

1. Click in the **Company** field.

Important Information!

Navigation: Oracle Home > **need nav from user**

NOTES:

- Example data provided for this simulation is for demonstration purposes only. Please enter your appropriate data as needed in the Production environment.
- For all Simulation Modes, all example data must be typed exactly as noted in the blue step bubble.

Williams 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

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Important Information!

Turn on Caps Lock. All input to this form must be in all caps.

2. Type **your business name** in the **Company** field.

Williams 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

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

3. Click the **Tax Organization Type** dropdown.

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: SPRING HILL FARMS

* Tax Organization Type: **Partnership**

* Supplier Type: Corporation

Corporate Web Site:

Attachments: None

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name:

* Last Name:

* Email:

* Confirm Email:

Opus Web Recorder is sharing your screen. [Stop sharing](#) [Hide](#)

4. Select the **Partnership** item.

Partnership

Important Information!

The Tax Organization Type is found in Box 3 of the W-9.

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: SPRING HILL FARMS

* Tax Organization Type: **Partnership**

* Supplier Type: Corporation

Corporate Web Site:

Attachments: None

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name:

* Last Name:

* Email:

* Confirm Email:

Opus Web Recorder is sharing your screen. [Stop sharing](#) [Hide](#)

5. Click the **Supplier Type** dropdown.

Supplier Type

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: SPRING HILL FARMS

* Tax Organization Type: Partnership

* Supplier Type: **Partnership**

Corporate Web Site:

Attachments: None

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name:

* Last Name:

* Email:

* Confirm Email:

Opus Web Recorder is sharing your screen. [Stop sharing](#) [Hide](#)

6. Select the **MATERIALS PROVIDER** item.

MATERIALS PROVIDER

Important Information!

Select one: Materials Provider or Service Provider. If your company provides both, select Service Provider.

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: MEDICAL

* Tax Organization Type: PENSION

* Supplier Type: **MATERIALS PROVIDER**

Corporate Web Site:

Attachments: None

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name:

* Last Name:

* Email:

* Confirm Email:

Opus Web Recorder is sharing your screen. [Stop sharing](#) [Hide](#)

7. Click the **Add Attachment** icon. +

Williams Register Supplier: Company Details

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

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

* Company: SPRING HILL FARMS
* Tax Classification: Partnership
* Supplier Type: MATERIALS PROVIDER
* Attachments: None

D-U-N-S Number
Tax Country
Taxpayer ID
Tax Registration Number
Note to Approver

Your Contact Information
Enter the contact information for communications regarding this registration.

* First Name
* Last Name
* Email
* Confirm Email

8. Click the **Choose File** button. Choose File

Important Information!

Use the Choose File button to browse Windows File Explorer and select the appropriate file for this entry.

Attach the W-9.

Williams Register Supplier: Company Details

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

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

* Company: SPRING HILL FARMS
* Tax Classification: Partnership
* Supplier Type: MATERIALS PROVIDER
* Attachments: None

D-U-N-S Number
Tax Country
Taxpayer ID
Tax Registration Number
Note to Approver

Your Contact Information
Enter the contact information for communications regarding this registration.

* First Name
* Last Name
* Email
* Confirm Email

Attachments

Type	File Name or URL	Title	Description	Attached By	Attached On
File	Choose File	No file chosen		anonymous	05/12/2021 21
Row Selected 1	Column Hidden 1				

OK Cancel

9. Click the **Add Attachment** icon. +

Important Information!

After selecting the appropriate file, the name will be displayed in the File Name or URL field.

Repeat steps. To add additional documents such as remittance information.

Williams Register Supplier: Company Details

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

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

* Company: SPRING HILL FARMS
* Tax Classification: Partnership
* Supplier Type: MATERIALS PROVIDER
* Attachments: None

D-U-N-S Number
Tax Country
Taxpayer ID
Tax Registration Number
Note to Approver

Your Contact Information
Enter the contact information for communications regarding this registration.

