New Vendor Registration



New Vendor Registration

Version No: 1.0 Date: 08/09/2023

Overview

This document provides you the steps to register a new vendor.

New Vendor Registration

As a new vendor for Metrolinx, you will receive an iSupplier registration invite from Metrolinx.

Follow the steps below to register a new vendor:

1. Click the **Oracle Applications system** link to navigate to the iSupplier registration section.

For Your Information: Invitation to reg	gister (i) As a new vendor for Metrolinx, you will receive an iSupplier registration invite from Metrolinx.
E erpdev02 Tue 8/24/2022 4:32 AM	
To Iisal@invalidemail.com Sent 24.JUI-2023 04:30:44 ID 2121988	
Metrolinx has invited you to register as suppl	ier at <u>Oracle Applicatifyns system.</u>
	Click the Oracle Applications system link to navigate to the iSupplier registration section.

2. The **Prospective Supplier Registration: Current Status** page displays. Click the **Respond** button.

	, p⊂Ciose 🔅
Prospective Supplier Registration: Current Status	Respond
Thank you for registering with us. Here's the current status of your registration request.	
Registration Details and Status	The Prospective Supplier Registration: Current Status
Company Name ACME Holdings Contact Information	page displays. Click the Respond button.
Email lisal@invalidemail.com	Phone Area Code
First Name Lisa	Phone Number
Last Name Larson	Phone Extension
Status History	
Date Status	Note
24-AUG-2023 Invitation	on Sent

3. The **Prospective Supplier Registration** page displays. Scroll down to view the complete list of fields.

		Close
Basic Information		Company Details Attachments
Prospective Supplier Registration		Step 1 of 3 N
Indicates required field		
${\mathfrak T}$ TP by registering in iSupplier, you agree to accept the following terms t C C Suppler Registration – How to DoorFAO Mercinix – Privacy Policy Blank label for instruction text	and conditions found at the link below.	
Company Details		
At least one tax id is required to be able to complete the registration rec	quest.	
* Company Name	ACME Holdings	
Company Name	Nome Holdings	
Company Name Tax Country	Where provided the tax country will be used to	
Company Name Tax Country Tax Registration Number	Where provided, the tax country will be used to	The Prospective Supplier Registration page displays.
Tax Country Tax Registration Number Taxpayer ID	Where provided, the tax country will be used to	The Prospective Supplier Registration page displays. Scroll down to view the complete list of fields.
Tax Country Tax Registration Number Taxpayer ID DUNS Number	Where provided, the tax country will be used to	The Prospective Supplier Registration page displays. Scroll down to view the complete list of fields.
Tax Country Tax Registration Number Taxpayer ID DUNS Number SIN	Where provided, the tax country will be used to Social Insurance Number (SIN) collection is option Metroline withhold and submit income taxes at so propose, Metroline is not responsible for the pro- social function of the second seco	The Prospective Supplier Registration page displays. Scroll down to view the complete list of fields.

Validate the information that Metrolinx has entered in the **Company Details** and **Contact Information** sections. You can update the details, as needed.

Note that you have received the invitation email because Metrolinx has identified you as a primary contact for your organization.

Metrolinx - Privacy Policy Blank label for instruction text		
Company Details		
At least one tax ld is required to be able to complete the registration rec	quest.	
* Company Name	ACME Holdings]
Tax Country	<u>م</u> الا	
Tax Registration Number	Where provided, the tax country will be used to validate the	format of the Tax Registration Number and/or Taxpayer ID.
Taxpayer ID	·	Validate the information that Metrolinx has entered in
DUNS Number		the Company Details and Contact Information
SIN	Social Insurance Number (SiN) collection is o Metoinex withhold and submit income taxes : Dy using this potal, you represent and years purposes. Metoinko is not responsed for the accordance with our privacy policy: https://ww	sections. You can update the details, as needed. Note that you have received the invitation email because Metrolinx has identified you as a primary
Contact Information		contact for your organization.
Blank label for instruction text		, ,
* Email	lisal@invalidemail.com	
First Name	Lisa	
* Last Name	Larson	
Phone Area Code		
Phone Number		
Phone Extension		
		Step 1 of 3 Next

Enter the relevant details in the **Tax Country** field and in at least one of the following fields, such as **Tax Registration Number**, **Taxpayer ID** or **DUNS** Number.

Also, enter the relevant Social Insurance Number (SIN) in the **SIN** field. An error message will be displayed if the relevant SIN is not entered.

Please note that the Social Insurance Number (SIN) collection is not required for Trade Vendors and is optional for independent contractors engaged by Metrolinx. This information is only used for tax reporting purposes.

Metrolinx - Privacy Policy Blank label for instruction	text		
Company Details			
At least one tax ld is rec	quired to be able	to complete the registration request.	
		* Company Name ACME Holdings	
		Tax Country	
		Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID. Tax Registration Number	
		DUNS Number	
		SIN Social Insurance Number (SIN) collection is optional for independent contractors engaged by Metrolinx and is only used for tax reporting purpose	s if you have elected to have
	_	Metrolinx withhold and submit income taxes at source.	ation for tay reportion
Contact Informat		Enter the relevant details in the Tax Country field and in at least one of the followin fields, such as Tax Registration Number , Taxpayer ID or DUNS Number .	ersonal information in
Blank label for instruct	(j	Also, enter the relevant Social Insurance Number (SIN) in the SIN field. An error message will be displayed if the relevant SIN is not entered.	
		Please note that the Social Insurance Number (SIN) collection is not required for Trade Vendors and is optional for independent contractors engaged by Metrolinx. This information is only used for tax reporting purposes.	
			Step 1 of 3 Next

In this demonstration, the relevant fields are populated for you.

Scroll up.

Company Details			
At least one tax ld is required to be able to a	complete the registration rec	quest.	
	* Company Name	ACME Holdings	Scroll up.
	Tax Country	Canada 🔟 Q	
5	Tax Registration Number	Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID. 4020440810	
L.	Taxpayer ID	102011010	
	DUNS Number		
	SIN	1/18/15/1-20/K	
_		Social Insurance Number (SIN) collection is optional for independent contractors engaged by Metrolinx and is only used for Metrolinx withhold and submit income taxes at source.	or tax reporting purposes if you have elected to have
Contact Information Blank label for instruction text	i In this de	Concernsion of the second for an end of the second for independent contractors engaged by Metrolina and is only used in Metrolina withhed are submit income takes at source.	or tax reporting purposes if you have elected to have on. Metolinx uses this information for tax reporting ou. Metrolinx manages your personal information in
Contact Information Blank label for instruction text	i In this de	Cover Insurance Number (SNI) objection is optional for independent contractors engaged by Metrolinx and is only used in Metrolinx withhed and submit means takes at source.	or tax reporting purposes if you have elected to have on. Metolinx uses this information for tax reporting ou. Metolinx manages your personal information in
Contact Information Blank label for instruction text	i In this de	Cooker Insurance Number (SNI) collecton is cational for independent contractors engaged by Metrolinx and is only used for Metrolinx withhold and submit means taxes at source.	or tax reporting purposes if you have elected to have
Contact Information Blank label for instruction text	In this de *Last Name Phone Area Code	Concernment of the second for independent contractors engaged by Metrolinx and is only used for Metrolinx withheld and submit encodes associate emonstration, the relevant fields are populated for you.	or tax reporting purposes if you have elected to have
Contact Information Blank label for instruction text	In this de	Concernment of the second file and the second for independent contractors engaged by Metrolinx and is only used is been onstration, the relevant fields are populated for you.	or tax reporting purposes if you have elected to have on. Metrolinx uses this information for tax reporting ou. Metrolinx manages your personal information is

4. Click the **Next** button.

Basic information	Company Details	Attachments
Prospective Supplier Registration		Step 1 of 3 New
Indicates required field		
TP By registering in iSupplier, you agree to accept the following terms and co f & C Supplier Registration - How to Doc/TAQ Janki Jahaf for instruction text.	nditions found at the link below.	/L
		Click the Next button.
company Details		L
At least one tax id is required to be able to complete the registration request.		
* Company Name	ACME Holdings	
Tax Country	Canada 🔄 🤟 🔍	
	Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer I	ID.
Tax Registration Number	4020440810	
Taxpayer ID		
DUNS Number		
SIN		
	Social Insurance, Number (SIN) collection is optional for independent contractors engaged by Metrolinx a Metrolinx withhold and submit income taxes at source. By using this potal, you represent and warrant that the information you enter will be your own and true a purposes. Metrolinx is not responsible for the provision of any failsfued, stolen or invalid information that accordance with our privacy policy Thisp. Jawa metrolina, comenprivacy-policy	and is only used for tax reporting purposes if you have elected to have and accurate information. Metrolinx uses this information for tax reporting may be provided by you. Metrolinx manages your personal information in
contact Information		
Blank label for instruction text		
* Email	lisal@invalidemail.com	
First Name	Lisa	
* Lact Name	Larson	

The **Prospective Supplier Registration: Additional Details** page displays.

Take a moment to read the **Note to Supplier** text which provides relevant information regarding the iSupplier registration process.

	Basic Information		Company	Details	Attachments	
rospective St	In the second se	The Pro Take a informa	ospective Supplier Registr moment to read the Note ation regarding the iSupp	ration: Additional Details page to Supplier text which provides lier registration process.	displays.	Step 2 of 3 Nex
ddress Book	Note	to Supplier Please re appropria cheque."	view and update any details entered, as well as a	er any required fields including your banking details. If incorporation and proof of banking details, such as a void linx iSupplier Resources page. metrolinx.comiSupplier		
ddress Book	Note	to Supplier Please re appropria cheque.	A wiew and update any details entered, as well as ent te, you will also be required to attach your articles of You can access resources on iSupplier on the Metro	er anv required fields including your banking datalls. If incorporation and proof of banking datalis, such as a void innx (Supplier Resources page: metrolinx com/Supplier		
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Address Book At least one entry is r Create Address Name Homo Baso	required Address Details 432 Clover Street, T	to Supplier Please re appropria cheque."	A view and update any details entered, as well as en- te, you will also be required to attach your articles of four an access resources on Supplier on the Metro our an access resources on Supplier on the Metro	er any required fields including your banking details. If If incorporation and proof of banking details, such as a void inx (Supplier Resources page: metrolinx com/Supplier Purpose Paymont, Purchasing	Update 🥖	Delete
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Address Book At least one entry is r Create Home Base Contact Director At least one entry is r Create	required Address Details 432 Clover Street, T rguired.	to Supplier Please re appropri cheque.	view and update any details entered, as well as ent as you will also be required to attach your articles o four can access resources on iSupplier on the Metro	er anv required fields including your banking details. If Incorporation and proof of banking details, such as a void inx (Supplier Resources page: metrolinx.com/(Supplier Purpose Paymont, Purchasing	Update	Delete
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5. Enter any relevant messaging to Metrolinx in the **Note to Buyer** field.

	Basic Information			Company Details	Attachments	
Prospective Supplier Registration: Additional Details				Save For Later Back	Step 2 of 3 N	
Blank label for instructio	on text Com Tax Registrat DU Alternate Su No	ACM Tax Country tion Number Taxpayer ID INS Number polier Name ote to Buyer The secti	E Holdings Ide 440610 details for ACME Holdings are entered in ons.	ny relevant messaging to Metrolinx in the Note to Buyer field.		
Address Book	Note	e to Supplier Pleas appro cheq	se review and update any details entere opriate, you will also be required to attac ue. You can access resources on iSuppl	1, as well as enter any required fields including your banking details. If h your articles of incorporation and proof of banking details, such as a void ler on the Metrolinx /Supplier Resources page: metrolinx.com/Supplier		
Address Book	Note	e to Supplier Pleas appro cheq	se review and update any details entere opriate, you will also be required to attac ue. You can access resources on ISuppl	4. as well as enter any required fields including your banking details. If h your articles of incorporation and proof of banking details, such as a void er on the Metotinx (Supplier Resources page: metrolinx.com)Supplier		
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6. Scroll down to view more details.

	plier Portal					
	0	•				
	Basic Information	Company D	Details	Attachmo	ents	
Prospective Sup	plier Registration: Additional De	etails		Save For Later E	Back Step	2 of 3 N
Blank label for instruction te	ext					
	Company Name	ACME Holdings				
	Tax Country	Canada				
	Tax Registration Number	4020440810				
	Taxpayer ID					
	DUNS Number					
	Alternate Supplier Name					
	Note to Buyer	The details for ACME Holdings are entered in the relevant sections.				
Address Book	Note to Supplier	Please review and update any details entered, as well as enter appropriate, you will also be required to attach your articles of cheque. You can access resources on iSupplier on the Metroli	er any required fields including your banking details. If incorporation and proof of banking details, such as a void inx iSupplier Resources page: metrolinx com/iSupplier			
Address Book	Note to Supplier	Please review and update any details entered, as well as enter appropriate, you will also be required to attach your articles of cheque. You can access resources on Supplier on the Metroli	er any required fields including your banking details. If incorporation and proof of banking details, such as a void inx iSupplier Resources page: metrolinx.com/iSupplier			
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Address Book At least one entry is requi Create Address Name Homo Base Contact Directory At least one entry is requi Create	Note to Supplier irred Address Details 432 Clover Street, Torento MSC 2 irred.	Please review and update any details entered, as well as enter appropriate, you will also be required to attach your articles of cheque. You can access resources on Suppler on the Metrol 2005 Canada	ar any required fields including your banking details. If incorporation and proof of banking details, such as a void inx: Supplier Resources page: metrolinx.com/iSupplier Purpose Scroll down to view	Update v more detai	ls.	Delete
Address Book At least one entry is requi Create Address Name Home Base Contact Directory At least one ontry is requi Create Er &	Note to Supplier irred Address Details 432 Clover Street, Toronto MSC ; irred. Last Name A Phon	Presse review and update any details entered as well as the september of the september of the set o	rr any required fields including your banking details. If Incorporation and proof of banking details, such as a void inx (Supplier Resources page: metrolinx.com/iSupplier Purpose Scroll down to view Requires User Account	update v more detai	lS. e Dela	Delete

In the **Address Book** section, you can add a new address as well as update the address that Metrolinx has added for your organization.

