



WELCOME!!

Thank you for your interest in doing business with BPU.

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



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: <u>Supplier Registration for BPU</u>

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



At any point during the registration process you can save the information

entered by selecting the ^{Save for Later} 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.



From: 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	
Request Date	
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Company	
Recommended Action	



Action	Screen Details					
Enter the following:	1 2 3 4 5 6 7 Details Contacts Addresses Bank Accounts Products and Services Review	Back	Ne <u>x</u> t	Save for Later	Register	<u>C</u> ancel
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	* Confirm Email Khafner@Amcesupply.net					



Action	Screen Details
Select the + Icon to attach your companies W-9 A new window will open on the page	Company Contacts Addresses Register Supplier: Company Details ⑦ Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number. * Company ACME DISTRIBUTION CO * Tax Organization Type Corporation * Supplier Type Supplier Corporate Web Site WWWACMESUPPLYCO.COM * Attachments None
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Action	Screen Details
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Make sure that the email you enter is the email you want to use to communicate with BPU Select the Next button at the top right to	You must upload your W-9 as an attachment in the Company Details section YOUr Contact Information Enter the contact information for communications regarding this registration.
verify or add more contacts	
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If you want to add another contact to your account select the + Create Icon											



Select the OK button	Action		Scree	en Details			
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