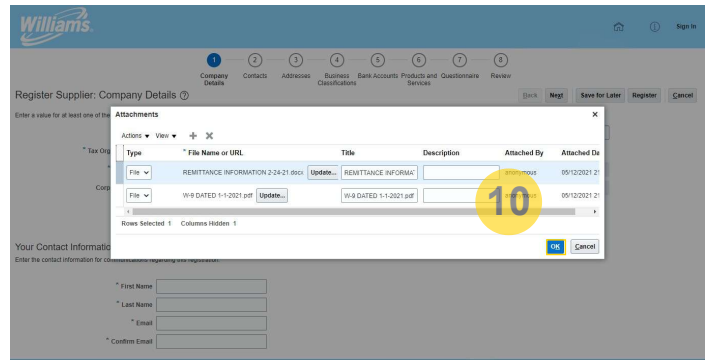
* First Name
* Last Name
* Email
* Confirm Email

Attachments

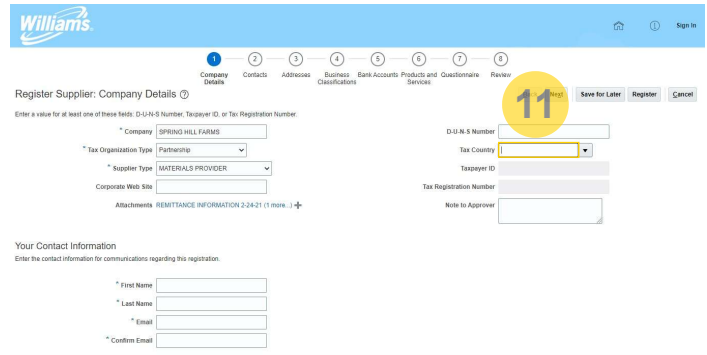
Type	File Name or URL	Title	Description	Attached By	Attached On
File	W-9 DATED 1-1-2021.pdf	Update...	W-9 DATED 1-1-2021.pdf	anonymous	05/12/2021 21
Row Selected 1	Column Hidden 1				

OK Cancel

10. Click the **OK** button. 

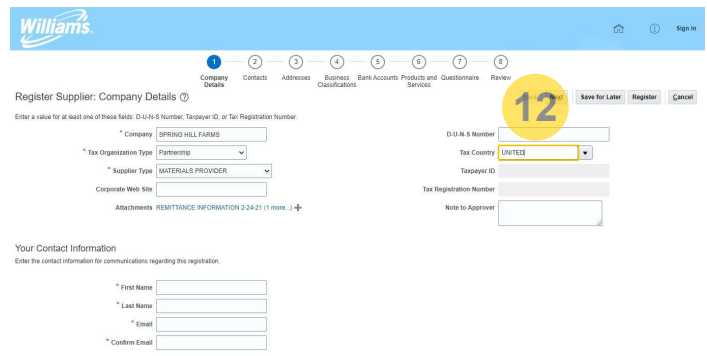


11. Click in the **Tax Country** field.



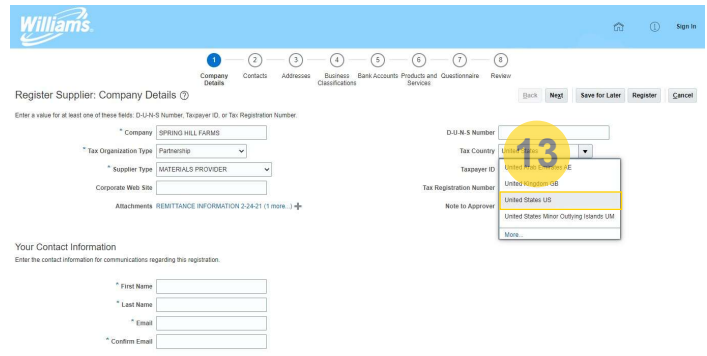
12. Type **UNITED** in the **Tax Country** field.

UNITED



13. Click the **United States US** or the appropriate country for your business item.

United States US



14. Click in the **Taxpayer ID** field and enter the Taxpayer ID for your company.

Williams Register Supplier: Company Details

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

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

* Company: SPRING HILL FARMS

* Tax Organization Type: Partnership

* Supplier Type: MATERIALS PROVIDER

Corporate Web Site: []

Attachments: REMITTANCE INFORMATION 22421 (1 more)

D-U-I-S Number: []

Tax Country: United States

Taxpayer ID: 00-00123456

Tax Registration Number: []

Note to Approver: []

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: []

* Last Name: []

* Email: []

* Confirm Email: []

15. Click in the **Note to Approver** text box.

REQUESTED BY DONNETTE ROBERTS

Important Information!
Enter the Williams representative that sent you the registration link.

