

Supplier Registration User Guide



Prospective Supplier Registration Links for PROD by BU

CAD Business Unit:

<https://fa-ewrm-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=Ei4sO1MgEe2nGUajSV66Kssw9SuK3VNh38Ryu3D28Ba%2F06tNh0B5a6qWwQ%3D%3D>

USD Business Unit:

<https://fa-ewrm-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=Ei4sO1MgEe2nGUajSFi4Kssw9SuK3VNh38Rylw3p0jtmN2axcukZjobi6Q%3D%3D>

MXN Business Unit:

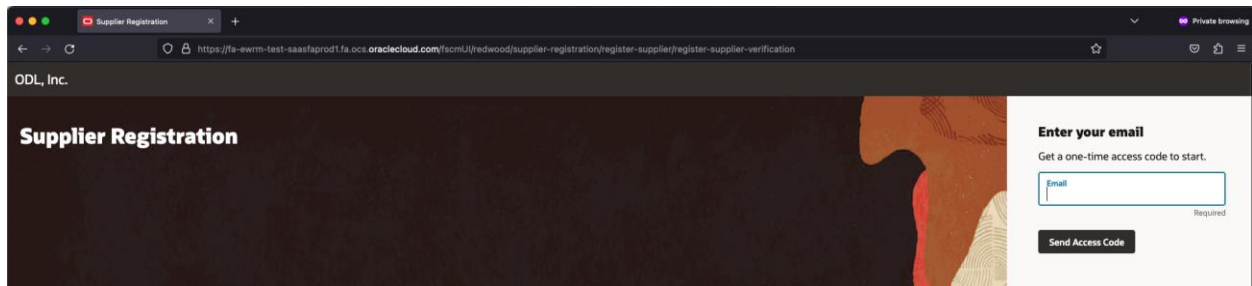
<https://fa-ewrm-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=Ei4sO1MgEe2nGUajSly0Kssw9SuK3VNh38Ryo7V7693fG1wNzIUyKIVAw%3D%3D>

US Business Unit Supplier Registration:

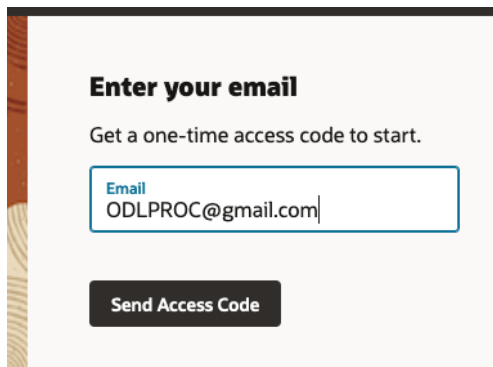
Step1: Send Supplier the URL to register

Step2: Supplier Opens the Link to access the ODL prospective supplier registration page

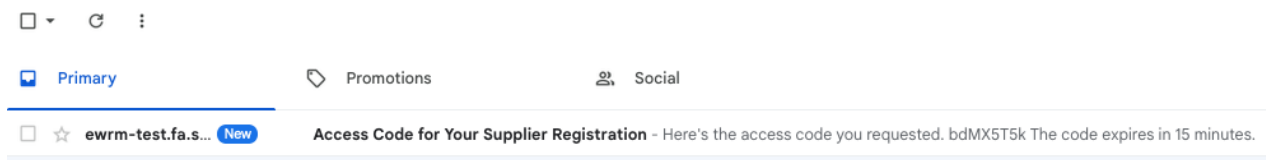
Enter email to receive a one time access code to start



Ex:



A one-time code is sent to the email address



Access Code for Your Supplier Registration Inbox x



ewrm-test.fa.sender@workflow.mail.us2.cloud.oracle.com
to ODLPROC ▼

Here's the access code you requested.

bdMX5T5k

An Image [The code expires in 15 minutes.](#)

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](#)

Step3: Supplier Users are navigated to the Company Details page

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.

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

[Contacts:](#)

Enter the Contact details, email (required)

Phone, Fax (optional)

Enter additional details for Administrative Contact, 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
Enter up to 100 characters.

