# iSupplier Registration guide.

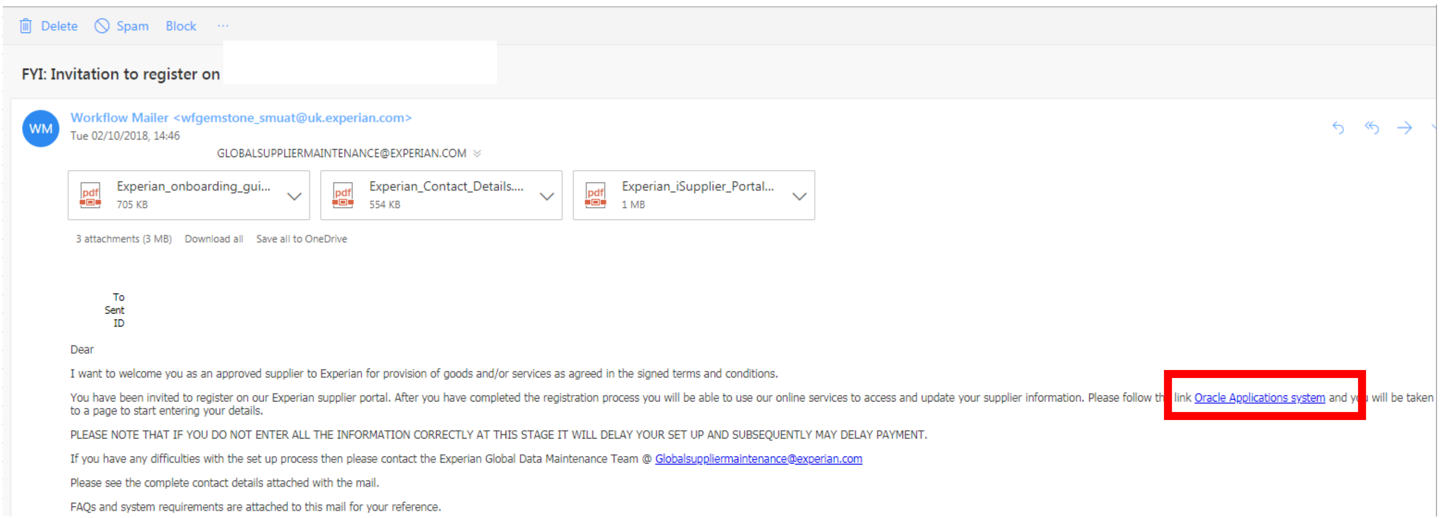
# Contents

# 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.

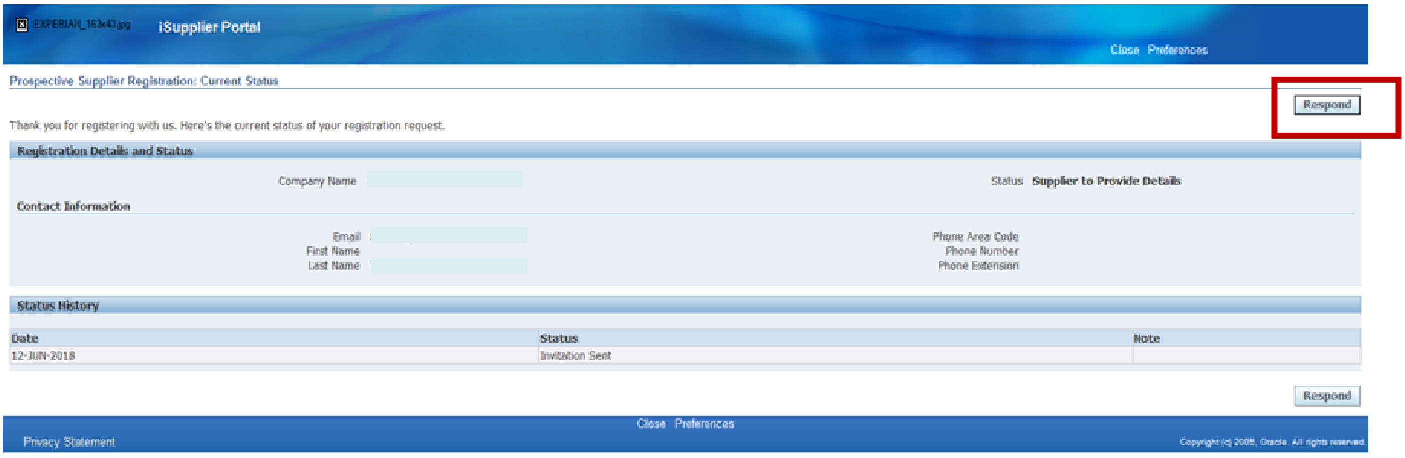



Once the registration has been complete and submitted Experian will complete our independent verification checks on the supplier data submitted and approve you as a iSupplier user.

