

DIFS Supplier Portal Registration via Registration Link

The District of Columbia has implemented a new financial system, DIFS – District Integrated Financial System, effective October 3, 2022. This requires registration of suppliers into the system. Once registered, suppliers will have the option to make updates to contact, address, banking, and business classification information as needed. This job aid shows step-by-step the instructions for suppliers to register in the system and update their banking information for payment.






Instructions

Thank you for your interest in doing business with the District. In order to process your invoices and payments, you must register your name or business entity via the DIFS Supplier Portal. To register, please go to https://cfo.dc.gov/supplier_portal and click on the **New Supplier Registration** button. For any questions, email us at suppliers@dc.gov, or call us at 202-442-6870 Monday through Friday, 8:00 a.m. to 5:00 p.m. ET.

Before registering your name or business entity information, please have all the required forms filled out and completed, see the [Forms to Complete for Submission](#) section on the following page. Not submitting this information will delay your registration.

Registering to become a District of Columbia Supplier

This document provides step-by-step instructions for registering your supplier profile. There are six (6) sections to be completed in the registration process

1. [Company Details - Page 3](#) 
2. [Contacts Section - Page 8](#)
3. [Addresses Section - Page 12](#) 
4. [Business Classifications Section - Page 16](#) 
5. [Bank Accounts Section - Page 20](#) 
6. [Review Section - Page 23](#) 



- Within the DIFS Supplier Portal, required fields are indicated by an asterisk (*).
- This symbol will indicate an important note.
- It is mandatory to complete the required forms to submit prior to starting the registration process. See the [Forms to Complete for Submission](#) section on the next page for requirements.
- If the submitted profile is rejected, the Supplier must create a new profile and re-submit for approval.

System Requirements

- Default Browser: For best performance of Oracle Fusion Applications, use the latest browser version of Mozilla Firefox. Other browsers that can be used include Apple Safari, Google Chrome, Internet Explorer to be the fastest, in that order.
- Blocked Pop-ups: Fusion Application Notifications are opened as pop-ups. If you have the Pop-ups disabled by default as per your security policies, the browser will block the notifications from Fusion Applications.
- Site Exceptions: Here are the URLs for all Fusion Applications notifications in order to add them as exceptions (e.g., Chrome):
 1. Navigate within the browser, e.g., Chrome > Settings > Show advanced settings > Privacy > Content Settings > Pop-ups > Manage exceptions
 2. Add these exceptions:
 - [\[*\].oracle.com](#)
 - [\[*\].oraclecloud.com](#)
 - [\[*\].oracleoutsourcing.com](#)

Forms to Complete for Submission

Below is an explanation of the forms to submit prior to starting the registration process.

- A tax form from the Internal Revenue Service (IRS) must be submitted. Select the appropriate tax form to submit.
- Payment via Direct Deposit is not required but recommended. To receive payment via Direct Deposit, please provide a voided check or submit a letter from the bank. If the voided check or a bank letter is not submitted with the registration, the default payment method will be via a paper check.



Note: A voided check or bank letter can be submitted in the future, when payment via Direct Deposit is desired.

All forms must be fully completed and signed. Not submitting this information with your registration will delay the process.

These forms can be downloaded via the https://cfo.dc.gov/supplier_portal and click on the **Resources** button.

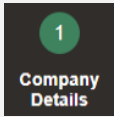
1. IRS Form W-9, Request for Taxpayer Identification Number and Certification – for U.S. based individuals or business entities.
2. IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) or Form W-8 BEN-E, Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities) – for Foreign based individuals or business entities.



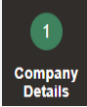
Note: The letter from the bank must contain the following:

1. Must be on bank letterhead certifying ownership of the bank account
2. Date of Letter – No less than 60 days old from the time of submission
3. Name and address of the Bank – U.S. based banks only. No foreign banks will be accepted
4. Individual's name, Business or Company Name
5. Business Address
6. Business Tax ID
7. Type of Account – Checking or Savings

Register Supplier: Company Details



Register Supplier Company Details page

- Go to the Supplier Portal Registration webpage at https://cfo.dc.gov/supplier_portal and click on the **New Supplier Registration** button.
- The **Register Supplier: Company Details** page will display
- Each grouping below in the **Company Details section 1**  is explained in the following pages

The screenshot shows the Oracle Supplier Portal registration page. At the top, there is a navigation bar with the Oracle logo and a 'Sign In' link. Below the navigation bar is a progress indicator with six steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, and 6. Review. Step 1 is highlighted with a red box and a '1' icon. Below the progress indicator is the page title 'Register Supplier: Company Details' and a 'Sign In' link. A message states: 'Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number'. The main form area is divided into two columns. The left column contains fields for: * Company (text input), * Tax Organization Type (dropdown), Supplier Type (dropdown), Corporate Web Site (text input), and Attachments (None +). The right column contains fields for: D-U-N-S Number (text input), Tax Country (dropdown), Taxpayer ID (text input), Tax Registration Number (text input), and Note to Approver (text area). Below the main form area is a section titled 'Your Contact Information' with the instruction 'Enter the contact information for communications regarding this registration.' This section contains fields for: * First Name (text input), * Last Name (text input), * Email (text input), and * Confirm Email (text input). All the form fields mentioned are highlighted with red boxes.

