



iSupplier Registration Guide

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1. Introduction

1.1 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 and suppliers are time-consuming, introduce errors and create latency in your supply chain.

Oracle iSupplier portal makes it more efficient for you, as a supplier, 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, data extraction and self-service management of company data.

2. Registration process

2.1 How to register as an iSupplier user?

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

Dear [REDACTED]

We welcome [REDACTED] as a supplier to Experian for the 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/isp/pos/suppreg/SupplierRegister.jsp?reqkey=0241AD8DEDC3187DCBA929B05D44DD6EF627580ED961168640C8F4EA53C40E12&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 email will also contain a link to where you can find our iSupplier user guides. Please note that the link above is only a test link, and you will need to use the unique link provided in the email sent to you to start the registration process.

Once the registration has been completed and supporting documents submitted, Experian will complete our independent verification check. If everything is in order, we will approve you as an iSupplier user. In case there are incomplete information, you may be contacted to provide further clarification.

After 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.

2.2 How to fill in my company details on registration?

Once you have clicked on the link in the email notification, a webpage will open. You will need to click on the RESPOND button which appears on the top right-hand side of the page in order to continue to the first step of the registration.

Prospective Supplier Registration: Current Status Respond

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	eimagruff@gmail.com	Phone Area Code	
First Name	Dr. Emmett Lanthrop	Phone Number	
Last Name	Brown	Phone Extension	

Status History

Date	Status	Note
20-MAR-2020	Invitation Sent	

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2.2.1 Basic Information

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 to Appendix I for the common recommended format.**
- Email: The email address for the main company contact.
- Contact Name
- Phone Number

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	Australia <input type="text"/>
Tax Registration Number	123456789 <input type="text"/>
Taxpayer ID	<input type="text"/>

Contact Information

Blank label for instruction text

Email	yeeshan.tehTEST@experian.com
* Contact Name	YS <input type="text"/>
Phone Area Code	<input type="text"/>
* Phone Number	0 <input type="text"/>
Phone Extension	<input type="text"/>

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

2.2.2 Company Details

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

experian.

iSupplier Portal

Close

Basic Information

Company Details

Attachments

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	✓	

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		

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

Under Business Classifications – if you are a US supplier, you may enter your correct information.

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"/>							

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.								

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: 'Country' (set to Australia), 'Bank' (with 'Existing Bank' selected), 'Branch' (with 'Existing Branch' selected), 'Bank Account' (with 'Account Number' and 'IBAN' fields), and 'Comments'. The 'Bank' section includes fields for 'Bank Name', 'Bank Number', and 'Tax Payer ID'. The 'Branch' section includes fields for 'Branch Name', 'Branch Number', 'BIC', and 'Branch Type'. The 'Bank Account' section includes fields for 'Account Number', 'Check Digits', 'IBAN', 'Account Name', and 'Currency'. The form also includes a 'Cancel' button and an 'Apply' button. A 'TIP' note at the top states: '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 acct = United Kingdom on the drop down menu. BIC Code is required for UK bank account.' A 'TIP' note at the bottom of the 'Bank' section states: 'TIP US Region: Bank number is mandatory'. A 'TIP' note at the bottom of the 'Branch' section states: 'TIP UK Region: BIC is Mandatory' and 'TIP US Region: Branch name is mandatory'. A 'TIP' note at the bottom of the 'Bank Account' section states: 'TIP UK Region: IBAN is mandatory'. A 'Comments' section at the bottom has a text area for 'Notes / Remarks'.

