

## UT Supplier Quick Reference Guide: Register in Oracle (DASH)

This guide *highlights the key steps for registration*. For full instructions, use the link at the bottom of the page. Failure to follow instructions could result in missed opportunities.

Use this link to open the registration portal, then work through the seven sections outlined below.

<https://fa-ewlq-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000014275456>.

1. Company Details Screen – complete all fields with an asterisk.
  - Tax Country - begin typing the name of your country, then select it from the drop-down list.
  - Taxpayer ID – **important!** Businesses must enter *Federal Employer Identification Number* in this field.
2. Contacts Screen - only add contacts *who should receive bid invitations*.
  - Click the “create” button.
  - Complete all fields with an asterisk.
  - Check the “Administrative contact” box if applicable.
  - **IMPORTANT! Scroll down the screen and check the “Request user account” box.**
3. Addresses Screen – only enter your company’s primary (legal) address.
4. Business Classifications - companies may voluntarily report business classifications.
5. Bank Accounts Screen - **DO NOT ENTER INFORMATION ON THIS SCREEN**. Click “Next” to continue.
6. Products and Services Screen -
  - Click the “Select and Add” button.



- Click the folder icon next to the words “UT Supplier Products and categories” to view categories.

Select	Category Name	Description
<input type="checkbox"/>	 Supplier Products and Categories	Supplier Products and Categories

- Select the categories that apply to your company.
  - Click “Apply.” Then, click “OK.”
7. Review Screen: If you need to make corrections, use the “train stops” at the top of the screen to navigate back to previous screens. When you have finished, click “Register.”

Watch for two emails from dash-noreply@tennessee.edu. Check your spam folder if you do not receive them.

- You will receive a read-only “approval” email shortly after you register.
- You will receive a “welcome” email with a link for creating your Oracle password after the approval email. It may take up to 48 hours for some suppliers to receive the welcome email.

Important Next Steps: View the “After You Register” instructions on our website.

Have questions? See [detailed registration instructions](#) or email [supplierinfo@tennessee.edu](mailto:supplierinfo@tennessee.edu).