

Screenshots**Supplier/Vendor's perspective**

- STEP 1** Supplier receives Email Notification
Click the "Oracle Applications system" link
- STEP 2** Click "Respond"
- STEP 3** Fill in Company Details & Contact Information, then Click "Next"
- STEP 4** Company Details Section
Click "Create" under Address Book --- **Optional**
- STEP 5** Fill in Address information (Required Fields) & hit Apply --- **Optional**
Hit "Update" if necessary --- **Optional**
Fill in Address information (Required Fields) --- **Optional**
Select appropriate 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**
- STEP 8** If applicable, add the Business Certificates by clicking "+" icon under the Attachments --- **Optional**
- 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** Additional 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 Additional 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

STEP 1

For Your Information: Invitation to register

Dish Workflow Notifications <OrcaWFMailier.Test@dish.com>
to me

11:59AM (0 minutes ago) ☆ ↶ |

To: hick.ryu@dish.com
Sent: 04-DEC-2014 10:59:09
ID: 43853649

Greetings,

Thank you for your interest in becoming a DISH Network supplier. To move forward with the onboarding process with DISH Network, please use the link below to complete a supplier profile for your business in our supplier onboarding database.

DISH Network utilizes a Supplier portal for all on-boarding activities and once your business is set up and approved as a supplier, the Supplier Portal will be the primary tool for interacting with DISH Network. Once established as a supplier your business will be able to receive Purchase Orders (PO), acknowledge POs, provide shipping information, submit invoices, and access payment information.

To begin the process please visit the DISH Supplier Portal: [Click Application system](#)

You will be asked to provide the following information as part of the profile creation process:

Key business information
Acknowledgement of [PO Terms And Conditions](#)
Acknowledgement of [Supplier Code Of Conduct](#)
Execution of [NDA: DISH Network 2-Way NDA Request](#)

Please contact suppliersupport@dish.com if you experience any issues with the profile creation.

Thank you.

STEP 2

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Prospective Supplier Registration: Current Status Respond

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name: **Mihouse Tech** Status: **Supplier To Provide Details**

Contact Information

Email: hick.ryu@dish.com Phone Area Code: _____
First Name: _____ Phone Number: _____
Last Name: **ryu** Phone Extension: _____

Status History

Date	Status	Note
04DEC-2014	Invitation Sent	

STEP 3

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Prospective Supplier Registration Step 1 of 4 Next

Company Details

At least one tax id is required to be able to complete the registration request.

Company Name:

Tax Country:

Tax Registration Number:

Taxpayer ID:

Contact Information

Email:

First Name:

Last Name:

Phone Area Code:

Phone Number:

Phone Extension:

STEP 4

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Prospective Supplier Registration: Additional Details See For Later Back Step 2 of 4 Next

Company Name: **Mihouse Tech**

Tax Country: **US**

Tax Registration Number: **05-1734119**

Taxpayer ID: **05-1734119**

DUNS Number: _____

Alternate Supplier Name: _____

Note to Buyer:

Note to Supplier:

Address Book

In least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
Mihouse	6750 E Cheyenne Ave, Denver, CO 80237 United States	RFQ	<input type="checkbox"/>	<input type="checkbox"/>

STEP 5

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Create Address Cancel Apply

Address Name

Country: **United States**

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City/Town/Locality: **Denver**

County:

State/Region: **CO**

Province:

Postal Code: **80239**

Phone Area Code:

Phone Number:

Fax Area Code:

Fax Number:

Email Address:

Purchasing Address
 Payment Address
 RFQ Only Address

Address Purpose

Purpose	Remove
No results found	

STEP 6

Contact Directory

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
	ryu		rick.ryu@dish.com	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

STEP 7

dish iSupplier Portal Close Settings

Create Contact Cancel Apply

* Indicates required field

Contact Title

First Name Middle Name Last Name

Alternate Name Job Title Department Contact Email URL

Phone Area Code Phone Number

Phone Extension Alternate Phone Area Code Alternate Phone Number Fax Area Code Fax Number

