B&V Vendor Registration Job Aid
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In order to register as a vendor to Black & Veatch, you must access the following website and complete the registration process. Click the link to begin.

https://elbr.fa.us2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuild=300000022567970

The registration process consists of 6 steps:
Step 1
Company Details
Company Details

Enter the following information:

- **Company Name** - Follow the below rules:
  - Use all capital letters: do not use mixed case (lower/upper)
  - Omit all punctuation marks including dashes, hyphens, apostrophes, periods, etc.
  - Do not use abbreviations or prefixes.
  - Use ‘INC’ for ‘Incorporated’
  - Use ‘&’ for ‘AND’
  - Omit ‘THE’, ‘A’ or ‘AN’ if it is the beginning of a company name
- **Tax Organization Type**: Click drop-down arrow and select entry
- **Supplier Type**: Click drop-down arrow and select entry
- **Corporate Web Site** address
- **Enter either D-U-N-S Number, Taxpayer ID, or Tax Registration Number** in the appropriate field
- **Tax Country**: Click drop-down arrow and select entry
- **Contact Information**: First Name, Last Name, Email, and Confirm Email

When complete, click **Next**.
Step 2
Enter Contact Information
Enter Contact Information

Contact Information entered in Step 1 will appear

• To enter additional contacts, click **Create**

• To add additional information to the contact created in Step 1, click **Edit**
Enter Contact Information

In **Create Contact** window, enter contact details:

- **Required fields:**
  - First Name
  - Last Name
  - Email
    - A unique email address must be entered for each contact within the company
    - The same email cannot be used for a contact across multiple vendors

- **Phone Numbers:**
  - Click the drop-down arrow to search **Country Code** (For United States, enter 1)
  - Enter the **Area Code** in the adjacent field
  - Enter 7-Digit **Phone Number** in the field under Country Code and **Extension** in adjacent field, if necessary

- **Click to select Administrative contact, if appropriate**
Enter Contact Information

In User Account section:

• Click **Request user account** box if this contact will need a user account to access account information. *If the additional user does not need a user account, click OK*
  - NOTE: It is a best practice to always have more than one user account.

• Select the appropriate **Role** for the contact
  - NOTE: Choose **Supplier Self Service Administrator** if no other roles are appropriate

• Click **Create Another** if you need to create additional contacts; otherwise click **OK**
Enter Contact Information

At top of window, click **Next**
Step 3
Enter Address Information
Enter Address Information

- Click Create
Enter Address Information

- **Address Name**: Examples: Corporate, Sales Office, City of Office, etc.
- **Country**: Click drop-down arrow to select entry
- **Address Line 1** (Address Line 2 and 3 as needed)
- **City**
- **County**
- **State**
- **Postal Code**
- **Address Purpose**: Click to select all that apply but must select at least one. NOTE: This field can be modified at any time, as needed.
- **Phone and Fax**: Enter Country Code (for United States, enter 1), Area Code, and Phone Number
- **Email**

**Associate contact with the address**
- Click the **Actions** drop-down arrow and click **Select and Add**
Enter Address Information

In Select and Add: Contacts window:

- Click to select the desired Contact. You may also search for a contact by Name or Job Title
- Click **Apply** if you have multiple contacts to associate to the address
- Click **OK** when you have associated all contacts
Enter Address Information

- In Create Address window, click OK
- At top of window, click Next
Step 4
Enter Products and Services
Enter Products and Services

- In Register Supplier: Products and Services window, click **Select and Add** to add categories
  - If all categories are selected, your registration may be rejected

- In **Select and Add: Products and Services** window, click arrow to expand the **Products** and/or **Services** categories
Enter Products and Services

- Click the arrows next to each folder to further expand the selection
Enter Products and Services

- Click to select the appropriate item
- Continue to select all appropriate Products and Services
- When done making selections, click OK
- At top of window, click Next
Step 5
Complete Questionnaire
Complete Questionnaire

Complete questionnaire:

• Enter responses to each question
• Click Next when complete
Step 6
Review
• Review the registration:
  • To make any edits, click the Back button
  • Click Register to submit for approval

• Confirmation window appears:
  • Click OK to exit
  • You will receive an email confirming your submission was received by BV
  • You will receive an email with instructions on how to access your online account, if account was requested