## **NCR Supplier Registration Guide**

## **Before you Start**

The following documents and information are needed to complete the NCR Supplier Registration:

- 1. Company D-U-N-S number, taxpayer identification number, or tax registration number.
- 2. NCR Associate QuickLook ID number (QLID) from NCR contact.
- 3. Copies of certification documents; if applicable.

## **Getting Started**

NCR Supplier Registration can be accessed using this <u>MyNCR</u> link or copying the following website to your browser <u>https://www.ncr.com/product-page-prototype/become-ncr-supplier1</u>.

## **Supplier Registration**

NCR Supplier Registration is a seven (7) step process. Update the requested information as you go through each step. During any step in the process, the option **Save for Later** is available to save the application and return to complete later.



On the NCR Supplier Registration homepage, **click Become NCR Supplier**.

Process Step	Description
1	Company Detail
	Update the appropriate field including required fields noted by asterisk (*). Enter either the D-U-N-S number, Taxpayer ID, or Tax Registration Number as one is required for the registration. <b>Click Next</b> or the number <b>2</b> to go the next step - <b>Contacts</b> .
<b>O</b> NCR	🗋 🧻 Sign In
	1     2     3     4     6     7       Company Petalis     Contacts     Addresses     Business Classifications     Products and Questionnaire Services     Review
Register Supplier: Company Details ⑦	Back Next Save for Later Register Cancel
Enter a value for at least one of these fields: D-U-N-S Number, Ta	xpayer ID, or Tax Registration Number.
* Company	D-U-N-S Number
* Tax Organization Type	✓ Tax Country ▼
Supplier Type	Taxpayer ID
Corporate Web Site	Tax Registration Number
Attachments None =	Note to Approver
Additional Information	
* NCR Associate QLID	* Primary Commodity
Your Contact Information Enter the contact information for communications regarding this re	zgistration.
* First Name	
* Last Name	
* Email	
* Confirm Email	

Process Step	Description
2.1	Contacts
	The contact added in Step 1 – Company Details will be the first name on the list. <b>Click</b> Edit to select a role.
	Click + Create to add more users.
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	Company Contacts Addresses Business Products and Questionnaire Review Details Services
Register Supplier: Contacts ⑦	Back Next Save for Later Register Cancel
Enter at least one contact. Actions ▼ View ▼ Format ▼ + Create ✓ Edit	💥 Delete 🛛 Freeze 🔛 Detach 🚽 Wrap
Name	Job Title Email Administrative Request User Edit Delete Contact Account
LEWIS, ANGELA	ALEWIS@RGP.COM ✓ ✓
Columns Hidden 7	

Process Step		Description			
2.2		<b>Create Contact</b> Update the appropriate fields with user information. <b>Click Request Use</b> the user role from the dropdown menu.	r Accou	nt to se	elect
Columns Hidden 7	Edit Contact: A Salutat * First Na Middle Na * Last Na Job T USER ACC	NGELA LEWIS  on ANGELA  Phone ANGELA  Nobile  Fax  Fax  Fax  Commonstrative contact  Commonstrative co	Save for Lat	er Register Edit	Sign In Gancel Delete
	Actions  Role NCR Supp NCR Supp NCR Supp	Tew Y Format Y X R       Freeze       Detach Wrap         Decoription          er AR Specialist       NCR Supplier AR Specialist Custom role         er Customer Service Representa       Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include         er SS Account Manager Custom       NCR Supplier SS Account Manager			

Process Step		Description			
2.3		Create Contact			
		<b>Select</b> a <b>Role</b> . Next click <b>OK</b> when finished.			
	Edit Contact: A	NGELA LEWIS	_	<u>)</u> ()	) Sign In
Register Supplier: Contacts Enter at least one contact. Actions View V Format V Cre Name LEWIS, ANGELA Columns Hidden 7	Salutati * First Nar Middle Nar * Last Nar Job Ti Job Ti USET ACCO	an Phone   ANGELA Mobile   and Fax   and Fax   and Audininistrative contact	Save for Late	Register Edit	Cancel Delete
	Actions V Role NCR Suppli NCR Suppli	ew V Format V X R Prezz Prezz Prezz V Detach Wrap Description ar AR Specialist NCR Supplier AR Specialist Custom role rr Customer Service Representa Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include rr SS Account Manager Custom NCR Supplier SS Account Manager OK Customer Service Representation of the supplier company . Primary tasks include OK Customer Service Representation of the supplier SS Account Manager Custom role Customer Service Representation of the supplier company . Primary tasks include OK Customer Service Representation of the supplier company OK Customer Service Representation of the supplier company Primary tasks include OK Customer Service Representation of the supplier company Primary tasks include Primary tasks includ			

