

Supplier Registration Guide

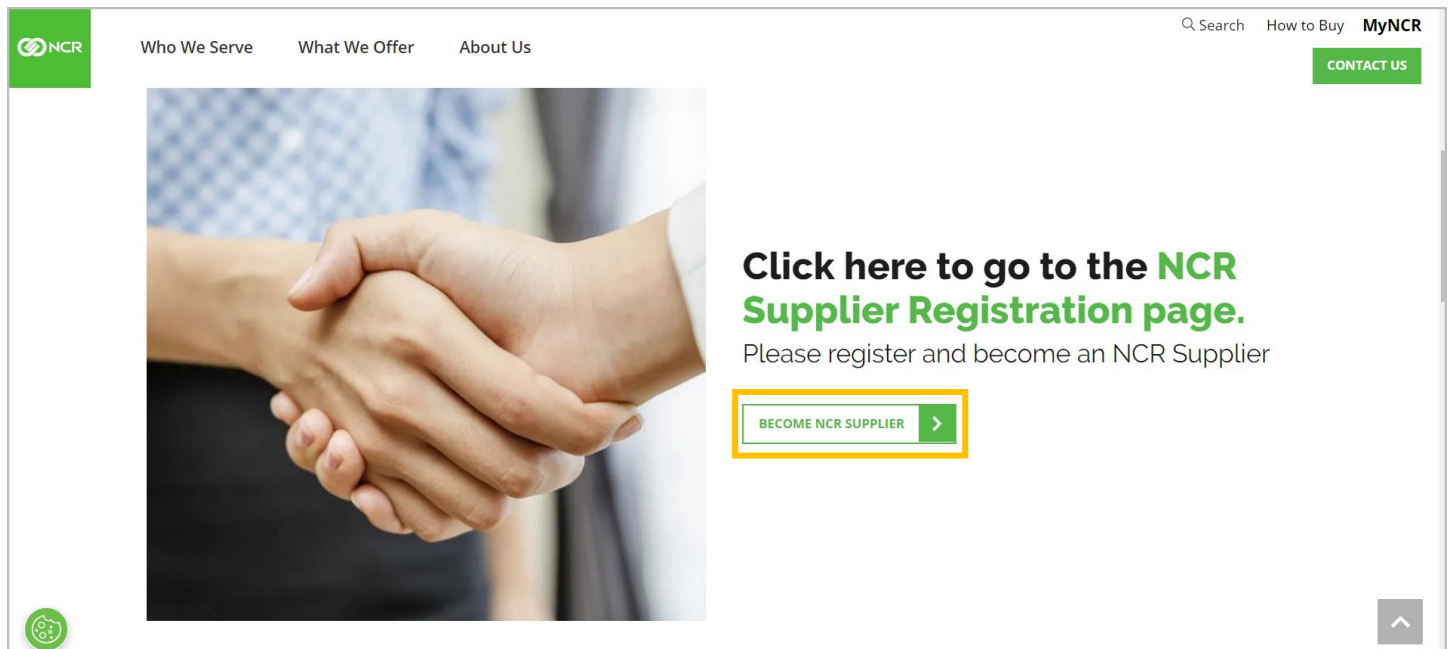
Before You Start

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

Supplier Registration can be accessed using this [MyNCR](#) or copy the following website to your browser <https://www.ncr.com/suppliers/become-a-supplier-for-ncr-form> and go midway down the page.




Supplier Registration

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 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. Click Next or the number 2 to go the next step - Contacts .


Sign In

1
2
3
4
5
6
7

Company Details
Contacts
Addresses
Business Classifications
Products and Services
Questionnaire
Review

Back
Next
Save for Later
Register
Cancel

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

Additional Information

* 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	Contacts The contact added in Step 1 – Company Details will be the first name on the list. Click Edit to select a role. Click + Create to add more users.


Sign In

1
2
3
4
5
6
7

Company Details
Contacts
Addresses
Business Classifications
Products and Services
Questionnaire
Review

Back
Next
Save for Later
Register
Cancel

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, ANGELA		ALEWIS@RGP.COM	✓	✓	✎	✕

Columns Hidden 7

Register Supplier: Contacts

Enter at least one contact.

Actions

View

Format

+ Create

Name
LEWIS, ANGELA

Columns Hidden 7

Salutation

*

First Name

ANGELA

Middle Name

*

Last Name

LEWIS

Job Title

☒ Administrative contact

Phone

Mobile

Fax

*

Email

ALEWIS@RGP.COM

Save for Later

Register

Cancel

Request User Account

Edit

Delete

OK

Cancel

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

Company Details

Contacts

3

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Back

Next

Save for Later

Register

Cancel

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@rgp.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Columns Hidden 7

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

NCR

Company DetailsContactsAddressesBusiness ClassificationsProducts and ServicesQuestionnaireReview

Register Supplier: Addresses

BackNextSave for LaterRegisterCancel

ActionsViewFormatCreateEditDeleteFreezeDetachWrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

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

NCR

Register Supplier: Add

Address Name

No data to display.

