



New Supplier Set Up

Source to Pay Quick Reference Guide (QRG)

Purpose

This Quick Reference Guide (QRG) provides step-by-step instructions and process considerations to setup new suppliers by self registration.

Role(s)

This Quick Reference Guide is useful for the following Role:

- Supplier

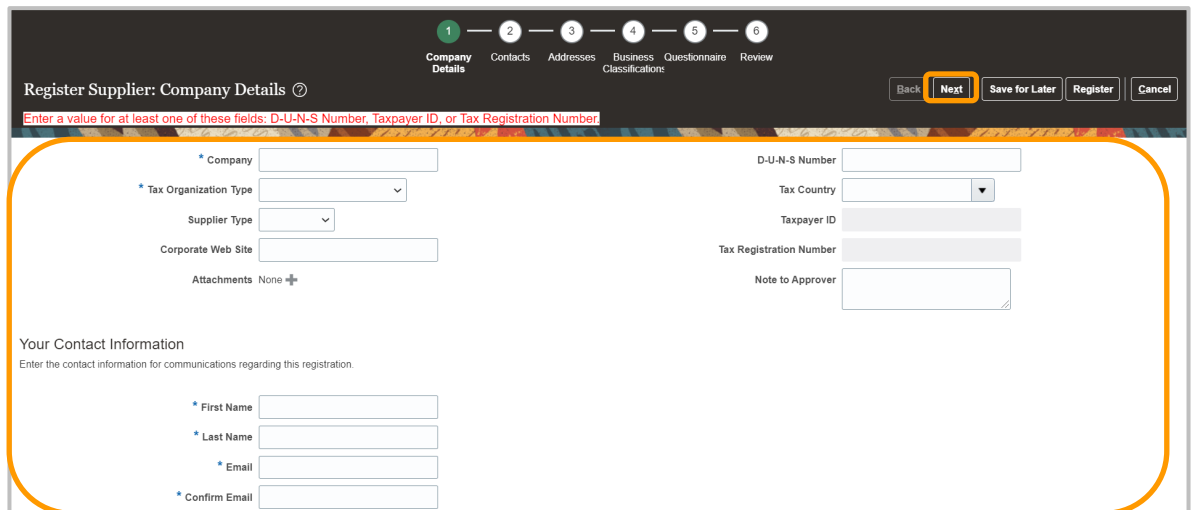
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Step-by-Step Instructions:

Supplier Self-Registration

1. Navigate to the Supplier Registration window using the link provided by Bright Health Group.
Enter the required **Company Details**.
Click **Next**.



Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

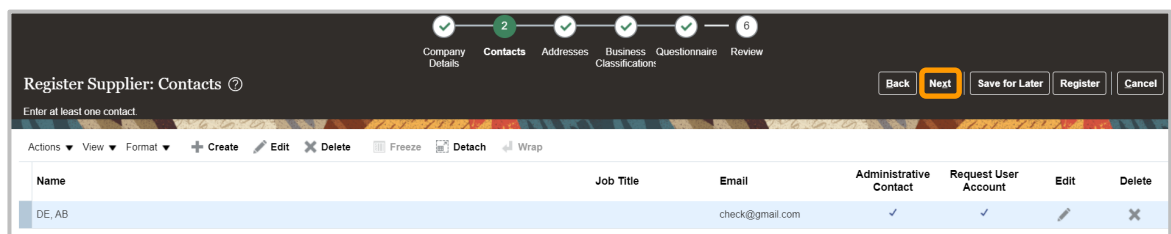
* First Name

* Last Name

* Email

* Confirm Email

2. Click **Next**.



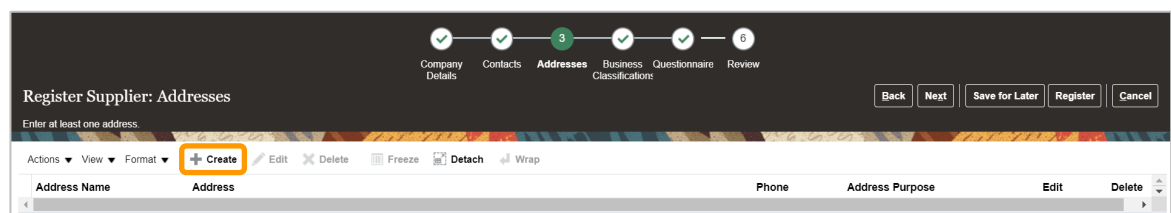
Register Supplier: Contacts

Enter at least one contact.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
DE, AB		check@gmail.com	✓	✓	✎	✕

3. Click the **+** icon.



Register Supplier: Addresses

Enter at least one address.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
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- 4. Enter the required details. *(Enter supplier address in all caps)*
Click the **Actions** drop-down and click **Select and Add**.

Create Address

* Address Name TESTPA

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

* Country United States

Address Line 1

Address Line 2

City

State

Postal Code 58001

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

	Job Title	Email	Administrative Contact	User Account
Remove				
Select and Add				

Columns Hidden 4

Create Another OK Cancel

- 5. Highlight the appropriate row.
Click **Apply**.
Click **OK**.

Select and Add: Contacts

Search

Name TESTPA Job Title

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
TestPA, TestPA		testpa@gmail.c...	

Rows Selected 1 Columns Hidden 1

Apply OK Cancel



6. Click **OK**.

Create Address

* Address Name: TESTPA

* Address Purpose: Ordering
 Remit to
 RFQ or Bidding

Address Line 1:
Address Line 2:
City:
State:
Postal Code: 58001

Phone:
Fax:
Email:

Address Contacts
Select the contacts that are associated with this address.

Actions: View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
TestPA, TestPA		testpa@gmail.c...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden: 4

Create Another **OK** Cancel

7. Click **Next**.

Register Supplier: Addresses

Company Details Contacts **Addresses** Business Classifications Questionnaire Review

Back **Next** Save for Later Register Cancel

8. Enter the appropriate **Business Classification**.
Click **Next**.

Register Supplier: Business Classifications

Company Details Contacts Addresses **Business Classifier** Questionnaire Review

Enter at least one business classification or select none applicable.

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Note
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Back **Next** Save for Later Register Cancel



9. Complete the **Questionnaire** by responding to all the sections.

10. Click **Register**.

11. Click **OK** for the Confirmation message.