



Quick Reference Guide: Supplier Registration (Prospective)

This training will walk through the steps for registering as a prospective non-trade (indirect) supplier in the Oracle Procurement Cloud System. These steps are needed for companies invited to participate in a bidding process and/or companies interested in becoming an indirect (non-trade) supplier for Arrow. Registering as a prospective supplier is a good first step to provide Arrow with information needed for future consideration but does not guarantee that your company will be awarded business with Arrow. Once you have successfully registered, your company information will be added to Arrow's database of potential suppliers and routed for review, evaluation, and consideration.

Please note: This registration process is not applicable to trade suppliers.

To get started, please go to the [Supplier Registration Prospective URL](#)

Supplier Registration: Company Details

Upon accessing the URL, you will be brought to the **Supplier Registration: Company Details** page. This is the start of the registration process.

Navigation icons highlight where you are in each step of the registration process; you may navigate to a specific step of the process at any time using the navigation icons

Once the Company Details are entered, select the **Next** button to continue with the registration process

The first page is where basic **Company Details** are provided. Please note:

- All fields marked with an asterisk (*) are mandatory
- Provide the full legal name in the **Company** field
- Attach your W9/W8 (required) and COI (if applicable); do not change the **Type** or **Category** when attaching documents
- Populate **D-U-N-S Number**, if applicable
- Provide your **Taxpayer ID** or **Tax Registration Number**
- **Primary Category Offering** should be the *primary* type of goods/services that your company could provide to Arrow

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

Attach COI None

* Attach W9/W8 None

Additional Information

Referred By (Enter arrow employee email)

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

D-U-N-S Number

* Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

* Primary Category Offering

Back Next Save for Later Register Cancel

At any time in the process, it is possible to click **Save for Later**

Note: Oracle supported browsers are Microsoft Edge, Google Chrome, Mozilla Firefox, and Apple Safari.

Supplier Registration: Contacts

Next, you will be brought to the **Register Supplier: Contacts** page. The contacts page is used to capture the contact information for the individuals at your company assigned to support Arrow.

The contact entered on the Company Details screen will be visible

If additional contacts need to be created, select the **Create** selection from the **Actions** drop down to add a new contact

You may add one or more contacts, as needed

Register Supplier: Contacts ②

Enter at least one contact.

Actions: View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Delete
Mishra, Rahul		rahulmishra2020@gmail...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

Columns Hidden: 7

Once the Contacts are entered, select the **Next** button to continue with the registration process

If the contact will need access to Oracle (ex. to bid on an event), select the **Request user account** checkbox

Create Contact

Salutation:

* First Name:

Middle Name:

* Last Name:

Job Title:

☐ Administrative contact

Phone:

Mobile:

Fax:

* Email:

☒ Request user account

User Account

Role	Description
Supplier Portal Administrator	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Invoice Submission User	Self Service Payables Invoice Entry Role Name changed from ARW Supplier Portal Receivable Analyst
Supplier Bidding User	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...



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Supplier Registration: Addresses

Next, you will be brought to the **Register Supplier: Addresses** page. The address page is used to capture additional information, including your companies address and bank account information. Please note the majority of the information is optional at this stage, but will become required if you are awarded business with Arrow.

Select the **Create** button to add a new address

You may add one or more addresses, as needed

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

For a Prospective supplier, the address is required

For a Prospective supplier, the additional information is not required at this time, but you may provide if desired at this stage

Please select checkboxes next to each **Address Purpose**; for example if this address is only for RFQ/Bidding activity or may be used for other purposes

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

* City

* State

* Postal Code

* Address Purpose ☐ Ordering
☐ Remit to
☐ RFQ or Bidding

Phone 1

Fax 1

Remittance Email Address

Preferred Payment Method

Intermediary Bank Country

Intermediary Bank Name

Intermediary Bank Routing Number

Intermediary Bank Address

Address Contacts

Select the contacts that are associated with this address.

