Supplier Self-Registration Guide [Prospective]

Last updated: March 06, 2026

For any issues or questions, please contact procurement@aurora.ca.

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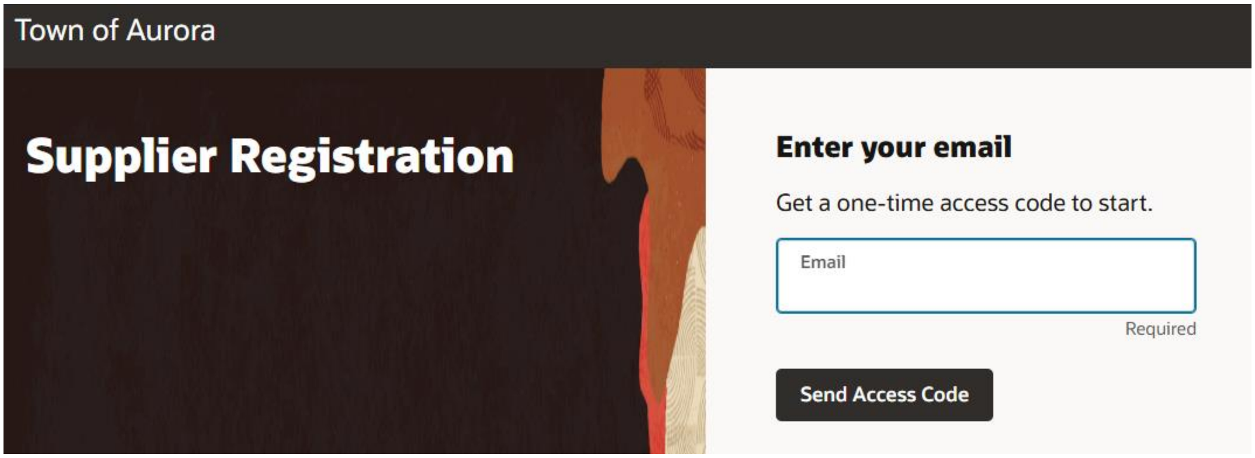
1 Create Registration Account

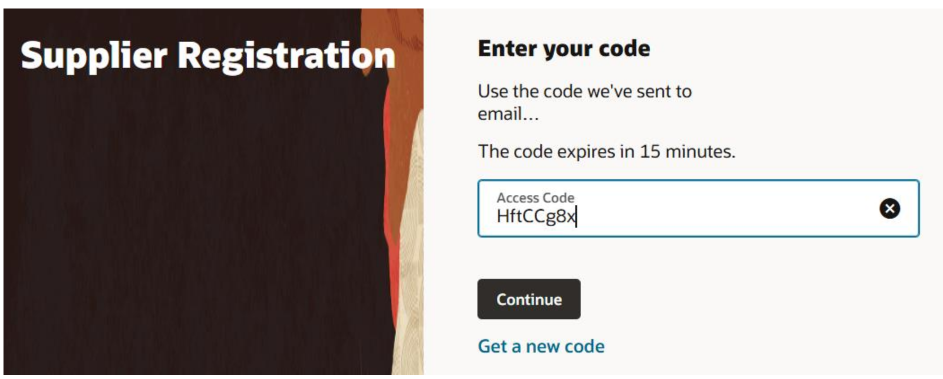
1.1 Navigate to Oracle

Click the link for the registration portal that was attached in the registration invitation email. In the '**Email'** field type in the email that all notifications should be remitted to for the duration of the registration process. Then click '**Send Access Code**'.



