

How to Register as a Vendor



From: EBUS Pacebus Workflow Mailer <<u>Oracle.EbsDev@pacebus.com</u>> Date: Thu, Mar 21, 2019 at 3:06 PM Subject: FYI: Invitation to register To: SEND_SUPPLIER_INVITE_REG_NTF_52022 <<u>cpatel@yahoo.com</u>>

- To SEND_SUPPLIER_INVITE_REG_NTF_52022
- Sent 21-MAR-19 15:04:40
 - ID 7110159

Pace, the Suburban Bus Division of the Regional Transportation Authority, has invited you to register as a vendor. To register, click this REGISTRATION link.

DO NOT REPLY DIRECTLY TO THIS EMAIL AS IT WAS SENT FROM A NOTIFICATION-ONLY EMAIL ADDRESS THAT CANNOT ACCEPT INCOMING EMAILS.

STEP 1

If you received an email inviting you to register as a vendor, click the Registration link in the email ①. If you did not receive such an email, click the following link: <u>REGISTRATION</u>.



ο ραce iSupplier Portal		Close Preferences
Prospective Supplier Registration		
* Indicates required field		Continue
Company Details * Company Name	John Doe Co.	Search and Select: Tax Country Cancel Select
* Tax Country * Taxpayer ID	United States	Search To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.
Contact Information		Search By Country Name V United States Go
		Results Select Quick Select Country Name Country Code
* Last Name * Phone Area Code	Doe	Cancel Select
* Phone Number Phone Extension		Cancei Select
		Continue
Privacy Policy	Close Prefere	PICES Copyright (c) 2008, Oracle. All rights reserved.

<u>STEP 2</u>

The Prospective Supplier Registration page will appear. Complete the required fields. If you received an email inviting you to register as a vendor, some fields may already contain information that you previously provided to Pace. Review that information and make changes as appropriate. To complete the Tax Country field, click open a pop-up window 2 where you can select the appropriate Tax Country. Your selection will appear in the Tax Country field. Click Continue 3.



	iSupplier Portal		Contraction of the second		-	-			
							Close F	references	
Prospective Supplier Reg	gistration: Additional Details								
* Indicates required field							Bac	k Save For	Later Register
	Alt	Taxpayer ID ernate Supplier Name Note to Buyer	United States		× /				
		Note to Supplier							
Address Book									
* At least one physical st Create	reet address is required. A P.O	. Box will not be accep	ed.						
Address Name		Addre	ss Details			Purpose	Update		Delete
No results found.									
Contact Directory Create									
First Name	Last Name	Phone		Email		Requires User Acc	ount	Update	Delete
John	Doe	847-123-4560		John@Yahoo.com		v		1	

<u>STEP 3</u>

1

The Additional Details page will appear. You must add your address. Address Name refers to a building or campus designation for your business (*e.g.*, Headquarters or Main Branch). Address Details refers to the physical street address of your business. Click Create **1**.



	iSupplier Portal		
		Close Preferences	
Create Address			
* Indicates required field		A physical street address is required. A P.O. Box will not be accepted. Cancel Apply	
* Address Name	HQ	Phone Number	
* Country	United States	✓ Fax Area Code	
* Address Line 1	2133 North Avenue	Fax Number	
Address Line 2		Email Address	
Address Line 3		Purchasing Address	
* City/Town/Locality	Palatine		
County			
* State	IL		
Province	A two-letter State abbreviation is required (Example: IL for	inois).	
* Postal Code	60006		
Phone Area Code			
Those Area Code			
		A physical street address is required. A P.O. Box will not be accepted. Cancel Apply	
		Close Preferences	
Privacy Policy		Copyright (c) 2008, Oracle. All rights reserve	d.

<u>STEP 4</u>

The Create Address page will appear. Complete the required fields. You may complete the other fields on this page but are not required to do so in order to register. Click Apply **1**.



