



One-Time Vendor Registration

Version No: 1.0
Date: 11/09/2023

Overview

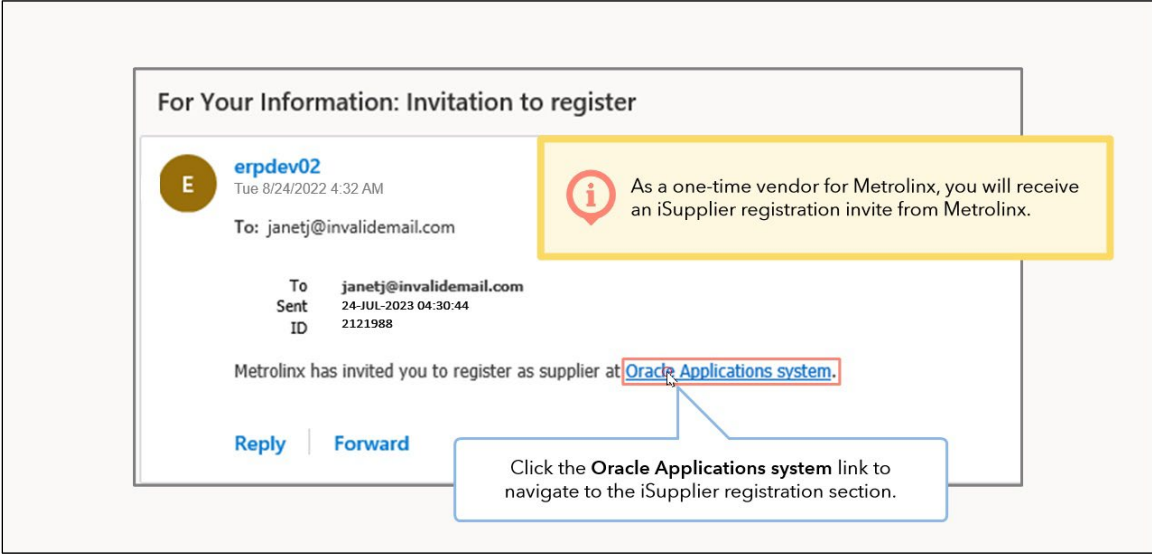
This document provides you the steps to register a one-time vendor.

One-Time Vendor Registration

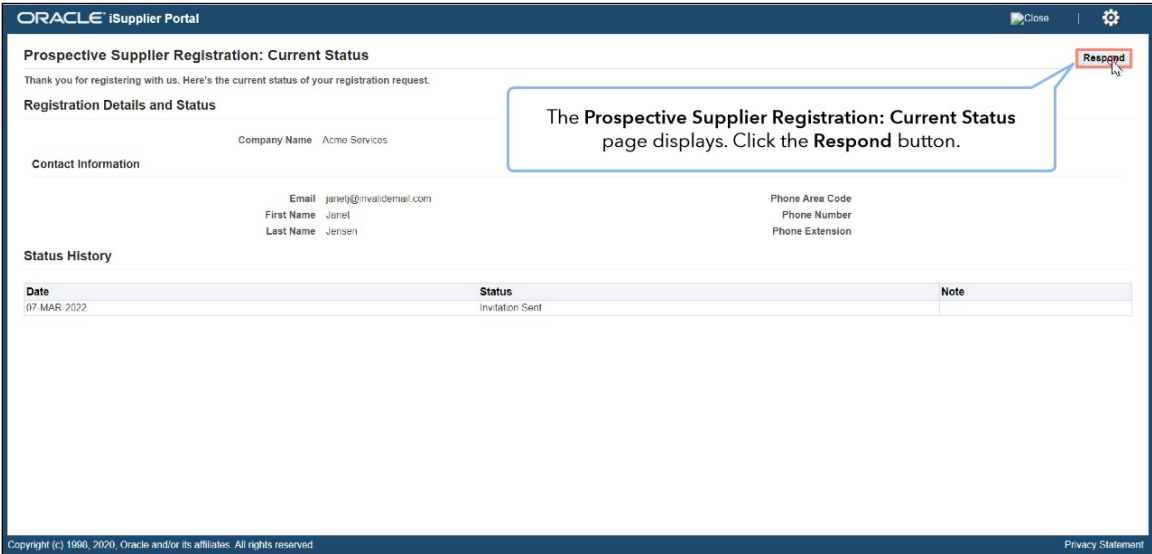
As a one-time vendor for Metrolinx, you will receive an iSupplier registration invite from Metrolinx.

Follow the steps below to register a new vendor:

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



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



- 3. 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.

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.

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 id is required to be able to complete the registration request.

Company Name

Tax Country

Tax Registration Number

Taxpayer ID

DUNS Number

SIN

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Social Insurance Number (SIN) collection is optional for independent contractors engaged by Metrolinx and is only used for tax reporting purposes if you have elected to have Metrolinx withhold and submit income taxes at source.

Contact Information

Blank label for instruction text

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.

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.

Metrolinx - Privacy Policy
Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

Company Name

Tax Country

Tax Registration Number

Taxpayer ID

DUNS Number

SIN

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Social Insurance Number (SIN) collection is optional for independent contractors engaged by Metrolinx and is only used for tax reporting purposes if you have elected to have Metrolinx withhold and submit income taxes at source.

Contact Information

Blank label for instruction text

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

Phone Number

Phone Extension

Step 1 of 3

Next

4. Click the **Next** button.

Prospective Supplier Registration

Step 1 of 3 **Next**

Company Details

At least one tax id is required to be able to complete the registration request.

Company Name Acme Services

Tax Country Canada

Tax Registration Number 4020440810

Taxpayer ID

DUNS Number

SIN 046454286

Contact Information

Email janetj@invalidemail.com

First Name Janet

Last Name Jensen

Copyright (c) 1990, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

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

ORACLE iSupplier Portal

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 3 **Next**

Company Details

Company Name Acme Services

Tax Country Canada

Tax Registration Number 4020440812

Taxpayer ID

DUNS Number

Alternate Supplier Name

Note to Buyer

Note to Supplier

Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/iSupplier

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
Home Base	135 Prime Avenue, Toronto M5C 2N5 Canada	Payment		

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Janet	Jensen		janetj@invalidemail.com			

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

ORACLE iSupplier Portal

Basic Information

Company Details

Attachments

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 3 Next

Blank label for instruction text

Company Name

Acme Services

Tax Country

Canada

Tax Registration Number

4020440812

Taxpayer ID

DUNS Number

Alternate Supplier Name

Note to Buyer

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

Note to Supplier

Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/Supplier

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
Home Base	135 Prime Avenue, Toronto M5C 2N5 Canada	Payment		

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Janet	Jensen		janetj@invalidemail.com			

5. Enter any relevant messaging to Metrolinx in the **Note to Buyer** field.

ORACLE iSupplier Portal

Basic Information

Company Details

Attachments

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 3 Next

Blank label for instruction text

Company Name

Acme Services

Tax Country

Canada

Tax Registration Number

4020440812

Taxpayer ID

DUNS Number

Alternate Supplier Name

Note to Buyer

Note to Supplier

Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/Supplier

Enter any relevant messages to Metrolinx in the **Note to Buyer** field.

