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west sussex county council

How to Register as a Supplier for West Sussex County Council (WSCC)

Version 1.0

Updated: 6 March 2026

Introduction

This document forms part of the WSCC's Oracle Fusion Training and Documentation Suite.

This document is intended to be used by

- Supplier representatives needing to register their organisation as a supplier for West Sussex County Council (WSCC)

Scope of this document

- The purpose of this document is to provide guidance to supplier representatives when registering their organisation as supplier for WSCC
- This document is intended to act as a guide for detailing the steps involved in the process of registration.

Out of scope

- This document does not advise users on specific options to be selected for every possible eventuality

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New Supplier Self-Registration

New Supplier Self-Registration Process Overview

This document details the new supplier registration process, as is to be carried out by a representative of the supplier, using the link that you will be sent directly by the WSCC Procurement Team.

1. For the external registration, the WSCC Procurement team will email a supplier registration URL to suppliers.
2. The supplier accesses the link and enters all required information, before submitting the registration request.
3. Suppliers can save their in-process registrations if they need to gather requested information and return to submit the registration later.
4. WSCC receives the registration request, which goes through a collaborative review process, before approval or rejection (which may involve requests for more information).
5. A Supplier record is created on WSCC's Oracle Fusion system, and Supplier Portal access is granted to the supplier contact and the supplier is notified.

Before you commence the Registration Process

You will need the following to hand:

- Business address and email for the primary supplier contact
- Details of the classification of your organisation
- Bank account details of your organisation
- An electronic copy of any optional attachments you wish to include

How to Register as a new supplier to WSCC

When you've been awarded a contract or been requested to provide goods/services to WSCC you will be sent:

1. A URL link to the Oracle Supplier Registration Portal
2. Supporting training materials on how to use the supplier portal

If you think you're missing one or both emails, please contact Procurement via BSDprocurement@westsussex.gov.uk

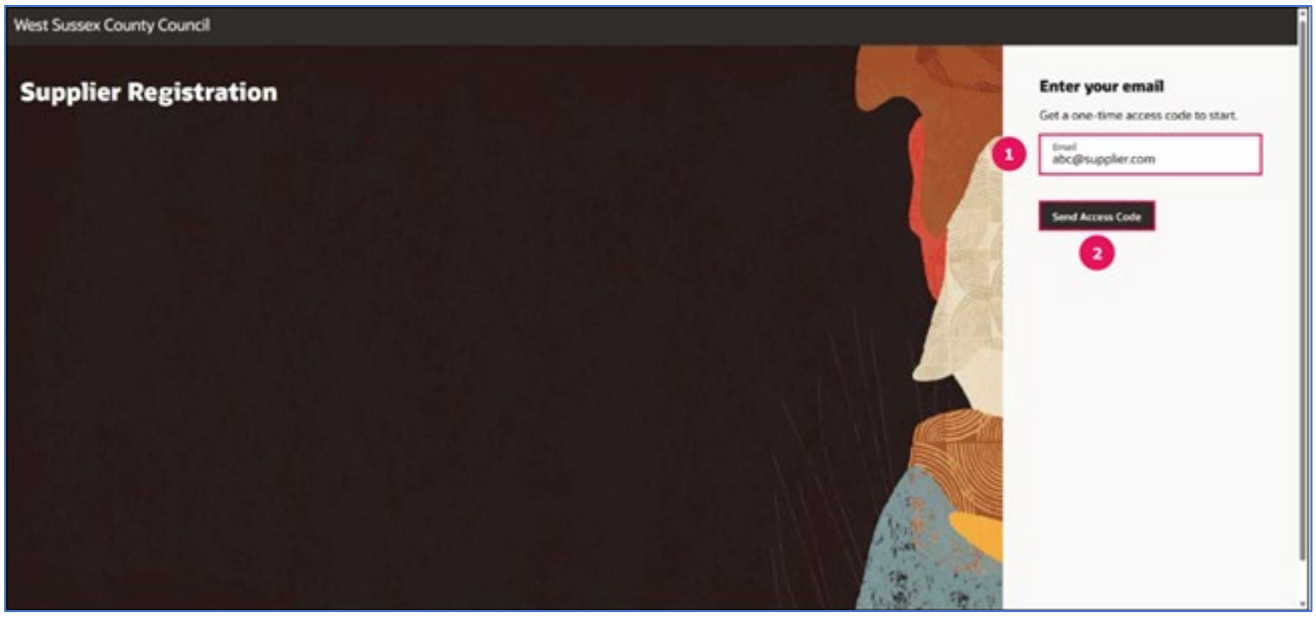
Start: Click the link in the email to access the Oracle Supplier Registration home page.

Step 1. Enter the email address of the user sent the registration link.

Additional members of your staff can be added as part of the registration process. Each additional user must be registered using a separate email address.

Step 2. Click **Send Access Code** to receive an access code. This will be emailed to the address provided and may take a few minutes to arrive. There is a chance codes can be sent to your 'spam' folder. Please check before requesting a new access code.

Codes are only valid for 15mins.



