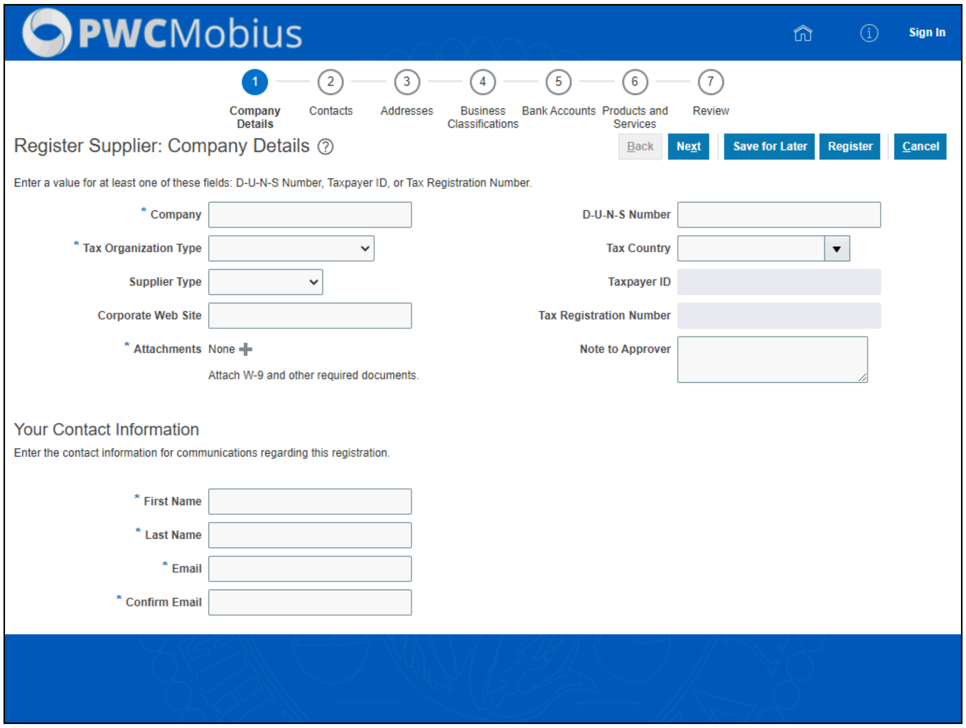
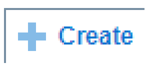
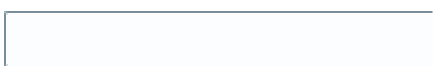
Supplier Registration - External



Step	Action
1.	Click in the **Company** field.
2.	Enter the desired information into the **Company** field. Enter "**Reliance Industries**".
3.	Click on the **Tax Organization Type** drop-down arrow.
4.	Select the appropriate **Tax Organization Type** from the list. Ex: **Corporation.** Corporation
5.	Click on the **Supplier Type** drop-down arrow.
6.	Select the appropriate **Supplier Type** from the list. Ex: **Self** if you are an individual. Self
7.	Click in the **Corporate Web Site** field.

Step	Action
8.	Enter the desired information into the **Corporate Web Site** field. Enter "**www.reliance.com**".
9.	Click the **Attachments +** icon to attach W-9 and any other documents.
10.	Click on the **Choose File** button. Choose File
11.	Select the **W-9 from** your computer. W-9 form
12.	Click on the **Open** button. Open
13.	Click on the **Description** field to enter the description of the attachment. (Optional)
14.	Enter the desired information into the **Description** field. Enter "**W-9 Attached**".
15.	Click on the **OK** button. OK
16.	Click on the **Tax Country** drop-down arrow.
17.	Click on the **Search link.** Search...
18.	Click in the **Name field.**
19.	Enter the desired information into the **Name** field. Enter "**United States**".
20.	Click on the **Search button.** Search
21.	Select **United States** from search results. United States
22.	Click on the **OK** button. OK

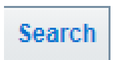
Step	Action
23.	Click in the **Taxpayer ID** field.
24.	Enter the desired information into the **Taxpayer ID** field. Enter "**US798223**".
25.	Click in the **First Name** field.
26.	Enter the desired information into the **First Name** field. Enter "**Sachin**".
27.	Click in the **Last Name** and Enter the desired information into the field. Enter "**Tendulkar**".
28.	Click in the **Email** field**.**
29.	Enter the desired information into the **Email** field. Enter "**sachin@reliance.com**". **Note:** This contact and email will be checked as an Admin contact and a user account will be created and details will be sent to this email.
30.	Click in the **Confirm Email** field.
31.	Enter the desired information into the **Confirm Email** field. Enter "**sachin@reliance.com**".
32.	Click on the **Next** button.
33.	As you can see Admin contact is already created. To assign new contact, Click the **Create button.**
34.	Click in the **First Name** field.
35.	Enter the desired information into the **First Name** field. Enter "**Rohit**".
36.	Click in the **Last Name** field.
37.	Enter the desired information into the **Last Name** field. Enter "**Sharma**".
38.	Click in the **Email** field.