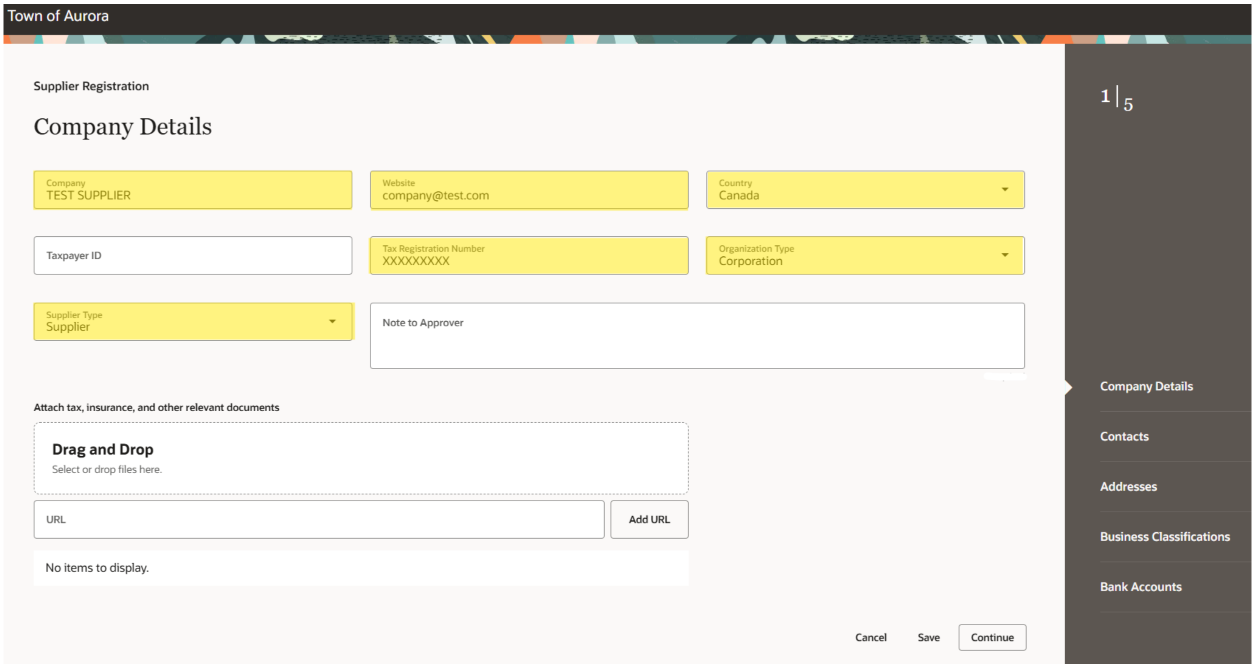
1.2 Enter in One-Time Code

A code will be sent to the email provided, enter it in the '**Access Code**' field and press '**Continue'** to go to the '**Company Details**' page will appear.



2 Enter the Company Details

NOTE: The system will log users out after inactivity is detected, to get back to the registration portal follow **Step 1: Self-Register as a Supplier** using the same email as the initial login. Any completed fields will be saved upon logging back in so long as ‘**Save’** was pressed after completing fields.



2.1 Enter the Company Name

NOTE: All names should be in all CAPITAL LETTERS

This should be the name on all the supporting documentation. If the companies legal name is different then the operating name, please add a note in the “**Note to Approver**” section.

The company name should always reflect the legal name, unless there is a valid reason to include both a legal and operating name. In cases where two names are necessary, the format “O/A” (Operating As) may be used to indicate the operating name alongside the legal name.

For an individual name enter in the format: **‘LAST NAME, FIRST NAME’**

2.2 Website

Users can choose to populate this, but it is not required.

2.3 Country

Choose '**Canada'** in the tax country or choose from drop down menu. This is only necessary if entering a GST/HST number. Once a Country is selected, the tax fields will become available.

2.4 Taxpayer ID

Do not populate.

2.5 Tax Registration Number

Enter the Tax Registration Number (mandatory if HST is being charged).

2.6 D-U-N-S Number

Do not populate.

2.7 Organization Type

Choose the corresponding organization type from the drop-down menu.

