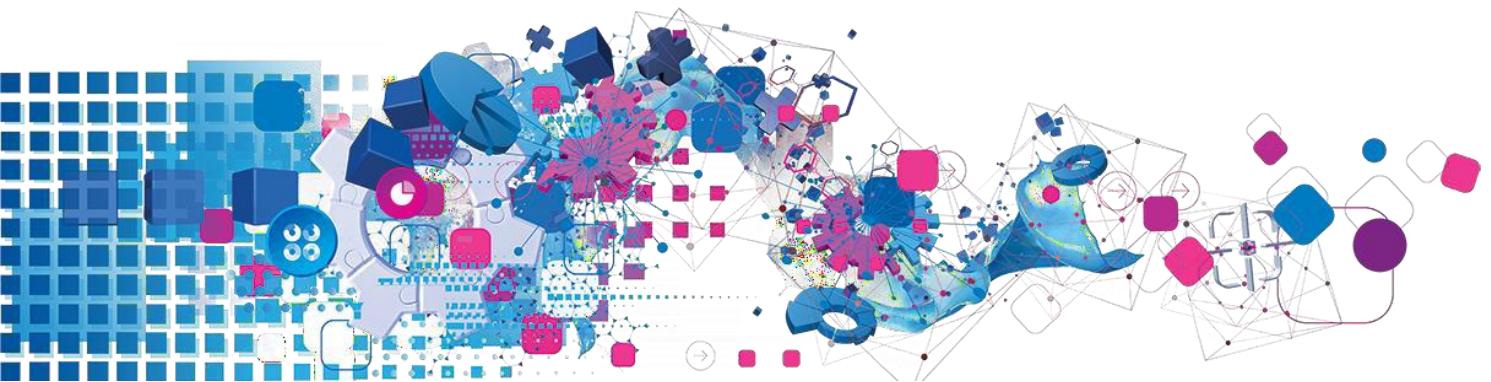




iSupplier Registration guide.



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1. What is iSupplier?

Oracle iSupplier Portal is the enterprise application that structures all supplier communication through a secure internet-based portal. Phone calls and emails between customers & suppliers waste time, introduce errors and create latency in your supply chain. Oracle iSupplier Portal makes you as a supplier more efficient by gaining access to a powerful platform for online collaboration. As a supplier of Experian, you will have access to the latest information including purchase orders (POs), payment status, scheduled payment dates, invoice upload, data extraction & self-service management of company data.

1.1 How do I register as an iSupplier user?

Once you have engaged with our procurement team and signed the Experian Ts &Cs, a notification will be sent to you via email providing a link to the registration tool.

Dear Brown

I want to welcome you as an approved supplier to Experian for provision of goods and/or services as agreed in the signed terms and conditions.

You have been invited to register on our Experian supplier portal. After you have completed the registration process you will be able to use our online services to access and update your supplier information. Please follow the link https://projext.unify.uk.experian.com/OA_HTML/jsp/pos/supreg/SupplierRegister.jsp?regkey=EF0D7CBE08E8E45B76A8B35E831B9259925D6BB2A80063A439AF05A6E9F11E3C&lang=US and you will be taken to a page to start entering your details.

PLEASE NOTE THAT IF YOU DO NOT ENTER ALL THE INFORMATION CORRECTLY AT THIS STAGE IT WILL DELAY YOUR SET UP AND SUBSEQUENTLY MAY DELAY PAYMENT.

Please see the complete contact details in the attached link.

FAQs and system requirements are available on this link.

<http://www.experian.com/corporate/isupplier.html>.

Thank you.