					Close Preferences	
	Registration: Additional Details					
Indicates required fiel	d				Back Save Fo	r Later R
	Company Name Tax Country Taxpayer ID Alternate Supplier Name Note to Buyer	United States	$\hat{}$			
	Note to Supplier					
Address Book						
	street address is required. A P.O. Box will not be accept	ted.				
At least one physical	Street address is required. A F.O. DOX will not be accept					
	screet audress is required. A P.O. box will not be accep					
Create Idress Name	Address Details			Purpose	Update	Delet
Create ddress Name		ited States		Purpose	Update 🧷	Delet
* At least one physical Create ddress Name Q Contact Directory	Address Details	ited States		Purpose		Deleta
Create ddress Name Q	Address Details	ited States Email		Purpose Requires User Account		

<u>STEP 5</u>

The Additional Details page will appear and reflect the address that you added, except the City/Town/Locality will not be shown **1**.



Products and Services							
***				() (())			
	vices code i	s required. If none of	the codes applies to you, select De	efault Value (000).			
Create 1							
Code		P	roducts and Services			De	lete
No results found.							
Attachments							
Attachments							
appropriate IRS W-8 series form IRS Form W-9			IRS W-8 series form is required. Cl to your computer.				
Add Attachment							
Title	Туре	Description	Last Updated By	Last Updated	Usage	Update	Delete
No results found.							
 Check here to confirm that y Check here to confirm that y Pace Privacy Policy 			the proper IRS form and that the ace Privacy Policy.	name listed on your IRS form ma	atches the name und	ler which you reg	istered.
					Back S	ave For Later	Register
			Close Preference	es			
Privacy Policy					Сор	oyright (c) 2006, Orack	e. All rights reserved.

<u>STEP 6</u>

You must add the Products and Services code(s) that apply to you. Click Create 1.



	pplier Registration: Additional Details >		
Idd Products a	and Services: : (John Doe Co.)		Consul
Demuse All De			Cancel Apply
	roducts & Services		
Journal of opt		3	S Previous 1-10 V Next 10
ode	Products and Services	View Sub-Categories	Applicable 4
00	Default Value		
1-06-00	Air Conditioning and Heating: Central Units, and Parts and Accessories Not Individually Itemized		
45-78-00	Vacuum Cleaners, Electric (Including Parts and Accessories)		
52-48-00	Mixed Media		
52-72-00	Posters and Prints (Not Originals)		
55-40-00	Interior Trim Items, Vehicle		
55-86-00	Tanks and Miscellaneous Accessories and Parts (Not Otherwise Listed)		
60-61-00	Hydraulic System Components and Parts		
60-67-00	Recycled Automotive Parts		
70-06-50	Automobiles, Large Compact, Alternative Fueled OEM Vehicle, CNG/Gasoline		
		3	

<u>STEP 7</u>

The Add Products and Services page will appear. Browse All Products & Services **1** will be selected by default. To browse, click Next 10 **2** or Previous **3**. When you locate your Products and Services code(s), select the appropriate box(es) under the Applicable column **4**, click Apply **5**, and proceed to Step 10. To search for specific Products and Services code(s), proceed to Step 8.



