

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.

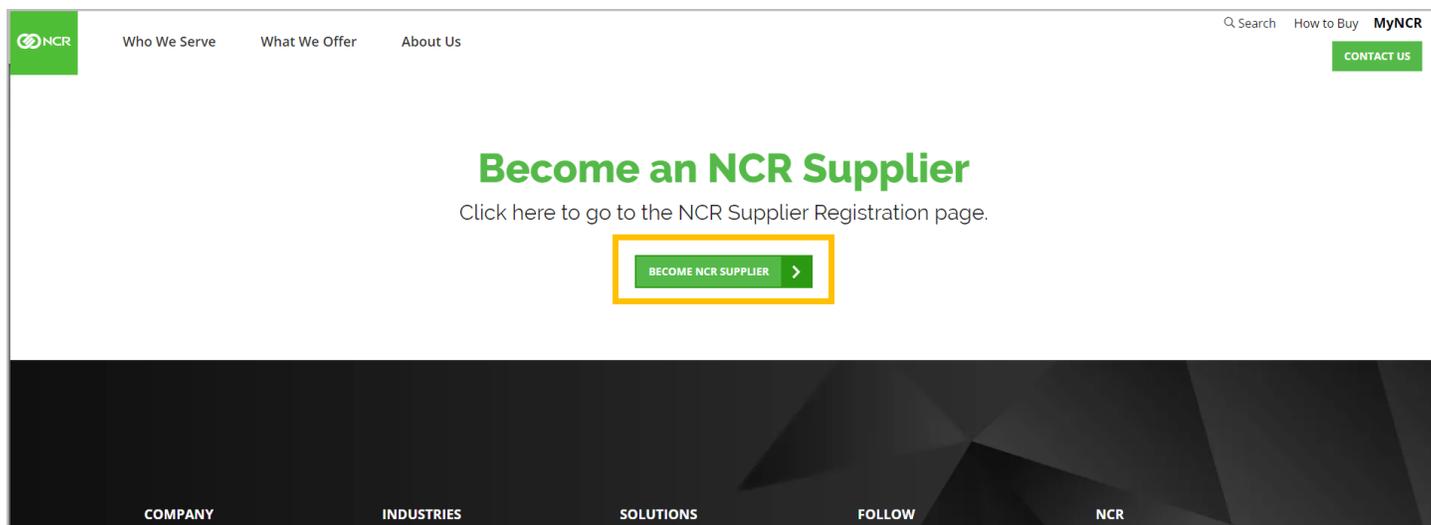
Getting Started

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

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	<p>Company Detail</p> <p>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. Click Next or the number 2 to go the next step - Contacts.</p>

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

* NCR Associate QLID

* Primary Commodity

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Process Step	Description
2.1	<p>Contacts</p> <p>The contact added in Step 1 – Company Details will be the first name on the list. Click Edit to select a role.</p> <p>Click + Create to add more users.</p>

Register Supplier: Contacts

Enter at least one contact.

Actions Edit Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
LEWIS, ANGELA		ALEWIS@RGP.COM	✓	✓	<input type="button" value="Edit"/>	<input type="button" value="X"/>

Columns Hidden 7

Process Step	Description
2.2	<p>Create Contact</p> <p>Update the appropriate fields with user information. Click Request User Account to select the user role from the dropdown menu.</p>

Edit Contact: ANGELA LEWIS

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

User Account

Request user account

Roles

Role	Description
NCR Supplier AR Specialist	NCR Supplier AR Specialist Custom role
NCR Supplier Customer Service Representa...	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include ...
NCR Supplier SS Account Manager Custom	NCR Supplier SS Account Manager

OK Cancel

Process Step	Description
2.3	<p>Create Contact</p> <p>Select a Role.</p> <p>Next click OK when finished.</p>

Edit Contact: ANGELA LEWIS

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

User Account

Request user account

Roles

Role	Description
NCR Supplier AR Specialist	NCR Supplier AR Specialist Custom role
NCR Supplier Customer Service Representa...	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include ...
NCR Supplier SS Account Manager Custom	NCR Supplier SS Account Manager

OK Cancel

Process Step	Description
2.4	Create Contact Click Next or the number 3 to go the next step - Addresses .

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
Lewis, Antel		alewis@rpg.com	✓	✓		

Columns Hidden 7

Process Step	Description
3.1	Addresses Click +Create to provide addresses.

Register Supplier: Addresses

Actions View Format + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden 3

Process Step	Description
3.2	<p>Addresses</p> <p>Update with address details. Click Actions to add contacts. Select Create Another to add more addresses or OK to finish.</p>

Process Step	Description
3.3	<p>Addresses</p> <p>Click Next or the number 4 to go the next step – Business Certifications.</p>

Process Step	Description
<p>4.1</p>	<p>Business Certifications</p> <p>If the business is certified, click Actions.</p> <p>If the business is not certified, click the box None of the certifications are applicable. Then click Next or the number 5 to go the next step – Products and Services and go to Process Step 5 in this document.</p>

Register Supplier: Business Classifications ?