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden: 4				

Create Another OK Cancel

It is essential that a contact is associated with any address identified as Ordering. as PO's will be sent to the contact associated with the address

From the **Actions** drop down, click on **Select and Add** to associate a contact with an address

Create Address

* Address Name

* Country

Address Line 1

Address Line 2

County

City

State

Postal Code

* Address Purpose ☐ Ordering
☐ Remit to
☐ RFQ or Bidding

Phone 1

Fax 1

Remittance Email Address

Preferred Payment Method

Intermediary Bank Country

Intermediary Bank Name

Intermediary Bank Routing Number

Intermediary Bank Address

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Remove

Select and Add

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden: 4				

Create Address

* Address Name: Main Site

* Country: United States

* Address Line 1: Address Line1

* Address Line 2:

* City: New York

* State: New York

* Postal Code: 10010

* Address Purpose: ☒ Ordering ☐ Remit to ☐ RFQ or Bidding

Phone: 1

Fax: 1

Remittance Email Address: remittance.gol@gol.com

Preferred Payment Method: ACH

Intermediary Bank Country:

Address Contacts

Select the contacts that are associated with this address.

Actions: View, Format, Freeze, Detach, Wrap

* Name: No data to display. Columns Hidden: 4

Job Title: Email: Administrative Contact: * User Account:

Create Another OK Cancel

Select and Add: Contacts

Search

Name: Job Title:

Search Reset

View: Format: Wrap

Name	Job Title	Email	Phone
Mishra, Rahul		rahul@mishra20...	

Rows Selected: 1 Columns Hidden: 1

Apply OK

Create Address

* Address Name:

* Country: United States

* Address Line 1:

* Address Line 2:

* City:

* State:

* Postal Code:

* Address Purpose: ☐ Ordering ☐ Remit to ☐ RFQ or Bidding

Phone: 1

Fax: 1

Remittance Email Address:

Preferred Payment Method: ACH

Intermediary Bank Country:

Intermediary Bank Name:

Intermediary Bank Routing Number:

Intermediary Bank Address:

Address Contacts

Select the contacts that are associated with this address.

Actions: View, Format, Freeze, Detach, Wrap

* Name: No data to display. Columns Hidden: 4

Job Title: Email: Administrative Contact: * User Account:

Create Another OK Cancel

Register Supplier: Addresses

Enter at least one address.

Actions: View, Format, Create, Edit, Delete, Freeze, Detach, Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Main Site	ADDRESS LINE1 NEW YORK, NEW YORK 10010		Ordering; Remit to		

Hidden: 3

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

Buttons: Back Next Save for Later Register Cancel

Supplier Registration: Business Classifications

Next, you will be brought to the **Register Supplier: Business Classifications** page. Here you can identify the certification details related to any applicable supplier diversity classifications for your company (ex. minority owned, small business, etc).

If appropriate, select the **Add Row** button; this will bring you to the screen where you can enter your business classifications

If you have no certifications to enter, you may skip this action

If appropriate, select the **Add Row** selection from the **Actions** drop down; this will bring you to the screen where you can enter your business classifications

If you have no certifications to enter, you may skip this action

Once the Classifications are entered, select the **Next** button to continue with the registration process

Supplier Registration: Bank Accounts

Next, you will be brought to the **Register Supplier: Bank Accounts** page. Prospective suppliers are not expected to provide bank information.

Select the **Next** button to continue with the registration process

Supplier Registration: Products and Services

Next, you will be brought to the **Register Supplier: Products and Services** page. The products and services page is not mandatory to complete but is used to capture any categories your company provides in addition to the Primary Category Offering provided on the first screen.

To enter additional categories, go to **Select and Add** from the **Actions** drop down; this will bring you to the screen where you can select additional categories

Once the Products and Services are entered, select the **Next** button to continue with the registration process

Supplier Registration: Questionnaire

Next, you may be brought to the **Register Supplier: Questionnaire** page. Dependent on the type of product or service provided, this questionnaire may be 1 or 2 pages in length.

Fill out all questions on the questionnaire completely and accurately

Once the Questionnaire is completed, select the **OK** button on this screen; you will then select the **Next** button to continue with the registration process

Supplier Registration: Review

This page provides a summary view of the information that has been submitted on the prior screens; please review for completeness and accuracy

Once the information is reviewed, select the **Register** button to submit your registration to Arrow to be considered as a potential supplier for future business

Supplier Registration: Confirmation

A **Confirmation** message will be displayed once the supplier registration has been submitted

You may be contacted by Arrow further regarding next steps