



SUPPLIER PORTAL REGISTRATION GUIDE – PROSPECTIVE

Purpose: This job aid is designed to provide an overview of self-service registration for prospective suppliers via the Supplier Portal.

[Introduction to Supplier Portal](#)

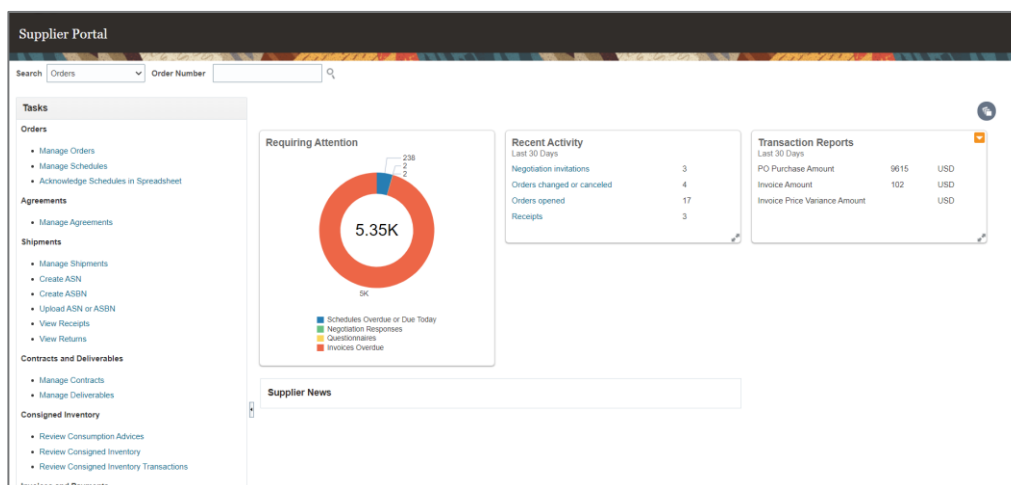
[Register for Supplier Portal](#)

Introduction to Supplier Portal

The Supplier Portal is a no cost tool that allows Suppliers to easily do business with Republic Services. It is a comprehensive way for Suppliers to manage their interactions with Republic Services via Oracle.

Within the Supplier Portal, Suppliers can manage profiles, content, and settings, such as the following:

- View and Update Company Profile
- View Purchase Orders
- Maintain Blanket Purchase Agreements (BPAs)
- Submit an Invoice
- Review Payment Information
- View and Respond to a Negotiation
- Check Status of a Purchase Order, Invoice, or Payment
- Make Blanket Purchase Agreement Changes in Supplier Portal
- Receive and Make Changes to a Purchase Order



Register for Supplier Portal

Suppliers can register for the Supplier Portal via an **Invitation from Republic Services**. Suppliers receive a custom invitation with specific instructions and a message from Republic Services. When the Supplier accepts the invitation and creates an account, they are automatically linked to Republic Services.

1. Navigate to the Supplier Portal Registration Page from the invitation email.

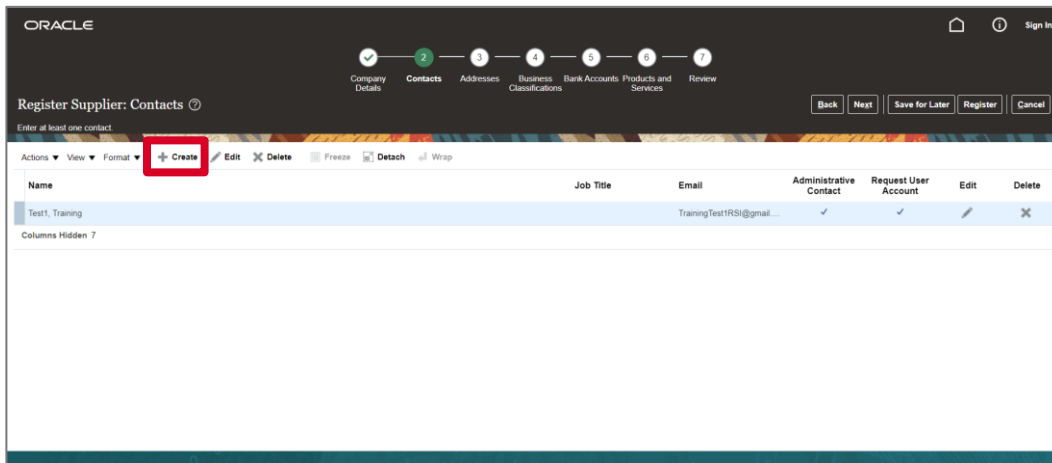
The screenshot shows the 'Register Supplier: Company Details' page in the Oracle Supplier Portal. The page has a dark header with the Oracle logo and a progress bar with seven steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, and 7. Review. Below the header, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main form area is titled 'Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number'. It contains several input fields: 'Company' (text), 'Tax Organization Type' (dropdown), 'Supplier Type' (dropdown), 'Corporate Web Site' (text), 'Attachments' (text with a plus icon), 'D-U-N-S Number' (text), 'Tax Country' (dropdown), 'Taxpayer ID' (text), 'Tax Registration Number' (text), and 'Note to Approver' (text). Below this, there is a section titled 'Your Contact Information' with the instruction 'Enter the contact information for communications regarding this registration.' and fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'.