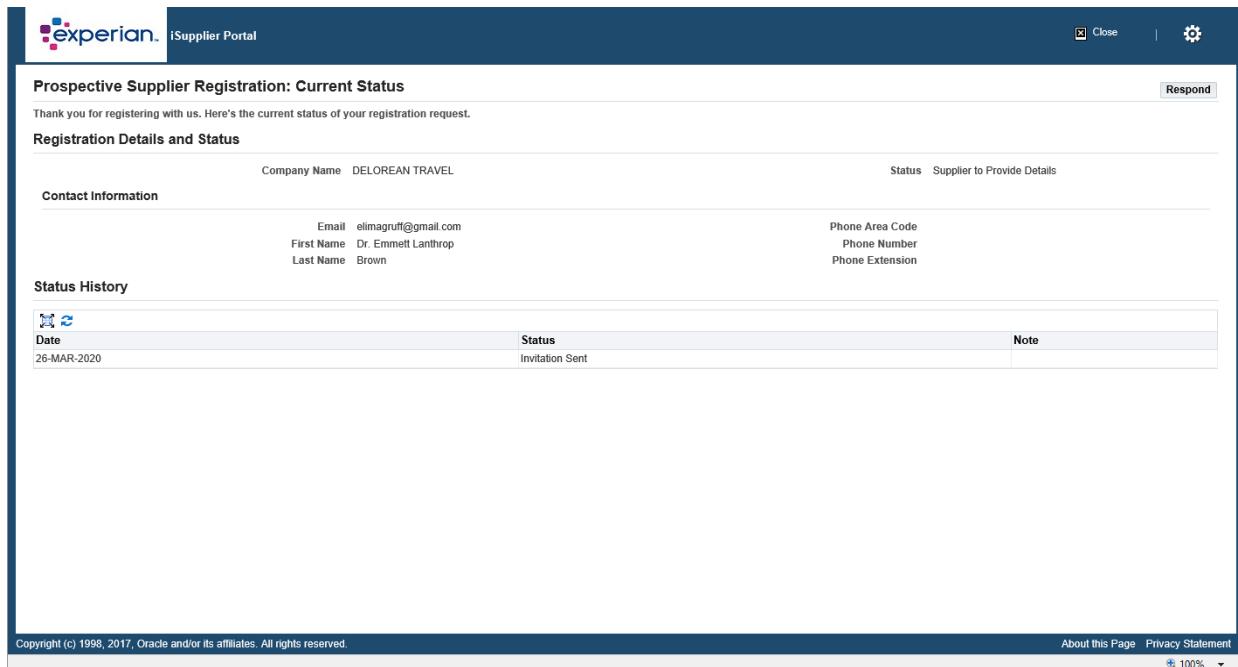
The e-mail also holds the link to where you can find our iSupplier user guides. Please note the link above is a test link and you will need to use the unique link provided in your e-mail to start the registration process.

Once the registration has been complete and submitted Experian will complete our independent verification checks on the supplier data submitted and approve you as an iSupplier user.

Once approved as a user you will receive a second email notification providing your portal username and link to the portal. A temporary password will be supplied in a separate email which you will be asked to change upon entering the portal for the first time.

1.2 How do I fill in my company details on registration?

Once you have clicked on the link in the email notification a web page will open. You will need to click on the Respond button which appears to the bottom right hand side of the page in order to continue to the first step of the registration.



Experian iSupplier Portal

Prospective Supplier Registration: Current Status

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

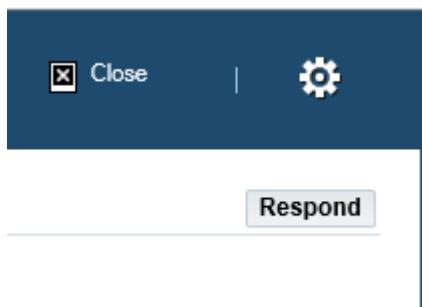
Company Name	DELOREAN TRAVEL	Status	Supplier to Provide Details
Contact Information	Email: elimagruff@gmail.com First Name: Dr. Emmett Lanthrop Last Name: Brown	Phone Area Code Phone Number Phone Extension	

Status History

Date	Status	Note
26-MAR-2020	Invitation Sent	

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Click **Respond**



Screen 1

You will be required to enter your basic company details. There are mandatory fields which you will need to complete.

