

Guidance notes for New Suppliers

A New Supplier Application form comes directly from our Oracle system and is emailed from either of the following emails. (SupplierSupport@it.ox.ac.uk / wfr12live@it.ox.ac.uk)

Please ensure you click on the link embedded within the E mail rather than anything in the subject line. These sometimes also end up in your junk/spam folder so please check there if the Email has not arrived shortly.

Please note the following:

- Not all the fields are relevant in all countries.
- Please only complete fields marked with an asterisk *, as these are mandatory.
- Please use the cancel or apply buttons to get back to main screen not the back arrow on your browser as this corrupts the form.
- Please use the link embedded in the mail body of the E mail. There is no physical form attached. The attachments are the University logo etc
- If you have any issues then please email suppliersupport@it.ox.ac.uk or call 01865 613899. (When emailing, any screen shots of errors and details of issues would be helpful to the team to support you).

Guidance on the sections of the form for New

suppliers All Fields with an * are mandatory

If you experience any problems please contact Supplier support on suppliersupport@it.ox.ac.uk on or call 01865 613899.

- > **Company Name** – Enter your legal identity name. If you are an Individual or Sole trader under your own name, then please enter your full name.
- > **Tax Country** - This is the country where you pay tax. Use the magnifying glass to search the list of values e.g. "united" search will bring back "United Kingdom" and "United States"
- > **Tax Registration Number** - If you have a VAT Registration number, please enter this. If not, please enter your company or charity number. If you are a sole trader or an individual, please enter your NI number. If none of these apply, please enter the first 16 characters of your company name and then n/a.
- > **University Reference Number** – This would have been provided to you on your original email that contained the link usually starts with a Six and contains all digits i.e. 6xxxx-0.
- > **Supplier Type** – This is defaulted to Vendor. You can click the magnifying glass and clear the search bar and search to see all our options.

Search and Select: Supplier Type

Search

To find your item, select a filler item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Supplier Type

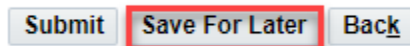
Results

Rows 1 to 24

Quick Select	Supplier Type	Meaning
<input type="radio"/>	BANK	Financial Institution including interest charges and banks
<input type="radio"/>	CHARITY	Charity
<input type="radio"/>	CLUBS AND SOCIETIES	University or College clubs and societies which are separate legal entities
<input type="radio"/>	COLLABORATOR	Oxford Collaborator
<input type="radio"/>	EDUCATIONAL ESTABLISHMENT	Universities, Colleges, Schools
<input type="radio"/>	EMPLOYEE	Employee
<input type="radio"/>	GOVERNMENT	Government Agency
<input type="radio"/>	HOSPITAL OR SURGERY	Hospitals, Surgeries, Dental Practices
<input type="radio"/>	INDIA TAX AUTHORITY	India Tax Authority
<input type="radio"/>	INDIVIDUAL	Individual

- > **Email, First Name, Last Name & Phone Number** – All these fields should be for the main person of contact within the company.
- > **Click Continue** – Proceed to fill in the rest of the form.

Remember to Click “**Save for Later**” as this will save the form so none of your entries are lost. This can be found at the top and bottom of the main screen.



- > **Address book** – Click Create and add the information required. Anything with an * against it is mandatory. Please note Email address for Remittance and PO can be the same but both are still required to be filled in. Click apply once finished.

Create Address

* Indicates required field

* Address Name
Please enter address name like MAIN, OFFICE, etc.

Country

* Address Line 1

Address Line 2

Address Line 3

* City/Town/Locality

County

State/Region

Province

* Postal Code

Fax Number

* Remittance email address
Please enter the email address where you want to receive remittance advice details. This email will also be used for payment queries.

* PO email address
Please add the email address where you want to receive any Purchase Orders. It is recommended that this is a monitored generic email address e.g. orders@company.co.uk

- > **Business Classification** – Select only 1 of the classifications that best fits your business

Business Classifications

At least one entry is required. This information is used to direct your request to the appropriate University Buyer for approval.

