



# CREATE SUPPLIER REGISTRATION REQUEST

P2P

## QUICK REFERENCE GUIDE P2P-05

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to create a Supplier Registration Request in the North Carolina Financial System (**NCFS**).

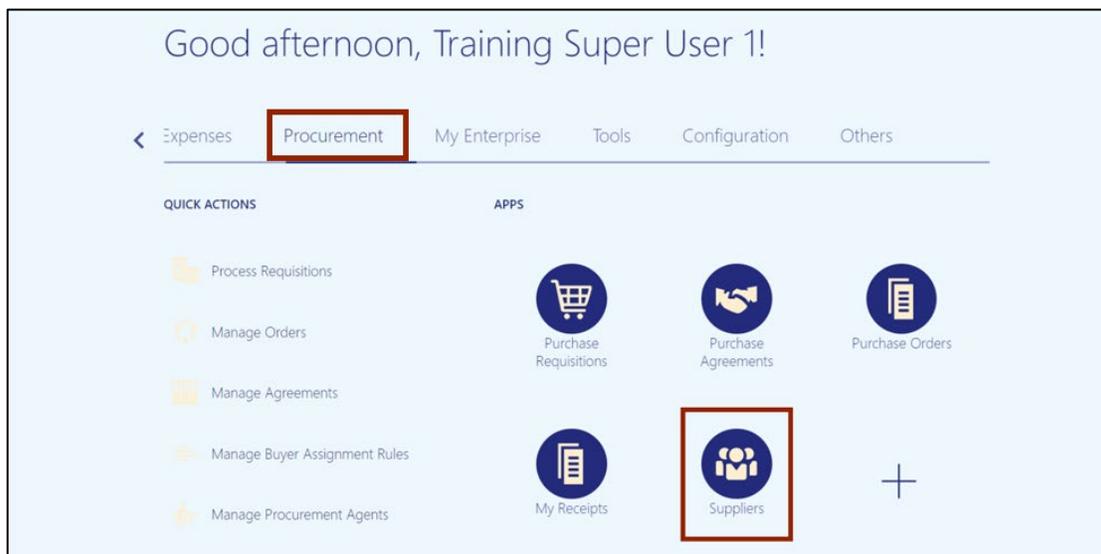
### Introduction and Overview

This QRG covers the process of creating supplier registration requests in NCFS.

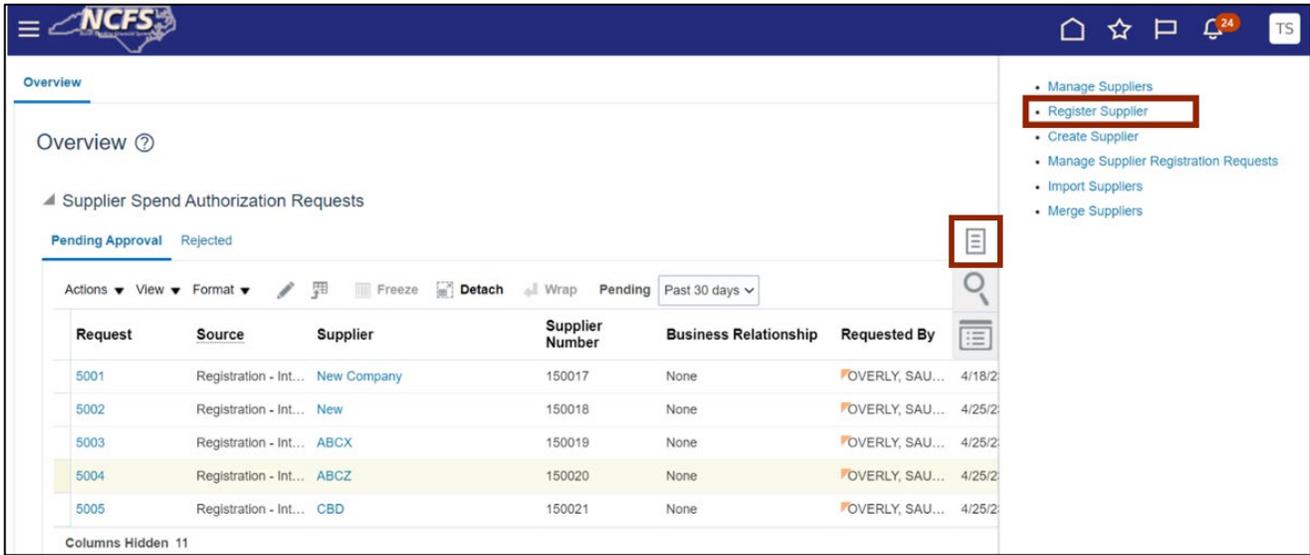
### Create Supplier Registration Request