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
Home Base	135 Prime Avenue, Toronto M5C 2N5 Canada	Payment		

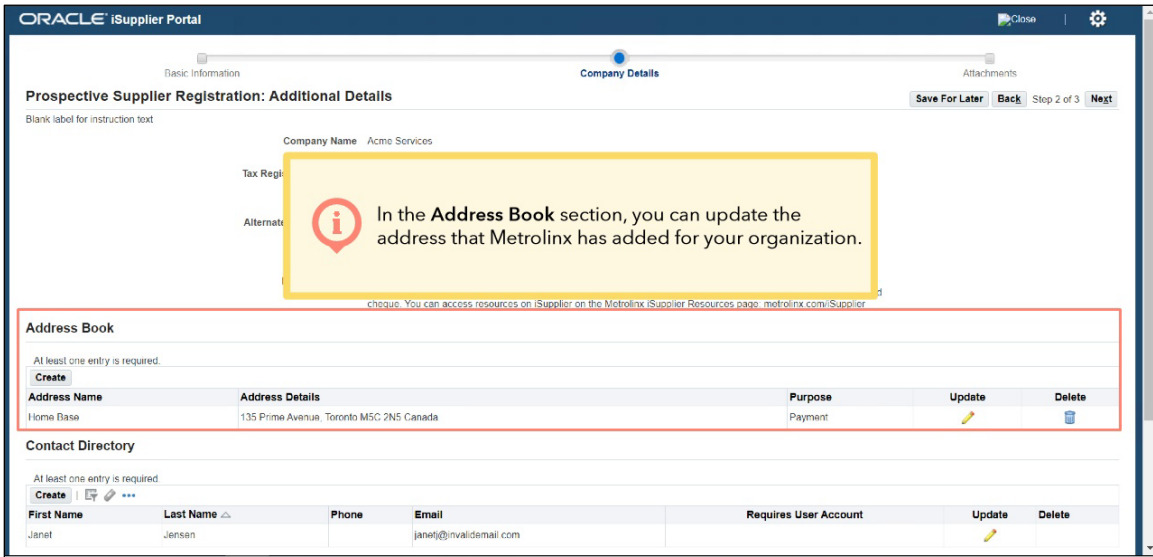
Contact Directory

At least one entry is required.

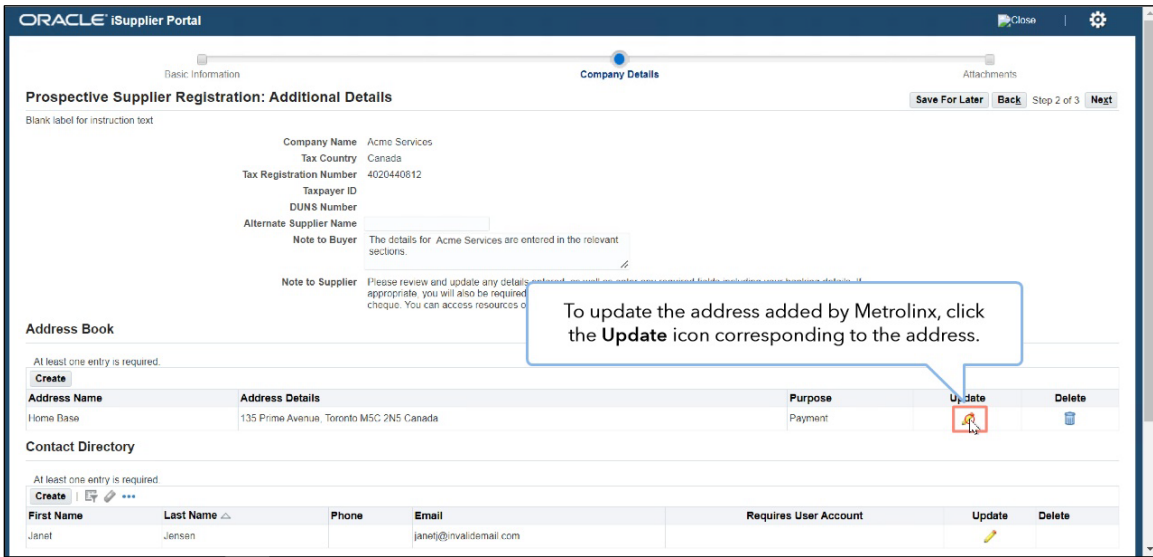
Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Janet	Jensen		janetj@invalidemail.com			

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



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



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 Portal

Close

Update Address

* Indicates required field

Return to Prospective Supplier Registration Additional Details

Country

Canada

* Address Name

Home Base

* Address Line 1

135 Prime Avenue

Address Line 2

Address Line 3

Address Line 4

City

Toronto

County

State

Province

ON

Postal Code

M5C 2N5

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

☐ Purchasing Address

☒ Payment Address

☐ RFQ Only Address

Address Purpose

+

Purpose

No results found

Remove

i

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.

Copyright (c) 1996, 2020, Oracle and/or its 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 Portal

Close

Update Address

* Indicates required field

Return to Prospective Supplier Registration Additional Details

Country

Canada

* Address Name

Home Base

* Address Line 1

135 Prime Avenue

Address Line 2

Address Line 3

Address Line 4

City

Toronto

County

State

Province

ON

Postal Code

M5C 2N5

Phone Area Code

Phone Number

416 555 7777

Fax Area Code

i

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

Address Purpose

+

Purpose

No results found

Remove

Copyright (c) 1996, 2020, Oracle and/or its affiliates. All rights reserved

Privacy Statement

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

ORACLE iSupplier Portal

Update Address

* Indicates required field

[Return to Prospective Supplier Registration: Additional Details](#)

Country: Canada

Address Name: Home Base

Address Line 1: 135 Prime Avenue

Address Line 2:

Address Line 3:

City:

State:

Province:

Postal Code: M5C 2N5

Phone Area Code:

Phone Number: 416 555 7777

Fax Area Code:

Address Purpose

Purpose	Remove
No results found	

Copyright (c) 1999, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

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

ORACLE iSupplier Portal

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 3 Next

Blank label for instruction text

Company Name: Acme Services

Tax Country: Canada

Tax Registration Number: 4020440612

Taxpayer ID:

DUNS Number:

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

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
Home Base	135 Prime Avenue, Toronto M5C 2N5 Canada	Payment		

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Janet	Jensen		janetj@invalidemail.com			

In the **Contact Directory** section, you can update your contact details.

ORACLE iSupplier Portal

Basic Information **Company Details** Attachments

Prospective Supplier Registration: Additional Details Save For Later Back Stop 2 of 3 Next

Blank label for instruction text

Company Name Acme Services
Tax Country Canada
Tax Registration Number 4020440812
Taxpayer ID
DUNS Number
Alternate Supplier Name
Note to Buyer The details for ACME Holdings are entered in the relevant sections.
Note to Supplier Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/Supplier

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
Home Base	135 Prime Avenue	Home		

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Janet	Jensen		janetj@invalidemail.com			

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

ORACLE iSupplier Portal

Basic Information **Company Details** Attachments

Prospective Supplier Registration: Additional Details Save For Later Back Stop 2 of 3 Next

Blank label for instruction text

Company Name Acme Services
Tax Country Canada
Tax Registration Number 4020440812
Taxpayer ID
DUNS Number
Alternate Supplier Name
Note to Buyer The details for Acme Services are entered in the relevant sections.
Note to Supplier Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/Supplier

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
Home Base	135 Prime Avenue, Toronto M5C 2N5 Canada	Home		

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Janet	Jensen		janetj@invalidemail.com			

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

ORACLE iSupplier Portal

Update Contact

* Indicates required field

Contact Title: Janet
First Name: Janet
Middle Name: Jonson
Last Name: Jonson
Alternate Name: Jonson
Job Title: Jonson
Department: Jonson
Contact Email: janet@invalidemail.com
URL: Jonson

Phone Area Code: Jonson
Phone Number: Jonson
Phone Extension: Jonson
Alternate Phone Area Code: Jonson
Alternate Phone Number: Jonson
Fax Area Code: Jonson
Fax Number: Jonson

Contact Purpose

Purpose	Remove
No results found	

Supplier User Account

☐ Create User Account For The Contact

Addresses For the Contact

Address Name	Address Details	Remove
--------------	-----------------	--------

In this demonstration, we have added a job title in the **Job Title** field.

ORACLE iSupplier Portal

Update Contact

* Indicates required field

Alternate Name: Jonson
Job Title: Finance Administrator
Department: Jonson
Contact Email: janet@invalidemail.com
URL: Jonson

Alternate Phone Number: Jonson
Fax Area Code: Jonson
Fax Number: Jonson

Contact Purpose

Purpose	Remove
No results found	

Supplier User Account

☐ Create User Account For The Contact

Addresses For the Contact

Address Name	Address Details	Remove
--------------	-----------------	--------

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

Update Contact

* Indicates required field

Contact Title: [Dropdown]
First Name: Janet
Middle Name: [Text]
* Last Name: Jensen
Alternate Name: [Text]
Job Title: Finance Administrator
Department: [Text]
Contact Email: janet@invalidemail.com
URL: [Text]

Phone Area Code: [Text]
Phone Number: [Text]
Phone Extension: [Text]
Alternate Phone Area Code: [Text]
Alternate Phone Number: [Text]
Fax Area Code: [Text]
Fax Number: [Text]

Contact Purpose

Purpose	Remove
No results found	

Supplier User Account

☐ Create User Account For The Contact

Addresses For the Contact

Address Name	Address Details	Remove
--------------	-----------------	--------

The **Contact Directory** is automatically updated and reflects the job title you have just added.