Prospective Supplier Registration: Additional Details > Add Products and Services: : (John Doe Co.) Cancel Apply Search Please enter your search criteria and select the "Co" button to see the results. Note that the search is not case sensitive. Code Description Code Description Code Description Code Code Code Code Code Code Code Cod	() po	Close Preferences	
Add Products and Services::: (John Doe Co.) Cancel Apply	Prospective Su	nolier Registration: Additional Details >	
Browse All Products & Services © Seach for Specific Code and Product Search Please enter your search criteria and select the "Co" button to see the results. Note that the search is not case sensitive. Code Description Co Code Description Code Accessories, Calculators, Electronic 839-12-00 Accessories, Telephone (Not Otherwise Classified) 000-02-00 Accessories, Telephone (Not Otherwise Classified) 001-02-00 002-00 Accessories, Calculators, Electronic 839-12-00 Accessories, Calculators, Electronic 839-12-00 Accessories, Calculators, Electronic 001-02-00 Accessories, Calculators, Electronic 002-00 Accessories, Calculators, Electronic 003-00 Accelenting/Auditing/Budget Consulting 004-00-00 0050-00-00 Accounting/Auditing/Budget Consulting 004-00-00 0050-00-00 0050-00-00 0050-00-00 0050-00-00 0050-00-00 0050-00-00 0050-00-00 0050-00-00 0050-00-00 0050-00-00 0050-000 0050-000 0050-000 0050-000 0050-000 0050-000 0050-000 0050-000 0050-000 0050-000 0050-000 00			
Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive. Code Code Oescription Image: Cole ar Code Secription Image: Cole ar Code Secription Image: Cole ar 600-02-00 Accessories, Calculators, Electronic Applicable 600-02-00 Accessories, Calculators, Electronic Image: Cole ar 600-02-00 Accessories, Telephone (Not Otherwise Classified) Image: Cole ar 953-06-00 Accident Image: Cole ar Image: Cole ar 953-06-00 Accounting and Bookkeeping Machines (Not Data Processing) Image: Cole ar Image: Cole ar 918-04-00 Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc. Image: Cole ar Image: Cole ar 190-18-00 Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc. Image: Cole Ima	0		Cancel Apply
Code Code Component	Search		
CodeDescriptionApplicable600-02-00Accessories, Calculators, Electronic□839-12-00Accessories, Telephone (Not Otherwise Classified)□953-06-00Accident□600-03-00Accounting and Bookkeeping Machines (Not Data Processing)□918-04-00Accounting/Auditing/Budget Consulting□918-04-00Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.□209-11-00Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.□190-18-00Acids, Mineral: Boric, Hydrobromic, Hydrochoric, Sulfuric, etc.□910-01-00Acoustical Ceilings and Walls: Cleaning, Installation, Restoration, Maintenance and Repair (Including Panel Wall Systems)□906-02-00Acoustics; Noise Abatement - Architectural Services□	Please enter yo	Code Description	
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953-06-00Accident600-03-00Accounting and Bookkeeping Machines (Not Data Processing)918-04-00Accounting/Auditing/Budget Consulting918-04-00Accounting/Auditing/Budget Consulting209-11-00Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.208-10-00Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.208-10-00Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.208-10-00Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.209-11-00Accounting/Financial: Bookkeeping, Installation, Restoration, Maintenance and Repair (Including Panel Wall Systems)206-02-00Acoustics; Noise Abatement - Architectural Services	600-02-00		
600-03-00 Accounting and Bookkeeping Machines (Not Data Processing)	839-12-00	Accessories, Telephone (Not Otherwise Classified)	
918-04-00Accounting/Auditing/Budget Consulting209-11-00Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.208-10-00Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.208-10-00Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.100-18-00Accids, Mineral: Boric, Hydrobromic, Hydrochloric, Sulfuric, etc.10-01-00Acoustical Ceilings and Walls: Cleaning, Installation, Restoration, Maintenance and Repair (Including Panel Wall Systems)906-02-00Acoustics; Noise Abatement - Architectural Services	953-06-00	Accident	
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906-02-00 Acoustics; Noise Abatement - Architectural Services	190-18-00	Acids, Mineral: Boric, Hydrobromic, Hydrochloric, Sulfuric, etc.	
	910-01-00	Acoustical Ceilings and Walls: Cleaning, Installation, Restoration, Maintenance and Repair (Including Panel Wall Systems)	
	906-02-00	Acoustics; Noise Abatement - Architectural Services	
		© Previou	s 1-10 🔽 <u>Next 10</u> 🥹

Cancel Apply

Privacy Policy

Close Preferences

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<u>STEP 8</u>

Select the circle preceding Search for Code and Product **1**.



