

Register Supplier

August 2022

C1 - Public



Register Supplier

1. Register new supplier. Registration form will show up.

1 — 2 — 3 — 4 — 5 — 6

Company Details Contacts Addresses Bank Accounts Questionnaire Review

Register Supplier: Company Details ?

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

<p>* Company <input type="text"/></p> <p>* Tax Organization Type <input type="text" value="v"/></p> <p>Supplier Type <input type="text" value="v"/></p> <p>Corporate Web Site <input type="text"/></p> <p>Attachments None +</p>	<p>D-U-N-S Number <input type="text"/></p> <p>Tax Country <input type="text" value="v"/></p> <p>Taxpayer ID <input style="background-color: #f0f0f0;" type="text"/></p> <p>Tax Registration Number <input style="background-color: #f0f0f0;" type="text"/></p> <p>Note to Approver <input type="text"/></p>
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Your Contact Information

Enter the contact information for communications regarding this registration.

<p>* First Name <input type="text"/></p> <p>* Last Name <input type="text"/></p> <p>* Email <input type="text"/></p> <p>* Confirm Email <input type="text"/></p>	
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Register Supplier

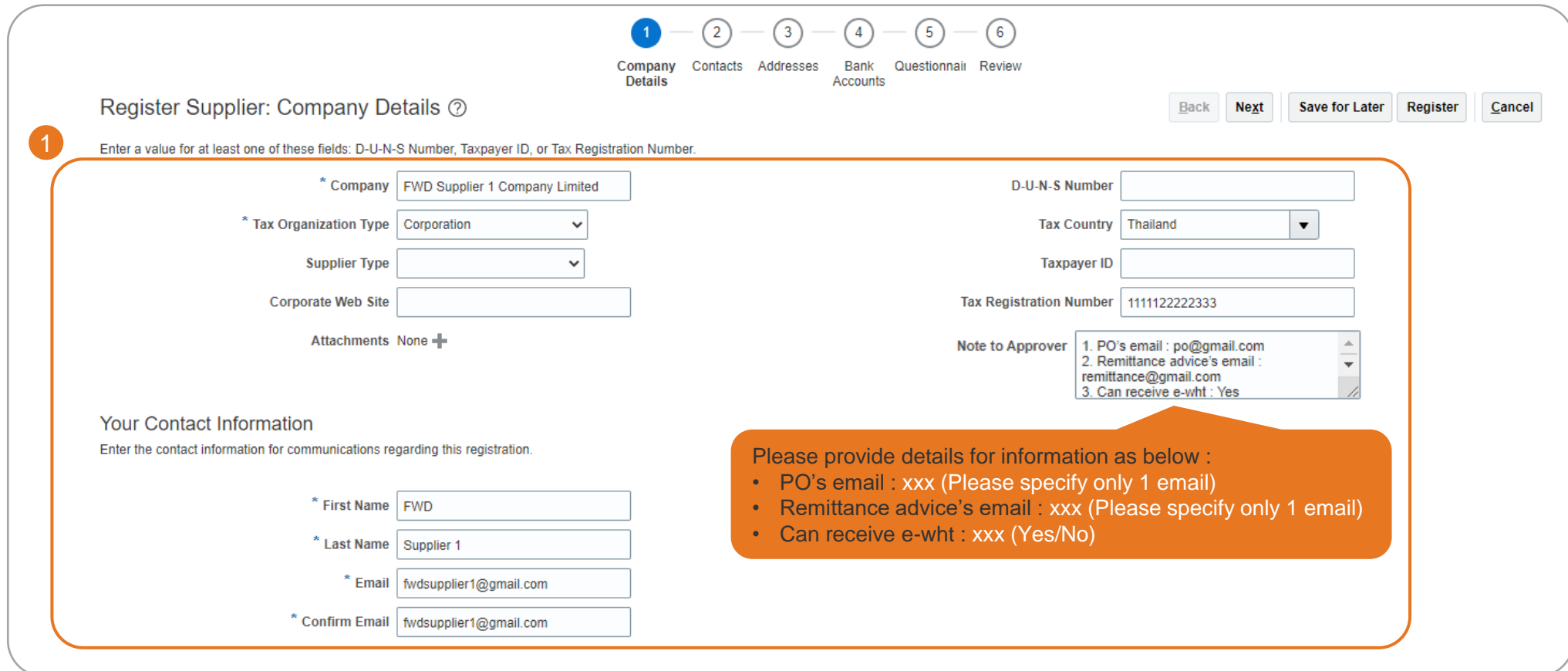
2. In “Company Details” page, fill in the required information. Then, click “Next” to proceed.