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: Acme Services
Tax Country: Canada
Tax Registration Number: 4020440812
Taxpayer ID: [Text]
DUNS Number: [Text]
Alternate Supplier Name: [Text]
Note to Buyer: The details for ACME Holdings are entered in the relevant sections.
Note to Supplier: Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/iSupplier

Address Book

At least one entry is required.

Create

Address Name: Home Base

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Janet	Jensen		janet@invalidemail.com			

10. Scroll down to view more details.

ORACLE iSupplier Portal

Basic Information **Company Details** Attachments

Prospective Supplier Registration: Additional Details Save For Later Back Stop 2 of 3 Next

Blank label for instruction text

Company Name Acme Services
Tax Country Canada
Tax Registration Number 4020440812
Taxpayer ID
DUNS Number
Alternate Supplier Name
Note to Buyer The details for ACME Holdings are entered in the relevant sections.
Note to Supplier Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/iSupplier

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
Home Base	135 Prime Avenue, Toronto M5C 2N5 Canada	Payment		

Contact Directory

At least one entry is required.

Create ***

First Name	Last Name	Phone	Email
Janet	Jensen		janet@invalidemail.com

Scroll down to view more details.

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

Note: The banking details are mandatory to complete the registration. If you prefer alternate modes of payment such as Wire transfer, Automated Clearing House (ACH), or Cheque payment, refer to the "Payment Methods" user guide.

Tax Registration Number 4020440812
Taxpayer ID
DUNS Number
Alternate Supplier Name
Note to Buyer The details for Acme Services are entered in the relevant sections.
Note to Supplier Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/iSupplier

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
Home Base				

Contact Directory

At least one entry is required.

Create ***

First Name	Last Name	Phone	Email
Janet	Jensen		

Banking Details

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found								

Save For Later Back Stop 2 of 3 Next

Copyright (c) 1990, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

11. Click the **Create** button.

Tax Registration Number 4020440812
Taxpayer ID
DUNS Number
Alternate Supplier Name
Note to Buyer The details for Acme Services are entered in the relevant sections.
Note to Supplier Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/iSupplier

Address Book
At least one entry is required.
Create
Address Name Address Details Purpose Update Delete
Home Base 135 Prime Avenue, Toronto M5C 2N5 Canada Payment

Contact Directory
At least one entry is required.
Create | +
First Name Last Name Phone Email Requires User Account Update Delete
Janet Jensen janet@invalidemail.com

Banking Details
At least one entry is required.
Create | +
Bank Account Number Currency Bank Account Name Bank Name Bank Number Branch Name Branch Number Update Remove
No results found.

Save For Later Back Stop 2 of 3 Next

Copyright (c) 1990, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

The **Create Bank Account** page displays. Select a new/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/New Branch** option and add the bank/branch.

ORACLE iSupplier Portal Close | Settings

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 ☒ New Branch
☐ Existing Bank ☐ Existing Branch

Bank Name Bank Number Tax Payer ID Show Bank Details
Branch Name Branch Number BIC Branch Type ABA Show Branch Details

Bank Account

The **Create Bank Account** page displays. Select a new/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/New Branch** option and add the bank/branch.

Note to Buyer

Copyright (c) 1990, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

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

Create Bank Account

Country: Canada

☒ Account is used for foreign payments

Account deletion must include bank and branch information.

Bank

☐ New Bank

☒ Existing Bank

Bank Name: []

Bank Number: []

Tax Payer ID: []

Show Bank Details

Branch

☐ New Branch

☒ Existing Branch

Branch Name: []

Branch Number: []

BIC: []

Branch Type: ADA

Show Branch Details

Bank Account

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.

Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved.

Privacy Statement

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

Note: 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.

ORACLE iSupplier Portal

Create Bank Account

Country: Canada

☒ Account is used for foreign payments

Account deletion must include bank and branch information.

Bank

☐ New Bank

☒ Existing Bank

Bank Name: Bank of Montreal

Bank Number: 001

Tax Payer ID: []

Show Bank Details

Branch

☐ New Branch

☒ Existing Branch

Branch Name: Main Branch

Branch Number: 00022

BIC: []

Branch Type: ADA

Show Branch Details

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.

Waiting for isupplier.metrolinxit.com...

Privacy Statement

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

Indicates required field

Country: Canada

☒ Account is used for foreign payments
Account definition must include bank and branch information

Bank

☐ New Bank
☒ Existing Bank

Bank Name: Bank of Montreal

Bank Number: 001

Tax Payer ID:

Show Bank Details

Branch

☐ New Branch
☒ Existing Branch

Branch Name: Main Branch

Branch Number: 00022

BIC:

Branch Type: ABA

Show Branch Details

Bank Account

Account Number:

Account Name:

Check Digits:

IBAN:

Show Account Details

☒ TIP "Please upload Attachment. Attachment is mandatory"

Comments

Note to Buyer:

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

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

ORACLE iSupplier Portal

Create Bank Account

Indicates required field

Country: Canada

☒ Account is used for foreign payments
Account definition must include bank and branch information

Bank

☐ New Bank
☒ Existing Bank

Bank Name: Bank of Montreal

Bank Number: 001

Tax Payer ID:

Show Bank Details

Branch

☐ New Branch
☒ Existing Branch

Branch Name: Main Branch

Branch Number: 00022

Bank Account

Account Number: 010598454678

Account Name: ACME Holdings

Check Digits:

IBAN:

Show Account Details

Attachments: +

☐ I confirm that the attachments have been uploaded.

☒ TIP "Please upload Attachment. Attachment is mandatory"

Comments

Note to Buyer:

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

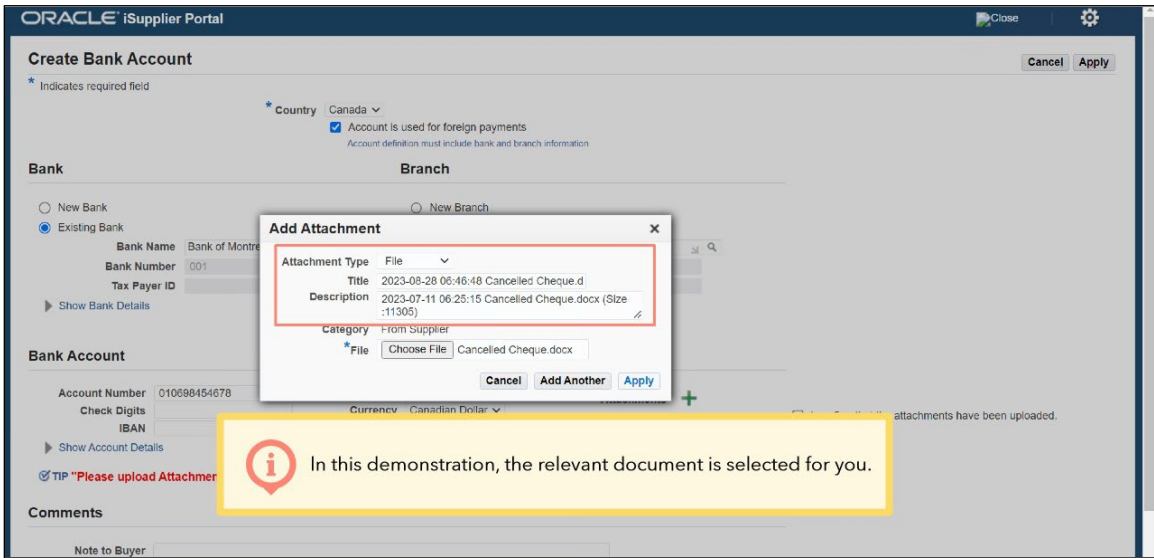
Once you add a new bank account, you must attach the relevant supporting documents such as void cheques, etc.