1
Company
Details

2

Company Details: Basic Company Details – Enter the information in the following fields:

- A. Company (required) – Enter the individual’s name or business name
- B. Tax Organization Type (required) – Select a corresponding value from the list
- C. Supplier Type (optional) - Select a corresponding value from the list
- D. Corporate Web Site (optional) – Enter the individual’s or company website URL address
- E. Attachments (required) – Attach the corresponding following forms:
 - 1. Domestic Company - Must provide a completed and signed IRS Form W-9, Request for Taxpayer Identification Number and Certification
 - 2. Foreign Entity - Must provide a completed and signed IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) or Form W-8 BEN-E, Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)
 - 3. Voided Check – To receive Direct Deposit Payment, please upload an image of a voided check. If no voided check is attached, the default payment will be disbursed via paper check.
 - 4. Letter from the Bank (optional) - Only U.S. banks are eligible for Direct Deposit Payment. No foreign bank accounts are accepted. If no voided check or a bank letter is attached, the default payment will be made via paper check.

Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

A * Company

B * Tax Organization Type

C Supplier Type

D Corporate Web Site

E Attachments None +

1
Company
Details

3

Company Details: Adding Attachments – Follow the steps below to add the required attachments.

A. Attachments (required) - Click on the **Attachments +** button. Accepted File types include Word, Excel, PowerPoint, PDF, Zip files, Image files (png, jpg). Maximum file size is 2GB.



Note: All attachments, including those required for Direct Deposit Payment must be attached here.

The **Attachments** window will open

B. File Name or URL (required) - click on the **Choose File** button

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			anonymous

C. A file window will open on your computer

D. Find and select the file to upload

E. Click on the **Open** button

1
Company
Details

3

Company Details: Adding Attachments (continued) – provide a description for the file.

- F. Title (optional) – Click on the field, and the information for this field will auto-populate with the file name of the uploaded file
- G. Description (optional) – Provide an explanation about the uploaded file
- H. Click the **OK** button to save the information

The screenshot shows the 'Attachments' dialog box with a table containing one row. The table has columns for Type, Category, File Name or URL, Title, Description, and Attached By. The 'File Name or URL' column contains 'fw9.pdf' and an 'Update...' button. The 'Title' column contains 'fw9.pdf' and is annotated with a red circle 'F'. The 'Description' column contains 'W9 Form' and is annotated with a red circle 'G'. The 'Attached By' column contains 'anonymous'. At the bottom right, the 'OK' button is highlighted with a red square and a hand cursor, annotated with a red circle 'H'.

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	fw9.pdf Update...	fw9.pdf	W9 Form	anonymous



Note: To add additional files, follow the steps A-H in this section. Once all the files are loaded, click the **OK** button to save the information.

The screenshot shows the 'Attachments' dialog box with a table containing three rows. The table has columns for Type, Category, File Name or URL, Title, Description, and Attached By. The first row has 'BANK LETTER - SUNTRUST BANK.docx' in the File Name or URL column, 'BANK LETTER - SUNTRL' in the Title column, and 'Bank Letter' in the Description column. The second row has 'ACH FORM for Company.docx' in the File Name or URL column, 'ACH FORM for Company.' in the Title column, and 'ACH Form' in the Description column. The third row has 'fw9.pdf' in the File Name or URL column, 'fw9.pdf' in the Title column, and 'W9 Form' in the Description column. Each row has an 'Update...' button. At the bottom right, the 'OK' button is highlighted with a red square and a hand cursor, annotated with a red circle 'H'.

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	BANK LETTER - SUNTRUST BANK.docx Update...	BANK LETTER - SUNTRL	Bank Letter	anonymous
File	From Supplier	ACH FORM for Company.docx Update...	ACH FORM for Company.	ACH Form	anonymous
File	From Supplier	fw9.pdf Update...	fw9.pdf	W9 Form	anonymous

1
Company
Details

4

Company Details: Company Tax Information – Enter a value for at least one of the fields below:

- A. D-U-N-S Number (optional) – Enter the company’s Dun & Bradstreet Data Universal Numbering System (D-U-N-S) number
- B. Tax Country (required) - Select a corresponding value from the list

Select one option below. Either Taxpayer ID (US based individual/company) OR Tax Registration Number (Foreign individual/company).

- C. Taxpayer ID – Required for U.S. based individuals or companies, enter Taxpayer ID. Enter the Tax ID with no dashes, for example: instead of entering 12-3456789 enter 123456789

Note: Must select a Tax Country for this field to be made available.

- D. Tax Registration Number – Required for Foreign based individuals or companies, enter Tax Registration Number. **Note:** Must select a Tax Country for this field to be made available.

- E. Note to Approver (optional) – Enter a note to the Approver

A screenshot of a web form titled "Company Tax Information". It contains five input fields: "D-U-N-S Number" (text box), "Tax Country" (dropdown menu), "Taxpayer ID" (text box), "Tax Registration Number" (text box), and "Note to Approver" (text area). Red circles with letters A through E are placed to the left of each field to indicate the callout locations.

