

# Supply Chain Management Oracle Fusion Job Aid: Supplier Registration Navigation Guide



## Document Purpose:

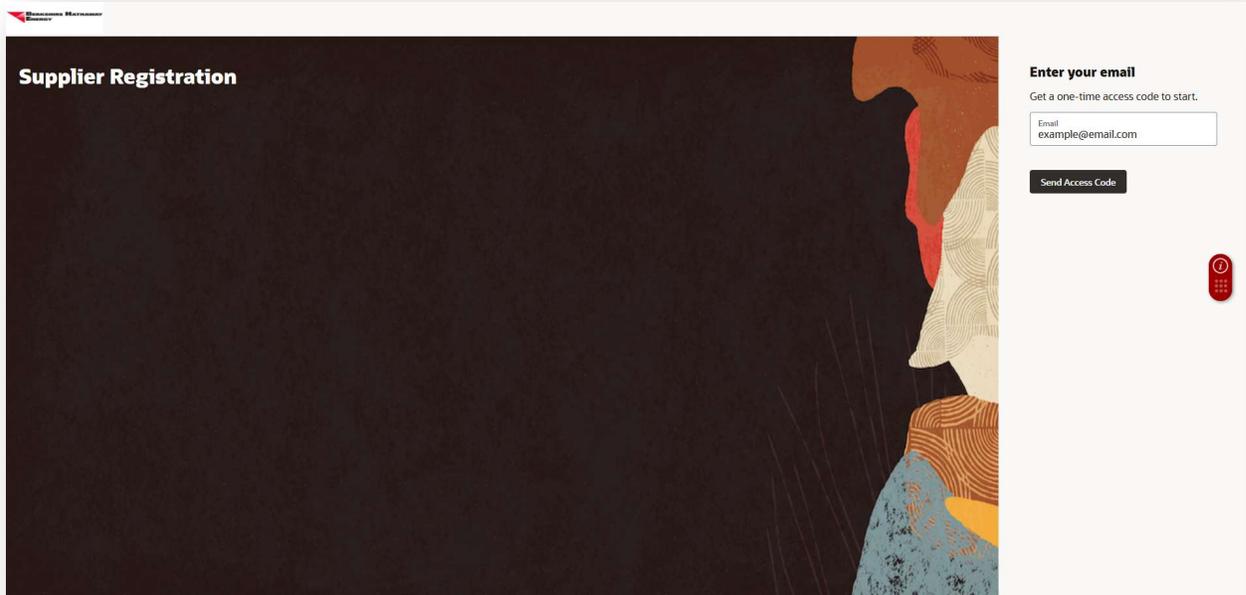
To assist prospective suppliers with registering their business in Oracle Fusion.

## Background / Business Process Information:

This guide will help a supplier user successfully navigate the supplier registration process by clarifying data entry requirements.

## How to Register as a Supplier with Berkshire Hathaway Energy

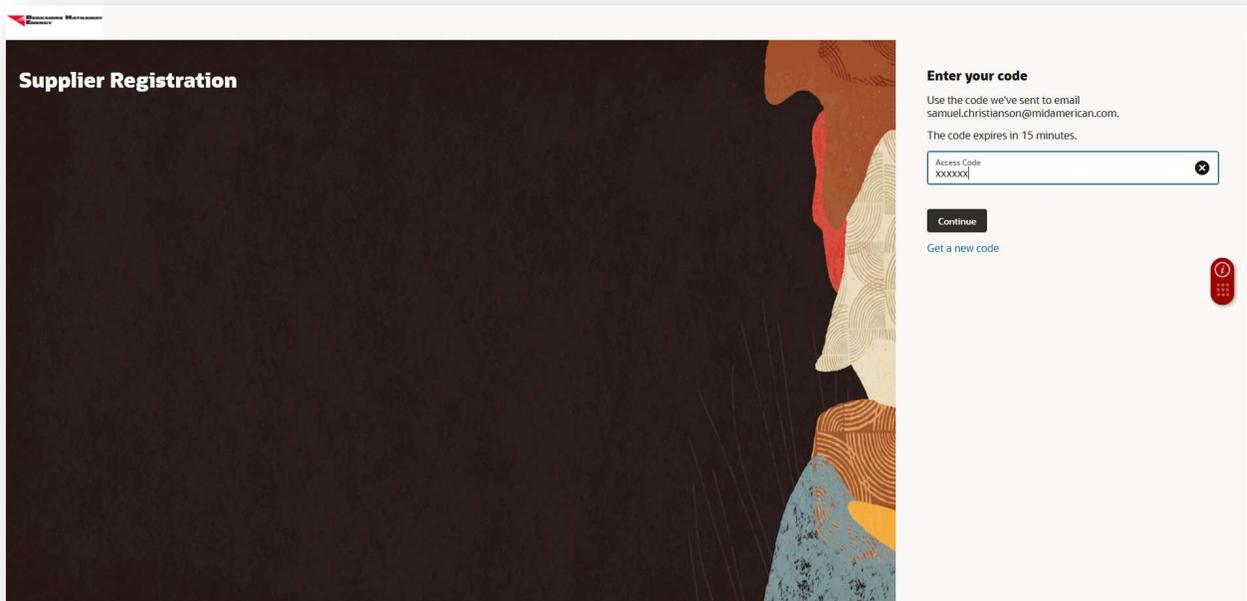
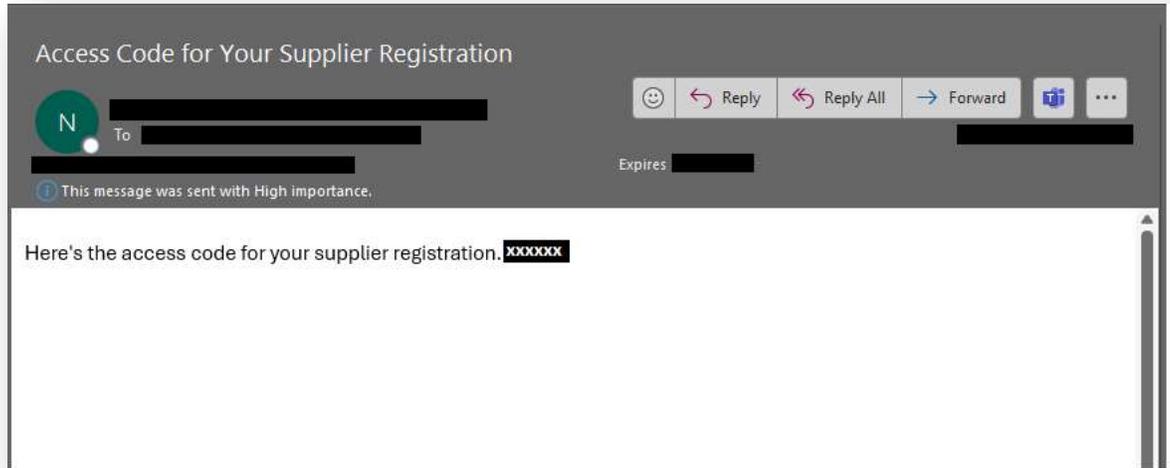
1. **Homepage:** The invitation link will redirect a registering supplier to the Supplier Registration homepage. A valid email address must be entered to begin the registration process. Select "Send Access Code."