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

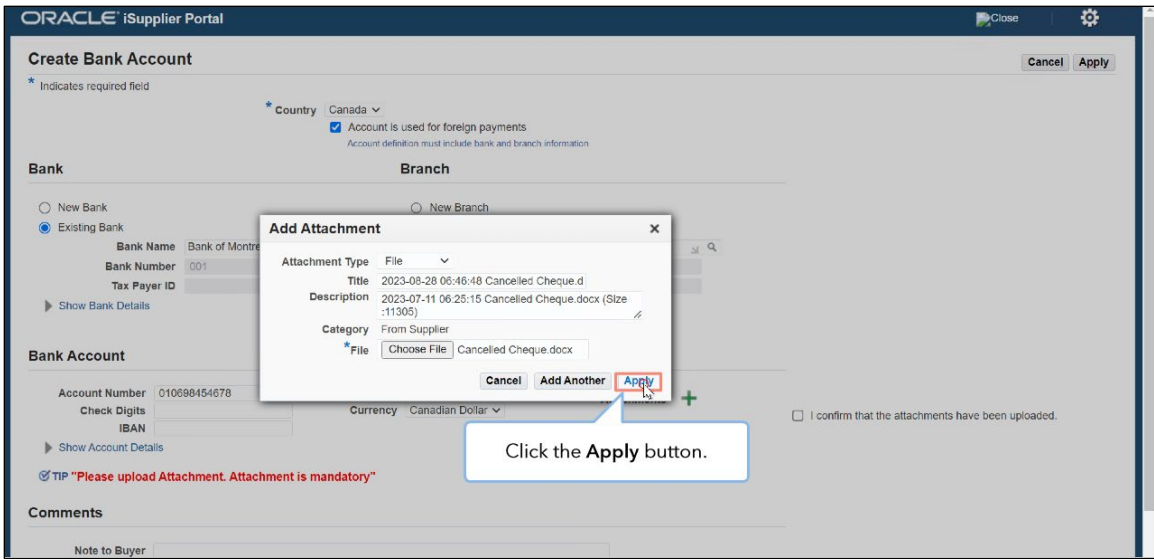
12. Click the **Plus** icon to upload the relevant document for the banking details.

13. The Add Attachment pop-up window displays. Click the **Choose File** button to upload the bank document.

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



14. Click the **Apply** button.



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

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

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

Indicates required field

CountryCanada

Account is used for foreign payments

Account definition must include bank and branch information

Bank

Branch

New Bank

Existing Bank

Bank NameBank of Montreal

Bank Number001

Tax Payer ID

Show Bank Details

New Branch

Existing Branch

Branch NameMain Branch

Branch Number00022

BIC

Branch TypeABA

Show Branch Details

Bank Account

Account Number010698454678

Check Digits

IBAN

Account NameACME Holdings

CurrencyCanadian Dollar

Attachments

I confirm that the attachments have been uploaded.

Show Account Details

TIP "Please upload Attachment. Attachment is mandatory"

Comments

Note to Buyer

This bank account is to be linked to both our Home Base and Trade Building addresses.

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

18. Scroll Up.

Indicates required field

CountryCanada

Account is used for foreign payments

Account definition must include bank and branch information

Bank

Branch

New Bank

Existing Bank

Bank NameBank of Montreal

Bank Number001

Tax Payer ID

Show Bank Details

New Branch

Existing Branch

Branch NameMain Branch

Branch Number00022

BIC

Branch TypeABA

Show Branch Details

Bank Account

Account Number010698454678

Check Digits

IBAN

Account NameACME Holdings

CurrencyCanadian Dollar

Attachments

I confirm that the attachments have been uploaded.

Show Account Details

TIP "Please upload Attachment. Attachment is mandatory"

Comments

Note to Buyer

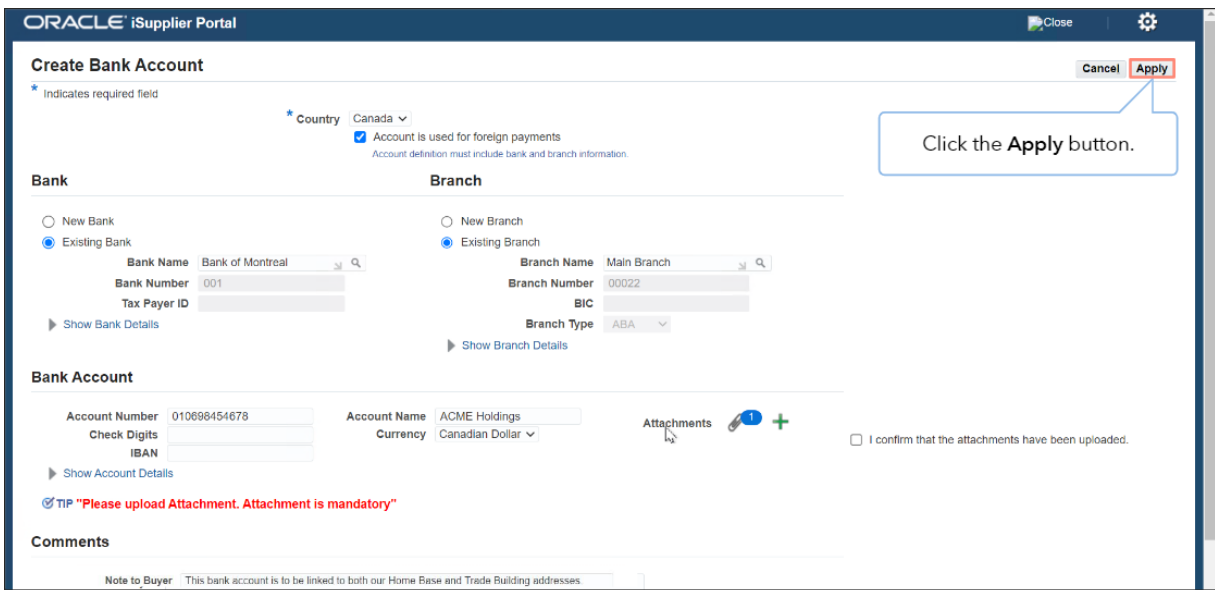
This bank account is to be linked to both our Home Base and Trade Building addresses.

Scroll Up

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 you about the approval of bank details.

19. Click the **Apply** button.



ORACLE iSupplier Portal

Create Bank Account

* Indicates required field

Country: Canada

☒ Account is used for foreign payments
Account definition must include bank and branch information.

Bank

☐ New Bank
☒ Existing Bank

Bank Name: Bank of Montreal
Bank Number: 001
Tax Payer ID:
[Show Bank Details](#)

Branch

☐ New Branch
☒ Existing Branch

Branch Name: Main Branch
Branch Number: 00022
BIC:
Branch Type: ABA
[Show Branch Details](#)

Bank Account

Account Number: 010698454678
Check Digits:
IBAN:
[Show Account Details](#)

Account Name: ACME Holdings
Currency: Canadian Dollar

Attachments: 1 +
☐ I confirm that the attachments have been uploaded.

TIP "Please upload Attachment. Attachment is mandatory"

Comments

Note to Buyer: This bank account is to be linked to both our Home Base and Trade Building addresses.

Cancel Apply

Click the Apply button.

20.The **Prospective Supplier Registration: Additional Details** page displays again. Scroll down to view the **Banking Details** section.

ORACLE iSupplier Portal

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: Acme Services
Tax Country: Canada
Tax Registration Number: 4020440812
Taxpayer ID:
DUNS Number:
Alternate Supplier Name:
Note to Buyer: The details for ACME Holdings are entered in the relevant sections.
Note to Supplier: Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/iSupplier

Address Book

At least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
Home Base	135 Prime Avenue, Toronto M5C 2N5 Canada	Payment		

Contact Directory

At least one entry is required.

First Name	Last Name	Phone	Email
Janet	Jensen		janetj@invalidemail.com

The Prospective Supplier Registration: Additional Details page displays again. Scroll down to view the Banking Details section.

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

Taxpayer ID:
DUNS Number:
Alternate Supplier Name:
Note to Buyer: The details for ACME Holdings are entered in the relevant sections.
Note to Supplier: Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on iSupplier on the Metrolinx iSupplier Resources page: metrolinx.com/iSupplier

Address Book

At least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
Home Base	135 Prime Avenue, Toronto M5C 2N5 Canada	Payment		

Contact Directory

At least one entry is required.

First Name	Last Name	Phone	Email
Janet	Jensen		

Banking Details

At least one entry is required.