1
Company
Details

5

Company Details: Contact Information – Enter the contact information for communications regarding the registration in the following fields:

Note: The contact information entered here becomes the Administrative contact by default.

- A. First Name (required) – Enter the contact’s first name
- B. Last Name (required) – Enter the contact’s last name
- C. Email (required) - Enter the contact’s email address
- D. Confirm Email (required) – Re-enter the contact’s email address

A screenshot of a web form titled "Your Contact Information". It includes the instruction "Enter the contact information for communications regarding this registration." and four required input fields: "* First Name", "* Last Name", "* Email", and "* Confirm Email". Red circles with letters A through D are placed to the left of each field to indicate the callout locations.

1
Company
Details

6

Complete Company Details: Verify all information is entered correctly.

A. Click on the **Next** button to move to the **Contacts** section 2

ORACLE

1 — 2 — 3 — 4 — 5 — 6
Company Details — Contacts — Addresses — Business Classifications — Bank Accounts — Review

Register Supplier: Company Details ⓘ

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: Fun 2 Travel Company
 * Tax Organization Type: Sole Ownership
 Supplier Type: Vendor-Individual
 Corporate Web Site:
 Attachments: BANK LETTER - SUNTRUST BANK.do (2 more...) +

D-U-N-S Number:
 Tax Country: United States
 Taxpayer ID: 123-45-6789
 Tax Registration Number:
 Note to Approver:

Your Contact Information
 Enter the contact information for communications regarding this registration.

* First Name: Mary
 * Last Name: Traveler
 * Email: fun4travel2@gmail.com
 * Confirm Email: fun4travel2@gmail.com

Contacts Section

2
Contacts

7

Contacts Section – The contact person’s name entered in Step 5 will appear in the Name field.

A. Click on the **Edit** button to add a supplier role to the contact

ORACLE

Company Details — 2 — 3 — 4 — 5 — 6
Contacts — Addresses — Business Classifications — Bank Accounts — Review

Register Supplier: Contacts ⓘ

Enter at least one contact.

Actions: View, Format, + Create, Edit, Delete, Freeze, Detach, Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Traveler, Mary		fun4travel2@gmail.com	✓	✓	A	

Columns Hidden 7

7

Contacts Section (continued) – The *Edit Contact*: window opens. Add additional information.

- B. Salutation (optional) – Select from the list of values a salutation of Mr., Mrs., or Ms.
- C. First Name (required) – The contact’s first name defaults as entered from [Step 5](#)
- D. Middle Name (optional) - Enter the contact’s middle name
- E. Last Name (required) – The contact’s last name defaults as entered from Step 5
- F. Job Title (optional) – Enter the contact’s job title
- G. Administrative contact (defaults) – By default, this box will be checked for the contact entered from Step 5 to become an Admin contact. Optionally, additional contacts can be added as either Admin or Non-Admin contacts – see [Step 7N](#) to create additional contacts
- H. Phone or Mobile Number (required) – Must enter a phone number. Select the country code and enter either a Phone or Mobile telephone number
- I. Fax (optional) – Enter the contact’s fax number
- J. Email (defaults) - The contact’s email address defaults as entered from Step 5
- K. Request user account (defaults) – By default, this box will be checked for the contact entered from Step 5 to receive a user account to the email address provided
- L. Role (defaults) – The role defaults to ‘DIFS Supplier Portal Self Service JR - Provides access to supplier portal overview and manage supplier profile.’



Note: Leave the default role information as is, Do Not Remove!

M. Click the **OK** button to save the information

Edit Contact: Mary Traveler

B Salutation
C * First Name
D Middle Name
E * Last Name
F Job Title
G Administrative contact

H Phone
I Mobile
I Fax
J * Email

K Request user account

Roles

L Actions View Format [Icons] Freeze Detach Wrap

Role	Description
DIFS Supplier Portal Self Service JR	Provides access to access supplier portal overview and manage supplier profile.

M

2
Contacts

7

Contacts Section (continued): add additional contacts

N. To add additional contacts, click on the **Create +** button

The screenshot shows the Oracle Supplier Registration interface. At the top, there is a progress bar with six steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, and Review. The 'Contacts' step is currently active and highlighted in green. Below the progress bar, the page title is 'Register Supplier: Contacts'. There are several buttons: 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. A red circle with the letter 'N' is placed over the 'Create +' button in the toolbar, which is also highlighted with a red box. Below the toolbar is a table with the following columns: Name, Job Title, Email, Administrative Contact, Request User Account, Edit, and Delete. The table contains one row for 'Traveler, Mary' with the email 'fun4utravel2@gmail.com'. The 'Administrative Contact' and 'Request User Account' columns have checkmarks. The 'Edit' and 'Delete' columns have icons. At the bottom left, it says 'Columns Hidden 7'.

2
Contacts

7

Contacts Section (continued) – The **Create Contact:** window opens. Add information for the new contact.

