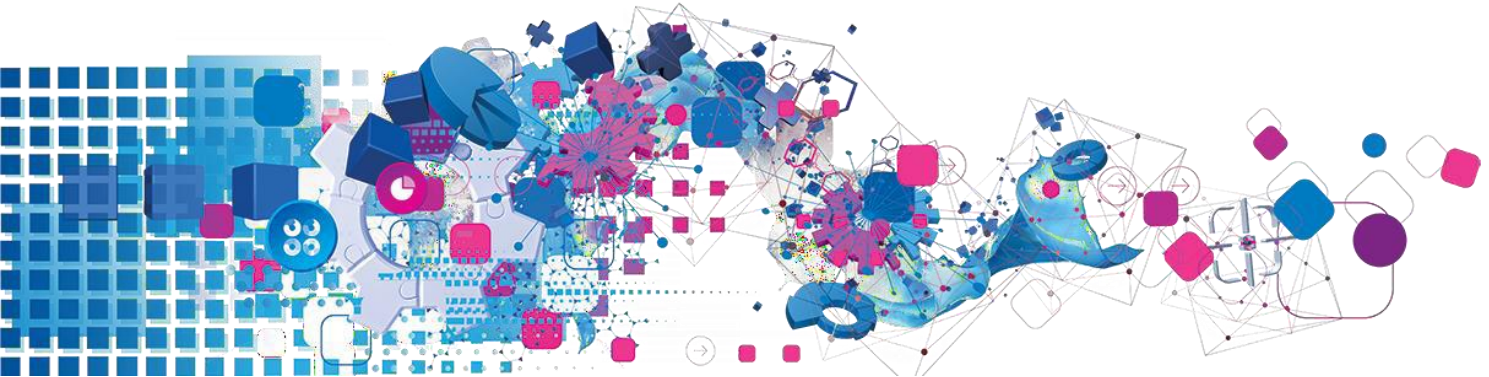




iSupplier Registration guide.



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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/suppreg/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.

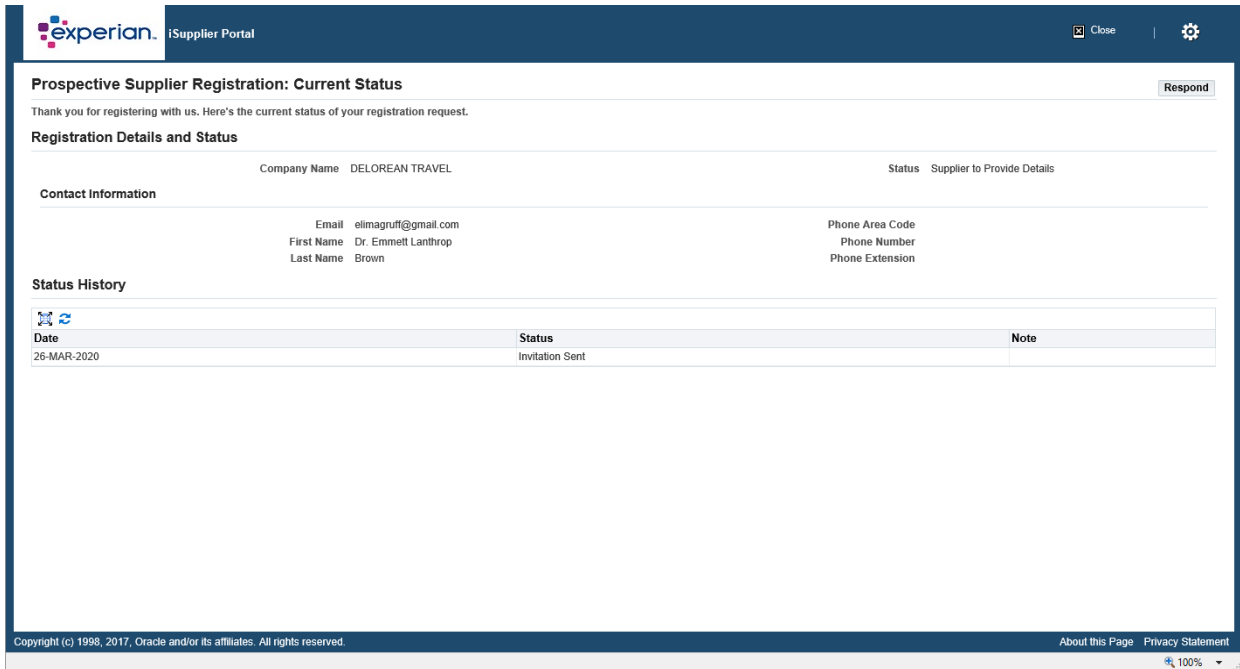
The e-mail also holds the link to where you can find our iSupplier user guides. Please note the link above is a test link and you will need to use the unique link provided in your e-mail to start the registration process.