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.

## 1.11 How do I fill in my company details on registration?

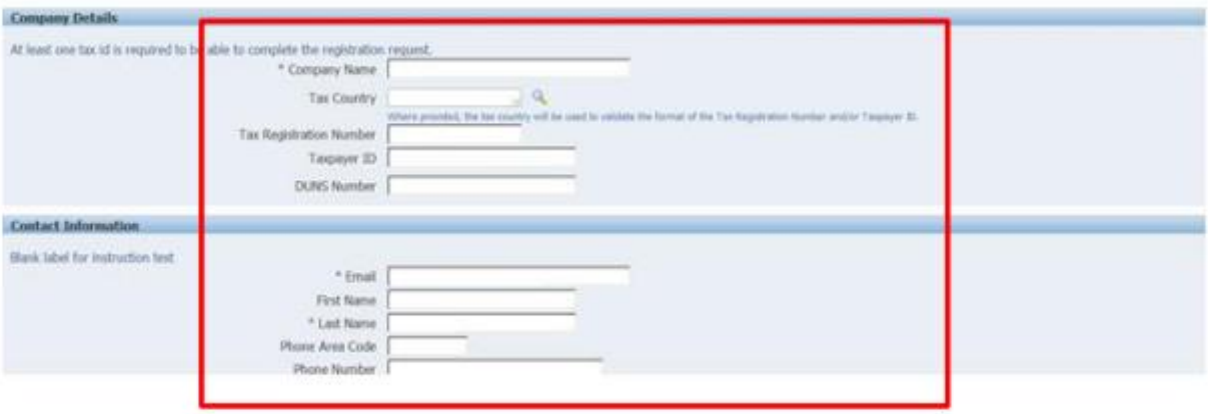
Once you have clicked on the link in the email notification a web page will open. You will need to click on the Respond button which appears to the bottom right hand side of the page in order to continue to the first step of the registration.




## Step 1:

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

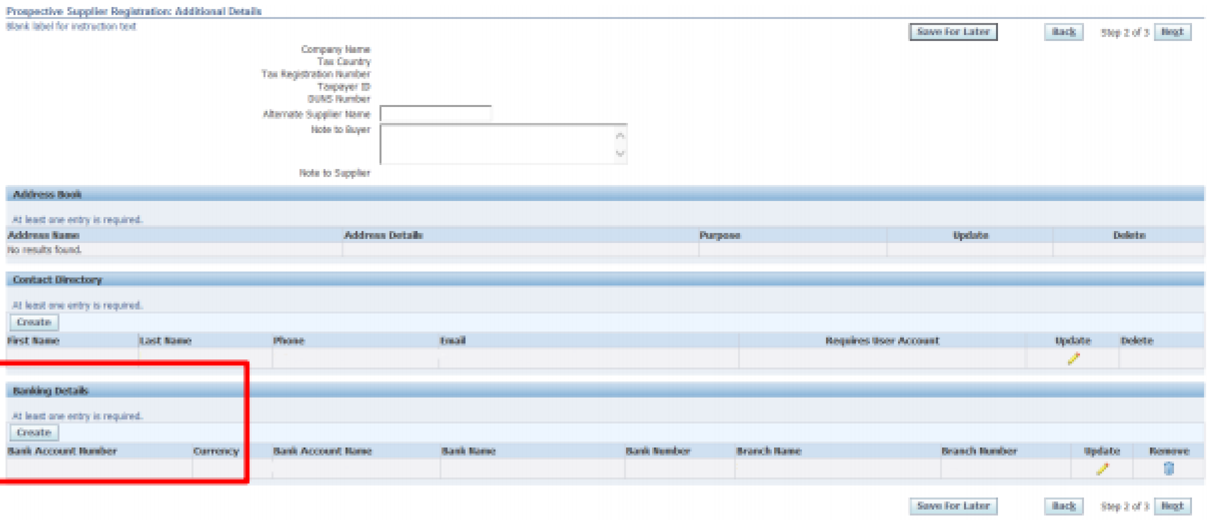
- Company name
- Tax Country - The country in which you have registered your company
- Tax registration Number If your tax registration Number is outside of the UK please leave this field blank and complete the Tax payer ID field instead).
- DUNS Number - Data Universal Numbering System the D-U-N-S Number 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
- First name – Of the company contact
- Last Name – of the company contact
- Phone area code
- Phone Number