2.8 Supplier Type

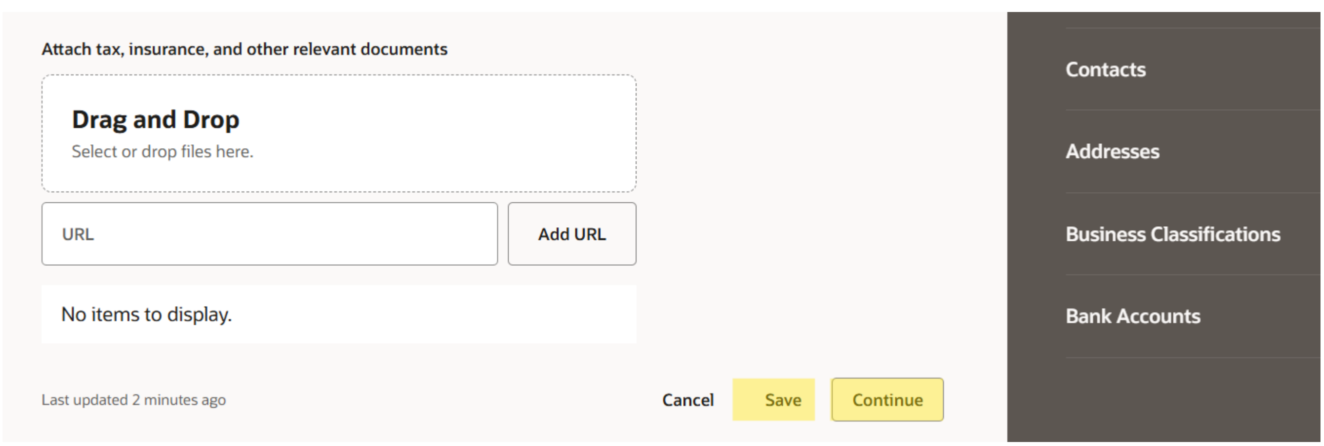
Choose '**Supplier'** type from the drop-down menu.

2.9 Note to Approver (Optional)

Any additional information useful for the registration may be entered here.

2.10 Attachments

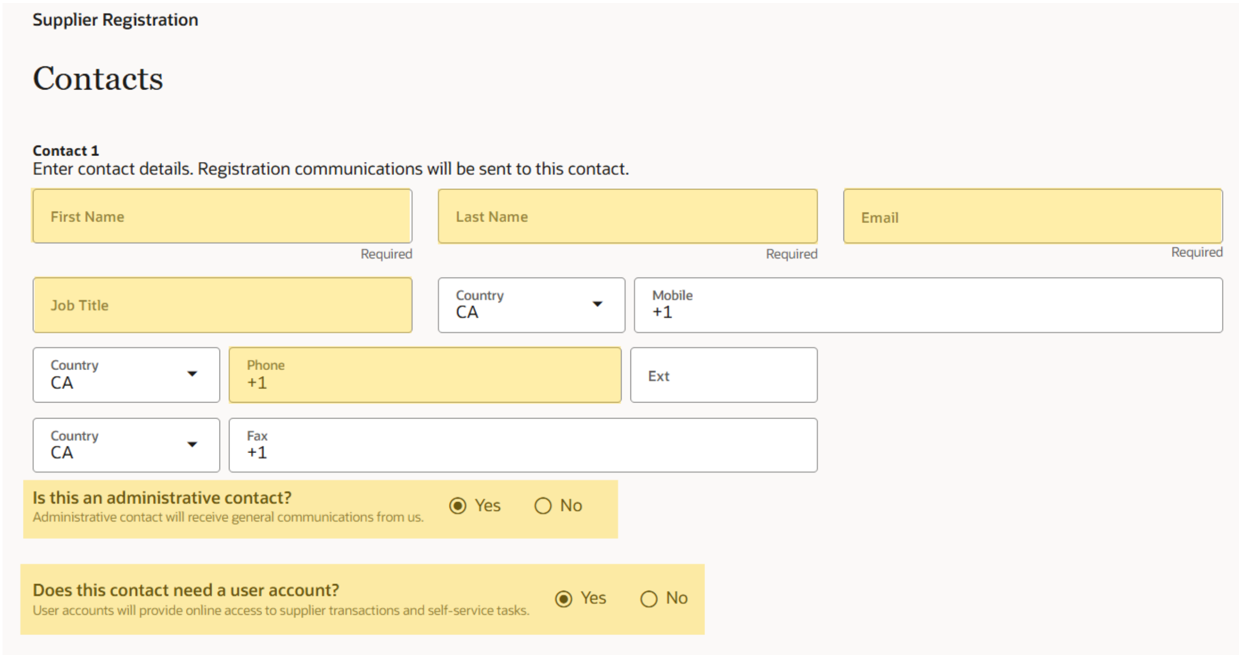
Attachments are not required.



2.11 Save and Continue

Once all details have been added → Click '**Save'** → Click '**Continue'** to navigate to the Contacts tab.

3 Enter Contact Information



First and Last Name: To be typed in all CAPS.

Job Title: User to enter job title of contact persons.

Phone Number: User to enter phone number of contact persons.

Administrative Contact: If there are multiple contacts listed, choose at least 1 to be the administrative contact.