Company Details

- Company
- Tax Organization Type
- Tax Country
- Tax Registration Number
- Note to Approver

Your contact information

- First Name
- Last Name
- Email
- Confirm Email



1 — 2 — 3 — 4 — 5 — 6
Company Details Contacts Addresses Bank Accounts Questionnaire Review

Register Supplier: Company Details ?

Back Next Save for Later Register Cancel

1 Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Please provide details for information as below :

- PO's email : xxx (Please specify only 1 email)
- Remittance advice's email : xxx (Please specify only 1 email)
- Can receive e-wht : xxx (Yes/No)

Register Supplier

- 3. In “**Contacts**” page, contact information that you fill on the “**Company Details**” page will be automatically generated in this page.
- 4. You can also add additional contact person by click on the “**Create**” button.

The screenshot shows the 'Register Supplier: Contacts' page. At the top, a progress bar has six steps: 1. Company Details (checked), 2. Contacts (active), 3. Addresses, 4. Bank Accounts, 5. Questionnai, and 6. Review. Below the progress bar are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main heading is 'Register Supplier: Contact' with a sub-heading 'Enter at least one contact.' Below this is a toolbar with 'Actions', 'View', 'Format', '+ Create', 'Edit', 'Delete', 'Freeze', 'Detach', and 'Wrap'. A table below the toolbar contains one contact entry: 'Supplier 1, FWD' with job title, email 'fwdsupplier1@gmail.com', and checkboxes for 'Administrative Contact' and 'Request User Account'. Callout 1 points to the table content, and callout 2 points to the '+ Create' button.

2 Click “Create” button to add additional contact person (if any)

1 Contact information that you fill on the previous page will be automatically generated in this page

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Supplier 1, FWD		fwdsupplier1@gmail.com	✓	✓		

Register Supplier

5. In “Create Contacts” page, fill in First Name, Last Name, Email and other information. Then, click “OK”.

Create Contact

1

Salutation Phone

* First Name Mobile

Middle Name Fax

* Last Name * Email

Job Title

2 Administrative contact **Flag for Primary contact**

3 Request user account **Tick this checkbox to crate a user account for this new user. System will automatically assign 4 roles to the users.**

4

Roles

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

Tips : If you would like to add other contact people, you can click “Create Another” to add another contact.

**** Don't use Duplicate email for multiple users because email will be used as username to log in to Supplier Portal. ****



No.	Role	Responsibilities
1	Supplier Self Service Administrator	Update profile information for the supplier company
2	Supplier Bidder	Respond to requests for quote, requests for proposal and requests for information
3	Supplier Sales Representative	Respond to questionnaires sent by buying organization
4	FWD Supplier Account Receivables Specialist	Manage PO matched invoices and payments of the supplier
5	Supplier Account Receivables Specialist	Manage invoices and payments of the supplier (will be granted by local supplier manager to supplier users case by case)

Register Supplier



Tips: Since system will automatically assign 4 roles to the users, if you would like to specific some roles that should be assigned to users, you can do by select the unassigned role, click “Action” and

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

▾ User Account

Request user account

Roles

	Actions	View	Format	×	☰	Freeze	Detach	Wrap	
3	Remove								Description
	Select and Add								ivable Specialist Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
									Supplier Bidder Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
1									Supplier Sales Representative Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...

OK Cancel

Register Supplier

- In “**Contacts**” page, new contact person will be added.
- Once all contact persons are added, click “**Next**” to proceed.

Register Supplier: Contacts ?

Enter at least one contact.

Actions ▼ View ▼ Format ▼ + Create ✎ Edit ✕ Delete 📄 Freeze 📄 Detach ↶ Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Supplier 2, FWD 2		fvdsupplier2@gmail.com	—	✓	✎	✕
Supplier 1, FWD		fvdsupplier1@gmail.com	✓	✓	✎	✕

Columns Hidden 7

Progress: 1 (checked) — 2 (active) — 3 — 4 — 5 — 6

Buttons: Back **Next** Save for Later Register Cancel



Tips : Suppliers can assign more than 1 person in 1 role. i.e.