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2. **Access Code:** Oracle will send an email containing a 6-digit code to the email address entered in the previous step. The registering supplier will open this email and enter the code in the entry box. Once entered; select “Continue.”



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- Company Details:** Supplier to enter their company details. Registrations must contain at least the taxpayer ID (U.S. businesses), tax registration number (Businesses outside the U.S.) or D-U-N-S number. A valid tax document (ex. Form W8/W9 or GST/HST) must be attached. Once entered; select "Continue."

The screenshot shows the 'Supplier Registration' interface in Oracle Fusion. The main section is titled 'Company Details' and contains several input fields and a file upload area. The fields are: Company (EXAMPLE COMPANY INC), Website (www.website.com), Country (United States), Taxpayer ID (XX-XXXXXXX), Tax Registration Number, D-U-N-S Number, Organization Type (Corporation), and Supplier Type (Supplier). There is a 'Note to Approver' text area. Below this is a section for attaching documents, with a 'Drag and Drop' area and a file named 'W9.pdf' (24.44 KB, last updated 1/15/2025). At the bottom right, there are 'Cancel', 'Save', and 'Continue' buttons. A sidebar on the right shows a navigation menu with 'Company Details' selected.

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## 4. **Contacts:** Enter the supplier contact information.

## 5. **Contacts (continued):** At least one contact will require establishment of a user account. Roles are assigned based on the tasks an individual is expected to perform. All suppliers should have at least one Administrator role assigned.

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6. **Contacts (continued):** Additional contacts can be created by selecting “+ Add Another Contact.”



**Contact 2**

First Name  Last Name  Email

Job Title  Country  Mobile

Country  Phone  Ext

Country  Fax

Is this an administrative contact?  Yes  No

Does this contact need a user account?  Yes  No

What user roles does this contact need?

BHE External Supplier Administrator AR

BHE External Supplier Transaction JR

Cancel Save Continue

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- Addresses:** Enter the address information. Addresses must include at least one purpose and supplier and should ideally identify at least one address to receive purchase orders and one to receive payments. Addresses can have more than one purpose.

The screenshot shows the 'Supplier Registration' page with the 'Addresses' section. The 'Address 1' form is filled out with the following details:

- Address Name:** DESMOI
- 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:** 3245 4th Street
- Address Line 2:** (empty)
- City:** Des Moines
- State:** IA
- Postal Code:** 50309
- Postal Code Extension:** (empty)
- Country:** Polk
- Email:** example@email.com
- Country:** US
- Phone:** +1 515 555 5555
- Ext.:** (empty)
- Country:** US
- Fax:** (empty)
- Which contacts are associated to this address?:**  EXAMPLE CONTACT (example@email.com, Business Administrator)

At the bottom, there is a '+ Add Another Address' button with a red notification icon. The page footer includes 'Last updated 6 minutes ago', 'Cancel', 'Save', and 'Continue' buttons.