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display								

Process Step	Description
<p>4.2</p>	<p>Business Certifications</p> <p>Click Add Row.</p>

Register Supplier: Business Classifications ?

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display								

Process Step	Description
4.3	Business Certifications On the Certifications row click the drop down to find the certification type, then enter the certification details.

Register Supplier: Business Classifications ?

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	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 .

Register Supplier: Business Classifications ?

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
					mm/dd/yy	mm/dd/yy	None +	

Process Step	Description
5.1	Products and Services Click Select and Add to select products and services.

Register Supplier: Products and Services

None of the classifications are applicable

Actions View Format **Select and Add** X remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

Process Step	Description
5.2	Products and Services Select the appropriate category.

Register Supplier: Products

Actions View Format

Category Name
No data to display.

Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	Direct	Direct
<input type="checkbox"/>	Excluded	Excluded
<input type="checkbox"/>	Indirect	Indirect
<input type="checkbox"/>	Outsourced Services	Outsourced Services
<input type="checkbox"/>	Real Estate	Real Estate
<input type="checkbox"/>	Service Parts	Service Parts
<input type="checkbox"/>	Transportation	Transportation
<input type="checkbox"/>	Travel	Travel

Columns Hidden 1

Apply OK Cancel

Save for Later Register Cancel

Remove

Process Step	Description
5.3	Products and Services Drill down to the product or service for your business, then click Select , Apply , followed by OK to add the product or service.

Register Supplier: Products

Actions View Format

Category Name
No data to display.

Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	Direct	Direct
<input type="checkbox"/>	Excluded	Excluded
<input type="checkbox"/>	Indirect	Indirect
<input type="checkbox"/>	Outsourced Services	Outsourced Services
<input type="checkbox"/>	Real Estate	Real Estate
<input type="checkbox"/>	Service Parts	Service Parts
<input type="checkbox"/>	Transportation	Transportation
<input type="checkbox"/>	Travel	Travel

Columns Hidden 1

Apply OK Cancel

Save for Later Register Cancel

Remove

Process Step	Description
5.4	Products and Services To add additional products and services, click Select and Add , repeat steps 5.2 and 5.3.

Register Supplier: Products and Services

Company Details | Contacts | Addresses | Business Classifications | **Products and Services** | Questionnaire | Review

Actions: View, Format, **Select and Add**, Remove, Freeze, Detach, Wrap

Category Name	Description	Remove
No data to display.		

Process Step	Description
5.5	Products and Services Click Next or the number 6 to go the next step – Questionnaire .

Register Supplier: Products and Services

Company Details | Contacts | Addresses | Business Classifications | **Products and Services** | **Questionnaire** | Review

Actions: View, Format, Select and Add, Remove, Freeze, Detach, Wrap

Category Name	Description	Remove
Outsourced Services	Outsourced Services	X

Process Step	Description
6	<p>Questionnaire</p> <p>Complete the NCR External Supplier Questionnaire. Then click Register or the number 7 to go the next step – Review.</p>

Register Supplier: Questionnaire

Attachments: None

Section: 1. NCR External Supplier Questionnaire

Questions: NCR External Supplier Questionnaire (Section 1 of 1)

- Are you an NCR employee or contractor entering this request on supplier's behalf?
 - a. Yes
 - b. No
- Please describe in detail the products or services the supplier will be providing to NCR.

testing 1224
- Please Choose the Annual sales
 - a. Less than 250K
 - b. Between 250K - 1M
 - c. Between 1M - 5M
 - d. Greater than 5M
- Please select the Number of Employees
 - a. 1-10
 - b. 11-250
 - c. 251-1000
 - d. >1000
- Please choose the credit cards accepted by supplier
 - a. American Express
 - b. Visa
 - c. Master Card
 - d. Diners Club
 - e. Other -> Please Populate

Process Step	Description
7	<p>Review</p> <p>Review the completed application. If changes are needed, click on the step name to return to that section of the application and make the necessary changes. After making revisions, click on number 8 to return to the review. Once the review is complete, click on Register to submit the application.</p>

Review Supplier Registration: ARL TEST CO

Company Details: ARL TEST CO, Corporation, United States

Additional Information: NCR Associate QUID AL250420, Primary Commodity Direct | Packaging | Foam - Packaging

Name	Job Title	Email	Administrative Contact	Request User Account	Details
LEWIS, ANGELA		ALEWIS@RGP.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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.