- 1st user has role Supplier Bidder and Supplier Sales Representative.
- 2nd user has role Supplier Self Service Administrator, Supplier Bidder and Supplier Sales Representative.
- 3rd user has role Supplier Self Service Administrator and FWD Supplier Account Receivables Specialist.

Register Supplier

8. In “Addresses” page, click “Create” in order to input the company address.

Progress indicator: Company Details (✓), Contacts (✓), **Addresses (3)**, Bank Accounts (4), Questionnai (5), Review (6)

Register Supplier: Addresses

Enter at least one address. **1**

Actions: View, Format, **+ Create**, Edit, Delete, Freeze, Detach, Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

Buttons: Back, Next, Save for Later, Register, Cancel

Register Supplier

9. In “Create Address” page, fill in Address information. Then, click “OK”.

Create Address

Fill in “E075_TH” as Address Name

1

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone

Fax

Email

Insert “Province” here.

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				

2

Create Another **OK** Cancel

Register Supplier

10. In “Addresses” page, new address will be added. click “Next” to proceed.

Register Supplier: Addresses

Enter at least one address.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
E075_TH	1 ABC Tower,Yannawa Sathorn 11122,THAILAND	+66 (81)2345678	Ordering; Remit to; RFQ or Bidding		

Columns Hidden 3

Progress: Company Details (1) | Contacts (2) | **Addresses (3)** | Bank Accounts (4) | Questionnai (5) | Review (6)

Buttons: Back, **Next**, Save for Later, Register, Cancel

Register Supplier

11. In “**Bank Accounts**” page, click “**Create**” in order to input the company bank information. FWD will pay you via Bank Transfer.

Register Supplier: Bank Accounts ?

Enter at least one bank account 1

Actions ▼ View ▼ Format ▼ **+ Create** Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					
Columns Hidden 8					

Register Supplier

12. In “**Create Bank Account**” page, fill in Bank information. Then, click “OK”.

Create Bank Account

1 Enter account number or IBAN unless account number is marked as required.

* Country IBAN

* Bank

* Branch

* Account Number

Field “Account number”

- For bank in Europe, fill in IBAN.

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver

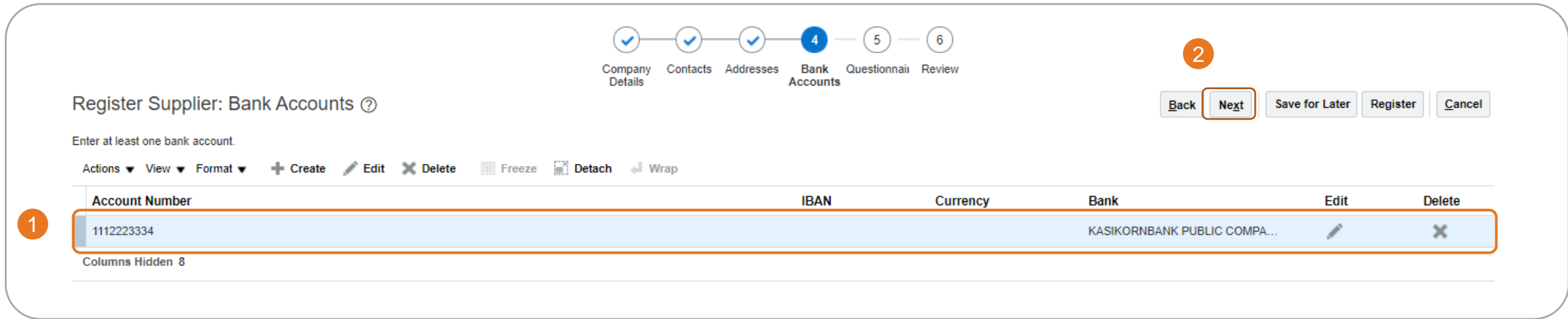
2



Tips : If you have more than 1 bank account, you can click “**Create Another**” to add another bank account. During the invoice submission via supplier portal, you can select which account that you would like to remit to.

Register Supplier



13. In “Bank Accounts” page, new bank accounts will be added. click “Next” to proceed.



Register Supplier: Bank Accounts ?

Enter at least one bank account.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
1112223334			KASIKORNBANK PUBLIC COMPA...		

