Supplier Self Registration & Login Guide

August 2026

Overview

Introduction: The QRG outlines the steps to self register as a new supplier within the University of Memphis Oracle procurement system and how to login into the system once registered. It is designed to help users accurately submit supplier details for registration, ensuring timely approvals and enabling smooth downstream purchasing and payment processes.

Audience: Suppliers to the University of Memphis

Items Needed to Complete Registration

1. Supplier Completed W-9 or W-8BEN for Individuals or W-8BEN-E for Companies. Blank forms can be found or the IRS website or by contacting procurement.
2. At least one point of contact with email address and phone number.

Before you begin

The supplier self-registration process takes 15-20 minutes to complete. If you leave the webpage or close the tab in the web browser, you will not be able to go back to your location and will need to start over. Contact purchasing@memphis.edu before starting over.

For the best experience, we recommend using the Google Chrome web browser.

System Login

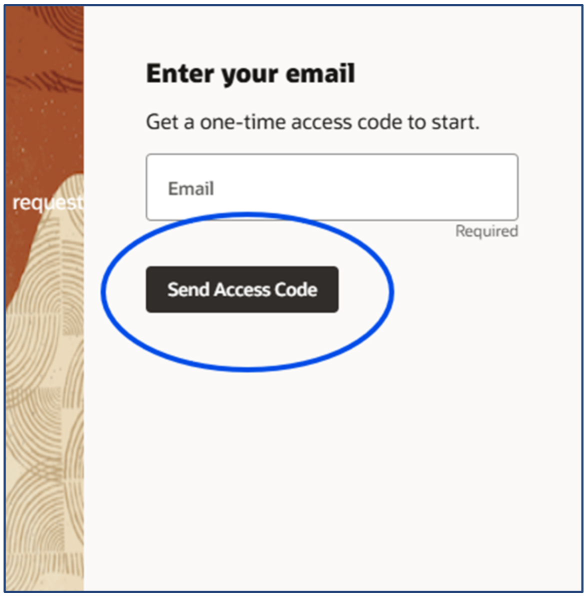
If you are already completed the registration process, please proceed to **Step 16** on page 14.

Initial Navigation

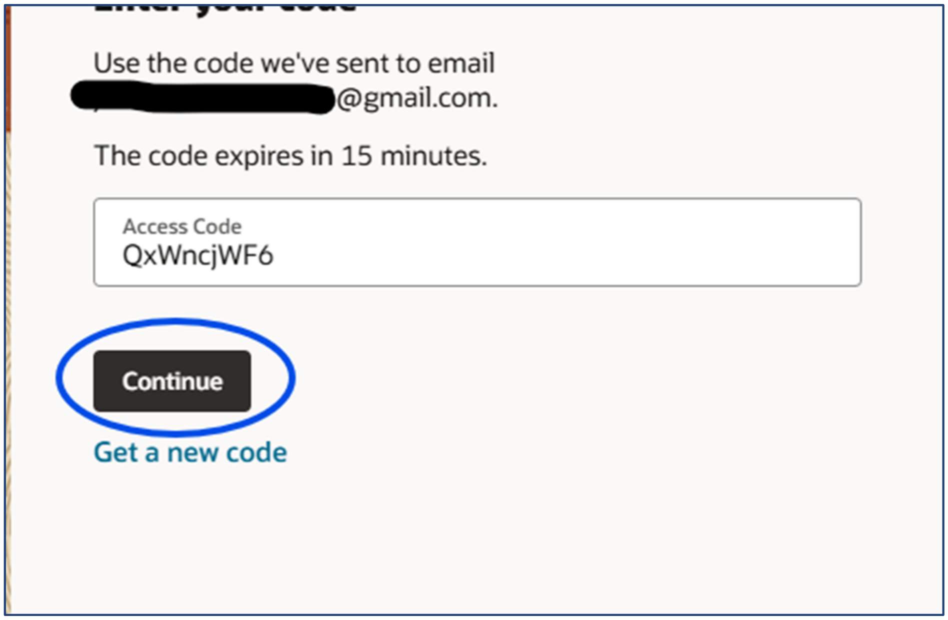
Step 1: Navigate to the University of Memphis Procurement Page using the following hyperlink: [Doing Business with the U of M]
On the left hand side, click on the link title New Supplier Registration

Email verification

Step 2: Enter your email address in the box on the right and click **Send Access Code**



Step 3: Check your email for a message with the access code. The message may get flagged by your Spam/Junk Folder. The Code will expire after 15 minutes. If it expires click the blue link for a new code. Once you have the code enter it into the box and select **Continue**