- O. Salutation (optional) – Select from the list of values a salutation of Mr., Mrs., or Ms.
- P. First Name (required) – Enter the contact’s first name
- Q. Middle Name (optional) - Enter the contact’s middle name
- R. Last Name (required) – Enter the contact’s last name
- S. Job Title (optional) – Enter the contact’s job title
- T. Administrative contact (optional) – Select the checkbox to indicate the contact is an administrative contact who will be notified of the registration review outcome.



Note: Leave the box unchecked for Non-Administrative contacts who will perform other duties such as submit invoices

- U. Phone or Mobile Number (required) – Must enter a phone number. Select the country code and enter either a Phone or Mobile telephone number.
- V. Fax (optional) – Enter the contact’s fax number
- W. Email (required) - Enter the contact’s email address
- X. Request user account (optional) – Check this box for the contact to receive a user account to the email address provided
- Y. Role (defaults) – If ‘Request user account’ box is checked, the role defaults to ‘DIFS Supplier Portal Self Service JR - Provides access to supplier portal overview and manage supplier profile.’
- Z. Click the **OK** button to save the information

Create Contact

O Salutation

P * First Name

Q Middle Name

R * Last Name

S Job Title

T Administrative contact

U Phone

U Mobile

V Fax

W * Email

X Request user account

Roles

Role	Description

Create Another OK Cancel

2
Contacts

7
Contacts Section (continued)

AA. The contact entered in the previous step will display

BB. Click on the **Next** button to move to the **Addresses section 3**

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Company Details **2** Contacts **3** Addresses **4** Business Classifications **5** Bank Accounts **6** Review

Register Supplier: Contacts ⓘ

Enter at least one contact.

Back **Next** Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
AA Smith, Tommy	Billing Specialist	TSmith@fun4travel2.com	—	—		
Traveler, Mary		fun4travel2@gmail.com	✓	✓		

Columns Hidden 7

Addresses Section

3
Addresses

8
Addresses: Enter address information (required)

A. Click the **Create** button to enter the address information

ORACLE

Company Details Contacts **3** Addresses **4** Business Classifications **5** Bank Accounts **6** Review

Register Supplier: Addresses

Enter at least one address for remit to and ordering address purposes.

Back Next Save for Later Register Cancel

A + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
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Columns Hidden 3

3
Addresses

8

Create Address (continued): The **Create Address** window opens. Enter the address information.

- B. Address Name (required) – Enter the name of the address using one of the following names:
 1. Headquarters – this is the address on the IRS Form W-9 or IRS Form W-8BEN
 2. Remit to
 3. Ordering
- C. Country (required) – This defaults to *United States*. Select the correct country name if the default does not apply
- D. Address Line 1 (required) – Enter the first address line information. Cannot be a P.O. Box address
- E. Address Line 2 (optional) – Enter the second address line information (i.e., Suite or Apartment number, building name)
- F. City (required) – Enter the name of the city
- G. State (required) – Enter the state name
- H. Postal Code (required) – Enter the zip code
- I. Address Purpose (required) – Select one or more options below.
 - Ordering – Select if receiving Purchase Orders to this address
 - Remit to – Select if receiving Payments to this address
- J. Phone (required) – Enter phone number, starting with the country code
- K. Email (required) – Enter email for a contact for this address

Create Address

B * Address Name

C * Country

D Address Line 1

E Address Line 2

F City

G State

H Postal Code

I * Address Purpose Ordering
 Remit to
 RFQ or Bidding

J Phone

Fax

K Email

Address Contacts

Select the contacts that are associated with this address.

Actions

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

3
Addresses

8

Create Address: Address Contacts (continued) – optional step. After filling out the address information, you can select previously entered contacts and associate them to the newly created address.

L. To associate an existing contact, click on **Actions**

M. Then click on **Select and Add**

3
Addresses

8

Create Address: Address Contacts (continued) – the **Select and Add: Contacts** window opens, and the names of available contacts will display.

N. Select a name of a contact, the name will be highlighted in blue

O. Click on the **OK** button

3
Addresses

8

Create Address: Address Contacts (continued) – the selected contact name displays under the Address Contacts section.

P. When finished entering the contact and address information, click the **OK** button

Create Address

* Address Name: HEADQUARTERS

* Country: United States

Address Line 1: 123 GOLDEN SUN LANE

Address Line 2: SUITE 300

City: San Diego

State: CA

Postal Code: 92117

* Address Purpose: Ordering, Remit to, RFQ or Bidding

Phone: 1 800 123-4567

Fax: 1

Email:

Address Contacts
Select the contacts that are associated with this address.

Actions View Format X Freeze Detach

Name	Job Title	Email	Administrative Contact	User Account
Traveler, Mary		fun4utravel2@g...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

Create Another **OK** Cancel

Note: A red box highlights the 'OK' button, and a red arrow points from a text box to the 'Traveler, Mary' contact in the table.

The selected Contact displays under the Address Contacts section

3
Addresses

8

Addresses Section (continued) – The Address Name and information name entered in Step 8 B-O will appear.