- Contacts (continued):** Multiple addresses can be created by selecting "+ Add Another Address."



The screenshot shows the 'Supplier Registration' page with the 'Addresses' section. The 'Address 2' form is filled out with the following details:

- Address Name:** DES MO2
- 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:** 4321 5TH STREET
- Address Line 2:** (empty)
- City:** Des Moines
- State:** IA
- Postal Code:** 50309
- Postal Code Extension:** (empty)
- Country:** Polk
- Email:** (empty)
- Country:** US
- Phone:** +1
- Ext.:** (empty)
- Country:** US
- Fax:** +1
- Which contacts are associated to this address?:**  EXAMPLE CONTACT (example@email.com, Business Administrator)

At the bottom, there is a '+ Add Another Address' button with a red notification icon. The page footer includes 'Last updated 6 minutes ago', 'Cancel', 'Save', and 'Continue' buttons.

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## 9. Business Classifications: Enter applicable business classifications.

A screenshot of the Oracle Fusion Supplier Registration interface. The page title is "Supplier Registration" and the sub-section is "Business Classifications". Below the title, there is a prompt: "Select a classification or confirm that none are applicable." A dropdown menu is open, showing a list of classification options: "Gender - Female", "Gender - Male", "Gender - Other", "Hub Zone", "ISO 14001", "LGBTQ", "Minority Owned", and "Service-disabled Veteran Owned". At the bottom of the page, there are "Cancel", "Save", and "Continue" buttons. On the right side, there is a dark sidebar with navigation links: "Company Details", "Contacts", "Addresses", "Business Classifications" (which is highlighted), and "Products and Services". A "4 | 5" indicator is visible at the top of the sidebar. A small red icon with a white circle and a red dot is also present in the sidebar.

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10. **Business Classifications (continued):** If no business classifications apply, select “None of these classifications are applicable.” Click “Continue.”

The screenshot shows the 'Business Classifications' step in the Oracle Fusion Supplier Registration process. The page title is 'Supplier Registration' and the sub-header is 'Business Classifications'. Below the header, there is a prompt: 'Select a classification or confirm that none are applicable.' A dropdown menu is open, showing the selected option: 'None of the classifications are applicable'. At the bottom of the page, there are 'Cancel', 'Save', and 'Continue' buttons. On the right side, a navigation sidebar shows the current step 'Business Classifications' highlighted, with other steps like 'Company Details', 'Contacts', 'Addresses', and 'Products and Services' listed below it. The page number '4 | 5' is visible in the top right corner.

11. **Products and Services:** Select applicable product and services offerings. Multiple products and services may be selected. When finished, select “Submit.”

The screenshot shows the 'Products and Services' step in the Oracle Fusion Supplier Registration process. The page title is 'Supplier Registration' and the sub-header is 'Products and Services'. Below the header, there is a search bar with the placeholder text 'Search by category or description'. Below the search bar, there are buttons for 'View Selected' and 'Clear Selected'. A table lists various product categories with checkboxes for selection. The 'Building and Facility Construction and Maintenance Services' category is selected. At the bottom of the page, there are 'Cancel', 'Save', and 'Submit' buttons. On the right side, a navigation sidebar shows the current step 'Products and Services' highlighted, with other steps like 'Company Details', 'Contacts', 'Addresses', and 'Business Classifications' listed below it. The page number '5 | 5' is visible in the top right corner.

Category	Description
<input type="checkbox"/> AP USE ONLY: Excluded from Vertex	9999999999 AP USE ONLY: Excluded from Vertex
<input type="checkbox"/> Apparel and Luggage and Personal Care Products	5300000000 Apparel and Luggage and Personal Care Products
<input type="checkbox"/> Building and Construction Machinery and Accessories	2200000000 Building and Construction Machinery and Accessories
<input checked="" type="checkbox"/> Building and Facility Construction and Maintenance Services	7200000000 Building and Facility Construction and Maintenance Services
<input type="checkbox"/> Chemicals including Bio Chemicals and Gas Materials	1200000000 Chemicals including Bio Chemicals and Gas Materials
<input type="checkbox"/> Cleaning Equipment and Supplies	4700000000 Cleaning Equipment and Supplies
<input type="checkbox"/> Commercial and Military and Private Vehicles and their Accessories and Components	2500000000 Commercial and Military and Private Vehicles and their Accessories and Components
<input type="checkbox"/> Defense and Law Enforcement and Security and Safety Equipment and Supplies	4600000000 Defense and Law Enforcement and Security and Safety Equipment and Supplies
<input type="checkbox"/> Distribution and Conditioning Systems and Equipment and Components	4000000000 Distribution and Conditioning Systems and Equipment and Components
<input type="checkbox"/> Domestic Appliances and Supplies and Consumer Electronic Products	5200000000 Domestic Appliances and Supplies and Consumer Electronic Products
<input type="checkbox"/> Drugs and Pharmaceutical Products	5100000000 Drugs and Pharmaceutical Products
<input type="checkbox"/> Editorial and Design and Graphic and Fine Art Services	8200000000 Editorial and Design and Graphic and Fine Art Services

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12. **Success:** Supplier has successfully registered.