Step	Action
39.	Enter the desired information into the **Email** field. Enter "**rohit@reliance.com**". **Note:** This email will be used for user account creation.
40.	Check the **Request user account** box to get access supplier portal. 
41.	Click the **OK button** if you're done adding contacts. Otheriwse. click Create Another to add additional contacts. 
42.	Click on the **Next** button. 
43.	Click the **Create** button to create Addresses. **Note:** This will be the Site (Purchasing or Remit to or both) 
44.	Click in the **Address Name** field and Enter the desired information into the field. Enter "**Florida**".
45.	Click in the **Address Line 1** field.
46.	Enter the desired information into the **Address Line 1** field. Enter "**123 Bay St.**".
47.	Click the **Postal Code** field. **Tip:** After entering the Address Line 1, enter Postal code and click Tab then select the zip code that will auto fill the correct City, State and county. 
48.	Enter the desired information into the **Postal Code** field. Enter "**32202**".
49.	Press **[Tab]**.
50.	Select the **Postal Code** from search results. **Note:** Select the one which has state code (FL) 
51.	Click on the **OK** button. 
52.	Check the **Ordering** checkbox as Address Purpose if this will be a Purchasing site. 

Step	Action
53.	Check the **Remit to** checkbox if this will be a paying site. You can also check both if it is one for both purposes.
54.	Click the **Select and Add** button to add contacts to the addresses/sites.
55.	Select the **Contact**. Tendulkar, Sachin
56.	Click on the **Apply** button. Apply
57.	Select other **Contact** if needed. Sharma, Rohit
58.	Click on the **Apply** button. Apply
59.	Click on the **OK** button. OK
60.	Click on the **OK** button. OK
61.	Click on the **Next** button. Next
62.	Click on the **Add +** icon to add Business Classifications if applicable.
63.	Click on the **Classification** drop-down arrow.
64.	Select the appropriate **Classification** from list. Hub Zone
65.	Click in the **Certificate** field.
66.	Enter the desired information into the **Certificate** field. Enter "**43740US**".

Step	Action
67.	Click in the **Start date** field if applicable. mm/dd/y
68.	Select **18** as the **Start Date**. 18
69.	Click in the **Expiration date** field. mm/dd/y
70.	Select the **up arrow** to choose the year.
71.	Select **11** as the **Expiration Date**. 11
72.	Click on the **Next** button. Next
73.	Click on the **Create** button to enter Bank Accounts. **Note:** Bank accounts is Mandatory. Create
74.	Enter the desired information into the **Country** field. Enter "**United**".
75.	Select the **Country** from the options list. United States US
76.	Click the **Bank** drop-down arrow.
77.	Select the **Bank** from drop down list or by clicking search. Agriculture Federal Credit Union
78.	Click on the **Branch/Routing Number** drop-down arrow.
79.	Click on the **Search link** to search by routing number. Search...
80.	Click on the **Branch Number** field.

Step	Action
81.	Enter the desired information into the **Branch Number** field. Enter "**254074057**".
82.	Click on the **Search button.** Search
83.	Select the **Branch** from search results. Agriculture Federal Credit Union_254...
84.	Click on the **OK** button. OK
85.	Click on the **Account Number** field.
86.	Enter the desired information into the **Account Number** field. Enter "**545702820**".
87.	Click in the **Account Name** field.
88.	Enter the desired information into the **Account Name** field. Enter "**Checking**".
89.	Click on the **Account Type** drop-down arrow.
90.	Select the appropriate type for the **Description**. Checking
91.	Click on the **OK** button. OK
92.	Click on the **Next** button. Next
93.	Click on the **Select and Add** button to add Products and Services. Select and Add
94.	Check the **Select check boxes** as required for the products and services you provide.
95.	Check the **Select check boxes** as required for the products and services you provide.

Step	Action
96.	Click on the **Apply button** and then **Click OK.** 
97.	**Note:** Or you can also search for products and services by clicking in the **Description** field.
98.	Click on the **Search** button. 
99.	Click the **Next** button to review the information entered. 
100.	Scroll down to view.
101.	Click on the **Register button.** **Note:** Save for Later button will save the information you entered and will send a link to the email that entered on company page. where you can open the link and continue regstration with saved information. 
102.	Click on the **OK** button. 
103.	 **End of Procedure.**