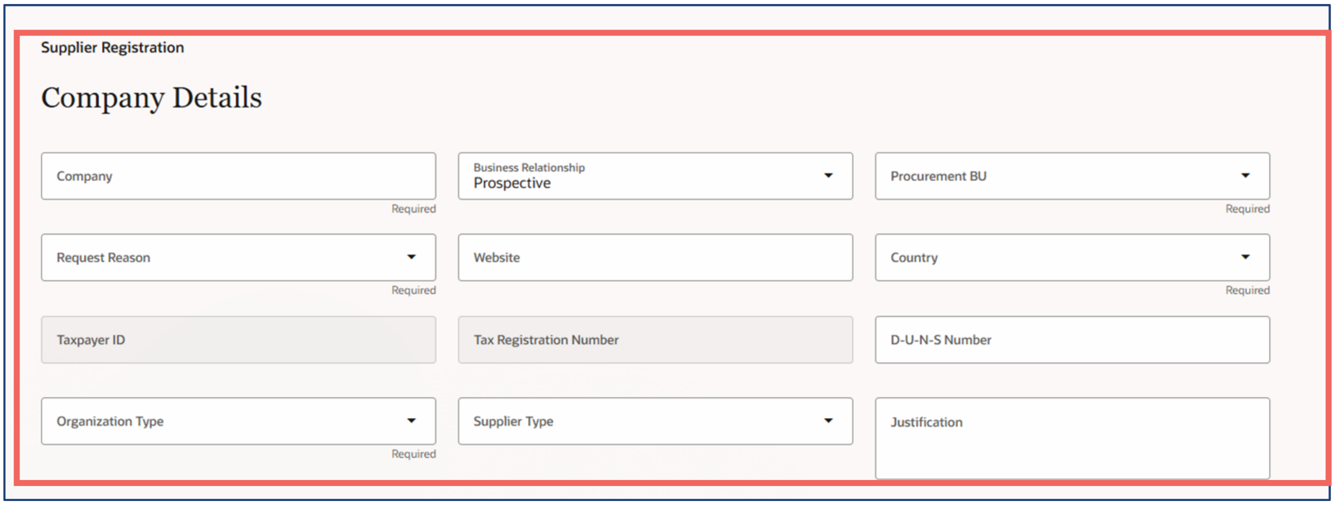


Enter Company Details

Step 4: Fill out the required Company Details fields, including the company's name, **Business Relationship**, **Procurement BU**, **Request Reason**, **Country**, and **Organization Type**. Complete other fields as needed, such as **D-U-N-S Number** and **Supplier Type**.

Notes:

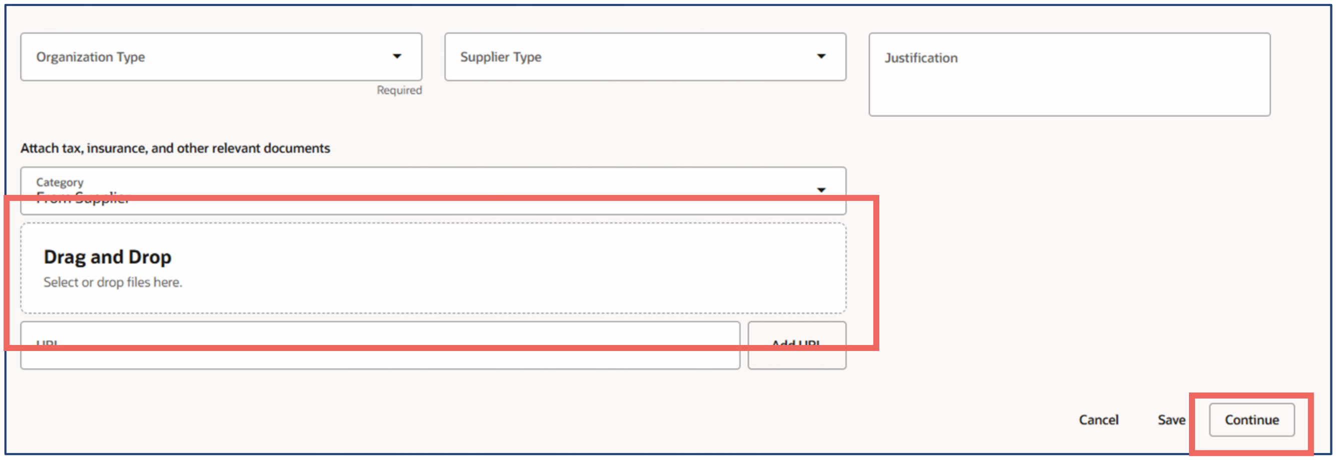
- If registering as an individual, put your **Full Name** as it is on your W-9/W-8BEN in the **Company** field
- Please leave Business Relationship as **Prospective**
- Please put enter the supplier's SSN or EIN in the **Taxpayer ID Field**. Tax registration number is for Foreign Tax numbers
- If you forget a required field, the system will not allow you to proceed until it is added. This is true for all proceeding pages.