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.



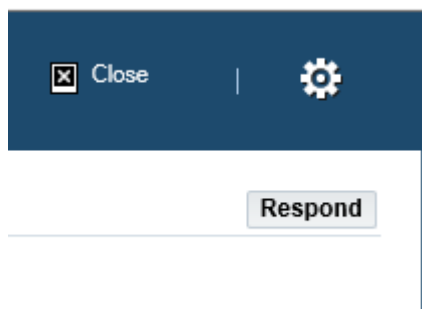
The screenshot shows the 'Prospective Supplier Registration: Current Status' page in the Experian Supplier Portal. The page includes a 'Respond' button in the top right corner. Below the header, there is a message: 'Thank you for registering with us. Here's the current status of your registration request.' The main content area is titled 'Registration Details and Status' and contains the following information:

- 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	

At the bottom of the page, there is a footer with copyright information and links for 'About this Page' and 'Privacy Statement'. A zoom level of 100% is indicated in the bottom right corner.

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

experian. iSupplier Portal Close | Settings

Basic Information Company Details Attachments

Prospective Supplier Registration Step 1 of 3 **Next**

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

Tax Registration Number

Taxpayer ID

[HELP](#)

Contact Information

Blank label for instruction text

Email yeeshan.tehTEST@experian.com

* Contact Name

Phone Area Code

* Phone Number

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.

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

Blank label for instruction text

Company Name: AU SUPPLIER TEST
 Tax Country: Australia
 Tax Registration Number: 123456789
 Taxpayer ID:
 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 | ***

First Name	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.
 Create | ***

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.

Dr. Emmett Lanthrop | Brown | 1 714 830 7000 | elimagruff@gmail.com

Business Classifications 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"/>				

Banking Details
 At least one entry is required.