- Tax Country - The country in which you have registered your company
- Tax registration Number – **Please refer Appendix I for the common recommended format**

- DUNS Number - Data Universal Numbering System the D-U-N-S Number is a unique nine-digit identifier for businesses. It is used to establish a D&B® business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question.
- Email – The email address for the main company contact
- Contact Name
- Phone area code
- Phone Number

Basic Information Company Details Attachments

Step 1 of 3 **Next**

Prospective Supplier Registration

* Indicates required field

Blank label for instruction text

Company Details

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

Company Name: AU SUPPLIER TEST

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

Tax Registration Number: 123456789

Taxpayer ID:

Contact Information

Blank label for instruction text

Email: yeeshan.tehTEST@experian.com

* Contact Name: YS

Phone Area Code:

* Phone Number: 0

Phone Extension:

Once you have entered all the mandatory information please click the NEXT button to proceed to second screen of registration.

Screen 2: Address details, classification and bank details.

In the next screen you can enter or update your address and company information.

If you need to update anything, just click the pencil icon next to any of the information you would like to amend.

Basic Information Company Details Attachments

Save For Later Back Step 2 of 3 Next

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: AU SUPPLIER TEST
Tax Country: Australia
Tax Registration Number: 123456789
Taxpayer ID: 123456789
Notes / Remarks: YS TESTING FIELD

Address Book
At least one entry is required.

Address Name	Address Details	Purpose	Update
AU SUPPLIER TEST	PO BOX 123, SYDNEY NSW 0000 Australia	Payment, Purchasing	

Contact Directory
At least one entry is required.

Create	Last Name	Phone	Email	Requires User Account	Update
	YS	0	yeeshan.tehTEST@experian.com	<input checked="" type="checkbox"/>	

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
123456	Australian Dollar	au supplier test	Westpac Banking Corporation	733	733-121	121		

Under Business Classifications – if you are a US Supplier, you may enter your correct certification.

Rows 11 to 40

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
2X For- Profit Organization	<input type="checkbox"/>				
31 Tribal Government	<input type="checkbox"/>				
6D Domestic Shelter	<input type="checkbox"/>				
77 Service Provider	<input type="checkbox"/>				
80 Hospital	<input type="checkbox"/>				
86 Interstate Entity	<input type="checkbox"/>				
8B Housing Authorities Public/Tribal	<input type="checkbox"/>				
8U Native Hawaiian Organization Owned Firm	<input type="checkbox"/>				
95 Research and Development	<input type="checkbox"/>				
A3 Labor Surplus Area Firm	<input type="checkbox"/>				

TIP Date format example: 14-Apr-2020

Banking Details
At least one entry is required.

Finally in this screen, you will need to enter your bank details.

Click **Create**

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.								

1. At the top of the screen, choose the country of your bank account using the drop-down list

Create Bank Account

* Indicates required field

Bank **Branch**

* Country: Australia Account is used for foreign payments

 Please note: Select the country from the drop down menu that reflects where your company bank details are set up before continuing further. E.g UK bank acc = United Kingdom on the drop down menu. BIC Code is required for UK bank account.

 TIP UK Region: BIC is Mandatory

 TIP US Region: Branch name is mandatory

Existing Bank New Bank

Existing Branch New Branch

ABA

Bank Account

* Account Number * Account Name: au supplier test * Currency: Australian Dollar

 TIP UK Region: IBAN is mandatory

 Show Account Details

Comments

Notes / Remarks:

