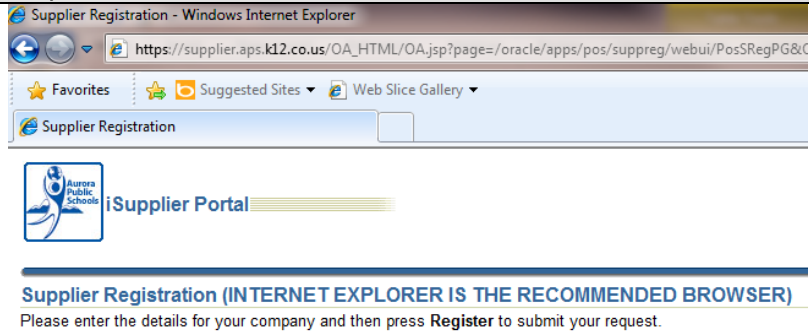


Prospective Supplier Registration R12

Step 1



Prospective Supplier uses APS Prospective Supplier Registration link to register as a Supplier and opens the Registration page at: https://supplier.aps.k12.co.us/OA_HTML/OA.jsp?page=/oracle/apps/pos/suppreg/webui/PosSRegPG&OHP=POS_GUEST_REG_HP&OASF=POS_SUPPREG_REGISTER&OAPB=POS_ISP_BRAND&ouid=C11FE8829F1765A0

Step 2

Enter the required information in the Supplier Registration section.
Company Name
Taxpayer ID
Remit to Address Name
Address

Step 3

Complete the process. When you logon for the first time, you are required to change your password, upload a W-9 if you are

Enter the required information in the fields provided.
City/Town/Locality
State/Region
Postal Code

Step 4

Down a copy of the W9 and the PERA letter.

Step 5

Write notes in the **Note to Approver** field.
For example:
"Goods Provider.
Site above is for Purchasing and Payment."

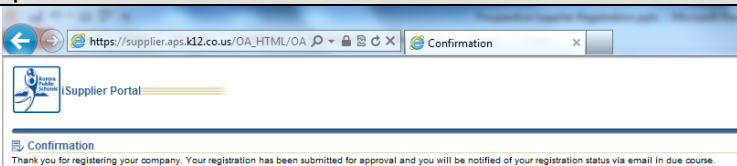
Step 6

Enter the required information in the User Details section.
Email Address
First Name
Last Name

Step 7

Enter a phone number in the Phone Number field.
Click the Register button.

Step 8



Note the Confirmation message. Registration status will be sent to the email address provided.