Note that any changes in address will require Metrolinx's approval before you can start using that address in iSupplier.

		4020440010					
	Taxpayer ID						
	DUNS Number						
	Alternate Supplier Name						
	Note to Buyer	The details for ACME Holdings are sections.	entered in the relevant				
	Note to Supplier	Please review and update any deta appropriate, you will also be require cheque. You can access resources	ils entered, as well as enter any rec ed to attach your articles of incorpor on iSupplier on the Metrolinx iSupp	uired fields including your bank ation and proof of banking detai ier Resources page: metrolinx.	king details. If ils, such as a void .com/iSupplier		
ddress Book							
At least one entry is required.							
ddress Name	Address Details			Purpose		Update	Delete
ddress Name Iome Base ontact Directory	Address Details 432 Clover Street, Toronto MSC 2	N5 Canada Address Book sec	tion, vou can add	Purpose Payment, Purchasing	as well as	Update /	Delete
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Address Name ontact Directory Al loast one ontry is required. Create ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Address Details 432 Clover Street, Toronto M5C 2 In the update Note t	NS Canada Address Book sec e the address that hat any changes in	tion, you can add Metrolinx has add n address will requ	Purpose Payment, Purchasing a new address ded for your org uire Metrolinx's	as well as ganization. approval	Update	Delete Delete
Address Name omo Easo The Directory At least one ontry is required. Create □r & ··· its Name Last Nam Isa Larson anking Detailis	Address Details 432 Clover Street, Teronto MSC 2 update Note t before	Address Book sec e the address that hat any changes in you can start usir	tion, you can add Metrolinx has add n address will req ng that address in	Purpose Payment, Purchasing a new address ded for your org uire Metrolinx's iSupplier.	as well as ganization. approval	Update	Delete Delete
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Address Name onne Base ontact Directory At least one entry is required. Create □ □ ∅ 0 ··· Irist Name Larson anking Detailis At least one entry is required. Create Create	Address Details 432 Clover Street Toronto MSC 2 update Note t before	Address Book sec e the address that hat any changes in you can start usin	tion, you can add Metrolinx has add n address will req ng that address in	Purpose Payment, Purchasing a new address ded for your org ire Metrolinx's iSupplier.	as well as ganization. approval	Update	Delete
ddress Name ontact Directory At least one ontry is required. Create □ → → → Irst Name Larston ankling Details At least one ontry is required. Create ank Account Number	Address Details 432 Clover Street Toronto MGC 2 In the , update Note t before Currency Bank Acco	Address Book sec e the address that hat any changes in e you can start usin	tion, you can add Metrolinx has add n address will req ng that address in Name Bank Number	Purpose Payment, Purchasing a new address ded for your org uire Metrolinx's iSupplier. Branch Name	as well as ganization. approval Branch Number	Update Update	Delete Delete Remove

7. To update the address added by Metrolinx, click the **Update** icon corresponding to the address.

	tax registration run	mber 402044081	10						
	Тахрау	er ID							
	DUNS Nur	mber							
	Alternate Supplier N	lame							
	Note to B	luyer The details sections.	s for ACME Holdi	ngs are entered in t	he relevant				
	Note to Sup	pplier Please revi appropriate cheque. Yo	riew and update a e, you will also be ou can access res	iny details entered, a e required to attach y sources on iSupplier	as well as enter any your articles of inco on the Metrolinx iS	required fields including your bank rporation and proof of banking deta upplier Resources page: metrolinx	king details. If ils, such as a void .com/iSupplier		
Address Book									
At least one entry is required	1								
Create									
Address Name	Address Details					Purpose		Update	Delete
Home Base	432 Clover Street, Toronto 1	M5C 2N5 Canada				Payment, Purchasing		9	
Contact Directory									
	d.								
At least one entry is required						To update the a	ddress added by	v Metrolinx.	- I' I
At least one entry is required								,	CIICK
At least one entry is required Create Er 2 First Name	Last Name 🛆	Phone	Email			the Update icor	n corresponding	to the add	ress.
At least one entry is required Create I v v ···· First Name Lisa	Last Name 🛆 🛛 I	Phone	Emall lisal@invalidem	ail.com		the Update icor	n corresponding	to the add	ress.
At least one entry is required Create ET & First Name Lisa Banking Details	Last Name A	Phone	Email lisal@invalidom	iail.com		the Update icor	n corresponding	to the add	ress.
At least one entry is required Create Er & First Name Lise Banking Details At least one entry is required	Last Name A	Phone	Email lisal@invalidom	lail.com		the Update icor	n corresponding	to the add	ress.
At least one ontry is required Create Er & First Name Lisa Banking Details At least one ontry is required Create	Lest Name A	Phone	Email lisal@invalidom	iail.com		the Update icor	n corresponding	to the add	ress.
At least one ontry is required Create Er & First Name Lisa Banking Details At least one ontry is required Create Bank Account Number	Lest Name A Larson	Phone Account Name	Email lisal@invalidom	Bank Name	Bank Numb	the Update icor	n corresponding Branch Number	to the add	CIICK ress.

The **Update Address** page displays. Here, you can validate the information that Metrolinx has added as well as enter new information in the relevant fields.

ORACLE iSupplier Port	al			Diose 🔅
Update Address				
* Indicates required field				
Return to Prospective Supplier Regist	ation: Additional Details			
Country	Canada			
* Address Name	Home Base	Phone Area Code		
* Address Line 1	432 Clover Street	Phone Number		
Address Line 2		Fax Area Code		
Address Line 3		Fax Number		
Address Line 4		Email Address		
City	Toronto		Charles and the second se	
County			 Purchasing Address 	
State			Payment Address	
Province	ON		RFQ Only Address	
Postal Code	M5C 2N5			
Address Purpose				
Purpose No results found	The Update validate the well as ente	■ Address page (■ information that er new information	displays. Here, you can t Metrolinx has added as on in the relevant fields.	
Copyright (c) 1998, 2020, Oracle and/or it	s affiliates. All rights reserved.			Privacy Statement

In this demonstration, we have added a phone number for this address in the **Phone Number** field.

ORACLE' iSupplier Port	tal			Close		•
Update Address						
* Indicates required field						
Return to Prospective Supplier Regist	ration: Additional Details					
Country	Canada 🗸					
* Address Name	Home Base	Phone Area Code				
* Address Line 1	432 Clover Street	Phone Number 416	-555-1234			
Address Line 2		Fax Area Code				
Address Line 3				_		
Address Line 4						
City	Toronto					
County		In this (demonstration, we have added a phone			
State			remonstration, we have added a phone			
Province	ON	numbe	r for this address in the Phone Number field	d.		
Postal Code	M5C 2N5					
Address Purpose						
+						
Purpose		Remove				
No results found						
opyright (c) 1998, 2020, Oracle and/or it	ts affiliates. All rights reserved.				Privacy	y Statemer

8. Click the **Return to Prospective Supplier Registration: Additional Details** button to go back.

		戻Close 🔅
Update Address		
* Indicates required field Return to Prosteel'ne Separate Registration Additional Tetals Commy Language * Address Name * A	Phone Area Code Phone Number Fax Area Code tive Supplier Registration: putton to go back. Payment Address Payment Address Payment Address	
Address Purpose		
+ Burbase	Permaura	
No results found	Remove	
opyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved.		Privacy Statemer

The **Address Book** is automatically updated and reflects the phone number you have just added.

9. To create a new address for your organization, click the **Create** button.

	Supplier Portal				Close	1 🔅
	Basic Information	Company D	letails	Attachm	ionts	
rospective S	upplier Registration: Additional D	Details		Save For Later	Back Ste	ep 2 of 3 Ne
nk label for instruct	tion text					
	Company Nam	ACME Holdings				
	Tax Registration Number	ry er 4020440810				
	Taxpayer I	D				
	DUNS Numbe	er				
	Alternate Supplier Nam	er The details for ACME Holdings are entered in the relevant				
10		sections.				
To cre	eate a new address for you	r organization, click the Create b	utton. Ids including your banking details. If			
To cre dre ok	eate a new address for you	r organization, click the Create b	utton. ds including your banking details. If d proof of banking details, such as a void purces page: metrolinx.com/iSupplier			
To cre dre ok lea one entry is	eate a new address for you	r organization, click the Create b	utton. Ids including your banking details. If g proof of banking details, such as a void purces page: metrolinx.com/Suppler			
To cre Idre ok	eate a new address for your	r organization, click the Create b	utton. Ids including your banking details. If d proof of banking details, such as a void purces page: metrolinx.com/iSupplier			
To cre Idre ok Llea one entry is Idress Name	eate a new address for your	r organization, click the Create by	utton. Ids including your banking details. If proof of banking details, such as a void purces page metrolink.com/Supplier	Updat	e	Delete
To cre Idre ok tien one entry is inserve idress Name me Base	required. Address Details 432 Clover Street, Toronb	r organization, click the Create by The Address Book is aut	utton. Ids including your banking details. If proof of banking details, such as a void purces page metrolink.com/Supplier	Updati /	e	Delete
To cre idre ok ties one entry is references Name mo Base intact Directo	required Address Details 432 Clover Street, Teront	r organization, click the Create by The Address Book is aut reflects the phone numb	utton. If a including your backing addition of parcers page metroline comitSupplier comatically updated and per you have just added.	Updati /	e	Delete
To cree	required. Address for your required. Address Details 432 Clover Street, Toronb PFY required.	r organization, click the Create by The Address Book is aut reflects the phone numb	utton. Ids including your banking details. If proof of banking details, such as a void succes page metroline convisiupple	Updat	8	Delete
To cree	required. Address Details 432 Clover Street, Toront	r organization, click the Create by The Address Book is aut reflects the phone numb	to matically updated and ber you have just added.	Updat	e	Delete
To cre ddre with lie one entry is creft ddress Name mo Baso ontact Directo ti least one entry is create i i i i i i i i i i i i i i i i i i	required Address for your	r organization, click the Create by The Address Book is aut reflects the phone numb	tds including your banking details. If proof of banking details, such as a void purces page: metrolina.com/Supplier comatically updated and peer you have just added. Requires User Account	Updat	e te De	Delete Î

10. The **Create Address** page displays. Enter the relevant details in the following fields, such as **Address Name**, **Address Line 1**, **City**, **Province**, and **Postal Code**.

Create Address	Cancel Apply
* Indicates required field Country Canada Country Canada Country Canada Country Canada Canada Country Canada Country Canada Country Country State Province Postal Code Country Canada Country	The Create Address page displays. Enter the relevant details in the following fields, such as Address Name , Address Line 1 , City, Province , and Postal Code .
+ Purpose	Remove
No results found.	
pyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved.	Privacy Staton

In this demonstration, the relevant fields are populated for you.

ORACLE' iSupplier Por	tal			Close	•
Create Address				Cancel	Apply
* Indicates required field					
Country	Canada 🗸				
* Address Name	Trade Building	Phone Area Code			
* Address Line 1	543 Pacific Street	Phone Number			
Address Line 2		Fax Area Code			
Address Line 3		Fax Number			
Address Line 4	Taxanta	Email Address			
Country	1010110		Purchasing Address		
State			Payment Address		
Province	ON		REQ Only Address		
Postal Code	M5C 9C6				
Address Purpose					
+					
Purpose No results found.	i In this demonstratio	n, the relevan	t fields are populated for you.		
Copyright (c) 1998, 2020, Oracle and/or i	ts affiliates. All rights reserved.			Privac	y Statement

You need to select the business purpose for which the new address will be used.