Q. Click on the **Next** button to move to the **Business Classifications section 4**



Note: To enter another address, repeat step 8

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Company Details Contacts **Addresses** Business Classifications Bank Accounts Review

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Back **Next** Save for Later Register Cancel

Address Name	Address	Phone	Address Purpose	Edit	Delete
HEADQUARTERS	123 GOLDEN SUN LANE,SUITE 300,SAN DIEGO, CA 98765	+1 (800) 123-4567	Ordering, Remit to		

Columns Hidden 3

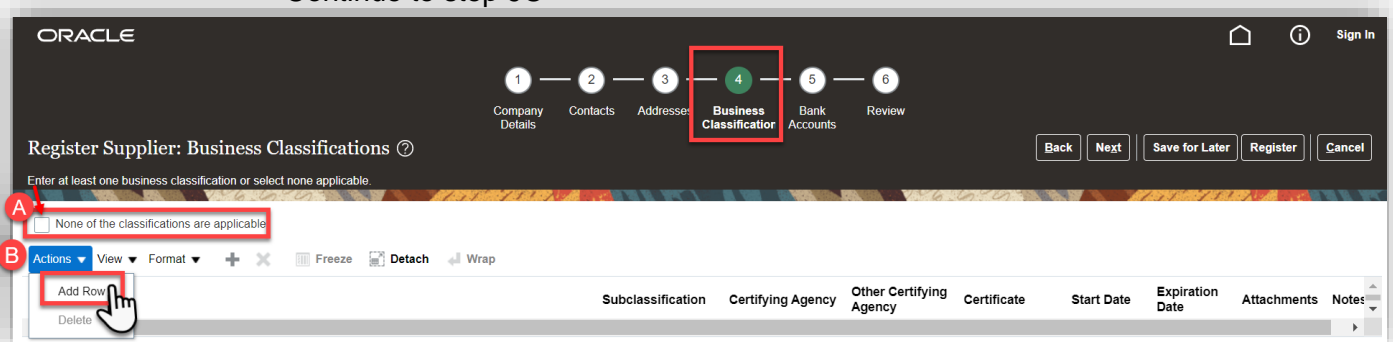
Note: A red box highlights the 'Next' button, and a red arrow points from a question mark icon to it.

Business Classifications Section

4
Business Classifications

9 Business Classifications: Add the Business classification, such as SBE (Small Business Enterprise), CBE (Certified Business Enterprise), DSLBD (Department of Small and Local Business Development), etc.

- A. If no classifications are held, then click on the box for 'None of the classifications are applicable.' Skip ahead to [Step 9R](#) - click on the Next button to move to the **Bank Accounts section 5**
- B. If classifications are held, click on the **Actions** button, and select 'Add Row'. Continue to step 9C



4
Business Classifications

9 Business Classifications (continued): Select the Classification

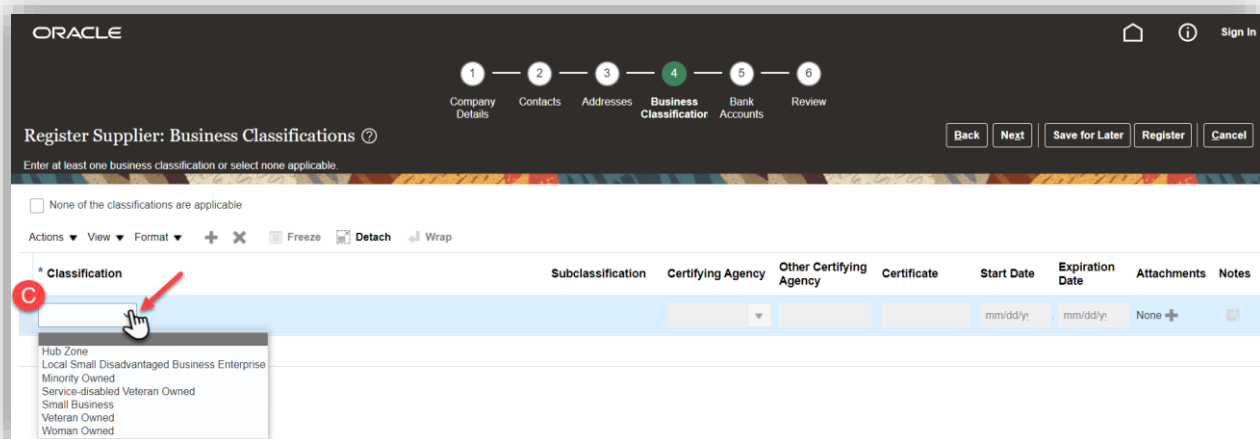


Note: The corresponding business agency certifies these classifications. If claiming a Business Classification, you must submit a certification. See [Step 9F](#) for instructions on providing certification information.

