

The PLCB Supplier Registration process for Goods & Services Suppliers is being automated. With Release 1 of Project New Horizon, prospective non-merchandise suppliers will need to submit an online Supplier Registration form to participate in competitive bids for projects, receive contract payments from the PLCB or to receive PLCB grant funding.

Once a Supplier Registration form has been submitted, the form will be reviewed by the Vendor Data Management Unit (VDMU) within the PLCB. If issues are identified, you, the prospective supplier, may receive a request for additional information or corrections to the registration form to be resubmitted for review. When the Supplier Registration is approved, a supplier record will be created and you will receive a link to the new Oracle Supplier Portal to provide additional information such as banking details, as well as be able to enter invoice information and to view order information and details about payment status and transaction history.

This lesson is focused on the initial Supplier Registration process for non-merchandise suppliers.

The process for registering as a supplier is as follows:

1. Suppliers can find the Supplier Registration link at:
<https://www.lcb.pa.gov/JoinOurTeam/Pages/ERP-Resources-for-Goods-and-Services-Suppliers.aspx>
2. Select the **Supplier Registration link**. Complete and submit the Supplier Registration form.
3. The registration process has five steps. The first is to add information about your company and primary contact.
 - a. Enter the name of your company in the **Company** field
 - b. Select the tax organization structure from the list in the **Tax Organization Type** field
 - c. Select the country you are registered in from the **Tax Country** list
 - d. Enter your Tax Identification Number (TIN) in the **Taxpayer ID** field (mandatory)

Note: Validate your TIN. Providing an invalid TIN will result in the return of your registration to you for correction.

4. Enter contact information for the primary person to receive notifications regarding this registration. This is also the person that will be set up to receive access to the Supplier Portal when the registration is approved.
 - a. Enter the first name of the primary contact in the **First Name** field
 - b. Enter the last name of the primary contact in the **Last Name** field
 - c. Enter the primary contact email address in the **Email** field
 - d. In the **Confirm Email** field, re-enter the email address of the primary contact
 - e. Select **Next**

Note: Fields marked with an asterisk (*) are mandatory.

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5. Confirm the contact has been added.

a. Select **Next**

Name	Job Title	Email	Administrative Contact	Request User Account
Levin, Tom		mistucarta@usra.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Add address information for your company.

a. Select **+**

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display					

7. Add your company address(es). The PLCB requires an address for the following purposes: 1) to receive purchase orders, 2) for remittance of payments, and 3) to send RFQs/opportunities to bid. The same address may be used for all of these purposes, or you may add different addresses. For each address entered, identify the address purpose.

- Enter a name to identify the address in the **Address Name** field
- Select the country where the address is located in the **Country** field
- Enter the street address in the **Address Line 1** field
- Enter additional address information in the **Address Line 2** field
- Select the city name in the **City** field (you may start entering the name or use the list)
- Select the state abbreviation in the **State** field
- Enter the postal code associated with the address in the **Postal Code** field

8. Address Purpose (you must check at least one box).
 - a. Check the box for **Ordering**
 - b. Check the box for **Remit to**
 - c. Check the box for **RFQ or Bidding**

9. From **Address Contacts**, select the **Select and Add** button.

Create Address

* Address Name

* Country

Address Line 1

Address Line 2

City

State

County

Postal Code

Zip Plus 4

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

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

Create Another

10. Select contact line to add.
 - a. Select **Apply** and then **OK**

Select and Add: Contacts

Search

Name

Job Title

View Format Wrap

Name	Job Title	Email	Phone
Lewin, Tom		mistucarta@vus...	

Rows Selected 1 Columns Hidden 1

Note: It is important to link the supplier contact to the address, as the information provided will determine who will receive the supplier portal access link.

11. Select **OK** to move on to the next step or **Create Another** if additional addresses are required.

Create Address

* Address Name

* Country ▼

Address Line 1

Address Line 2

City ▼

State ▼

County ▼

Postal Code

Zip Plus 4

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone ▼

Fax ▼

Email

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

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
Lewin, Tom		mistucarta@vus...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

12. Select **NEXT** to move on to the Questionnaire.

ORACLE Sign In

Company Details Contacts 3 4 5
Company Details Contacts Addresses Questionnaire Review

Register Supplier: Addresses

Enter at least one address. It is recommended to create additional addresses if separate address used for Purchasing and Payments.