Selecting the Purchasing Address option ensures that Metrolinx can create POs for this address. Selecting the Payment Address option ensures that the address can be used for payment purposes as a billing address.

ta Buikding Phone Area Code Buikding Phone Area Code Fax Number Fax Area Code Fax Number Email Address Phone Number Email Address Phone Area Code Fax Number Email Address Phone Area Code Fax Number Email Address Phone Area Code Fax Number Fax Ar
da Bilding Bilding Phone Area Code Bilding Constrained Phone Number Fax Area Code Fax Number Fax Area Code Fax Number Email Address Phone Number Email Address Phone Number Fax Area Code Fax Numbe
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io Fax Number Email Address Purchasing Address Purchasing Address Purchasing Address RFQ Only Address RFQ Only Address
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Payment Address RFQ Only Address
RFQ Only Address
906
You need to select the business purpose for which the new address will be used.
 Selecting the Purchasing Address option ensures that Metrolinx can create POs for this address. Selecting the Payment Address option ensures that the address can be used for payment purposes as a billing address. Note that you can select either or both the options, as needed.

Note that you can select either or both the options, as needed.

11. Clear the **RFQ Only Address** check box since your organization has already been selected as a vendor.

ORACLE' iSupplier Port	al		Diose 🍄
Create Address			Cancel Apply
* Indicates required field			
Country * Address Line 1 Address Line 1 Address Line 2 Address Line 3 Address Line 4 City P Post Address Purpose	Carada Trade Building 543 Pucific Street Toronto Clear the RFQ Only Address ch since your organization has alre- selected as a vendor.	Phone Area Code Phone Number Fax Area Code Fax Number Email Address Prychasing Address Prychasing Address Prychasing Address Prychasing Address Prychasing Address	
+ Purpose	R	emove	
No results found.			
opyright (c) 1998, 2020, Oracle and/or it	s affiliates. All rights reserved.		Privacy Statem

->>> METROLINX

12. Select the **Payment Address** check box.

			Close	٢
Create Address			Cancel	Apply
* Indicates required field				
Country	Canada 🗸			
* Address Name	Trade Building	Phone Area Code		
* Address Line 1	543 Pacific Street	Phone Number		
Address Line 2		Fax Area Code		
Address Line 3		Fax Number		
Address Line 4		Email Address		
City	Taranta			
Pl Postal Code Address Purpose	NISC WLD	- KP-Q Utily Address		
+				
Purpose	Remov	re la		
No results found.				
wright (c) 1998, 2020. Oracle and/or its	affiliates. All rights reserved.		Priva	cv Statem

13. Select the **Purchasing Address** check box.

ORACLE' iSupplier Port	al	Close	\$
Create Address		Cancel /	Apply
* Indicates required field			
Country	Canada v		
* Address Name	Tade Building Phone Area Code		
Address Line 1	Phone Number		
Address Line 3	Fax Alled Code		
Address	a drass		
Province Postal Code Address Purpose	elect the Purchasing Address check box.		
Purpose	Remove		
No results found.			
Copyright (c) 1998, 2020, Oracle and/or if	affiliates. All rights reserved.	Privacy	Statement

Selecting an option in the **Address Purpose** section is not a mandatory requirement. You may choose to add a purpose if you wish to provide more details about an address or to make a distinction between multiple addresses for the benefit of your organization's contacts and Metrolinx employees.

Create Address County Candd * Indicates required field County Candd Selecting an option in the Address Purpose section is not a mandatory requirement. You may choose to add a purpose if you wish to provide more details about an address or to make a distinction between multiple addresses the benefit of your organization's contacts and Metrolinx employees. Address Line 3 City Forono County Selecting an option in the Address or to make a distinction between multiple addresses the benefit of your organization's contacts and Metrolinx employees. Provide ON Postal Code MSC 8C6	ORACLE' iSupplier Port	al		Diose 🔅
* Indicates required field Country Canada Address Line 3 Address Line 4 Country State Provine CN Postal Code M5C 9C3 Address Purpose Remove Remo	Create Address			Cancel Apply
Country Canada Address Name Inde Building Address Name Inde Building Address Line 2 Selecting an option in the Address Purpose section is not a mandatory requirement. You may choose to add a purpose if you wish to provide more details about an address or to make a distinction between multiple addresses the benefit of your organization's contacts and Metrolinx employees. Address Purpose No Postal Code MSC 906	* Indicates required field			
Address Purpose	Country * Address Name Address Line 1 Address Line 2 Address Line 3 Address Line 4 City County State	Canada Trade Building 543 Pacific Street	Selecting an option in requirement. You may details about an addre the benefit of your org	the Address Purpose section is not a mandatory choose to add a purpose if you wish to provide more ss or to make a distinction between multiple addresses fo anization's contacts and Metrolinx employees.
Address Purpose	Province Postal Code	M5C 9C6		
No results found.	Address Purpose		Remove	
	+ Purpose No results found.		Remove	
	povright (c) 1998, 2020. Oracle and/or its	affiliates. All rights reserved.		Privacy Stati

14. Click the **Apply** button.

ORACLE' iSupplier Port	al			≥Close 🔅
Create Address				Cancel Apply
* Indicates required field				12
Country Address Name Address Line 1 Address Line 2 Address Line 2 Address Line 4 City Country State Province Postal Code Address Purnoce	Canada Trade Building 543 Pacific Street Toronto CN MSC 906	Phone Area Code Phone Number Fax Area Code Fax Number Email Address	Pruchasing Address Pruchasing Address Programmed Address RFQ Only Address	Click the Apply button.
Purpose		Remove		
No results found.				
Copyright (c) 1998, 2020, Oracle and/or it	s affiliates. All rights reserved.			Privacy Statemen

The new address is saved in the **Address Book** section.

	lier Portal						
	0		•				
	Basic Information		Company Details	Attac	hments		
Prospective Supp	lier Registration: Additional De	tails		Save For Later	Back	Step 2 of 3	Next
Blank label for instruction tex	×L						
	Company Name	ACME Holdings					
	Tax Country						
	Tax Registration Number	4020440810					
	Taxpayer ID						
	DUNS Number						
	Alternate Supplier Name						
	(i) The	e new address is saved	in the Address Book section.				
Address Book At least one entry is require	the	e new address is saved	in the Address Book section.				
Address Book At least one entry is require Create	ed The	e new address is saved	in the Address Book section.				
Address Book At least one entry is require Create Address Name	ed Address Details	e new address is saved	in the Address Book section. Purpose	Upd	ate	Delet	te
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Address Book At least one entry is require Create Address Name Homo Baso Trade Building	ed Address Details 432 Clover Street, Toronto MSC 2 543 Pacific Street, Toronto MSC 9	e new address is saved NS Canada CG Canada	in the Address Book section. Purpose Payment Purchasing Payment Purchasing	Upa	ate	Delet	te
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15.Scroll down to view more details.

						Close	1 7
	0						
	Basic Information		Company Details		Attachr	ments	
Prospective Supp	olier Registration: Additional De	tails			Save For Later	Back S	Step 2 of 3 N
lank label for instruction te	ext						
	Company Name	ACME Holdings					
	Tax Country						
	Tax Registration Number	4020440810					
	Taxpayer ID						
	DUNS Number						
	Alternate Supplier Name	The details (as ACME Heldings are estand in the	relevent				
	Note to Buyer	sections.	//				
	Note to Supplier	Theore receive and there and an along an area of					
Address Book		Presse review and update any details entered, as appropriate, you will also be required to attach you cheque. You can access resources on iSupplier or	well as enter any required fields inclu ir articles of incorporation and proof o h the Metrolinx iSupplier Resources p	ding your banking details. If f banking details, such as a void age: metrolinx.com/iSupplier			
Address Book At least one entry is require	red	Prease review and update any details entitled, as appropriate, you will also be required to attach you cheque. You can access resources on iSupplier or	well as enter any required fields inclu r articles of incorporation and proof of the Metrolinx iSupplier Resources p	ang your banking details. If I banking details, such as a void age: metrolinx.com/iSupplier			
Address Book At least one entry is require Create	red	Preserver and update any owners enterior, as appropriate, you mill also be required to attach you cheque. You can access resources on iSupplier or	well as enter any required fields inclu raficies of incorporation and proof of the Metrolinx iSupplier Resources p	sing your banking details. If I banking details, such as a void age: metrolinx.com/iSupplier			
Address Book At least one entry is requit Create Address Name	red Address Details	Preserver and update any details territoria, and appropriate, your filles do terrequire to chard you chaque. You can access resources on (Supplier or that any access resources on (Supplier or any access resources on (Supplier or any access resources on (Supplier or access resources) access resources on (Supplier or	weil as enter any required fields inclu ir articles of incorporation and proof of the Metrolinx iSupplier Resources p Purpose	sing your banking details. If I banking details, such as a void age: metrolinx.com/iSupplier	Upda	te	Delete
Address Book At least one entry is requir Create Address Name Homo Baso	red Address Details 432 Clover Street, Toronto MSC 2	Presse inverse all of guide an unit of the second of the s	well as enter any required fields inclu- intricles of incorporation and proof of the Metrolinx (Supplier Resources p Purpose Payme	ting your banking detais. If I banking details, such as a void age: metrolinx.com/ISupplier	Upda	te	Delete
Address Book At least one entry is requir Create Address Name Homo Base Trade Building	red Address Details 432 Clover Street, Toronto MSC 2 543 Pacific Street, Toronto MSC 2	Presse inverse all of guide an entropy of the second of th	well as enter any required holds inclu articles of incorporation and proto the Metrolinx ISupplier Resources p Purpose Paym Paym	ang your banking delais. If Danking delais, such as a void ger metrolinx.com/Supplie Scroll down to	Upda view more	te detai	Delete
Address Book At least one entry is requir Create Address Name Homo Base Trade Building Contact Directory	red Address Details 432 Clover Street, Toronto MSC 2 543 Pacific Street, Toronto MSC 2	Prese inverse all of guides and the second of the second o	well as enter any required holds inclu articles of incorporation and proof of the Metrolinx Suppler Resources p Purpose Paym Paym	ong your banking odelas. If Danking delaks, such as a void ger metrolinx com/Supplier Scroll down to	Upda view more	te detai	Delete
Address Book At least one entry is requir Create Address Name Homo Base Trade Building Contact Directory At least one entry is requir	red Address Details 432 Clover Street, Toronto MSC 2 543 Pacific Street, Toronto MSC 2 red.	Presse inverse all of guides in the second of the second o	well as enter any required holds inclu articles of incorporation and proof of the Metrolinx ISuppler Resources p Purpose Paym Paym	ong your banking odelas. If Denking delaks, such as a void ger metrolinx com/Supplier	Upda view more	te detai	Delete
Address Book At least one entry is requit Create Address Name Home Base Trade Building Contact Directory At least one entry is requit Create	red. Address Details 432 Clover Street, Toronto MSC 2 543 Pacific Street, Toronto MSC 2 red.	Repoppidate you will also be required to attach yo cheque. You can access resources on Suppler or NS Canada ICB Canada	well as enter any required holds inclu articles of incorotion and proof of the Meteolinx (Suppler Resources p Purpose Paym Paym	Jang your banking delais. If Tomking delais, such as a void ger metrolink comtSupplex Scroll down to	Upda view more	te detai	Delete

In the **Contact Directory** section, you can update your contact details and you can also add new Profile Administrators for your organization.

Once the registration is approved, Profile Administrators can add additional contacts as PO Invoice Administrators, who will be able to submit invoices for your organization. To learn more about this process, please see the video titled "Managing Profile and Account Settings".