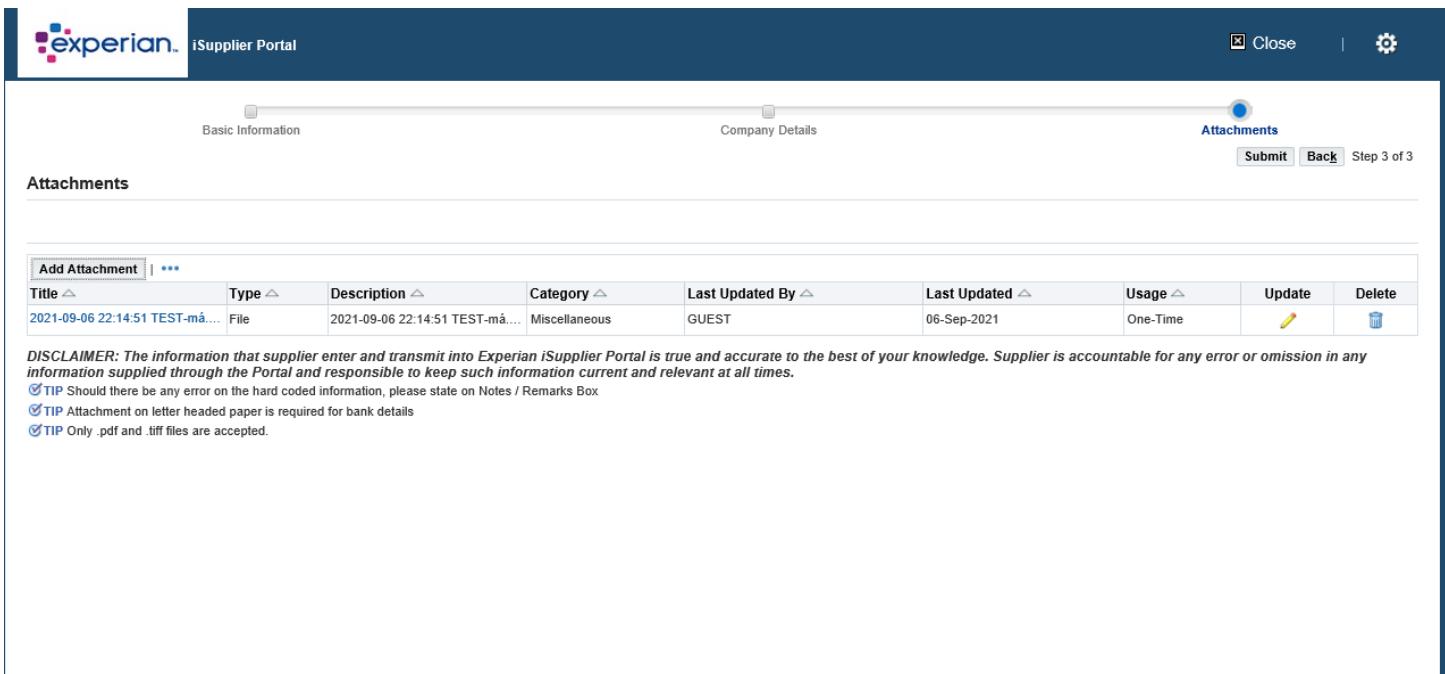
2. At the left-hand side of the screen under the bank section choose the option for Existing Branch (TIP: Always choose the option for existing bank).
3. Click on the magnifying glass icon next to the 'BANK NAME' Field, this will prompt a pop up box to appear (TIP: make sure your pop up blocker is switched off or allow pop ups temporarily).
4. Enter the name of your bank in the search field and click search (E.g. HSBC, Lloyds, Barclays, Wells Fargo etc.). Choose the correct bank from the list which will generate.

5. To the right-hand side of the screen under the bank section. Choose the option for Existing Branch.
6. Click on the magnifying glass next to 'BRANCH NAME'.
7. In the pop up window change the drop-down list to "branch number" and in the search field enter the sort code for your account (this should be entered as a 6-digit number without spaces, dashes or any other special characters). Click Search.
8. Choose the correct branch from the list of branches available.
9. The Branch Number, BIC and Branch type should now populate for you (TIP: branch type should always be 'OTHER').
10. Under the Bank Account section enter your ACCOUNT NUMBER & IBAN without spaces or special characters.
11. Check Digits - A check digit is a form of redundancy check used for error detection on identification numbers, such as bank account numbers, which are used in an application where they will at least sometimes be input manually. This is not a mandatory field.
12. Enter the Account name
13. Enter the currency the invoice and payment will be issued in.

Once you have completed your bank details, you will be required to attach a copy of your bank details on your company letter headed paper. This step is mandatory and registrations could be rejected if you omit this information.

Step 3: Add an attachment.

1. Click on the add attachment button.



The screenshot shows the 'Attachments' step 3 of 3 in the Experian iSupplier Portal. The table displays the following data:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
2021-09-06 22:14:51 TEST-må...	File	2021-09-06 22:14:51 TEST-må...	Miscellaneous	GUEST	06-Sep-2021	One-Time		

DISCLAIMER: The information that supplier enter and transmit into Experian iSupplier Portal is true and accurate to the best of your knowledge. Supplier is accountable for any error or omission in any information supplied through the Portal and responsible to keep such information current and relevant at all times.