C. Classification (required) - Click on the list of values and select one of the following options:

- Hud Zone
- Local Small Disadvantaged Business Enterprise
- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned

Note: Leave the field blank if none of the above apply



4
Business
Classifications

9

Business Classifications (continued): Select the Subclassification

D. Subclassification (optional) - Click on the list of values and select one of the following options:

- African American
- American Indian
- Asian
- Hispanic

ORACLE

1 Company Details | 2 Contacts | 3 Addresses | 4 Business Classifier | 5 Bank Accounts | 6 Review

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

None of the classifications are applicable

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	D [Dropdown]	[Dropdown]			mm/dd/yy	mm/dd/yy	None +	

4
Business
Classifications

9

Business Classifications (continued): Select the Certifying Agency

E. Certifying Agency (optional) - Click on the list of values and select 'Other'

ORACLE

1 Company Details | 2 Contacts | 3 Addresses | 4 Business Classifier | 5 Bank Accounts | 6 Review

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

None of the classifications are applicable

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	African American	E [Dropdown]			mm/dd/yy	mm/dd/yy	None +	

4
Business Classifications

9

Business Classifications (continued): Enter additional information

F. Other Certifying Agency (required) – Enter the certifying Agency for the business classification. For example, DSLBD (Department of Small and Local Business Development), SBE (Small Business Enterprise), etc.

G. Certificate (optional) – Enter the certification number.



Note: Must include certification from DSLBD site, <https://dslbd.dc.gov/getcertified>, to claim CBE (Certified Business Enterprise) status.

H. Start Date (required) – Enter the certification start date

I. Expiration Date (required) - Enter the certification end date

J. Attachments (required) – Upload the Agency certification by clicking on the + icon

ORACLE

1 — 2 — 3 — 4 — 5 — 6
Company Details — Contacts — Addresses — Business Classifier — Bank Accounts — Review

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	African American	Other			mm/dd/yy	mm/dd/yy	None +	

