnaire



✓ Before completing this form, confirm that a Mutual Non-Disclosure Agreement (NDA) has been signed and executed.

☐ Yes ☐ No

1. Company Basic Information

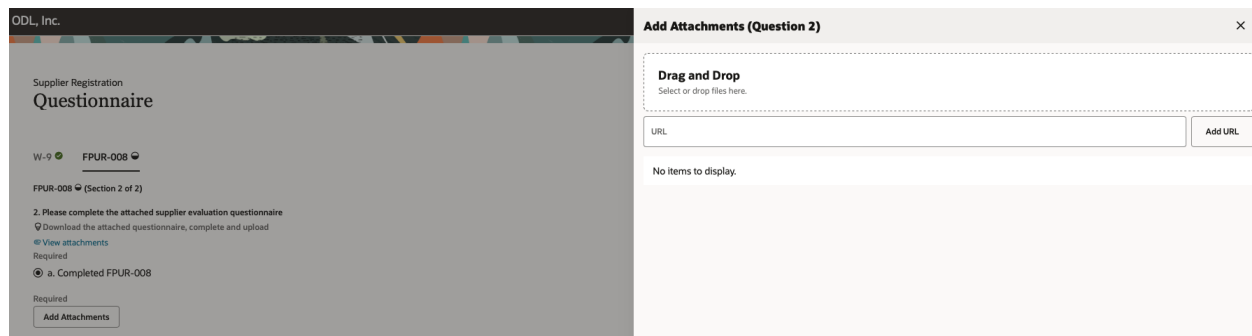
Company Name		Shortened Name	
Corporate Office Name	Street Address, City, State / Province, Country, Postal Code		
Primary Manufacturing Facility Name (If different than Corporate)	Street Address, City, State / Province, Country, Postal Code		
Secondary / Backup Manufacturing Location Name	Street Address, City, State / Province, Country, Postal Code		
Other Manufacturing Location Name	Street Address, City, State / Province, Country, Postal Code		
Off-Site Warehouse Name (If applicable)	Street Address, City, State / Province, Country, Postal Code		
D-U-N-S Number	Industry Sector (please select from list)		
Business Type (please select one)	<input type="radio"/> Manufacturing <input type="radio"/> Sales Company <input type="radio"/> R&D <input type="radio"/> Investment <input type="radio"/> Purchasing <input type="radio"/> Service <input type="radio"/> Import & Export <input type="radio"/> Chamber, association <input type="radio"/> Government or other public institution <input checked="" type="radio"/> Others	Supplier Type	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Agent / Broker <input type="checkbox"/> Distributing Manufacturer <input type="checkbox"/> Other Explain as necessary:
Capital Type (please select one)	<input type="checkbox"/> Investment Holding Company <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Listed Company <input type="checkbox"/> Privately Held	<input type="checkbox"/> Wholly Owned Subsidiary <input type="checkbox"/> Share Holding Company <input type="checkbox"/> Joint-Venture <input type="checkbox"/> Other _____	Explain as necessary:
Main Processing / Core Competency / Manufacturing Technology			
Import & Export Capability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide documentation to show import / export authority or licensing.	<input type="checkbox"/> OEM - Finished Goods <input type="checkbox"/> Aftermarket - Components
What do you believe are the characteristics or capabilities of your company that sets you apart from your competition?			
Describe the long-term strategies of your company in terms of technology development, plant capacity, product mix, capital investment, manpower, etc...			
Website	Year Company Established		
Annual Capacity (Local Currency or Volume)	Annual Sales (Local Currency)	Headcount	
Trademarks / Brands (for intended commodity)	Trademark 1	Trademark 2	Trademark 3

2. Contacts

Name	Title	Office Phone (+Extension)	Mobile Phone	E-mail Address
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To upload the completed questionnaire,

Select the "Completed FPUR-008" box and click on the "Add Attachments".



A screen is displayed on the right. Drag and drop the completed questionnaire



Close the attachments section.

Complete Questions 3 and 4 (optional)

3. Please attach requested document attachments

- ☐ a. Company Brochure
- ☐ b. Company Organizational Chart (Broad)
- ☐ c. Map or detailed listing of Distribution Centers
- ☐ d. QA / QC Organizational Chart (Broad)
- ☐ e. Quality Policy and/ or Mission Statement
- ☐ f. Quality objectives for Present Fiscal Year
- ☐ g. Quality Manuals or Table of Contents
- ☐ h. SOP Index/ Master List of Controlled QMS Documents
- ☐ i. Process Capability Analysis (if applicable)
- ☐ j. On Time & In Full Delivery Performance
- ☐ k. Pareto of External Failure Modes
- ☐ l. Process of Flow Diagram(s) (for part(s) of interest)

Comments

4. Please attach any related pictures (Facilities, Plant Floor, Applicable Equipment, Finished Goods, etc...)

- ☐ a. Related Pictures of (Facilities, Plant Floor, Applicable Equipment, Finished Goods, etc...)

Comments

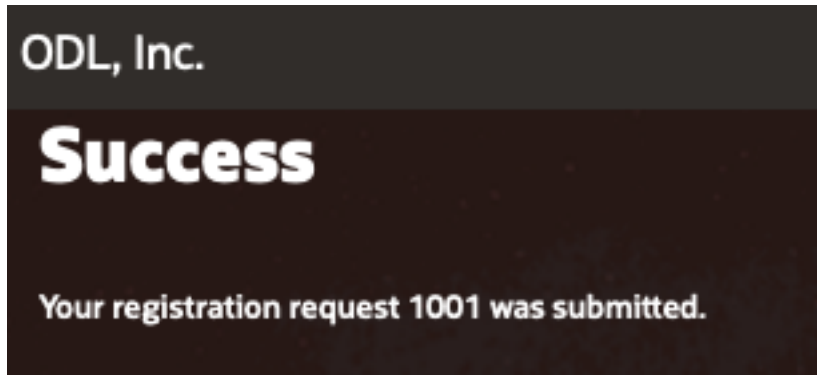
Once all the details are entered, submit the registration for evaluation by clicking on the submit button

Cancel

Save

Submit

A message is displayed



Now the registration is submitted to ODL for review and approval.

Once approved an email is sent to the administrative contact and supplier portal access for users is created.

Separate emails are sent once the users are created

Registration Approval email:



Supplier Registration Request 1001 Was Approved Inbox x



ewrm-test.fa.sender@workflow.mail.us2.cloud.oracle.com
to me ▾

ODL INC (ODL USD Business Unit)

Your Supplier Registration Request was Approved

Request Number	1001
Request Date	03 October 2023
Requested By	odlproc@gmail.com
Company	HK Wireless Systems

An ImageUser account information will be sent in a separate email.

↩ Reply

➦ Forward

Supplier User Email:

Oracle Fusion Applications-Welcome E-Mail Inbox x



ewrm-test.fa.sender@workflow.mail.us2.cloud.oracle.com
to me ▾

Dear Jack Smith,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

https://fa-ewrm-test-saasfaprod11.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_afse.gid=d5dc66962fd347ee94e9c89e54220f4d

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

Once the users reset their password, they will receive another email which will have their username.

Ex: Jack.a.Smith in this case

FYI: Oracle Fusion Applications-Password Reset Confirmation Inbox x



odlproc@gmail.com <ewrm-test.fa.sender@workflow.mail.us2.cloud.oracle.com>
to me ▾

Dear Jack Smith,

The password for your Oracle Fusion Applications Account - Jack.a.Smith - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,
Oracle Fusion Applications

↩ Reply

➦ Forward