Attach Tax Form

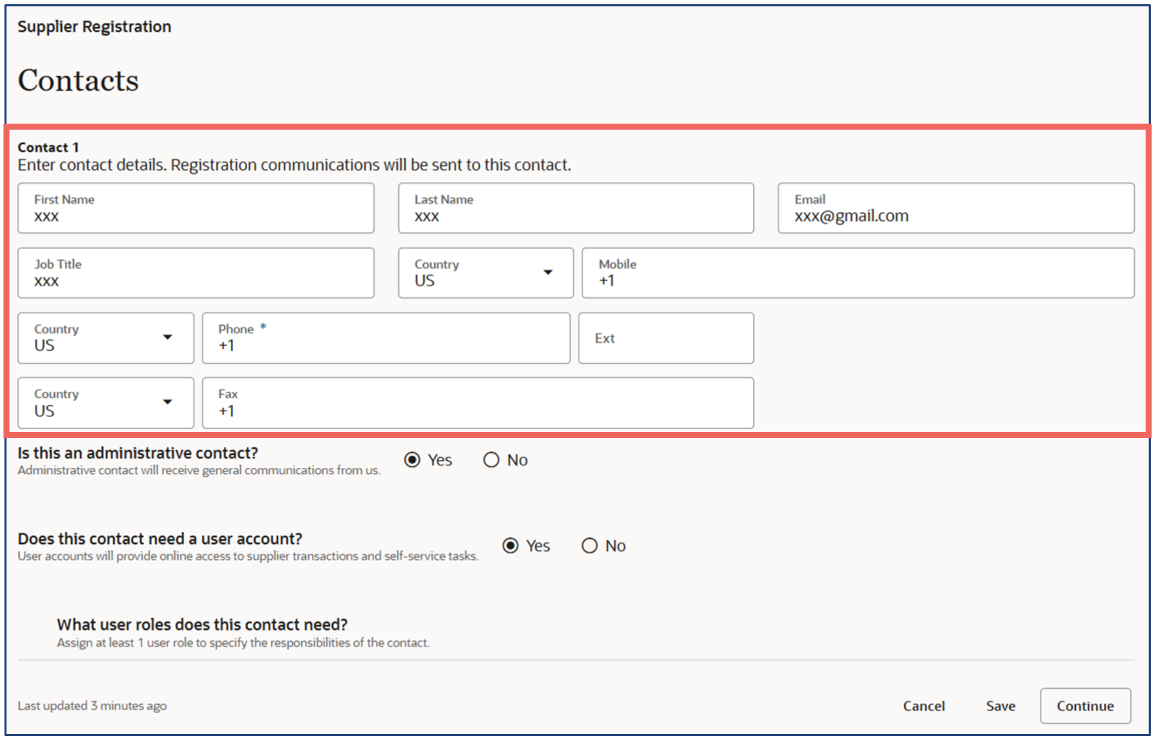
Step 5: At the bottom of the first page is a drag and drop section. Drag and drop a copy of your W-9, W-8BEN, or W-8BEN-E form. You may also include Certificate of insurance in this section drag and drop, if applicable

Step 6: Once done, select **Continue**

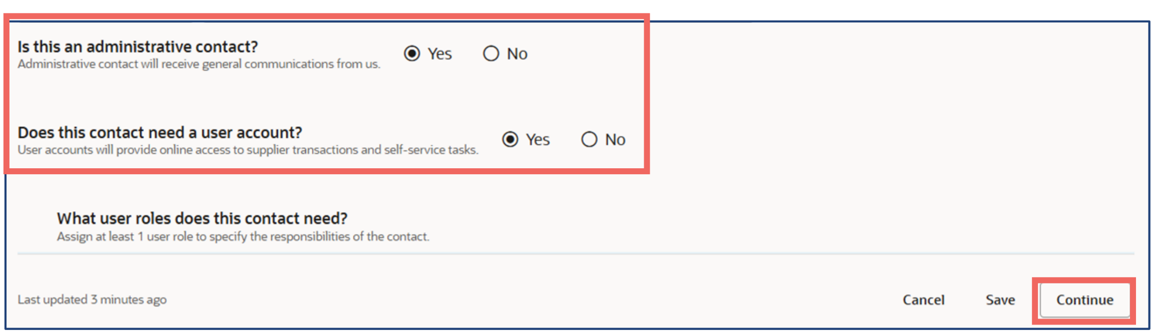


Enter Contact Details

Step 7: In the **Contacts** section, enter the supplier contact's name, email address, and phone number.

