

BV Vendor Registration Guide



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Login

URL: [Vendor Registration](#)

In order to register as a vendor to Black & Veatch, please click on the **Vendor Registration** link to complete the registration process.

*Oracle Cloud works best in Chrome browser

- Enter your email address and click **Send Access Code** button to get a one-time access code

- Check your email for the access code

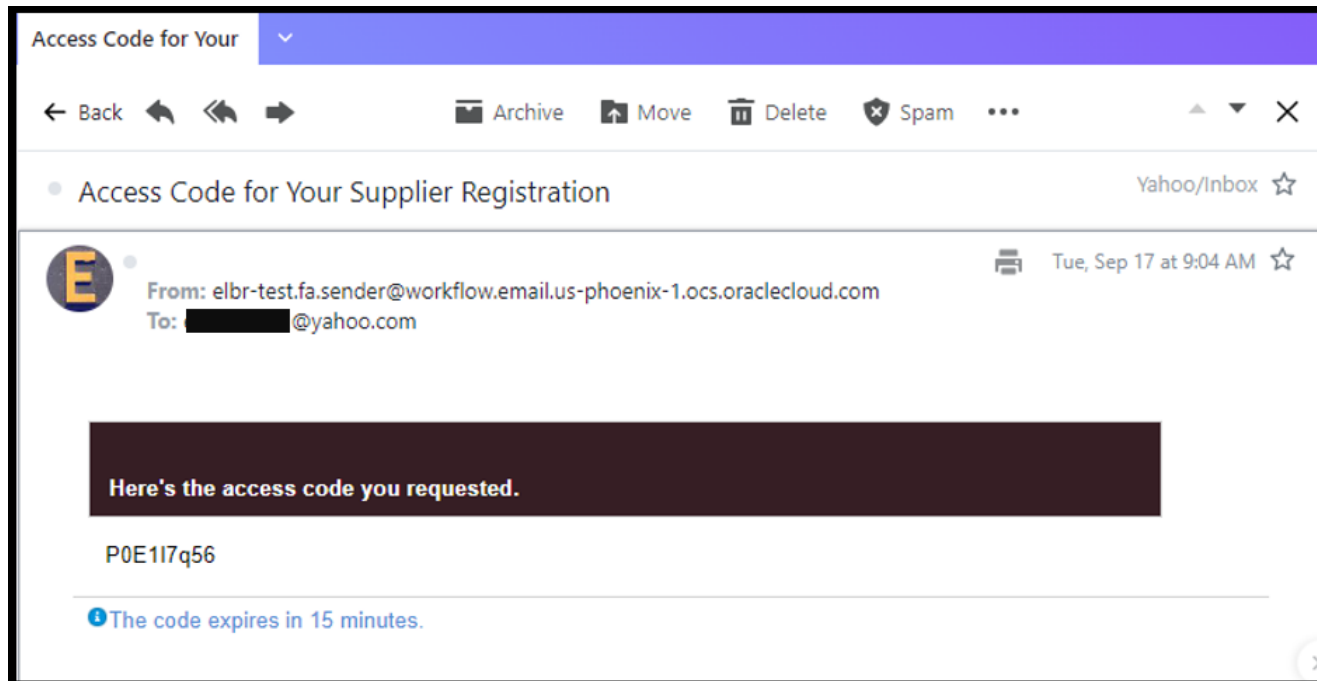
BLACK & VEATCH
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Supplier Registration

Enter your email
Get a one-time access code to start.

Required

Send Access Code



Login

Supplier Registration

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Enter your code

Use the code we've sent to email [redacted]@yahoo.com.
The code expires in 15 minutes.

Access Code
POE117q56

Continue

Get a new code

The registration process consists of 5 steps:

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services

Enter the Access Code you received via email and Click **Continue**

- If it has been more than 15 minutes and the code has expired, click “Get a New Code” to receive another email with a new access code.
- While completing the registration, if there are several minutes of inactivity, the portal may sign you out. If this happens, please enter your email address again to receive a new access code to pick up where you last saved.



