

SUP.1.1 Prospective Supplier Registration - External

Role: Prospective Supplier (External Open link)

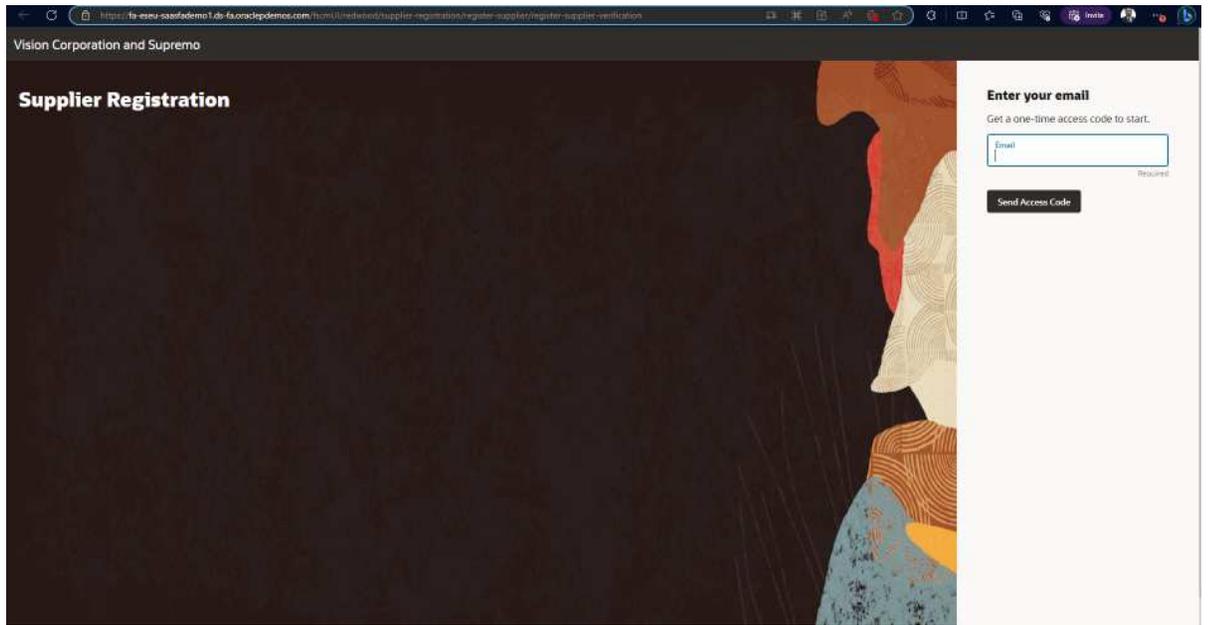
Objective: By completing this topic, you will learn how to manage Prospective Supplier Registration - External.

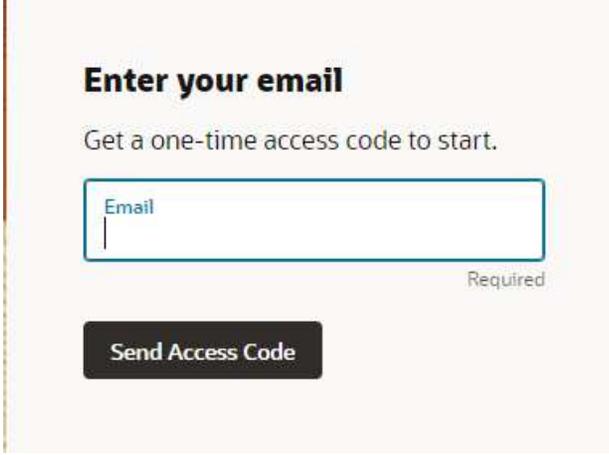
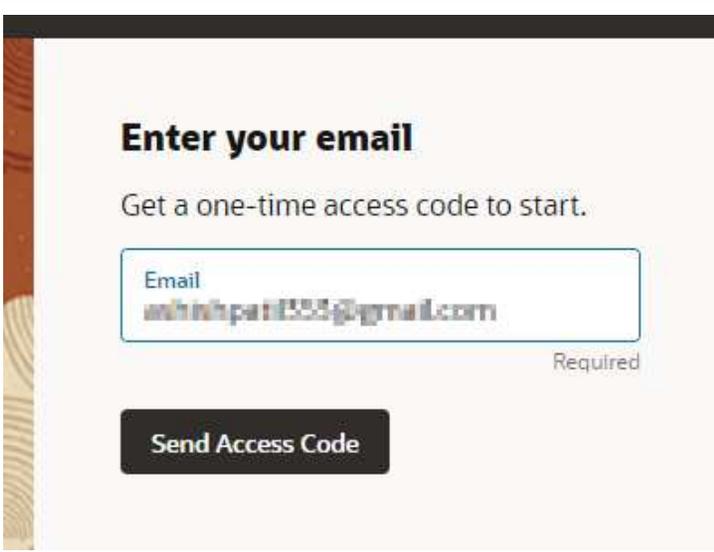
Navigation Hint: Prospective supplier Registration link

