

## SUPPLIER PORTAL REGISTRATION GUIDE – SPEND AUTHORIZED

**Purpose:** This job aid is designed to provide an overview of self-service registration for spend authorized 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 Makes Changes to a Purchase Order

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## **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.

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Enter a value for at least one of these fields: D-U-N-S Nu	mber, Taxpayer ID, or Tax Registration Numb	er.				
* Company			D	-U-N-S Number		
* Tax Organization Type	~			Tax Country	•	
* Supplier Type		~		Taxpayer ID		
Corporate Web Site			Tax Regist	tration Number		
Attachments	None 🖶		No	te to Approver		
					li li	
Your Contact Information						
Enter the contact information for communications regardin	.g this registration.					
* First Name						
* Last Name						
* Email						
* Confirm Email						

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

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* Tax Organization Type	Corporation 🗸		Tax	Country	
* Supplier Type	76000000-Industrial Cleaning Services	~	Тахр	payer ID	
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Your Contact Information Enter the contact information for communications regarding	ig this registration.				
* First Name	Training				
* Last Name	Test1				
* Email	TrainingTest1RSI@gmail.com				
* Confirm Email	TrainingTest1RSI@gmail.com				
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**3.** Validate the created Contact information for the current user by selecting the account. To add another Contact, click **Create**.

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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						
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* First Name	John		Mobile	•		
Middle Name			Fax	<b>•</b>		
* Last Name	Smith		* Email	TrainingTest1RSI@gmail.com		
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RSI SUP Supp	lier Sales Representative					*
					Create Another	OK Cancel



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

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

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No data to display.								



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

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Create Address						
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* Address Name	Address1		* Address Purpose	Ordering		
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Country			6	RFQ or Bidding		
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Address Line 2			Fax	1		
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			Email			
State						
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8. Click **Next** to proceed to the Business Classifications page.

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

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Company Contacts Addresses Business Bank Accounts Products and Review Details Classifications Services			
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None of the classifications are applicable			
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* Classification Subclassification Certifying Agency Other Certifying Certificate Start Date	Expiration Date	Attachments	s Notes
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**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.

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



**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**.

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Company Contacts Addresses Business Bank Accounts <b>Products and</b> Details	Category Name	Description Starch Reset
Register Supplier: Products and Services	Select Category Name	Description
Enter at least one products and services category.	41000000	41000000-Measuring and Observing and Laboratory Testing Equipment
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Vategory vame No data to display.	28000000	26000000-Power Generation and Wire and Accessories
	27000000	27000000-Tools and General Machinery
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	31000000	31000000-Manufacturing Components and Supplies
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	40000000	40000000-Distribution and Conditioning Systems and Equipment
	□	42000000-Medical Supplies and Equipment
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		Apply OK Cancel

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





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

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	Company Details	Contacts Addresses	Business Bank Account	Is Products and Review				
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Company Details								
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Tax Organization Ty	pe Corporation			Tax Count	ry .			
Supplier Ty	pe 76000000-Industrial Cleaning Services			Taxpayer I	D			
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**15.** Click **OK** in the Confirmation pop-up. After your registration request is reviewed, you will receive an email to access the system.

Confirmation	×
Your registration request was submitted. You will receive an email after your registration request is reviewed.	
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