Contact Purpose

Purpose

Supplier User Account

Create User Account For This Contact

STEP 8

Business Certificates

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date	Attachments
05 Alaska Native Corporation Owned Firm	<input type="checkbox"/>				%	<input type="button" value="+"/>
10 Local Government	<input type="checkbox"/>				%	<input type="button" value="+"/>
14 Minority Institutions	<input type="checkbox"/>				%	<input type="button" value="+"/>
18 Tribal Owned Firm	<input type="checkbox"/>				%	<input type="button" value="+"/>
10 Small Agricultural Cooperative	<input type="checkbox"/>				%	<input type="button" value="+"/>
20 Foreign Owned and Located	<input type="checkbox"/>				%	<input type="button" value="+"/>
27 Small Disadvantaged Business	<input type="checkbox"/>				%	<input type="button" value="+"/>
2F State Government	<input type="checkbox"/>				%	<input type="button" value="+"/>
2R Federal Government	<input type="checkbox"/>				%	<input type="button" value="+"/>
2U Other Not for Profit Organization	<input type="checkbox"/>				%	<input type="button" value="+"/>

© ERP Code format example: 24-Sep-2024

STEP 9

Products and Services

At least one entry is required.

Code	Products and Services	Delete
	No results found.	<input type="button" value="Save For Later"/> <input type="button" value="Back"/> Step 2 of 4 <input type="button" value="Next"/>

STEP 10

dish iSupplier Portal Close Settings

Add Products and Services: (Milehouse Tech) Cancel Apply

Browse All Products & Services

Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
1 COMPUTER	Computer related purchases, repairs, maintenance, rental, services, e.g. pc's, servers, printers, fax machines	<input type="checkbox"/>	<input type="checkbox"/>
1 TOOLS AND SUPPLIES	Small and/or consumable items used in labs, warehouses, other facilities, e.g., pallets, shrink wrap, uplink cable; excludes tools used by ENG technicians for OES installs	<input type="checkbox"/>	<input type="checkbox"/>
ACCESSORIES	ACCESSORIES	<input type="checkbox"/>	<input type="checkbox"/>
ACTUATOR		<input type="checkbox"/>	<input type="checkbox"/>
ACTUATOR PART		<input type="checkbox"/>	<input type="checkbox"/>
ARIV	ARIV	<input type="checkbox"/>	<input type="checkbox"/>
ANTENNA HARDWARE	ANTENNA HARDWARE	<input type="checkbox"/>	<input type="checkbox"/>
ANTENNA KITS	ANTENNA KITS	<input type="checkbox"/>	<input type="checkbox"/>
ANTENNA-NEW		<input type="checkbox"/>	<input type="checkbox"/>
ANTENNA-REMAN		<input type="checkbox"/>	<input type="checkbox"/>

STEP 11

Products and Services

At least one entry is required.

Code	Products and Services	Delete
ACCESSORIES	ACCESSORIES	<input type="button" value="Delete"/>
1 COMPUTER	Computer related purchases, repairs, maintenance, rental, services, e.g. pc's, servers, printers, fax machines	<input type="button" value="Delete"/>

Step 2 of 4

STEP 12

dish iSupplier Portal Close Settings

Supplier Profile Attributes Save For Later Step 3 of 4

* Indicates required field

Mandatory Documents

PO Terms & Conditions

Business Document Type	Supplier Attachment	Delete
<input type="button" value="+"/>		<input type="button" value="Delete"/>

Supplier Code of Conduct

Business Document Type	Supplier Attachment	Delete
<input type="button" value="+"/>		<input type="button" value="Delete"/>

STEP 13

Supplier Payment Term

Payment Term **Net 60** Supplier Payment Terms Supplier Acknowledgement **Agree** Not Agree

Organization Type

Organization Type

[Save For Later](#) [Back](#) [Step 3 of 4](#) [Next](#)

STEP 14

Infosec & Trade Compliance Details

Business Document Type **Supplier Attach**

Supplier Payment Term

Payment Term **Net 60** Supplier Payment Terms

Organization Type

Organization Type

Search and Select: Organization Type

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Display Name **Go**

Results

Quick Select	Display Name
<input type="radio"/>	No search conducted

[Cancel](#) [Select](#)

STEP 15

Search and Select: Organization Type

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Display Name **Go**

Results

Quick Select	Display Name
<input type="radio"/>	C CORPORATION
<input type="radio"/>	C CORPORATION LLC
<input type="radio"/>	CORPORATION
<input type="radio"/>	CORPORATION LLC
<input checked="" type="radio"/>	FOREIGN CORPORATION
<input type="radio"/>	FOREIGN GOVERNMENT AGENCY
<input type="radio"/>	FOREIGN INDIVIDUAL
<input type="radio"/>	FOREIGN PARTNERSHIP
<input type="radio"/>	GOVERNMENT AGENCY
<input type="radio"/>	INDIVIDUAL
<input type="radio"/>	PARTNERSHIP
<input type="radio"/>	PARTNERSHIP LLC
<input type="radio"/>	S CORPORATION
<input type="radio"/>	S CORPORATION LLC
<input type="radio"/>	SINGLE MEMBER LLC