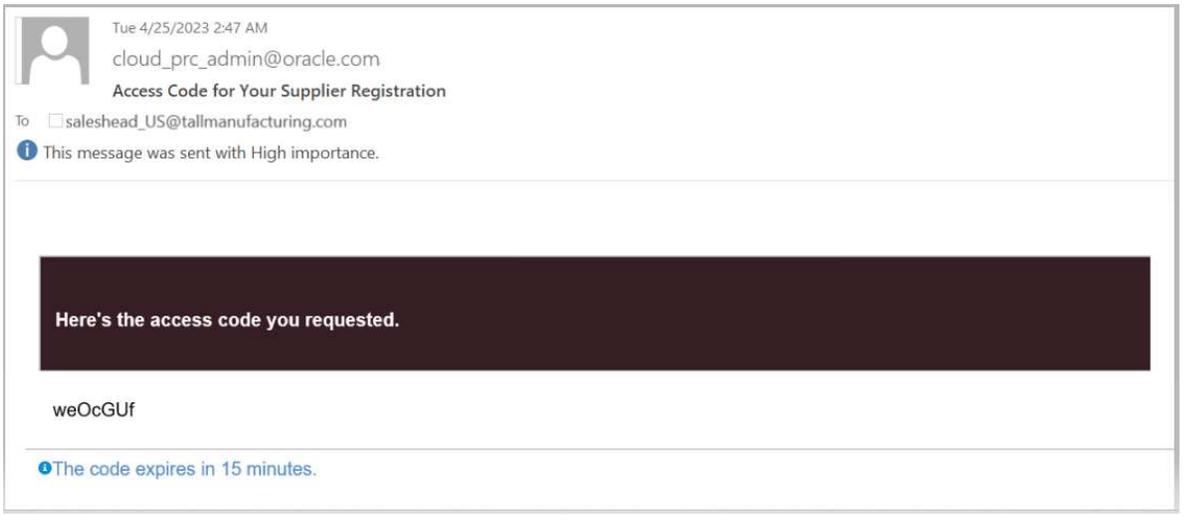
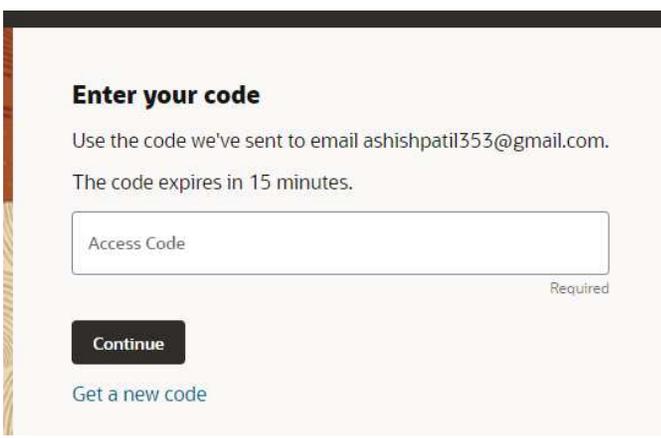
Test Script Dependency:

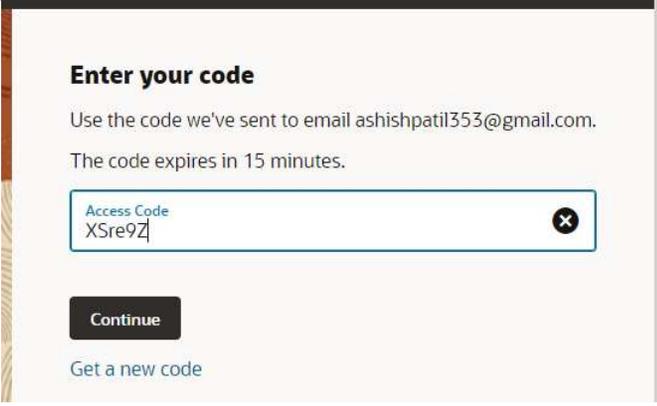
Expected Result: Prospective supplier is registered through external registration link.

