



Supplier Registration Tutorial



Supplier Registration Tutorial

WELCOME!!

Thank you for your interest in doing business with BPU.

If you need assistance with your registration, contact us at:
purchasing@bpu.com



Supplier Registration Tutorial

BPU utilizes Fusion for supplier registration for prospective suppliers. The registration process should only take a few minutes to complete. This registration allows BPU's buying team to consider your company for bidding opportunities for goods that BPU purchases on a regular basis.

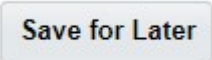
To complete your registration, you will need:

- W-9
- Bank information
- Supplier certifications

To get started, click on this link: [Supplier Registration for BPU](#)

The following pages will provide step-by-step information for completing your registration.

Supplier Registration Tutorial

At any point during the registration process you can save the information entered by selecting the  button. You will receive an email from our system with a link to access your information. Please save this email/link so you can access your registration request in the future. We cannot edit or retrieve your saved information until it is submitted for approval.

The email address often ends up in spam filters so please check there as well. Below is an example email sent.



Supplier Registration Tutorial

From: ebje.fa.sender@workflow.mail.us2.cloud.oracle.com <ebje.fa.sender@workflow.mail.us2.cloud.oracle.com>



Sent: Wednesday, May 22, 2024 4:13 PM

To: Kurt Hafner <khafner@bpu.com>

Subject: Supplier Registration Request Was Saved

Board of Public Utilities (Board of Public Utilities)

Your supplier registration request was saved.

Request Number [REDACTED]
Request Date [REDACTED]
Requested By [REDACTED]
Company [REDACTED]

Recommended Action

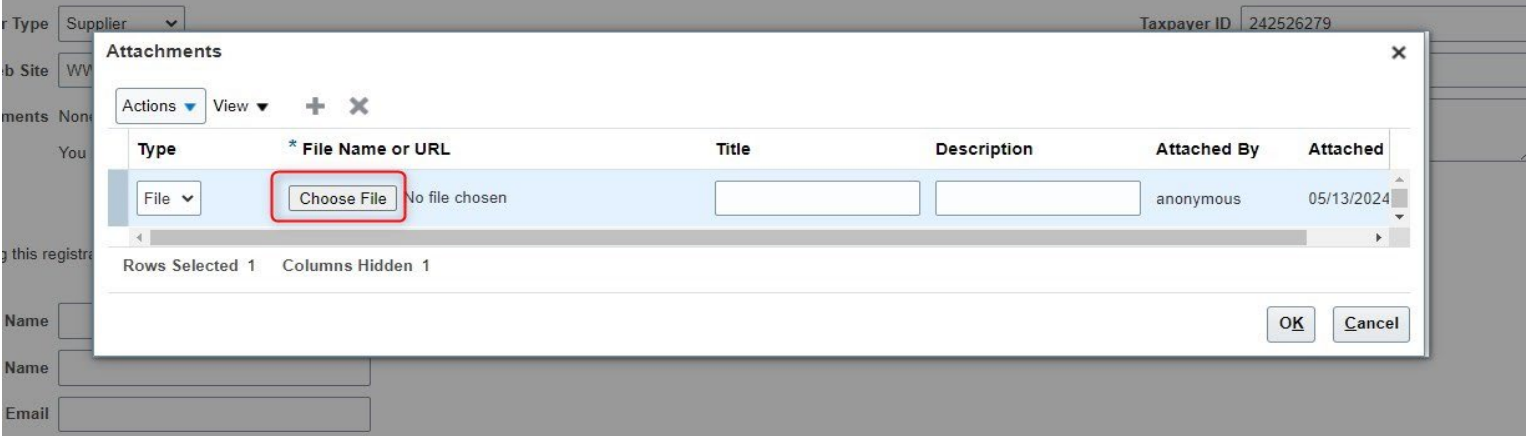
[Complete your supplier registration request.](#)



Supplier Portal Registration Steps

Action	Screen Details
<p>Enter the following:</p> <ul style="list-style-type: none"> Company Tax Organization Type Supplier Type Company Website Tax Country Taxpayer ID 	<div style="text-align: center; margin-bottom: 10px;"> 1 — 2 — 3 — 4 — 5 — 6 — 7 <small>Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Review</small> </div> <div style="text-align: right; margin-bottom: 10px;"> Back Next Save for Later Register Cancel </div> <p>Register Supplier: Company Details ⓘ</p> <p>Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>* Company <input type="text" value="ACME DISTRIBUTION CO"/></p> <p>* Tax Organization Type <input type="text" value="Corporation"/></p> <p>* Supplier Type <input type="text" value="Supplier"/></p> <p>Corporate Web Site <input type="text" value="WWW.ACMESUPPLYCO.COM"/></p> <p>* Attachments W9 docx + x <small>You must upload your W-9 as an attachment in the Company Details section</small></p> </div> <div style="width: 45%;"> <p>D-U-N-S Number <input type="text"/></p> <p>Tax Country <input type="text" value="United States"/></p> <p>Taxpayer ID <input type="text" value="242526279"/></p> <p>Tax Registration Number <input type="text"/></p> <p>Note to Approver <input type="text"/></p> </div> </div> <p>Your Contact Information <small>Enter the contact information for communications regarding this registration.</small></p> <p>* First Name <input type="text" value="Kurt"/></p> <p>* Last Name <input type="text" value="Hafner"/></p> <p>* Email <input type="text" value="Khafner@Amcesupply.net"/></p> <p>* Confirm Email <input type="text" value="Khafner@Amcesupply.net"/></p>