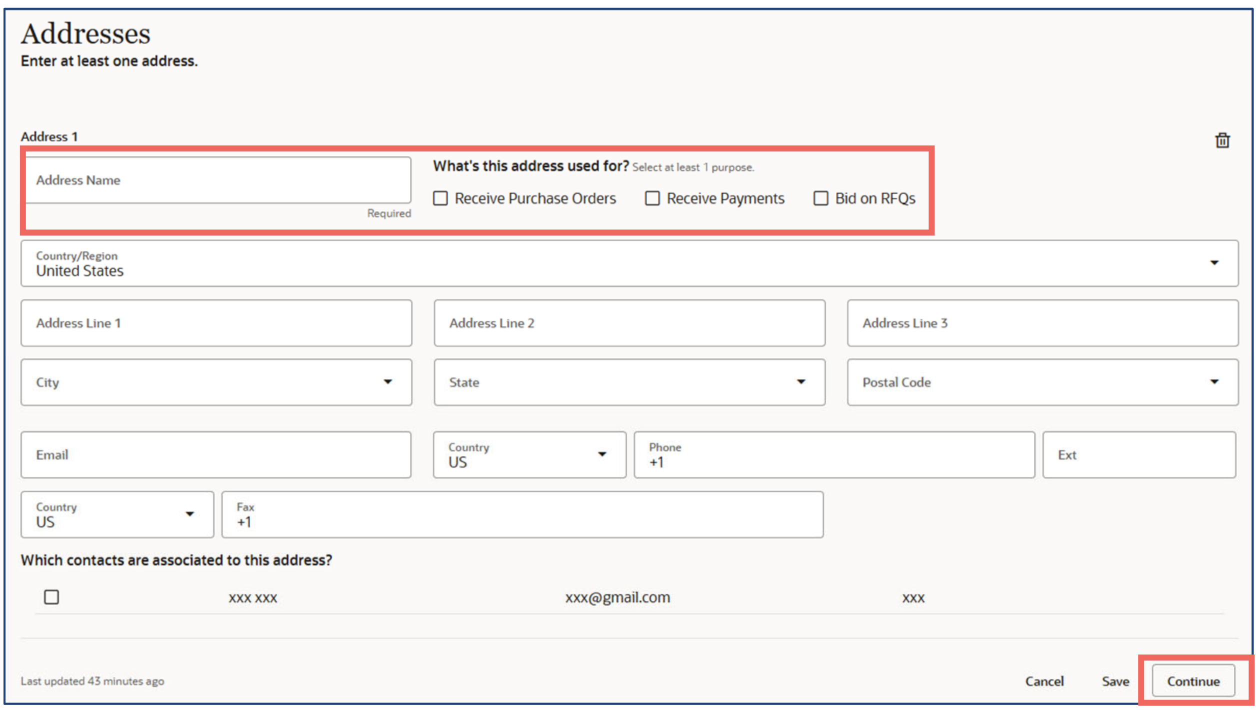


Step 8: Select **Yes** to indicate that this individual is the administrative contact for the supplier and requires a user account to the Oracle Supplier Portal. Oracle Supplier accounts are best suited to Suppliers who will be bidding on RFQs, and/or wish to submit invoices electronically. Click **Continue.**



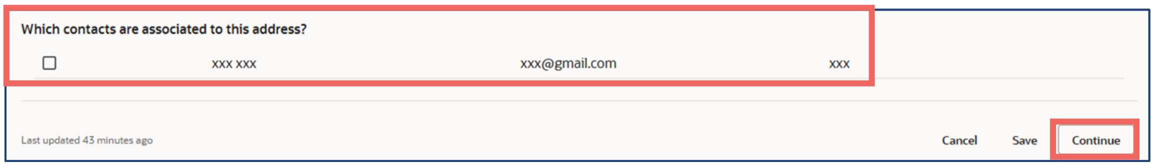
Enter Contact & Address Details

Step 9: In the **Address Name** , give the address a name such as Home, Mailing, or Remittance. Select the appropriate check box to indicate whether this address will be used **to Receive Purchase Orders**, **Receive Payments**, or **Bid on RFQs**. More than one button can be selected. Enter your full address, including street, city, state, and zip code.