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
010086454678	Canadian Dollar	Acme Services	Bank of Montreal	001	Main Branch	00022		

Note that the banking details added are saved in the Banking Details section.

Save For Later Back Step 2 of 3 Next

Copyright (c) 1990, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

21. Click the **Next** button.

Taxpayer ID
DUNS Number
Alternate Supplier Name
Note to Buyer

The details for ACME Holdings are entered in the relevant sections.

Note to Supplier

Please review and update any details entered, as well as enter any required fields including your banking details. If appropriate, you will also be required to attach your articles of incorporation and proof of banking details, such as a void cheque. You can access resources on Supplier on the Metrolinx Supplier Resources page: [metrolinx.com/Supplier](#)

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
Home Base	135 Prime Avenue, Toronto M5C 2N5 Canada	Payment		

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Jarret	Jensen		janety@invalidemail.com			

Banking Details

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name		
010696454678	Canadian Dollar	Acme Services	Bank of Montreal	001	Main Branch	00022	

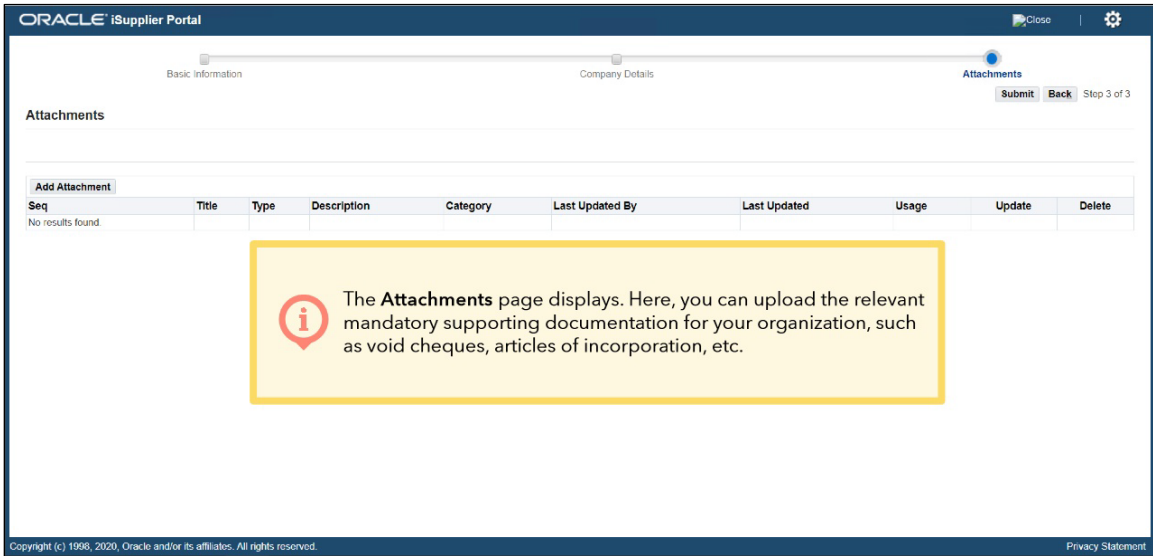
Click the Next button.

Save For Later | Back | Step 2 of 3 | **Next**

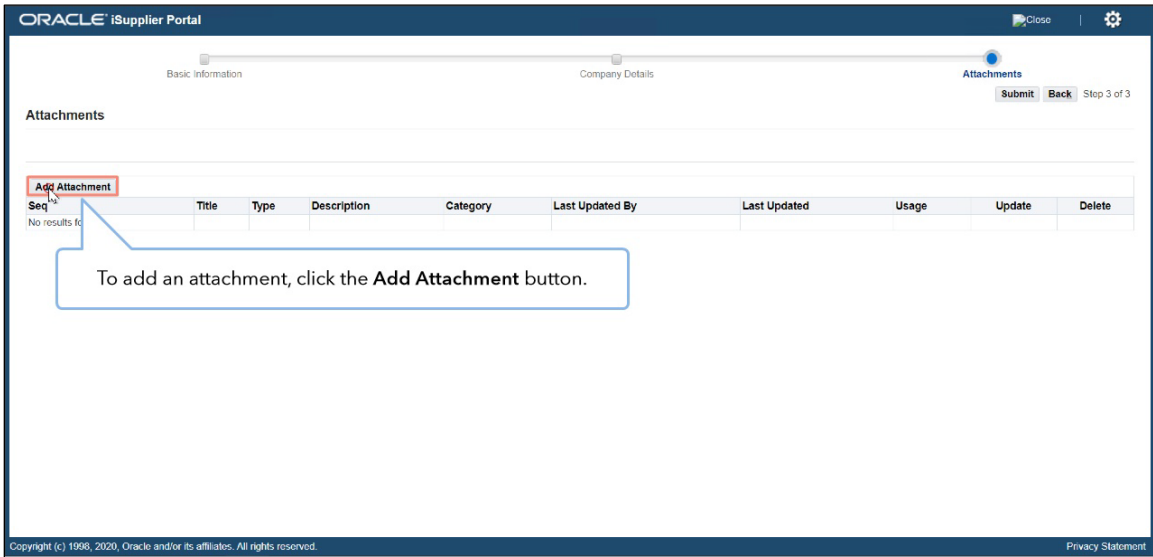
Copyright (c) 1990, 2020, Oracle and/or its affiliates. All rights reserved.

Privacy Statement

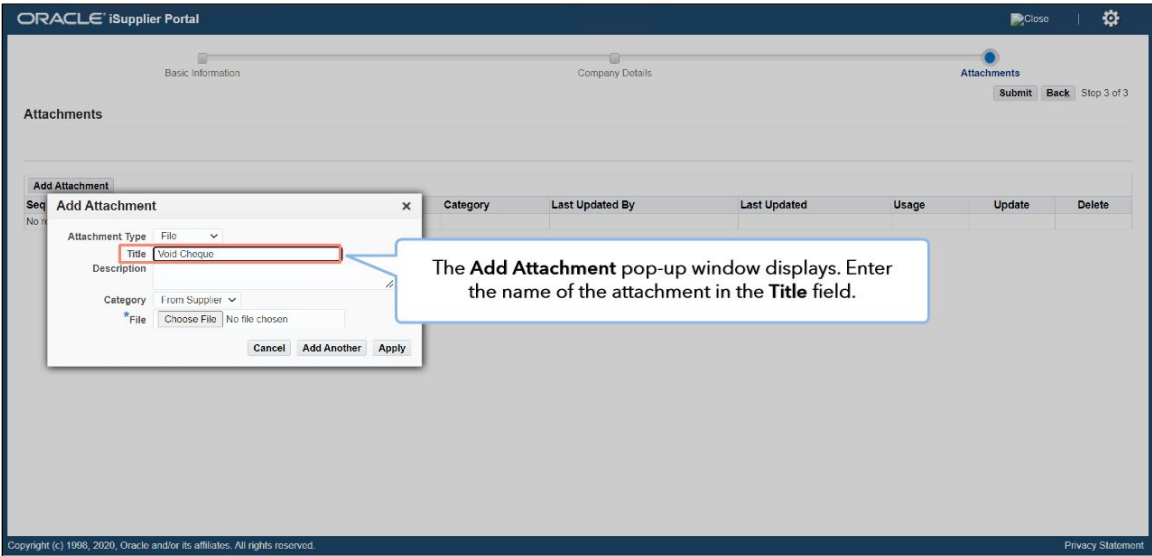
The **Attachments** page displays. Here, you can upload the relevant mandatory supporting documentation for your organization, such as void cheques, articles of incorporation, etc.



