MOVING THE WORLD AT WORK

Oshkosh Corporation
Supplier Profile
Self-Service Registration
Supplier Profile Self-Service Registration

System allows external suppliers to submit a supplier registration request to Oshkosh Procurement. Once the request is submitted, Oshkosh Procurement will review the supplier information and approve the request.

- Below is the set of instructions that each vendor will need to follow in order to successfully submit a self-registration request. Please note that all fields marked with an * are required.

1. Go to URL:
3. Company Detail
4. Enter Supplier Contact Information
5. Create Supplier Addresses
6. Select Business Classifications
7. Select Product/Service
8. Review all information
9. Click Register

*Note: Use the “Next” and “Back” buttons in the top right of the web page to navigate between each step. Once the vendor clicks “Register” a registration request will be sent to Oshkosh Procurement.
Enter Supplier Contact Information

Note: the contact information should default from the “Company Details” work area. If not, use the screenshots below to create a vendor contact.
Supplier Profile Self-Service Registration

Create Supplier Addresses

Register Supplier: Addresses

<table>
<thead>
<tr>
<th>Address Name</th>
<th>Address</th>
<th>Phone</th>
<th>Address Purpose</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No data to display

Columns Hidden 3

Create Address

1. *Address Name
2. *Country United States
3. Address Line 1
4. City
5. State
6. Postal Code
7. County
8. *Address Purpose
   - Ordering
   - Remit to
   - RFQ or Ridding
   - Phone 1
   - Fax 1
   - E-Mail

Address Contacts

Select the contacts that are associated with this address.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>E-Mail</th>
<th>Administrative Contact</th>
<th>User Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No data to display

Columns Hidden 4

Create Another OK Cancel
Select Business Classifications

Note: The Business Classifications within the list of values will be pre-defined by the setup enterprise.
Select Products

Note: Please limit your product selection to two products. If more than two products are selected it will greatly impact the evaluation timeline.
Review Supplier Information and Register

Review Supplier Registration: ABC Enterprises

Company Details

- Company: ABC Enterprises
- Tax Organization Type: Corporation
- Supplier Type
- Corporate Web Site

D-U-N-S Number
- Tax Country: United States
- Taxpayer ID: 999999999
- Tax Registration Number
- Note to Approver

Attachments

- No data to display
- Columns Hidden: 1

Contacts

- No data to display
- Columns Hidden: 7

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Supplier Self-Service Registration

Questions