Williams Register Supplier: Company Details

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

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

* Company: SPRING HILL FARMS

* Tax Organization Type: Partnership

* Supplier Type: MATERIALS PROVIDER

Corporate Web Site: []

Attachments: REMITTANCE INFORMATION 22421 (1 more)

D-U-I-S Number: []

Tax Country: United States

Taxpayer ID: 00-00123456

Tax Registration Number: []

Note to Approver: REQUESTED BY DONNETTE ROBERTS

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: []

* Last Name: []

* Email: []

* Confirm Email: []

16. Click in the **First Name** field.

[]

Important Information!
Enter your contact information.

Williams Register Supplier: Company Details

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

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

* Company: SPRING HILL FARMS

* Tax Organization Type: Partnership

* Supplier Type: MATERIALS PROVIDER

Corporate Web Site: []

Attachments: REMITTANCE INFORMATION 22421 (1 more)

D-U-I-S Number: []

Tax Country: United States

Taxpayer ID: 00-00123456

Tax Registration Number: []

Note to Approver: ENTER THE INDIVIDUAL'S NAME THAT SENT YOU THE PORTAL REQUEST

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: []

* Last Name: []

* Email: []

* Confirm Email: []

17. Type your **Last Name** in the **Last Name** field.

REYNOLDS

Williams Register Supplier: Company Details

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

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

* Company: SPRING HILL FARMS

* Tax Organization Type: Partnership

* Supplier Type: MATERIALS PROVIDER

Corporate Web Site: []

Attachments: REMITTANCE INFORMATION 22421 (1 more)

D-U-I-S Number: []

Tax Country: United States

Taxpayer ID: 00-00123456

Tax Registration Number: []

Note to Approver: ENTER THE INDIVIDUAL'S NAME THAT SENT YOU THE PORTAL REQUEST

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: EARL

* Last Name: REYNOLDS

* Email: []

* Confirm Email: []

18. Type **your email address** in the **Email** field.

EARL@NOEMAIL.COM

Williams Register Supplier: Company Details

1 2 3 4 5 6 7 8

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

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 SPRING HILL FARMS

* Tax Organization Type Partnership

* Supplier Type MATERIALS PROVIDER

Corporate Web Site

Attachments: REMITTANCE INFORMATION 2-24-21 (1 more)

D-U-N-S Number

Tax Country United States

Taxpayer ID 00-00123456

Tax Registration Number

Note to Approver ENTER THE INDIVIDUAL'S NAME THAT SENT YOU THE PORTAL REQUEST

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name EARL

* Last Name REYNOLDS

* Email EARL@NOEMAIL.COM

* Confirm Email

19. Click the **Next** button.

Important Information!

Review the contact information. Click NEXT for the Address Section.

Williams Register Supplier: Company Details

1 2 3 4 5 6 7 8

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

Register Supplier: Company Details

19

Next Save for Later Register Cancel

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

* Company SPRING HILL FARMS

* Tax Organization Type Partnership

* Supplier Type MATERIALS PROVIDER

Corporate Web Site

Attachments: REMITTANCE INFORMATION 2-24-21 (1 more)

D-U-N-S Number

Tax Country United States

Taxpayer ID 00-00123456

Tax Registration Number

Note to Approver ENTER THE INDIVIDUAL'S NAME THAT SENT YOU THE PORTAL REQUEST

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name EARL

* Last Name REYNOLDS

* Email EARL@NOEMAIL.COM

* Confirm Email EARL@NOEMAIL.COM

20. Click the **Create** button.

Williams Register Supplier: Addresses

1 2 3 4 5 6 7 8

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

Register Supplier: Addresses

20

Create Edit Details Freeze Detach Wrap

Enter at least one address.

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.	Columns hidden: 3				

21. Type **1 MOUNDS** in the **Address Name** field.

1 MOUNDS

Important Information!

The format is 1 {space} City

Williams Register Supplier: Create Address

1 2 3 4 5 6 7 8

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

Register Supplier: Create Address

21

* Address Name 1 MOUNDS

* Country United States

Postal Code

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

Country

State

Postal Code Extn

* Address Purpose

Delivery

Rent to

RFD or Bidding

Phone 1

Fax 1

Email

Address Contacts

Select the contacts that are associated with this address.