TIP Should there be any error on the hard coded information, please state on Notes / Remarks Box

TIP Attachment on letter headed paper is required for bank details

TIP Only .pdf and .tiff files are accepted.

2. In the next window click on the 'BROWSE' button and choose the file you want to attach, click 'APPLY' to attach the document or click on 'ADD ANOTHER' which will allow you to attach another document if necessary.
3. Once you have entered all details you can submit the details back to Experian for review.

Next Steps:

Experian will then review the submitted details and run our independent verification checks. Once you have been approved as a supplier of Experian and a registered user of the portal you will receive an email detailing the link to the portal. You will receive your temporary password in a separate email and will be asked to change this upon first log in to the portal.

Once logged in, you will see this screen;

The screenshot shows the iSupplier Portal homepage. At the top, there is a navigation bar with the Experian logo, a search bar, and links for Home, Star, Settings, and Notifications. The status bar indicates "Logged In A". Below the navigation bar, there are tabs for Supplier Home, Orders, Finance, and Administration. The Supplier Home tab is selected. A search bar with dropdown options (PO Number, etc.) and a "Go" button is present. The main content area contains two sections: "Notifications" and "Purchase Orders At A Glance". The "Notifications" section has a "Full List" button and a table with columns for Subject and Date, showing "No results found.". The "Purchase Orders At A Glance" section has a "Full List" button and a table with columns for PO Number, Description, and Order Date, showing "No search conducted.". To the right, a sidebar titled "Contact Us" lists links for Orders (Purchase Orders, Purchase History), Invoices (Invoices), and Payments (Payments). A note at the bottom of the sidebar states "TIP Important documents are placed on Admin tab." with a checked checkbox.

If you have any issues with the registration process, please refer to the contacts Document.

Appendix I

Country	Taxpayer ID/Company Reg Num	Tax Registration Num/VAT/GST	Remarks
Australia	XXXXXXXXXX - ACN (9 digits)	XXXXXXXXXXXX - ABN (11 digits)	
China		XXXXXXXXXXXXXXXXXXXX (18 digits)	
Hong Kong	XXXXXXXXXX - BRN (8 digits) (From the first 8 digits of the certificate number)	Not applicable	
Indonesia	Not applicable	XX.XXX.XXX.X-XXX.XXX - NPWP (15 digits)	
India	XXXXXXXXXXXX - PAN (10 digits)	XXXXXXXXXXXXXXXXXX - GST (15 digits)	
Japan	Not applicable	XXXXXXXXXXXXXXXXXX - (13 digits)	
Korea	Not applicable	XXX-XX-XXXXXX (10 digits)	
Malaysia	XXXXXXXX-X (8 digits)	XXXXXXXXXXXXXX (12 digits)	
New Zealand	Not applicable	XXXXXXXXXX (9 digits)	
Philippines	Not applicable	XXX-XXX-XXX (9 digits)	
Singapore	XXXXXXXXXXXX (10 digits)	Not applicable	
Thailand		XXXXXXXXXXXXXX (13 digits)	
Argentina	XXXXXXXXXXXX (10 digits - CUIT for Company)	Not applicable	
	XXXXXXXX/XXXXXXXXXX (8/9 digits - Individual)	Not applicable	
Chile	XX.XXX.XXX-X	Not applicable	
Colombia	XXXXXXXXXXXX (9 digits - RUT)	Not applicable	
	6/8/9/10 digits - Individual	Not applicable	
Costa Rica	X-XXX-XXXXXX (10 digits) / X-XXXX-XXXX (9 digits)	Not applicable	
Peru	XXXXXXXXXXXX (11 digits) - RUC	Not applicable	
	XXXXXXXXXX (9 digits) - DNI for Individual	Not applicable	
United Kingdom	XXXXXXXX (8 digits) OCXXXXXX (6 digits) SCXXXXXX (6 digits) SOXXXXXX (6 digits) NIXXXXXX (6 digits) NCXXXXXX (6 digits) UTRXXXXXXXXXX (10 digits)	GBXXXXXXXX (9 digits)	UTR number for sole traders only
Austria	<u>Example :</u> FNXXXXXXZ (5 digits) or FNXXXXXXD (6 Digits)	ATUXXXXXXXXX (8 digits)	
Bulgaria	Not applicable	BGXXXXXXXXXX (9 digits) or BGXXXXXXXXXX (10 digits)	
Botswana	Not applicable	IXXXXXXXX (I + 8 digits) BWXXXXXXXXXXXX (BW + 11 digits) CXXXXXXXXXXXX (C + 11 digits) PXXXXXXXXXXXX (P + 11 digits) TXXXXXXXXXXXX (T + 11 digits) EXXXXXXXXXXXX (E + 11 digits) BXXXXXXXXXXXX (B + 11 digits)	Individual Company Company Partnership Trust Estate Government Department/Parastatal
Switzerland	Not applicable	CHE-XXX.XXX.XXX MWST CHE-XXX.XXX.XXX TVA CHE-XXX.XXX.XXX IVA	
Germany	HRBXXXXXX (5 digits) or HRBXXXXXX (6 digits) HRAXXXXX (5 digits) or HRAXXXXX (6 digits)	DEXXXXXXXXX (9 digits)	-

