

Procedures

Oracle E-Business Suite eProcurement – Prospective Supplier Registration

Northeast Ohio Regional Sewer District

Supplier Registration Overview

In order to do business with the Northeast Ohio Regional Sewer District (NEORS), all suppliers are required to register in the NEORS iSupplier Portal. iSupplier is a module of Oracle Enterprise Resource Management System that allows suppliers to receive notices of new solicitations, submit electronic quotations for goods and services, view awards, create advance shipment notices, check payment status and maintain their own supplier account information.

Once a Supplier submits its registration to NEORS, the Purchasing Department may take up to three (3) business days to approve the registration. Suppliers will then be provided with a temporary password via email, at the email address used in the registration process. The email address entered during registration by the supplier will be the iSupplier Portal Username.

When the Supplier registration has been completed, please reference the [iSupplier Training Guide](#) for instructions on using the features of iSupplier and responding to quote/bid opportunities.

The following information will be required to complete the registration process:

- Company's full legal name, address, phone and fax numbers
- Taxpayer Identification (TIN) or Social Security Number (Sole Proprietor)
- W-9 is a required document for new supplier registration. A blank W9 Form can be downloaded here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Signed OPERS form if the company is registering using a Social Security Number. This form is mandatory. A blank OPERS Form can be downloaded here: <https://www.opers.org/forms-archive/PEDACKN.pdf>
- Contact name, phone, fax numbers, and email address
- Payment (remit-to) and order from address information
- Company's ownership ethnicity (African American, Hispanic, etc.)
- Other Applicable certifications and programs that your company is registered with (i.e. SBE, MBE, WBE, etc.)
- Product and Service Codes

Important: Before beginning the registration process, you will be directed to our **Memorandum of Agreement**. Please read this section carefully before continuing with your application.

Prospective Supplier Registration

Prospective suppliers will access the supplier registration menus through the NEORS D home page.
http://www.neorsd.org/isupplier_homepage.php

NOTE: If your company has already done business with us and you would like to get set-up with an iSupplier Portal User Name and password, send an email to the iSupplier Portal Administrator at iSupplier@neorsd.org

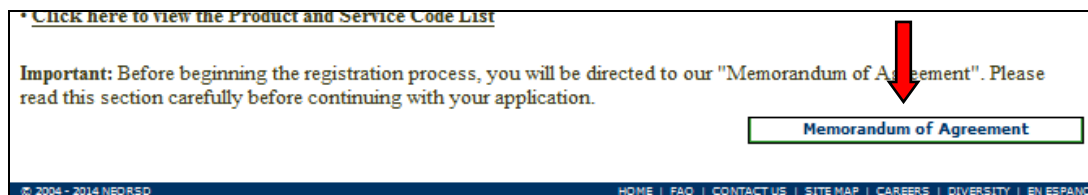
The **iSupplier Portal Login and Registration** page is displayed.

- 1- Click the **New vendor registration** green bar.



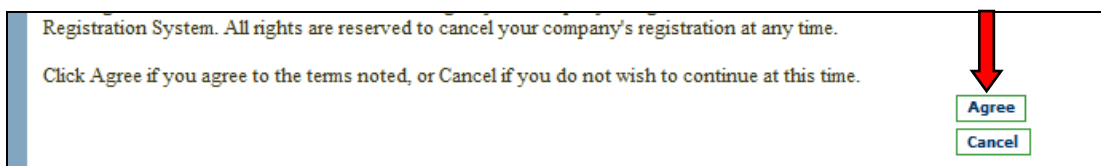
The **Supplier Registration Requirements** page will display.

- 2- Review the information and click the **Memorandum of Agreement** button to advance.

