# Minimum Requirements to Register a Supplier in Oracle Cloud

*For step by step details, please refer to the Learning Guide referenced on this page.*

| 1 | Registration Details | Notes | |
|---|---|---|---|
| | Company Name | | |
| | Request reason | | |
| | Justification (free text) | Be sure to include: | |
| | | **Requested by:** | if you are requesting on behalf of another user |
| | | **Business Unit:** | LP, GTM, GDS, etc. |
| | | **Scope of work:** | Overview of services being requested |
| | | **Location of work tasks** | (i.e., province/state and whether onsite at Enbridge or offsite) |
| | | *__Note__ : If L3 taxonomy requires a Quality Assessment level 2* <br> *a) Add Qualification/Capability Items based on scope of work* <br> *b) include Cost Centre for onsite assessment* | |
| | Procurement BU | | |
| **2** | **Company Details** | | |
| | Tax Organization Type | | |
| | Supplier Type | *Goods and Services is most common* | |
| | Tax Country | *Required* | |
| | Tax Registration Number | *GST number for Canada* | |
| | Taxpayer ID | *For US companies* | |
| | Attachments | *Supplier Onboarding form, W9 or Void Cheque/Bank letter can be added* | |
| **3** | **Additional Information** | | |
| | 319 Company ID | *Completed outside of Oracle Cloud.  Visit:* <br> [Evaluate a New Third Party (319enbridge.com)](#) | |
| | 319 Screening Result | *CT or DCT result* | |
| | ISN Number | *Required by Safety and Reliability* | |
| **4** | **Contacts** | | |
| | Name, address, email, tel | | |
| **5** | **Products and Services** | | |
| | Category Name | *Choose the Category that aligns with the scope of the supplier.  This is also referred to as the Category Taxonomy and determines the quality level of the supplier and is listed as  "L1.L2.L3".  Due to limited search capability in Oracle Cloud, you cannot search with a wildcard.* <br> *Please reference the Category Taxonomy Finder in Power BI:* <br> [SCM Category Finder](#) | |
| **6** | **REGISTER SUPPLIER** | | |

The Supplier Onboarding Form and supporting documents from the supplier (W9, Bank letter or void cheque) can be obtained at the time of registration and uploaded by the requestor in the Attachments section of the request.  The Supplier Onboarding team will reach out to the supplier to obtain if not provided within Oracle at time of registration.