Screenshots	Supplier/Vendor's perspective
STEP 1	Supplier receives Email Notification Click the "Oracle Applications system" link
OTED 0	
STEP 2	Ulick Respond
STEP 3	Fill in Company Details & Contact Information, then Click "Next"
STEP 4	Company Details Section
STEP 5	Fill in Address information (Required Fields) & hit Apply Optional Hit "Lodate" if necessary Optional
	Fill in Address information (Required Fields) Optional
	Select appropritate address type & click "Apply" Optional
STEP 6	Scroll down to Contact Directory Optional
	Click "Create" or "Update" Optional
STEP 7	Fill in Contact Details Optional
	Select the check box for "Create user Account for the Contact" - This will allow users to enter iSupplier Portal Optional
	Contact purpose field optional but helpful administrative contact, banking contact, correspondence, etc Optional Click "Apply" Optional
CTED 0	If applicable, add the Pusiness Codificates by eliciding "r" icen under the Attachmenta — Optional
SIEF 0	
STEP 9	Scroll down to Products and Services, then Click "Create"
STEP 10	Select from options: Click either "Browse All Product & Service" or "Search for Specific Code and Product"
	Select all checkboxes that applies (Products & Services), then Click "Apply"
STEP 11	Click "Next"
STEP 12	Addtional Information Screen
STEP 13	Scroll to the bottom of the page
	Verify the Payment Term (Default = Net 60)
	Select "Agree" on the Supplier Acknowledgement Click "Magnifying Glass" Icon next to "Organization Type"
STEP 14	Click "Go" on the pop-up screen
STEP 15	Select the appropriate organization type and click 'Select'
STEP 16	Click "Next"
STEP 17	Attachments Screen
	Click "Add Attachment"
STEP 18	Click "Choose File" to upload document(s)
	Name Title and Description of the document(s) Click "Add Another" to upload additional document(s)
	Click "Apply" once all documents are uploaded
STEP 19	Click "Back" to move to Additonal Information Screen
STEP 20	Click "Save For Later" and completely close the registration window
	REPEAT STEPS 1,2,3 AND 11 (Open the registration again from the email and navigate to the Additional Information page)
STEP 21	Click "+" to add documents
STEP 22	Click "Magnifying Glass" Icon under "Supplier Attachment"
STEP 23	Click "Go" on the pop-up screen
STEP 24	Select the appropriate document and click 'Select.'
STEP 25	Follow the same steps for the rest of the documents, then Click "Next"
STEP 26	Attachments Screen, Click "Submit"
STEP 27-29	Confirmation Email will be sent (Includes link to the registration status)

Supplier/Vendor's perspective

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		Sent 04-DEC-24 18:59:09 ID 43853849					
		Greetings,					
		Thank you for your interest in becoming a database.	DISH Network supplier. To move forward with th	he onboarding process with DISH Network,	please use the link below to complete a supplier profil	e for your business in our supplier onboarding	
		DISH Network utilizes a Supplier portal for your business will be able to receive Purch	all on-boarding activities and once your busines ase Orders (PO), acknowledge POs, provide ship	ss is set up and approved as a supplier, the pping information, submit invoices, and acce	Supplier Portal will be the primary tool for interacting ess payment information.	with DISH Network. Once established as a supplier	
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STEP 14

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STEP 25

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STEP 27

Confirmation Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

STEP 28

For Your Information: Default enterprise name Supplier Collaboration Network: Registration Submitted $\ensuremath{\mathsf{max}}\xspace$

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Your registration details have been submitted. Use this URL to track progress on this request. <u>Prospective Supplier Registration Status Page</u>

Prospective Supplier Registrati	ion: Current Status			
Thank you for registering with us. Here's the cr	urrent status of your registration request.			
Registration Details and Status				
	Company Name Milehouse Tech		Status Pending Approval	
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	Email nick.ryu@dish.com		Phone Area Code	
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