Step 3. Enter the access code received on the supplier E-mail ID in the **Access Code** field.

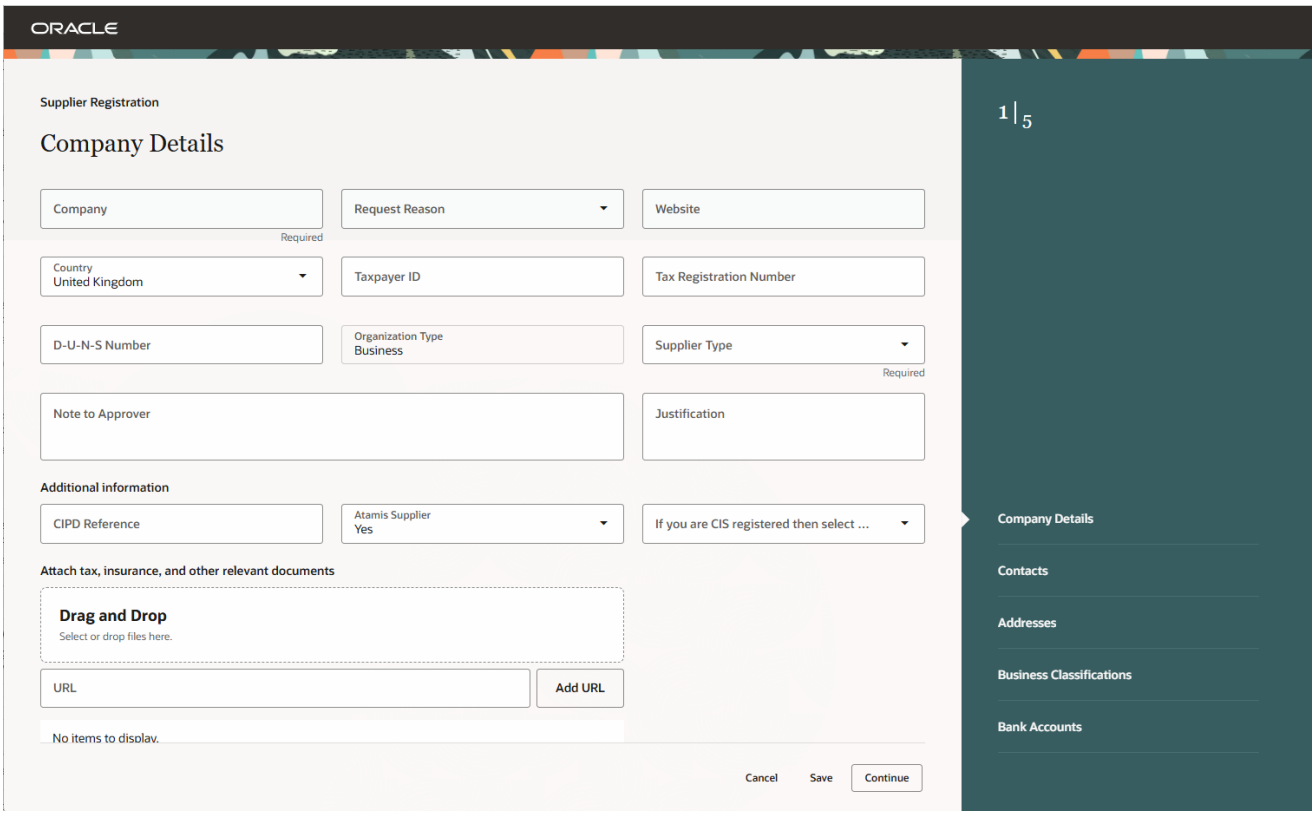
Step 4. Click **Continue**.

Note: the system will time out if inactive after 15mins. Please save each page regularly to ensure that updates are not lost using the '**Save'** button at the bottom of the screen.

1. Company Details

As part of the registration process there are 5 sections to complete as indicated on the right-hand side of the screen. You can return to any of these sections by clicking on them.

The first section is Company Details.



a. In the '**Company**' field please type your full company name in capital letters. E.g. ABC SUPPLY COMPANY LTD
b. Under '**Request Reason**' please select '**New Supply Source**' from the drop-down list.
c. (Optional) In the '**Website'** field please enter your company website.
d. In the '**Country'** field this should default to **United Kingdom**. Please update this if required.

e. In the '**Taxpayer ID'** field please **leave this blank.**

f. (Optional) In the **'Tax Registration Number'** field please enter your **VAT Registration Number**. This should be in the format of 'GB+9 numbers' E.g. GB123456789

g. In the '**D-U-N-S Number'** field please **leave this blank.**

h. In the '**Organisation Type'** field this should default to '**Business'** and cannot be changed.

i. In the '**Supplier Type'** field please select the category from the drop-down list that best fits your organisation. **Please <u>do not</u> select 'Individual'.**

j. '**Note to approver', 'Justification**' and '**CIPD Reference'** can all **be left blank.**

k. In the '**Atamis Supplier'** field please select **Yes** if you are also registered with WSCC via Atamis, or **No** if you are not. If you are unsure, please select **No.**

l. If you are CIS Registered, please select your vendor type in the '**If you are CIS registered...**' drop-down field. Otherwise, you can **leave this blank**.

m. (Optional) Lastly, if there are any documents you wish to attach as part of your registration you can do so via the **Attach tax, insurance, and other relevant documents** section. Please note you will be able to attach bank statements and other documents such as certificates via the **Business Classifications** section later in the registration process.