Test Script Execution Duration : 15 Minutes

Step No.	Step Description	Navigation Path
1	Open the supplier registration link. It will ask you to enter the email ID.	 <p>The screenshot shows a web browser window with the URL https://f9-esfu-saasfadm01.dfo-fo.oraclecloud.com/html02/indexed/supplier-registration/register-supplier/register-supplier-verification. The page title is "Vision Corporation and Supremo" and the main heading is "Supplier Registration". On the right side, there is a form titled "Enter your email" with the instruction "Get a one-time access code to start." Below this is an email input field with a "Required" label and a "Send Access Code" button.</p>

Step No.	Step Description	Navigation Path
		 <p>The screenshot shows a web form titled "Enter your email". Below the title is the instruction "Get a one-time access code to start." There is a text input field labeled "Email" which is currently empty. To the right of the field is the text "Required". Below the field is a dark button labeled "Send Access Code".</p>
2	Enter the email id where you want to receive the Access code	 <p>The screenshot shows the same "Enter your email" form. The "Email" field now contains the text "w@hispain1333@gmail.com". The "Required" text and the "Send Access Code" button are still present.</p>

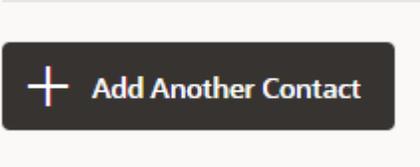
Step No.	Step Description	Navigation Path
3	You will receive the access code in your email inbox. Check the spam folder if you don't receive the email.	
4	Enter the access code you have received in email	

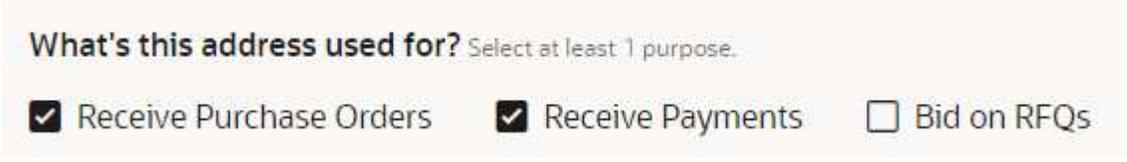
Step No.	Step Description	Navigation Path
		 <p>The screenshot shows a mobile-style interface with the heading "Enter your code". Below the heading, it says "Use the code we've sent to email ashishpatil353@gmail.com. The code expires in 15 minutes." There is a text input field labeled "Access Code" containing "XSre9Z". Below the field is a "Continue" button and a link "Get a new code".</p>
5	<p>Click in the Company field and enter information. Note: The company should be a unique name.</p>	 <p>The screenshot shows a text input field with the label "Company" and the value "test supplier Ashish Patil".</p>
6	<p>Click the Tax Organization Type list and select the appropriate item.</p>	 <p>The screenshot shows a dropdown menu with the label "Organization Type" and the selected value "Corporation".</p>
7	<p>Click the Supplier Type list and select the appropriate item. Generally, "Supplier" should select from dropdown.</p>	 <p>The screenshot shows a dropdown menu with the label "Supplier Type" and the selected value "Supplier".</p>
8	<p>Click in the D-U-N-S Number field and enter the number. (Optional)</p>	 <p>The screenshot shows a text input field with the label "D-U-N-S Number" and the value "986532147".</p>

