
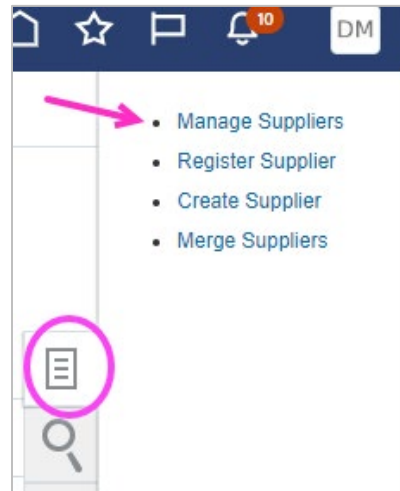
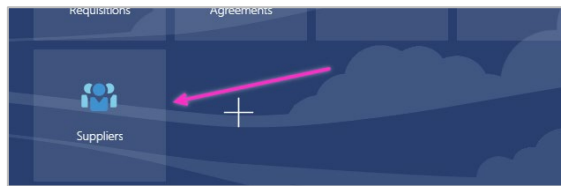


## Process Name: Entering a Supplier

STEP	DETAIL
1	Sign in to Oracle Cloud through <b>TCNJ Today</b> app bar Click <b>Company Single Sign-On</b> <b>Username:</b> TCNJ login <b>Password:</b> your password Click Home button in upper Right corner
2	
3	Click the <b>Suppliers</b> infotile
4	Click on the <b>Task Library</b> Choose <b>Manage Suppliers</b>



5	<p>Search for Supplier to verify if supplier account already exists  <b>Note:</b> Enter any portion of the First, Last, or Company Name  <b>Note:</b> If a supplier exists with <b>SR</b> in their account number, create a new supplier account          Send all edits to <a href="mailto:purchase@tcnj.edu">purchase@tcnj.edu</a></p>	
6	<p><b>Adding a Supplier</b>          Click + to add new supplier</p>	
7	<p><u>Supplier Details</u>          Supplier: Individual – LastName, FirstName                            Business – Line 1 on W9          Business Relationship: Prospective          Tax Org Type: From box 3 on W9          Tax Country          Taxpayer ID: SSN or EIN (no dashes)</p> <p>**Note: Send all International suppliers to <a href="mailto:purchase@tcnj.edu">purchase@tcnj.edu</a> for entry</p> <p>Click <b>Create</b></p>	

W9 Box 3 & corresponding Tax Org Types

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC   
  C Corporation   
  S Corporation   
  Partnership   
  Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

\* Tax Organization Type

- Corporation
- Foreign Corporation
- Foreign Government Agency
- Foreign Individual
- Foreign Partnership
- Government Agency
- Individual
- Non-Profit
- Other
- Partnership
- Sole Proprietorship

8

Click on **Profile**

Profile **Addresses**

Actions View Format + ✎ 🗑️ 📄 Freeze ↕ Wrap Status Active

Address Name	Address
No data to display.	
Columns Hidden 5	

9

**Supplier – Company / Government Agency**

Alternate Name: Name that prints on check – Supplier name or DBA (W9 Line 2)

Supplier Type: Supplier – Company/Government Agency

Income Tax: Leave as is

Profile **Addresses**

General

\* Supplier: Name of Supplier - Test

Supplier Number: 23708

\* Alternate Name: Supplier Name - Prints on check

\* Tax Organization Type: Corporation

\* Supplier Type: Supplier

Inactive Date: mm/dd/yyyy

Status: Active

Profile Details

Income Tax

Taxpayer Country: United States

Taxpayer ID: 123456789

Federal reportable

Federal Income Tax Type: [Dropdown]

State reportable

**Supplier – Individual**

Alternate Name: FirstName LastName  
 Supplier Type: Other – suppliers that are Individuals  
                   Employee  
                   Student

Income Tax:

- Check **Federal Reportable**
- Add Federal Income Tax Type – **MISC7**

**\*\*Note:** Employees: **do not** get a Federal Income Tax Type

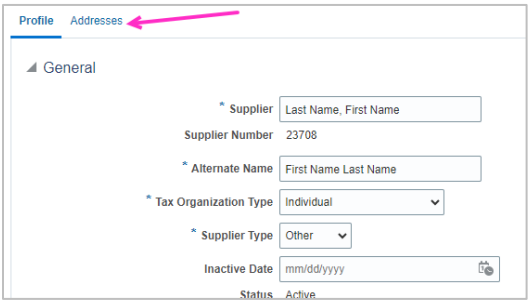
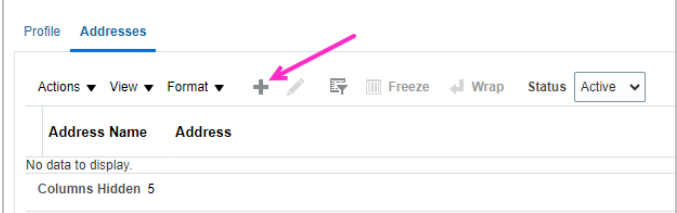
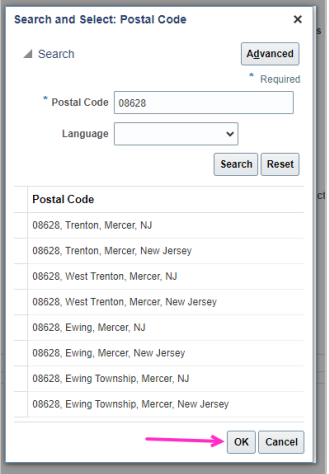
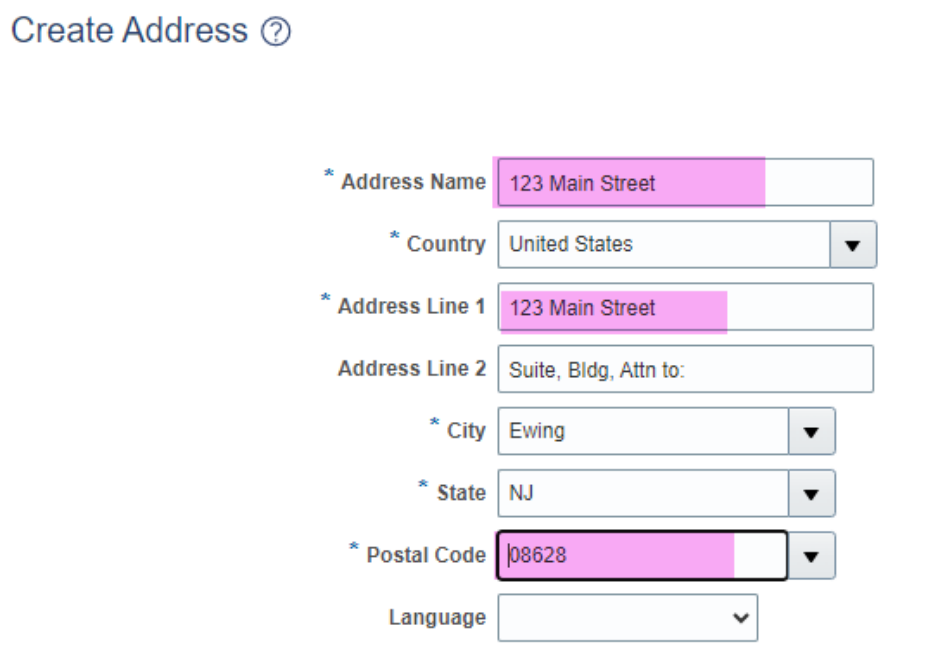
Students: add Federal Income Tax Type for -  
 Scholarship/Award payments  
 Art work purchases  
**Do not add for GSALs**

The screenshot shows the 'Supplier Profile' form. The 'General' section includes fields for Supplier Name (Last Name, First Name), Supplier Number (23708), Alternate Name (First Name Last Name), Tax Organization Type (Individual), Supplier Type (Other), Inactive Date (mm/dd/yyyy), and Status (Active). The 'Income Tax' section shows Taxpayer Country (United States), Taxpayer ID (123456789), a checked 'Federal reportable' checkbox, and Federal Income Tax Type (MISC7). A pink arrow points to the 'Federal reportable' checkbox.

- Add Attachments
- W9
  - Direct Deposit Form
  - Check Request/Invoice (for address & verification purposes)

10

This screenshot shows the 'Business Relationship' and 'Attachments' sections of the Supplier Profile form. The 'Business Relationship' section includes fields for Business Relationship (Prospective), Parent Supplier (with a search icon), Parent Supplier Number, Creation Date (06/25/2024), and Creation Source (Manual). The 'Attachments' section shows 'Attachments: None' with a plus sign icon. A pink arrow points to the plus sign icon.

11	<p>Click on <b>Addresses</b></p> 
12	<p>Click <b>+</b> to add new address</p> 
13	<p>Enter the following address fields</p> <ul style="list-style-type: none"> <li>Address Name</li> <li>Address Line 1: copy of Address Name</li> <li>Address Line 2: use for - Suite, Bldg, Attn to:, etc.</li> <li>Postal Code: enter postal code click tab on keyboard Choose City, State from list, click <b>OK</b></li> </ul> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 50%;">  </div> </div>

14

Address Purpose  
Check **Ordering & Remit to**

Click **Save & Close**

Create Address ?

\* Address Name 123 Main Street

\* Country United States

\* Address Line 1 123 Main Street

Address Line 2 Suite, Bldg, Attn to:

\* City Ewing

\* State NJ

\* Postal Code 08628

Language

\* Address Purpose  Ordering  
 Remit to  
 PEO or Billing

Phone 1 [ ] [ ] [ ] [ ]

Fax 1 [ ] [ ] [ ] [ ]

Email [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Inactive Date mm/dd/yyyy

Status Active

Save Save and Close Save and Create Another Cancel

15

Click **Submit**

Overview Manage Suppliers x Supplier: Name of Supplier - Test x

Edit Supplier: Last Name, First Name ? ★

Profile Addresses

Actions View Format + [ ] [ ] [ ] Freeze Wrap Status Active

Address Name	Address
123 Main Street	123 Main Street, Suite, Bldg, Attn to:, EWING, NJ 08628

Columns Hidden 5

Save Submit Cancel

Last Saved 06/25/2024 4:19 PM

Address Purpose	Status
Ordering; Remit to	Active

\*\*Note: ALL Edits and banking will be added by Purchasing  
Send backup to [purchase@tcnj.edu](mailto:purchase@tcnj.edu)

\*\*