At least one entry is required to the second	r Currency	Bank Account	Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
anking Details At least one entry is requ Create	area.	Pank Account	Namo	Dank Mamo	Dank Number	Dranah Mama	Branch Mumber	Undate	Domouro
anking Details	uired.								
anking Details									
sa	Larson		lisal@inval	idemail.com				1	
At least one entry is requ Create Er 2	uirod.	Phone	Emal			Requires Lise	rAccount	Update	Delete
ade Building			0 0		5			1	Û
ome Base		titled "Mana	, aging Prof	ile and Acco	ount Settings"			1	
ddress Name		for your orc	anization	To learn mo	ore about this	process, pleas	se see the video	Update	Delete
At least one entry is requ Create	uired.	Once the re contacts as	gistration PO Invoic	e Administr	d, Profile Adm ators, who wil	inistrators can l be able to su	add additional bmit invoices		
ddress Book		0					1.1 1.15.5 1		
		In the Cont a you can also	act Directo add new	o <mark>ry</mark> section, / Profile Adr	you can upda ninistrators fo	te your contac r your organiz	ct details and ation.		
		Note to Buyer The sec	e details for ACME H tions.	Holdings are entered in t	he relevant				
	Alterna	te Supplier Name							

16. To update your contact details, click the **Update** icon.

	Donto Humb				
	Alternate Supplier Nan Note to Buy	yer The details for ACME Holdings are	tered in the relevant		
		sections.	4		
	Note to Suppli	lier Please review and update any deta appropriate, you will also be require cheque. You can access resources	entered, as well as enter any required fields including your banking details. If o attach your articles of incorporation and proof of banking details, such as a vo iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/iSupplier	bid	
Address Book					
At least one entry is require	ed.				
Create					
Address Name	Address Details		Purpose	Update	Delete
Home Base	432 Clover Street, Toronto M5	5C 2N5 Canada	Payment, Purchasing	1	Î
					0
Trade Building Contact Directory	543 Pacific Street, Toronto MS	5C 9C6 Canada	Payment, Purchasing		
Trade Building Contact Directory At least one entry is require Create	543 Pacific Street, Toronto M od.	5C 9C6 Canada	Payment, Purchasing	1	
Trade Building Contact Directory At least one entry is require Create Er & First Name	543 Pacific Street, Toronto M: od.	5C 9C8 Canada	Payment, Purchasing Requires User Account	Update	Delete
Trade Building Contact Directory At least one ontry is require Create Er & First Name Lise	543 Pacific Stroot, Toronto Mi ed. Last Name	hone Email IisaliZiirvalidomail.com	Paymont. Purchasing Requires User Account	Update	Delete
Trade Building Contact Directory At least one entry is require Create I ⊕ I I I I I I I I I I I I I I I I I	543 Pacific Stroot, Toronto Mi ed. Larson Ph	hone Email Iisalīģirvalīdemail.com	Paymont. Purchasing	Update	Delete
Trade Building Contact Directory At least one entry is require Create : : : : : : : : : : : : : : : : : : :	543 Pacific Stroot, Toronto Mi ed. Last Name A Ph Larson Ph	hone Email Isali@irvalidemail.com	Requires User Account	lick the Update	Delete
Trade Building Contact Directory At least one entry is require Create Fr & First Name Lies Banking Details At least one entry is require Create	543 Pacific Stroot, Toronto Mi ed. Lasts Name A Pr. Larson	hone Email Iisal@invalidomail.com	Requires User Account	lick the Update i	Delete
Trade Building Contact Directory At least one entry is require Create Ir 20 First Name Lise Banking Details At least one entry is require Create Bank Account Number	643 Pacific Stroot, Toronto Mi ed. Larson Pr ed. Currency Bank A	hone Email Itsat@invalidomail.com	Requires User Account	lick the Update i	Delete CON.

The **Update Contact** page displays. Here, you can validate the information populated by Metrolinx and update the fields, as needed.

ORACLE' iSuppli	ier Portal	•	Disse 🔅
Update Contact * Indicates required field			The Update Contact page displays. Here, you can validate the information populated by Metrolinx and update the fields, as needed.
Contact Title First Name Middle Name * Last Name Alternate Name Job Title Department * Contact Email URL Contact Purpose	Lisa Larson	Phone Area Code Phone Number Phone Extension Alternate Phone Area Code Alternate Phone Number Fax Area Code Fax Number	
+ Purpose No results found. Supplier User Account Create User Account I Addresses For the C	Int For The Contact Contact	Remove	
+ EF Ø		Address Dataile	Bannua

In this demonstration, we have added a phone number in the **Phone Number** field.

ORACLE' iSuppli	ier Portal		Close	٩
Update Contact			Cancel	Apply
* Indicates required field				
Contact Title First Name Middle Name * Last Name Alternate Name Job Title Department * Contact Email URL	Lisa Larson Iisal@invalidemail.con	Phone Area Code Phone Number 415:555 7800 Phone Extension In this demonstration, we have added a phone number in the Phone Number field.		
Lontact Purpose				
T		Bemava		
No results found.		Kallova		
Supplier User Accou	int			
Create User Account	For The Contact			
Addresses For the C	Contact			
+ = 0				
Address Name		Address Details	Remove	

17. Click the **Apply** button to save your updates.

ORACLE [®] iSuppli	ier Portal			Disso 🔅
Update Contact				Cancel Appin
* Indicates required field				
				Click the Apply button to save your updates.
Contact Title	~	Phone Area Code		
First Name	Lisa	Phone Number	418-555-7890	
Middle Name	Lamon	Phone Extension		
Alternate Name	Laison	Alternate Phone Area Code		
Job Title		Fax Area Code		
Department		Fax Number		
* Contact Email	lisal@invalidemail.com			
URL				
Contact Purpose				
+				
Purpose		Remove		
No results found.				
Supplier User Accou	int			
Create User Account	For The Contact			
Addresses For the C	Contact			
+ 🛱 🖉				
Address Name		Address De	tails	Remove

18. The **Prospective Supplier Registration: Additional Details** page displays. Scroll down to view the **Contact Directory** section.

	upplier Portal			Clo	so 🔅
Prospective St	Basic Information	Co	mpany Details	Attachments Save For Later Back	Slep 2 of 3 Ne
Hank label for instructio	n text Company Name Tax Columty Tax Registration Number Taxpayer ID DUNS Number Alternate Supplier Name Note to Buyer Note to Supplier	ACME Holdings 4020440810 The attachments and details for ACME Holdings are entered in the relevant sections. Please review and update any details entered as to	The Prospective Supplier Reg	istration: Additic	onal
Address Book		appropriato, you will also be required to attach you cheque. You can access resources on iSupplier on	Details page displays. Scroll Contact Directory	l down to view th section.	e
Address Book At least one entry is re Create	Rquired	appropriate, you will also be required to attach you cheque. You can access resources on (Suppler on	Details page displays. Scroll Contact Directory	l down to view th section.	le
Address Book At least one entry is re Create Address Name	equired Address Details	appropriate, you wii also be required to anach you cheque. You can access resources on iSupplier on	Details page displays. Scroll Contact Directory	l down to view th section.	Delete
Address Book At least one entry is re Create Address Name Home Base	equired Address Details 432 Clover Stroet, Toronto MSC 2	appropriate, you wil also de required to attach you cheque. You can access resources on iSupplier on NS Canada	Details page displays. Scroll Contact Directory Purpose Payment. Purchasing	I down to view th section.	Delete
Address Book At least one entry is re Create Address Name Home Base Trade Building	equired Address Details 432 Clover Street, Toronio MSC 2 543 Pacific Street, Toronio MSC 9	appropriate, you wii also be required to attach you cheque. You can access resources on iSupplier on NS Canada C6 Canada	Details page displays. Scroll Contact Directory Purpose Payment. Purchasing Payment. Purchasing	I down to view th section.	Delete
Address Book At least one entry is rr Create Address Name Home Baso Trade Building Contact Director At least one entry is rr Create	equired Address Details 432 Clover Street, Toronto MSC 2 643 Pacific Street, Toronto MSC 9 Y Squired.	appropriate, you wii also be required to attach you cheque. You can access resources on iSupplier on NS Canada	Details page displays. Scroll Contact Directory Purpose Payment. Purchasing Payment. Purchasing	I down to view th section.	Delete

19. To create an additional contact, click the **Create** button.

At les one entry is re Create Banking Details At least one entry is re Create	y quired Last Name >>> Phone Larson 416.555 1 uquired	En 7890 Isa	nell (@invalidemail.com	Requires User Account	Update	Delete
At lea one entry is re Creeff ····	y lequired Lass Name A Phone Larson 416.555 1	En 7890 lisa	tail I@invalidemail.com	Requires User Account	Update /	Delete
At lee one entry is re Creating I	y equired Larson 416.555	7890 lisa	tail i@invalidemail.com	Requires User Account	Update	Delete
ont ector At les one entry is re Create ••• irst Name	y equired Last Name △ Phone	En	nail	Requires User Account	Update	Delete
ont ector	y squired					
ont ector	y iquired					
ont ector	у					
ont ector	v					
io create	an additional contact, click	cine Create b	outton.	Payment, Purchasing	1	Î
Te ereste	en edulitional contact alial	the Create b		Payment, Purchasing	1	
Address Name	Address Details			Purpose	Update	Delete
Create						
At least one entry is re	equired.					
united Book						
ddress Book		25				
		appropriate, you will also cheque. You can access	be required to attach your articles of incorp resources on iSupplier on the Metrolinx iSur	oration and proof of banking details, such as a void		
	Note to Supplier	Please review and updat	le any details entered, as well as enter any r	equired fields including your banking details. If		
		sections.				
	Alternate Supplier Name Note to Buver	The details for ACME He	oldings are entered in the relevant			
	DUNS Number					
	Taxpayer ID					
	Tax Registration Number	4020440810				
	Tax Country					

The **Create Contact** page displays. Enter the relevant details in the following fields, such as **First Name**, **Last Name**, and **Contact Email**.

Create Contact The Create Contact page displays. Enter the relevant details in the following fields, such as First Name, Last Name, and Contact Email.	Cancel App
Contact Title First Name Phone Area Code Middle Name Phone Extension * Last Name Alternate Phone Number Alternate Name Alternate Phone Number Job Title Fax Area Code Department Fax Number URL Contact Purpose	
+ Purpose Remove No control fund	
Supplier User Account Create User Account Contact Create User Account Contact	
Addresses For the Contact	

In this demonstration, the relevant fields are populated for you.

In this demonstration, the relevant fields are pop	Cancel Apply
Phone Area Code Phone Number Phone Extension Alternate Phone Area Code Alternate Phone Number Fax Number	
Remove	
	In this demonstration, the relevant fields are pop Phone Area Code Phone Extension Atternate Phone Number Fax Area Code Fax Number Fax Number Remove Atternate Phone Number Fax Number

20. Select the **Create User Account For The Contact** check box.

ORACLE' iSuppl	lier Portal		Disco 🛛 🔅
Create Contact			Cancel Apply
Indicates required field			
Contact Title	Pak	Phone Area Code	
Middle Name	DOD	Phone Extension	
* Last Name	Burns	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title		Fax Area Code	
Department		Fax Number	
Contact Email	bobb@invalidemail.com		
URL			
Contact Purpose			
+ Purpose No results found.	Select the Crea	te User Account For The Contact check box.	
Supplier User Account	unt		
Addresses For the (Contact		
+ -			
Address Name		Address Details	Remove

Once you select the checkbox, a username is generated for the user account.

Note that the username defaults from the email address entered in the **Contact Email** field. This username is not editable. You need to contact Metrolix to change the default username.

21.Scroll down to view more details.

ORACLE' iSuppli	ier Portal			Close	¢
Create Contact * Indicates required field				Cancel	Apply
Contact Title	~	Phone Area Code			
First Name	Bob	Phone Number			
Middle Name	Duran	Phone Extension			
Last Name	Burns	Alternate Phone Area Code			_
Atternate Name		Alternate Prione Number			
Department		Fax Number	Scroll down to view more de	etails.	~
* Contact Email	bobb@invalidemail.com				
URL					_
Contact Purpose					
		Once you select the checkbo	ox, a username is generated for the		
Purpose		user account	· · · · · · · · · · · · · · · · · · ·		
No results found.					
Supplier User Accou	unt	Note that the username defa	aults from the email address entered in		
Create User Account I	For The Contact	the Contact Email field. This contact Metrolix to change the second se	username is not editable. You need to he defaulted username.		
+ Er Ø		Aridress Defails		Remove	

In the **Addresses For the Contact** section, you can add the relevant addresses for a particular contact.

22. By adding an address for a contact, you can categorize your contacts as per their work location. Note that it is not mandatory to add addresses for a contact, nor will it restrict the contact to view information only for that address.