Step 1

Company Details

Company Details

Enter the following information:

- **Company Name** - Follow the below rules:
 - Use all capital letters: do not use mixed case (lower/upper)
 - Omit all punctuation marks including dashes, hyphens, apostrophes, periods, etc.
 - Do not use abbreviations or prefixes.
 - Use 'INC' for 'Incorporated'
 - Use "&" for AND
 - Omit 'THE', 'A' or 'AN' if it is the beginning of a company name
- **Country**: Click drop-down arrow and select entry.
 - If United States is selected for Country – **Taxpayer ID** is Required.
 - If any other country other is selected – **Tax Registration Number** is Required.
- **Organization Type**: Click drop-down arrow and select entry.
- **Supplier Type**: Click drop-down arrow and select entry.
- **Web Site** address: enter if applicable

Supplier Registration

Company Details

Company: JOHN & STEVES CONSTRUCTION INC

Website: _____

Country: United States

Taxpayer ID: 555225555

D-U-N-S Number: _____

Organization Type: Corporation

Supplier Type: CONTRACTOR/SUBCONTRACTOR

Note to Approver: _____

1 | 5

Company Details

Supplier Registration

Company Details

Company: JOHN & STEVES CONSTRUCTION INC

Website: _____

Country: India

Tax Registration Number: 75321566878910

D-U-N-S Number: _____

Organization Type: Corporation

Supplier Type: CONTRACTOR/SUBCONTRACTOR

Note to Approver: _____

1 | 5

Company Details

Company Details

Enter the following information:

- **Where Did you Hear about BV?:** Click drop-down arrow and select entry
- **If Conference, select:** Click drop-down arrow and make selection if applicable
- **If Other, provide brief description:** populate if applicable
- **Add Attachments: *Required** – drag and drop relevant documents, such as W-9 (or country equivalent)

When complete, click **Save** and **Continue**

Supplier Registration

Company Details

Company JOHN & STEVES CONSTRUCTION INC	Website	Country United States
Taxpayer ID 555225555	D-U-N-S Number	Organization Type Corporation
Supplier Type CONTRACTOR/SUBCONTRACTOR	Note to Approver	

Additional Information

Where did you hear about BV? Conference	If Conference, select Gastech	If Other, provide brief description
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Attach tax, insurance, and other relevant documents

Required

Drag and Drop
Select or drop files here.

URL	Add URL
-----	---------

W-9.pdf	Last updated on 12/18/2024 9.21 KB	Download	Delete
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Updated just now

Cancel Save Continue

1 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services



Step 2

Contact Information

Enter Contact Information

Enter Contact details.

- Required fields:
 - First Name
 - Last Name
 - Email
 - A unique email address must be entered for each contact within the company. The email address used to begin the registration process will default into the Email field for Contact#1.
 - The same email cannot be used for a contact across multiple vendors
- Phone Numbers:
 - Select Country from Drop-down list
 - Country code will populate based on selection (ex. +1 for US)
- Does this contact need a user account? Select Yes if you would like this contact to have access to the Oracle Supplier Portal
- Scroll down for role selection

Supplier Registration

Contacts

contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: JOHN | Last Name: SMITH | Email: JOHNSMITH@yahoo.com

Job Title: OWNER | Country: US | Mobile: +1 913 555 4321

Country: US | Phone: +1 913 555 1234 | Ext: | Fax: +1

Is this an administrative contact? Yes No
Administrative contact will receive general communications from us.

Does this contact need a user account? Yes No
User accounts will provide online access to supplier transactions and self-service tasks.

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- Supplier Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- Supplier Sales Representative**
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
- Supplier Inventory Manager**
Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies.

Last updated 2 minutes ago | Cancel Save Continue

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Company Details

Contacts

Addresses

Business Classifications

Products and Services

Enter Contact Information



What user roles does this contact need?