Columns Hidden 8

Back Next Save for Later Register Cancel

Register Supplier

14. In “Questionnaire” page, enter answers for all the questions.

Progress bar: Company Details (✓), Contacts (✓), Addresses (✓), Bank Accounts (✓), Questionnaire (5), Review (6)


Register Supplier: Questionnaire

Buttons: Back, Next, Save for Later, Register, Cancel

Attachments None

Questions

Standard Assessment (Section 1 of 1)

Section
 1. Standard Assessment

* 1. As an external user of FWD Procurement system, I am committed to update and maintain my account access regularly to the FWD Supplier Portal. Should any of the staff (which have access) leave the company or move to other positions, I will delete and remove their account, as soon as possible.
Attachments [FWD Procurement Supplier Portal Guide](#)

a. Yes, I acknowledge I am responsible to regularly update my account access.

b. No, I do not agree with the above.

* 2. Please provide the name of the requestor from FWD (e.g. contact person).

Harry Potter

* 3. Please provide the description of goods/services of your company.

Snack box

Response Attachments None +

Register Supplier

15. You can attach a supporting document where necessary by clicking + button.

* 15. Please attach your company's business registration certificate.

a. Yes

* Response Attachments **None +** **1**

b. No

Attachments screen will pop-up. Click + button.

Attachments x

Actions View **+ x** **2**

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					
Columns Hidden 1					

OK

Click "Choose file" to select the file that will be uploaded.

Attachments x

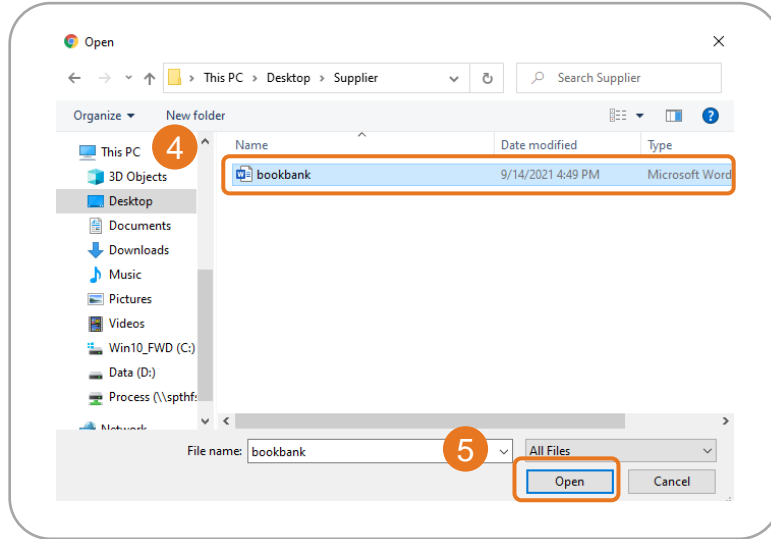
Actions View **+ x**

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File 3	Choose File No file chosen			anonymous	09/14/2021 10:09
Columns Hidden 1					

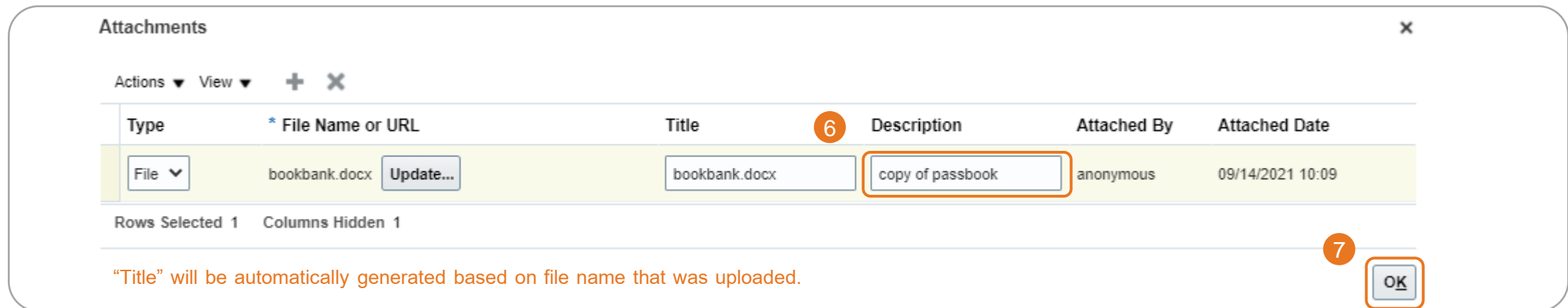
OK

Register Supplier

Select the file to upload. Then, click “Open”.



