Oracle Fusion *Manage Supplier Registrations – Prospective Supplier*

Oracle Fusion *Manage Supplier Registrations – Promoting Supplier to Spend Authorized*

1.1.1.1.1   L3 Process & Solution Description

Process Description:

The Supplier Registration process is the process of submitting a supplier registration request to become a supplier of IOM. The process is normally triggered by the need to invite a new supplier to a solicitation process. At IOM suppliers can either be registered as 'prospective' and then promoted to 'spend authorised' or can be registered directly as 'spend authorised'. Sanction screening will be carried out automatically through an integration with a 3rd party screening company. Please note, this may be manual at go-live depending on the timelines of the 3rd party screening company.

Key Activities: Register as prospective supplier, promote prospective supplier to spend authorized supplier, approve spend authorization request, register as spend authorized supplier.

Key process inputs: New supplier data

Key process outputs: Prospective Supplier in Fusion / Spend Authorised Supplier in Fusion

Non-Oracle steps: 3rd Party Vendor Screening

Solution Description:

Registering as a Prospective Supplier

Suppliers can either register themselves as a Prospective Supplier via the Supplier Portal or can be registered internally by IOM (Supplier Administrator and Category Manager) if Suppliers do not have access to the Supplier Portal.

The following details need to be entered for registering a prospective supplier:

- Company Details (Tax Organisation Type, Supplier Type, Tax Country, Taxpayer ID, Attachments, Tax Registration Number)
- Contacts
- Addresses
- 'Countries Supplied to' – based on this field, IOM will restrict suppliers to participate in solicitations based on countries they can supply to.
- Products and Services Categories

Please note, suppliers will not be required to enter their bank account details when registering as a prospective supplier.

As part of the registration process, there are several 'validation questions', which will be collected for statistical purposes only (suppliers will not be qualified based on these questions):

- Is your business majority woman-owned or controlled? (Owned, managed, controlled 51% or more by a woman or women)
- Does your business have a commitment to anti-racism, equity and equality? (Commitments to: fight racism, fair treatment so that practices and policies ensure identity is not predictive of opportunities)
- Does your business have a disability inclusion policy or inclusion practices? (Consistent, measurable practice of inclusion of disabled persons, Ex: recruiting/hiring, accommodations, accessible premises, accessible products and services)

Declaration of Conformity (DoC) – Acknowledgement of the DoC (by a yes/no dropdown) is mandatory at the Prospective Stage. In addition, for all suppliers offering "Implementing Partner services", there will be around 100 'validation questions', which will be mandatory for the supplier to respond to and for IOM to evaluate before the supplier is approved as spend-authorized.

Once the supplier registration is submitted, the registration as prospective supplier will be auto approved, and the supplier will be created in the system. The Supplier Number will be numeric and auto generated by the application. The starting Supplier Number will be the maximum of migrated suppliers' number + 1.

Once the supplier is created in the system the Vendor Screening integration will be triggered and the results will be automatically updated in the Supplier Profile. The results will determine if supplier screening status is 'Clear', 'Sanctioned' or 'Potential match'. If the Vendor is found in any sanction list, the list name will also be captured in the Vendor Screening Details field. Please note, the vendor screening integration will be triggered periodically and each time the Supplier Profile will be automatically updated with the results.

Promoting Prospective Suppliers to Spend Authorised

Later, typically based on the outcome of a sourcing event the supplier will need to be promoted to spend-authorized. The Supplier Administrator will first request the supplier to update their bank details

and supporting documentation through the supplier portal. If supplier does not have supplier portal access, they will need to send all bank account details and supporting documentation via email to Supplier Administrator to be updated manually. Any updates made to the bank account details will be routed to the IOM Bank Account Approver to confirm that the bank account details match with the supporting documentation. Once approved (or rejected) a notification will be automatically triggered back to the Supplier Administrator.

The Supplier Administrator will carry out verification checks to confirm that the supplier registration details are supported by complete and valid supporting documentation. Please note, these verification checks will be carried out the by 'Outsourced VMDM Company' once the company has been selected and is running (date TBC). The following elements will be checked:

- Supplier name and full contact- and address details correctly provided
- Supplier tax ID or other Government ID proving registration in country of operation
- Bank statement confirming that the bank account matches with the supplier's name.
- Provision of signed IOM Declaration of Conformity
- Filled in and signed supplier creation form (for non-portal vendors)
- Correct VAT rate selected for the supplier. This is needed in case IOM decides to implement Oracle's VAT tax engine: Supplier sites, tax registration between parties, Items, Purchasing category to be attached the tax rates
- **For Implementing Partner (IP) vendors, the category UNSPSC 93131802** (Implementing Partner (IP) Preparedness and Response services) must be selected as one of the products/services the vendor can offer.
- **For Airline suppliers, the category UNSPSC 78111500** (Passenger Air Transportation) must be selected as one of the products/services the vendor can offer as this is the identifier for the supplier to be passed to ATOMS.
- **For Grant Beneficiaries, we will identify a category code** so that the outsourced company can limit their review of these vendors to the strictly necessary.
- Verification to ensure supplier is not a duplicate. This also applies to the entire PROSPECTIVE database. If duplicates are found, the reason for creation of duplicate suppliers to be identified. Accordingly, the duplicate suppliers can be inactivated or can be merged with the existing supplier.
- In case supplier is found on a sanction list, review to weed-out false-positives.
- Unless data is already provided, find the corresponding UNGM ref. code and populate (if existing).
- Verification that the correct site assignment has been created for the supplier.
- Verification to ensure that the correct 'Countries supplied to' have been indicated. Should normally be the same as the Requisitioning BU assignment.
- Verification to ensure that the Purchasing- as well as Pay flag are checked for the active site.

Once reviewed, the Supplier Administrator (or 'Outsourced VMDM Company') can request promotion to 'spend-authorized'. For all standard cases (where supplier has completed and valid supporting documentation) the request will be automatically routed to the 'IOM Vendor Approver' who can accept the approval request and promote the supplier to spend authorized.

In exceptional cases, IOM will have a valid business need to enable prospective suppliers to become spend-authorized even when the supplier does not have complete supporting documentation, or in cases where the supplier appears on a sanction list. In these cases, before requesting a prospective supplier to be promoted to 'spend-authorized', the Supplier Administrator (or 'Outsourced VMDM Company') will use the free-form text field to write comments on the issues with the supplier information.

As per the DoA, for suppliers with incomplete supporting documentation (such as provision of a signed DoC or missing bank account details) the request will be automatically routed to the CoM for approval. For suppliers who appear on the sanction list, the request will be automatically routed to the SCD Director for approval.

Please note: All approvers will be required to open each approval request and review properly (including all attachments) before approving. There will be no option to approve directly from the notifications tab.

Once the supplier registration is approved, the supplier will be updated to Spend-Authorized in the system. The Supplier Number will be numeric and auto generated by the application. The starting Supplier Number will be the maximum of migrated suppliers number + 1. The Vendor Screening integration will be re-triggered, and the results will be automatically updated in the Supplier Profile. The results will determine if supplier is 'Clear', 'Sanctioned' or 'Potential'. Please note, the vendor screening integration will be triggered periodically and each time the Supplier Profile will be automatically updated with the results.