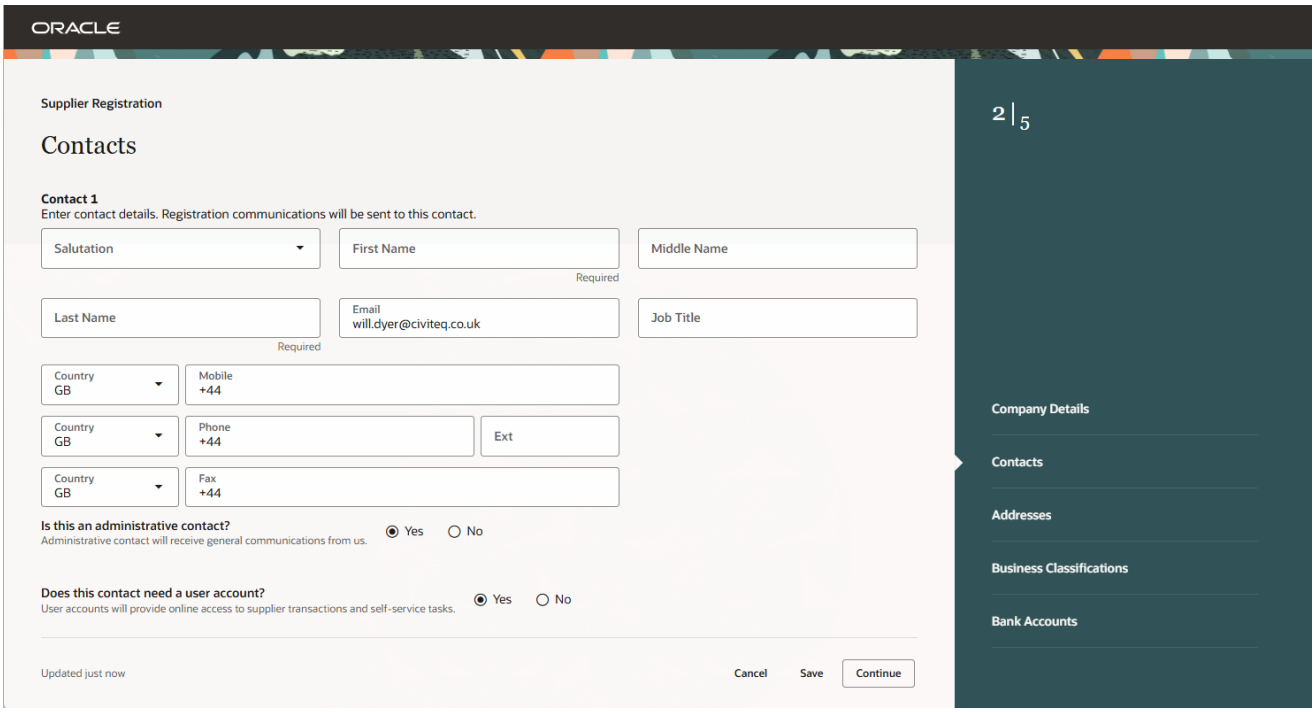
When you've completed all the items on the company details page please either click '**Continue'** at the bottom of the page to progress to the contact's section.

2. Contacts

The next section is the Contacts section.