Supplier Portal Registration Steps

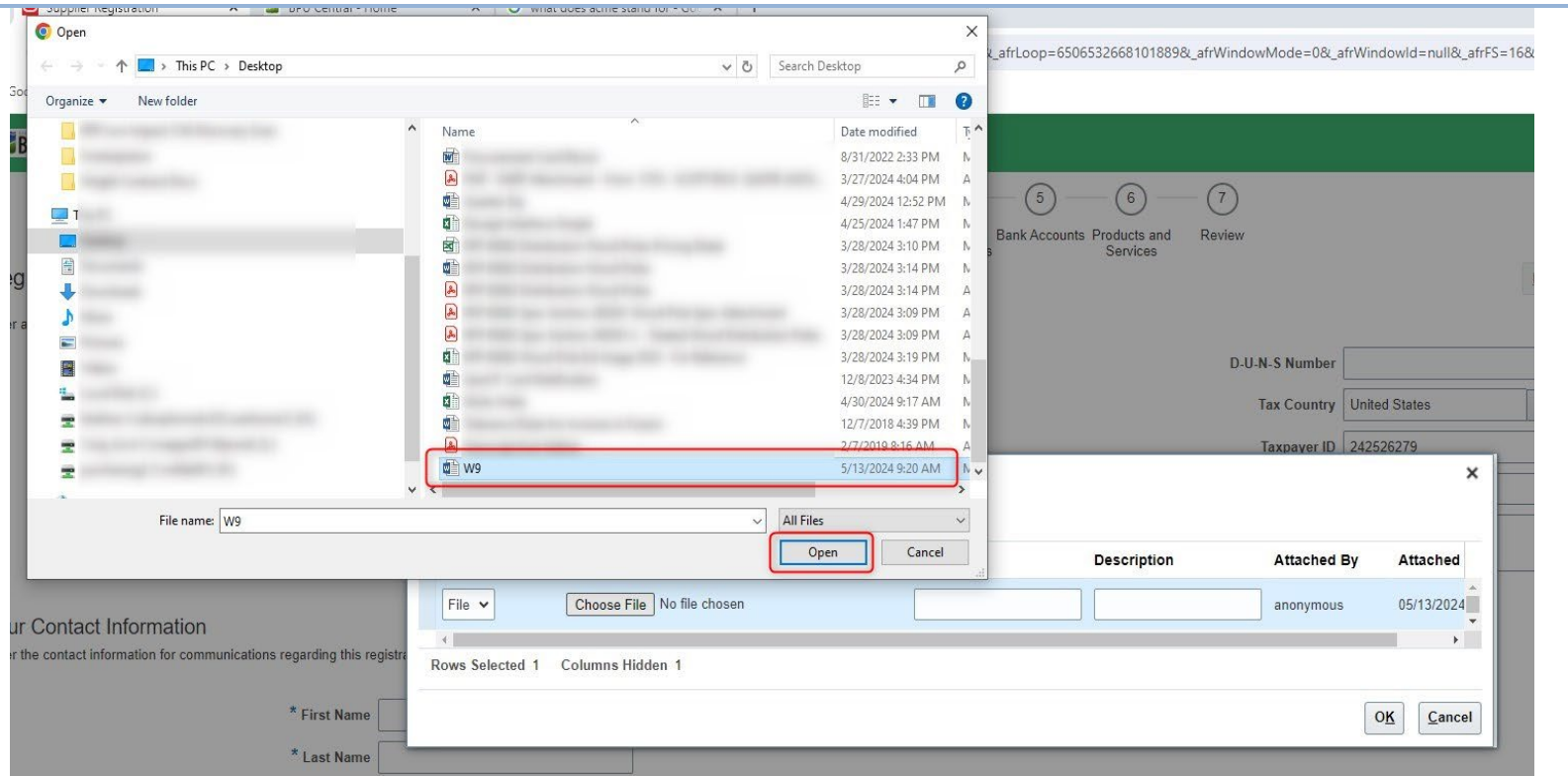
Action	Screen Details
<p>Select the + Icon to attach your companies W-9</p> <p>A new window will open on the page</p>	<div style="text-align: right;"> 1 — 2 — 3 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Company Details Contacts Addresses </div> <h3 style="text-align: center;">Register Supplier: Company Details ?</h3> <p style="text-align: center;">Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.</p> <div style="margin-top: 10px;"> <p>* Company <input style="width: 150px;" type="text" value="ACME DISTRIBUTION CO"/></p> <p>* Tax Organization Type <input style="width: 100px;" type="text" value="Corporation"/></p> <p>* Supplier Type <input style="width: 80px;" type="text" value="Supplier"/></p> <p>Corporate Web Site <input style="width: 150px;" type="text" value="WWW.ACMESUPPLYCO.COM"/></p> <p>* Attachments None +</p> <p style="text-align: center; color: gray;">You must upload your W-9 as an attachment in the Company Details section</p> </div>
<p>Select the Choose File to open a new window to select your W-9 document</p>	 <p>The screenshot shows a modal window titled "Attachments" with a close button (X) in the top right. It features a table with the following columns: Type, File Name or URL, Title, Description, Attached By, and Attached. The first row is highlighted in light blue and contains a "File" dropdown, a "Choose File" button (circled in red), "No file chosen", empty text boxes for Title and Description, "anonymous" for Attached By, and "05/13/2024" for Attached. Below the table, it shows "Rows Selected 1" and "Columns Hidden 1". At the bottom right are "OK" and "Cancel" buttons.</p>

Supplier Portal Registration Steps

Action

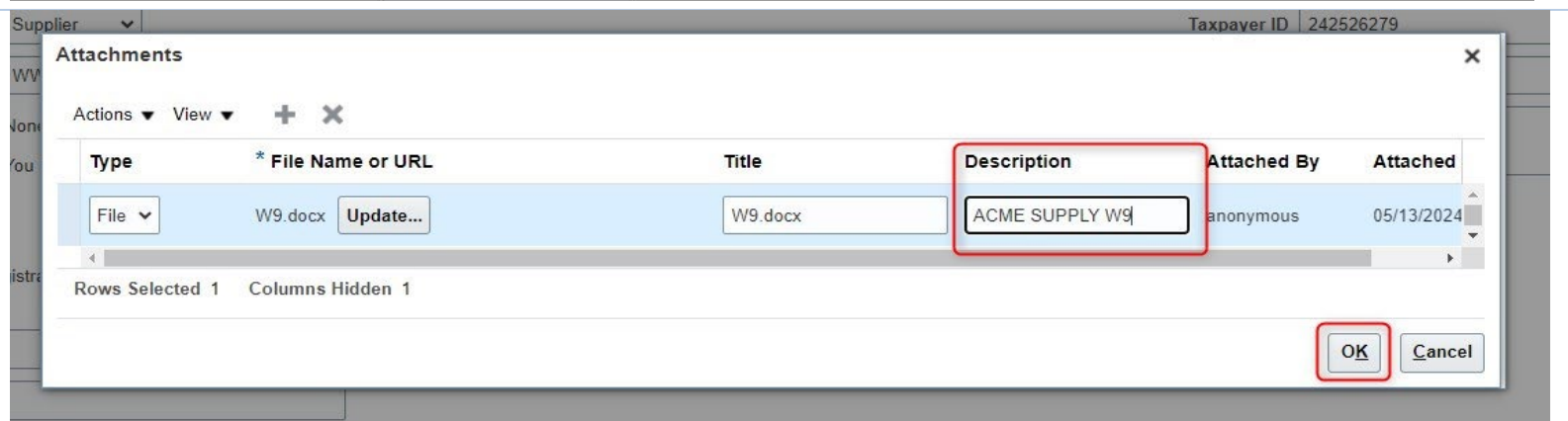
In the browse window find your W-9 and select the Open button

Screen Details



The screenshot shows a file explorer window titled 'Open' with the path 'This PC > Desktop'. A file named 'W9' is selected and highlighted in blue. The 'Open' button at the bottom of the window is circled in red. In the background, a registration form is visible with fields for 'D-U-N-S Number', 'Tax Country' (set to 'United States'), and 'Taxpayer ID' (242526279). A progress bar at the top of the form shows steps 5, 6, and 7.

Your W-9 will show in the Attachments window. Add a description and select the OK button to attach your W-9 to the Registration request.