NOTE: Checking off administrative contact will allow the contact to access the Oracle Supplier Portal.

User Account: If the contact person will need to submit a response in Oracle or view the supplier portal a user account should be created. If a user account has been selected, use the check boxes to select which roles the contact needs to be assigned.

3.1 To Add Multiple Contacts

If there are multiple contacts to be added, they should be added to the profile using the **'+ Add Another Contact'** option at the bottom left.

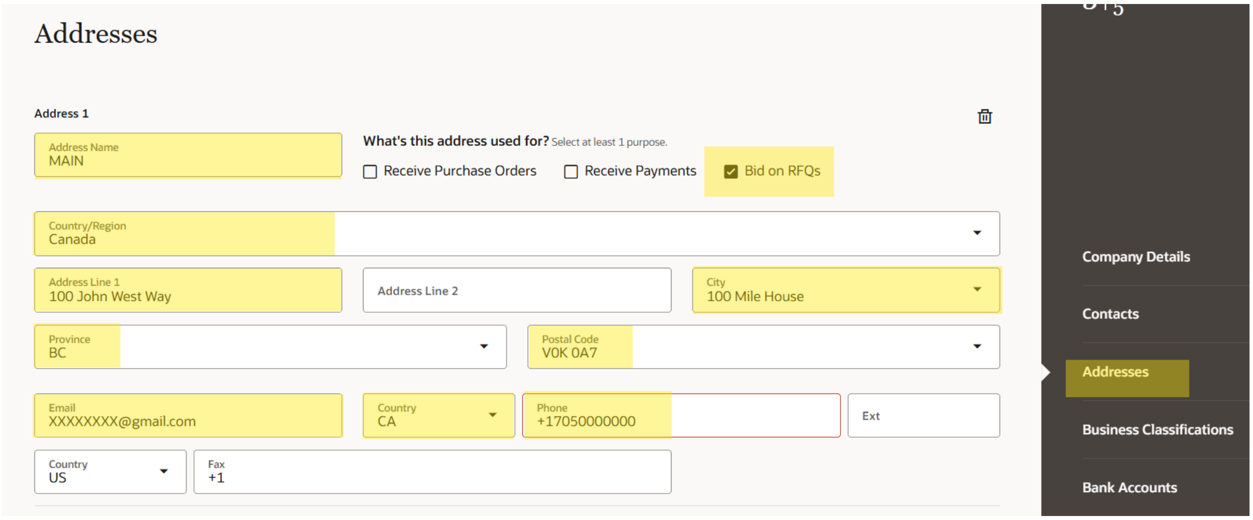
Repeat step **2.4: Enter Contact Information** for each added contact.

Once all contacts have been added, proceed to Company Details by pressing '**Save**' then '**Continue**' in the bottom right.

3.2 Save and Continue

Once all details have been added → Click '**Save'** → Click '**Continue'** to navigate to the Addresses tab.

4 Enter Address(es)



Address Name: Enter as '**MAIN'**, if multiple addresses are entered, subsequent ones can be entered by purpose or location. For example, '**REMIT**', '**AURORA'**, etc.

Under 'What's this address used for?': Select '**Bid on RFQs**'.

4.1 Address Details

Canada/Region: Enter '**Canada'**.

Address Line 1: Enter address of the company.

Address Line 2: Enter Apartment/ PO Box if applicable.

City: Enter city.

Province: Enter province.

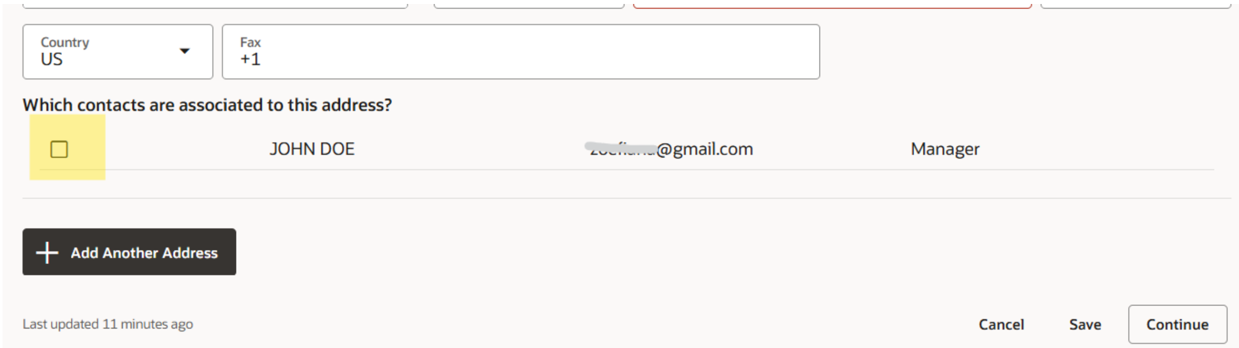
Postal Code: Enter the postal code. NOTE: A space is required between the FSA and LDU for this to populate.