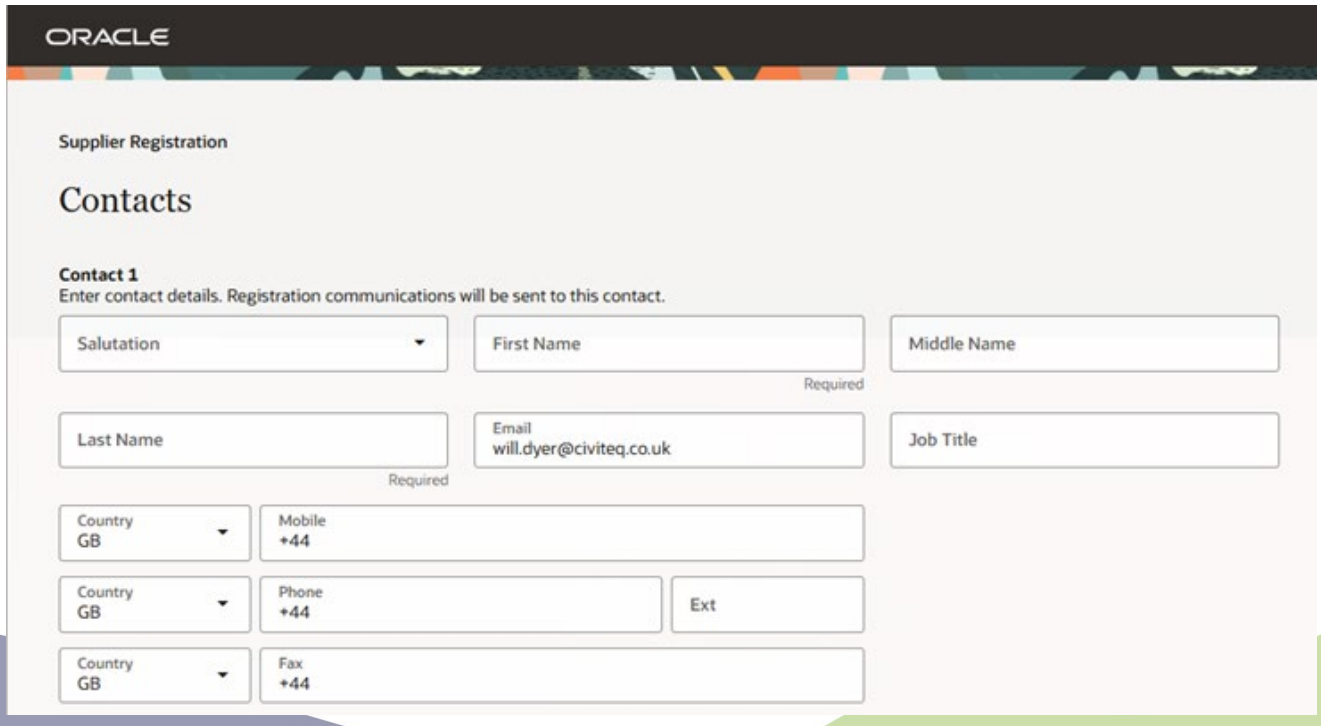
The first contact that you register will automatically be flagged as an **Administrative Contact** (and so will be notified of the registration review outcome) with a User Account requested for them (for accessing the Supplier Portal).

You can add multiple contacts if required and specify the level of access they will have.



2.1 Contact details

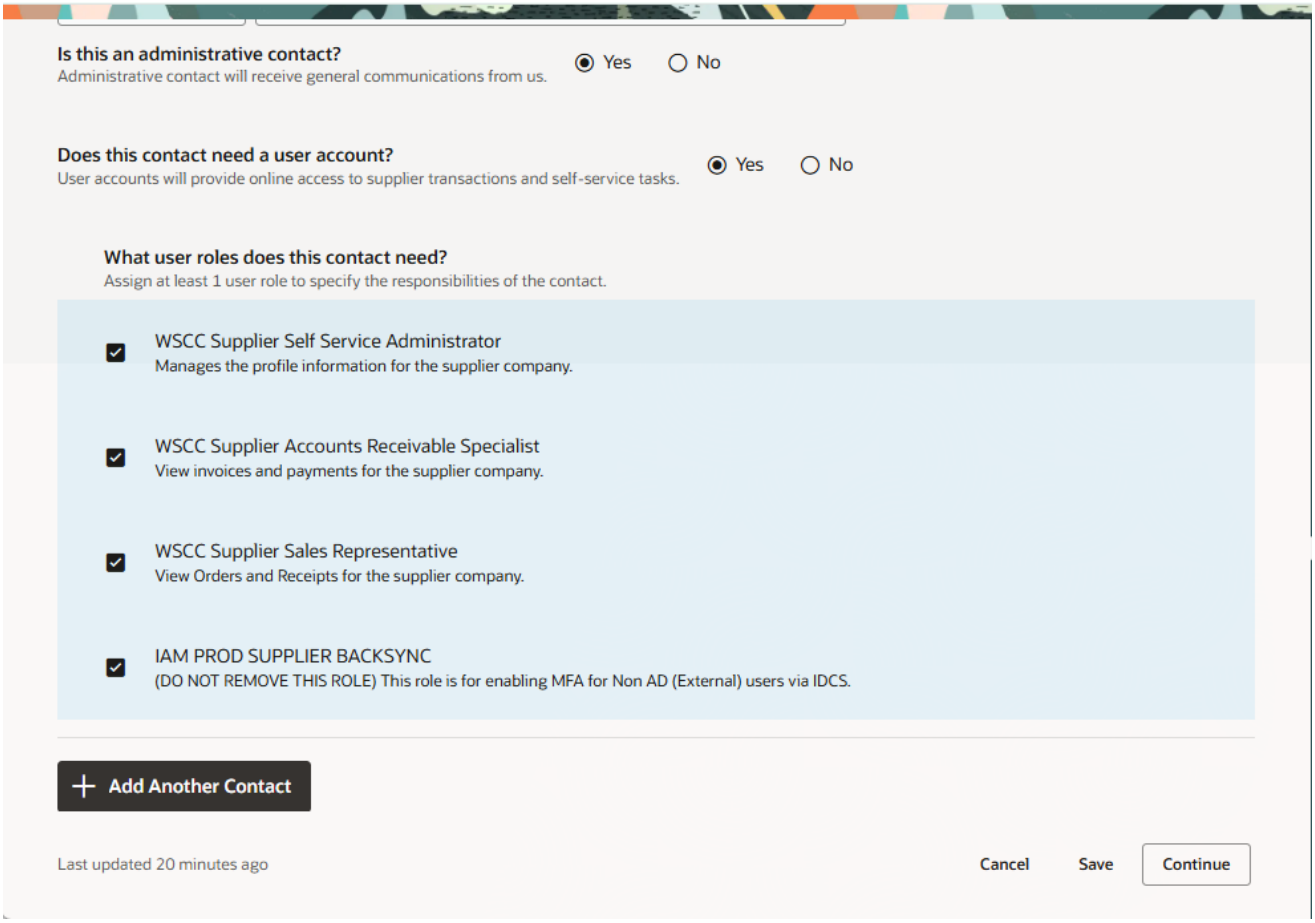
First, complete the details for the primary/administrative contact.



