Step-by-step self-registration guide for Individuals

• Self-registration link:

https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoYCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D

Step 1: Fill in the information below:

1. First and last name6. Select "Republic of Moldova"

2. "Individual" for Individual Consultant contracts 7. First name

3. See point 2 8. Last name

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* Company Betty Anderson	D-U-N-S Numbe	
* Supplier Type Individual V 3	Taxpayer II	
Corporate Web Site	Tax Registration Numbe	ar IDNP 5
Attachments None +	Note to Approve	r
Additional Information		
* Country of Origin Republic of Moldova 🗸 6	Grantee Flag	·
National Identifier	Gender	·
Your Contact Information Enter the contact information for communications regarding this registration.		
* First Name Betty 7		
* Last Name Anderson 8		
* Email betty.anderson@mail.com 9		
* Confirm Email betty.anderson@mail.com 10		

4. Select "Republic of Moldova" 9. Email address

5. Enter IDNP from Identification Document 10. See point 9

Step 2: Fill in the information below:

- 11. Select the appropriate value
- 12. Type in phone number using the format from template
- 13. Tick-off "Administrative contact" for contact person who will be responsible for profile management

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	Role Description Supplier Accounts Receivable Specialist Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in Supplier Bidder Sales representative from a potential supplier responsible for responding to requests for guide requests for proposal requests									
	Supplier Self Service Administrator	Manages the profile information for the s	supplier company. Primary tasks i	nclude updatir	ng supplier profile info	rmation and r 🖕				
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14. Provided the box from point 13 was selected, tick-off "Request user account"

15. Keep all the values listed in the "Roles" section

Step 3: Fill in the information below:

16. Type "MDA"

- 17. Type in legal address using the format from template
- 18. Type in name of city as stated in legal address

20. Click on "Actions" button and select the person listed as administrative contact.

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20 Name Select and add contact from Step 2 Job Title Email Administrative Contact User Account Anderson, Betty betty anderson, ✓ ✓ ✓		
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OK Cancel		

19. Keep all three options selected

Step 4: Fill in the information below:

21. Tick-off the box

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Step 5: Fill in the information below:

- 22. Select bank name
- 23. Select bank branch
- 24. Type in account number
- 25. Type in IBAN (24 characters)
- 26. Select currency code

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27. Type in account name using the format from template

Step 6: Choose "J - Services"

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C - Components & Supplies C - Components & Supplies	(i)
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Apply OK Cancel	

Step 7 (a): Upload National ID/ Passport



Step 7 (b): Upload Proof of Banking



Step 7 (c): Select "Agreed"



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Step 8: Review the submitted information and click Register