* Contact Email bobbgitwalidomal.com URL Dose Remove sexuits found pplier User Account To add an address, click the Plus icon. Free Name Address Details Remove	
* Contact Email Dob0@ginvalidomal.com URL Dob0@ginvalidomal.com URL Dob0@ginvalidomal.com URL Dob0@ginvalidomal.com Docee Remove esuits found plier User Account To add an address, click the Plus icon.	
* Contact Email bootb@invalidemail.com URL tact Purpose Remove sults found plier User Account To add an address, click the Plus icon.	
* Contact Email boob@jinvalidemail.com URL URL URL URL Doob@jinvalidemail.com URL Doob@jinvalidemail.com URL Doob@jinvalidemail.com URL	
* Contact Email boob@jinvalidemail.com URL	
* Contact Email boob@jinvalidemail.com URL tact Purpose set forme set forme	
* Contact Email bobb@invalidomail.com URL tact Purpose	
* Contact Email boob@invalidomail.com URL tact Purpose	
* Contact Email bobb@invalidemail.com URL	
* Contact Email bobb@invalidemail.com	
Department Fax Number	
Job Title Fax Area Code	
Last terme to out a code and terme terme to out a code and terme	
Middle Name Phone Extension	
First Name Bob Phone Number	
Contact Title V Phone Area Code	

23.To add an address, click the **Plus** icon.

ddress Name		Address Details	Remove
F Ø			
\overline{v}			
To add an	address, click the	Plus icon.	
pplier User Accou	int		
results found			
irpose		Remove	
-			
ntact Purpose			
URL			
* Contact Email	bobb@invalidemail.com		
Department		Fax Number	
Alternate Name		Alternate Phone Number	
* Last Name	Burns	Alternate Phone Area Code	
Middle Name		Phone Extension	
First Name	Bob	Phone Area Code Phone Number	
Contact Title	~	Phone Area Code	

24. Enter the name of the address in the **Address Name** field. The **Address Details** field is automatically populated based on the address name entered.

iress Name 스				Address Details	Remove	
F Ø						
dresses For the C	ontact			on the address name entered.		L
Create User Account P	or the Contact		U	ine Address Details field is automation	cally populated based	
philer Oser Accou			0	Enter the name of the address in the	Address Name field.	-
onlier User Accou	int					
esults found		Ne	lilove			
TOSA		Pa	move			
ntact Purpose						
URL	bobb@invalidemail.com					
* Contact Email	hobb@invalidemail.com	Fax Nur	nber			
Job Title		Fax Area (Code			
Alternate Name		Alternate Phone Nur	nber			
* Last Name	Burns	Alternate Phone Area	Code			
Middle Name		Phone Exten	sion			
First Name	Bob	Phone Nur	nber			
Contact Title	×	Phone Area (ode			

25. In this demonstration, the relevant field are populated for you.

Supplier User Account Create User Account For The C Addresses For the Contact For The Contact	ontact	Address Details	popula	ited for y	ou.	Televant	Remove
Create User Account	ontact		popula	ited for y	ou.	Televant	
Create User Account For The Co ddresses For the Contact	ontact		popula	ited for y	ou.	leievant	
upplier User Account	ontact		popula	ted for y	ou.	relevant	
Upplier User Account	intact				ation, the	relevant	lieid ale
upplier User Account			In this c	demonst	ation the	relevant	field are
o results found							
urpose		Remove					
+							
ontact Purpose							
one							
Contact Email bobb@in	ivalidemail.com						
Department		Fax Number					
Job Title		Fax Area Code					
Alternate Name		Alternate Phone Number					
* Last Name Burns		Alternate Phone Area Code					
First Name Bob		Phone Number					
Contact Title V		Phone Area Code					

26.Click the **Apply** button.

Contact little	Roh	Phone Area Code	
Middle Name	000	Phone Extension	
* Last Name	Burns	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title		Fax Area Code	
Department		Fax Number	
* Contact Email	bobb@invalidemail.com		
URL			
ontact Purpose			
Þ			
Irpose		Remove	
o results found			
upplier User Acco	unt		
Create User Account	For The Contact		
ddresses For the	Contact		
- Fr /2			Click the Apply button.
-1 -		Address Details	
ddress Name 🛆			

27. Scroll down to view the **Contact Directory** section.

	ortal				Close
	0		•		
Bar	sic Information		Company Details	Attachme	nts
Prospective Supplier F	Registration: Additional De	tails		Save For Later E	ack Step 2 of 3
lank label for instruction text					
	Company Name	ACME Holdings			
	Tax Country				
	Tax Registration Number	4020440810			
	Taxpayer ID				
	DUNS Number				
	Alternate Supplier Name				
	Note to Buyer	The details for ACME Holdings are entered in sections.	the relevant		
	Note to Supplier	Please review and update any details entered	as well as enter any required fields including your banking detail	ls. If	
Address Book		cheque. You can access resources on iSuppli	you ancies of incorporation and proof of daming details, such if on the Metrolinx iSupplier Resources page: metrolinx.com/iSup	as a void oplier	
Address Book		cheque. You can access resources on iSuppli	you ancies of incorporation and proof of painting details, such if on the Metrolinx iSupplier Resources page: metrolinx.com/iSup	as a void oplier	
Address Book At least one entry is required Create		cheque. You can access resources on iSuppli	you and es of incorporation and provide balancy details, such or on the Metrolinx. Supplier Resources page: metrolinx.com/Sup	as a void	
Address Book At least one entry is required Create Address Name	Address Details	cheque. You can access resources on iSuppli	you ances of incurporation and provide realising greating sources on the Metrolinic Supplier Resources page, metrolinic com/Sup	as a void oplier Update	Delete
Address Book At least one entry is required Create Address Name Homo Base	Address Details 432 Clover Street, Toronto MSC 2	neque. You can access resources on Suppli	Poor antices of incurporation and proof of balancing users, substances on the Meteolinic Steppler Resources page: metrolinic cont/Stur	es a void pplier Update	Delete
Address Book At least one entry is required Create Address Name Home Base Trade Building	Address Details 432 Clover Street, Toronto MSC 2 543 Pacific Street, Toronto MSC 6	ng degue. You can access resources on Suppli NS Canada C6 Canada	Put articles of incuporation and provide a darking users, such on the Meteolinic Supplier Resources page metroinic contSup Purpose Scroll down to view the C	Update	Delete
Address Book Al least one entry is required Create Address Name Homo Base Trade Building Contact Directory	Address Details 432 Clover Street, Toronto MSC 2 543 Pacific Street, Toronto MSC 6	NS Canada	Purpose Purpose Scroll down to view the C	Update	Delete
Address Book Al least one entry is required Create Address Name Home Base Trade Building Contact Directory At least one entry is required.	Address Details 432 Cievor Street, Toronto MSC 2 543 Pacific Street, Toronto MSC 5	NS Canada C6 Canada	Purpose Purpose Scroll down to view the C	Update	Delete
Address Book At least one entry is required Create Address Name Home Baso Trade Building Contact Directory At least one entry is required. Create in====================================	Address Details 432 Clover Street, Toronto MSC 2 543 Pacific Street, Toronto MSC 1	NS Canada	Part at the Sol in Explored and proof of dentify greats, such on the Metolinic Suppler Resources page metolinic contSup Purpose Scroll down to view the C	Update Contact Directory s	Delete

The new contact is saved in the **Contact Directory** section. The check mark in the **Requires User Account** column corresponding to a contact indicates that the contact requires an iSupplier user account.

ddress Book At least one entry is required Greate ddress Name come Base rade Building ontact Directory At least one entry is required. Greate inst Name kas Lat	Note to Note to 432 (543 f	to Buyer The details for, sectors, o Supplier Please review a sporprise, you cheque. You ca The new co the Require the contact	ACME Holdings are entered in and update any details entered un will also be required to attact un access resources on Suppl pontact is saved in es User Account requires an iSu	the relevant a swell as enter any require your articles of noopported of noopp	ed fields including your bankin in and proof of banking detail Resources page metrolinx c Directory secti esponding to a count.	on details If , such as a void omiSuppler on. The check m contact indicate	ark in s that	Delete a a a a a a a a a a a a a
ddress Book At least one entry is required ddress Name ddress Name ddress Name ddress Name ddress Name tade Building ontact Directory At least one entry is required. Create inst Name Leas se Lat	Add 432 543 5	De Supplier Please review a appropriate, you cheque You can be the new coo the Require the contact	and update any details entered u will also be required to attact an access resources on Suppl entact is saved i es User Account requires an iSu	as well as enter any require your articles of incorporatio er on the Metolinx (Suppler the the Contact column correct pplier user ac	ed fields including your banking and proof of banking details Resources page metrolink c Directory secti esponding to a count.	ng details. If , such as a void omiSuppler on. The check m contact indicate	ark in s that	Delete
At least one entry is required Greate ddress Name mone Base ontact Directory At least one entry is required. Greate *** Irst Name Leas Bas Lan	Add 432 (543 f	The new co the Require the contact	unitado de required to attac en access resources on Guppel entact is saved i es User Account requires an iSu	n the Contact column correct	Directory secti esponding to a count.	on. The check m contact indicate	ark in s that	Delete
Af least one entry is required Create didress Name time Base trade Building Contact Directory At least one entry is required. Create +++ Irst Name Leas Isa Lat	Add 432 (543 f	The new co the Require the contact	ontact is saved i es User Account requires an iSu	n the Contact column corre pplier user ac	Directory secti sponding to a count.	on. The check m contact indicate	ark in s that	Delete
At least one entry is required	Add 432 (543 f	The new co the Require the contact	ontact is saved i os User Accoun t requires an iSu	n the Contact column corre pplier user ac	Directory secti sponding to a count.	on. The check m contact indicate	ark in s that	Delete
Create ddress Name ddress Name omo Baso rado Building ontact Directory At least one entry is required. Create inst Name Las ss Las	Add 432 (543 1	The new co the Require the contact	ntact is saved i e s User Accoun t requires an iSu	n the Contact column corre pplier user ac	Directory secti esponding to a count.	on. The check m contact indicate	ark in s that	Delete
Address Name Jome Base rade Building ontact Directory At least one entry is required. Create 1 *** Irst Name Las iss Lar	432 (543 F	The new co the Require the contact	ontact is saved i es User Account requires an iSu	n the Contact column corre pplier user ac	Directory secti sponding to a count.	on. The check m contact indicate	ark in s that	
rado Building ontact Directory At least one entry is required. Create ••• Irst Name Las isa Lar	543 5	The new co the Require the contact	ntact is saved i s User Account requires an iSu	n the Contact column corre pplier user ac	Directory secti esponding to a count.	on. The check m contact indicate	ark in s that	Î
At least one entry is required. Create Inst Name Las Isa Lar	343)	the Require the contact	es User Account requires an iSu	column corre pplier user ac	esponding to a count.	contact indicate	es that	W
At least one entry is required. Create First Name Lass isa Lars		the contact	requires an iSu	pplier user ac	count.			
At least one entry is required. Create I ··· Irst Name Lass isa Lars								
Create •••• First Name Las								
First Name Las								
isa Lars	ast Name 🛆	Phone	Email		Requires	User Account	Update	Delete
	arson	416-555-7890	lisal@invalidemail.com			~	1	
Bob Bun	ums		bobb@invalidemail.com			~	1	Û
Banking Details								
At least one entry is required.								
Create								
Bank Account Number	Commences		Dank Mamo	Bank Number	Branch Name	Branch Number	Update	Remove
	Currency	Bank Account Name	Dalik Nalle					

In the **Banking Details** section, you need to add the banking details for your organization.

Note that banking details are mandatory to complete the registration. If you prefer alternate payment methods, such as Wire Transfer, Automated Clearing House (ACH), or Cheque payment, refer to the "Payment Method" user guide.

		Alternate S	Supplier Name							
			Note to Buyer	The details for ACME H sections.	loldings are entered in t	he relevant				
		NC	ote to Supplier	appropriate, you will also cheque. You can access	o be required to attach resources on iSupplie	as well as enter any require your articles of incorporation r on the Metrolinx iSupplier	ed fields including your bank on and proof of banking detai Resources page: metrolinx.	ls, such as a void com/iSupplier		
Address Book										
At least one entry is	required.									
Create										
Address Name		Address Detail	•				Promotion		date	Delete
Home Base		432 (In t	he Banking [Details secti	on you need	to add the ba	nking details of	1	1
Trade Building		543 F	you	ir organizatio	on for Electr	onic Fund Tra	insfer (EFT) pa	yment method.	1	Û
Contact Directo	ry	6			1. 1.			1	_	
At least one entry is	required.		No	te that the ba	anking deta	ils are manda	tory to comple	ete the		
Create			reg	istration. If y	ou preter al	ternate paym	ent methods,	such as Wire		
First Name	Last Name 2		trar	nsfer, Automa	ated Clearir	g House (AC	H) or Cheque	payment, refer to	Update	Delete
Lisa	Larson		the	"Payment M	ethods" use	er auide.			1	
Bob	Burns			,		5			1	1
Banking Details	required.									
Create										
Create Bank Account Nun	her	Currency	Bank Acc	ount Name	Rank Name	Bank Number	Branch Name	Branch Number	Undate	Pemove

28.Click the **Create** button.