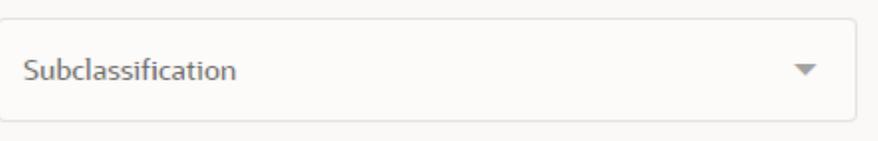
Step No.	Step Description	Navigation Path
9	<p>Click in the Tax Country field and start typing the name of the country (United States US).</p> <p>Please Note: The Tax Country must be populated before the Taxpayer ID can be added.</p>	
10	<p>Click in the Taxpayer ID field and enter information.</p>	
11	<p>Optional Step: add attachment if desired. Select the document you want to attach, drag and drop it into the Rectangle.</p>	<p>Attach tax, insurance, and other relevant documents</p> 
12	<p>*Optional Review the Terms and Conditions for Supplier Registration</p>	<p>Additional Information</p> <p>Terms and conditions for supplier registration</p>

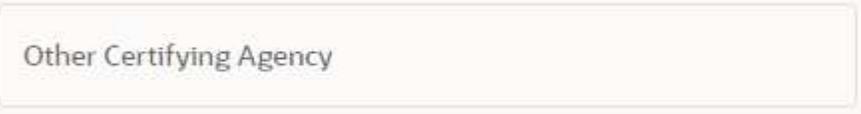
Step No.	Step Description	Navigation Path
13	*Optional Acknowledge the Terms and Conditions for Supplier Registration	
14	Click on Continue	
15	You are moved page 2 of 7	
16	In the Your Contact Information section enter first name, last name, email.	
17	Click in the Phone Country Code field and enter information. Note: Enter 1 for United States.	

Step No.	Step Description	Navigation Path
18	Enter information into the Phone Area Code field and the Phone Number field.	 <p>The screenshot shows three input fields for a phone number: a dropdown menu for 'Country' with 'US' selected, a text field for 'Phone' with '+1' entered, and a text field for 'Ext'.</p>
19	Check YES button if you want this contact as an Administrative contact	 <p>The screenshot shows the question 'Is this an administrative contact?' with a subtext 'Administrative contact will receive general communications from us.' and two radio buttons: 'Yes' (selected) and 'No'.</p>
20	Check YES button if you want to create an account for this user and assign the appropriate roles needed.	 <p>The screenshot shows the question 'Does this contact need a user account?' with a subtext 'User accounts will provide online access to supplier transactions and self-service tasks.' and two radio buttons: 'Yes' (selected) and 'No'.</p>
21	Add or remove the roles as Appropriate by clicking on the icon or	 <p>The screenshot shows the question 'What user roles does this contact need?' with a subtext 'Assign at least 1 user role to specify the responsibilities of the contact.'</p>

Step No.	Step Description	Navigation Path
		<ul style="list-style-type: none"> <li data-bbox="856 370 1354 430"> <input checked="" type="checkbox"/> Supplier Demand Planner Manages supplier scheduling, supplier managed i <li data-bbox="856 500 1354 592"> <input checked="" type="checkbox"/> Supplier Sales Representative Manages agreements and deliverables for the sup specific pricing and terms. Updates contract deliv <li data-bbox="856 662 1354 755"> <input checked="" type="checkbox"/> Supplier Product Administrator Individual in supplier organization responsible for side as well as buy-side transactions. <li data-bbox="856 824 1354 885"> <input checked="" type="checkbox"/> Supplier Accounts Receivable Specialist Manages invoices and payments for the supplier c <li data-bbox="856 954 1354 1047"> <input checked="" type="checkbox"/> Supplier Customer Service Representative Manages inbound purchase orders and communi Communicates order schedules that are ready to <li data-bbox="856 1117 1354 1177"> <input checked="" type="checkbox"/> DS AI ERP Supplier Contact By adding this role to supplier contacts ,supplier p
22	<p>Click the Add Another Contact icon to add another contact and repeat steps 15-21, otherwise click the Continue button to move on to addresses.</p>	

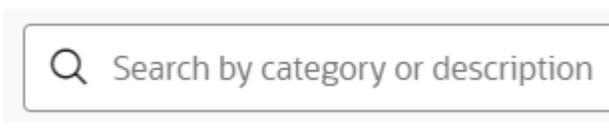
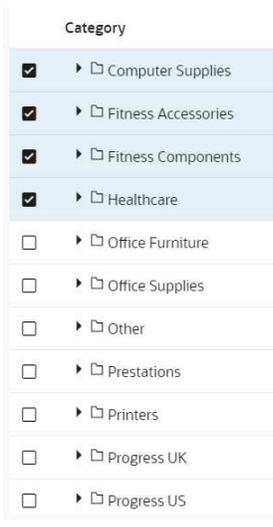
Step No.	Step Description	Navigation Path
23		
24	Page 3 of 7	
25	Enter information into the Address Name field (e.g., MAIN) and select country from the dropdown arrow. United States will default.	
26	Enter information into the Address field.	
27	Specify the Address Purpose by checking the appropriate box.	
28	Click in the Phone field and type in the phone number starting with the country code. Enter one for United States.	