Actions ▼ View ▼ Format ▼ Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
TM KS	42010 Perkioman Ave Reading, KS Osage 19606		Ordering, Remit to, RFQ or Bidding	<input type="button" value="E"/>	<input type="button" value="X"/>

Columns Hidden 3

Every supplier needs to complete the Questionnaire to determine if they are a Wine, Spirits & Accessories Supplier (Merchandise Supplier) or a Goods & Services Supplier (Non-Merchandise Supplier). Subsequent questions will depend on this initial answer.

This lesson focuses on Non-Merchandise Suppliers.

Note: Questions marked with an asterisk (*) are mandatory.

13. Select the appropriate response to *Question 1* to determine if you are a Merchandise Supplier (select **Yes**) or a Non-Merchandise Supplier (select **No**).

- a. 1.a.1. Enter the first name of your PLCB contact in the **First Name** field
- b. 1.a.2. Enter the last name of your PLCB contact in the **Last Name** field
- c. 1.a.3. Enter the email address of your PLCB contact in the **Email** field
- d. Select **Next Section**

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The screenshot shows the Oracle Register Supplier: Questionnaire interface. At the top, there is a progress bar with five steps: Company Details, Contacts, Addresses, Questions, and Review. The current step is 'Questions', which is highlighted in green. Below the progress bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main content area is titled 'Questions' and contains a section 'PLCB Supp Reg Common Questions (Section 1 of 2)'. The first question is '1. As a Supplier, do you intend to supply Wine & Spirits to PLCB?'. The user has selected 'b. No'. Below this, there are three sub-questions: '1 b.1. First Name' (with input field 'Lary'), '1 b.2. Last Name' (with input field 'James'), and '1 b.3. Email' (with input field 'LJames@psa.pl'). At the bottom right, there are buttons for 'Previous Section' and 'Next Section', with 'Next Section' highlighted in red.

14. Whether you will see the Domestic or Foreign Supplier Questionnaire is based on how you completed the **Tax Country** and **Taxpayer ID** fields on the Company Details page.

If you are a foreign supplier (Tax Country is not the U.S.), skip to step 15. If you are a domestic supplier (Tax Country is the U.S.), follow these instructions.

- Complete an **IRS Form W-9**
- Check the **box** acknowledging you have attached it to the registration
- Select **+** to upload and attach the completed form to the registration
- Select **Next** to go to the review step (shown in step 16)

The screenshot shows the Oracle Register Supplier: Questionnaire interface. At the top, there is a progress bar with five steps: Company Details, Contacts, Addresses, Questions, and Review. The current step is 'Questions', which is highlighted in green. Below the progress bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main content area is titled 'Questions' and contains a section 'PLCB Supp Reg US Supp W9 (Section 2 of 2)'. The first question is '2. The IRS form entitled 'Request for Taxpayer Identification Number and Certification' is required by the IRS to provide your correct Tax Identification Number (TIN) and Name to the commonwealth for our annual IRS 1099 report filing.' The user has checked the box 'a. I hereby attach a duly filed and signed W9 form'. Below this, there is a text box for 'Comments'. At the bottom right, there are buttons for 'Previous Section' and 'Next Section', with 'Next Section' highlighted in red.

15. If you are a foreign supplier complete the following steps.

- Complete the appropriate **IRS Form W-8**
- Check the **box** acknowledging you have attached it to the registration
- Select **+** to upload and attach the completed form to the registration
- Select **Next** to go to the review step

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16. Review your Supplier Registration form to ensure it is complete.

a. Select **Register** to submit your registration for review by the PLCB

The screenshot shows the Oracle Supplier Registration Review page for TM Lewin Ltd. The page is divided into several sections: Company Details, Attachments, Contacts, Addresses, and Questionnaire. The 'Register' button is highlighted in red. The 'Company Details' section shows the company name, tax organization type, tax country, and tax payer ID. The 'Contacts' section shows a table with columns for Name, Job Title, Email, Administrative Contact, Request User Account, and Details. The 'Addresses' section shows a table with columns for Address Name, Address, Phone, Address Purpose, and Details. The 'Questionnaire' section is currently empty.

17. You will receive a confirmation that your Supplier Registration form has been submitted.

a. Select **OK**

The screenshot shows a Confirmation dialog box with the following text: "Your registration request was submitted. You will receive an e-mail after your registration request is reviewed." The "OK" button is highlighted in red.

18. Your registration will be reviewed by the PLCB. If there are issues with your TIN, or if the PLCB needs additional information or corrections, they will email you to update your registration form. If your registration request is approved, you will receive an email with a link to the new Oracle Supplier Portal where you can add additional information such as banking details, as well as enter invoices and view purchase orders and payment information.