	Alternate Supplier	Name						
	Note to E	Buyer The details for sections.	ACME Holdings are entered in	the relevant				
	Note to Sup	pplier Please review a appropriate, yo cheque. You ca	and update any details entered, ou will also be required to attach an access resources on iSupplie	as well as enter any requi your articles of incorporation on the Metrolinx iSupplie	red fields including your bank ion and proof of banking detai ir Resources page: metroling	ing details. If Is, such as a void com/iSupplier		
ddress Book								
At least one entry is require	ed.							
Create								
ddress Name	Address Details				Purpose		Update	Delete
lome Base	432 Clover Street, Toronto	M5C 2N5 Canada			Payment, Purchasing		1	T
								•
rade Building ontact Directory At least one entry is require Create	543 Pacific Street, Toronto	MSC 9C8 Canada			Payment, Purchasing			U
rade Building ontact Directory At least one entry is require Create 1 ••• Irst Name	543 Pacific Street, Toronto od.	M5C 9C8 Canada	Email		Payment, Purchasing	. User Account	Update	Delete
rado Building ontact Directory At least one ontry is require Create i + ••• Irst Name Isa	543 Pacific Stroot, Toronto ed. Last Name A Pho Larson 416.	M5C 9C8 Canada	Email lisal@invalidemail.com		Paymont, Purchasing Requires	. User Account	Update	Delete
rado Building ontact Directory At least one entry is require Create +++ Irst Name isa ob	643 Pacific Street, Toronto ad. Last Name A Pho Larson 416- Burns 416-	MSC 9C6 Canada	Email lisal@invalidemail.com bobb@invalidemail.com		Paymont, Purchasing Requires	User Account	Update	Delete
rade Building ontact Directory At least one entry is require Create 1 Irst Name bis ob anking Details	643 Pacific Street, Toronto ad. Last Name A Pho Larson 416- Burns	MSC 9C8 Canada	Email Itsal@invalidomail.com bobb@invalidomail.com		Paymont, Purchasing Requires	User Account	Update	Delete
rade Building ontact Directory At least one entry is require Create 1 +++ irst Name eb anking Details At least one entry is e	543 Pacific Street, Toronto ad. Lass Name △ Pho Larson 416- Bums Click the Create b	MSC 9C8 Canada	Email Iisai@invaildemail.com bobb@invaildemail.com		Paymont, Purchasing Requires	: User Account	Update	Delete
rado Building ontact Directory At least one entry is require Create ···· Irst Name isis ob anking Details At least one entry is Create	643 Pacific Street, Toronto ad. Last Name Pho 416- Burns Click the Create b	MSC BCB Canada	Email IIsal@invalidemail.com bobb@invalidemail.com		Paymont, Purchasing Requires	user Account	Update	Uelete
rado Building ontact Directory At least one entry is require Create + +++ Irst Name Isa ob ankling Details At least one entry is Create Dank Account Number	543 Pacific Street, Toronto od. Larson 410- Burns Click the Create b Currency Bank	MSC 808 Canada	Email Iisal@invaildomail.com bobb@invaildomail.com	Bank Number	Paymont, Purchasing Requires Branch Name	User Account	Update	Delete

The **Create Bank Account** page displays. Select a new or existing bank and branch. If the bank/branch you want to add is not mentioned in the list of existing banks/branches, you can select the **New Bank** or **New Branch** option and add the bank/branch.

		Diose 🔅
Create Bank Account		Cancel Apply
* Indicates required field	* Country Canada →	
Bank	Branch	
Nov Bank Existing Bank Bank Number Tax Payer ID Show Bank Details The Create Bank Accound branch you want to addo New Bank or New Branch	Branch Name Branch Name Branch Number Branch Number Bran	the uploaded.
Comments		
Note to Buyer		

In this demonstration, we have selected the **Existing Bank** and **Existing Branch** options.

Next, enter the basic details in the Bank Name and Branch Name fields.

ORACLE [®] iSupplier Portal		Close	•
Create Bank Account		Cancel	Apply
* Indicates required field			
	* Country Canada 🗸		
	Account is used for foreign payments		
	Account definition must include bank and branch information.		
Bank	Branch		
New Bank Existing Bank	O New Branch Existing Branch Control Control		
Bank	Name Branch Name Branch Name		
Tax Pa	Bill Bill		
Show Bank Details	Branch Type ABA 💙		
Bank Account Account Number Check Digits IBAN Show Account Details	In this demonstration, we have selected the Existing Bank and Existing Branch options Next, enter the basic details in the Bank Name and Branch Name fields.	d.	
STIP "Please upload Attacmmen	it. Attachment is mandatory		
Comments			
Note to Buver			
Copyright (c) 1998, 2020, Oracle and/or its affil	iates. All rights reserved.	Priva	acy Statemen

In this demonstration, the relevant fields are populated for you.

Note that when you select the **Existing Bank** and **Existing Branch** radio buttons, the **Bank Number** and **Branch Number** fields are auto-populated based on the options selected in the **Bank Name** and **Branch Name** fields.

		Account is used for foreign payments Account definition must include bank and branch info	mation		
nk		Branch			
New Bank		 New Branch 			
Existing Bank		 Existing Branch 			
Bank Name	Bank of Montreal	Q Branch Name	Main Branch	A R	
Bank Number	001	Branch Number	00022		
Tax Payer ID		BIC			
Show Bank Details		Branch Type	ABA ~		
		Show Branch Details			
nk Account					
In th Note Num	is demonstration e that when you s i ber fields are au	, the relevant fields are pop elect the Existing Bank and to-populated based on the	oulated for you. Existing Brand options selecte	:h radio buttons ed in the Bank N	, the Bank Number and Branch lame and Branch Name fields.

29. Enter the relevant details in the **Account Number**, **Account Name** and **Currency** fields.

k Indicates required field						
	* Country	Canada 🗸				
		Account is	used for foreign payments			
		Account defin	ition must include bank and branch info	rmation		
Bank			Branch			
O New Bank			O New Branch			
Existing Bank			Existing Branch			
Bank Name	Bank of Montreal	, Q	Branch Name	Main Branch	2	9
Bank Number	001		Branch Number	00022		
Tax Payer ID			BIC			
Show Bank Details			Branch Type	ABA 🗸		
Account Number		Account Name			Enter th	e relevant details in the Account Number,
Check Digits		Currency	~		A	Account Name and Currency fields.
IBAN				1		
Show Account Details				_		
<i>⊠</i> TIP "Please upload Atta	chment. Attachment is n	nandatory"				
Comments						
Note to Buyer						
				11		

30. In this demonstration, the relevant fields are populated for you.

		Close	٠
Create Bank Account		Cancel	Apply
* Indicates required field			
	* Country Canada → Count is used for foreign payments Count is used for foreign payments Count defetter must be table back and back		
Bank	Branch		
New Bank Existing Bank	New Branch Existing Branch		
Bank Name Bank of Montre Bank Number 001	al y Q Branch Name Main Branch y Q Branch Number 00022	_	
Tax Payer ID Show Bank Details Bank Account	(1) In this demonstration, the relevant fields are populated for you.		
Account Number 010698454678 Check Digits	Account Name ACME Holdings Currency Canadian Dolar V	 I confirm that the attachments have been uploaded. 	
Show Account Details TIP "Please upload Attachment. Attack	hment is mandatory"		
Note to Buyer			

Once you add a new bank account, you must attach the relevant supporting documents such as void cheques, etc.

Note that Metrolinx requires the supporting documents to be uploaded in order to review the newly added bank account.

31. Click the **Plus** icon to upload the relevant document for the banking details.

ORACLE' iSupplier Portal		Close	¢
Create Bank Account		Cancel	Apply
* Indicates required field	Once you add a new bank account, you must attach the relevant supporting documents such as void cheques, etc. Note that Metrolinx requires the supporting documents to be		
O New Bank	uploaded in order to review the newly added bank account.		
Existing Bank	Existing branch		
Bank Name Bank of Montreal	San Charles Stranch San Charles Stranch		
Bank Number 001	Branch Number 00022		
Tax Payer ID			
Show Bank Details	Show Branch Details		
Bank Account			
Account Number 010698454678 Check Digits	Account Name ACME Holdings Attachments Currency Canadian Dolar V Difference Currency Canadian Dolar V	ave been uploaded.	
Show Account Details			
© TIP "Please upload Attachment. Attachr Comments	Click the Plus icon to upload the relevant document for the banking details.		
Note to Buyer			

32.Click the **Choose File** button to upload the bank document.

ORACLE' iSupplier Portal		Close 🔅
Create Bank Account		Cancel Apply
* Indicates required field		
	* Country Canada 🗸	
	Account is used for foreign payments Account definition must include bank and branch information	
Bank	Branch	
New Bank	O New Branch	
Existing Bank	Add Attachment ×	
Bank Name Bank of M	ontre	
Bank Number 001	Title	
Show Bank Details	Description	
	Category From Supplier	
Bank Account	*File Choose File No file chosen	
Account Number 01085	Cancel Add Another Apply	
Check Digits Clie	ck the Choose File button to upload	I confirm that the attachments have been uploaded.
IBAN Shaw Assault Datalia	the bank document	
P Onow Account Details		
STIP "Please upload Attachment. A	attachment is mandatory.	
Comments		
Note to Buyer		

In this demonstration, the relevant document is selected for you.

ORACLE iSupplier Portal		Close
Create Bank Account		Cancel Apply
* Indicates required field		
Bank	* Country Canada → Country Canada → Account Is used for foreign payments Account definition must include bank and branch information Branch	
O New Bank	O New Branch	
Existing Bank Rank Name Rank of Montre	Add Attachment X	
Bank Number 001	Attachment Type File 🗸	
Tax Paver ID	Title 2023-08-28 06:46:48 Cancelled Cheque.d	
Show Bank Details	Description 2023-07-11 06:25:15 Cancelled Cheque.docx (Size :11305)	
	Category From Supplier	
Bank Account	*File Choose File Cancelled Cheque.docx	
Account Number 010609454679	Cancel Add Another Apply	
Check Digits	Currency Canadian Dollar V	attachments have been unleaded
IBAN		attaciments have been uploaded.
Show Account Details		
IP "Please upload Attachmer	In this demonstration, the relevant document is selected for you.	
Comments		
Note to Buyer		

33.Click the **Apply** button.

ORACLE' iSupplier Portal			Close	¢
Create Bank Account			Cancel	Apply
* Indicates required field				
	* Country Canada V Z Accountry Accountry	the sused for foreign payments terinition must include bank and branch information		
Bank		Branch		
O New Bank		O New Branch		
Existing Bank Bank Name Bank of Montre	Add Attachmen	t ×		
Bank Number 001	Attachment Type	File V		
Tax Payer ID	Title	2023-08-28 06:46:48 Cancelled Cheque.d		
Show Bank Details	Description	2023-07-11 06:25:15 Cancelled Cheque.docx (Size :11305)		
	Category	From Supplier		
Bank Account	*File	Choose File Cancelled Cheque.docx		
Account Number 010698454678		Cancel Add Another Apply		
Check Digits	Curre	ney Canadian Dollar ~] I confirm that the attachments have been uploaded.	
Show Account Details		Click the Apply button		
IP "Please upload Attachment. Attack	hment is mandatory"			
Comments				
Note to Buyer				

34. The **Confirmation** box displays. Click the **OK** button to proceed.

ORACLE iSupplier Portal		Close
Create Bank Account		Cancel Apply
* Indicates required field		
*c	Canada Canada Canada Account is used for foreign payments Account definition must include bank and branch information	
Bank	Branch	
New Bank Evisting Bank	New Branch Evicting Branch	
Bank Name Bank of Montreal	Branch Name Main Branch	
Bank Number 001	Branch Number 00022	
Tax Payer ID	BIC	
Show Bank Details	Branch Type ABA V	
Bank Account		
Account Number 010698454678 Check Digits	Account Name ACME Holdings Attachments OK	nation box displays. Click the C button to proceed.
Show Account Details GTIP "Please upload Attachment. Attachment	t is mandatory" Attachment 2022 committed; two transaction.	3-08-28 06: has been added successfully build be committed when you commit the rest of the
Comments		्रि
Note to Buyer		

35. Select the checkbox to confirm that the attachments have been uploaded.

					Clos	e	0
Create Bank Account						Cancel	Apply
* Indicates required field							
	* Country Canada ~ Account is u Account defini	ised for foreign payments	mation				
Bank		Branch					
O New Bank		O New Branch					
 Existing Bank 		Existing Branch					
Bank Name Bank of	Montreal _ Q	Branch Name	Main Branch	A K			
Bank Number 001		Branch Number	00022				
Tax Payer ID		BIC					
Show Bank Details		Branch Type	ARA V			_	
		Show Branch Details	Coloct t	a ab a al th	au ta aanfirm that tha		
Bank Account			attacl	nments ha	ve been uploaded.		
Account Number 01069845467	8 Account Name	ACME Holdings	Attachments	* +			
Check Digits	Currency	Canadian Dollar 🗸	G		Confirm that the attachments have been	n uploaded	L.
IBAN					-Ly		
Show Account Details							
<i>⊘</i> TIP "Please upload Attachment.	Attachment is mandatory"						
Comments							
Note to Duniar							

36. Enter any notes to Metrolinx in the **Note to Buyer** field, if necessary.

Indicates required field						
	* Country	Canada 🗸				
		Account is	used for foreign payments			
		Account defin	ition must include bank and branch infor	mation		
Bank			Branch			
O New Bank			O New Branch			
Existing Bank			Existing Branch			
Bank Name	Bank of Montreal	Q.	Branch Name	Main Branch	JI Q	
Bank Number	001		Branch Number	00022		
Tax Payer ID			BIC			
Show Bank Details			Branch Type	ABA 🗸		
			Show Branch Details			
Account Number 010	698454678	Account Name	ACME Holdings	Attachments	<i>(</i> 1) +	
Check Digits		Currency	Canadian Dollar 🗸			I confirm that the attachments have been uploaded.
IBAN						
Show Account Details						
TIP "Please unload Atta	chmont Attachmont is m	andaton/"				
wine riease upload Atta	connent. Audenment is m	andatory				
Comments						
Commento				C		
Note to Buyer	This bank account is to be linke	t to both our Home	Base and Trade Building addresses		Enter any	notes to Metrolinx in the
Note to Buyer	The barm account is to be linke	a to boar our morne	pase and made paliding addresses.		Note to	Buver field if necessary
				11	Note to	bayer nera, in necessary.

