Use these steps when setting up a new vendor account within our Oracle Elsie system.

REGISTRATION PAGE

☐ Open the URL in a new browser. For best user experience, please use Firefox or Google Chrome.

Supplier Registration (oraclecloud.com)

STEP 1 - COMPANY DETAILS

☐ Please complete all fields with an asterisk, as well as Tax country and Taxpayer ID, a.k.a. Tax Identification Number on your W-9, or social security number if registering as an individual.

☐ Please attach any relevant insurance documentation on the Attachment line by selecting the + icon.

☐ Once completed, click on Next in the upper right-hand area.
STEP 2 – CONTACT DETAILS

☐ Click on the pencil icon titled Edit.

☐ A pop-up window will appear, where a Supplier Phone Number will need to be entered. The first box is for the country code. Enter in “1”, which will pull up the following pop-out window, and select more:

☐ Type in “United States”, then hit the search button. Highlight the correct entry by clicking next to it (demonstrated by the red arrow) and click OK.

☐ Verify that both Administrative Contact and Create User Account are selected, as this will allow the individual to make future edits on the account.
In the Roles section select the Appropriate Role using the up/down arrows on the left side of the description, and click OK. This will return you to the prior screen.

☐ Click the **Next** button in the upper right hand of screen to enter the Supplier Addresses details.

**STEP 3 – ADDRESSES**

☐ Click **+ Create** to add the following fields: **Address Name** (Enter “Main office”, “Remit”, etc.), **Country**, **Address Line**, **City**, **State**, **Postal Code**, **Address Purpose** (select Ordering checkbox, and select Remit to if applicable) under **Address Purpose**. If the remit to address differs, please create a second address entry, and select “Remit to”.

<table>
<thead>
<tr>
<th>Address Name</th>
<th>Country</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>Address Line 3</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>United States</td>
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</tr>
</tbody>
</table>

- **Address Purpose**
  - **Ordering**
    - Remit to
    - RFQ or Bidding

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
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In the Address Contacts section select Actions, Select and Add. The supplier’s name will display in the Select and Add: Contacts page.

Select the Name listed and then click the Apply button. Click the Ok button.

Click the Next button to enter Supplier Business Classification details.

**STEP 4 – BUSINESS CLASSIFICATIONS**

Select Actions > Add Row.
☐ Select a Classification, if applicable, and fill out the Certifying Agency, if applicable. Add a Certificate ID, if applicable

☐ Select Next to proceed to Bank Details

**STEP 5 – BANK DETAILS (SKIP THIS STEP)**

☐ To skip this step, select Next in the upper right-hand corner.

**STEP 6 – PRODUCTS AND SERVICES**

☐ Select Actions > Select and Add, and the following screen will appear. Expand the categories by clicking on the arrow icon (shown within the red box below), and place a checkmark next to all those that apply

☐ Click the Apply button and then Ok. Click the Next button to proceed.
STEP 7 – REVIEW

☐ Review all of your previously entered Supplier Details and go back to edit as necessary. Once the review has been completed, click the Register button to register as a Supplier.

Your account will be reviewed and you will be notified by email of the status by Purchasing staff (please note incoming email address below). For any questions, please email us at purchase@ebmud.com.

Dear Peyton Manning,

Congratulations! Your EBMUD Supplier Portal account has been successfully created.

Please follow the link below to reset your password.

https://enal-dev2.fa.us2.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=f45dd3edf1a44c3abdf1804c49a1ca2e

For any issues, contact purchase@ebmud.com.

Thank You,
EBMUD Purchasing Team