Fill in “Description”. Then, click “OK”



Register Supplier



Please attach the below documents as an evidence for registration. If you haven't attached, FWD will request you to add the attachments and resubmit the request again.

For Corporate

- Company Affidavit / business registration certificate
- PP20 (if any)
- **For saving accounts** : Copy of passbook
- **For current accounts** : Copy of bank statement or letter of certificate from bank

For Individual

- Copy of id card
- Copy of commercial registration (if any)
- **For saving accounts** : Copy of passbook
- **For current accounts** : Copy of bank statement or letter of certificate from bank

Register Supplier

16. Once the questionnaire is complete, click on “Next” to proceed.

Progress bar: Company Details (✓), Contacts (✓), Addresses (✓), Bank Accounts (✓), Questionnaire (5), Review (6)

Register Supplier: Questionnaire

Buttons: Back, Next (highlighted), Save for Later, Register, Cancel

Attachments None

Questions

Standard Assessment (Section 1 of 1)

Section
1. Standard Assessment

- * 1. As an external user of FWD Procurement system, I am committed to update and maintain my account access regularly to the FWD Supplier Portal. Should any of the staff (which have access) leave the company or move to other positions, I will delete and remove their account, as soon as possible.
Attachments [FWD Procurement Supplier Portal Guide](#)
 - a. Yes, I acknowledge I am responsible to regularly update my account access.
 - b. No, I do not agree with the above.
- * 2. Please provide the name of the requestor from FWD (e.g. contact person).
- * 3. Please provide the description of goods/services of your company.

Register Supplier

17. In “Review” page, you may review all the information that you have just input in the previous steps. Once you have verified that all information is complete, click on “Register” to submit the registration form. Then, “Confirmation” message will pop up, click “OK”. Your registration will be approved by 3-5 working days.

Review Supplier Registration: FWD Supplier 1 Company Limited

Company Details

Company	FWD Supplier 1 Company Limited	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Thailand
Supplier Type		Taxpayer ID	111112222333
Corporate Web Site		Tax Registration Number	111112222333
		Note to Approver	

Attachments

Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Supplier 1, FWD		fvdsupplier1@gmail.com	✓	✓	

Confirmation

Your registration request was submitted. You will receive an email after your registration request is reviewed.