2. Enter the values for the attributes on the Company Details page. Click **Next** to progress to the Contacts page.

Note: You must enter your D-U-N-S Number to continue.

This screenshot shows the same 'Register Supplier: Company Details' page as the previous one, but with data entered into the fields. The 'Company' field contains 'TrainingTest'. The 'Tax Organization Type' dropdown is set to 'Corporation'. The 'Supplier Type' dropdown is set to '78000000-Industrial Cleaning Services'. The 'D-U-N-S Number' field is empty. The 'Tax Country' dropdown is set to 'US'. The 'Taxpayer ID' field is empty. The 'Tax Registration Number' field is empty. The 'Note to Approver' field is empty. In the 'Your Contact Information' section, the 'First Name' field contains 'Training', the 'Last Name' field contains 'Test1', the 'Email' field contains 'TrainingTest1RSI@gmail.com', and the 'Confirm Email' field contains 'TrainingTest1RSI@gmail.com'. The 'Next' button in the top right corner is highlighted with a red box.

3. Validate the created Contact information for the current user by selecting the account. To add another Contact, click **Create**.



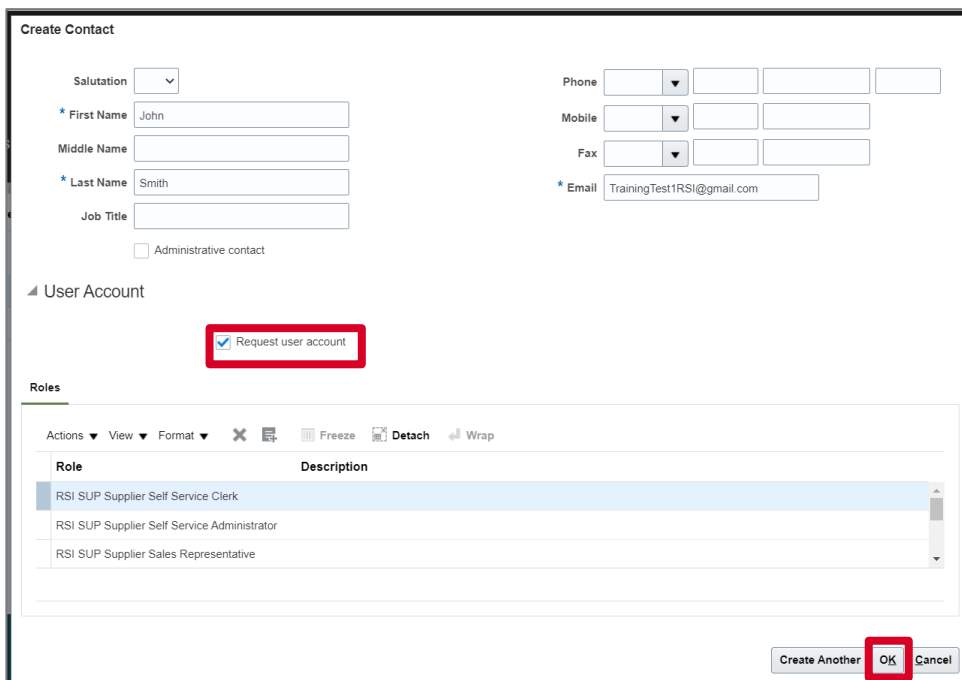
Oracle Supplier Portal: Register Supplier: Contacts

Enter at least one contact.