Assign at least 1 user role to specify the responsibilities of the contact.

- Supplier Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- Supplier Sales Representative**
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
- Supplier Inventory Manager**
Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies, materials and products to ensure that customers, employees and production have access to the materials they need.
- Supplier Customer Service Representative**
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- Supplier Bidder**
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.
- Supplier Accounts Receivable Specialist**
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.

+ Add Another Contact

Last updated 34 seconds ago

Cancel

Save

Continue

Company Details

Contacts

Addresses

Business Classifications

Products and Services

- Select the appropriate **Role** for the contact
 - **NOTE: Choose Supplier Self Service Administrator** if no other roles are appropriate
- To add additional contacts, scroll down and click **+ Add Another Contact**
- Or click **Save** and **Continue** to move to the next screen.

Enter Contact Information

Supplier Sales Representative | Supplier Bidder | Supplier Accounts Receivable Specialist | Supplier Self Service Administrator
Supplier Customer Service Representative

Contact 2

First Name: STEVE | Last Name: SMITH | Email: stevesmith@aol.com

Job Title: VICE PRESIDENT | Country: US | Mobile: +1 913 555 4567

Country: US | Phone: +1 913 555 7654 | Ext:

Country: US | Fax: +1

Is this an administrative contact? Yes No
Administrative contact will receive general communications from us.

Does this contact need a user account? Yes No
User accounts will provide online access to supplier transactions and self-service tasks.

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

Supplier Self Service Administrator
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

Supplier Sales Representative
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

Supplier Inventory Manager
Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies, materials and products to ensure that customers, employees and production have access to the materials they need.

Supplier Customer Service Representative
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance

Last updated 10 minutes ago

Cancel **Save** **Continue**

2 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services

- Enter information for Contact #2 and user account role selection if applicable.
 - NOTE: It is a best practice to always have more than one user account.
- To add additional contacts, scroll down and click **+ Add Another Contact**
- Or click **Save** and **Continue** to move to the next screen.



Step 3

Address Information

Enter Address Information

Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name
Overland Park HQ

What's this address used for? Select at least 1 purpose.
 Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
United States

Address Line 1
11401 Lamar Ave

Address Line 2

Address Line 3

City
Overland Park

County
Johnson

State
KS

Postal Code
66211

Email
stevesmith@aol.com

Country
US

Phone
+1

Ext

Country
US

Fax
+1

Which contacts are associated to this address?

- STEVE SMITH
stevesmith@aol.com Vice President
- JOHN SMITH
JOHNSMITH@yahoo.com OWNER

+ Add Another Address

Updated just now

Cancel Save Continue

3 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Enter Address information

- Address Name
- Country: Click drop-down arrow to select entry
- Address Line 1 (Line 2 and 3 as needed)
- City
- County
- State
- Postal Code
- What's this address used for?
 - Receive Purchase Orders is required to be selected for one address.
 - Receive Payment is required to be selected for one address.
- Select contacts to be associated with the address
- To add additional addresses, click + Add Another Address
- Or click Save and Continue to move to the next screen.



Step 4


Business Classifications

Business Classifications

Supplier Registration

Business Classifications

Select a Diverse Business Classification. If this is not applicable to your business, select None at the bottom of the dropdown list

Classification 

- SMALL_BUSINESS
- SMALL_DISADVANTAGED_BUSINESS
- VALLEY BUSINESS
- VETERAN_OSB
- VETERAN_OWNED
- WOMEN_OSB
- WOMEN_OWNED
- None of the classifications are applicable**

Last updated 1 minute ago

Cancel

Save

Continue

4 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Business Classification

- Select a Diverse Business Classification from the dropdown list if applicable.
- **Note: A selection on this page is required.** If this is not applicable to your business, you must scroll to the bottom of the dropdown list and select **“None of the classifications are applicable”**