Country: US
Fax: +1

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

ADDRESSES:

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.
☒ Receive Purchase Orders ☒ Receive Payments ☐ 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

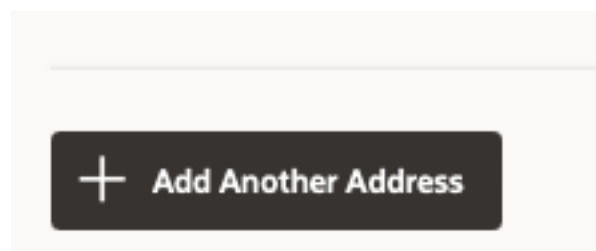
Which contacts are associated to this address?

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

[Business Classifications: \(optional section\)](#)

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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

Add 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

Bank Accounts:

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

[Products and Services: \(optional\)](#)

Select the applicable products and services that you offer







Supplier Registration

Products and Services

Search by category or description

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

[Questionnaire](#)

Supplier Registration Questionnaire

W-9  FPUR-008 

W-9  (Section 1 of 2)

1. Please attach a signed copy of your W-9

Required

☒ a. W-9

Required

Add Attachments

End of Section 1 of 2

Previous Section

Next Section

1. Add the W-9 by selecting the “Add Attachments” button

Add Attachments (Question 1)



Drag and Drop

Select or drop files here.

URL

Add URL

 W-9 - Training.pdf

Last updated on 10/29/2023
129.05 KB



Drag and drop the completed and signed W-9 document

Close the attachments by selecting the X

Navigate to the next section by selecting the “Next Section”

Supplier Registration

Questionnaire

W-9 

FPUR-008 

W-9  (Section 1 of 2)

1. Please attach a signed copy of your W-9

Required

☒ a. W-9

Required

 Add Attachments

End of Section 1 of 2


Previous Section


Next Section

-
2. Please complete and attach the supplier evaluation questionnaire.