37.Scroll Up.

Indicates required field							
	* Country	Canada 🗸					٦
		Account is a	used for foreign payments			Scroll Up	5
		Account defini	ition must include bank and branch infor	mation		eeren ep	1
Bank			Branch				
O New Bank			O New Branch				
Existing Bank			Existing Branch				
Bank Name	Bank of Montreal	Q	Branch Name	Main Branch	y Q		
Bank Number	001		Branch Number	00022			
Tax Payer ID			BIC				
Show Bank Details			Branch Type	ABA 🗸			
			Show Branch Details				
Bank Account							
Account Number 010	698454678	Account Name	ACME Holdings	Attachments	4 +		
Check Digits		Currency	Canadian Dollar 🗸	Attachments	<u> </u>	I confirm that the attachments have been uploaded.	
IBAN							
Show Account Details							
TIP "Please upload Atta	chment. Attachment is ma	indatory"					
Comments							
Note to Buyer	This bank account is to be linked	to both our Home I	Base and Trade Building addresses.				
				11			

As part of the process of adding a new bank account, please ensure that you enter a note to the buyer specifying to which address(es) the banking information should be applied.

Note that every time your banking details are updated or created, it will go through two levels of approval at Metrolinx. At the first level, the banking details are verified manually and approved, and you will receive a notification that the banking detail change is in process. At the second level, Metrolinx will deposit a nominal amount into your bank account to verify the account. On successful receipt of payment, Metrolinx will send an email to you to inform about the approval of bank details.

38.Click the **Apply** button.

DRACLE iSupplier Portal			Diose 🔅
Create Bank Account			Cancel Apply
Indicates required field			
	* Country Canada ∽		
	 Account is used for foreign payments Account definition must include bank and branch i 	information.	Click the Apply button.
Bank	Branch		
O New Bank	O New Branch		
 Existing Bank 	Existing Branch		
Bank Name Bank of M	Montreal 🔄 🤤 🤤	me Main Branch 🖂 🤤	
Bank Number 001	Branch Numb	oer 00022	
Tax Payer ID	В	lic	
Show Bank Details	Branch Ty	pe ABA ~	
	Show Branch Details		
Bank Account			
Account Number 010698454678	Account Name ACME Holdings	Attachments 🔎 +	
Check Digits IBAN	Currency Canadian Dollar V		I confirm that the attachments have been uploaded.
Show Account Details			
<i>⊠</i> TIP "Please upload Attachment. A	Attachment is mandatory"		
Comments			
Note to Buver This bank acc	ount is to be linked to both our Home Base and Trade Building addresses		

39. Scroll down to view the **Banking Details** section.

DRACLE' iSup	pplier Portal				50	•
	Basic Information	Company Details		Attachments		
Prospective Su	pplier Registration: Additional D	etails		Save For Later Back	Step 2 of 3	Ner
lank label for instruction	n text					
	Company Name	ACME Holdings				
	Tax Country					
	Tax Registration Number	4020440810				
	Taxpayer ID					
	DUNS Number					
	Alternate Supplier Name	The details for ACME Haldings are estared in the relevant				
	Note to Buyer	sections.				
		1				
Address Book	Note to Supplier	Please review and update any details entered, as well as enter any require appropriate, you will also be required to attach your articles of incorporation cheque. You can access resources on iSupplier on the Metrolinx iSupplier fr	d fields including your banking details. If and proof of banking details, such as a void Resources page: metrolinx.com/iSupplier			
At least one entry is rec	quired.					
Create						_
Address Manas	Address Details					L
Audress Name			al according to a strategy at the set of the	D	on	-
Home Base	432 Clover Street, Toronto M5C	2N5 Canada Scroll	down to view the Banking	Details secti	on.	F
Home Base Trade Building	432 Clover Street, Toronto M5C 543 Pacific Street, Toronto M5C	9C6 Canada Scroll	down to view the Banking	Details secti	on.	ſ
Home Base Trade Building Contact Directory	432 Clover Street, Toronto M5C 543 Pacific Street, Toronto M5C	2NS Canada Scroll 806 Canada	down to view the Banking	Details secti	011.	ſ
Home Base Trade Building Contact Directory At least one entry is rec	432 Clover Street, Toronto MSC 543 Pacific Street, Toronto MSC / guired.	2No Canada Scroll 6C6 Canada	down to view the Banking	Details secti	011.	ſ
Address Name Home Base Trade Building Contact Directory At least one entry is rec Create	432 Clover Street, Toronto MSC 543 Pacific Street, Toronto MSC / guired.	SC6 Canada Scroll	down to view the Banking	Details secti		ſ

The banking details added are saved in the **Banking Details** section.

Note that a notification is sent to vendor when the banking detail change is in process.

anking Details		Note that a notific	ation is sent to	you when the	e banking det	ail change is in		
ob Bu	irns (i)						1	
ia La	irson	The banking deta	ils added are sa	aved in the Ba	anking Detail	s section.	1	
st Name La	ast Name 🗠						Update	Delete
reate •••								
mact birectory								
at building	545 Facilic Sileer,	TOTOTILO MISC 8C6 Caliada		Fa	yment, Furchasing		-	
le Duilding	432 Citiver Street,	Toronto MSC 2NS Canada		Fa	ument, Purchasing			
dress Name	Address Details	Toronto MSC 2N5 Canada		Pu	rpose		Update	Delete
reate								
At least one entry is required.								

In this demonstration, you can see a sample notification that the you will receive when the banking detail change process is in progress. Once the change is successful, you will receive an email from Metrolinx confirming the banking detail change.

Now, let's go back to add the mandatory supporting documents.



40.Click the **Next** button.

		sections.		1.				
	Note to	Supplier Please review and appropriate, you w cheque. You can a	d update any details entered, as well vill also be required to attach your an access resources on iSupplier on the	as enter any required fields icles of incorporation and p Metrolinx iSupplier Resour	including your banking de roof of banking details, su ces page: metrolinx.com/i	etails. If ch as a void Supplier		
Address Book								
At least one entry is	s required.							
Create								-
Address Name	Address Details			Pur	pose		Update	Delete
Home Base	432 Clover Street, Toro	into M5C 2N5 Canada		Pay	ment, Purchasing		/	
Trade Building	543 Pacific Street, Toro	onto M5C 9C6 Canada		Pay	ment, Purchasing		1	T
Contact Directo	ory							
Create	s required.							
	Last Name 🛆 🛛 🛛 🖡	Phone	Email		Requires Use	r Account	Update	Delete
First Name			lise (@invelidence) as an					
First Name	Larson 4	116-555-7890	iisai@invailoemail.com					
First Name Lisa Bob	Larson 4 Burns	116-555-7890	bobb@invalidemail.com				1	1
First Name Lisa Bob Banking Details	Larson 4 Burns S	116-555-7890	bobb@invalidemail.com				1	1
First Name Lisa Bob Banking Details	Larson 4 Burns S	116-555-7890	bobb@invalidemail.com				1	Û
First Name Lisa Bob Banking Details At least one entry is Create	Larson 4 Burns S s required	116 555 7890	itsaigittvaidemail com			Clickt	he Next h	
First Name Lisa Bob Banking Details At least one entry is Create Bank Account Nur	Larson 4 Burns 5 S required Currency	Bank Account Name	Isanginvaroeman com	Bank Number	✓ Branch Name	Click t	he Next b	Toutton.
First Name Lisa Bob Banking Details At least one entry is Create Bank Account Nur D10898454678	Larson 4 Burns S s required mber Currency Canadian Dollar	Bank Account Name ACME Holdings	Itsagginvaridemail.com bobb@invalidemail.com Bank Name Bank of Montreal	Bank Number	Branch Name Main Branch	Click t	he Next b	autton.
First Name isa lob Banking Details At least one entry is Create Bank Account Nur 10898454678	Larson 4 Burns S s required Canadian Dollar	Bank Account Name ACME Holdings	nseggirvarkermal com bobb@invalidemali com Bank Name Bank Name	Bank Number	Branch Name Main Branch	Click t	he Next b	button.
First Name Jisa Bob Banking Details Al least one entry is Create Bank Account Nur 110898454678	Larson 4 Burns S s required Currency Canadian Dollar	Bank Account Name ACME Holdings	Inseggirvariameni cum bobb@invalidemail.com Bank Name Bank of Montreal	Bank Number 001	Franch Name	Click t	he Next b	Step 2 of 3

The **Attachments** page displays. Here, you can upload the relevant mandatory supporting documentation for your organization, such as void cheques, articles of incorporation, etc.

ORACLE' iSup	plier Portal							Close	i 🗘
Attachments	Basic Information	on			Company Details			Attachments Submit E	ack Step 3 of 3
Add Attachment Seq	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
			The Att mandat as void	achments pa tory supporti cheques, art	ge displays. Here, y ng documentation icles of incorporatio	you can upload the for your organizatic on, etc.	relevant on, such		
opyright (c) 1998, 2020, Ora	cle and/or its affiliates.	All rights res	erved.						Privacy Statement

41. To add an attachment, click the **Add Attachment** button.

	Basic Information	n			Company Details			Attachments	ack Step 3
hments									
Attachment	Title	Type	Description	Category	Last Updated By	Last Undated	litago	Lindata	Delete
N	Title	Type	Description	Category	Last Updated By	Last Updated	licado	Lindate	Dele
			Description	outegory	- and - paaron - y		Usage	opuate	
is fo			Besonphon	Sucgory			Usage	opulate	
To add a	n attach	nment,	click the Add	d Attachment	button.		Usaye	opulate	
To add a	n attach	nment,	click the Add	d Attachment	button.		Usaye	Upuate	
To add a	in attach	nment,	click the Add	Attachment	button.		Usaye	Opulate	
To add a	in attach	nment,	click the Add	d Attachment	button.		Usaye	opuare	
To add a	in attach	nment,	click the Add	d Attachment	button.		Usaye	opunie	
To add a	in attach	nment,	click the Add	d Attachment	button.		Usage	-poste	

42. The **Add Attachment** pop-up window displays. Enter the name of the attachment in the **Title** field.

ORACLE' iSupplier Portal					Close	- \$
Basic Information Attachments		Company Dotails			Attachments Submit B	ack Step 3 of 3
Add Attachment	Category	Last Undated By	Last Undated	115300	lindate	Dalata
Attachment Type File Title Void Choque Description Category From Suppler ~ "File Choose File No file chosen Cancel Add Another	The Add <i>i</i> the na	Attachment pop-up ame of the attachm	o window displays. I lent in the Title field	Enter		
pyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved.						Privacy Stater

43. Click the **Choose File** button and select the relevant file from your local folder.

Attachments	Close				er Portal	Supplier	ACLE' is	DR/
Add Attachment See Add Attachment No Attachment Usage Update Usage Update Usage Update Usage Update Category If the bootser File Choose File Choose File Cancel Add Another Apply Click the Choose File button and select the relevant file from your local folder.	als Attachments Submit Bac	Company Dotails			Basic Information		hments	Attac
Add Attachment Type File Attachment Type File Category Last Updated By Last Updated Usage Update Update Usage Update Category From Suppler Category From Suppler Category From Suppler Category From Suppler Click the Choose File button and select the relevant file from your local folder.						1	Attachment	Add
Attachment Type File Trie Void Choque Description Category From Suppler ~ File Choose File button and select the relevant file from your local folder.	Last Updated Usage Update	Last Updated By	Category	×	t	hment	Add Attack	eq
Category From Suppler Choose File Dutton and select the relevant Cancel Add Another Apply Click the Choose File button and select the relevant file from your local folder.					File Void Cheque	nt Type Title ription	Attachment Descri	o ne
Cancel Add Another Apply Click the Choose File button and select the relevant file from your local folder.				h	From Supplier V	tegory	Cab	L
	utton and select the relevant our local folder.	hoose File buttor file from your le	Click the (Another Apply	Choose File No file chosen Cancel Add A	*File	[l

Once selected, the name of the uploaded file is displayed in the **File** field. The **Description** field is auto-populated based on the file selected. You can update the **Description** field, if required.