a. (Optional) Select a **Salutation**
b. Enter name details. **First Name** and **Last Name** are mandatory. Middle Name is optional
c. Check that the pre-populated **email address** is correct.
d. (Optional) Enter the contact's **Job Title**
e. (Optional) Enter the contact's **Mobile**, **Phone** and/or **Fax** details

2.2 Role details

Next, **scroll down the page** to select the level of access the account will require. If you are only creating a single contact, we recommend **leaving all roles selected**.



- Select '**Yes'** on '**Is this an administrative contact'** if you wish this contact to be notified of the outcome of the Supplier registration review process.
- Select '**Yes'** on '**Does this contact need a user role'** if you want an Oracle Fusion account to be automatically created for this contact upon registration approval, giving access to the Supplier Portal.

2.3 What user roles does this contact need?

As mentioned above, if you are only creating a single contact, it's recommended that you leave **all roles selected**. If you want to customise your additional roles you can see what each enables below.

Please note that invoices cannot be uploaded to the supplier portal and must be submitted via invoices@westwessex.org.uk Invoices must contain an Oracle-issued PO number which begins with 'WSP'

WSCC Supplier Self Service Administrator

- This system role enables supplier users to manage the profile information for the supplier company.
- Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

WSCC Supplier Sales Representative

- This system role enables supplier users to view purchase orders and agreements, view receipts and returns.

WSCC Supplier Customer Service Representative

- This system role enables users to view the status of POs and Invoices.

IAM PROD SUPPLIER BACKSYNC

- This is a system role that facilitates the secure sign-in process. Please ensure this is selected for any contacts you create.

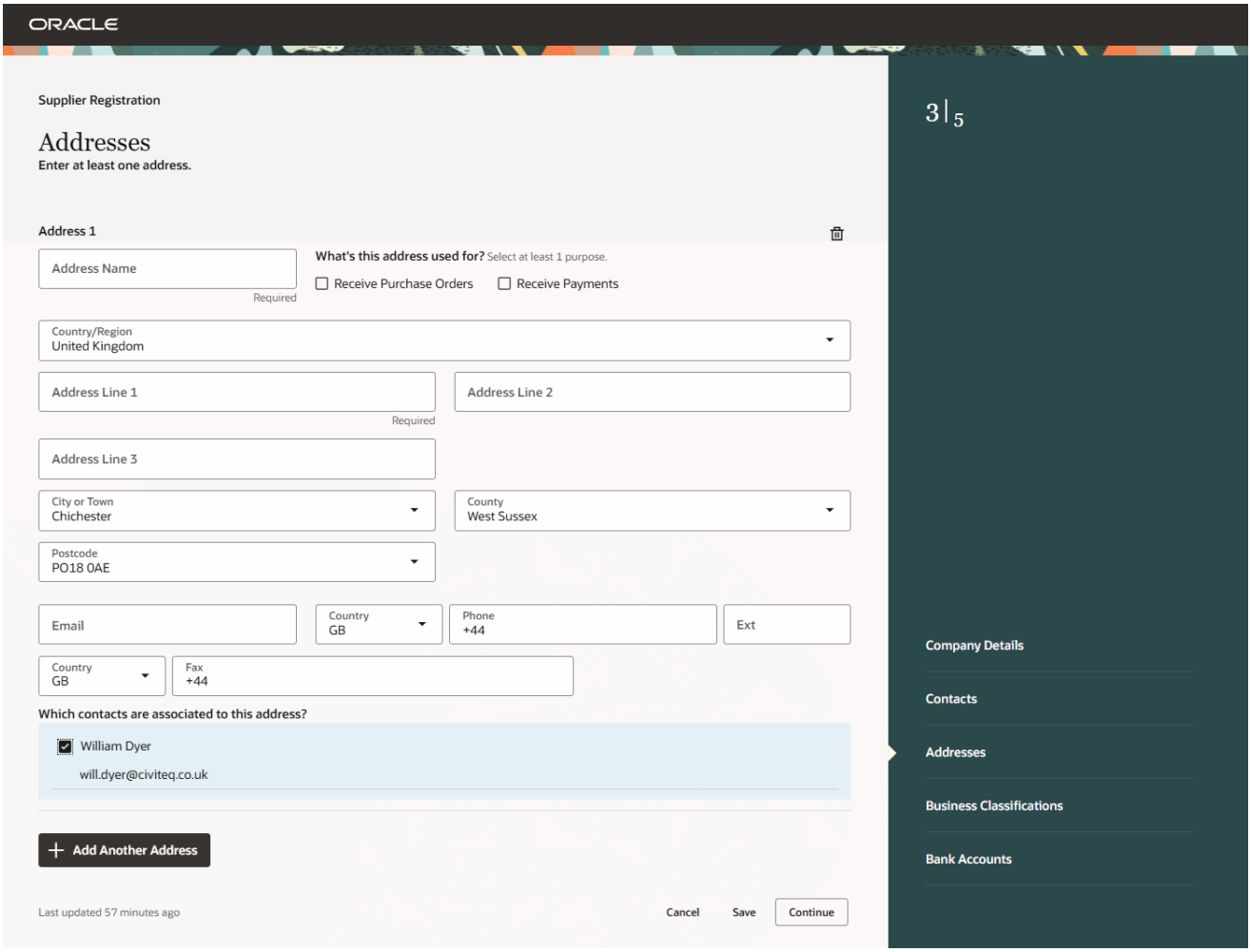
If you need to create additional accounts, use the '**Add Another Contact'** button at the bottom of the screen.