OK

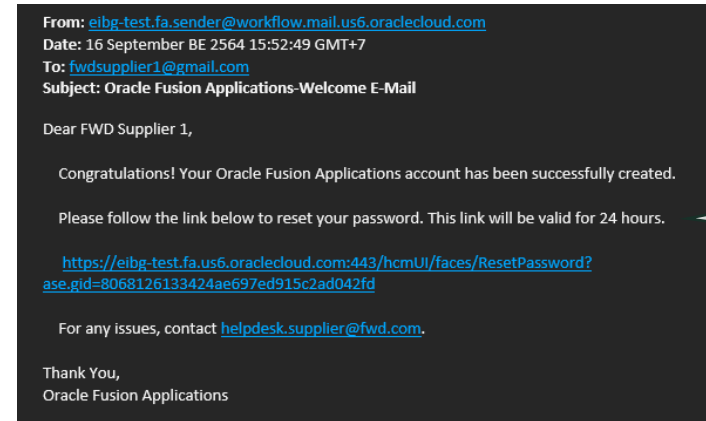
Register Supplier

18. When your registration has been approved, you will receive the email confirmation.

1. Email informed that your registration has been approved. (Sent to administrative contact only)

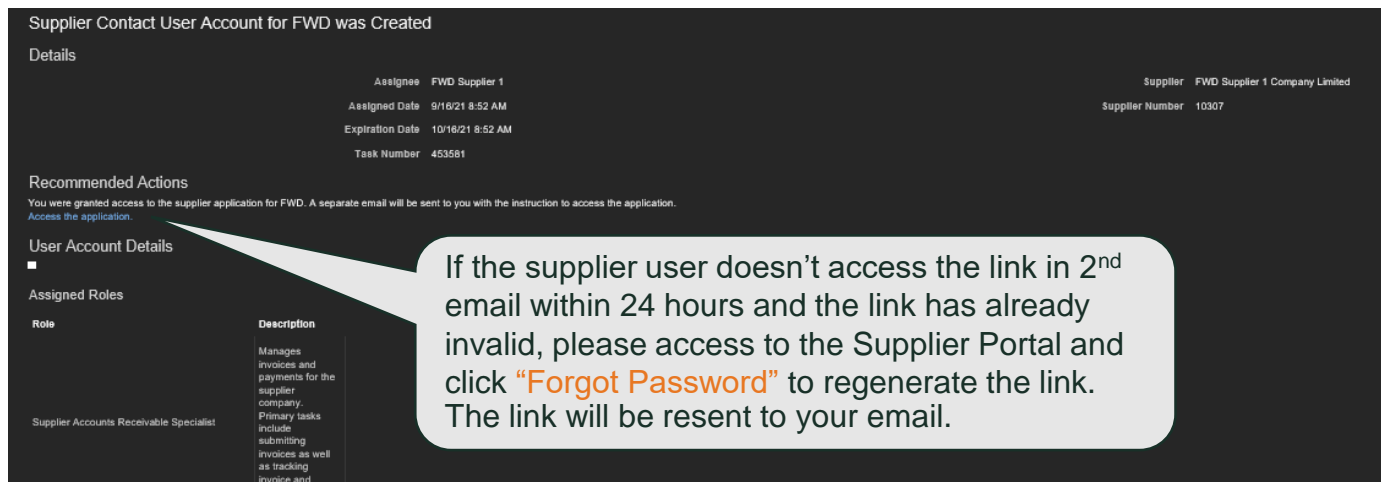


2. Email to each supplier user identifies link to reset password.

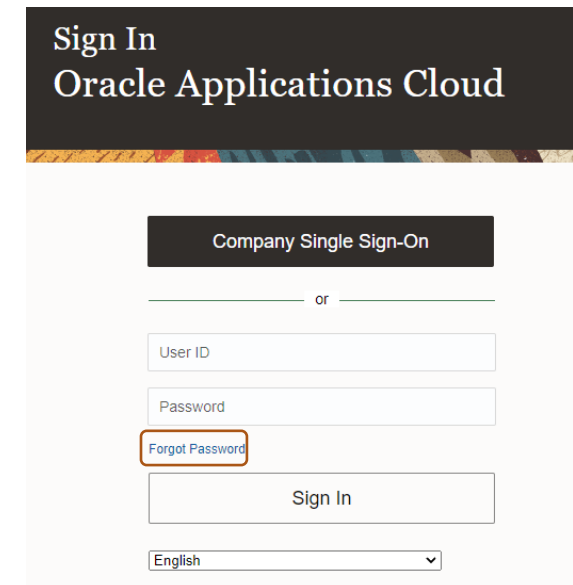


Please access **within 24 hours** in order to reset the password.