		Close Preferences
	lier Registration: Additional Detailis > d Services: : (John Doe Co.)	
		Convel Apply
Browse All Proc	Auster 8 Canúcee	Cancel Apply
0	ific Code and Product	
Search		
	Description %Engine%	
	2 Go Clear 3	
		③ Previous 1-10 V Next 10 3
Code 925-17-00	Description Civil Engineering	Applicable 4
500-41-00	Copy Machines, Engineering, for Reproduction and Design Production	
075-20-00	Crankshaft Truing and Engine Stands	
925-31-00	Electrical Engineering (Ind. Cogeneration Design Services)	
557-33-00	Engine Parts	
907-40-00	Engineering Services, Non-Licensed (Not Otherwise Classified)	
208-41-00	Engineering Software	
	Engineering Software (Mini/Mainframe Computer)	
209-47-00	Engines, Complete	
	Programming: Basic, Assembler, Computer Assisted Software Engineering Tools (CASE), Libraries, etc.	
557-30-00		S Previous 1-10 V Next 10 S
557-30-00		
557-30-00		
209-47-00 557-30-00 208-67-00	Close Preferences	Cancel Apply

<u>STEP 9</u>

To search by Code or by Description 1, include the percent symbol (%) before and after your search criteria to maximize your search results, and click Go 2. To erase your search criteria, click Clear 3. When you locate your Products and Services code(s), select the appropriate box(es) under the Applicable column 4 and click Apply 3.



Products and Services	5						
* At least one Products :	and Services code	is required. If none of	the codes applies to you, select De	Sult Value (000)			
Create	and Services code	is required. If none of	the codes applies to you, select be				
Code		Products and Serv	vices			Dele	te
557-30-00		Engines, Complete				Î	
557-33-00		Engine Parts				1	
Attachments					'		
Add Attachment						_	_
Title	Туре	Description	Last Updated By	Last Updated	Usage	Update	Delete
No results found.							
* Check here to confirm The confirm Check here to confirm Pace Privacy Policy		•	the proper IRS form and that the n ace Privacy Policy.	ame listed on your IRS form mat	tches the name under	which you registe	red.
					Deale		
					Back	Save For Later	Register
Privacy Policy			Close Preferen	ces	Back	Save For Later	Register

<u>STEP 10</u>

The Additional Details page will appear and reflect your Products and Services code(s) **1**.





Products and Services							
* At least one Products and Serv	vices codo is	required. If none of the c	odes applies to you select Def	ault Value (000)			
Create	lices coue is	required. If note of the c	oues applies to you, select Del				
		Due due to and Courtiers				D-I-	
Code		Products and Services	1			Dele	
557-30-00		Engines, Complete				l l	1
557-33-00		Engine Parts				Ī	1
Attachments							
appropriate IRS W-8 series form IRS Form W-9 Add Attachment	Туре	Description	Last Updated By	Last Updated	Usage	Update	Delete
No results found.	-77-		,		3-		
* Check here to confirm that yees the confirm that yees the confirm that yee to confirm that yee to confirm that yees the confirm t				ame listed on your IRS form	matches the name under Back	which you registe Save For Later	red. Register
			Close Preference	es			
Privacy Policy					c	Copyright (c) 2006, Orac	de. All rights reserved

<u>STEP 11</u>

You must upload your completed IRS form. Click Add Attachment 1.





ροce iSupplier Portal		Close Preferences
Prospective Supplier Registration: Additional Details >		
Add Attachment		
		Cancel Add Another Apply
Add Desktop File/ Text/ URL		
Attachment Summary Information		
Title IRS Form	× 1	
Description	(2)	
Category Miscellaneous 💌		
Define Attachment		
Define Attachment		
Type 🖲 File	Browse	
Type ● File	Browse 4	
Type ● File		
Type ● File	^	
Type ● File		
Type ● File	^	
Type ● File	^	Cancel Add Another Apply

STEP 12

The Add Attachment screen will appear. You may enter a Title ① and Description ② for your IRS form but are not required to do so. Select Miscellaneous from the drop-down menu in the Category field ③ . Click Browse ④. A pop-up window of your computer's directory will appear. Select your IRS form that you saved to your computer and click Open. Click Apply ⑤ .