[Cancel](#) [Select](#)

STEP 16

Supplier Payment Term

Payment Term **Net 60** Supplier Payment Terms Supplier Acknowledgement **Agree** Not Agree

Organization Type

Organization Type **C CORPORATION LLC**

[Save For Later](#) [Back](#) [Step 3 of 4](#) [Next](#)

STEP 17

dish iSupplier Portal [Close](#) [Settings](#)

Basic Information Company Details Additional Information **Attachments**

[Submit](#) [Back](#) [Step 4 of 4](#)

Attachments

[Add Attachment](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

STEP 18

dish iSupplier Portal [Close](#) [Settings](#)

Add Attachment [Cancel](#) [Add Another](#) [Apply](#)

Attachment Summary information

Title

Description

Category **Miscellaneous**

Define Attachment

Type **File** URL Short Text

Choose File | No file chosen

STEP 19

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
WS	File	WS	Miscellaneous	GUEST	04-Dec-2024	One-Time		
Supplier Add Form	File	Supplier Add Form	Miscellaneous	GUEST	04-Dec-2024	One-Time		
PO T and C	File	PO T and C	Miscellaneous	GUEST	04-Dec-2024	One-Time		

STEP 20

Business Document Type	Supplier Attachment	Delete

Repeat Steps 1, 2, 3, and 11 (Open the registration again from the email and navigate to the Additional Information page)

STEP 21

Business Document Type	Supplier Attachment	Delete

Business Document Type	Supplier Attachment	Delete

Business Document Type	Supplier Attachment	Document Expiration Date	Delete

Business Document Type	Supplier Attachment	Document Expiration Date	Delete

STEP 22

Business Document Type	Supplier Attachment	Delete
PO Terms & Conditions		

STEP 23

Quick Select	Display Name
No search conducted.	

STEP 24

Search and Select: Supplier Attachment

Search
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Display Name

Results

Quick Select	Display Name
<input checked="" type="radio"/>	PO T and C
<input type="radio"/>	Supplier Add Form
<input type="radio"/>	W9

STEP 25

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Supplier Profile Attributes

Mandatory Documents

PO Terms & Conditions

Business Document Type	Supplier Attachment	Delete
PO Terms & Conditions	PO T and C	<input type="button" value="Delete"/>

Supplier Code of Conduct

Business Document Type	Supplier Attachment	Delete
Supplier Code of Conduct	Supplier Add Form	<input type="button" value="Delete"/>

Certificate of Insurance (COI)

Business Document Type	Supplier Attachment	Document Expiration Date	Delete
			<input type="button" value="Delete"/>

W9 Certificate

Business Document Type	Supplier Attachment	Document Expiration Date	Delete
W9 Document	W9	31-Dec-2025 <small>(expires: 18-Nov-2024)</small>	<input type="button" value="Delete"/>

STEP 26

dish Supplier Portal

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
W9	File	W9	Miscellaneous	GUEST	04-Dec-2024	One-Time	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Supplier Add Form	File	Supplier Add Form	Miscellaneous	GUEST	04-Dec-2024	One-Time	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
PO T and C	File	PO T and C	Miscellaneous	GUEST	04-Dec-2024	One-Time	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

STEP 27

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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

Dish Workflow Notifications <OrcaWFMail:Test@dish.com> 2:29 PM (0 minutes ago)

To: ryy
Sent: 04-DEC-24 21:28:08
ID: 43832937

Your registration details have been submitted. Use this URL to track progress on this request.
[Prospective Supplier Registration Status Page](#)

STEP 29

dish Supplier Portal

Prospective Supplier Registration: Current Status

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name: Milhouse Tech Status: Pending Approval

Contact Information

Email: rick.ryu@dish.com
First Name: rick
Last Name: ryu
Phone Area Code:
Phone Number:
Phone Extension:

Status History

Date	Status	Note
04-DEC-2024	Submitted	
04-DEC-2024	Draft	
04-DEC-2024	Invitation Sent	