You can remove contacts using the '**bin icon'** or edit contacts using the '**pencil icon**'

When you're finished, click '**Continue'** to move onto the addresses section.

3. Addresses

In the address section you need to add at least one supplier address.



a. Enter the **Address Name**. This should be the address post code plus any additional suffix you wish to add. E.g. 'PO19 1RQ – Head Office'

b. Select what the address is to be used for. You must have address on record for both '**Receive Purchase Orders'** and **'Receive Payments**. These can be the same, single address.

c. We recommend you complete your address by first typing in your **Postcode** first the result, which will pre-populate the **Town** and **County**.

d. Complete details in **Address Line 1**.

e. (Optional) Complete **Address Line 2** & **3**

f. (Optional) Add an **email** and/or **phone number** for the address you've just populated. For example, you might have a 'headoffice@company.org' that you want to include in the email field.

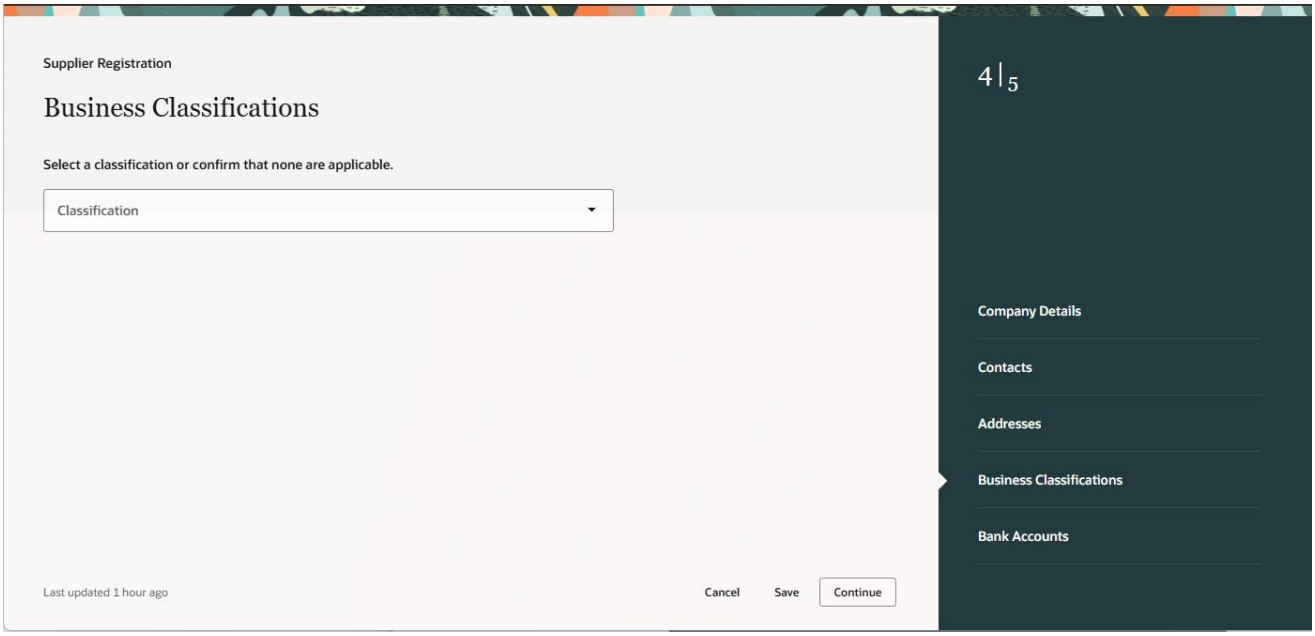
g. Under '**Which contacts are associated to this address'** please select the relevant contact. If you have more than one contact loaded to the record you can select more than one.