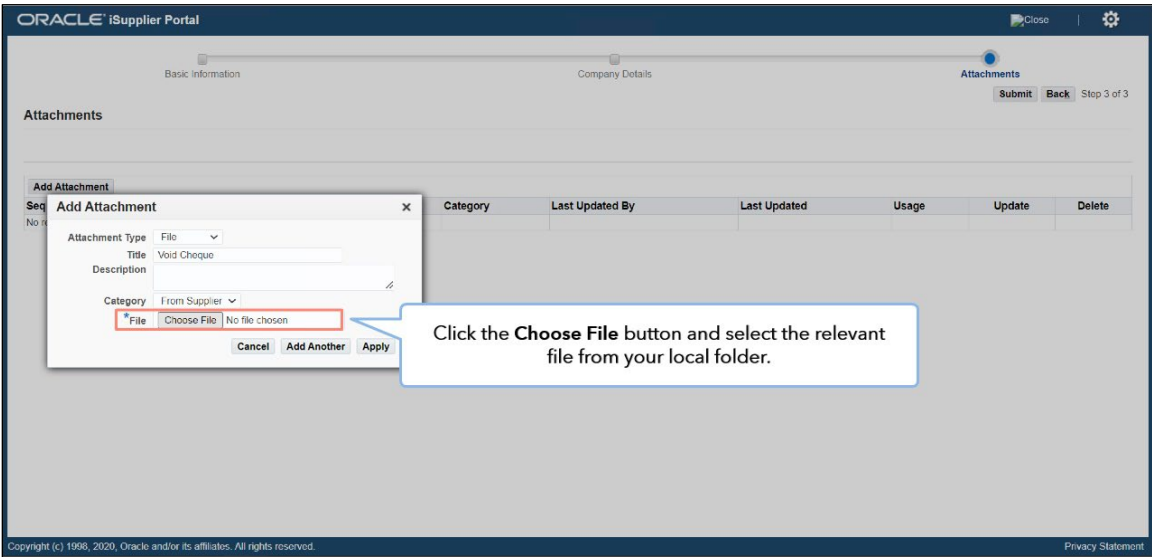
22.To add an attachment, click the **Add Attachment** button.



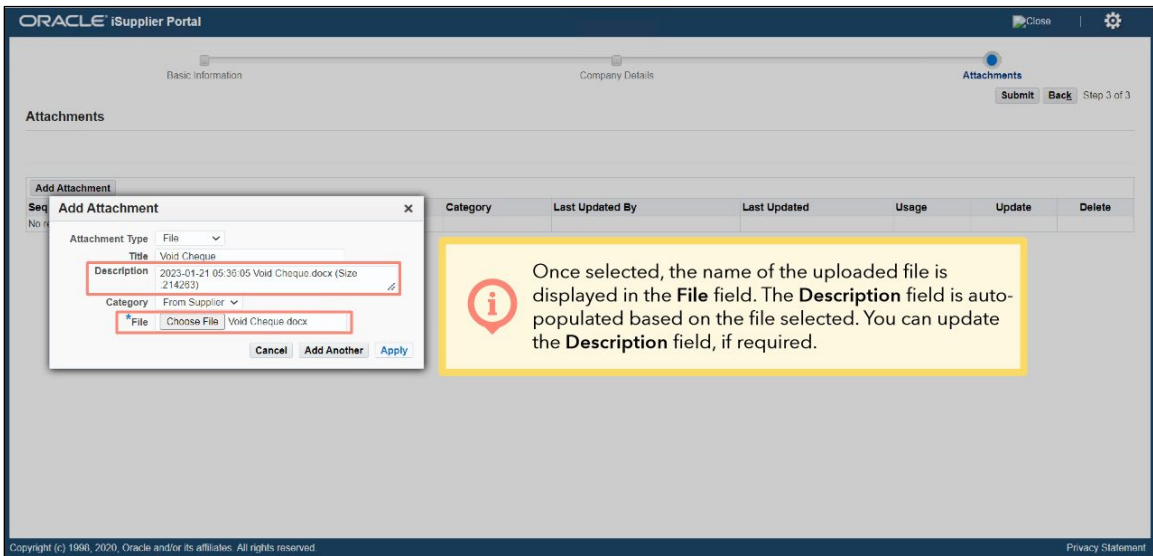
23. The **Add Attachment** pop-up window displays. Enter the name of the attachment in the **Title** field.



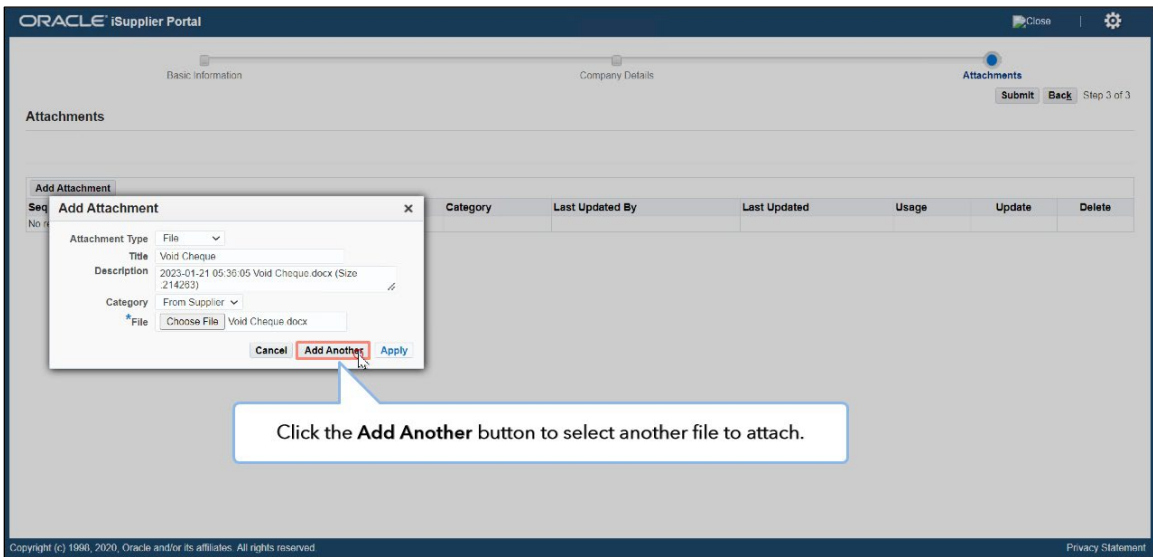
24. Click the **Choose File** button and select the relevant file from your local folder.



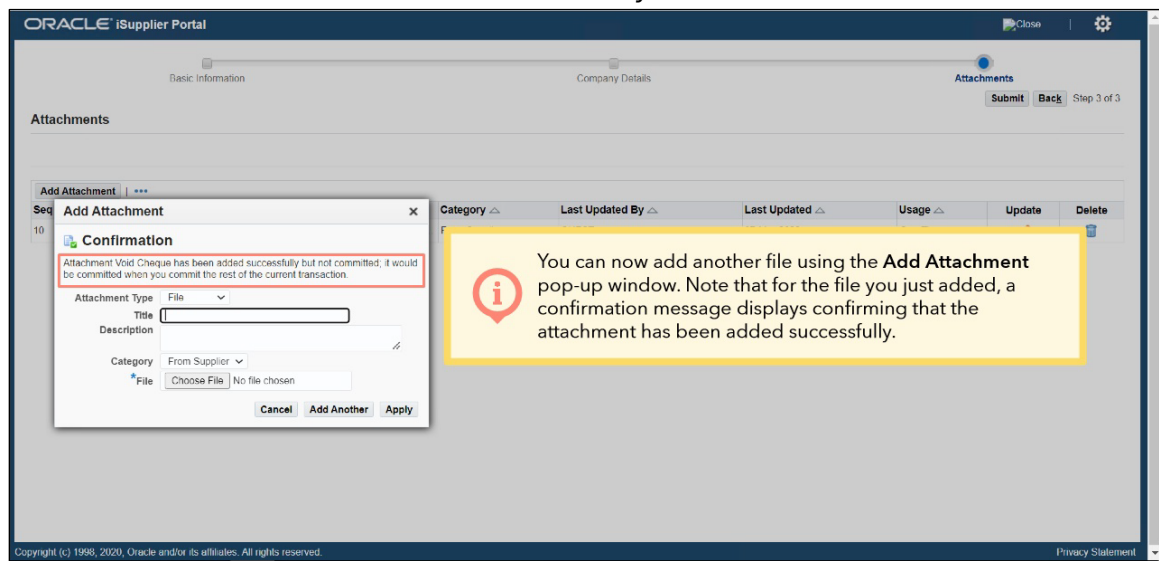
Once selected, the name of the uploaded file is displayed in the **File** field. The **Description** field is auto populated based on the file selected. You can update the **Description** field, if required.