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

No data to display.

Columns hidden: 4

Create Another OK Cancel

22. Click in the **Postal Code** field. Enter 5-digit zip code and TAB.

William
Create Address
Address Name: 1 MOUNDS
Country: United States
Postal Code: [highlighted with 22]
Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
Country
State
Postal Code Extn
Address Purpose: Ordering, Rent to, RFQ or Bidding
Phone, Fax, Email
Address Contacts table

23. Click the **74047, Mounds, Tulsa, OK** item. 74047, Mounds, Tulsa, OK

Important Information!
A dialog box appears if a zip code spans multiple cities or counties. Select the appropriate option. Click OK.

William
Create Address
Search and Select: Postal Code
Search: 74047
Postal Code: 74047
74047 Mounds, Tulsa, OK
74047 Mounds, Tulsa, OK
OK Cancel

24. Click in the **Address Line 1** field. Enter the Street address.

William
Create Address
Address Name: 1 MOUNDS
Country: United States
Postal Code: 74047
Address Line 1: [highlighted with 24]
Address Line 2
Address Line 3
Address Line 4
City: Mounds
Country: Tulsa
State: OK
Postal Code Extn
Address Purpose: Ordering, Rent to, RFQ or Bidding
Phone, Fax, Email
Address Contacts table

25. Click the **Ordering** checkbox.

William
Create Address
Address Name: 1 MOUNDS
Country: United States
Postal Code: 74047
Address Line 1: 123 MAIN STREET
Address Line 2
Address Line 3
Address Line 4
City: Mounds
Country: Tulsa
State: OK
Postal Code Extn
Address Purpose: Ordering, Rent to, RFQ or Bidding
Phone, Fax, Email
Address Contacts table

26. Click the **Create** icon.

The screenshot shows the 'Create Address' form. The form includes fields for Address Name (1 MOUNDS), Country (United States), Postal Code (74247), Address Line 1 (123 MAIN STREET), Address Line 2, Address Line 3, Address Line 4, City (Mounds), County (Tulsa), State (OK), and Postal Code Ext. There are also checkboxes for Address Purpose (Ordering, Remit to, RFQ or Bidding) and input fields for Phone, Fax, and Email. At the bottom, there is a table for 'Address Contacts' with columns for Name, Job Title, Email, Administrative Contact, and User Account. A yellow circle with the number 26 highlights the 'Create' icon in the bottom right corner of the form.

27. Click the **REYNOLDS, EARL** item.

REYNOLDS, EARL

Important Information!

Select the contact associated with this address.

The screenshot shows the 'Create Address' form with a 'Select and Add: Contacts' dialog box open. The dialog box has a search field and a table of contacts. A yellow circle with the number 27 highlights the 'REYNOLDS, EARL' contact in the table. The table has columns for Name, Job Title, Email, and Phone. The contact 'REYNOLDS, EARL' has the email 'EARL@NCMA...'.

28. Click the **OK** button.

The screenshot shows the 'Create Address' form with the 'Select and Add: Contacts' dialog box open. A yellow circle with the number 28 highlights the 'OK' button in the dialog box. The dialog box shows the 'REYNOLDS, EARL' contact selected.

29. Click the **Create Another** button.

Create Another

Important Information!

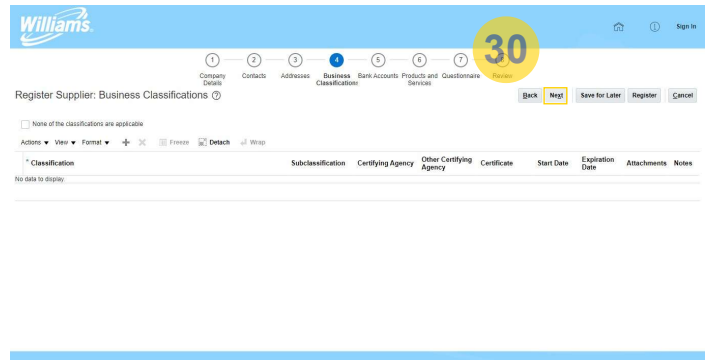
Repeat the steps above to add a remittance address.