Business Classifications

Supplier Registration

Business Classifications

Select a Diverse Business Classification. If this is not applicable to your business, select None at the bottom of the dropdown list

Business classification 1

Classification: MINORITY_OWNED → Subclassification: NATIVE_AMERICAN

Certifying Agency: CPUC | Other Certifying Agency: | Certificate Number: 123456789

Certificate Start Date: 9/2/24 | Certificate End Date: 9/2/25

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL | Add URL

certificate - MBE certified with the CPUC.pdf | Last updated on 12/19/2024 | 131.92 KB

+ Add Another Business Classification

Last updated 19 seconds ago

Cancel

Save

Continue

4 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services

- If MINORITY_OWNED is selected, a **Subclassification** selection is required.
- Certificate details and attachment are not required at this time, but may be collected later
- If applicable, click + **Add Another Business Classification**
- Or click **Save** and **Continue** to move to the next screen.



Step 5

Products and Services

Enter Products and Services

Supplier Registration

Products and Services

Enter at least one products and services category.

Please do not enter more than 10 categories

Search by category or description

Category	Description
<input type="checkbox"/> ▶ Products	Products
<input type="checkbox"/> ▶ Services	Services

5 | 5

****Please do not select more than 10 categories or your registration may be rejected.****

There are 2 ways to find categories.

- 1) Click the arrow to expand the folders to browse the **Products** and/or **Services** categories.
- 2) Or, enter a keyword in the search bar to find categories, then select the appropriate categories

Supplier Registration

Products and Services

Enter at least one products and services category.

Please do not enter more than 10 categories

electrical

5 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> P.63.6801 - Electrical Substation Building	Electrical Substation Building
<input type="checkbox"/> P.63.7000 - Electrical Transmission Systems and Materials	Electrical Transmission Systems and Materials
<input type="checkbox"/> S.73.0000 - Electrical Construction and Equipment Erection	Electrical Construction and Equipment Erection
<input checked="" type="checkbox"/> S.73.0200 - Electrical Construction	Electrical Construction
<input checked="" type="checkbox"/> S.73.0201 - Electrical Construction - Underground	Electrical Construction - Underground
<input checked="" type="checkbox"/> S.73.0202 - Electrical Construction - Aboveground	Electrical Construction - Aboveground

5 | 5

Company Details

Contacts

Enter Products and Services

Supplier Registration

Products and Services

Enter at least one products and services category.

Please do not enter more than 10 categories

Q Search by category or description

Category	Description
<input type="checkbox"/> ▶ Products	Products
<input type="checkbox"/> ▼ Services	Services
<input type="checkbox"/> ▶ 70 – General Construction	70 – General Construction
<input type="checkbox"/> ▶ 71 – Civil	71 – Civil
<input type="checkbox"/> ▶ 72 – Architectural	72 – Architectural
<input type="checkbox"/> ▶ 73 – Electrical	73 – Electrical
<input type="checkbox"/> ▶ 74 – Instrumentation	74 – Instrumentation
<input type="checkbox"/> ▶ 75 – Assortment: Water, Renewables, Chemical	75 – Assortment: Water, Renewables, Chemical
<input type="checkbox"/> ▶ 76 – Mechanical Materials	76 – Mechanical Materials
<input type="checkbox"/> ▶ 77 – Mechanical Equipment	77 – Mechanical Equipment
<input type="checkbox"/> ▶ 78 – Site Services	78 – Site Services
<input type="checkbox"/> ▶ 79 – Joint Venture	79 – Joint Venture
<input type="checkbox"/> ▶ 80-Indirect Spent	80-Indirect Spent

- If using the browsing method, continue to click the arrows next to each folder to further expand the selection down to the individual categories.
- Please do not select the checkbox on the entire folder of categories

Enter Products and Services

Supplier Registration

Products and Services

Enter at least one products and services category.