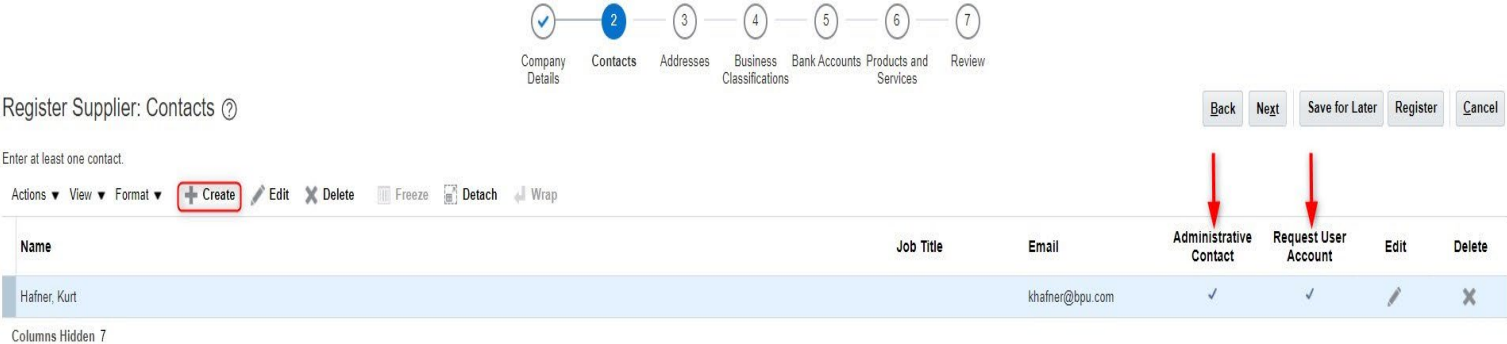
The screenshot shows an 'Attachments' window with a table containing one row of data. The 'Description' field for the attachment is circled in red. The 'OK' button at the bottom right of the window is also circled in red.

Type	* File Name or URL	Title	Description	Attached By	Attached
File	W9.docx	W9.docx	ACME SUPPLY W9	anonymous	05/13/2024

Supplier Portal Registration Steps

Action	Screen Details														
<p>Enter your contact information in the bottom section</p> <p>First Name Last Name Email Confirmation Email</p> <p>Make sure that the email you enter is the email you want to use to communicate with BPU</p> <p>Select the Next button at the top right to verify or add more contacts</p>	<p style="text-align: center;">Screen Details</p> <p style="text-align: center;"> 1 — 2 — 3 — 4 — 5 — 6 — 7 <small>Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Review</small> </p> <p style="text-align: right;"> <input type="button" value="Back"/> <input style="border: 2px solid red;" type="button" value="Next"/> <input type="button" value="Save for Later"/> <input type="button" value="Register"/> </p> <p>Register Supplier: Company Details ?</p> <p>Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.</p> <p>* Company <input type="text" value="ACME DISTRIBUTION CO"/></p> <p>* Tax Organization Type <input type="text" value="Corporation"/></p> <p>* Supplier Type <input type="text" value="Supplier"/></p> <p>Corporate Web Site <input type="text" value="WWW.ACMESUPPLYCO.COM"/></p> <p>* Attachments <input type="text" value="W9.docx"/> <input type="button" value="+"/> <input type="button" value="X"/></p> <p style="text-align: center;"><small>You must upload your W-9 as an attachment in the Company Details section</small></p> <p>D-U-N-S Number <input type="text"/></p> <p>Tax Country <input type="text" value="United States"/></p> <p>Taxpayer ID <input type="text" value="242526279"/></p> <p>Tax Registration Number <input type="text"/></p> <p>Note to Approver <input type="text"/></p> <p>Your Contact Information</p> <p>Enter the contact information for communications regarding this registration.</p> <p> → * First Name <input type="text" value="Kurt"/> → * Last Name <input type="text" value="Hafner"/> → * Email <input type="text" value="Khafner@acmesupply.com"/> → * Confirm Email <input type="text" value="Khafner@acmesupply.com"/> </p>														
<p>The information you entered on the Company page will create a contact for you here, verify the Name and email are correct</p> <p>If needed select the Edit icon to change any of your details</p>	<p style="text-align: center;"> ✓ — 2 — 3 — 4 — 5 — 6 — 7 <small>Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Review</small> </p> <p style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Save for Later"/> <input type="button" value="Register"/> <input type="button" value="Cancel"/> </p> <p>Register Supplier: Contacts ?</p> <p>Enter at least one contact.</p> <p> Actions <input type="button" value="View"/> <input type="button" value="Format"/> <input type="button" value="+ Create"/> <input style="border: 2px solid red;" type="button" value="Edit"/> <input type="button" value="X Delete"/> <input type="button" value="Freeze"/> <input type="button" value="Detach"/> <input type="button" value="Wrap"/> </p> <table border="1"> <thead> <tr> <th>Name</th> <th>Job Title</th> <th>Email</th> <th>Administrative Contact</th> <th>Request User Account</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Hafner, Kurt</td> <td></td> <td>khafner@bpu.com</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input type="button" value="Edit"/></td> <td style="text-align: center;"><input type="button" value="X"/></td> </tr> </tbody> </table> <p>Columns Hidden 7</p>	Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete	Hafner, Kurt		khafner@bpu.com	✓	✓	<input type="button" value="Edit"/>	<input type="button" value="X"/>
Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete									
Hafner, Kurt		khafner@bpu.com	✓	✓	<input type="button" value="Edit"/>	<input type="button" value="X"/>									

Supplier Portal Registration Steps

Action	Screen Details														
<p>Your contact by default will be set up as an administrative contact and request a user account</p> <p>This is the contact that communication from our system will be sent to</p> <p>If you want to add another contact to your account select the + Create Icon</p>	 <p>Register Supplier: Contacts ?</p> <p>Enter at least one contact.</p> <p>Actions ▾ View ▾ Format ▾ + Create Edit X Delete Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Job Title</th> <th>Email</th> <th>Administrative Contact</th> <th>Request User Account</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Hafner, Kurt</td> <td></td> <td>khafner@bpu.com</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>Columns Hidden 7</p>	Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete	Hafner, Kurt		khafner@bpu.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
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Hafner, Kurt		khafner@bpu.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											

Supplier Portal Registration Steps

Action

A new window will open to create a contact at a minimum enter the first and last name, phone and email address for the contact

The administrative account check box is to indicate emails from our system are sent to this person & the Request User Account is to get an account (User ID & Password) to our system to bid on events

The Supplier Bidder Role is the only Role Suppliers are allowed to have and should not be deleted