Country	Taxpayer ID/Company Reg Num	Tax Registration Num/VAT/GST	Remarks
Denmark	CVRXXXXXXXXX (8 digits) or SEXXXXXX-XXXX (10 digits)	DKXXXXXXXXX (8 digits)	-
France	XXXXXXXXXXXXXX (14 digit)	FRXXXXXXXXXXX (11 digit)	-
Italy	XXXXXX (6 digits) or XXXXXXX (7 digits) or XXXXXXXXXXXXXXXX (16 characters combination number & alphabet)	ITXXXXXXXXXX (11 digits)	-
Norway	Not applicable	NOXXXXXXXXX (9 digits)	
Spain	Not applicable	Example: ESXXXXXXXXXX or XXXXXXXXXX or ESXXXXXXXXX	Tax registration num (CIF): Type 1 : ES + 1 alphabet + 8 digits Type 2 : 8 digits + 1 alphabet Type 3 : ES + 1 alphabet + 7 digit + 1 alphabet
Monaco	Example : XXXXXXX	FRXXXXXXXXXXX (11 digit)	Taxpayer ID (RCI number): 2 digits + 1 alphabet + 5 digits
Namibia	Example : X/XXXX/XXXX XX/XXXX/XXXX XX/XXXX/XXXX XXXX/XXXX	XXXXXXXXXXX (10 digit)	Taxpayer ID: Type 1 : 1-2 alphabet/4 digit/4-5 digits Type 2 : 4 digit/4 digit
Netherlands	XXXXXXX (8 digits)	Example : NLXXXXXXXXXX	Tax registration num (BTW): NL + 9 digits + 1 alphabet + 2 digits
Poland	XXXXXXXXXX (9 digits)	PLXXXXXXXXXX (10 digits)	
Russia	XXXXXXXXXXXXXX (12 digits) or XXXXXXXXXXXXXX (13 digits)	RUXXXXXXXXXX (10 digits)	
Turkey	XXXXXX (6 digits) or XXXXXX-X (7 digits)	TRXXXXXXXXXX (10 digits)	
Uganda	XXXXXXXXXXXXXXXX/XXXXXX (14/6 digits) or XXXXXXXXXXXXXXXX/XXXXX (14/5 digits)	XXXXXXXXXXX (10 digits)	
South Africa	XXXX/XXXXXX/XX (12 digits)	XXXXXXXXXXX (10 digits)	
Ireland	XXXXXX (6 digits)	Example: IEXXXXXXXXXX or IEXXXXXXX	Tax registration num: Type 1 : IE + 7 digits + 2 alphabet Type 2 : IE + 7 digits + 1 alphabet
United States	SSN: XXX-XX-XXXX EIN: XX-XXXXXX	Not applicable	
Canada	XXXXXXXXXX (9 digits)	Not applicable	