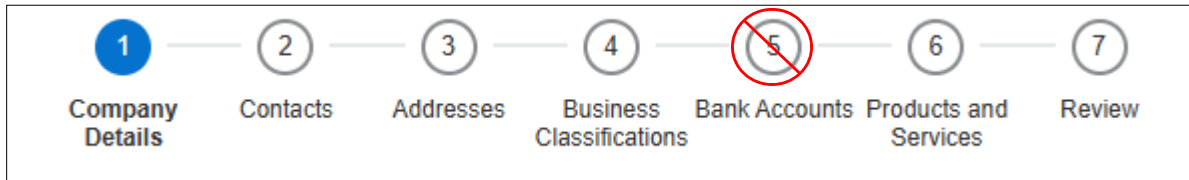


UT Supplier Quick Reference Guide: Register in Oracle

This quick reference guide highlights key points of registration. To view full instructions, visit UT's bid registration webpage, <https://procurement.tennessee.edu/bid-registration/>.

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

Navigate through the seven registration screens by completing the required fields and clicking "next."



1. **Company Details Screen:** no special instructions.

2. **Contacts Screen:**

- Select your contact record by clicking the area to the left of your name.
- Click the "edit" button in the just above the contact record.
- Add job title and phone number.
- In the roles section, select the roles that do not apply by clicking the area to the left of the roles.
- Click the "Actions" drop down menu and select "Remove."
KEEP THE "UT PO SUPPLIER BIDDER JOB ROLE."
- Click "OK."

3. **Addresses Screen:** enter your company's primary address only.

4. **Business Classifications:** companies may voluntarily report business classifications.

5. **Bank Accounts Screen:** DO **NOT** ENTER INFORMATION ON THIS SCREEN.

UT uses another system for payable vendors. Click "Next" to continue.

Products and Services Screen:

- Click the "Select and Add" button.
- Scroll down and click the folder icon next to the words "UT Supplier Products and categories."
- Scroll through the list of 48 categories and check the ones that apply to your company.
- Click "Apply." Then, click "OK."

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."**

After You Register: Watch for two emails from Oracle.

- 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.