Supplier Registration

This job aid explains how to register as a supplier.

Instructions

1. Send Registration Link Click on **one of the following links**, depending on if you want to register a Prospective Supplier (the buying organization enters a business relationship with no financial impact) or a Spend Authorized Supplier (available for transactions with financial spend).

Prospective Supplier Registration Link: https://evyu-dev6.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=%2FZ8rqCKim8u2s21QIj%2FFl0YERTh0ptG%2FQKEEE43ei2T%2FB28H4eZp0cbnIQ%3D%3D

Spend Authorized Registration Link: https://evyu-dev6.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=%2FZ8rqCKim8u2s21QIj%2FFl0UGTyVgvNO%2BXb8OqH4VkuVHFx0sFkafIPAOxQ9E4sth

2. **Request Access Code**: Enter the email address to receive the one-time access code. This will also be the email address associated with the supplier's profile.
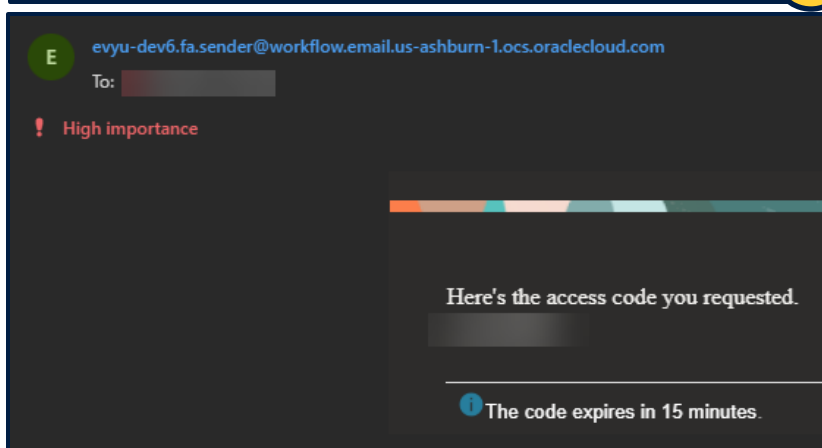- Click on **Send Access Code.**

3. **Register Supplier.**
- Check email for the access code.
- **Key the access code** on the Oracle Cloud Supplier registration page.
- Click **Continue.**

Tip: Your code may appear as an external email

Enter your email

Get a one-time access code to start.

Email

Required

Send Access Code

Enter your code

Use the code we've sent to email

The code expires in 15 minutes.

Access Code
Access Code

Required

Continue

Get a new code

Last Updated:
March 25, 2025

VOYAGER
CHARTING OUR COURSE

Supplier Registration

Instructions

4. **Supplier Registration**:
Key in and select the appropriate values for the following Supplier Registration Fields.
*=Required Field.
*Company.
Website.
*Country.

The **one of the following** fields needs to be completed:
-Taxpayer ID.
-Tax Registration Number.
-D-U-N-S Number.

*Organization Type.
Supplier Type.
Note to Approver.
Click on **Continue** button.

Supplier Registration

Company Details

| Company | Website | Country ▼ |
| Required | | Required |

| Taxpayer ID | Tax Registration Number | D-U-N-S Number |

| Organization Type ▼ | Supplier Type ▼ | |
| Required | | |

Note to Approver

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

| URL | Add URL |

Cancel   Save   Continue ④

VOYAGER
CHARTING OUR COURSE

Instructions

5. **Contacts**:

Key in and select the appropriate values for the following Contracts Fields.

*=Required Field.

*First Name.

*Last Name.

*Email.

*Country.

Is this an administrative contract: **YES.**

Does this contract need a user account : **NO.**

Click on **Continue** Button.

Supplier Registration

Contacts

Contact 1

Enter contact details. Registration communications will be sent to this contact.

First Name	Last Name	Email
Required	Required	Required

Job Title	Country US	Mobile +1

Country US	Phone +1	Ext

Country US	Fax +1	

Is this an administrative contact?
Administrative contact will receive general communications from us.   ● Yes   ○ No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks.   ○ Yes   ● No

+ Add Another Contact

Updated just now   Cancel   Save   Continue   **5**

VOYAGER
CHARTING OUR COURSE

Supplier Registration

Instructions

6. **Addresses**:
"Key in and select the appropriate values for the following Contracts Fields.
*=Required Field.
Address Name: We recommending using MAIN-01 or REMIT-01.
For What's this address used for: **Select Receive Purchase Order and Receive Payments.**
***Country/Region.**
Address Line 1.
Address Line 2.
City.
State.
Postal Code.
Email.
Country.
Phone.

System will ask: Which contacts are associated to this address? **Put a check mark beside the shown name.**
Click on **Continue** Button.

Supplier Registration

Addresses

Address 1   🗑

Address Name: **MAIN-01**   **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   Address Line 2   City

State   Postal Code

Email   Country: US   Phone: +1   Ext

Country: US   Fax: +1

Which contacts are associated to this address?
☑

    + Add Another Address

Last updated 4 minutes ago   Cancel   Save   Continue

Last Updated:
March 25, 2025

VOYAGER
CHARTING OUR COURSE

Instructions

7. **Business Classifications.**
Select a classification or confirm that none are applicable.
Select: **None of the classifications are applicable.**
Click on **Continue** Button.

8. **This is an optional page if you have the supplier banking information available.**
Click on **Continue** Button.

9. Products and Services:
Put a check mark beside the product or services the supplier can provide.

10. Questionnaire.
Read the questions and **answer** appropriately. Press **Submit**.

☑ You have now completed **Supplier Registration**.

Tip: For **Spend Authorized**, bank information must be collected

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification
None of the classifications are applicable ⑦

Supplier Registration

Bank Accounts

Bank account 1

Country
United States

Routing Number | Bank | Bank Branch
Required

Account Number | Currency | Account Type ⑧
Required | | Required

Account Holder

Products and Services

🔍 Search by category or description

Category

⑨ ▸ 📁 Abrasives

⑨ ▸ 📁 Acoustical Tile, Insulating Materials and Supplies

▸ 📁 Addressing, Copying, Duplicating Machine

Supplier Registration

Questionnaire

East Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sex orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by ETSU. For more information, please visit: https://www.etsu.edu/bf/redirects/df/vendors/application.html

ETSU New Supplier ☺

Section 1 of 1

1- Is your company based in the United States of America (HQ / Main Office)?
📍 Consider the location of your company's headquarters or main office. Is it situated within the borders of the United States of America?
Preferred Response: Yes - Attach W9, voided check or a bank authorization letter with ABA number
Required

○ a. Yes - Attach W9, voided check or a bank authorization letter with ABA number

○ b. No - Attach W8 and Supporting Documents

Comments

2- Due to University Policy all promotional vendors are required to be licensed vendors through our licensing management firm. Is the purpose of the supplier application to sell apparel or promotional items?
https://www.etsu.edu/brand/
📍 Are these items related to clothing (apparel) or other ETSU branded merchandise (promotional items)?

Updated just now | Cancel | Save | Submit ⑩