Select the OK button to return to the Contacts main page

Screen Details

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

▾ User Account

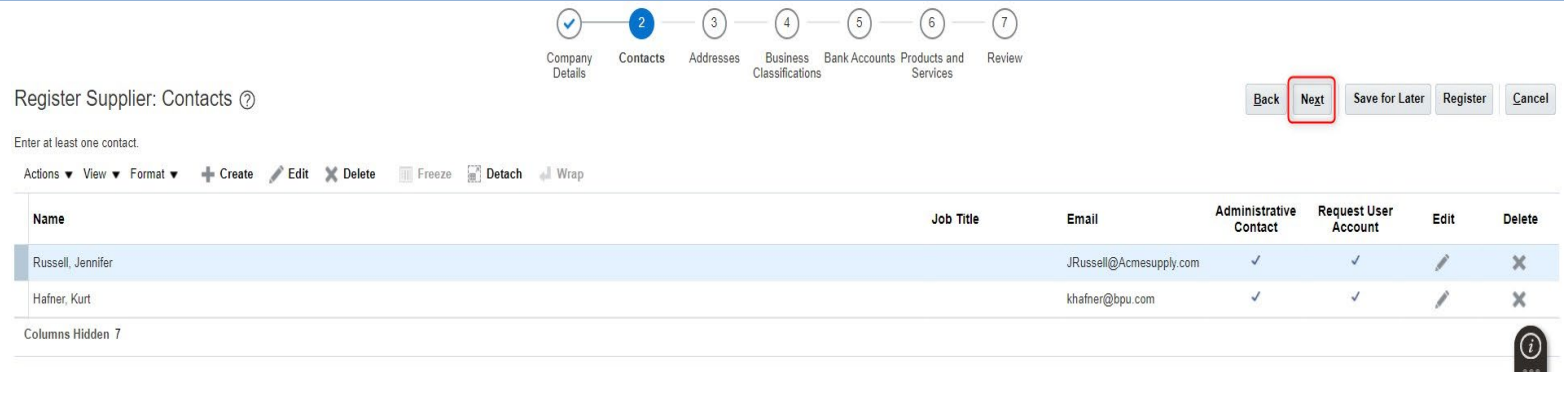
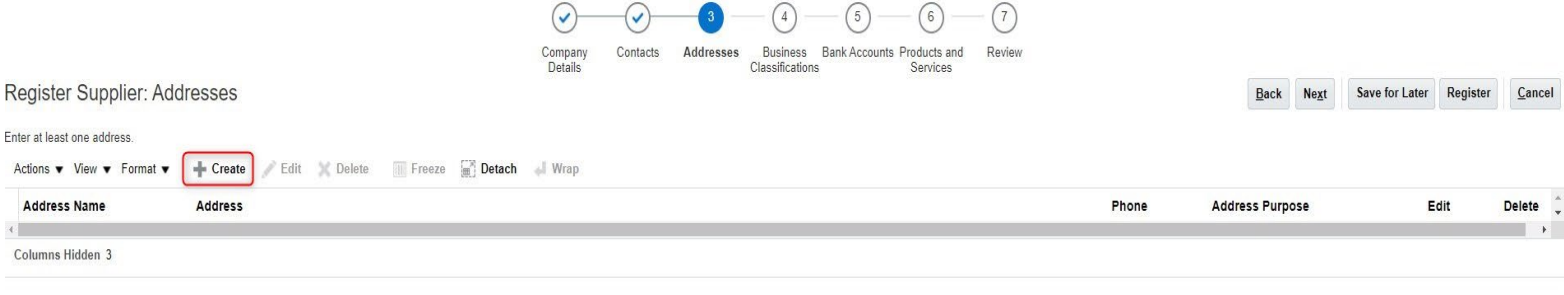
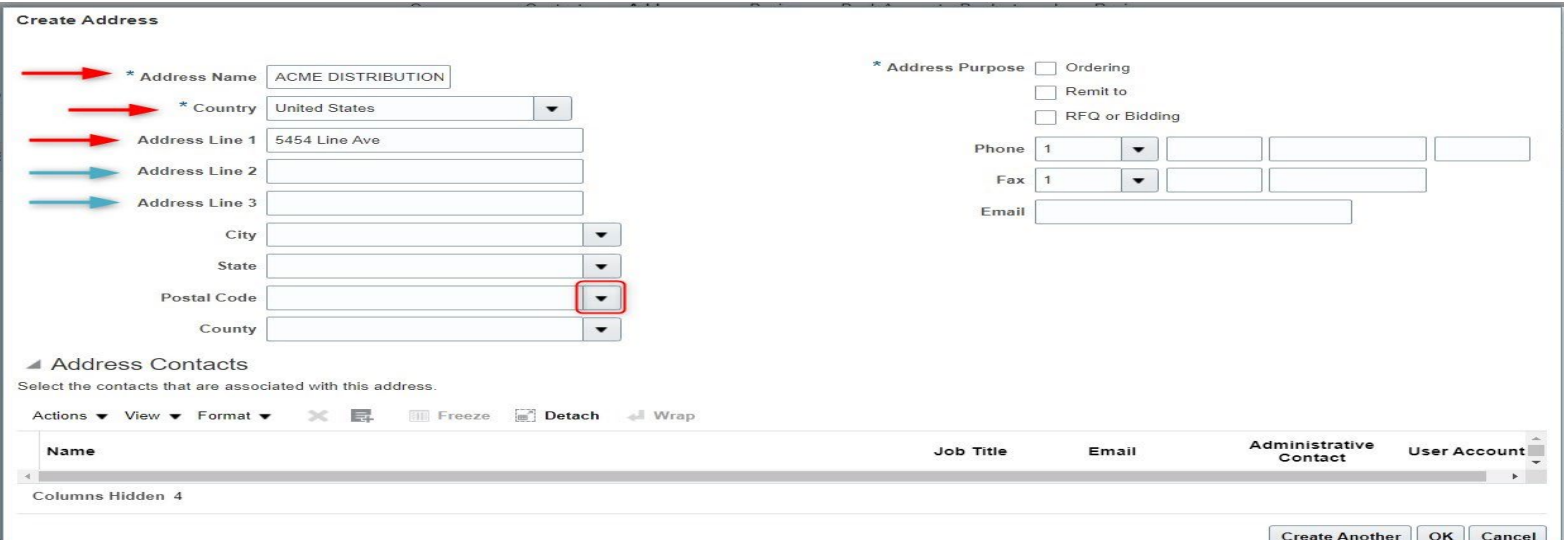
Request user account

Roles

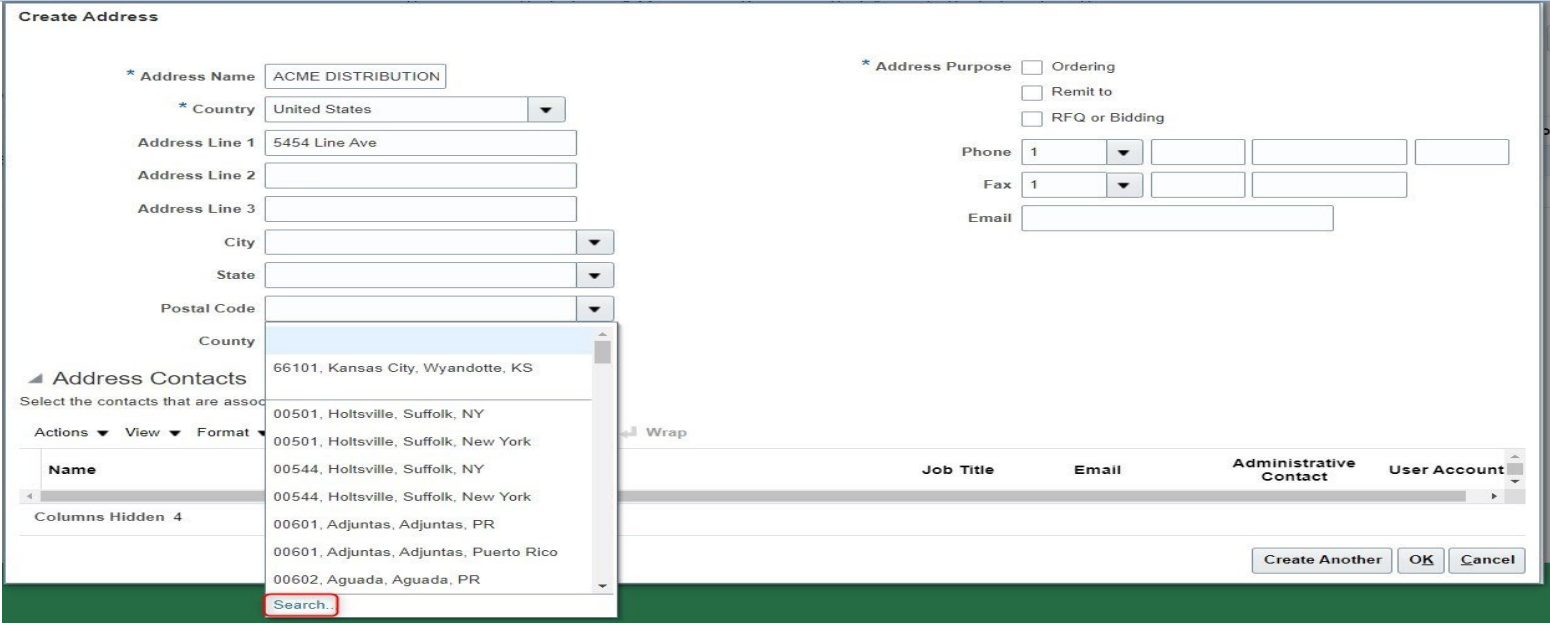

Actions ▾ View ▾ Format ▾ X [icon] Freeze [icon] Detach [icon] Wrap [icon]

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...