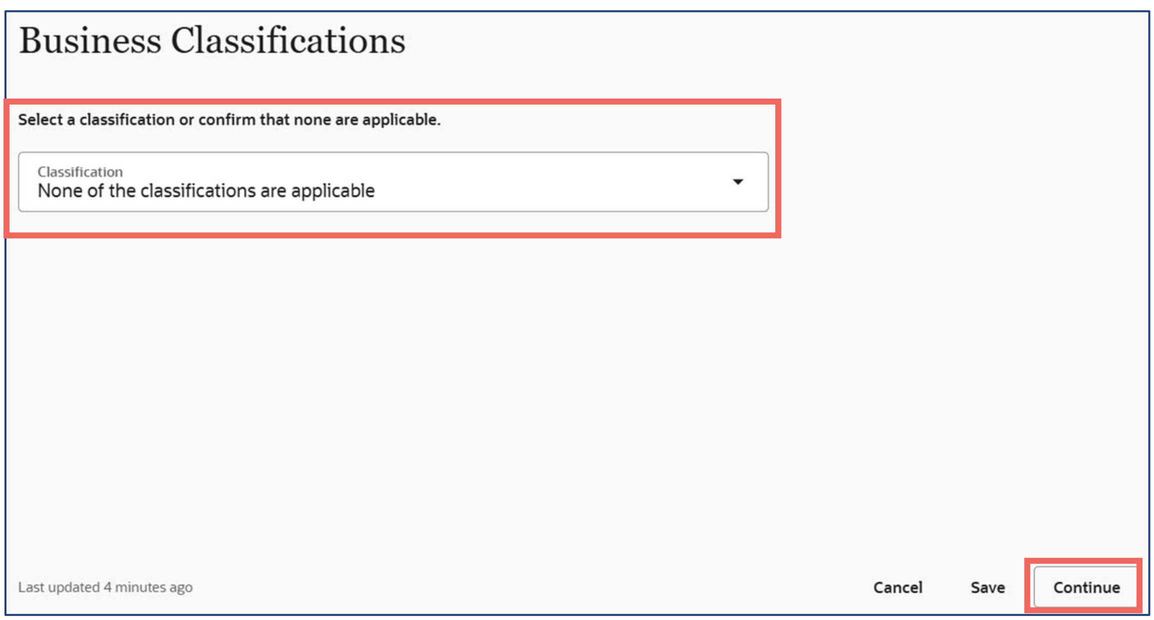


Update Business Classification

Step 10: Under **"Which contacts are associated to this address?"**, check the box with your name to associate with the contact. Click the **Continue** button to proceed to the next section of the supplier registration process.



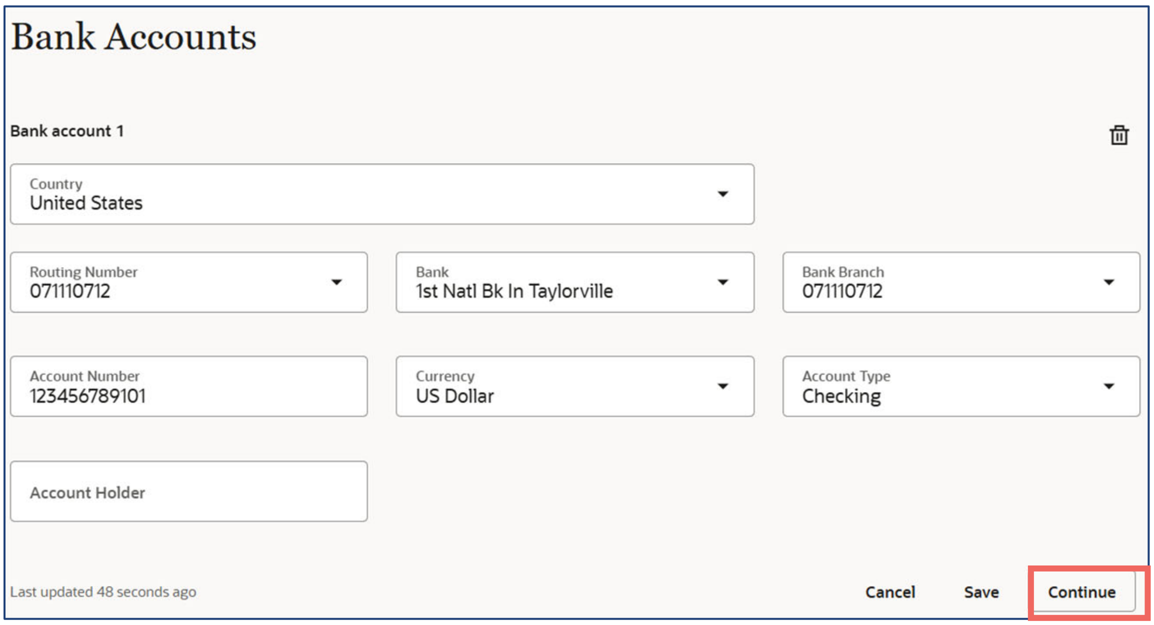
Step 11: In the **Business Classification** drop-down choose the desired classification. If additional fields populate based on your selection, enter required details. If none are applicable, scroll to the Bottom of the list and select **None of the Classifications are Applicable.** Click **Continue.**