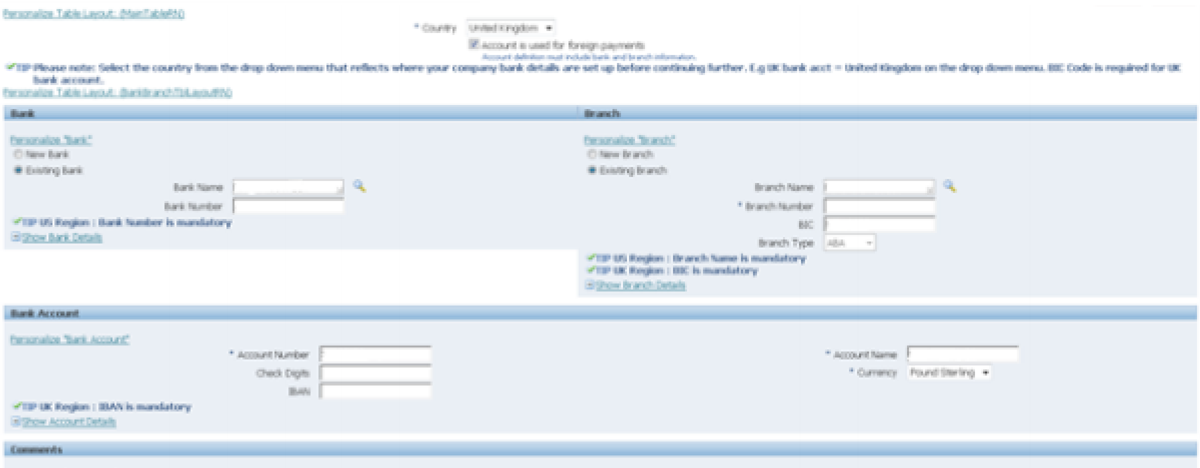

Once you have entered all the mandatory information please click the NEXT button to proceed to Step 2.

## 2: How do I enter my bank details.

At step 2, click on the Create button under the banking details section of the page.




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




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 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.

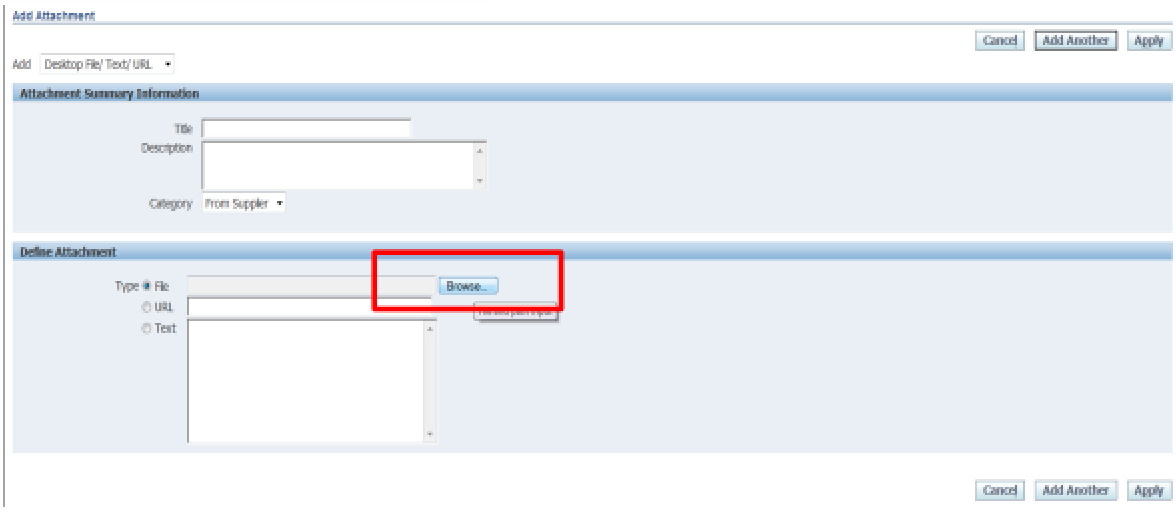
6. Click on the magnifying glass next to 'BRANCH NAME'.
7. In the pop up window change the drop-down list to "branch number" and in the search field enter the sort code for your account (this should be entered as a 6-digit number without spaces, dashes or any other special characters). Click Search.
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.


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.




## 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.

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