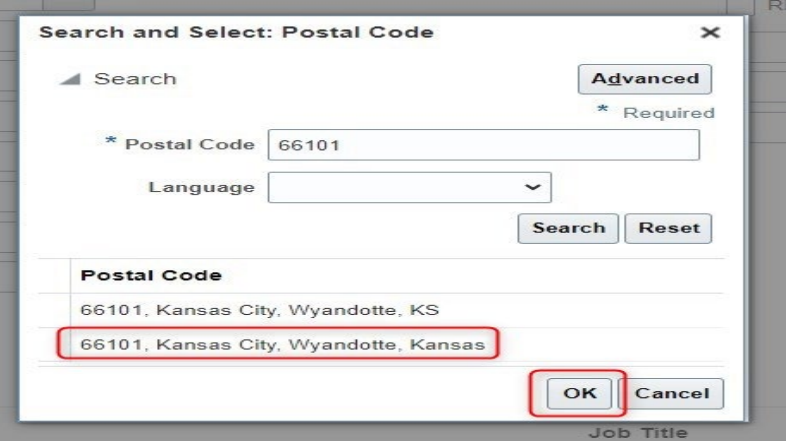
Supplier Portal Registration Steps

Action	Screen Details																					
<p>Your contact is now added</p> <p>Add as many as you need when finished select the Next button to go to the Address page</p>	 <p>Register Supplier: Contacts ?</p> <p>Enter at least one contact.</p> <p>Actions View Format + Create Edit Delete Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Job Title</th> <th>Email</th> <th>Administrative Contact</th> <th>Request User Account</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Russell, Jennifer</td> <td></td> <td>JRussell@Acmesupply.com</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Hafner, Kurt</td> <td></td> <td>khafner@bpu.com</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> </tbody> </table> <p>Columns Hidden 7</p>	Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete	Russell, Jennifer		JRussell@Acmesupply.com	✓	✓			Hafner, Kurt		khafner@bpu.com	✓	✓		
Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete																
Russell, Jennifer		JRussell@Acmesupply.com	✓	✓																		
Hafner, Kurt		khafner@bpu.com	✓	✓																		
<p>To add your company address, select the + Create icon</p> <p>This will bring up a new window</p>	 <p>Register Supplier: Addresses</p> <p>Enter at least one address.</p> <p>Actions View Format + Create Edit Delete Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Address Name</th> <th>Address</th> <th>Phone</th> <th>Address Purpose</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Columns Hidden 3</p>	Address Name	Address	Phone	Address Purpose	Edit	Delete															
Address Name	Address	Phone	Address Purpose	Edit	Delete																	
<p>Enter your company Address Name (usually the name of your company), Country and Address</p> <p>Select the drop-down arrow on the right of the Postal Code field</p>	 <p>Create Address</p> <p>* Address Name ACME DISTRIBUTION</p> <p>* Country United States</p> <p>Address Line 1 5454 Line Ave</p> <p>Address Line 2</p> <p>Address Line 3</p> <p>City</p> <p>State</p> <p>Postal Code</p> <p>County</p> <p>* Address Purpose <input type="checkbox"/> Ordering <input type="checkbox"/> Remit to <input type="checkbox"/> RFQ or Bidding</p> <p>Phone 1</p> <p>Fax 1</p> <p>Email</p> <p>Address Contacts</p> <p>Select the contacts that are associated with this address.</p> <p>Actions View Format X Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Job Title</th> <th>Email</th> <th>Administrative Contact</th> <th>User Account</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Columns Hidden 4</p> <p>Create Another OK Cancel</p>	Name	Job Title	Email	Administrative Contact	User Account																
Name	Job Title	Email	Administrative Contact	User Account																		

Supplier Portal Registration Steps

Action	Screen Details
<p>In the new window select the Search text at the bottom</p>	
<p>In the Search and Select Postal Code window enter your companies postal code and select search</p>	