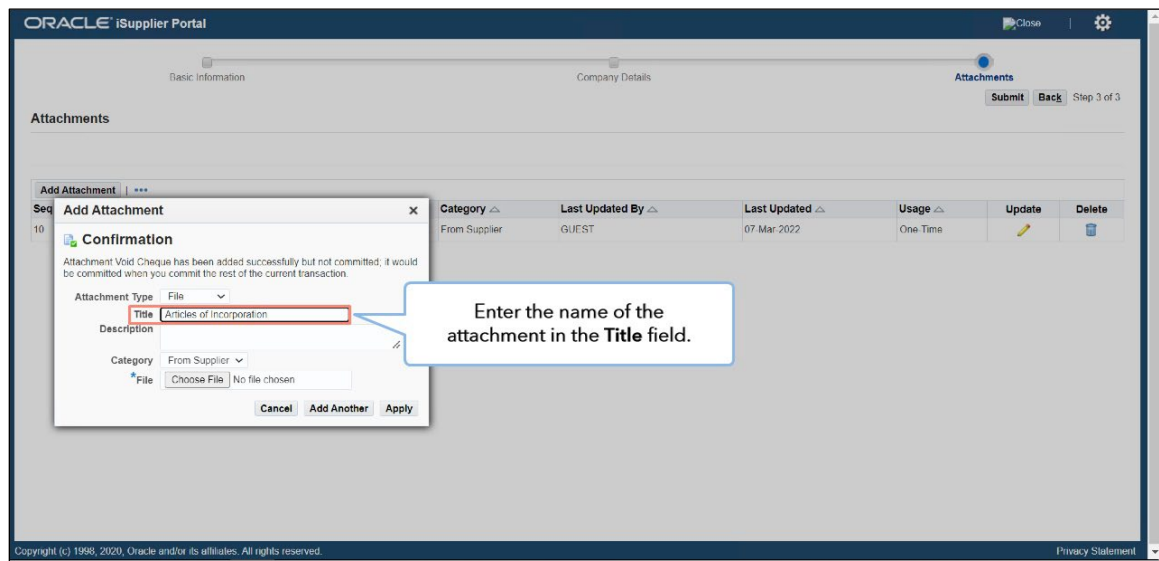
25. Click the **Add Another** button to select another file to attach.



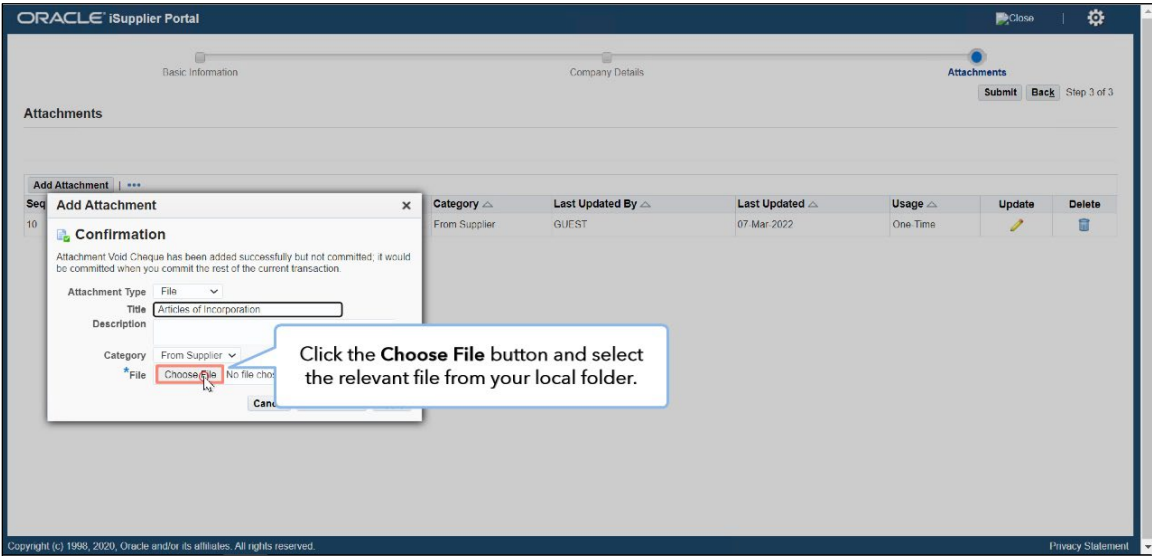
26. You can now add another file using the **Add Attachment** pop-up window. Note that for the file you just added, a confirmation message displays confirming that the attachment has been added successfully.



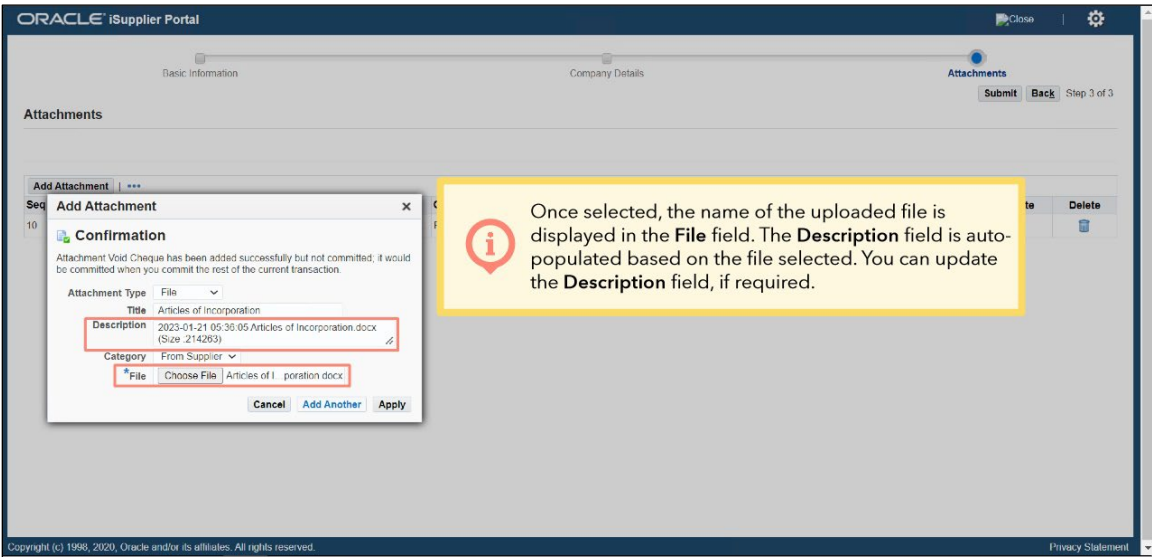
27. Enter the name of the attachment in the **Title** field.



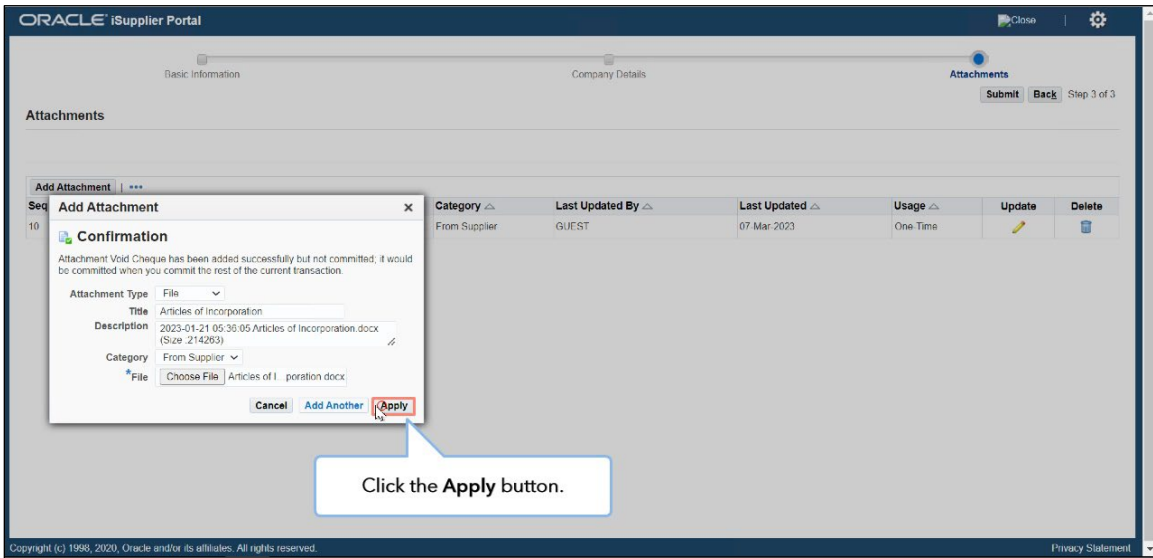
28. Click the **Choose File** button and select the relevant file from your local folder.