Create							
Code			oducts and Services			Dele	
557-33-00		En	jine Parts			li li	Ì
557-30-00		En	jines, Complete			Î	1
Attachments							
* Your completed IRS computer. <u>IRS Form W-9</u>	S Form W-9 or, if	you are a foreign vendor,	IRS W-8 series form is required. Click the link below	to download IRS Form W-9 or visit www.irs.gov	to download the appropriate IRS W-8 seri	ies form. Save your comple	eted IRS form to
computer. IRS Form W-9 Add Attachment	S Form W-9 or, if	you are a foreign vendor,	IRS W-8 series form is required. Click the link below Last Updated By	to download IRS Form W-9 or visit www.irs.gov Last Updated	to download the appropriate IRS W-8 seri Usage	ies form. Save your comple Update	eted IRS form to Delete
computer. IRS Form W-9]						
computer. IRS Form W-9 Add Attachment Title IRS Form Check here to con	File	Description	Last Updated By GUEST the proper IRS form and that the name listed on yo	Last Updated 25-Feb-2019	Usage One-Time		Delete

<u>STEP 13</u>

The Additional Details page will appear and reflect your attachment 1.





Products and Se	ervices						
* At loast one Bra	ducts and Convices code	is required. If none of the	codes applies to you, select Default Value (000).				
Create	uucus anu services coue	s is required, if notie of the	coues applies to you, select Default value (000).				
Code		Drodu	icts and Services			Dele	te
557-33-00		Engine					
557-30-00							
337-30-00		Engine	is, Complete			Î	
Attachments							
Add Attachmer		- • •		h			
Fitle	Туре	Description	Last Updated By	Last Updated	Usage	Update	
IRS Form	File		GUEST				Delete
			GULST	25-Feb-2019	One-Time	1	Delete
* 🗹 Check here to	confirm that you have re	completed and attached the ead and agree to the Pace	proper IRS form and that the name listed on your			1	Delete
	confirm that you have re		e proper IRS form and that the name listed on your Privacy Policy.	r IRS form matches the name under which you		Back Save For L	
🛚 🗹 Check here to	confirm that you have re		e proper IRS form and that the name listed on your Privacy Policy.				<u> </u>

<u>STEP 14</u>

You must select this box ① to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered. You must also select this box ② to confirm that you have read and agree to the Pace Privacy Policy.



	e iSupplier Portal	Ser S		CONTRACTOR OF			
					Close	Preferences	
Prospective Suppli	er Registration: Additional Details						
* Indicates required	Company Nam Tax Countr		~		Back	Save For Later	Register
	Note to Supplie	r	~				
Address Book							
* At least one phys	sical street address is required. A P.O. Bo	x will not be accepted.					
Create							
Address Name	Address Details			Purpose		Update	Delete
HQ	2133 North, IL 60	006 United States				1	Î
Contact Director	У						
Create							
First Name John	Last Name Phone Doe 847-123-4	Email	Yahoo.com	Requires User Accourt	it	Update	Delete
JUIII	Due 847-123-4	1000 Joun@	Tanoo.com	×		1	

<u>STEP 15</u>

You may add another contact but are not required to do so in order to register. If you want to add another contact, click Create (1); otherwise, proceed to Step 18.



Create Contact						A Carlos	Close Pref	erences		
* Indicates required field								Cancel	Apply	2
		10	0.07							
Contact Title * First Name		* Phone Area Code * Phone Number		_						
Middle Name		Phone Extension	123-4308							
* Last Name		Alternate Phone Number								
Alternate Name		Fax Area Code								
Job Title		Fax Number		_						
Department		rux Humber								
and the second	Jane.Doe@yahoo.com	-								
URL	- <u> </u>									
Supplier User Accourt	nt									
Create User Account	t For The Contact									
								Cancel	Apply	2
				Close Pret	eferences					
Privacy Policy								Copyright (c) 2006, Oracle. All ri	ghts reserved.	