Process Step	Description					
2.4	<b>Create Contact</b> <b>Click Next</b> or the number 3 to g	o the next step - <mark>Addres</mark>	ses.			
Register Supplier: Contacts ⑦ Enter at least one contact. Actions • View • Format • • Create / Edit	2 - 3 4 Company Contacts Addresse Business Ba Classifications ★ Delete Freeze Detach ↓ Wrap	nk Accounts Products and Questionnaire Review	Back N	Save for Late	r Register	Sign In
Name	Jo	b Title Email	Administrative Contact	Request User Account	Edit	Delete
Lewis, Antel		alewis@rgp.com	~	~	1	×
Columns Hidden 7						

Process Step	Description
3.1	Addresses Click +Create to provide addresses.
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Register Supplier: Addresses	Company     Contacts     Addresses     Business     Products and Questionnaire     Review       Details     Contacts     Addresses     Business     Products and Questionnaire     Review
Actions View View Format Create	🕻 Delete 📰 Freeze 🔛 Detach 🚽 Wrap
Address Name Address No data to display. Columns Hidden 3	Phone Address Purpose Edit Delete

Process S	tep	Description	
3.2	2	Addresses Update with address details. Click Actions to add contacts. Select Create Another to add more addresses or OK to finish.	
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Register Supplier: Add Actions View Format Address Name No data to display. Columns Hidden 3	Create Address * Address Nam * Countr Address Line Address Line Address Line Address Line Cit Stat Postal Cod Count Address Contects Select the contacts to pre ass Actions View  Forma	HQ   United States   12 West Anywhere   13 West Anywhere	or Later Register Cancel
	Remove Select and Add	Job Title Email Administrative User Account Contact User Account	
	Columns Hidden 4		
		Create Another OK Cancel	

Process Step	Description
3.3	Addresses Click Next or the number 4 to go the next step – Business Certifications.
<b>Ø</b> NCR	🗋 💮 Sign In
Register Supplier: Addresses Actions ▼ View ▼ Format ▼ + Create	Company Contacts Addresse Business Classifications roducts and Questionnaire Review Services Back Negt Save for Later Register Cancel
Address Name Address	Phone Address Purpose Edit Delete
No data to display. Columns Hidden 3	

Process Step	Description
4.1	Business Certifications If the business is certified, click Actions. If the business is not certified, click the box None of the certifications are applicable.
	Then <b>click Next</b> or the number <b>5</b> to go the next step – <b>Products and Services</b> and go to Process Step 5 in this document.
Ø NCR	🗋 🔅 Sign in
Register Supplier: Business Classificati	1 2 3 4 5 6 7 Company Contacts Addresses Business Products and Questionnaire Review Details Services Back Next Sup for Liter Papiter Cancel
None of the classifications are applicable  Actions ▼ View ▼ Format ▼ + ∞ ■ Freeze	
* Clas. 'fication No data to displ	Subclassification Certifying Agency Other Certifying Certificate Start Date Expiration Attachments Notes Date

Process Step	Description
4.2	Business Certifications Click Add Row.
<b>O</b> NCR	🗋 🕕 Sign In
Register Supplier: Business Classificatio	1 2 3 4 5 6 7 Company Contacts Addresses Business Products and Questionnaire Review Details Contacts Addresses Business Products and Questionnaire Review Data Services Back Negt Save for Later Register Cancel Back Negt Save for Later Register Cancel
Add Row Delete	Subclassification Certifying Agency Other Certifying Certificate Start Date Expiration Attachments Notes Agency

Process Step	Description
4.3	Business Certifications
	On the <b>Certifications</b> row click the drop down to find the certification type, then enter the certification details.
<b>W</b> NCR	🗋 🛈 Sign In
Register Supplier: Business Classificati	1     2     3     6     7       Company Details     Contacts     Addresses     Business Classification:     Products and Questionnaire Services     Review       ONS ③     Back     Negt     Save for Later     Register     Cancel
None of the classifications are applicable	
* Classification	Bubclassification Certifying Agency Other Certifying Certificate Start Date Expiration Date Attachments Notes
	mm/dd/yy . mm/dd/yy . None 🕂 🧮

Process Step	Description
4.4	Business Certifications Click Next or the number 5 to go the next step – Products and Services.
<b>W</b> NCR	🗋 🚺 Sign In
Register Supplier: Business Classificati	1 2 3 3 6 5 6 7 Company Contacts Addresses Business Products and Questionnaire Review ONS ⑦
* Classification	Subclassification Certifying Agency Other Certifying Certificate Start Date Expiration Attachments Notes
<b>~</b>	The second secon

Process Step	Description		
5.1	<b>Products and Services</b> <b>Click Select and Add</b> to select products and services.		
<b>Ø</b> NCR			i Sign In
Register Supplier: Products and Service Actions • View • Format • Estect and Add **	Company Contacts Addresses Business Products and Questionnaire Review Classifications Services	Back Negt Save for Lat	er Register <u>C</u> ancel
Category Name		Description	Remove
No data to display.			