To create Supplier Registration Request, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the Home page, click the Procurement tab and select the Suppliers app.



3. On the **Overview** page, click the **Tasks** [  ] icon and then click **Register Supplier**.



The screenshot shows the NCFS Overview page. The main content area displays a table of Supplier Spend Authorization Requests under the 'Pending Approval' tab. The table has columns for Request, Source, Supplier, Supplier Number, Business Relationship, and Requested By. A 'Tasks' icon (a list icon) is highlighted with a red box on the right side of the table. The sidebar on the right contains a list of navigation options, with 'Register Supplier' highlighted by a red box.

Request	Source	Supplier	Supplier Number	Business Relationship	Requested By
5001	Registration - Int...	New Company	150017	None	OVERLY, SAU... 4/18/2
5002	Registration - Int...	New	150018	None	OVERLY, SAU... 4/25/2
5003	Registration - Int...	ABCX	150019	None	OVERLY, SAU... 4/25/2
5004	Registration - Int...	ABCZ	150020	None	OVERLY, SAU... 4/25/2
5005	Registration - Int...	CBD	150021	None	OVERLY, SAU... 4/25/2

4. A new internet tab will open with the Supplier Registration entry page.
5. On the **Supplier Registration** page, in the **Company Details** section, enter a value or select parameter for the fields marked with Required in the bottom right of the field.
  - a. In this example, enter or select the following fields for the company details:
    - Business relationship: Spend Authorized
    - Procurement BU
    - Request reason: New Supply Source
    - Company: New Company (type in)
    - Country: Select from the dropdown menu
    - Taxpayer ID, Tax Registration Number, or D-U-N-S Number
    - Organization Type: Select from the dropdown menu
    - Justification: New Company registration (type in)

Place company name here

Supplier Registration

1 | 2

### Company Details

Business Relationship Spend Authorized	Procurement BU
	Required
Request Reason	Company
Required	Required
Website	Country
	Required
Taxpayer ID	Tax Registration Number
D-U-N-S Number	Organization Type
	Required
Supplier Type	Justification

Cancel Save Continue

Company Details

Contacts

6. Under the **Company Details** section below Justification.
  - a. Select the **Category**.
  - b. Select the **Drag and Drop** section to attach tax, insurance, or other relevant documents and W-9.

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Organization Type Required

Supplier Type

Justification

Attach tax, insurance, and other relevant documents

Category From Supplier

**Drag and Drop**  
Select or drop files here.

URL Add URL

Cancel Save Continue

Company Details

Contacts

7. After the Company Details are completed and entered select Continue.

D-U-N-S Number

Organization Type Required

Supplier Type

Justification

Cancel Save **Continue**

Company Details

Contacts

8. On the **Contacts** Page, enter the contact details.
  - a. In Contact 1: Enter a value for field marked with Required. Appropriate data must be used. The data below is only an example.
    - In this example, enter/choose:
      1. \*First Name: John
      2. \*Last Name: Doe
      3. \*Email: Jdoe1@gmail.com
    - Note: Enter appropriate data, the above is an example.