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Test1, Training		TrainingTest1RSI@gmail...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Columns Hidden 7

4. Input all the desired attributes for the new contact. Select the **check box** beside Request User Account. You can also add or remove desired Roles for this contact on this page. Click **OK** to save the contact.



Create Contact

Salutation:

* First Name:

Middle Name:

* Last Name:

Job Title:

☐ Administrative contact

Phone:

Mobile:

Fax:

* Email:

☒ Request user account

Roles

Role	Description
RSI SUP Supplier Self Service Clerk	
RSI SUP Supplier Self Service Administrator	
RSI SUP Supplier Sales Representative	

Create Another **OK** Cancel

5. Click **Next** to proceed to the Addresses page.

The screenshot shows the Oracle Register Supplier: Contacts page. At the top, there is a progress bar with seven steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Review. The 'Contacts' step is currently active. Below the progress bar, the page title is 'Register Supplier: Contacts'. There are buttons for 'Back', 'Next' (highlighted with a red box), 'Save for Later', 'Register', and 'Cancel'. Below the buttons, there is a table with columns: Name, Job Title, Email, Administrative Contact, Request User Account, Edit, and Delete. The table contains one row with the following data: Name: Test1, Training; Job Title: ; Email: TrainingTest1RSI@gmail...; Administrative Contact: ; Request User Account: ; Edit: ; Delete: . Below the table, there is a section for 'Columns Hidden 7'.

6. Click **Create** to create a new address.

The screenshot shows the Oracle Register Supplier: Addresses page. At the top, there is a progress bar with seven steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Review. The 'Addresses' step is currently active. Below the progress bar, the page title is 'Register Supplier: Addresses'. There are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. Below the buttons, there is a table with columns: Address Name, Address, Phone, Address Purpose, Edit, and Delete. The table is empty. Below the table, there is a section for 'Columns Hidden 3'. The 'Create' button in the table's header is highlighted with a red box.

7. Enter all mandatory attributes (marked with one asterisk) and click **OK**.

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

Email

Address Contacts
Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

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

Create Another **OK** Cancel

8. Click **Next** to proceed to the Business Classifications page.

ORACLE

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

Register Supplier: Addresses

Enter at least one address.

Back **Next** Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Address1	123 Oracle Ave		Ordering, Remit to, RFQ or Bidding		

Columns Hidden 3

9. Add any business classifications, if applicable. Or select the **checkbox** next to “None of the classifications are applicable” to indicate none. Click **Next** to proceed to the Bank Accounts page.

The screenshot shows the 'Register Supplier: Business Classifications' page in the Oracle Supplier Portal. At the top, a progress bar indicates the current step is 4, 'Business Classifications'. Below the progress bar, a checkbox labeled 'None of the classifications are applicable' is checked and highlighted with a red box. To the right of the checkbox are buttons for 'Back', 'Next' (highlighted with a red box), 'Save for Later', 'Register', and 'Cancel'. Below the checkbox is a table with columns: Classification, Subclassification, Certifying Agency, Other Certifying Agency, Certificate, Start Date, Expiration Date, Attachments, and Notes. The table is currently empty, with the text 'No data to display.' below the header.

10. Optionally, add a Bank Account by clicking **Create** and inputting attributes in the pop-up. Click **OK** to return to this screen.

Note: The Supplier Portal is a secure portal to enter your Bank Account Information.

The screenshot shows the 'Register Supplier: Bank Accounts' page in the Oracle Supplier Portal. At the top, a progress bar indicates the current step is 5, 'Bank Accounts'. Below the progress bar, a button labeled 'Create' is highlighted with a red box. To the right of the 'Create' button are buttons for 'Back', 'Next' (highlighted with a red box), 'Save for Later', 'Register', and 'Cancel'. Below the 'Create' button is a table with columns: Account Number, IBAN, Currency, Bank, Edit, and Delete. The table is currently empty, with the text 'No data to display.' and 'Columns Hidden: 8' below the header.