Columns Hidden 3

Create Address

* Address Name

HQ

* Country

United States

Address Line 1

124 West Anywhere

Address Line 2

Address Line 3

Address Line 4

City

Atlanta

State

Georgia

Postal Code

30308

County

Gwinnett

* Address Purpose

Ordering

Remit to

RFQ or Bidding

Phone

1

Fax

1

Email

Address Contact

Select the contacts you are associated with this address.

ActionsViewFormatXFreezeDetachWrap

Remove

Select and Add

Columns Hidden 4

Job Title

Email

Administrative Contact

User Account

Create AnotherOKCancel

Process Step	Description
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3.3

Addresses

Click **Next** or the number **4** to go the next step – **Business Certifications**.

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

4.1

Business Certifications

If the business is not certified, click the box **None of the certifications are applicable**.
If the business is certified, click **Actions**.

Register Supplier: Business Classifications ?

Actions View Format Create Edit Delete Freeze Detach Wrap

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

Process Step

Description

4.2

Business Certifications

Click **Add Row**.

NCR

1

2

3

4

5

6

7

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Review

Register Supplier: Business Classifications ?

BackNextSave for LaterRegisterCancel

None of the classifications are applicable

ActionsViewFormat+XFreezeDetachWrap

Add RowDelete

Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
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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.

NCR

1

2

3

4

5

6

7

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Review

Register Supplier: Business Classifications ?

BackNextSave for LaterRegisterCancel

None of the classifications are applicable

ActionsViewFormat+XFreezeDetachWrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<div></div>					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 .

NCR

1

2

3

4

5

6

7

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Review

Register Supplier: Business Classifications ?