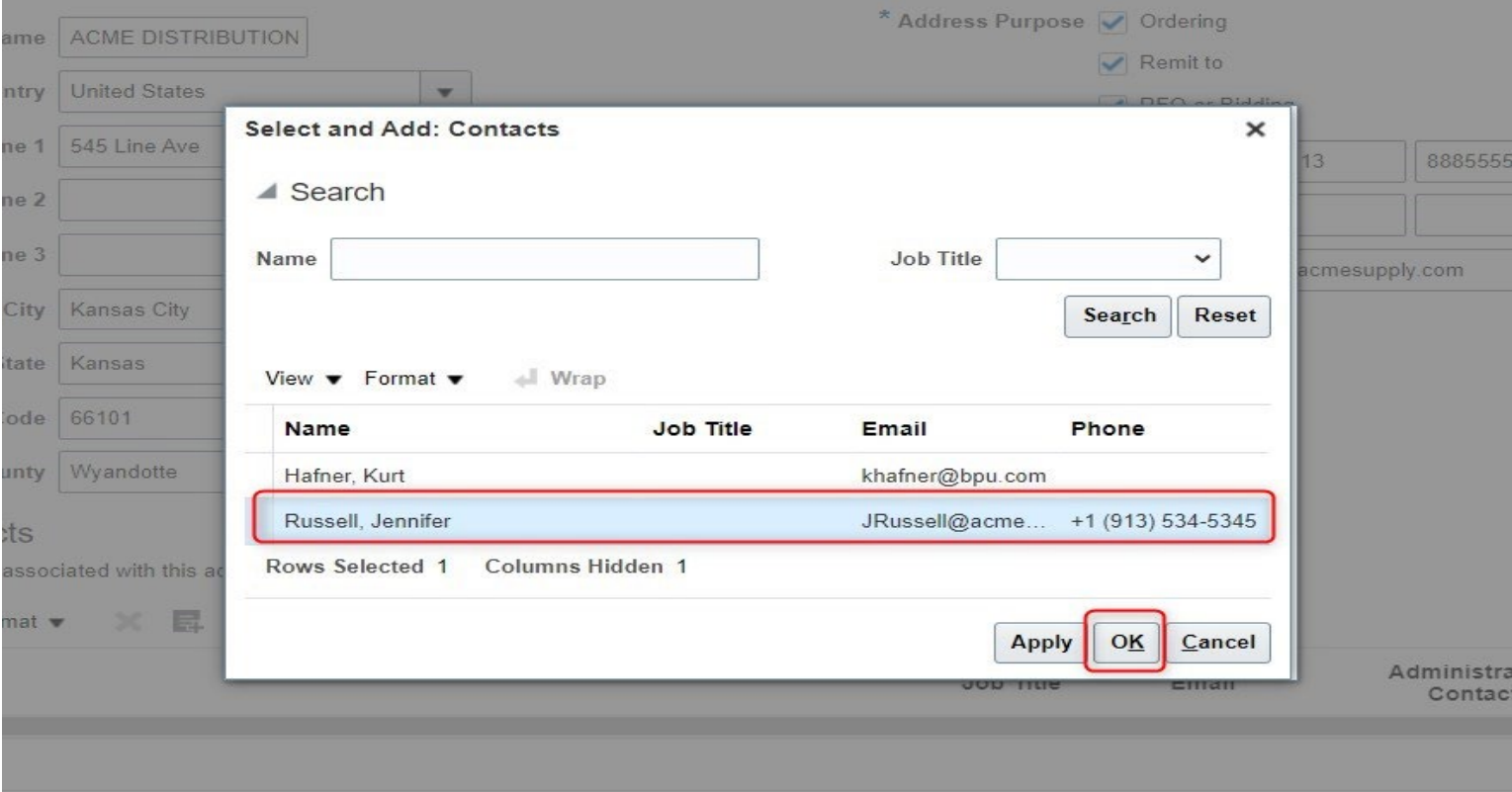
Supplier Portal Registration Steps

Action	Screen Details
<p>Your postal code search will show you available City, County and State combinations for the Postal Code</p> <p>Select the correct one for your company</p> <p>The system displays the State abbreviated and spelled out either selection is appropriate</p> <p>Select the OK button</p>	 <p>The screenshot shows a dialog box titled "Search and Select: Postal Code". It contains a search field with "66101" entered, a "Language" dropdown menu, and "Search" and "Reset" buttons. Below the search field, there is a list of results under the heading "Postal Code". The first result is "66101, Kansas City, Wyandotte, KS" and the second is "66101, Kansas City, Wyandotte, Kansas". The second result is highlighted with a red box. At the bottom right of the dialog, there are "OK" and "Cancel" buttons, with the "OK" button also highlighted with a red box.</p>

Supplier Portal Registration Steps

Action	Screen Details										
<p>You will return to the Create Address Page</p> <p>Enter a you site purpose if you only have one site for your organization then select all otherwise add Addresses and emails as appropriate</p> <p>Select the paper with a + sign below the Address Contacts section</p> <p>A new window will open</p>	<div data-bbox="420 203 1984 958"> <p>Create Address</p> <p>* Address Name: ACME DISTRIBUTION</p> <p>* Country: United States</p> <p>Address Line 1: 545 Line Ave</p> <p>Address Line 2: </p> <p>Address Line 3: </p> <p>City: Kansas City</p> <p>State: Kansas</p> <p>Postal Code: 66101</p> <p>County: Wyandotte</p> <p>* Address Purpose: <input checked="" type="checkbox"/> Ordering <input checked="" type="checkbox"/> Remit to <input checked="" type="checkbox"/> RFQ or Bidding </p> <p>Phone: 1 913 8885555</p> <p>Fax: 1</p> <p>Email: customerservice@acmesupply.com</p> <p>Address Contacts</p> <p>Select the contacts that are associated with this address.</p> <p>Actions View Format Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Job Title</th> <th>Email</th> <th>Administrative Contact</th> <th>User Account</th> </tr> </thead> <tbody> <tr> <td colspan="5">Columns Hidden 4</td> </tr> </tbody> </table> <p>Create Another OK Cancel</p> </div>	Name	Job Title	Email	Administrative Contact	User Account	Columns Hidden 4				
Name	Job Title	Email	Administrative Contact	User Account							
Columns Hidden 4											

Supplier Portal Registration Steps

Action	Screen Details
<p>In the pop out window, you will see the contacts you have already entered</p>	
<p>Select the contact you want for the address and address purpose</p>	
<p>If the address purpose was for all then choose the contact you want to receive invoices, bids and POs</p>	
<p>If you have more than one address for these purposes then choose the contact that aligns with the address purpose you have selected</p>	
<p>Select OK button</p>	

Supplier Portal Registration Steps

Action

Screen Details

You are now back on the Create Address pop out window the contact should now be listed in the Address Contacts section

In this example Jennifer Russell will receive Orders and bid events at this email as well as invoices if appropriate

Select the OK button to return to the Register Supplier Address page

Create Address

* Address Name

* Country

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

County


* Address Purpose Ordering

Remit to

RFQ or Bidding

Phone

Fax

Email 

Address Contacts

Select the contacts that are associated with this address.