The screenshot shows the 'Create Address' form with the 'Create Another' button highlighted. A yellow circle with the number 29 highlights the 'Create Another' button. The 'Address Contacts' table now shows the 'REYNOLDS, EARL' contact added.

30. Click the **Next** button. 

Important Information!

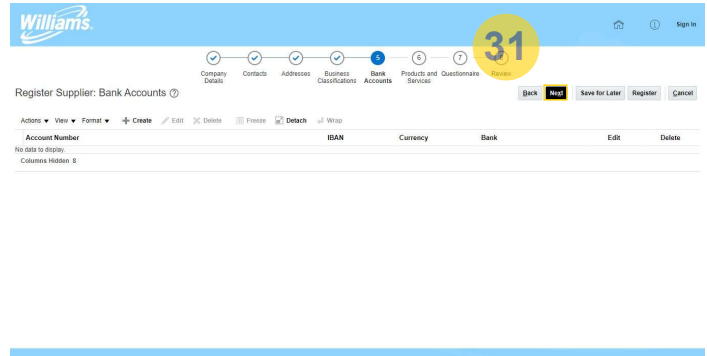
Enter business classification information, if applicable.



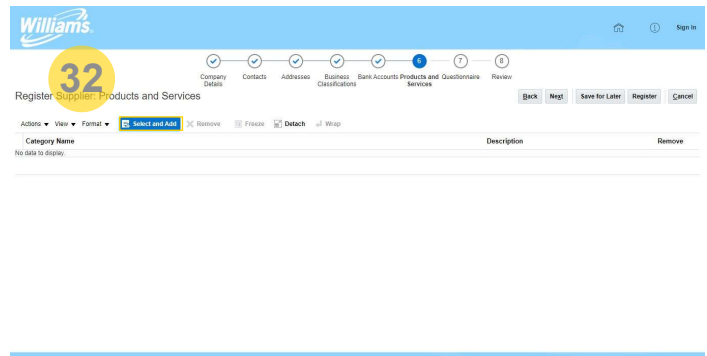
31. Click the **Next** button. 

Important Information!

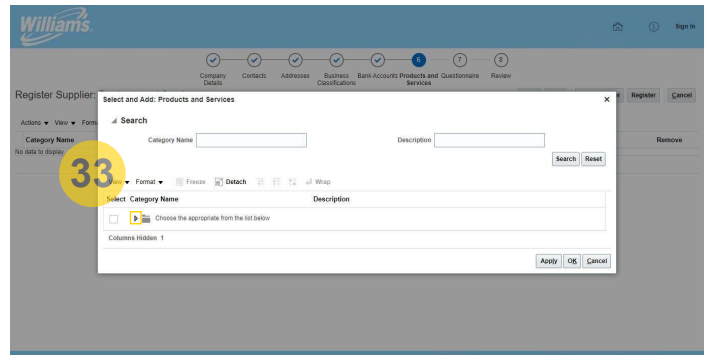
Attach banking information on the Company Details tab. Do not populate it on this screen.