Process Step		Description					
5.2		Products and Ser Select the appropriate	vices category.				
Register Supplier: Products	Select and Ad	d: Products and Services		Description	X Search Reset	Save for Later Register	Sign In
Actions View Format Format Estimates Set Category Name No data to display.	View View Form	at ▼Freeze 💭 Detach 📻 🛅 📩 ⊲ ory Name	Wrap Description			R	emove
		Direct	Direct				
		Indirect Outsourced Services	Indirect Outsourced Services				
		Keal Estate Service Parts Terrenzedetice	Real Estate Service Parts				
		Travel	Transportation Travel				
		wara a			Apply OK Cancel		

Process Step	D	Description				
5.3		<b>Products and Ser</b> Drill down to the produce by OK to add the produce	vices uct or service uct or service	e for your busines: e.	s, then <b>click Select</b>	, Apply, followed
Register Supplier: Products	Select and Ad	d: Products and Services	]	Description	X Search Reset	Save for Later Register Cancel
Actions View Format Format Elevent Category Name No data to display.	View V Form	at	Wrap Description Direct Excluded Indirect Outsourced Services Real Estate Service Parts			Remove
	Columns Hidd	Iransportation Travel en 1	Transportation		Apply OK Gancel	

Process Step	Description	
5.4	<b>Products and Services</b> To add additional products and services, <b>click Select an</b>	d Add, repeat steps 5.2 and 5.3.
<b>M</b> RR		🗋 🤅 Sign In
Register Supplier: Products and Service Actions ▼ View ▼ Format ▼	Company Contacts Addresses Business Products and Questionnaire Review Classifications Services	Back Next Save for Later Register Cancel
Category Name		Description Remove

Process Step	Description		
5.5	Products and Services Click Next or the number 6 to go the next step – Question	nnaire.	
<b>Ø</b> NCR		۵	i) Sign In
Register Supplier: Products and Servic	Company Contacts Addresses Business Products and Questionnaire Review Details Classifications Services	Back Next Save for Later Re	egister <u>C</u> ancel
Category Name		Description	Remove
Outsourced Services		Outsourced Services	×

Process Ste	р	Description	
6		Questionnaire Complete the NCR External Supplier Questionnaire. Then click Register or the number 7 to go the next step – Review.	Sign In For a concellation of the co
Attachments None  Section  I. NCR External Supplier Questionnaire	Questions NCR External Supplier A reyou an 1 a Yes b No * 2. Please desc festing 1224 * 3. Please Chor a Less th b Betwee c Betwee d Greate * 4. Please sele a L10 b 11-25C c 251-10	er Questionnaire (Section 1 of 1) INCR employee or contractor entering this request on supplier's behalt? Increase in setal the products or services the supplier will be providing to NCR Parallel Increase in setal the products or services the supplier will be providing to NCR Parallel Increase in setal the products or services the supplier will be providing to NCR Parallel Increase in setal the products or services the supplier will be providing to NCR Parallel Increase in setal the products or services the supplier will be providing to NCR Parallel Increase in setal the products or services the supplier will be providing to NCR Parallel Parall	
	<ul> <li>5. Please choo</li> <li>a. Americ</li> <li>b. Visa</li> <li>c. Master</li> <li>d. Diners</li> <li>e. Other.</li> </ul>	~ oose the credit cards accepted by supplier ican Express er Card s Club c - Please Ronulate	

Process Step	Description					
7	Review					
	<b>Review</b> the completed application. If changes are needed, <b>click</b> on the step name to return to that section of the application and make the necessary changes. After making revisions, <b>click</b> on number <b>8</b> to return to the review. Once the review is complete, <b>click</b> on <b>Register</b> to submit the application					
<b>W</b> NCR	C 🛈 Sign in					
Review Supplier Registration: ARL TEST CO ⑦	Company Contacts Addresses Business Products and Questionnaire Review Details Cations Services Classifications Services Cationality Contacts Register Cancel					
Company Details						
Company ARLTES	IST CO D-U-N-S Number 154894465					
Tax Organization Type Corporat	ation Tax Country Unded States					
Supplier Type Corporate Web Site	tasapayen tu Tax Registration Number Note to Approver					
Additional Information	<i>"</i>					
NCR Associate QLID AL250420	Primary Commodity Direct   Packaging   Foam - Packaging					
Attachments						
Actions  View						
Type Category <sup>a</sup> File Name or URL No data to display.	Title Description Attached By Attached Date					
Contacts						
View V Format V Freeze						
Name	Job Title Email Administrative Request User Details Contact Account					
LEWIS, ANGELA	ALEWIS@RGP.COM 🗸 🗸 📮					
Columns Hidden 7						
Attachments Attachments Type Category * File Name or URL No data to display. Contacts View + Format - Freeze 22 Detach + Wrap Name LEWIS, ANOELA Columns Hidden 7	Title       Description       Attached By       Attached Date         Job Title       Email       Administrative Contact       Request User Account       Details         ALEWIS@RGP.COM       ✓       ✓       Image: Contact       Image: Contact </th					

A **confirmation** notice will appear on the screen after the registration is submitted to inform you that your registration has been submitted and an email will be sent to you after the registration is reviewed.

Ø NCR	(j)	Sign In
Confirmation X		
Your registration request was submitted. You will receive an email after your registration request is reviewed.		
OK		