The **Attachments** window will open

K. File Name or URL (required) - click on the **Choose File** button

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			anonymous

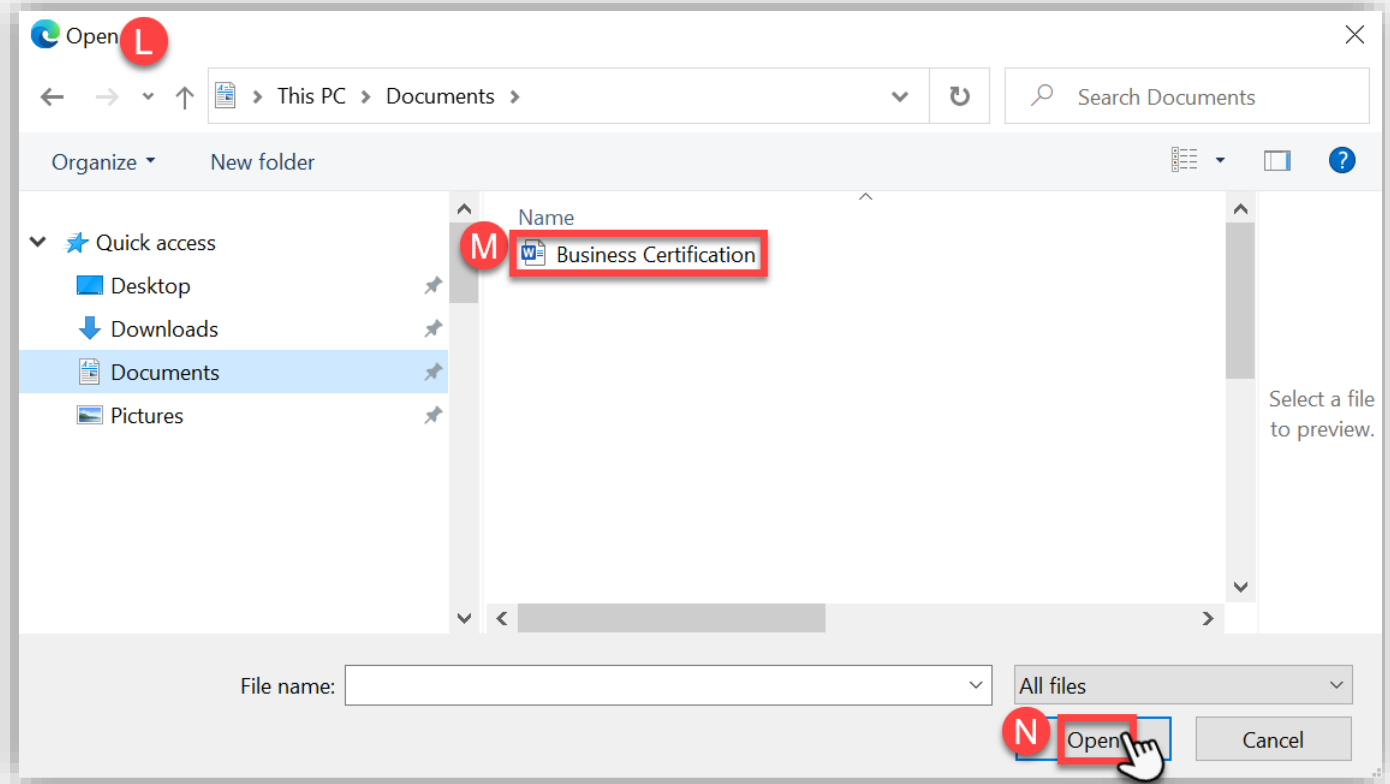
Rows Selected 1

OK Cancel

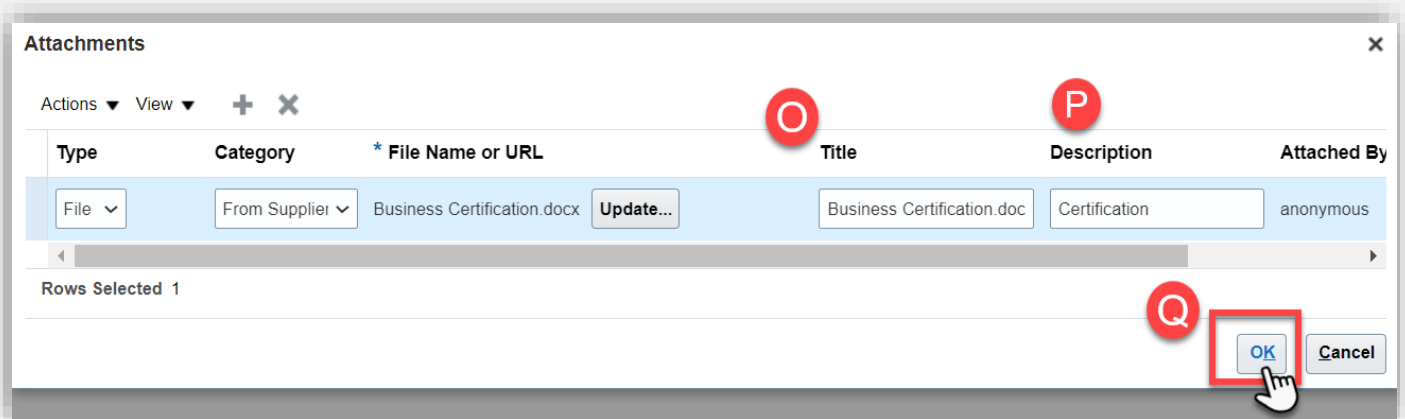
4
Business Classifications

9 **Business Classifications (continued):** add attachments (continued)

- L. A file window will open on your device
- M. Find and select the file to upload. Accepted File types include Word, Excel, PowerPoint, PDF, Zip files, Image files (png, jpg). Maximum file size is 2GB.
- N. Click on the **Open** button



- O. Title (optional) – Defaults from file uploaded on **Step 9M**, the File name can be updated
- P. Description (optional) – Provide a description of the file
- Q. Click the **OK** button to save the information



4
Business
Classifications

9 **Business Classifications (continued):** complete section

R. Click on the **Next** button to move to the **Bank Accounts** section 5

ORACLE

1 — 2 — 3 — 4 — 5 — 6
Company Details — Contacts — Addresses — Business Classifier — Bank Accounts — Review

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	African American	Other	SBA	12345	01/01/20	12/31/20	tion.docx +X	

Buttons: Back, Next, Save for Later, Register, Cancel

Bank Accounts Section

5
Bank
Accounts

10 **Bank Accounts:** Enter bank account information if applicable (optional).

To receive Direct Deposit Payments from the District, proceed to creating the bank account details below.

A. Click the **Create** button to enter banking information

ORACLE

1 — 2 — 3 — 4 — 5 — 6
Company Details — Contacts — Addresses — Business Classifications — Bank Accounts — Review

Register Supplier: Bank Accounts

Buttons: Back, Next, Save for Later, Register, Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
Columns Hidden 8					



Note: A voided check or a bank letter must be attached to receive Direct Deposit disbursements.

If no bank information is created, then payment will be issued by paper check – skip ahead to [Step 10P](#) and proceed to the next section.

5
Bank Accounts

10

Bank Accounts (continued) – The **Create Bank Account** window opens. Enter bank account details.

- A. Country (required) – Type or select from the drop-down list ‘United States’
- B. Bank (required) – Search and select the bank name from the list of values
- C. Branch (required) – Search and select the bank branch name from the list of values, based on the bank name selected on step B above
- D. Account Number (required) – Enter the bank account number
- E. IBAN (optional) – For foreign bank accounts, enter the International Bank Account Number
- F. Currency (optional) – Select ‘USD’ from the list of values. Payments are only made in USD.

Additional Information section

- G. Account Name (required) – Enter the name of the bank account
- H. Alternate Account Name (optional) – If applicable, provide an alternate account name
- I. Account Suffix (optional) – If applicable, an account suffix is added to the end of an account number so that numerous account types can be maintained under the same account number
- J. Check Digits (optional) – Not applicable in most cases. A check digit is a digit added to a string of numbers for error detection purposes.
- K. Agency Location Code (optional) – Applicable for Government Agencies. The number issued to the Agency by the Department of the Treasury for the On-Line Payment and Collection Billing System
- L. Account Type (required) – Select an option from the drop-down list of values: Checking, Savings, Unknown
- M. Description (optional) – Enter a description about the bank account

Comments Section

- N. Note to Approver (optional) – Enter any comments for approval of the bank account information provided