- Bank section: Choose the option for Existing Bank (TIP: Always choose this option).
- Bank name: Click on the magnifying glass icon, this will prompt a pop-up box to appear (TIP: make sure your pop-up blocker is switched off or allow pop ups temporarily). Enter the name of your bank in the search field (e.g. HSBC, Lloyds, Barclays, Wells Fargo etc.) and click SEARCH. Choose the correct bank from the list.
- Branch section: Choose the option for Existing Branch.
- Branch Name: Click on the magnifying glass icon, in the pop-up window do 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 special characters). Click SEARCH. Choose the correct branch from the list.
The Branch Number, BIC and Branch Type should now be populated for you (TIP: branch type should always be OTHER).
- Bank Account – Account Number: Enter your account number and IBAN without spaces or special characters.
- Check Digits: A check digit is a form of checking used for error detection on identification numbers such as bank account numbers, which are used in an application where they will at least be input manually. This is not a mandatory field.
- Account Name: Enter account holder name.
- Currency: Enter the currency that invoice and payment will be issued in.
- Click APPLY.

Once you have entered all the bank details, please click the NEXT button to proceed to the last screen of registration.

This is where you will be required to attach a copy of your bank details on your company letterhead. This step is mandatory and registration could be rejected if you omit this information.

2.2.3 Attachments

Click on the ADD ATTACHMENT button.

Attachments

Submit Back Step 3 of 3

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
2021-09-08 22:14:51 TEST-mâ...	File	2021-09-06 22:14:51 TEST-mâ...	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.

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.

Once you have entered all the details you can click on SUBMIT to send the registration to Experian.

2.3 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 providing the link to iSupplier 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 into iSupplier, you will see this screen:

Supplier Home Orders Finance Administration

Search PO Number Go

Notifications [Full List](#)

Subject	Date
No results found.	

Purchase Orders At A Glance [Full List](#)

PO Number	Description	Order Date
No search conducted.		

Contact Us

- Orders
 - Purchase Orders
 - Purchase History
- Invoices
 - Invoices
- Payments
 - Payments

TIP Important documents are placed on Admin tab.

If you have any issues with the registration process, please refer to the Contacts document.

3. Appendix

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	XXXXXXXXXX - PAN (10 digits)	XXXXXXXXXXXXXXXXXX - GST (15 digits)	
Japan	Not applicable	XXXXXXXXXXXXXXXX - (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		XXXXXXXXXXXXXXXX (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	XXXXXXXXXX (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	
UK	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	XXXXXXXX (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)	
Denmark	CVRXXXXXXXXX (8 digits) or SEXXXXXXXX-XXXX (10 digits)	DKXXXXXXXXXX (8 digits)	
France	XXXXXXXXXXXXXXXX (14 digit)	FRXXXXXXXXXXXX (11 digit)	
Italy	XXXXXX (6 digits) or XXXXXX (7 digits) or XXXXXXXXXXXXXXXXXXXX (16 characters combination number & alphabet)	ITXXXXXXXXXXXX (11 digits)	
Norway	Not applicable	NOXXXXXXXXXXMVA (9 digits)	
Spain	Not applicable	Example: ESXXXXXXXXXX or XXXXXXXXXX or ESXXXXXXXXXX	<u>Tax registration num (CIF):</u> 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)	<u>Taxpayer ID (RCI number):</u> 2 digits + 1 alphabet + 5 digits
Namibia	Example: X/XXXX/XXXX XX/XXXX/XXXX XX/XXXX/XXXX XXXX/XXXX	XXXXXXXXXXXX (10 digit)	<u>Taxpayer ID:</u> Type 1: 1-2 alphabet/4 digit/4-5 digits Type 2: 4 digit/4 digit
Netherlands	XXXXXXXXXX (8 digits)	Example: NLXXXXXXXXXXXX	<u>Tax registration num (BTW):</u> NL + 9 digits + 1 alphabet + 2 digits

Poland	XXXXXXXXXX (9 digits)	PLXXXXXXXXXXXX (10 digits)	
Russia	XXXXXXXXXXXXXX (12 digits) or XXXXXXXXXXXXXXX (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/XXXXX (14/5 digits)	XXXXXXXXXXXX (10 digits)	
South Africa	XXXX/XXXXXX/XX (12 digits)	XXXXXXXXXXXX (10 digits)	
Ireland	XXXXXX (6 digits)	Example: IEXXXXXXXX or IEXXXXXXXX	<u>Tax registration num:</u> 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	XXXXXXXXXX (9 digits)	Not applicable	