



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

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.



Quick Reference Guide: Supplier Registration (Prospective)

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

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

You will also need to select the appropriate Roles when creating contacts



Quick Reference Guide: Supplier Registration (Prospective)

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

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

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



Quick Reference Guide: Supplier Registration (Prospective)

Highlight the contact to associate with this address

Once the contact is highlighted, select the OK button

Once all information is entered, select the OK button

Address is saved; you may add additional addresses as needed

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



Quick Reference Guide: Supplier Registration (Prospective)

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** dropdown; 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

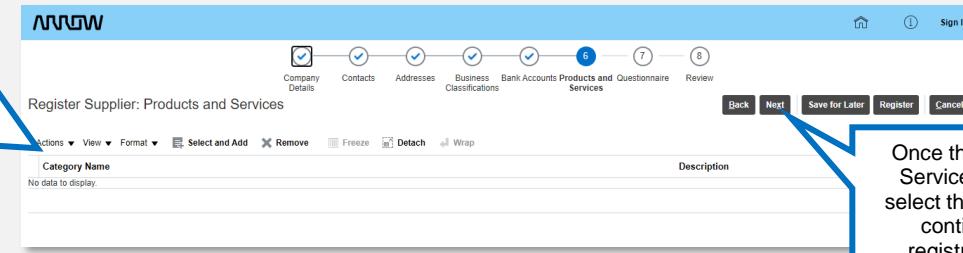
Supplier Registration: Bank Accounts

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.

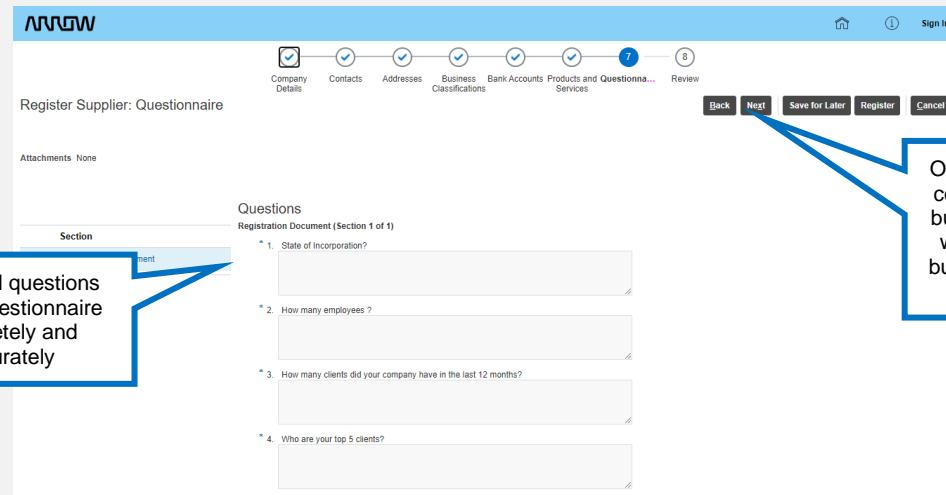


To enter additional categories, go to **Select and Add** from the **Actions** drop down; this will bring you to the screen where you can select additional categories

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.



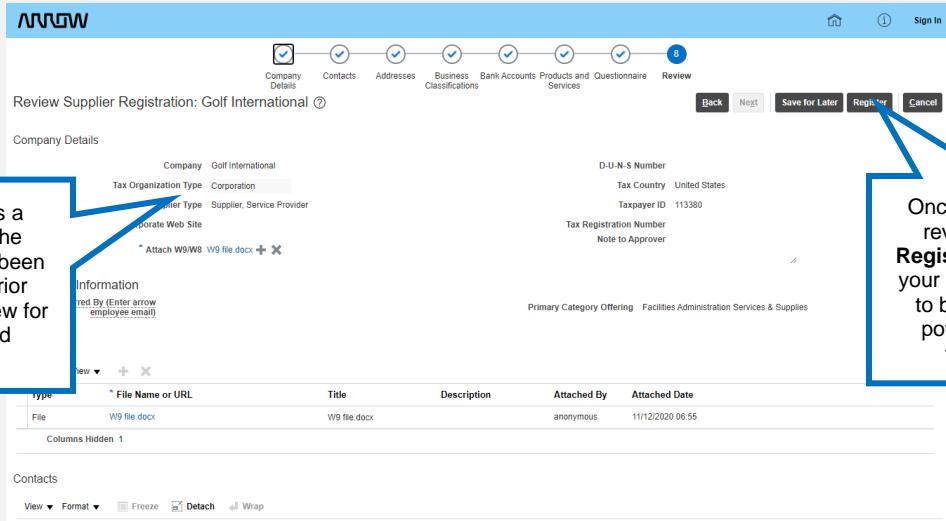
Fill out all questions on the questionnaire completely and accurately

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



Quick Reference Guide: Supplier Registration (Prospective)

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

Review Supplier Registration: Golf International

Company Details

Company	Golf International
Tax Organization Type	Corporation
Owner Type	Supplier, Service Provider
Corporate Web Site	
* Attach W9/W8 W9 file.docx <input type="button" value="X"/>	

Information

Created By (Enter arrow employee email)

View ▾

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	W9 file.docx	W9 file.docx		anonymous	11/12/2020 06:55

Columns Hidden 1

Contacts

View ▾ Format ▾

D-U-N-S Number

Tax Country United States

Taxpayer ID 113380

Tax Registration Number

Note to Approver

Primary Category Offering Facilities Administration Services & Supplies

Back Next Save for Later Register Cancel

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