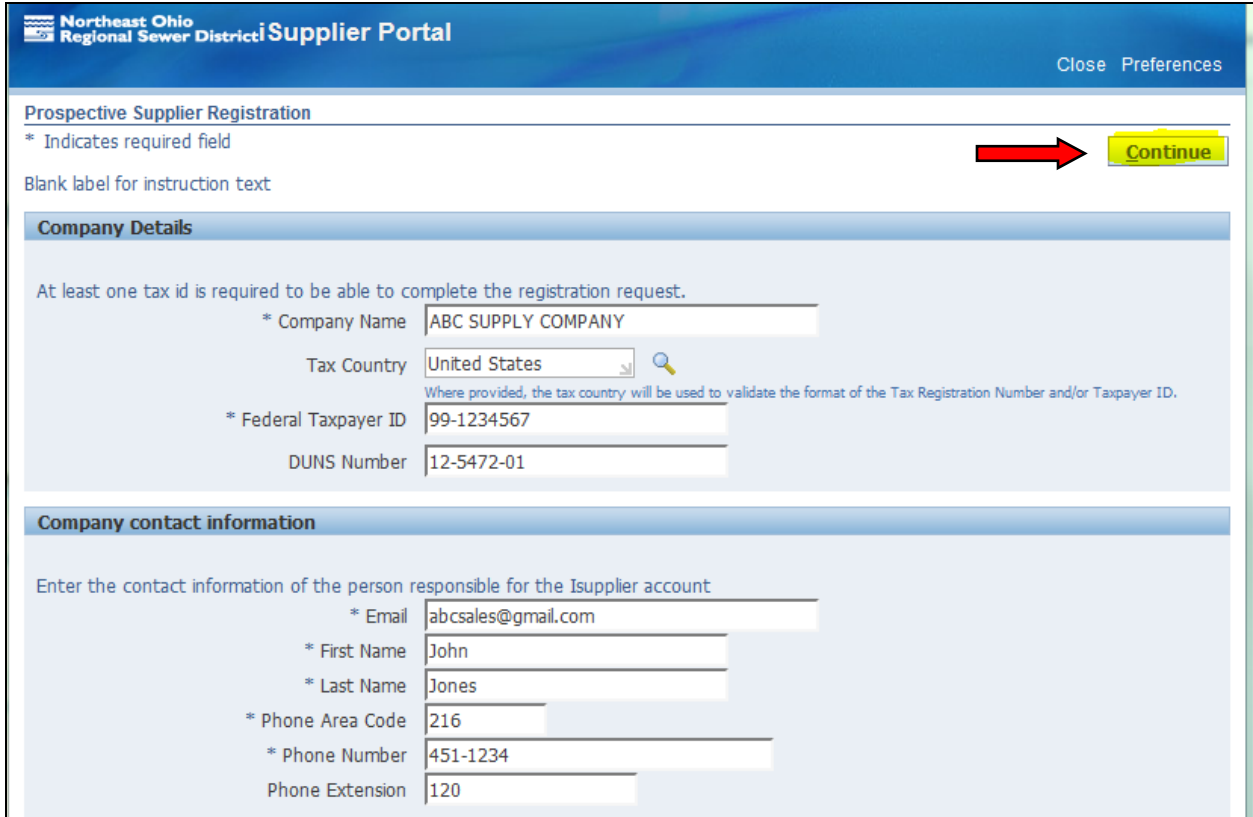


The **Memorandum of Agreement** page will display.


- 3- Review this information carefully and click the **Agree** button to accept the terms.



The **Prospective Supplier Registration** page is displayed.



Northeast Ohio Regional Sewer District iSupplier Portal Close Preferences


Prospective Supplier Registration
* Indicates required field  **Continue**

Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country 
Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

* Federal Taxpayer ID

DUNS Number

Company contact information

Enter the contact information of the person responsible for the iSupplier account

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension

- 4- Fill in the required fields. Required fields are noted with an asterisk (*).
- 5- The **Company Name** and **Federal Tax Payer ID** must be a unique name and number. Both will be checked against the existing supplier database. Suppliers will not be permitted to advance if the company name or tax identification number already exists in our supplier database. If this error message is displayed, contact iSupplier Portal Administration at isupplier@neorsd.com for assistance
- 6- Click **Continue** button to continue to step 2 of the process.

Northeast Ohio Regional Sewer District Supplier Portal Close Preferences

Prospective Supplier Registration: Additional Details

Blank label for instruction text Submit Save For Later Back

Company Name **ABC SUPPLY COMPANY**
 Tax Country **United States**
 Tax Registration Number
 Taxpayer ID **99-1234567**
 DUNS Number **12-5472-01**
 Note to Buyer

Note to Supplier

[W-9 Tax Payer Identification Form \(.pdf\)](#)
[OPERS Independent Contractor/Worker Acknowledgement \(.pdf\)](#)


A completed W-9 Tax Payer Identification Form is a required document for new supplier registrations. If a W-9 is not received by the time the registration is reviewed (approximately 3 - 5 days), your registration will be rejected and you will need to reapply. After approval of your registration, you will receive an email containing the iSupplier Portal link, your company username, and a temporary password.

If your company is registering using a Social Security Number, a signed OPERS Independent Contractor/Worker Acknowledgement Form must be submitted with your registration. This form is mandatory.

To attach these documents to your registration, click the Add Attachment button, browse and select the document and then click Apply. If you are unable to attach the form(s), complete the other required registration sections.

Click the 'Save for Later' button and then email your forms to the iSupplier Portal Administrator at isupplier@neorsd.org

Upload the W9/OPERS Attachment

Add Attachment... 

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								


Suppliers are required to upload a **W-9 Tax Identification** form. Blank versions of both forms are available by clicking the blue hyperlinks on the page.