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

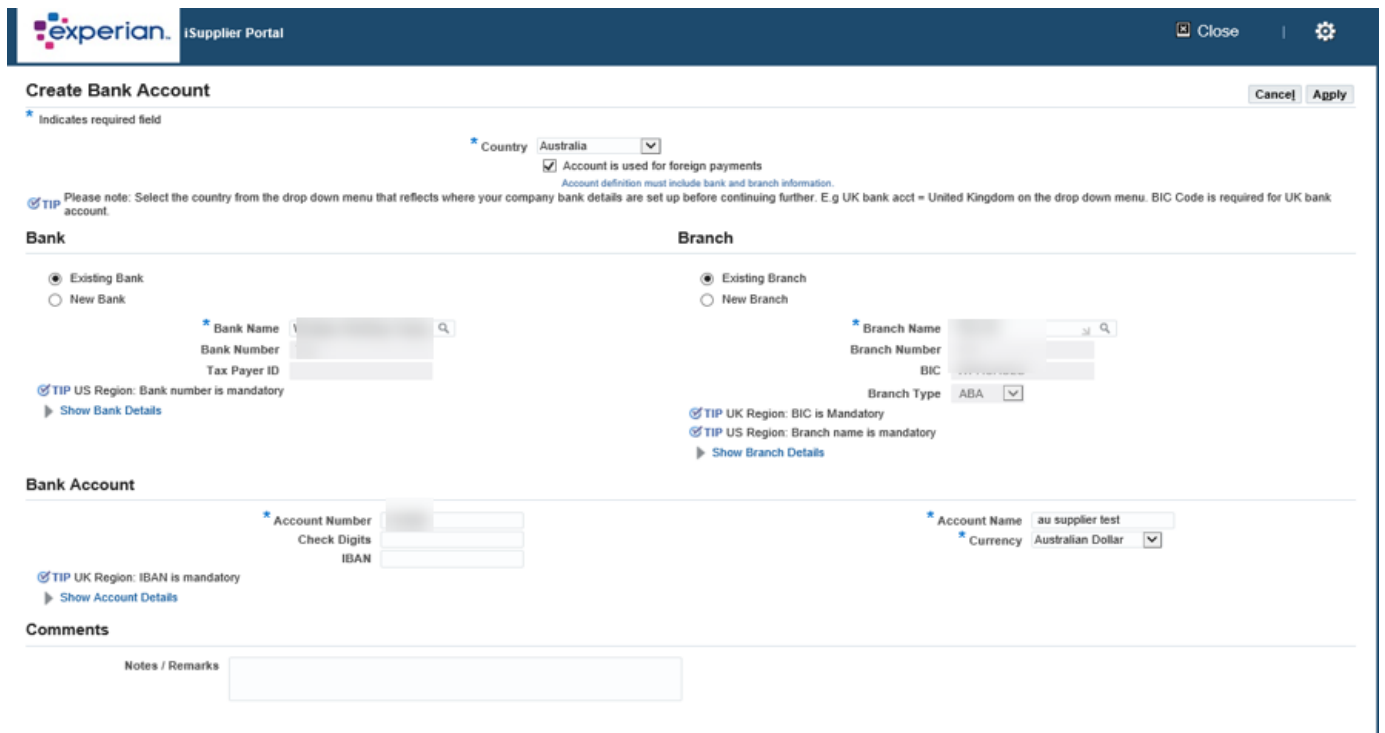
Click **Create**

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



The screenshot shows the 'Create Bank Account' form in the Experian iSupplier Portal. The form is divided into several sections: 'Bank' and 'Branch' details, 'Bank Account' details, and 'Comments'. The 'Country' dropdown is set to 'Australia'. The 'Bank' section has radio buttons for 'Existing Bank' and 'New Bank', with input fields for 'Bank Name', 'Bank Number', and 'Tax Payer ID'. The 'Branch' section has radio buttons for 'Existing Branch' and 'New Branch', with input fields for 'Branch Name', 'Branch Number', 'BIC', and a 'Branch Type' dropdown set to 'ABA'. The 'Bank Account' section has input fields for 'Account Number', 'Check Digits', 'IBAN', 'Account Name' (pre-filled with 'au supplier test'), and 'Currency' (pre-filled with 'Australian Dollar'). There are also 'Show Bank Details', 'Show Branch Details', and 'Show Account Details' links. A 'Comments' section at the bottom has a text area for 'Notes / Remarks'. The top navigation bar includes the Experian logo, 'iSupplier Portal', and 'Close' and 'Settings' icons.

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 of 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.