BackNextSave for LaterRegisterCancel

None of the classifications are applicable

ActionsViewFormat+XFreezeDetachWrap

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

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

Sign In

✓

Company Details

✓

Contacts

✓

Addresses

✓

Business Classifications

5

Products and Services

6

Questionnaire

7

Review

Back

Next

Save for Later

Register

Cancel

Actions

View

Format

Select and Add

×

remove

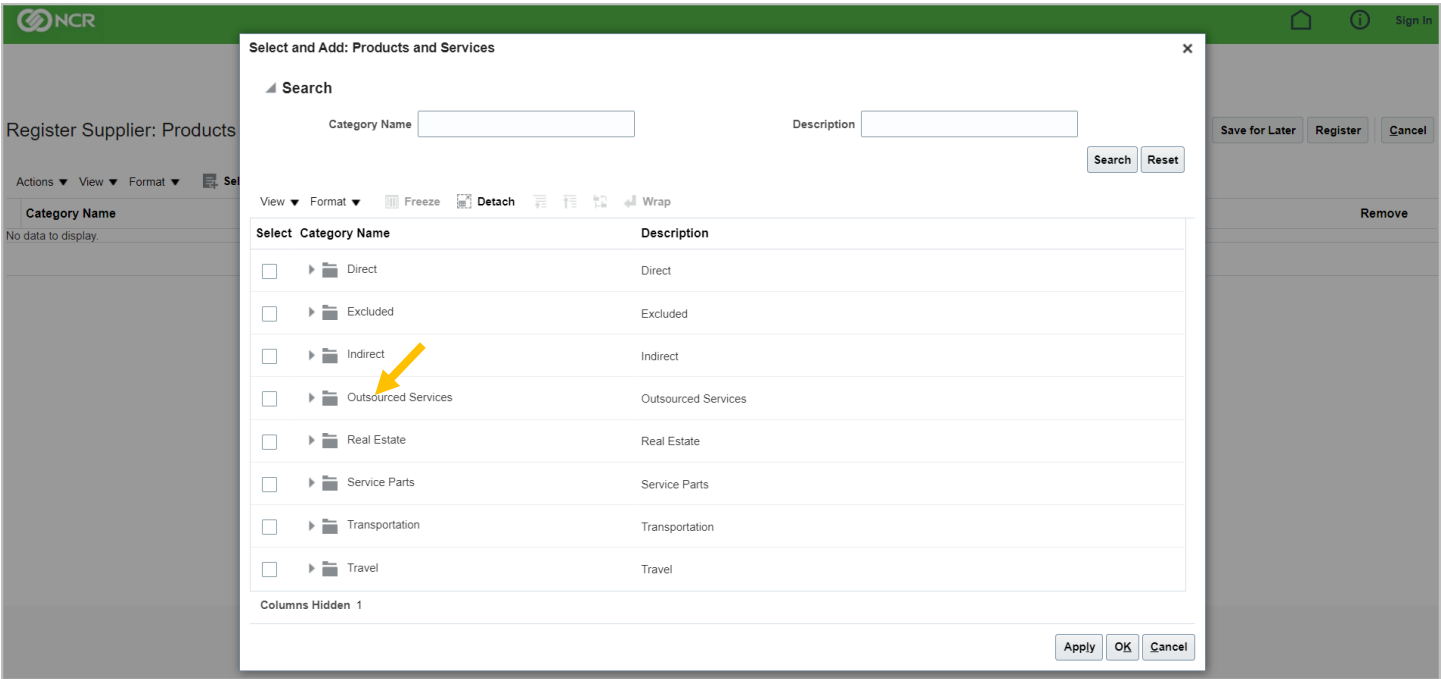
Freeze

Detach

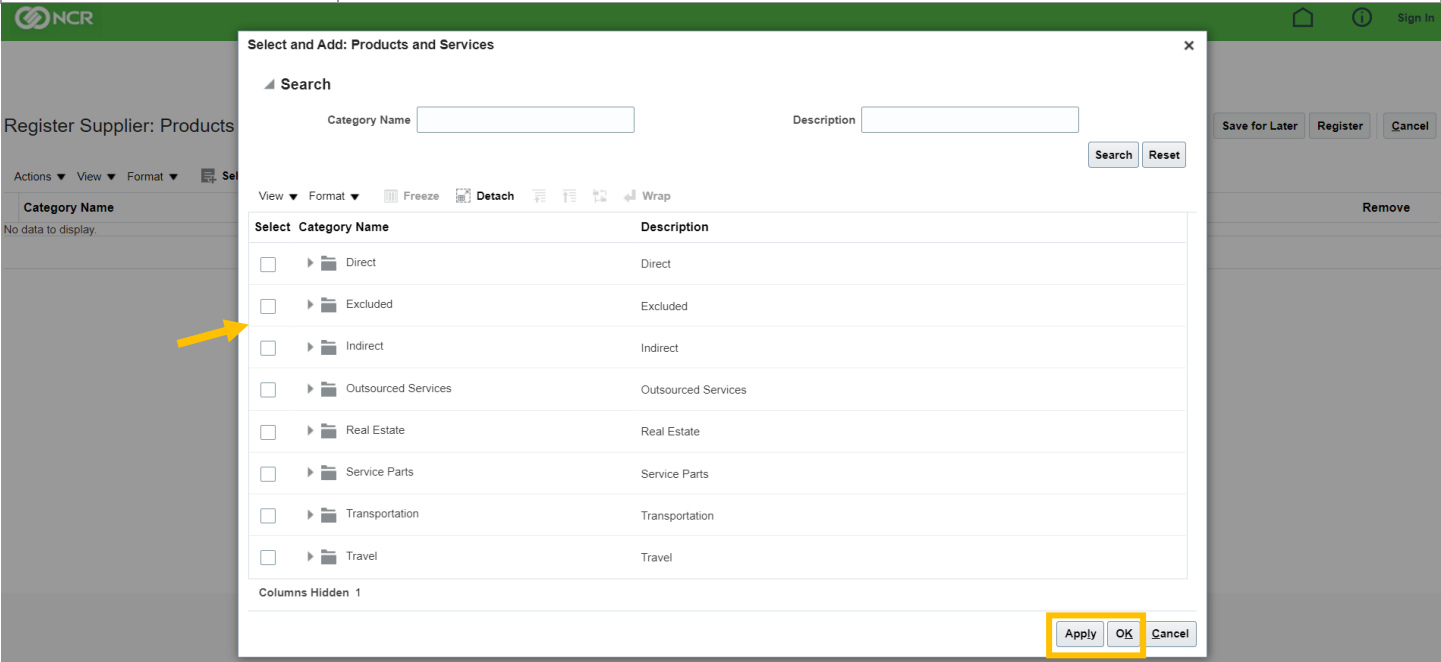
Wrap

Category Name	Description	Remove
No data to display.		

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



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.



Process Step	Description
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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

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

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

Category Name	Description	Remove
Outsourced Services	Outsourced Services	X

Process Step

Description

6

Questionnaire

Complete the **NCR External Supplier Questionnaire**.

Then click **Register** or the number **7** to go the next step – **Review**.

Process Step

Description

7

Review

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.

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.