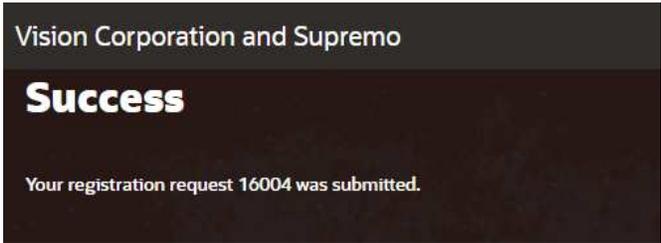
Step No.	Step Description	Navigation Path
29	Select desired contact from the list.	 <p>Which contacts are associated to this address?</p> <p><input type="checkbox"/> Ashish Patil ashishpatil353@gmail.com</p>
30	Click the Add Another Address icon to add another address	 <p>+ Add Another Address</p>
31	Click on the Continue Button.	 <p>Cancel Save Continue</p>
32	Optional Page 4 of 7	 <p>Supplier Registration Business Classifications</p>
33	Optional Select any applicable Classifications .	 <p>Classification Small Business</p>
34	Optional Click the Subclassification list and select appropriate subclassification if applicable.	 <p>Subclassification</p>

Step No.	Step Description	Navigation Path
35	Optional Click the Certifying Agency dropdown list and select Other . (Optional)	
36	Optional Enter information into the Other Certifying Agency field. NOTE: This field is mandatory if other value selected in the previous step.	
37	Optional Click in the Certificate field and enter appropriate information.	
38	Optional Enter start date and end date if applicable.	
39	Optional Step: add attachment if desired. Select the document you want to attach, drag and drop it into the Rectangle.	<p>Attach current certificates and supporting documents</p> 

Step No.	Step Description	Navigation Path
40	Optional Click the Add Another Business Classification icon to add another Business Classification	
41	Optional Click Continue	
42	Optional Page 5 of 7	
43	Optional Enter Country	
44	Optional Enter the Routing Number	
45	Optional Enter the Bank name	

Step No.	Step Description	Navigation Path
46	Optional Enter Bank Branch	<div data-bbox="856 381 1717 490" style="border: 1px solid #ccc; padding: 5px;"> Bank Branch ▼ </div>
47	Optional Enter Account Number	<div data-bbox="856 555 1717 657" style="border: 1px solid #ccc; padding: 5px;"> Account Number </div> <div data-bbox="1612 662 1717 695" style="text-align: right; font-size: small;">Required</div>
48	Optional Enter the Currency	<div data-bbox="856 750 1717 852" style="border: 1px solid #ccc; padding: 5px;"> Currency ▼ </div>
49	Select account type	<div data-bbox="856 912 1717 1015" style="border: 1px solid #ccc; padding: 5px;"> Account Type ▼ </div> <div data-bbox="1612 1026 1717 1058" style="text-align: right; font-size: small;">Required</div>
50	Enter Account Holder Name	<div data-bbox="856 1117 1717 1221" style="border: 1px solid #ccc; padding: 5px;"> Account Holder </div>
51	Click the Add Another Bank Account icon to add another bank Account	<div data-bbox="865 1295 1339 1383" style="background-color: #333; color: white; padding: 10px; text-align: center; border-radius: 5px;"> + Add Another Bank Account </div>

Step No.	Step Description	Navigation Path
52	Click on Continue	
53	Page 6 of 7	
54	Search for Category Name .	
55	<p>Click on the arrow next to the checkbox to expand the Products and Services category.</p> <p>Choose all categories that apply by checking the checkbox next to the name.</p>	
56	Click Save then Continue .	

Step No.	Step Description	Navigation Path
57	Page 7 of 7	
58	Answer the questions in the questionnaire. This step is mandatory. Be sure to attach all required documents and answer every question. Click on Submit	
59	The confirmation page is displayed.	
60	End of Procedure.	