32. Click the **Select and Add** button. 

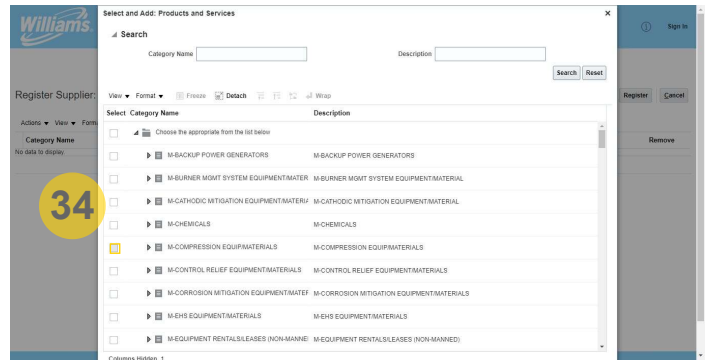


33. Click the **Expand** icon. 

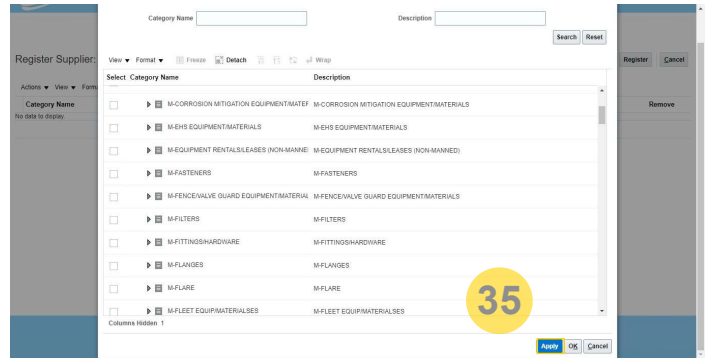


34. Click the **Select** checkbox for M-COMPRESSION EQUIP/MATERIALS Category Name.

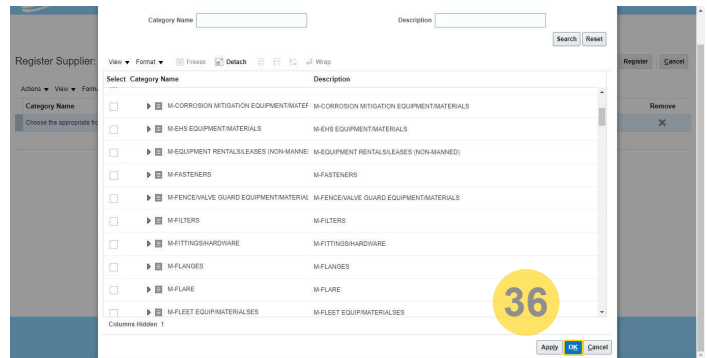
Important Information!
Select up to 3 products or services your company provides.



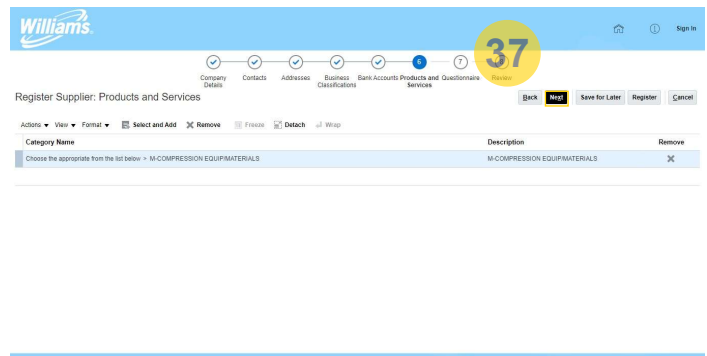
35. Click the **Apply** button. **Apply**



36. Click the **OK** button. **OK**



37. Click the **Next** button. **Next**



38. Click in the **Question 1** text box.

Important Information!

Respond to the questions.

Williams Register Supplier: Questionnaire

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

Attachments: None

Section: 1 NEW SUPPLIER

Questions: NEW SUPPLIER (Section 1 of 1)

1. Name as shown on your income tax return

2. If tax 2 on W-9 is a disregarded, then enter name

3. What name will Williams issue payment to?

4. What name will Williams issue the Purchase Order to?

39. Click the **Next** button.

Williams Register Supplier: Questionnaire

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

Attachments: None

Section: 1 NEW SUPPLIER

Questions: NEW SUPPLIER (Section 1 of 1)

1. Name as shown on your income tax return
SPRING HILL FARMS

2. If tax 2 on W-9 is a disregarded, then enter name
N/A

3. What name will Williams issue payment to?
SPRING HILL FARMS

4. What name will Williams issue the Purchase Order to?
SPRING HILL FARMS

40. Click the **Register** button.

Williams Review Supplier Registration: SPRING HILL FARMS

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

Company: SPRING HILL FARMS

Tax Organization Type: Partnership

Supplier Type: MATERIALS PROVIDER

Corporate Web Site

D-U-N-S Number

Tax Country: United States

Taxpayer ID: 00-00123498

Tax Registration Number

Note to Approver: ENTER THE INDIVIDUAL'S NAME THAT SENT YOU THE PORTAL REQUEST

Attachments

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	REMITTANCE INFORMATION 2-24-21.docx	REMITTANCE INFORMA...		anonymous	05/12/2021 21:08
File	W-9 DATED 1-5-2021.pdf	W-9 DATED 1-5-2021.pdf		anonymous	05/12/2021 21:08

Columns Hidden: 1

Contacts

41. Click the **OK** button.

Williams Confirmation

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

OK