<u>STEP 16</u>

The Create Contact page will appear. Complete the required fields. Check the Create User Account For The Contact box (1) if the contact requires access to the iSupplier Portal. Click Apply (2).



Create							
First Name	Last Name	Phone	Email		Requires User Accou	int Update	Delete
lohn	Doe	847-123-4560	John@yahoo.co	om	¥	1	
lane	Doe	847-123-4568	Jane.Doe@yaho	oo.com	V	/	Î
Business Classific	ations						
Classification		Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date	
Disadvantaged Busin	ess Enterprise (DBE)						l
Small Business Enter	prise (SBE)						
TIP Date format	example: 25-Feb-2019						
Products and	d Services						
	Producto and Convisoo	code is required. If pape	of the codes applie	a to you coloct Dofault Valu	o (000)		
* At least one	Products and Services	code is required. If none of	or the codes applie	es to you, select Default Valu	e (000).		
* At least one Create							

<u>STEP 17</u>

The Additional Details page will appear and reflect your additional contact **1**.



Business Classifications		1						
Classification		Applicable	Minority Type	Certificate Number	Certifying Agen	cy Expira	tion Date	
Disadvantaged Business Enterprise	(DBE)							
Small Business Enterprise (SBE)								
✓TIP Date format example: 26-F	eb-2019							
Products and Services								
* At least one Products and Service	es code is require	d. If none of the	codes applies to vo	u, select Default Value (00	00).			
Create			,	,				
Code		P	roducts and Serv	ices			Del	ete
No results found.								
Attachments								
* Your completed IRS Form W-9 o IRS W-8 series form. Save your co IRS Form W-9				required. Click the link bei	ow to download IKS Form vi	-9 or visit www.irs.gov	to download the	appropriate
Add Attachment								
Title	Type Des	cription	Last Updat	ed By	Last Updated	Usage	Update	Delete
No results found.								
 Check here to confirm that you Check here to confirm that you Pace Privacy Policy 				nd that the name listed on	your IRS form matches the	name under which you	registered.	
						Back S	ave For Later	Register
				Close Preferences				
Privacy Policy						Сор	yright (c) 2006, Oracle	 All rights reserved

STEP 18

You may provide information concerning your classification as a DBE or an SBE but are not required to do so in order to register. If you want to provide such information, select the appropriate classification under the Applicable column 1 and complete the corresponding Certificate Number, Certifying Agency, and Expiration Date fields; otherwise, proceed to Step 19.



Business Classifications								
lassification		Applicable	Minority Type	Certificate Number	Certifying Agency	Expir	ration Date	
isadvantaged Business Enterp	prise (DBE)							ī
mall Business Enterprise (SBE	=)							Ĩ
TIP Date format example:	25-Feb-2019							
Products and Services								
* At least one Products and S	ervices code is required. If none of t	ie codes applies to yo	u, select Default Value ((000).				
Create								
ode	Pro	lucts and Services					Del	ete
57-33-00	Engi	ne Parts					li l	ĵ
57-30-00	Engi	nes, Complete					l.	ĵ
Attachments								
* Your completed IRS Form W computer. I <mark>RS Form W-9</mark>	V-9 or, if you are a foreign vendor, If	S W-8 series form is n	equired. Click the link b	elow to download IRS Form W-9 or visi	t www.irs.gov to download the appropria	te IRS W-8 series f	form. Save your comple	eted IRS form to you
* Your completed IRS Form W computer. IRS Form W-9 Add Attachment						te IRS W-8 series f		
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<u>STEP 19</u>

Click Register **1** to complete the registration process.



			Close Preferences
Confirmation			
	egistration information by Pace, you will receive	n email notification with your user name and te	mnorary password

<u>STEP 20</u>

The Confirmation page will appear.