3. Email to each supplier user identifies that users were created and assigned roles.

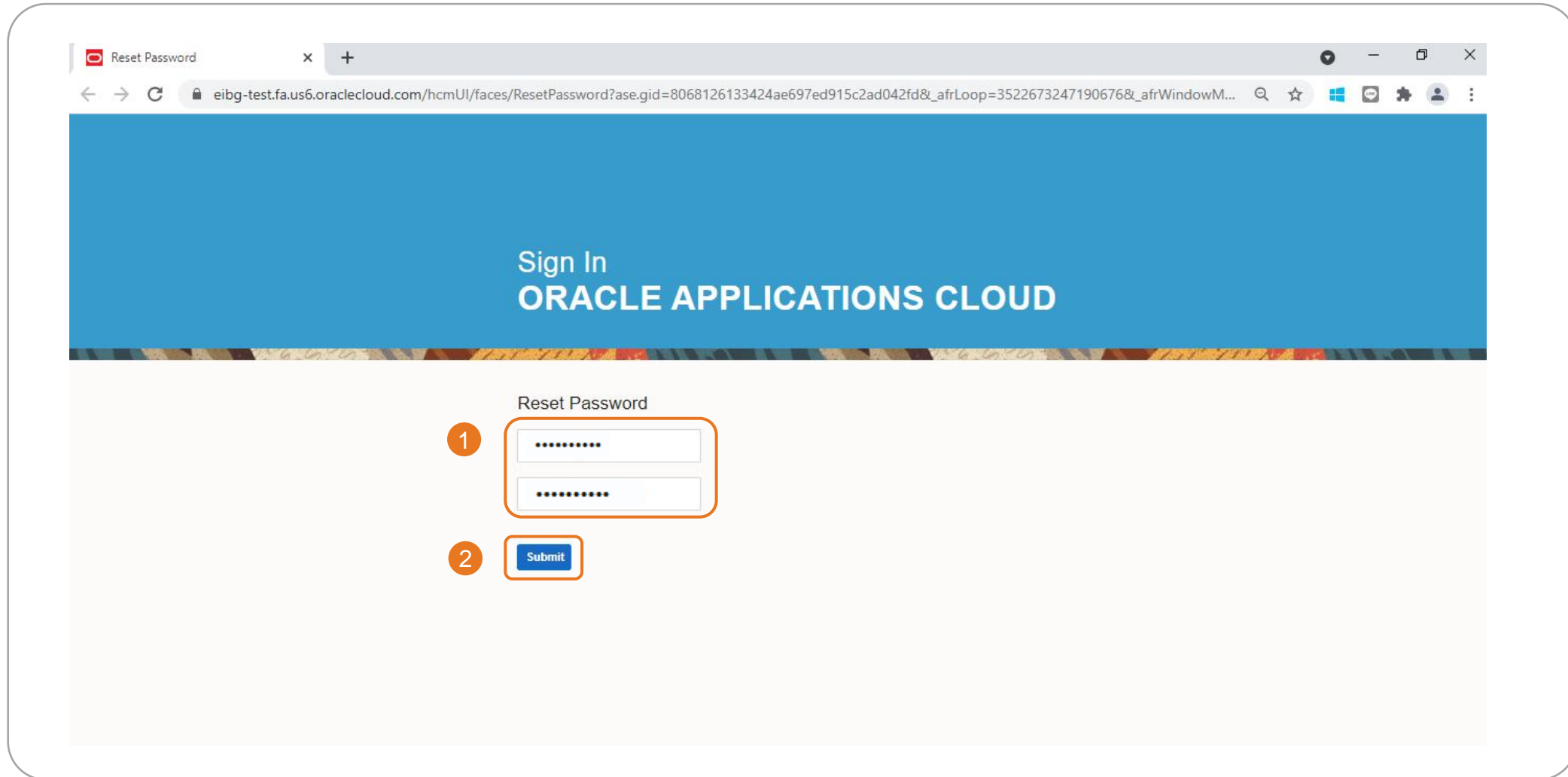


If the supplier user doesn't access the link in 2nd email within 24 hours and the link has already invalid, please access to the Supplier Portal and click "Forgot Password" to regenerate the link. The link will be resent to your email.



Register Supplier

19. Reset the password. Then, click "Submit"



Register Supplier

20. When you completed, you will receive an email notification.

From: eibg-test.fa.sender@workflow.mail.us6.oraclecloud.com
Date: 16 September BE 2564 16:30:34 GMT+7
To: fwdsupplier1@gmail.com
Subject: Oracle Fusion Applications-Password Reset Confirmation

Dear FWD Supplier 1,

The password for your Oracle Fusion Applications Account - fwdsupplier1@gmail.com - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact helpdesk.supplier@fwd.com.

please login to FWD Portal by using this link:

[https://eibg-test.fa.us6.oraclecloud.com/supplierPortal/faces/FndOverview?
fndGlobalItemId=itemNode_supplier_portal_supplier_portal](https://eibg-test.fa.us6.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemId=itemNode_supplier_portal_supplier_portal)

Then, enter your email address and reset password to login.

Thank You,
Oracle Fusion Applications

Register Supplier



Tips : If you can't finish the registration in one time, you can click "Save for Later" to save your data. Then, system will send the link to your email. You can open the link in the email to continue the registration.

Register Supplier: Contacts ?

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Supplier 2, FWD 2		fwdsupplier2@gmail.com	—	✓	✎	✕
Supplier 1, FWD		fwdsupplier1@gmail.com	✓	✓	✎	✕

Columns Hidden 7

Progress: 1 (Save for Later) 2 (Contacts) 3 (Addresses) 4 (Bank Accounts) 5 (Questionnaire) 6 (Review)

Buttons: Back Next Save for Later Register Cancel

From: <eibg-test.fa.sender@workflow.mail.us6.oraclecloud.com>
Date: Sun, 12 Sept 2021 at 23:52
Subject: Supplier Registration Request Was Saved
To: <fwdsupplier1@gmail.com>

Your request to register your company as a supplier for FWD (E075_LIP) was saved.

Company Details

Company FWD Supplier 1 Company Limited

Corporate Web Site

Recommended Actions

[Complete the supplier registration request.](#)

2
Click here to continue the registration



Celebrate living
fwd.co.th

Thank you