OR	ACLE' iSupplier Portal						Close	٢
Atta	Basic Information			Company Dotails		Atta	echments Submit Back	Step 3 of 3
Add	d Attachment							
Nore	Add Attachment Attachment Type File Void Choque Description 2(22:0):21:03:80 2(24:23) Category From Suppler File Choose File Voi	15 Void Cheque docx (Size //	i	Once selected, th displayed in the I populated based the Description fi	ne name of the uplo File field. The Descr I on the file selected field, if required.	usage iption field is au I. You can upda	uto-	Jereie
Copyright	(c) 1998, 2020, Oracle and/or its affiliates. A	Il rights reserved.					Priv	acy Statemen

44. Click the **Add Another** button to select another file to attach.

		er Portal						Close	\$
		Basic Information			Company Dotails			Attachments Submit B	ack Step 3 of 3
Attac	hments								
Add	Attachment								
Seq	Add Attachmen	t	×	Category	Last Updated By	Last Updated	Usage	Update	Delete
No re	Attachment Type	File ×							
	Title	Void Cheque							
	Description	2022-01-21 05:36:05 Void Cheque.docx (Size :214263)	1.						
	Category	From Supplier 🗸							
	*File	Choose File Void Cheque.docx							
		Cancel Add Another	Apply						
1			_						
				101 101					
		Click the Ac	ld An	other butto	on to select another	file to attach.			
right	c) 1998, 2020, Oracle	and/or its affiliates. All rights reserved.							Privacy State

45. You can now add another file using the **Add Attachment** pop-up window. Note that for the file you just added, a confirmation message displays confirming that the attachment has been added successfully.



46. Enter the name of the attachment in the **Title** field.

	Basic Information		Company Dotails		Atta	Chments Submit Bac	k Stop
chments							
Attachment •••	f	X Category	Last Updated By 🛆	Last Updated	Usage 🛆	Update	Dele
Confirmenti		From Supplier	GUEST	24-JUL-2023	One-Time	1	8
Attachment Void Chec be committed when yo Attachment Type	ue has been added successfully but not committed; it v ou commit the rest of the current transaction. File	would					
Attachment Void Chec be committed when yo Attachment Type Title Description Category	ue has been added successfully but not committed, it vu us commit the rest of the current funnsaction. File Articles of incorporated From Suppler	Enter the	name of the attach	ment in the Title fi	eld.		
Attachment Void Chee be committed when yo Attachment Type Tritle Description Category *File	ye has been added successfully but not committed, it was a commit the result of the current transaction. File Articles of incorporated From Supplier Choose File No file chosen Gancet Add Another As	Enter the	name of the attach	ment in the Title fi	eld.		
Attachment Vold Chee be committed when ye Attachment Type Title Description Category *File	ye has been added successfully but not committed, it was a commit the result of the current transaction. File Articles of incorporated From Supplier Choose File No file chosen Cancel Add Another Ag	Enter the	name of the attach	ment in the Title fi	eld.		

47. Click the **Choose File** button and select the relevant file from your local folder.

0					•	
achments		Company Details		Atta	Submit Bac	Step 3 o
dd Attachment ···	Category A	Last Undated By A	Last Undated A		Undate	Delete
	From Supplier	GUEST	24-JUL-2023	One-Time	2	
Attachment Type File Title Articles of Incorporation Description	4					
Category From Supplier ~						
Category From Suppler ~ *File Choose File No file chosen Cancel Add Another	Click the C	hoose File button a file from your loc	and select the relev cal folder.	ant		
Cetegory From Suppler V File Choose File No file chosen Cancel Add Another	App Click the C	Choose File button a file from your loc	and select the relev al folder.	ant		

48. Once selected, the name of the uploaded file is displayed in the **File** field. The **Description** field is auto-populated based on the file selected. You can update the **Description** field, if required.

ttachments				Company Dotails		Atta	chments Submit Bac	k Step 3 of
Add Attachment ····			ategony A	Last Lindatad By A	Let Indeted	liesna o	Undato	Delate
o Add Attachmo	ent	X	rom Supplier	GUEST	24-1111-2023	One-Time	opdate	Delete
Attachment Tyr; Tri Descriptio Catego: *Fii	e File File File File File File File Fil	iocx 🦼	¢	Once selected, the displayed in the Fi populated based the Description fie	e name of the uplo i le field. The Descri on the file selected eld, if required.	aded file is ption field is . You can upc	auto- late	

49. Click the **Apply** button.

OR		er Portal					Close	1 🕸
Atta	ichments	Basic Information		Company Details		Atta	chments Submit Bac	Step 3 of 3
Ad	d Attachment •••		Category	Last Undated By A	Lect Undeted A		lindata	Delete
10	4 Add Attachment		From Supplier	GUEST	24-JUL-2023	One-Time		
	Attachment Vield Cheog be committed when yo tee committed when yo Title Description Category *File	upe has been added successfully but not committed, it would up commit the early of the current futureaction.	he Apply bu	tton.				
Copyrigh	t (c) 1998, 2020, Oracle	and/or its affiliates. All rights reserved.						Privacy Statement

50. A **Confirmation** pop-up box displays confirming that the attachment has been added successfully. Click the **OK** button to continue.

Attachment ***	Attachments Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment Attachment		ACLE' iSupplier Portal							Close	1
ad Attachment ••• Confirmation x Attachment Articles of Incor has been added successfully but not committed, it would be committed when you commit the rest of the current the suppler Attachment Articles of Incor has been added successfully. Click the OK button to continue.	d Attachment Confirmation Attachment Articles of Incor has been added successfully but not committed when you commit the rest of the current intersection 05 Void Che From Supplier 00 Void Che From Supplier <		Basic Information				Company Dotails		Attac	hments Submit Back	Stop 3 c
d Attachment] Category Last Updated By Lest Updated My Usage Update Update Dek Attachment Articles of Incor has been added successfully but not committee, it would be committee when you commit the rest of the current to So Void Che From Suppler GUEST 24JUL-2023 One-Time Image: Committee when you commit the rest of the current to So Void Che From Suppler GUEST 24JUL-2023 One-Time Image: Committee when you commit the rest of the current to So Void Che From Suppler Image: Committee when you commit the rest of the current to So Void Che From Suppler GUEST 24JUL-2023 One-Time Image: Committee when you commit the rest of the current to So Void Che From Suppler Image: Committee when you commit to the current to So Void Che From Suppler Image: Committee when you commit to committee when you commit to the current to So Void Che From Suppler Image: Committee when you commit to commit to committee when you commit to committee when you commit	di Attachment Confirmation x X Attachment Articles of Incor has been added successfully but not committed when you commit the rest of the current the state of the current the rest of the current the state of the current the rest of the current the rest of the current the rest of the current the state of the current the rest of the current the supplier QUEST 24-JUL-2023 One-Time Image: Current the rest of the current the rest of the current the supplier A Confirmation pop-up box displays confirming that the attachment has been added successfully. Click the OK button to continue. Image: Current the rest of the current the supplier	tac	hments								
Attachment Micles of Incor. has been added successfully but not commilied, it would be commilied when you commit the rest of the current transaction A Confirmation pop-up box displays confirming that the attachment has been added successfully. Click the OK button to continue.	Attachment Articles of Incor has been added successfully but not committed, it would be committed when you commit the rest of the current transaction. A Confirmation pop-up box displays confirming that the attachment has been added successfully. Click the OK button to continue.	dd q	Attachment •••	×			Last Updated By 🛆	Last Updated 🛆	Usage 🛆	Update	Delet
committed if acutation as tool Che From Supplier GUEST 24-JUL-2023 One-Time Image: Check of the Check	Committed it would be committed when you commit the rest of the current thansaction. From Suppler GUEST 24-JUL-2023 One-Time / The Action of the current that the attachment has been added successfully. Click the OK button to continue.	ŀ	Attachment Articles of Incor has been as	dded successfully but not	3:05 Articles of	From Supplier	GUEST	24-JUL-2023	One-Time	1	Û
A Confirmation pop-up box displays confirming that the attachment has been added successfully. Click the OK button to continue.	A Confirmation pop-up box displays confirming that the attachment has been added successfully. Click the OK button to continue.	L	committed, it would be committed when you transaction	u commit the rest of the current	3:05 Void Che	From Supplier	GUEST	24-JUL-2023	One-Time	1	Û
		L		ER.							
				A Confirmati been a	on pop-u added su	up box disp uccessfully.	olays confirming tha Click the OK butto	at the attachment on to continue.	has		
				A Confirmati been a	on pop-u added su	up box disp uccessfully.	plays confirming that Click the OK butto	at the attachment on to continue.	has		
				A Confirmati been a	on pop-u added su	up box disp uccessfully.	plays confirming that Click the OK butto	at the attachment l	has		

The newly attached files are now displayed in the list of attachments.

	LE [°] iSupplier Portal							Close	1 Q
Attachn	Basic Inform	nation			Company Dotails		Attac	hments Submit Back	k Step 3 of 3
Add Atta	Title ^		Description A		Last Undated By A	Last Undated A		Undate	Delete
20	Articles of Incorporation	File	2022-01-21 05:36:05 Articles of	From Supplier	GUEST	24-111-2023	One-Time		Delete
10	Void Cheque	File	2022-01-21 05:36:05 Void Che	From Supplier	GUEST	24-JUL-2023	One-Time	1	î
		į	The newly attache	d files are r	now displayed in th	e list of attachmer	nts.		
oyright (c) 1	998, 2020, Oracle and/or its affilia	tes. All rights rese	rved.					1	Privacy Stater

51.Click the **Submit** button.

	LE iSupplier Portal							Close	1 \$
Attachm	Basic Inform	ation			Company Dotails		Attac	Surfunit Back	Step 3 of 3
Add Atta	chment •••					Click the S	ubmit buttor	.]	
Seq 🛆	Title 🛆	Туре 🛆	Description		Last Updated By 🛆	Last Updated 🛆	Usage 🛆	Update	Delete
20	Articles of Incorporation	File	2022-01-21 05:36:05 Articles of	From Supplier	GUEST	24-JUL-2023	One-Time	1	Û
10	Void Cheque	File	2022-01-21 05:36:05 Void Che	From Supplier	GUEST	24-JUL-2023	One-Time	1	1
	2020, 2020, Oracla and/or its offilia	tos. All sights roso	aud						2riuacu: Statoma

A message displays confirming that your organization's profile has been submitted for approval.

ORACLE [*] iSupplier Portal	Close	•
Confirmation		
A message displays confirming that your organization's profile has been submitted for approval.		
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Once your organization's profile is submitted, you will receive an email from Metrolinx with a link to track the progress of your registration.

52. Click the **Prospective Supplier Registration Status Page** link.

erpdev02 Tue 7/24/2022 4:32 A	M	Once your organization's profile is submitted, yo
To: Lisa Larson <lisal@< td=""><td>invalidemail.com></td><td>i receive an email from Metrolinx with a link to tra</td></lisal@<>	invalidemail.com>	i receive an email from Metrolinx with a link to tra
To Lisa Larso	n	progress of your registration.
ID 2121988	23 04:30:44	
Your registration detail	s have been submitted. Use this	is URL to track progress on this request.
Prospective Supplier Re	egistration Status Page	
12	Ν	
F		
Click the P	rospective Supplier F	Registration Status Page link.

The Prospective Supplier Registration: Current Status page displays.

Note that the registration is currently in the **Pending Approval** status.

ORACLE' is	upplier Portal		Close	T	٢
Prospective S	upplier Registration: Cu	rrent Status			
Thank you for registe	ring with us. Here's the current stat	us of your registration request.			
Registration Det	tails and Status				
	Company	ame ACME Holdings Status Pending Approval			
Contact Informat	ion				
0	First Last	Email lisal@irvalidemail.com Phone Area Code Name Lisa Phone Number 416.555.7890 Name Larson Phone Extension			
Status History					
Date	Status	Note			
24-JUL-2023	Submitted	The attachments and details for ACME Holdings are entered in the relevant sections.			
		The Prospective Supplier Registration: Current Status page displays. Note that the registration is currently in the Pending Approval status.			
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You will receive notifications via email once your profile and banking information have been approved in the system.

Once this occurs, you will be able to add additional users, manage your organization's profile, and submit invoices for payment.

ORACLE' iSu	pplier Portal		Close	ľ	٢
Prospective Su	pplier Registration:	Current Status			
Thank you for registeri	ng with us. Here's the curren	status of your registration request.			
Registration Deta	ills and Status				
	Comp	nny Name ACME Holdings Status Pending Approval			
Contact Informatio	on				
		Email lisal@invalidemal.com Phone Area Code First Name Lisa Phone Number 416.555.7890 Last Name Larson Phone Extension			
Status History					
Date	Status	Note			
24-JUL-2023	Submitted	The attachments and details for ACME Holdings are entered in the relevant sections.			
24-JUL-2023	Invitation Sent				
		You will receive notifications via email once your profile and banking information have been approved in the system. Once this occurs, you will be able to add additional users, manage your organization's profile, and submit invoices for payment.			
Copyright (c) 1998, 2020, Or	racle and/or its affiliates. All righ	S reserved.		Privacy	Statement