If you wish, you can use the '**Add Another Address'** button to add additional addresses.

You can delete addresses contacts using the '**bin icon'** or edit addresses using the '**pencil icon**'

When you're finished, click '**Continue'** to move the business classification section.

4. Business Classifications

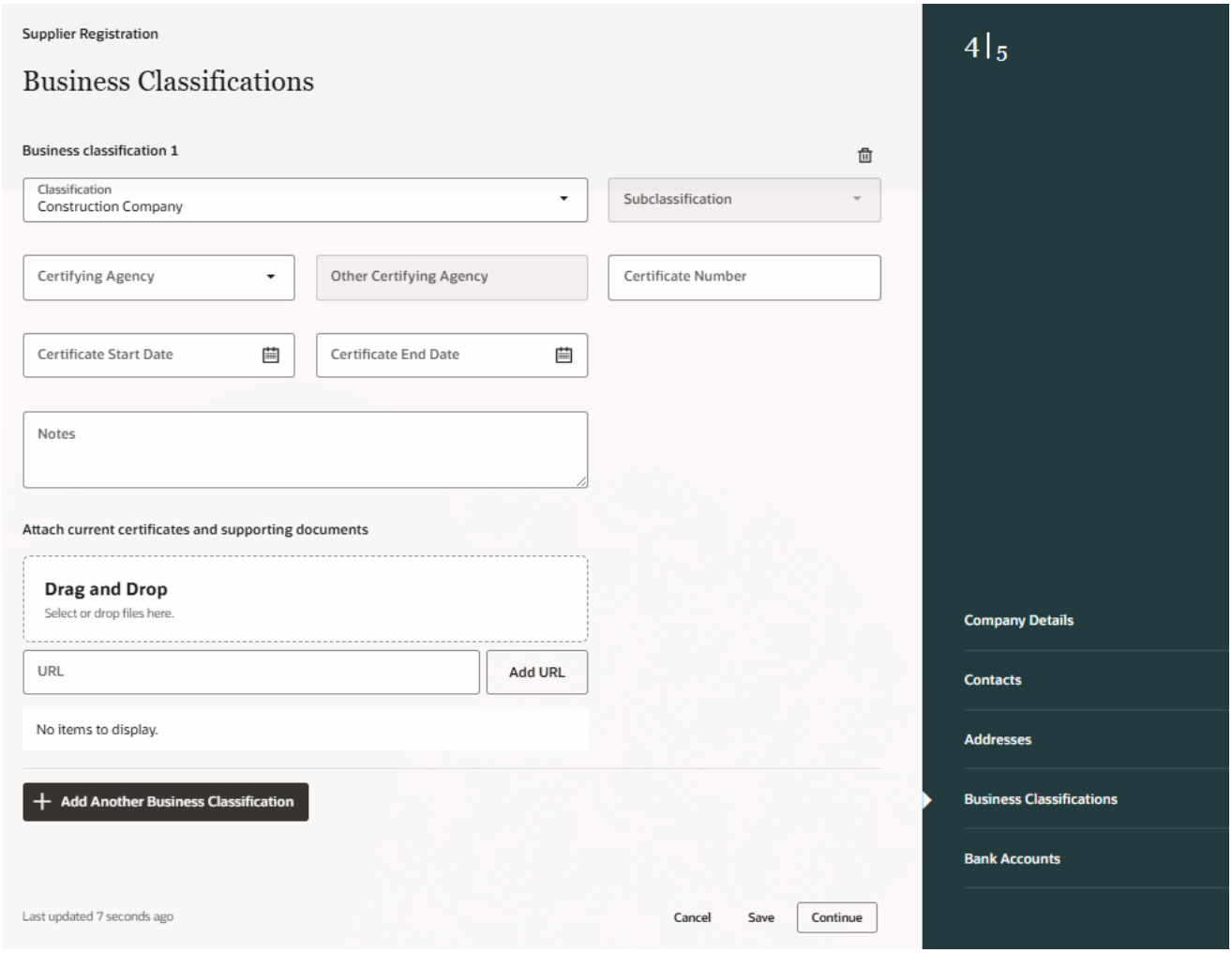


Please use this section to add any certifications or classifications that are relevant to your business. The options available are as follows:

- CIS Registered Supplier
- CQC Registered Supplier
- Charity
- Construction Company
- Contracted Supplier
- Early Payment Supplier
- Limited Company (Ltd)
- Out of County Supplier
- Partnerships and Sole Traders
- Personal Services Company
- SME
- Self-Billing Supplier
- Uncontracted Supplier
- Voluntary Sector
- West Sussex Supplier
- None of the classifications are applicable

It is not mandatory to add any business classifications at this stage, but it may assist WSCC staff when they are reviewing your registration.

If you are uploading any business classifications, please complete all the relevant fields and attach any supporting documents.



Note: Additional fields will appear dependant on the type of business classification selected from the drop down.