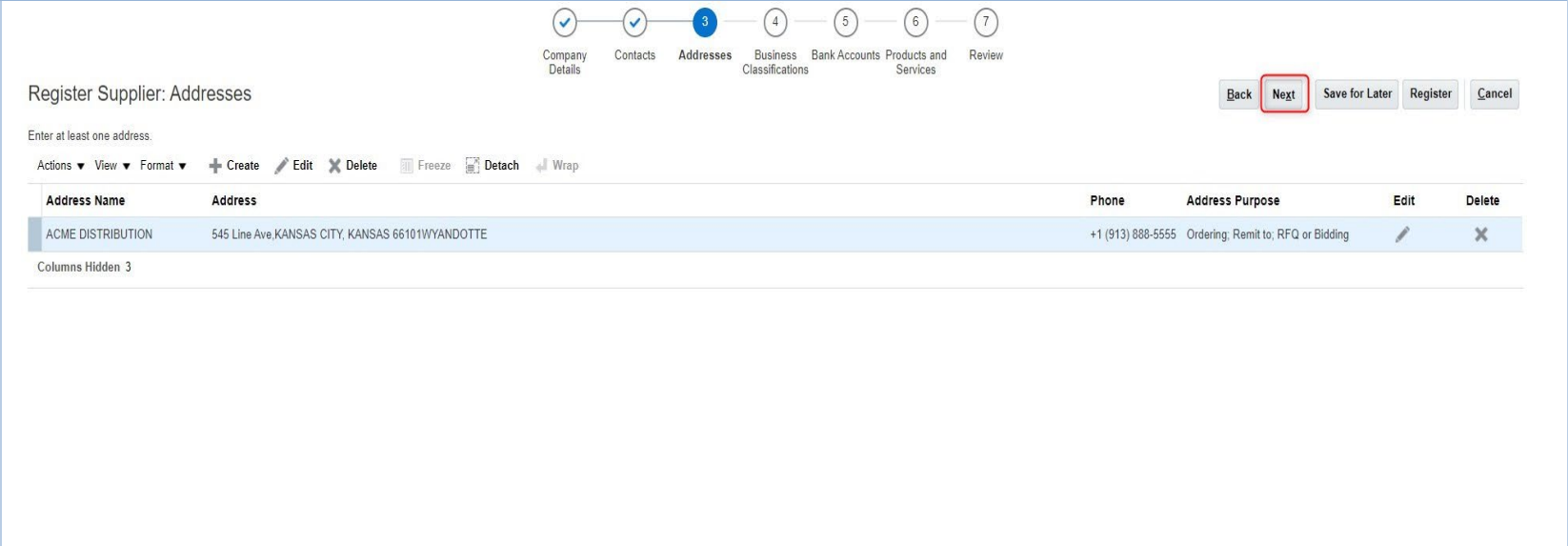
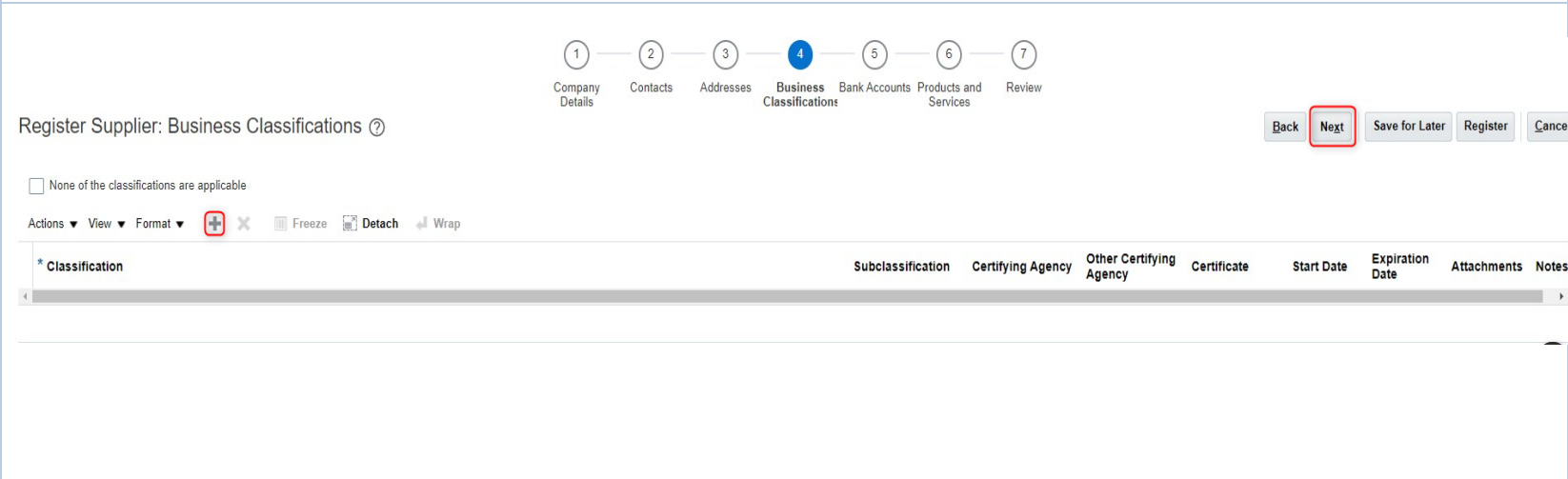
Actions View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
Russell, Jennifer		JRussell@acmedistribution.co	✓	✓


Columns Hidden 4

Create Another OK Cancel

Supplier Portal Registration Steps

Action	Screen Details																		
<p>If your address information looks correct select the Next Button</p> <p>If you need to correct something select the Edit pencil icon</p> <p>Ensure you have the site purpose and a contact associated to your address</p>	 <p>Register Supplier: Addresses</p> <p>Enter at least one address.</p> <p>Actions View Format + Create Edit Delete Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Address Name</th> <th>Address</th> <th>Phone</th> <th>Address Purpose</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>ACME DISTRIBUTION</td> <td>545 Line Ave KANSAS CITY, KANSAS 66101WYANDOTTE</td> <td>+1 (913) 888-5555</td> <td>Ordering, Remit to, RFQ or Bidding</td> <td></td> <td></td> </tr> </tbody> </table> <p>Columns Hidden 3</p>	Address Name	Address	Phone	Address Purpose	Edit	Delete	ACME DISTRIBUTION	545 Line Ave KANSAS CITY, KANSAS 66101WYANDOTTE	+1 (913) 888-5555	Ordering, Remit to, RFQ or Bidding								
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ACME DISTRIBUTION	545 Line Ave KANSAS CITY, KANSAS 66101WYANDOTTE	+1 (913) 888-5555	Ordering, Remit to, RFQ or Bidding																
<p>If your business has a specific Business Classification (Veteran/Minority/Woman Owned) select the plus icon to add the classification</p> <p>If you do not have a classification to add then select the Next button</p>	 <p>Register Supplier: Business Classifications ?</p> <p><input type="checkbox"/> None of the classifications are applicable</p> <p>Actions View Format + X Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>* Classification</th> <th>Subclassification</th> <th>Certifying Agency</th> <th>Other Certifying Agency</th> <th>Certificate</th> <th>Start Date</th> <th>Expiration Date</th> <th>Attachments</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td colspan="9"> </td> </tr> </tbody> </table>	* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes									
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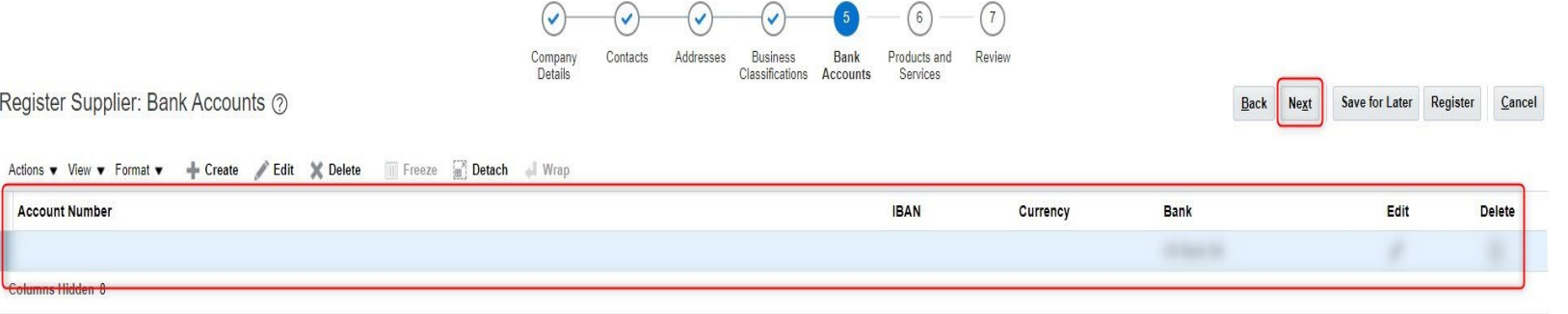
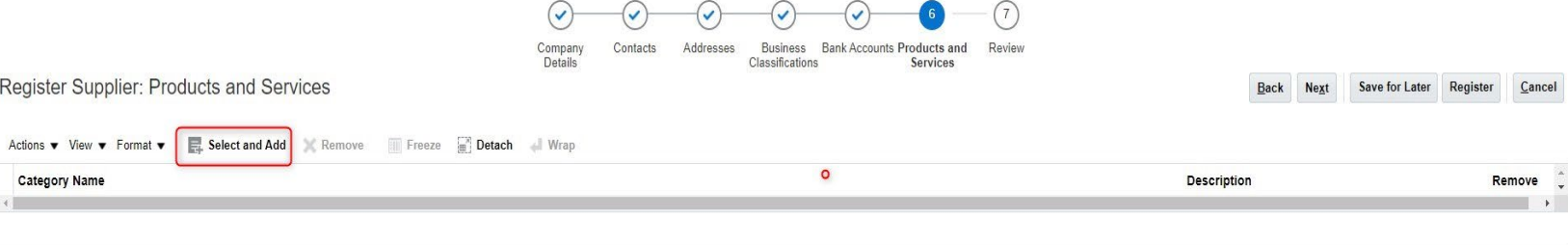
Supplier Portal Registration Steps

