

EBMUD PROSPECTIVE VENDOR REGISTRATION

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 \(oraclecloud.com\)](http://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.

The screenshot shows the 'Elsie' registration interface. At the top, there is a navigation bar with the 'Elsie' logo and a progress indicator with seven steps: 1. Company Details (highlighted), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, and 7. Review. Below the progress bar, the title is 'Register Supplier: Company Details'. There are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. A note says 'Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.' The form fields are arranged in two columns. The left column includes: '* Company' (text input), '* Tax Organization Type' (dropdown), 'Supplier Type' (dropdown), 'Corporate Web Site' (text input), and 'Attachments None +' (with a plus icon). The right column includes: 'D-U-N-S Number' (text input), 'Tax Country' (dropdown), 'Taxpayer ID' (text input), 'Tax Registration Number' (text input), and 'Note to Approver' (text area). Below the form, there is a section titled 'Your Contact Information' with the instruction 'Enter the contact information for communications regarding this registration.' This section contains four fields: '* First Name', '* Last Name', '* Email', and '* Confirm Email', each with a corresponding text input box.

STEP 2 – CONTACT DETAILS

- Click on the pencil icon titled Edit.

Register Supplier: Contacts ⓘ

Enter at least one contact.

Company Details | **Contacts** | Addresses | Business Classifications | Bank Accounts | Products and Services | Review

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Bunny, Bugs		bugs@bunny.com	✓	✓		

Columns Hidden 7

- 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:

Enter phone country code

Phone 1

Mobile 1 American Samoa

Fax More...

* Email bugs@bunny.com

- 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.

Search and Select: Phone Country Code

Search Advanced

Country Code

Phone Country Code 1

Country united states

Search Reset

Phone Count	Country Code
1	United States

OK Cancel

- 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.

Edit Contact: Bugs Bunny

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

▲ User Account

Create user account

Roles

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

OK Cancel

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”.

Create Address

* Address Name

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

* Country

* Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

County

Phone

Fax

Email

▲ Address Contacts

Select the contacts that are associated with this address.

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

- In the Address Contacts section select Actions, Select and Add. The supplier's name will display in the Select and Add: Contacts page.

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

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

Select and Add: Contacts

Search

Name Job Title Search Reset

View Format Wrap

Name	Job Title	Email	Phone
Bunny, Bugs		bugs@bunny.com	+1 (000)0000

Rows Selected 1 Columns Hidden 1

Apply OK Cancel

- Click the Next button to enter Supplier Business Classification details.

STEP 4 – BUSINESS CLASSIFICATIONS

- Select Actions > Add Row.

Actions View

- Add Row
- Delete

- Select a Classification, if applicable, and fill out the Certifying Agency, if applicable. Add a Certificate ID, if applicable

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<input type="text"/>					m/d/yy	m/d/yy	None +	

- LGBT Small Business Entity
- Local Business
- Micro Business
- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned

- 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

Select and Add: Products and Services

Search

Category Name Description

Search Reset

View ▾ Format ▾ Freeze Detach Wrap

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

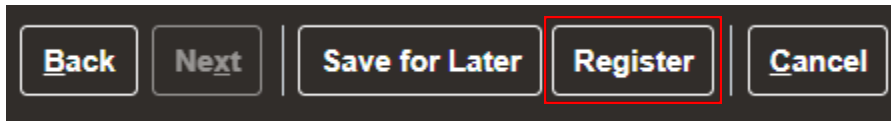
Columns Hidden 1

Apply OK Cancel

- 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**.



● **enal-dev2.fa.sender@workflow.mail.us2.cloud.oracle.com** <enal-dev2.fa.sender@workflow.mail.us2.cloud.oracle.com>
To: [REDACTED]

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=f45dd3edf1e44c3abdf1604c49a1ca2e

For any issues, contact purchase@ebmud.com.

Thank You,
EBMUD Purchasing Team