Please do not enter more than 10 categories

Search by category or description

5 selected


View Selected

Clear Selected

Category	Description
<input type="checkbox"/> ▶ 72 – Architectural	72 – Architectural
<input type="checkbox"/> ▼ 73 – Electrical	73 – Electrical
<input type="checkbox"/> S.73.0000 - Electrical Construction and Equipment Erection	Electrical Construction and Equipment Erection
<input checked="" type="checkbox"/> S.73.0200 - Electrical Construction	Electrical Construction
<input checked="" type="checkbox"/> S.73.0201 - Electrical Construction - Underground	Electrical Construction - Underground
<input checked="" type="checkbox"/> S.73.0202 - Electrical Construction - Aboveground	Electrical Construction - Aboveground
<input type="checkbox"/> S.73.0203 - Construction Power	Construction Power
<input type="checkbox"/> S.73.0204 - Transformer Oil Fill	Transformer Oil Fill
– S.73.0205 - 10-Phase Bus Duct	

- Click the checkbox to select the appropriate categories
- Continue to select up to 10 appropriate Products and Services
- Click **View Selected** to review your selections

Enter Products and Services



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Supplier Registration

Products and Services

Enter at least one products and services category.

Please do not enter more than 10 categories

5 selected

Category	Description
<input type="checkbox"/> 72 - Architectural	72 - Architectural
<input type="checkbox"/> 73 - Electrical	73 - Electrical
<input type="checkbox"/> S.73.0000 - Electrical Construction and Equipment Erection	Electrical Construction and Equipment Erection
<input checked="" type="checkbox"/> S.73.0200 - Electrical Construction	Electrical Construction
<input checked="" type="checkbox"/> S.73.0201 - Electrical Construction - Underground	Electrical Construction - Underground
<input checked="" type="checkbox"/> S.73.0202 - Electrical Construction - Aboveground	Electrical Construction - Aboveground
<input type="checkbox"/> S.73.0203 - Construction Power	Construction Power
<input type="checkbox"/> S.73.0204 - Transformer Oil Fill	Transformer Oil Fill

Selected categories

5 selected

Category	Description	
S.73.0200 - Electrical Construction	Electrical Construction	<input type="button" value="X"/>
S.73.0201 - Electrical Construction - Underground	Electrical Construction - Underground	<input type="button" value="X"/>
S.71.0210 - Excavation Construction	Excavation Construction	<input type="button" value="X"/>
S.71.0100 - Demolition Works	Demolition Works	<input type="button" value="X"/>
S.73.0202 - Electrical Construction - Aboveground	Electrical Construction - Aboveground	<input type="button" value="X"/>

- Review selections and click the X to close when complete
- Please ensure you have not selected more than 10 categories

Submission

Review & Submission

Supplier Registration

Products and Services

Enter at least one products and services category.

Please do not enter more than 10 categories

Search by category or description

3 selected

View Selected

Clear Selected

Category	Description
<input type="checkbox"/> 71 - Civil	71 - Civil
<input type="checkbox"/> 72 - Architectural	72 - Architectural
<input type="checkbox"/> 73 - Electrical	73 - Electrical
<input type="checkbox"/> S.73.0000 - Electrical Construction and Equipment Erection	Electrical Construction and Equipment Erection
<input checked="" type="checkbox"/> S.73.0200 - Electrical Construction	Electrical Construction
<input checked="" type="checkbox"/> S.73.0201 - Electrical Construction - Underground	Electrical Construction - Underground
<input checked="" type="checkbox"/> S.73.0202 - Electrical Construction - Aboveground	Electrical Construction - Aboveground
<input type="checkbox"/> S.73.0203 - Construction Power	Construction Power

Last updated 11 minutes ago

Cancel

Save

Submit

5 | 5

Company Details

Contacts

Addresses

Business Classifications


Products and Services

You may return to any of the previous pages to review as needed by clicking on the from the righthand pane.

When your registration is complete -

- Click **Save** and **Submit** from the Products and Services page.

Review & Submission



Supplier Registration

Products and Services

Enter at least one products and services category.