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

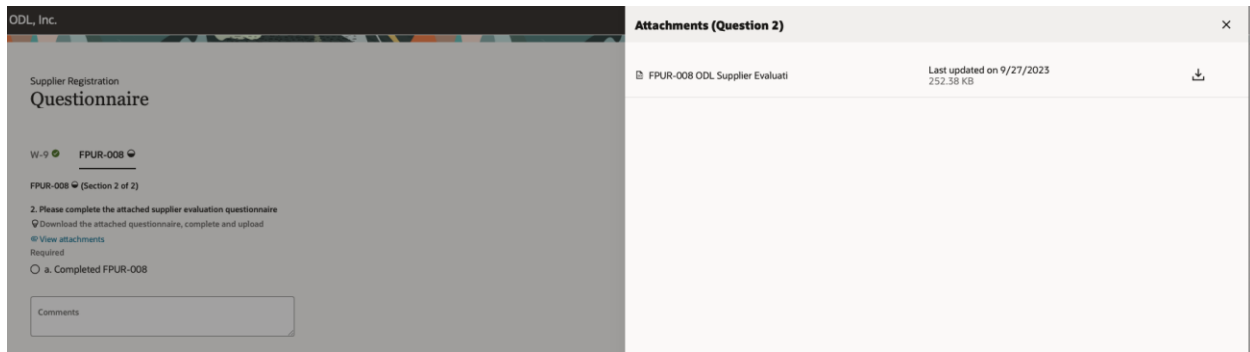
Comments

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



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

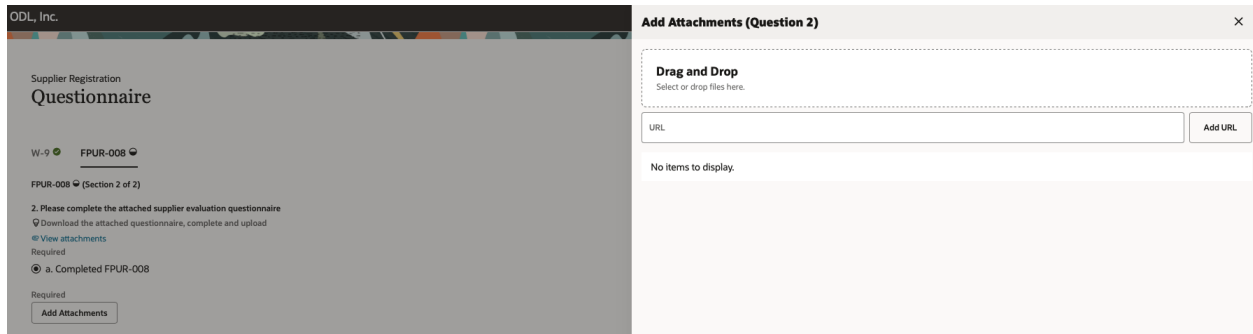
1. Company Basic Information

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

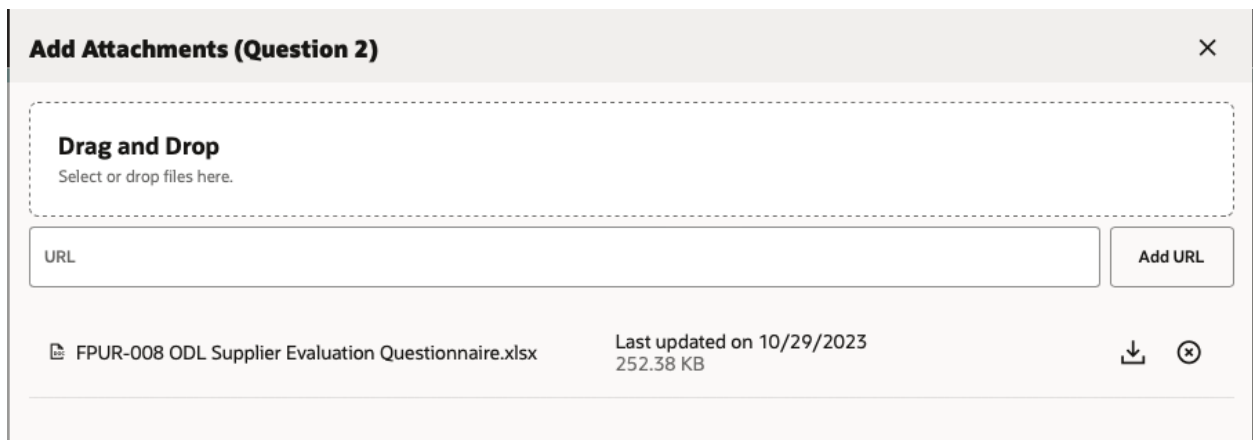
2. Contacts

Name	Title	Office Phone (+Extension)	Mobile Phone	E-mail Address
------	-------	---------------------------	--------------	----------------

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

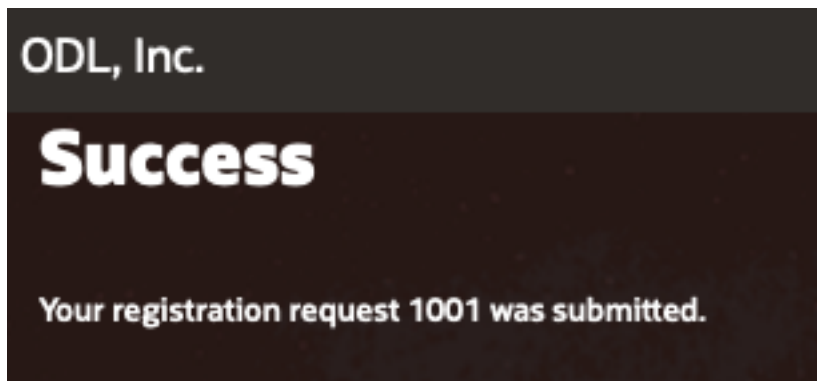
Once all the details are entered, submit the registration for evaluation by clicking on the submit button

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-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_afce.gid=d5dc66962fd347ee94e9c89e54220f4d

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications