



# Oracle Fusion: Supplier Registration

## Supplier Standard Operating Guide

Comprehensive step-by-step instructions designed to support accurate and efficient task completion within Oracle Fusion Cloud Application Software.

# Step 1

From the Purchasing Supplier Login/Registration page on GwinnettCounty.com, click the “Prospective Supplier Login/Registration” hyperlink.

The screenshot shows the Gwinnett County Government website. At the top left is the Gwinnett County Government logo. To its right is a search bar and links for Accessibility Tools and Language. A blue 'Login' button is on the far right. Below the header is a navigation menu with links for Home, Services, Government, Living Here, News and Events, Employment, and Contact Us. A blue banner below the navigation reads: 'ADVANCE VOTING: View advance voting locations, hours, and wait times for the March 10 Special Election. [Learn More](#)'. Below the banner is a breadcrumb trail: Home > Government > Departments > Financial Services > Purchasing > Supplier Login/Registration. The main content area has a large heading 'Supplier Login/Registration'. Below the heading is a text block: 'Any supplier who has received payment after September 2023 has automatically converted to the new Oracle Fusion Cloud Applications. These suppliers must: 

- [Log in to the Oracle Fusion Supplier portal](#)
- You will be **required to reset your password** using the Forgot Password link
- Confirm and update their supplier profile

 To be placed on Gwinnett County's prospective supplier list, please click the link below to register. Suppliers must complete registration at the link below to be placed on Gwinnett County's bidder or supplier list.' Below this text is a red-bordered hyperlink: 'Prospective Supplier Login/Registration'.

# Step 2

You will be taken to an Oracle page. On the right side of the page, enter in your email address to receive a one-time access code to begin.

The screenshot shows the Oracle Supplier Registration page. On the left, the heading 'Supplier Registration' is followed by the text: 'Thank you for your interest in doing business with Gwinnett County Board of Commissioners.' Below this is a section: 'Please click on the hyperlinks below to learn how to: 

- [Do business with Gwinnett County](#)
- [Register as a new supplier](#)

 The following is required to register as a supplier, please have the information readily available before you begin. 

- **Company Details**
  - Legal name
  - Address
  - Phone number
  - Email address
  - Valid Tax Identification Number (Employer Identification Number or Social Security Number)
  - Signed W9 form
- **Contact Information**
  - Primary company contact name
  - Title
  - Phone number
  - Email address
- **Products or Services you provide**

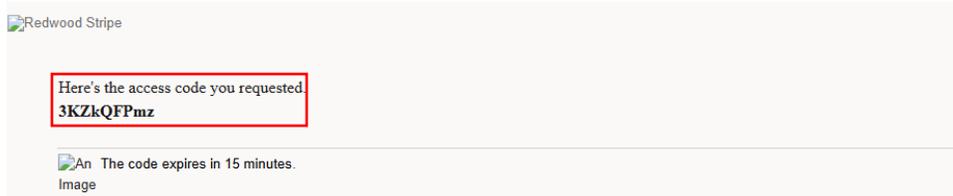
 Need help? Please use our [Supplier Support Form](#) for assistance.' On the right side of the page is a red-bordered box titled 'Enter your email'. Inside the box is the text: 'Get a one-time access code to start.' Below this is an 'Email' input field with a 'Required' label to its right. At the bottom of the box is a 'Send Access Code' button.

## Step 3

Your email address that you entered will receive a one-time access code that was requested. Click the link in the email to be taken back to Oracle and enter the pass code.

Note that the code sent via email is only valid for 15 minutes.'

gc-oracleerp-donotreply@gwinnettcountry.com  
to me ▾



# Step 4

To begin the supplier registration process, enter in your company details, providing as much information as possible.

Please note that you must select an "Organization Type" and "Supplier Type" from the dropdowns. Once all the information has been entered, press continue.

The screenshot shows the 'Supplier Registration' form for Gwinnett. The 'Company Details' section includes the following fields:

- Company (Required)
- Website (Required)
- Country (Required)
- Taxpayer ID
- Tax Registration Number
- D-U-N-S Number
- Organization Type (Required)
- Supplier Type (Required)
- Note to Approver

An important note states: "IMPORTANT: W9 form is required. Please attach. If W9 is not attached, your registration will be rejected." Below this is a 'Drag and Drop' area for file uploads and a 'URL' field with an 'Add URL' button. At the bottom right, there are 'Cancel', 'Save', and 'Continue' buttons, with 'Continue' highlighted by a red box.

On the right side, a sidebar shows the progress: 1 | 5, with 'Company Details' selected and other steps like 'Contacts', 'Addresses', 'Business Classifications', and 'Products and Services' listed below.

Organization Type

- Corporation
- Foreign Corporation
- Foreign Government Agency
- Foreign Individual
- Foreign Partnership
- Government Agency
- Individual
- Partnership

Supplier Type

- Supplier
- Contractor
- Subcontractor
- Attorney
- Carrier
- Insurance Company
- Utility
- Manufacturing

# Step 5

## Fill out the contact information for the supplier. You must provide information for at least one contact.

If you wish too add more contacts, select “Add Another Contact” at the bottom of the page to add additional contacts. Once all contacts have been added, select “Continue”.

Supplier Registration

### Contacts

2 | 5

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

First Name  Last Name  Email

Job Title  Country  Mobile

Country  Phone  Ext

Country  Fax

Is this an administrative contact?  Yes  No  
Administrative contact will receive general communications from us.

Does this contact need a user account?  Yes  No  
User accounts will provide online access to supplier transactions and self-service tasks.

What user roles does this contact need?  
Assign at least 1 user role to specify the responsibilities of the contact.

- Supplier Bidder**  
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.
- GC Spend Authorized Supplier Portal User**  
Custom role-Supplier portal super user role for suppliers that are spend authorized with all access needed. Manages invoices and payments for the supplier company. Manages company profile. Excludes ability to change organization details, view agreements and submit invoices without PO.

Last updated 1 minute ago

Cancel Save

Company Details  
Contacts  
Addresses  
Business Classifications  
Products and Services

# Step 6

## Fill out the address information for the supplier.

You must select one option for “What’s this address used for?” Once all information has been added, select “Continue”.

Supplier Registration

Addresses

Address 1

Address Name Required

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region  
United States

Address Line 1 Required Address Line 2 Address Line 3

City Required State Required Postal Code Required

County

Email Country US Phone +1 Ext

Country US Fax +1

Last updated 2 minutes ago

Cancel Save Continue

3 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services

# Step 7

## Select a Business Classification from the dropdown for the supplier.

If no applications are applicable, select “None of these classifications are applicable” from the dropdown. Once a selection has been made, press “Continue”.

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification

Hub Zone

Minority Owned

Service-disabled Veteran Owned

Small Business

Veteran Owned

Woman Owned

None of the classifications are applicable

Last updated 2 minutes ago

Cancel Save Continue

4 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services

# Step 8

Select the Products and Services offered. To display all the products and services, click the black arrow under “Category”.

Supplier Registration

### Products and Services

Search by category or description

Category	Description
<input type="checkbox"/>  Supplier Products and Services	

Last updated 3 minutes ago

Cancel Save **Submit**

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services**

You can search for the specific offering in the “Search” bar. When you find your product or service, click the small square on the left side to select it. A user can select multiple products or services.

Supplier Registration

### Products and Services

Search by category or description

Category	Description
<input type="checkbox"/>  Supplier Products and Services	
<input type="checkbox"/>  A.S.M.E. CODE TANKS 82006	A.S.M.E. CODE TANKS 82006
<input type="checkbox"/>  ABATTOIR SCALES 78004	ABATTOIR SCALES 78004
<input checked="" type="checkbox"/>  Abrasive Equipment and Tools 00505	Abrasive Equipment and Tools 00505
<input type="checkbox"/>  ABRASIVES MANUFACTURING SERVICES 96704	ABRASIVES MANUFACTURING SERVICES 96704
<input type="checkbox"/>  Abrasives, Coated: Cloth, Fiber, Sandpaper, etc. 00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc. 00514
<input type="checkbox"/>  Abrasives, Sandblasting (Other than Metal) 00528	Abrasives, Sandblasting (Other than Metal) 00528
<input type="checkbox"/>  Abrasives, Sandblasting, Metal 00521	Abrasives, Sandblasting, Metal 00521
<input type="checkbox"/>  Abrasives, Solid: Wheels, Stones, etc.	Abrasives, Solid: Wheels, Stones, etc. 00542

Last updated 3 minutes ago

Cancel Save **Submit**

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services**

The selected products and services will appear on the left side.

Supplier Registration

### Products and Services

Q scanner

2 selected View Selected Clear Selected

Category	Description
PRINT-ON-DEMAND PRINTING SERVICES (INCLUDING PRINT...	PRINT-ON-DEMAND PRINTING SERVICES (INCLUDING PRINT AND DISTR 96676)
SCANNERS AND READERS MAGNETIC STRIP 20685	SCANNERS AND READERS MAGNETIC STRIP 20685

Clear Selected

Once all products and services have been chosen, select "Submit" to submit your full supplier profile.

Supplier Registration

### Products and Services

Q print

Category	Description
<input type="checkbox"/> PRINT-ON-DEMAND PRINTING SERVICES (INCLUDING PRINT AND DISTR 96676	PRINT-ON-DEMAND PRINTING SERVICES (INCLUDING PRINT AND DISTR 96676
<input type="checkbox"/> PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS FORMS TRACTORS 20372	PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS FORMS TRACTORS 20372
<input type="checkbox"/> PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS FORMS TRACTORS 20772	PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS FORMS TRACTORS 20772
<input type="checkbox"/> PRINTER SHARING DEVICES 20474	PRINTER SHARING DEVICES 20474
<input type="checkbox"/> PRINTER SHARING DEVICES 20670	PRINTER SHARING DEVICES 20670
<input type="checkbox"/> PRINTER SHARING DEVICES ENVIRONMENTALLY CERTIFIED PRODUCTS 20574	PRINTER SHARING DEVICES ENVIRONMENTALLY CERTIFIED PRODUCTS 20574
<input type="checkbox"/> PRINTERS 3D 20676	PRINTERS 3D 20676
<input type="checkbox"/> PRINTERS AND PLOTTERS COMPUTER (ALL TYPES) RENTAL OR LEASE 98460	PRINTERS AND PLOTTERS COMPUTER (ALL TYPES) RENTAL OR LEASE 98460

Last updated 3 minutes ago

Cancel Save **Submit**

5 | 5

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services

## Step 9

Once the profile has been submitted, you will see a confirmation on the screen.

**Success**

Your registration request 635009 was submitted.

**Congratulations, you have successfully registered as a Prospective Supplier with Gwinnett County Board of Commissioners!**

To log into our supplier portal, you will need to click on the hyperlink named "Log in to the Oracle Fusion Supplier portal" [found here on our website](#).

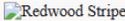
Contacts set up during registration can now log into the supplier portal using their email address as their User ID.

To create a Password, click on "Forgot Password" during the initial log-in.

Need help? Please use our [Supplier Support Form](#) for assistance.

You will receive an email confirming your request was approved.

 gc-oracleerp-donotreply@gwinnettcountry.com  
to me ▾

 Redwood Stripe

### Gwinnett County Board of Commissioners (GC BU)

Your supplier registration request was approved

Request Number	432005
Request Date	19 February 2026
Requested By	<a href="mailto:gwinnettoracletesting@gmail.com">gwinnettoracletesting@gmail.com</a>
Company	Oracle Testing

 An Image User account information will be sent in a separate email.

You will also receive an email stating that a Supplier Contact User account has been created.

 GC-OracleERP-DonotReply@gwinnettcountry.com  
to me ▾

7:01

#### Supplier Contact User Account for Gwinnett County Board of Commissioners Was Created

##### Details

Assignee	Oracle Testing	Supplier	Oracle Testing
Assigned Date	02/19/2026 07:02 AM	Supplier Number	200606
Expiration Date	03/21/2026 08:02 AM		
Task Number	1833576		

##### Recommended Actions

You were granted access to the supplier application for Gwinnett County Board of Commissioners. A separate email will be sent to you with the instruction to access the application.

[Access the application.](#)

##### User Account Details

##### Assigned Roles

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.