Action	Screen Details																		
<p>If adding a Business Classification use any fields to indicate who provided the certification and upload any documentation you have that verifies your certification under Attachments</p> <p>Select the Next button</p>	<div style="text-align: center;">  </div> <p style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Save for Later"/> <input type="button" value="Register"/> <input type="button" value="Cancel"/> </p> <p>Register Supplier: Business Classifications ?</p> <p><input type="checkbox"/> None of the classifications are applicable</p> <p> Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap </p> <table border="1"> <thead> <tr> <th>* Classification</th> <th>Subclassification</th> <th>Certifying Agency</th> <th>Other Certifying Agency</th> <th>Certificate</th> <th>Start Date</th> <th>Expiration Date</th> <th>Attachments</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Veteran Owned ▾</td> <td></td> <td>Other ▾</td> <td>NVBDC</td> <td>VET123A</td> <td>01/01/20</td> <td>01/01/20</td> <td>Certificate +</td> <td></td> </tr> </tbody> </table>	* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Veteran Owned ▾		Other ▾	NVBDC	VET123A	01/01/20	01/01/20	Certificate +	
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Supplier Portal Registration Steps

Action	Screen Details
<p>BPU highly recommends suppliers add a bank account to their Supplier Requests</p> <p>This allows us to make payments to your organization more quickly</p> <p>Select the +Create Icon</p>	
<p>Enter your banking information</p> <p>Required fields are Country Bank Branch (Routing #) Account #</p> <p>Add additional information as you wish</p> <p>Select the OK button</p>	

Supplier Portal Registration Steps

Action	Screen Details												
<p>Your bank information will be saved to your registration</p> <p>Use the Edit icon to make changes if needed</p> <p>If it is correct select the Next button</p>	 <p>Register Supplier: Bank Accounts ?</p> <p>Back Next Save for Later Register Cancel</p> <p>Actions View Format Create Edit Delete Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Account Number</th> <th>IBAN</th> <th>Currency</th> <th>Bank</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Columns Hidden: 0</p>	Account Number	IBAN	Currency	Bank	Edit	Delete						
Account Number	IBAN	Currency	Bank	Edit	Delete								
<p>BPU highly recommends your organization adds Products and Services to your Supplier Requests</p> <p>This helps us understand what your organization provides</p>	 <p>Register Supplier: Products and Services</p> <p>Back Next Save for Later Register Cancel</p> <p>Actions View Format Select and Add Remove Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Category Name</th> <th>Description</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Category Name	Description	Remove									
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Supplier Portal Registration Steps

Screen Details

Action

Enter a category and select search to retrieve results

If you get a match it will display at the bottom of the screen

Select the check box on the left and select the OK button to add the category to you Supplier Registration

Select and Add: Products and Services ✕

Search

Category Name Description

View ▾ Format ▾

Select	Category Name	Description
<input checked="" type="checkbox"/>	SAFETY EQUIPMENT	Safety Equipment

Columns Hidden 1

Continue to Select and Add until you have added your Products and Services

We suggest to add categories at the highest level if possible

Select Next button

✓ ✓ ✓ ✓ ✓ 6 7

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

Register Supplier: Products and Services

Actions ▾ View ▾ Format ▾

Category Name	Description	Remove
Categories > CONES	Cones, Traffic	✕
Categories > GLOVES	Gloves	✕
Categories > GLOVES BUCKSKIN	Buckskin	✕
Categories > GLOVES NEOPRENE	Neoprene	✕
Categories > LIGHT	Light	✕
Categories > LIGHTING MATERIALS	Lighting Materials	✕
Categories > SAFETY EQUIPMENT	Safety Equipment	✕

Supplier Portal Registration Steps

Action	Screen Details																																																		
<p>On the Review page step 7 ensure your information is correct</p> <p>If you need to make changes use the Back or Numbers at the top to navigate to the section you need to edit and make changes</p> <p>Once it is all correct select the Register button in the top right</p>	<div style="text-align: center;"> </div> <p>Review Supplier Registration: ACME DISTRIBUTION CO </p> <p>Company Details</p> <table border="0"> <tr> <td>Company</td> <td>ACME DISTRIBUTION CO</td> <td>D-U-N-S Number</td> <td></td> </tr> <tr> <td>Tax Organization Type</td> <td>Corporation</td> <td>Tax Country</td> <td>United States</td> </tr> <tr> <td>Supplier Type</td> <td>Supplier</td> <td>Taxpayer ID</td> <td>242526279</td> </tr> <tr> <td>Corporate Web Site</td> <td>WWW.ACMESUPPLY.COM</td> <td>Tax Registration Number</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Note to Approver</td> <td></td> </tr> </table> <p>Attachments</p> <p>Actions <input type="button" value="View"/> <input type="button" value="+"/> <input type="button" value="X"/></p> <table border="1"> <thead> <tr> <th>Type</th> <th>* File Name or URL</th> <th>Title</th> <th>Description</th> <th>Attached By</th> <th>Attached Date</th> </tr> </thead> <tbody> <tr> <td>File</td> <td>W9.docx</td> <td>W9.docx</td> <td></td> <td>anonymous</td> <td>05/23/2024 10:34</td> </tr> </tbody> </table> <p>Columns Hidden 1</p> <p>Contacts</p> <p>View <input type="button" value="Format"/> <input type="button" value="Freeze"/> <input type="button" value="Detach"/> <input type="button" value="Wrap"/></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Job Title</th> <th>Email</th> <th>Administrative Contact</th> <th>Request User Account</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Hafner, Kurt</td> <td></td> <td>khafner@bpu.com</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Russell, Jennifer</td> <td></td> <td>jrussell@acmesupply.com</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Columns Hidden 7</p>	Company	ACME DISTRIBUTION CO	D-U-N-S Number		Tax Organization Type	Corporation	Tax Country	United States	Supplier Type	Supplier	Taxpayer ID	242526279	Corporate Web Site	WWW.ACMESUPPLY.COM	Tax Registration Number				Note to Approver		Type	* File Name or URL	Title	Description	Attached By	Attached Date	File	W9.docx	W9.docx		anonymous	05/23/2024 10:34	Name	Job Title	Email	Administrative Contact	Request User Account	Details	Hafner, Kurt		khafner@bpu.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Russell, Jennifer		jrussell@acmesupply.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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<p>BPU will review your Registration Request and reach out with any questions</p> <p>Thank You</p>	<div style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>Confirmation</p> <p>Your registration request was submitted. We'll send you email after your registration request is reviewed.</p> <p><input type="button" value="OK"/></p> </div>																																																		



Supplier Registration Tutorial

Your registration will be reviewed by the BPU purchasing team. Upon approval, you will receive a follow-up email indicating that your registration has been finalized for prospective opportunities with BPU. As purchasing needs are identified, your Company will be considered for opportunities to submit bids for items that match the products for your registration.

If you need assistance with your registration or have questions, please contact us at:
purchasing@bpu.com