Email: Enter email address of the company (Optional).

Phone Number:

Enter phone number of the company.

Under ‘**Which contacts are associated to this address’** at least one contact needs to be checked off.

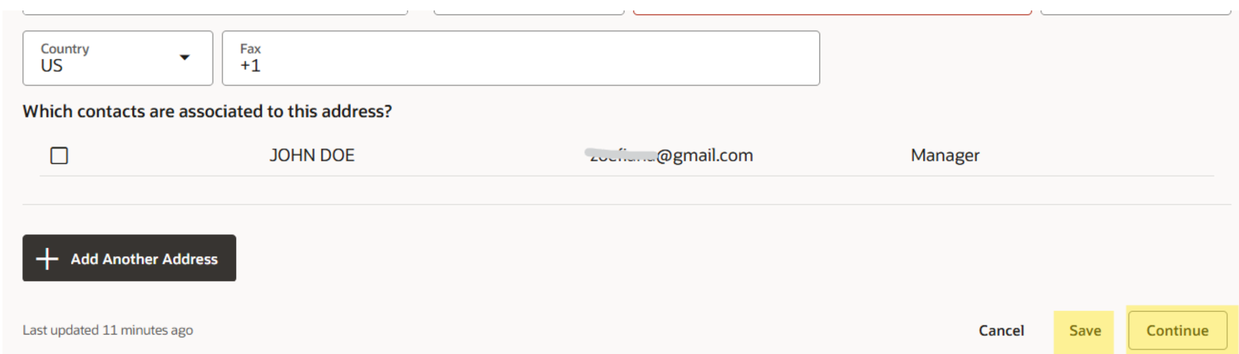


4.2 Add Another Address (Optional)

If another address is to be used, it can be added using the **‘+ Add Another Address**’ button on the bottom left.

4.3 Save and Continue

Once all addresses have been added → Click ‘**Save’** → Click ‘**Continue’** to navigate to Business Classifications.



5 Business Classifications

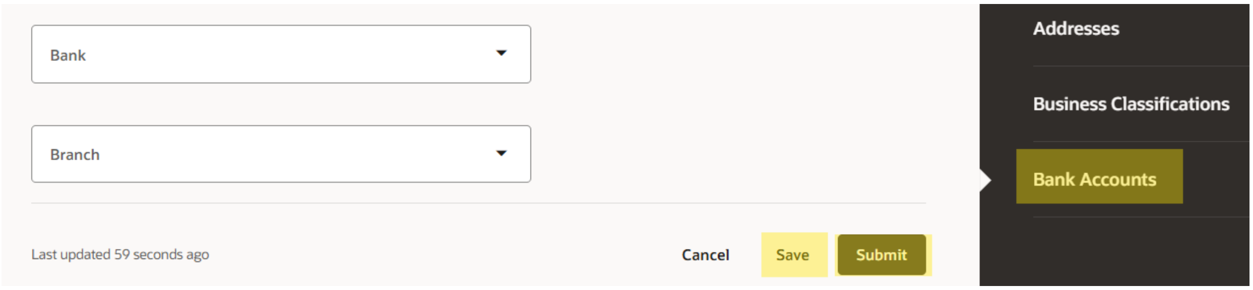
NOTE: No entry is required here.

Click ‘**Save’** → Click ‘**Continue’** to navigate to Bank Accounts.

6 Submit Registration to Procurement

NOTE: No entry is required in the Bank Accounts tab.