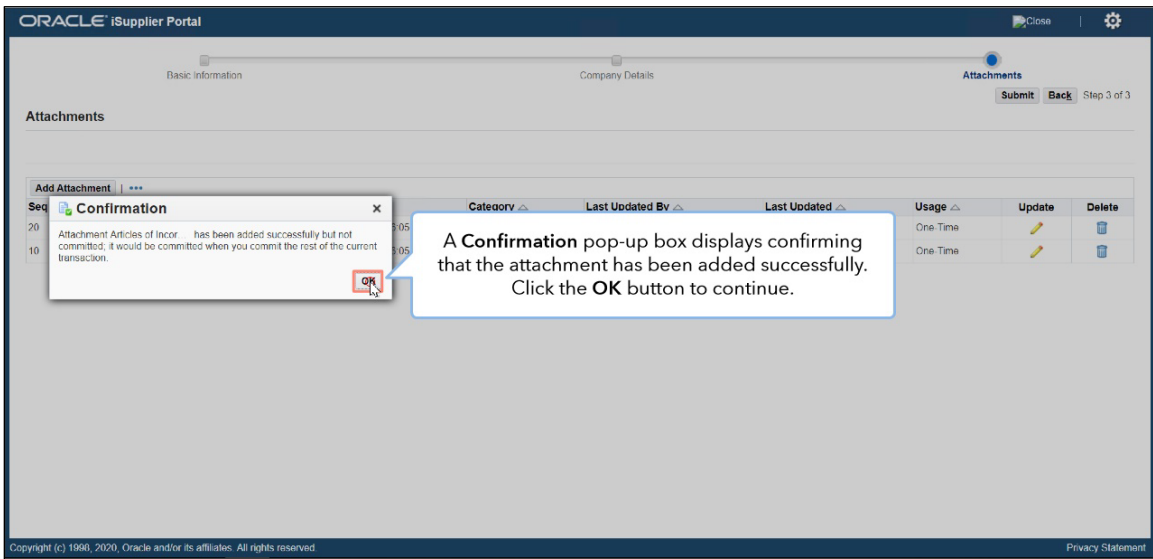
29. Once selected, the name of the uploaded file is displayed in the **File** field. The **Description** field is auto-populated based on the file selected. You can update the **Description** field, if required.



30. Click the **Apply** button.



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



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

ORACLE iSupplier Portal

Basic Information

Company Details

Attachments

Submit

Back

Step 3 of 3

Attachments

Add Attachment

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
20	Articles of Incorporation	File	2023 01 21 05 36 05 Articles of	From Supplier	GUEST	07 Mar 2023	One Time		
10	Void Cheque	File	2023 01 21 05 36 05 Void Cha	From Supplier	GUEST	07 Mar 2023	One Time		

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

Copyright (c) 1996, 2020, Oracle and/or its affiliates. All rights reserved.

Privacy Statement

32. Click the **Submit** button.

ORACLE iSupplier Portal

Basic Information

Company Details

Attachments

Submit

Back

Step 3 of 3

Attachments

Add Attachment

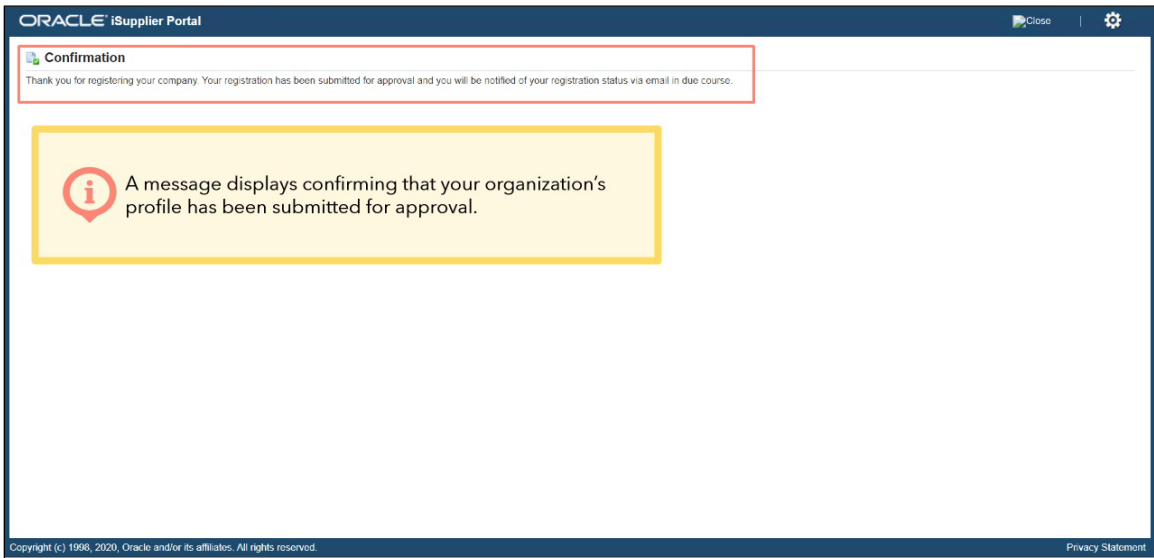
Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
20	Articles of Incorporation	File	2023 01 21 05 36 05 Articles of	From Supplier	GUEST	07 Mar 2023	One Time		
10	Void Cheque	File	2023 01 21 05 36 05 Void Cha	From Supplier	GUEST	07 Mar 2023	One Time		

Click the **Submit** button.

Copyright (c) 1996, 2020, Oracle and/or its affiliates. All rights reserved.

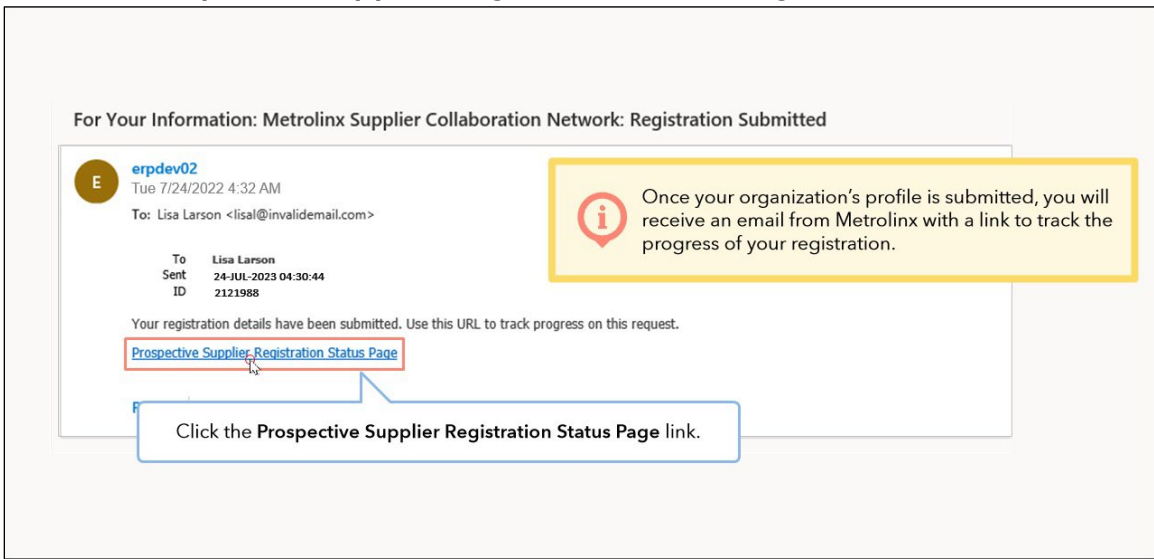
Privacy Statement

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



Once your organization’s profile is submitted, you will receive an email from Metrolinx with a link to track the progress of your registration.

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



The **Prospective Supplier Registration: Current Status** page displays. Note that the registration is currently in the **Pending Approval** status.

You will receive notifications via email once your profile and banking information have been approved in the system. Note that your invoice will only be processed once your profile and banking information have been approved.