Place company name here

Supplier Registration

## Contacts

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

→ First Name Required

→ Email Required

Country US ▼

Country US ▼

Country US ▼

Last Name Required

Job Title

Mobile +1

Phone +1 Ext

Fax +1

**Is this an administrative contact?**  
Administrative contact will receive general communications from us.  Yes  No

**Does this contact need a user account?**  
User accounts will provide online access to supplier transactions and self-service tasks.  Yes  No

Last updated 2 minutes ago

Cancel Save **Submit**

2 | 2

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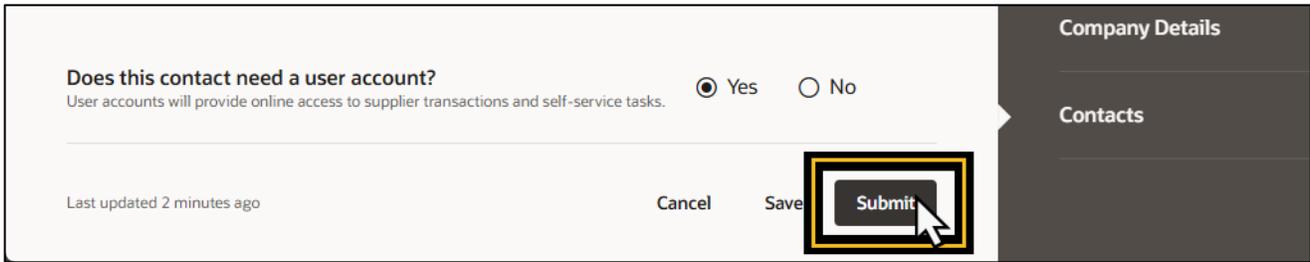
Company Details

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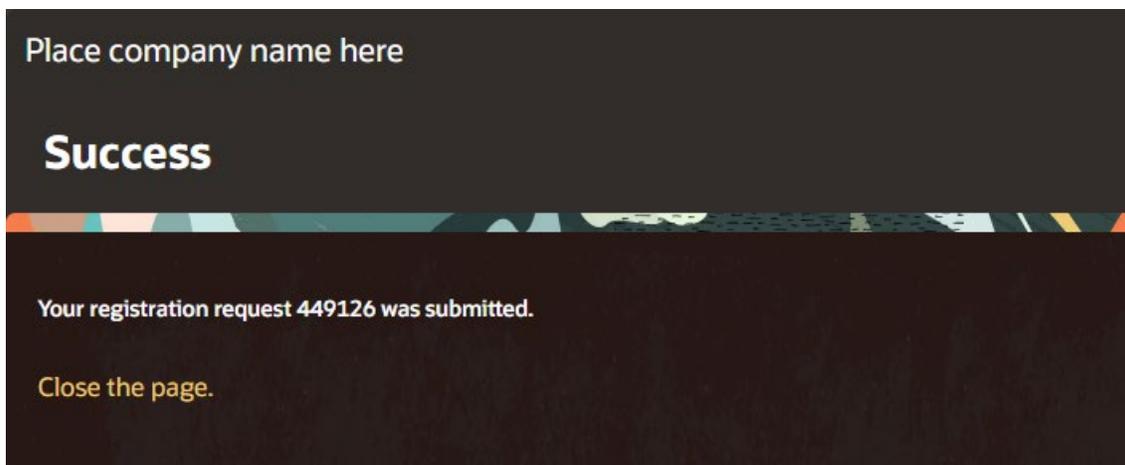
Contacts

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9. Click the **Add Another Contact**, if applicable.
10. Click **Submit**, when finished with the contact information.



11. A Confirmation screen will appear with Success. Once Approved, the Supplier can be used for creating transactions.



## Wrap-Up

Create supplier registration requests in NCFS which will enable you to submit supplier registration request to OSC for review and approval. Once the supplier registration user receives the spend authorized approval notification, and the supplier setup is complete and can be used on invoices or purchase orders as needed.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- PO104: Supplier Registration Management