Enter Banking Details

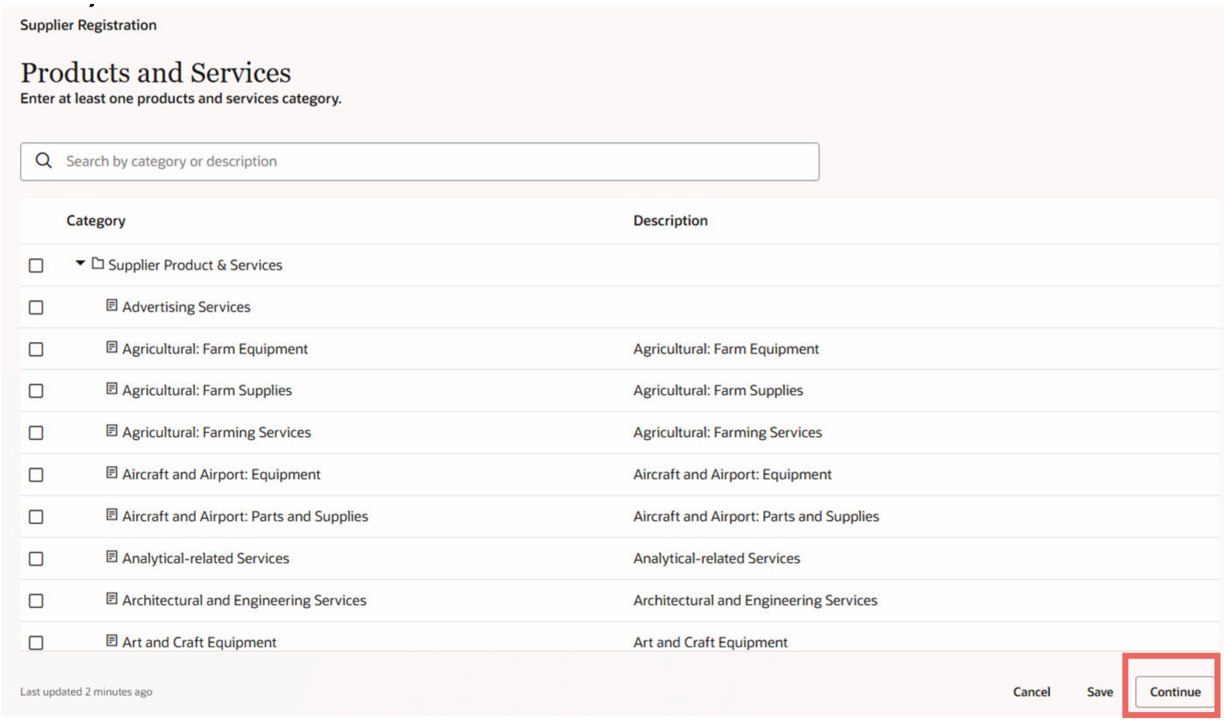
Step 12: If you wish for your payment to be made via ACH/Direct Deposit, please complete the Bank Accounts section. If you are being paid by check, virtual card or foreign wire, you may skip this section. Click **Continue**

Notes: This section is for US-based banks **Only.** For those outside the US, our AP department will work with you to issue a wire transfer to you when it is time to issue payment.



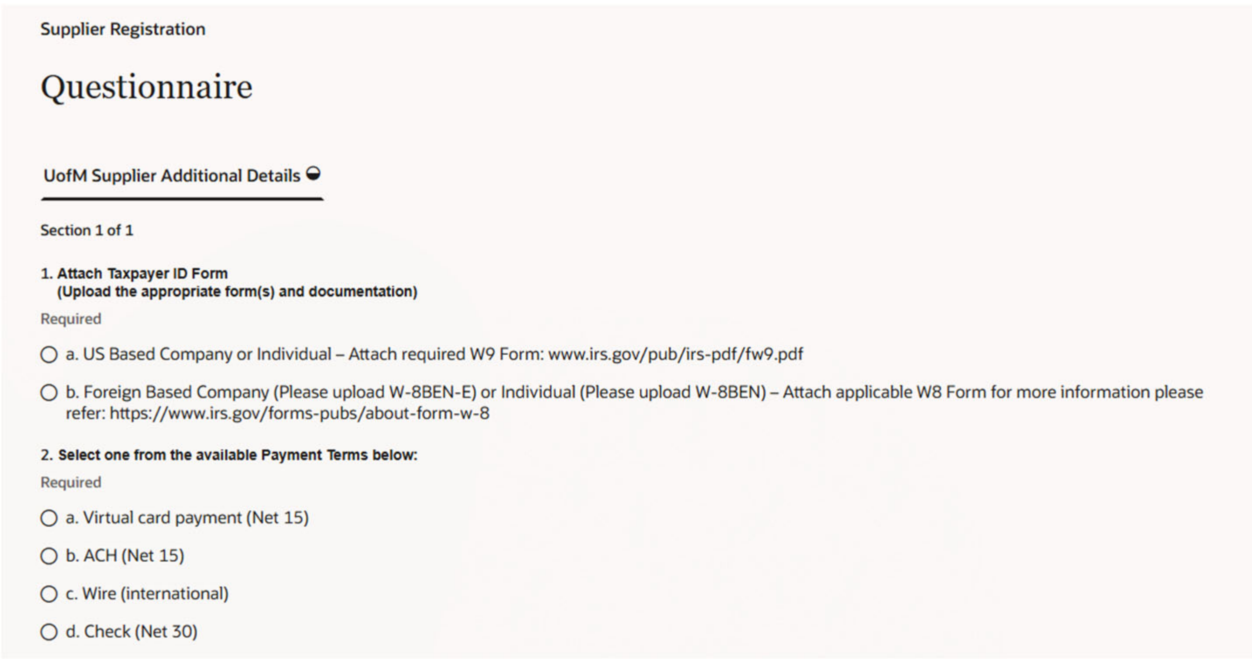
Update Products & Services

Step 13: Select the black triangle next **Supplier Product & Services** to view the categories and select the appropriate one for the supplier. You must select one category, but may select multiples. This information will allow us to look at suppliers who provide the selected goods and services and notify them if a bid is issued in their category. Click **Continue**.