Classification	Applicable
Charity	<input type="checkbox"/>
Geographically Local Business within 10 miles of Oxford City Centre	<input type="checkbox"/>
Large Business (Greater than 250 members of staff & Annual Turnover of greater than €50m)	<input type="checkbox"/>
Medium Business (between 50 - 250 members of staff & Annual Turnover between €10m -€50m)	<input type="checkbox"/>
Small Business / Self-employed (less than 50 members of staff & Annual Turnover less than €10m)	<input type="checkbox"/>

- > **Products and Services** – Click “Create” and then select “Search for Specific Code and Product”, you can now search via Description or just flick through the choices. You can then Select the appropriate one and apply.

☐ Browse All Products & Services

☒ Search for Specific Code and Product

Search

Please enter your search criteria and select the “Go” button to see the results. Note that the search is not case sensitive.

Code

Description

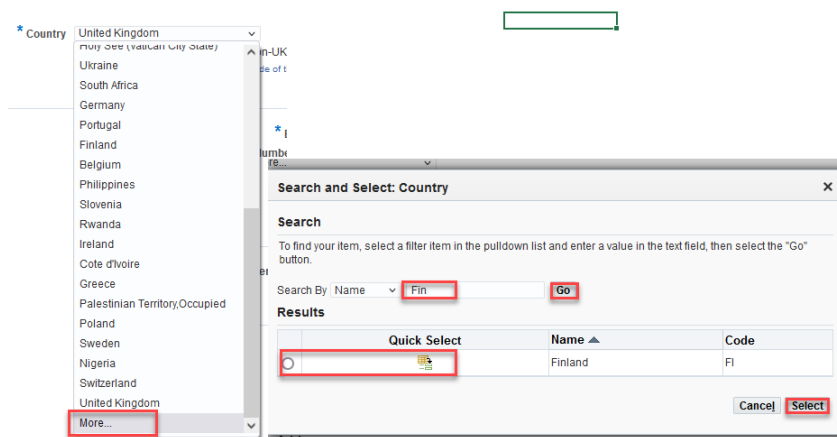
Code	Description	Applicable
303	Animals	<input type="checkbox"/>
303.3038	Animals Animal Feed	<input type="checkbox"/>
303.3031	Animals Animals (Can be Used as Food or Produce Food for Human Consumption in the UK)	<input type="checkbox"/>
303.3032	Animals Animals (Not Used as Food in the UK)	<input type="checkbox"/>
303.3037	Animals Bedding for Non-Specialist Containment Equipment	<input type="checkbox"/>
303.3036	Animals Bedding for Specialist Laboratory Containment Equipment	<input type="checkbox"/>
303.3034	Animals Non-Specialist Containment Equipment	<input type="checkbox"/>
303.3039	Animals Pre-Packaged Pet Food	<input type="checkbox"/>
303.3033	Animals Specialist Laboratory Containment Equipment	<input type="checkbox"/>
303.3035	Animals Specialist Laboratory Containment Equipment Servicing & Maintenance	<input type="checkbox"/>

Rows 1 to 30

- > **Banking Details** – Click “Create” to start to fill in this section. All fields with * are mandatory. Once all entered then remember to click the “Disclaimer” box and then apply.

Country - Make sure that the Country at the top is selected to reflect your country.

Note: When filling in the Country, if you can't see your Country in the drop down list then just scroll down within the drop list and click “More”. This will open a new pop out window and then if you click “GO” it will give you all available choices or you can type your Country in the search box and it will find it directly. You can then click Select to apply.



IBAN – This is only applicable and mandatory for some countries including the UK. Please Check your bank statement or directly with your bank if you are unsure of this. The IBAN should be entered without any spaces or hyphens.

Bank Details Attachment – Once you have applied the bank details section a green cross will show at the end of the section for you to click and upload a PDF, TIF or PNG format of you bank details. Once attached click apply.

If you are an individual or sole trader and don't have a company headed paper with the details on, then you can type up the details in Word Doc and then SAVE AS PDF. This will be fine to then attach and submit the form.

Banking Details

Enter your organisations' bank details by clicking on 'Create'. Then add company headed paper, which quotes the bank details, as an attachment. To add the attachment click on the green plus symbol which will appear at the bottom right hand side of the screen after the bank details have been 'created'. The attachment file should be saved as PDF, TIF or PNG.

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	IBAN	Update	Remove	Attachment
[Redacted]	Euro	[Redacted]	[Redacted] Ltd.	[Redacted]	NA	[Redacted]	[Redacted]	[Pencil icon]	[Trash icon]	[Green Plus icon]

- > **Click Submit** - once all section of the form are complete.

Submit **Save For Later** **Back**