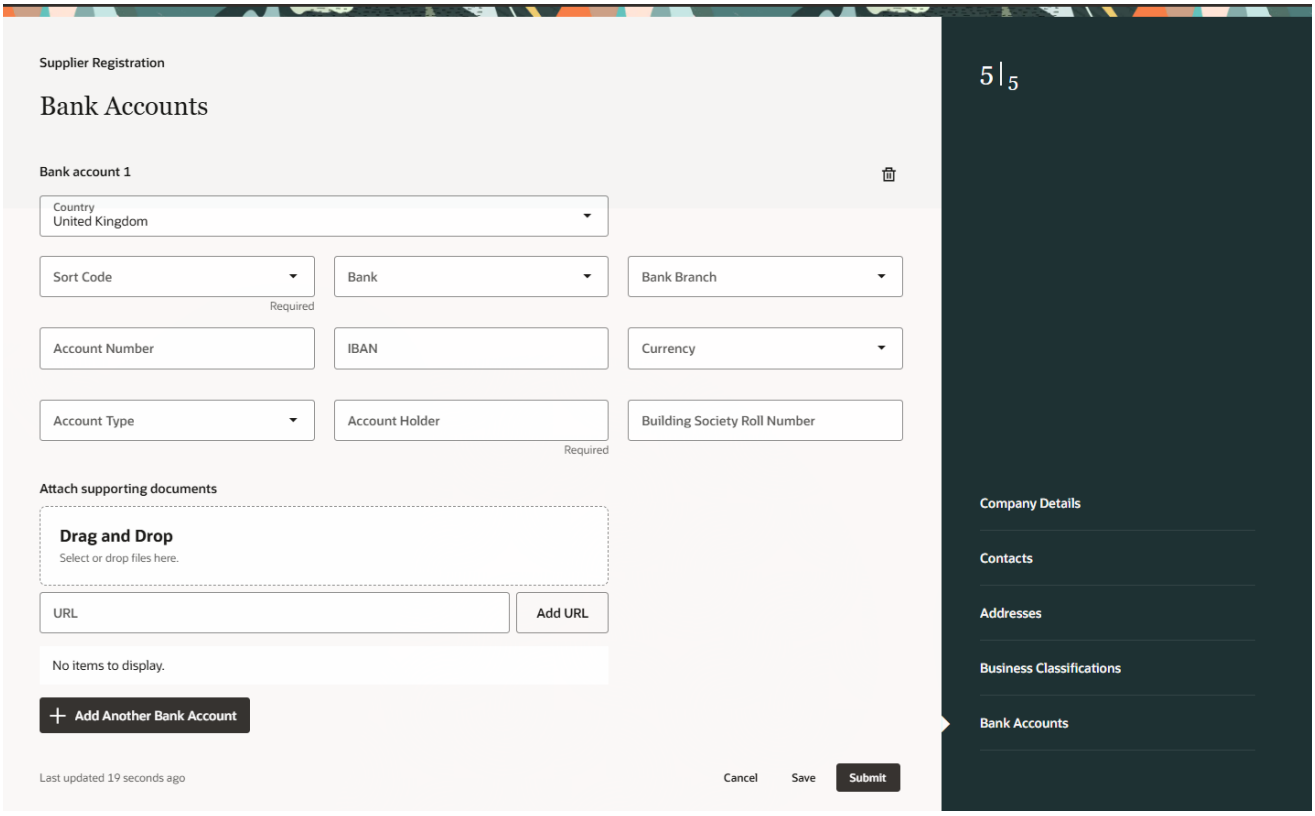
You can add Additional Business Classifications can be added if required using the '**Add Another Business Classification'** button

You can remove business classifications using the '**bin icon'** or edit using the '**pencil icon**'.

When you're finished, click '**Continue'** to move to the next section.

5. Bank Accounts

The last step in the supplier registration process is to complete your bank account details.



a. The '**Country'** field defaults to the United Kingdom but can be changed if needed. Please note that WSCC is only able to pay suppliers in GBP Pound Sterling.

b. Type in your '**Sort Code'** without dashes and then select your bank from the drop-down list. This will then auto-populate the **Bank** and **Bank Branch.**

c. Type in your **Account Number**

d. (Optional) Type in your **IBAN**

e. (Optional) Set the **Currency** as '**Pound Sterling'.** As mentioned above, WSCC is only able to pay suppliers in GBP Pound Sterling.

f. (Optional) Select the '**Account Type**'

g. Please type in the name of the **Account Holder** as it appears on your bank statements. Please type this in capital letters with no special characters (dashes, full stops etc.). E.g. SUPPLIER COMPANY LTD

h. '**Building Society Roll Number'** can be left blank

i. There is no need to attach any **supporting documentation** unless specifically requested

You can add Bank Accounts if required using the '**Add Another Bank Account'** button

You can remove bank accounts using the '**bin icon'** or edit using the '**pencil icon**'.

Provided you are happy with all the information you've provided (you can click any of the section on the right-hand side of the screen to revisit and review) you can click '**Submit'** to send your details to WSCC for review.

A success message indicating registration request was submitted should then be displayed on the screen.

Note: Your request will be sent to the Procurement and Accounts Payable teams at WSCC for approval and you will be notified once your registration has been approved.