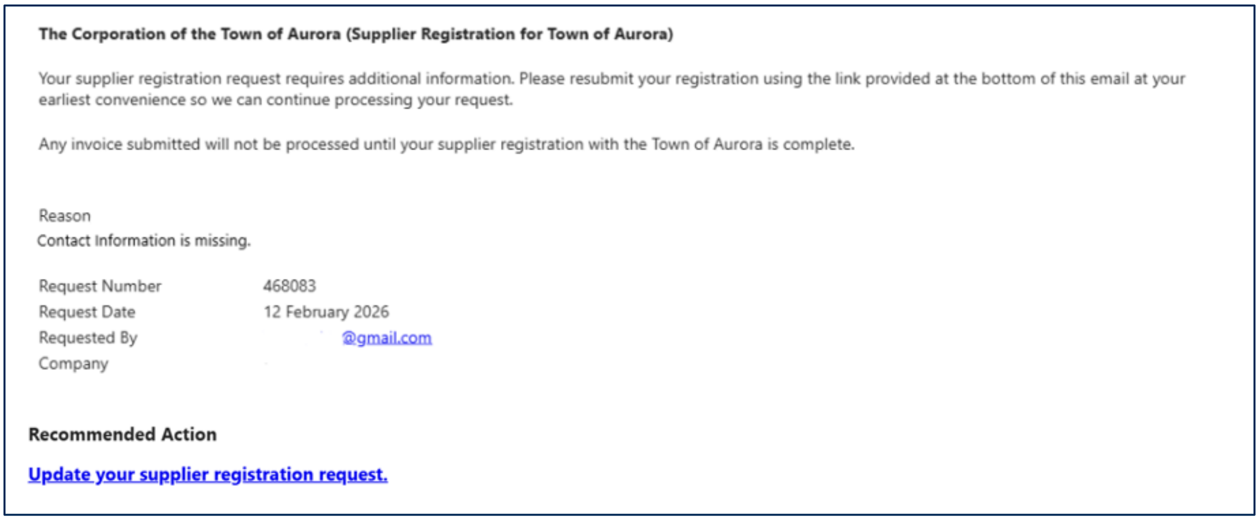
Click ‘**Save**’ → Click ‘**Submit**’ to submit the registration to Procurement.



7 Procurement Reviews the Registration Request

7.1 Requires Additional Information Notification

If any of the approvers have questions or require more information prior to approving the registration, they can request information from the registrant. This will come in the form of an email.



The Corporation of the Town of Aurora (Supplier Registration for Town of Aurora)

Your supplier registration request requires additional information. Please resubmit your registration using the link provided at the bottom of this email at your earliest convenience so we can continue processing your request.

Any invoice submitted will not be processed until your supplier registration with the Town of Aurora is complete.

Reason
Contact Information is missing.

Request Number	468083
Request Date	12 February 2026
Requested By	@gmail.com
Company	

Recommended Action

Update your supplier registration request.

7.1.1 Update Registration

Click '**Update your supplier registration request'** at the bottom of the email notification and use the same email used at the time of initial registration to log into Oracle.

7.1.2 Adjust Registration

All changes have been saved from the previous submission. Navigate to the section that needs updating, when complete → Click on the '**Bank Accounts'** tab on the right → Click '**Save'** → Click '**Submit'**.

7.2 Approval of Registration

Once Procurement has reviewed and approved the request, an email will be sent to notify of the approval.

The Corporation of the Town of Aurora (Supplier Registration for Town of Aurora)

Your supplier registration request has been approved.

Request Number_474084

Request Date	02 March 2026
Requested By	
Company	TEST USER ACCOUNT

If applicable, user account information will be sent in a separate email.

7.2.1 User Account Notification (If Applicable)

If a user account was selected during registration, an additional email will be sent requesting users to create a password to access their Oracle account.

Dear JOHN DOE,

Your Town of Aurora account has been successfully created.

To activate your access, please reset your password using the link below:

https://fa-ewkl-test-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=a3deac5aa6774c47bd7f46ffd9252663

Once your password has been reset, your access will depend on your relationship with the Town:

For Town Staff: You will be able to sign in to the Town's internal business system to complete your assigned job functions. If you need assistance with your login or access, please contact your Town of Aurora ERP Team.

For Suppliers: You will be able to access the Town's Supplier Portal to manage your profile, submit quotations for negotiations that you are invited to, view purchase orders, view invoices, and track payments. For assistance, please contact Procurement Services at procurement@aurora.ca.

Thank you for your cooperation and support.

