



Re-thinking risk. Enabling finance.

User Training Manual

For

Implementation of Oracle Fusion Supplier Registration



Document Control

Document Version

Date	Author	Version	Change Reference

Reviewers

Date	Name	Position

Approvers

Date	Name	Position

Contents

Document Control	2
1. External Supplier Registration.....	4

Supplier Registration

Please click on the link below and provide all the details as guided by this manual.

[ATIDI EXTERNAL SUPPLIER REGISTRATION LINK](#)

External Supplier Registration through link, after clicking on the link; enter you company email and receive the code.

Place company name here

Supplier Registration

Enter your email

Get a one-time access code to start.

Required

Enter the code here

Place company name here

Supplier Registration

Enter your code

Use the code we've sent to email
John.Muthengi@adktechnologies.com.

The code expires in 15 minutes.

Required

[Get a new code](#)

Enter the Required Details in Company Details & click on continue

Place company name here

Supplier Registration

Company Details

Company akasha	Website
Country Cocos (Keeling) Islands	Taxpayer ID 47449
Tax Registration Number 3286742198	D-U-N-S Number

Last updated 1 minute ago

Cancel Save **Continue**

1 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Questionnaire

Verify the Contact details in Contacts. Click on Next

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name <small>Required</small>	Last Name <small>Required</small>
Email John.Muthengi@adktechnologies.com	Job Title
Country AU	Mobile +61

Updated just now

Cancel Save **Continue**

2 | 6

- Company Details
- Contacts
- Addresses
- Business Classification
- Bank Accounts
- Questionnaire

Enter the address details and click continue

ADDRESSES

Enter at least one address.

Address 1 🗑️

Address Name Required **What's this address used for?** Select at least 1 purpose.
 Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
Cocos (Keeling) Islands

Address Line 1 Required Address Line 2 Address Line 3

City Required State Postal Code

Email Country AU Phone +61 Ext

Country AU Fax +61

Which contacts are associated to this address?

JOHN MUTHENGI MUKITI John.Muthengi@adktechnologies.com

Last updated 1 minute ago Cancel Save **Continue**

3 | 6

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Questionnaire

Enter the Address details and Address Purpose. Click on OK

Address 1 🗑️

Address Name Required **What's this address used for?** Select at least 1 purpose.
 Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
Cocos (Keeling) Islands

Address Line 1 Required Address Line 2 Address Line 3

City Required State Postal Code

Add Business Classifications if required.

If not required, Check the Box & Click on Next

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Select a classification or confirm that none are applicable.

Classification

- Advertising - Newspaper
- Advisory services
- Air Conditioning services and maintenance
- Architectural services
- Automotive products and services
- Branding and communication services
- Cable TV services
- Car maintenance

Last updated 3 minutes ago

Cancel Save Continue

4 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications**
- Bank Accounts
- Questionnaire

Enter the Bank account details and attach bank information form for verification

Click on continue.

Supplier Registration

Bank Accounts

Bank account 1 🗑️

Country
Cocos (Keeling) Islands

Branch Number Bank Branch

Account Number IBAN Currency

Required

Account Type Account Holder Name Alternate Account Holder Name

Account Suffix Check Digits Secondary Account Reference

Attach supporting documents Required

Last updated 4 minutes ago

Cancel Save Continue

5 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts**
- Questionnaire

In Questionnaire Section, please choose either individual Consultant or organization and answer the Questionnaire & Click **submit**

Supplier Registration

Questionnaire

Supplier Registration 

Section 1 of 1

1. The following attachments are essential for appraisal
Required

a. Organization

b. Individual Consultant

End of Section 1 of 1

Last updated 8 minutes ago

Cancel Save **Submit**