Questionnaire

Step 14: Answer all questions on the questionnaire as all are required. For question 2, to be paid via Virtual Card, you will need to reach out to accountspayable@memphis.edu complete the VC setup. Foreign suppliers are paid by wire only, unless you have a US based bank account. Your bank information is required to have been entered to be paid via ACH.


Supplier Registration

Questionnaire

UofM Supplier Additional Details

Section 1 of 1

1. Attach Taxpayer ID Form
(Upload the appropriate form(s) and documentation)

Required

- a. US Based Company or Individual – Attach required W9 Form: www.irs.gov/pub/irs-pdf/fw9.pdf
- b. Foreign Based Company (Please upload W-8BEN-E) or Individual (Please upload W-8BEN) – Attach applicable W8 Form for more information please refer: https://www.irs.gov/forms-pubs/about-form-w-8

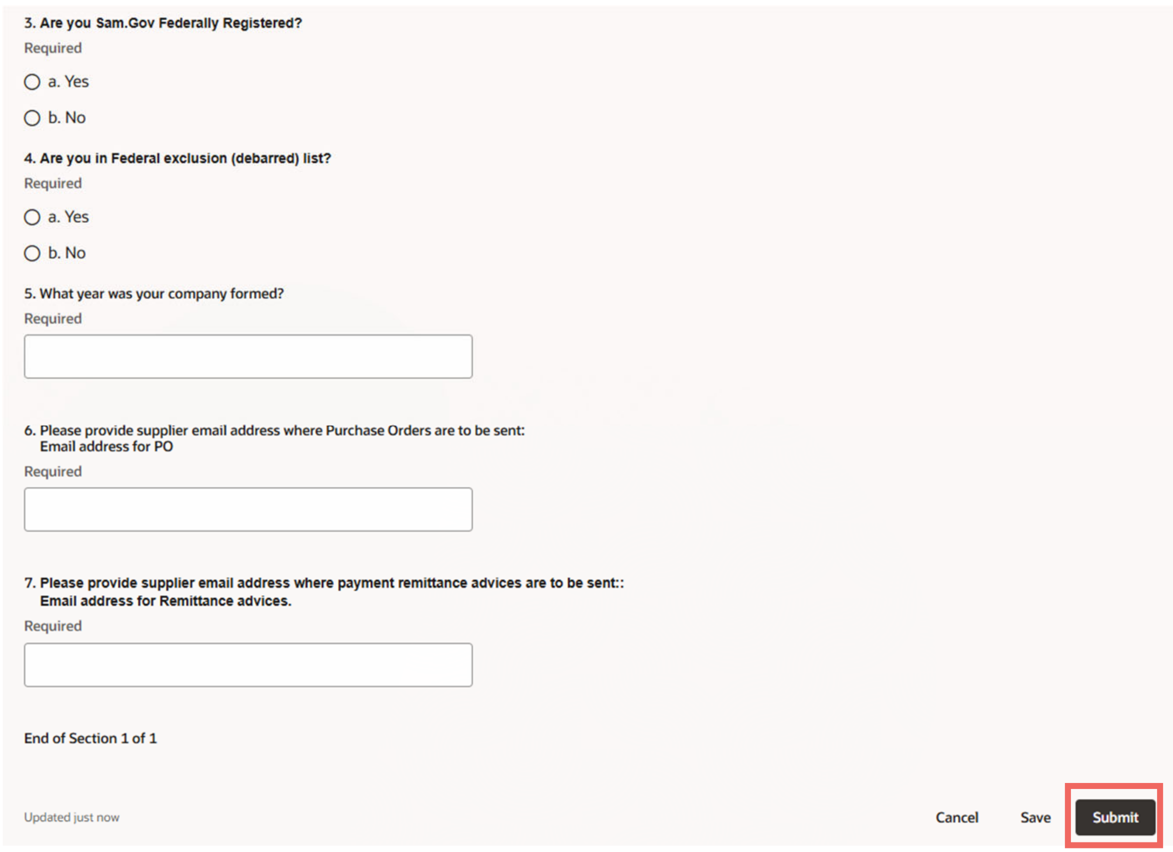
2. Select one from the available Payment Terms below:

Required

- a. Virtual card payment (Net 15)
- b. ACH (Net 15)
- c. Wire (international)
- d. Check (Net 30)

Questionnaire (cont.)

Step 15: If you are registering as an individual the answers to questions 3 & 4 should be No, and the answer to question 5 is n/a. Once completed press the **Submit** button.


3. Are you Sam.Gov Federally Registered?

Required

a. Yes

b. No

4. Are you in Federal exclusion (debarred) list?

Required

a. Yes

b. No

5. What year was your company formed?

Required

6. Please provide supplier email address where Purchase Orders are to be sent:
Email address for PO

Required

7. Please provide supplier email address where payment remittance advices are to be sent::
Email address for Remittance advices.