Some issues need your attention

- You must attach the required documents in the Company Details section. (POZ-2130534)
- Add an active address used to receive purchase orders.

Please do not enter more than 10 categories

3 selected

Category	Description
<input type="checkbox"/> ▶ Products	Products
<input type="checkbox"/> ▼ Services	Services
<input type="checkbox"/> ▶ 70 – General Construction	70 – General Construction
<input type="checkbox"/> ▶ 71 – Civil	71 – Civil
<input type="checkbox"/> ▶ 72 – Architectural	72 – Architectural
<input type="checkbox"/> ▼ 73 – Electrical	73 – Electrical
<input type="checkbox"/> S.73.0000 - Electrical Construction and Equipment Erection	Electrical Construction and Equipment Erection
<input checked="" type="checkbox"/> S.73.0200 - Electrical Construction	Electrical Construction

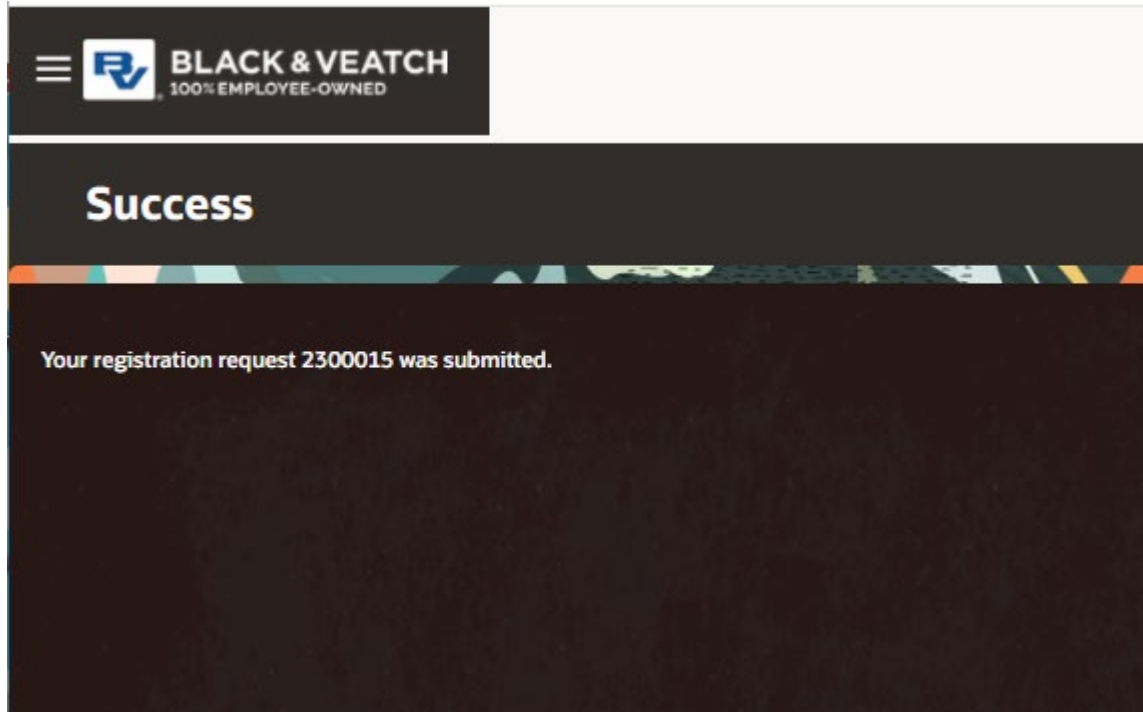
Updated just now

5 | 5

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services

- If there were any required items not completed, you will receive a message with the issues that need your attention
- Click on the appropriate page in the right hand pane to return and fix the omission
- Return to Products and Services page and click Submit again

Review & Submission



Upon submission you will receive a success message and BV will be notified to review your registration request.

When your registration request is approved, you will receive an email notification.