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

A * Country **E** IBAN

B Bank **F** Currency

C Branch

D Account Number

Additional Information

G Account Name **K** Agency Location Code

H Alternate Account Name **L** Account Type

I Account Suffix **M** Description

J Check Digits

Comments

N Note to Approver



Note: If the Bank and/or the Branch name is not available in the dropdown list, please send an email to Suppliers@dc.gov

5
Bank Accounts

10

Bank Accounts (continued) – Save the bank account information

O. When finished entering the bank details information, click the **OK** button

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country: United States (dropdown) IBAN:

Bank: SUNTRUST BANK (dropdown) Currency: (dropdown)

Branch: SUNTRUST BANK - 051000020 (dropdown)

* Account Number: 0012345678

Additional Information

Account Name: Fun 2 Travel Compnay Agency Location Code:

Alternate Account Name: Account Type: Checking (dropdown)

Account Suffix: Description:

Check Digits:

Comments

Note to Approver:

Buttons: Create Another, **OK**, Cancel

P. Click on the **Next** button to move to the **Review** section 6

ORACLE Sign In

Progress: Company Details (✓) | Contacts (✓) | Addresses (✓) | Business Classifications (✓) | **Bank Accounts (5)** | Review (6)

Register Supplier: Bank Accounts Back **Next** Save for Later Register Cancel

Actions: View Format Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXX5678			SUNTRUST BANK		

Columns Hidden: 8

Review Section

6
Review

11

Review – This page displays all the information entered during the registration process. Review and verify the information before submitting the registration.

A. When finished reviewing all the information, click the **Register** button

Review Supplier Registration: Fun 2 Travel Company

Company Details

Company	Fun 2 Travel Company	D-U-N-S Number	
Tax Organization Type	Sole Ownership	Tax Country	United States
Supplier Type	Vendor-Individual	Taxpayer ID	123-45-6789
Corporate Web Site		Tax Registration Number	
		Note to Approver	

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	fw9.pdf	fw9.pdf	W9 Form	anonymous	07/29/2022 09:27
File	From Supplier	ACH FORM for Company.docx	ACH FORM for Company...	ACH Form	anonymous	07/29/2022 09:25
File	From Supplier	BANK LETTER - SUNTRUST BANK.docx	BANK LETTER - SUNTR...	Bank Letter	anonymous	07/29/2022 09:24

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Traveler, Mary		fun4travel2@gmail.com	✓	✓	

Addresses

Address Name	Address	Phone	Address Purpose	Details
HEADQUARTERS	123 GOLDEN SUN LANE,SUITE 300,SAN DIEGO, CA 96765	+1 (800) 123-4567	Ordering; Remit to	

Business Classifications

— None of the classifications are applicable

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	African American	Other	SBA	12345	01/01/2020	12/31/2025	Business Certif	

Bank Accounts

Account Number	IBAN	Currency	Bank
XXXXXXXX5678			SUNTRUST BANK

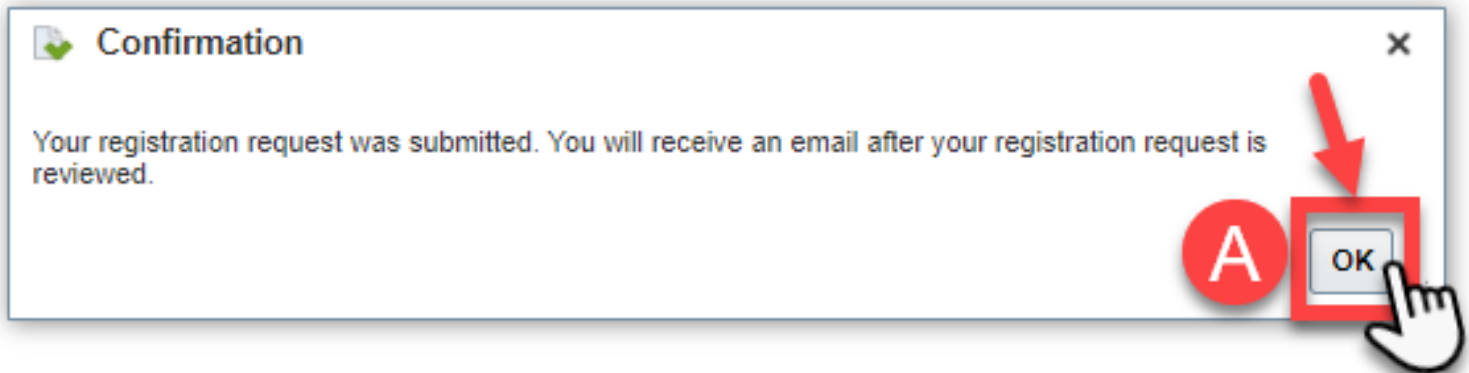
Confirmation – Registration Submitted

12

Confirmation – A confirmation message appears stating:

Your registration request was submitted. You will receive an email after your registration request is reviewed.

A. Click the **OK** button to close the message



- Close your browser window.
- You will receive an email with additional instructions once your registration has been reviewed and approved.