The screenshot shows the 'Create Bank Account' pop-up form. The form contains the following fields: Country (dropdown), IBAN (text), Bank (dropdown), Currency (dropdown), Branch (dropdown), Account Number (text), Account Name (text), Agency Location Code (text), Alternate Account Name (text), Account Type (dropdown), Account Suffix (text), Description (text), Check Digits (text), and a Note to Approver (text area). At the bottom right of the form, there are three buttons: 'Create Another', 'OK' (highlighted with a red box), and 'Cancel'.

11. After adding a Bank Account, if applicable, click **Next** to proceed to the Products and Services Page.

The screenshot shows the Oracle Supplier Registration portal at the 'Bank Accounts' step. The progress bar at the top indicates steps 1 through 7, with step 5 (Bank Accounts) highlighted. The main heading is 'Register Supplier: Bank Accounts'. Below the heading, there are buttons: 'Back', 'Next' (highlighted with a red box), 'Save for Later', 'Register', and 'Cancel'. The table below has columns: 'Account Number', 'IBAN', 'Currency', 'Bank', 'Edit', and 'Delete'. The table is currently empty, with a message 'No data to display.' and 'Columns Hidden: 0'.

12. Optionally, add to the list of Products and Services offered by the company by selecting **Select and Add**, choosing from the list, clicking **Apply**, and then clicking **OK**.

The screenshot shows the Oracle Supplier Registration portal at the 'Products and Services' step. The progress bar at the top indicates steps 1 through 7, with step 6 (Products and Services) highlighted. The main heading is 'Register Supplier: Products and Services'. Below the heading, there are buttons: 'Select and Add' (highlighted with a red box), 'Remove', 'Freeze', 'Detach', and 'Wrap'. The table below has columns: 'Category Name' and 'Description'. The table is currently empty, with a message 'No data to display.' and 'Columns Hidden: 1'.

The screenshot shows the 'Select and Add' modal in the Oracle Supplier Registration portal. The modal has a search bar with 'Category Name' and 'Description' fields. Below the search bar, there is a table with columns: 'Select', 'Category Name', and 'Description'. The table lists various categories with checkboxes for selection. At the bottom right, there are buttons: 'Apply' (highlighted with a red box), 'OK', and 'Cancel'.

13. After selecting the Products and Services from the list, click **Next** to proceed to the Review Page.

The screenshot shows the Oracle Supplier Registration portal at the 'Products and Services' step. The progress bar at the top indicates steps 1 through 7, with step 6 (Products and Services) highlighted. The main heading is 'Register Supplier: Products and Services'. Below the heading, there are buttons: 'Back', 'Next' (highlighted with a red box), 'Save for Later', 'Register', and 'Cancel'. The table below has columns: 'Category Name', 'Description', and 'Remove'. One item is selected: '45000000' in the 'Category Name' column, '45000000-Printing and Photographic and Audio and V...' in the 'Description' column, and a red 'X' in the 'Remove' column.

14. After reviewing this page, click **Register** to submit the registration request for approval.

The screenshot shows the 'Review Supplier Registration: TrainingTest' page in the Oracle Supplier Portal. At the top, a progress bar indicates the steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Review (the current step, marked with a green circle and the number 7). Below the progress bar, there are buttons: Back, Next, Save for Later, Register (highlighted with a red box), and Cancel. The main content area is divided into two sections: 'Company Details' and 'Attachments'. The 'Company Details' section contains the following information: Company: TrainingTest, Tax Organization Type: Corporation, Supplier Type: 78000000-Industrial Cleaning Services, Corporate Web Site, D-U-N-S Number: 123456789, Tax Country, Taxpayer ID, Tax Registration Number, and Note to Approver. The 'Attachments' section shows a table with columns: Type, File Name or URL, Title, Description, Attached By, and Attached Date. Below the table, it says 'No data to display' and 'Columns Hidden: 1'. The 'Contacts' section shows a table with columns: Name, Job Title, Email, Administrative Contact, Request User Account, and Details. Below the table, it shows 'Test1: Training' and 'TrainingTest12345@oracle.com'.

15. Click **OK** in the Confirmation pop-up. After your registration request is reviewed, you will receive an email to access the system.

The screenshot shows a 'Confirmation' pop-up dialog box. The dialog has a title bar with a green checkmark icon and the text 'Confirmation'. The main text inside the dialog reads: 'Your registration request was submitted. You will receive an email after your registration request is reviewed.' At the bottom right of the dialog, there is a button labeled 'OK' (highlighted with a red box) and a small close button (X) in the top right corner.