Town of Aurora

7.3 Rejection of Registration

Rejection of the registration will only arise under certain circumstances. Examples of reasons for rejecting:

- This company/person is already in our system
- This company/person is prohibited from doing business with the Town
- Upon request of the company/individual or client department

8 After Registering

8.1 Reset Password Prompt

Using the reset password prompt from the system, users are to create a password to log into Oracle from here forth.

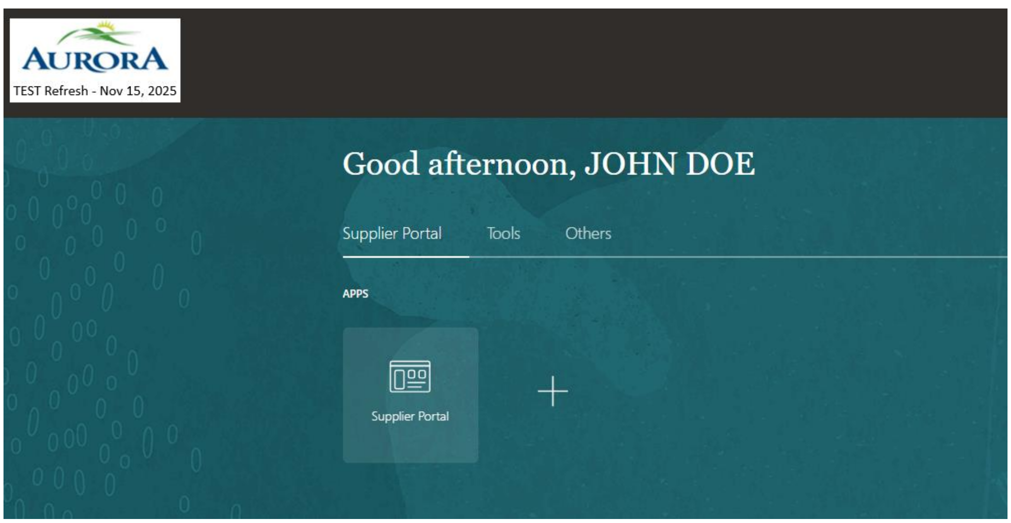
8.2 Sign in Prompt

Enter the email used when registering the supplier and the password created in previous step. Once entered, an account will have been created, and users can access functions in Oracle.

To sign into Oracle in the future. Suppliers may bookmark the following link: https://login-ewkl-saasfaprod1.fa.ocs.oraclecloud.com/

8.3 Navigate from Oracle Homepage

Once signed in, users can access the system to complete any tasks or make any updates.



8.4 Upgrade to Spend

If the client department has awarded the MVP, they will reach out requesting additional documentation to be upgraded to “Spend Authorized”.

9 Company Changes Required

If any company details such as address, contact, banking information etc. changes, please contact procurement@aurora.ca, stating the type of change and including the following information that corresponds to the type of change occurring.

9.1 Company Name Change

The following documents must reflect the updated name and must be emailed Procurement:

9.1.1 Minor Typo

If no change has taken place, but the company name was entered incorrectly during registration. No attachments will be necessary.

9.1.2 Company Name Change

The following documentation must be included in email to Procurement, and must reflect the new name:

- ✓ Updated Supplier Information Form
- ✓ GST/HST confirmation
- ✓ Updated Void cheque
- ✓ Formal notice of change (notice of name change or similar document if available)

9.1.3 Alternate Name

If a company has a legal name and an operating name (e.g. 427584 Ontario Inc. may operate as a different name), then documentation must be included in the request form:

- ✓ Updated Supplier Information Form with both names reflected

9.2 Address Changes

9.2.1 Inactivation of Old Address, and Addition of New Address

- ✓ Supplier Information Form with new address
- ✓ Written confirmation in email that old address is to be removed, and new address is to be added if prior address in system is no longer active

9.3 Contact Changes

For new contact is to be added, no additional documentation is necessary.

9.4 Banking Changes

When a change in banking occurs, the following documents will be required:

- ✓ Updated Supplier Information Form
- ✓ Void Cheque/Bank Letter with new details listed

NOTE: Procurement must verify all bank changes by contacting the company. Time taken to perform this change is dependent on the time taken to confirm details with the currently listed contact in the system.

10 Updates to this document

Date	Section #	Updates