Basic Information | Company Details | Attachments

Submit Back Step 3 of 3

Attachments

Add Attachment ...								
Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
2021-09-06 22:14:51 TEST-má...	File	2021-09-06 22:14:51 TEST-má...	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 displays the Experian iSupplier Portal interface. At the top, there is a dark blue header with the Experian logo and 'iSupplier Portal' text on the left. On the right side of the header, there are icons for home, star, settings, and a notification bell with a '0' badge, followed by 'Logged In A:' and a user profile icon. Below the header, there are navigation tabs: 'Supplier Home' (selected), 'Orders', 'Finance', and 'Administration'. A search bar is located below the tabs, with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into two columns. The left column contains two sections: 'Notifications' and 'Purchase Orders At A Glance'. Both sections have a 'Full List' button. The 'Notifications' section shows a table with columns 'Subject' and 'Date', and a message 'No results found.' The 'Purchase Orders At A Glance' section shows a table with columns 'PO Number', 'Description', and 'Order Date', and a message 'No search conducted.' The right column contains a sidebar with a 'Contact Us' link and a list of menu items: 'Orders' (with sub-items 'Purchase Orders' and 'Purchase History'), 'Invoices' (with sub-item 'Invoices'), and 'Payments' (with sub-item 'Payments'). At the bottom of the sidebar, there is a tip: 'TIP Important documents are placed on Admin tab.'

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)	XXXXXXXXXXXXXX - ABN (11 digits)	
China		XXXXXXXXXXXXXXXXXXXX (18 digits)	
Hong Kong	XXXXXXXX - 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	XXXXXXXXXXXXXX - (13 digits)	
Korea	Not applicable	XXX-XX-XXXXX (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	
	XXXXXXXXXX/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	
	XXXXXXXXXXXX (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)	GBXXXXXXXXXX (9 digits)	UTR number for sole traders only
Austria	Example : FNXXXXXXZ (5 digits) or FNXXXXXXD (6 Digits)	ATXXXXXXXXXX (8 digits)	
Bulgaria	Not applicable	BGXXXXXXXXXX (9 digits) or BGXXXXXXXXXXXX (10 digits)	
Botswana	Not applicable	IXXXXXXXXX (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) HRAXXXXXX (5 digits) or HRAXXXXXX (6 digits)	DEXXXXXXXXXX (9 digits)	-

Country	Taxpayer ID/Company Reg Num	Tax Registration Num/VAT/GST	Remarks
Denmark	CVRXXXXXXXX (8 digits) or SEXXXXXXXX-XXXX (10 digits)	DKXXXXXXXX (8 digits)	-
France	XXXXXXXXXXXXXXXX (14 digit)	FRXXXXXXXXXXXX (11 digit)	-
Italy	XXXXXX (6 digits) or XXXXXXX (7 digits) or XXXXXXXXXXXXXXXXXXXX (16 characters combination number & alphabet)	ITXXXXXXXXXXXX (11 digits)	-
Norway	Not applicable	NOXXXXXXXXMVA (9 digits)	
Spain	Not applicable	Example: ESXXXXXXXX or XXXXXXXX or ESXXXXXXXX	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 : XXXXXXXX	FRXXXXXXXXXXXX (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	XXXXXXXXXXXX (10 digit)	Taxpayer ID: Type 1 : 1-2 alphabet/4 digit/4-5 digits Type 2 : 4 digit/4 digit
Netherlands	XXXXXXXX (8 digits)	Example : NLXXXXXXXXXXXX	Tax registration num (BTW): NL + 9 digits + 1 alphabet + 2 digits
Poland	XXXXXXXX (9 digits)	PLXXXXXXXXXXXX (10 digits)	
Russia	XXXXXXXXXXXX (12 digits) or XXXXXXXXXXXX (13 digits)	RUXXXXXXXXXXXX (10 digits)	
Turkey	XXXXXX (6 digits) or XXXXXX-X (7 digits)	TRXXXXXXXXXXXX (10 digits)	
Uganda	XXXXXXXXXXXXXXXX/XXXXXX (14/6 digits) or XXXXXXXXXXXXXXXX/XXXXXX (14/5 digits)	XXXXXXXXXXXX (10 digits)	
South Africa	XXXX/XXXXXX/XX (12 digits)	XXXXXXXXXXXX (10 digits)	
Ireland	XXXXXX (6 digits)	Example: IEXXXXXXXX or IEXXXXXXXX	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-XXXXXXX	Not applicable	
Canada	XXXXXXXX (9 digits)	Not applicable	