Required

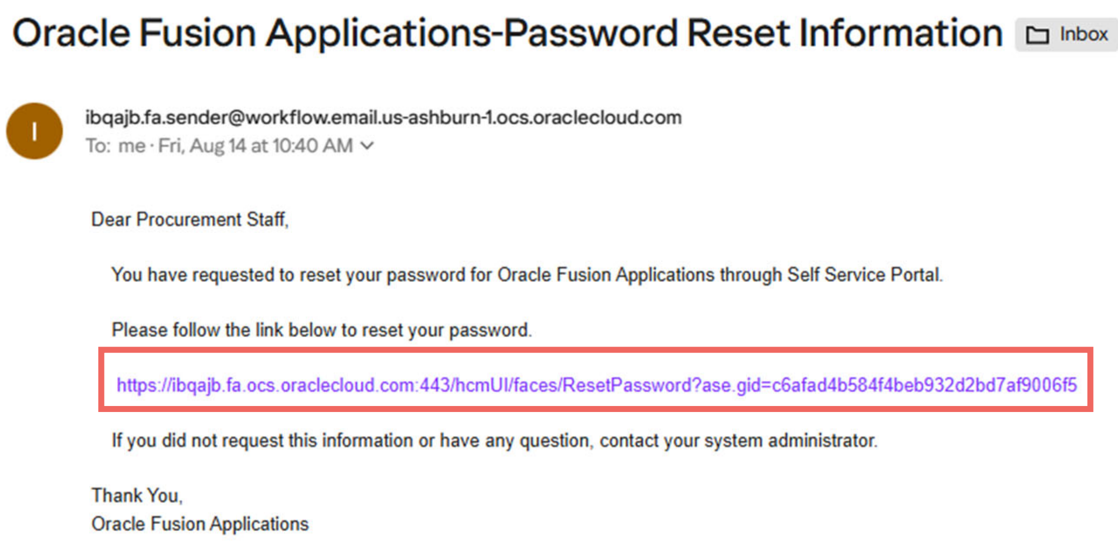
End of Section 1 of 1

Updated just now

Cancel Save Submit

Logging into the system

Step 16: Once you registration has been approved by procurement staff, usually completed in 24 hour or less, and you checked the box for a user account, you will receive an email to setup your password. Select the link in the email and follow the instructions on screen. The link will expire after 24 hours.


Oracle Fusion Applications-Password Reset Information Inbox

ibqajb.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com
To: me · Fri, Aug 14 at 10:40 AM

Dear Procurement Staff,

You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.

Please follow the link below to reset your password.

https://ibqajb.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=c6afad4b584f4beb932d2bd7af9006f5

If you did not request this information or have any question, contact your system administrator.

Thank You,
Oracle Fusion Applications

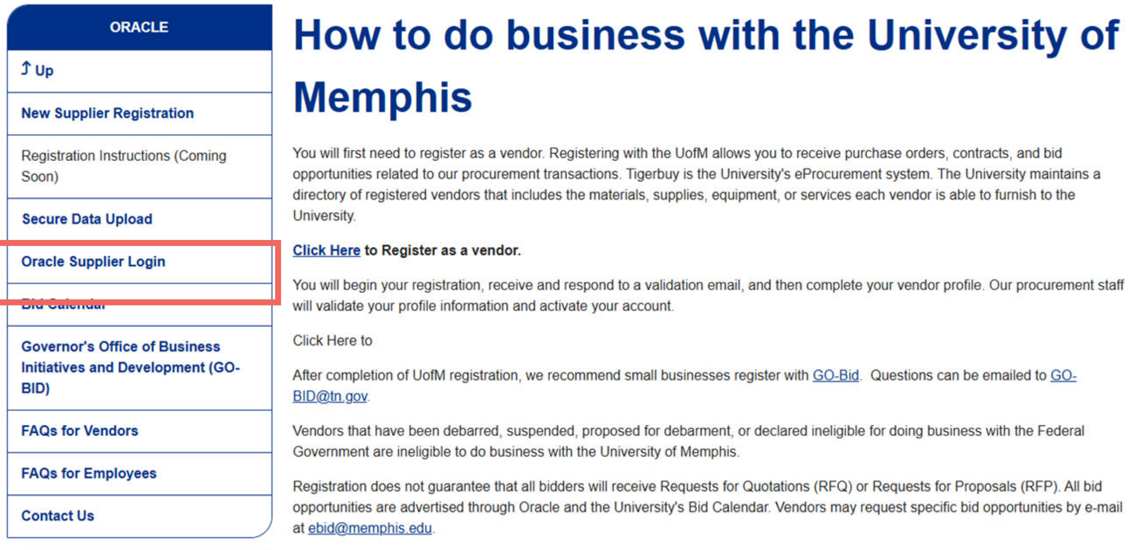
Step 17: Once you set you password, **DO NOT CLICK THE GREEN SIGN IN BUTTON.**

Instead, please click the link below to navigate to the Procurement webpage

Doing Business with the U of M

Logging into the system cont.

Step 18: On the left-hand side click on the link for Oracle Supplier Login



Step 19: Your username will be your email address, and then the password you created. If you forgot your password, you can use the **Forgot Password** link. Once the information is entered, click Next to login.