- 7- Click **Add Attachment** button.
- 8- The Attachment Summary Information window is displayed.
- 9- Click the **Browse** button to search and attach the document that has been saved on your computer.
- 10- Click **Apply** to finish. (To upload an additional document, click the Add Another button.)

Attachment Summary Information

Title
 Description
 Category **Miscellaneous**

Define Attachment

Type File **Browse...** 
 URL
 Text



Cancel Add Another Apply

Upload the W9/OPERS Attachment

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
2938 (original version).pdf	File		Miscellaneous	GUEST	09/07/2016	One-Time		

Address Book

At least one entry is required. If the Purchasing address is different than the Payment address, please create both addresses.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Return to the **Prospective Supplier Registration** page to add your company address information.
11- Under the **Address Book** section, click the **Create** button to open the **Create Address** window.

Northeast Ohio Regional Sewer District Supplier Portal

Create Address

* Indicates required field

* Address Name Example of Address names are - 'Cleveland Office', 'Cleveland Branch', 'MFG Plant'

Country

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality

* County

* State/Region

Province

* Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

* Email Address

Purchasing Address

Payment Address

Cancel **Apply**

12- Fill in the required (*) fields. Address name is required but can be any word or value.
13- Click **Apply** button to return to the **Prospective Supplier Registration** page. Additional company addresses can be added (i.e. Remit-to) if necessary.

Contact Directory

Please be sure to update your contact information before registering. Ex. Title, Department etc.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Jones	216-451-1234-120	abcsales@gmail.com	✓		

14- Under **Contact Directory**, the contact information from the initial registration page (step 1) has been added. You can enter additional contacts in the directory by clicking the **Create** button and filling out the required fields (*).

Business Classifications					
Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Minority Owned	<input checked="" type="checkbox"/>	AFRICAN-AMERICAN/BLACK			
Service-disabled Veteran Owned	<input type="checkbox"/>				
Small Business	<input checked="" type="checkbox"/>				
Veteran Owned	<input type="checkbox"/>				
Women Owned	<input type="checkbox"/>				

✓ TIP Date format example: 08/23/2016

15- In the **Business Classifications** section, select appropriate boxes. If minority owned, select minority type. If your business is already certified with other MBE/SBE/WBE Agencies, you may load the additional information here but it is not required.

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
No results found.		

Submit Save For Later Back

16- At the bottom of the page in the **Products and Services** section, click the **Create** button to open the **Add Products and Services** window.

Add Products and Services: (ABC SUPPLY COMPANY)

Cancel Apply

Browse All Products & Services

Search for Specific Code and Product

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description

Go Clear

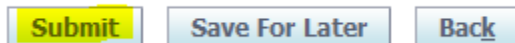
Code	Description	Applicable
PS01.PS01001	Professional Services.Administrative and General Management Consulting Services	<input type="checkbox"/>
PS01.PS01007	Professional Services.Engineering Consulting Services	<input type="checkbox"/>
PS01.PS01009	Professional Services.Environmental Consulting Services	<input type="checkbox"/>
PS01.PS01011	Professional Services.Human Resource Consulting Services	<input type="checkbox"/>
PS01.PS01013	Professional Services.Legal Consulting Services	<input type="checkbox"/>
PS01.PS01014	Professional Services.Operations Research Consulting Services	<input type="checkbox"/>
PS01.PS01020	Professional Services.Software and Computer Systems Consulting	<input type="checkbox"/>

17- Click the **Search for Specific Code and Product** button to expand the page.

18- Type a brief one word description of the goods and/or services you supply, click **Go** button. Be sure to use wildcard character '%' to find the correct codes (i.e. instead of consulting, use %consulting%).

Code	Description	Applicable
PS01.PS01001	Professional Services.Administrative and General Management Consulting Services	<input type="checkbox"/>
PS01.PS01007	Professional Services.Engineering Consulting Services	<input type="checkbox"/>
PS01.PS01009	Professional Services.Environmental Consulting Services	<input type="checkbox"/>
PS01.PS01011	Professional Services.Human Resource Consulting Services	<input type="checkbox"/>
PS01.PS01013	Professional Services.Legal Consulting Services	<input type="checkbox"/>
PS01.PS01014	Professional Services.Operations Research Consulting Services	<input type="checkbox"/>
PS01.PS01020	Professional Services.Software and Computer Systems Consulting	<input checked="" type="checkbox"/>

19- Click the box next to the applicable Product Category and then click the **Apply** button. You can perform multiple searches and select multiple categories.



20- When you have finished adding information click the **Submit** button. An email confirmation will be sent to the email address provided in step 1 of the registration process.

Within 3-5 days your company registration information will be reviewed and approved for addition to our supplier database. The registration system will send an email notification with your iSupplier Portal user name and password.

If you cannot complete the registration process and would like to come back to it at a later time, click the **Save for Later** button. The system will email a link that you can use to access your registration record.