



Supplier Self-Registration Guide [Spend Authorized]

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

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1 Download and Complete any Necessary Documentation

Documentation requirements depend on the method in which payment is preferred. Below are the options and necessary attachments required.

1.1 EFT Requirements

- ✓ **Completed Supplier Information Form:**
 - Signature must be dated no later than 6 months from registration.
 - This **MUST** be signed before submitting registration request.
 - EFT/Bank information must be completed.

- ✓ **Void Cheque / Bank Letter on Bank Letterhead**
 - If a bank letter is to be used in lieu of a void cheque, it must be on bank letterhead. **Company letterhead is NOT acceptable.**
 - Bank numbers on the SUPPLIER Information Form must match Void Cheque.
 - The name listed on the Cheque or Bank Letter must be the same as the Supplier Information Form.
 - Dated no later than 6 months from registration.

- ✓ **HST/GST Registration Confirmation (if applicable)**

[GST/HST Registry Search](#)

A PDF of the GST/HST confirmation using the portal from the link above is required if GST/HST is being charged.

1.2 Cheque Requirements

- ✓ **Completed Supplier Information Form:**
 - Signature must be dated no later than 6 months from registration.
 - This **MUST** be signed before submitting registration request.

- ✓ **HST/GST Registration Confirmation (if applicable)**

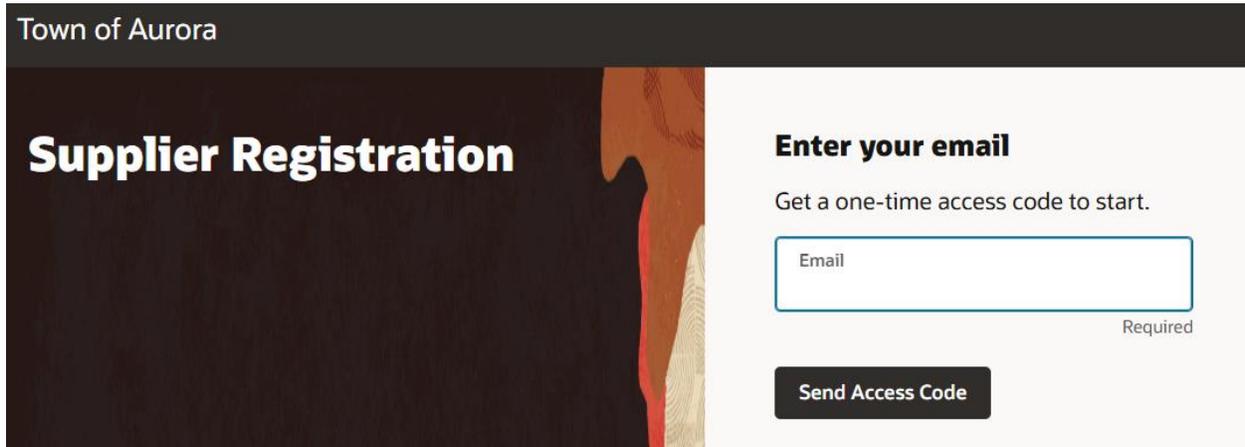
[GST/HST Registry Search](#)

A PDF of the GST/HST confirmation using the portal from the link above is required if GST/HST is being charged.

2 Create Registration Account

2.1 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'**.



Town of Aurora

Supplier Registration

Enter your email

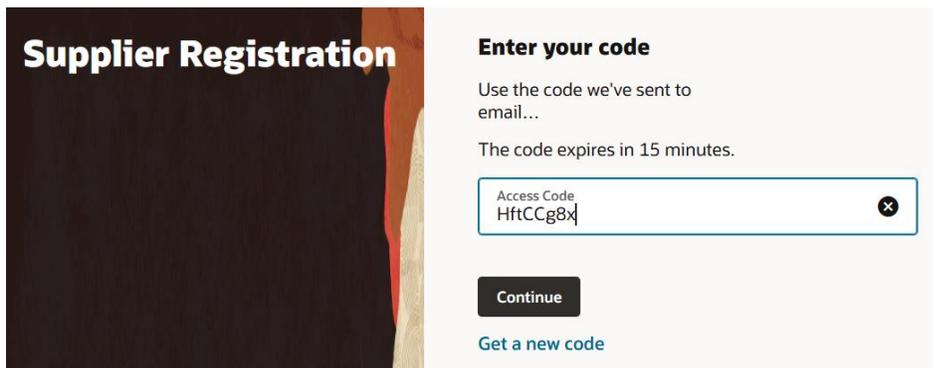
Get a one-time access code to start.

Required

Send Access Code

2.2 Enter in One-Time Code

A code will be sent to the email provided, enter it in the **'Access Code'** field and press **'Continue'**. If this email has already been registered with a Supplier, an error message will appear. If not, the **'Company Details'** page will appear.



Supplier Registration

Enter your code

Use the code we've sent to email...

The code expires in 15 minutes.

Continue

[Get a new code](#)

3 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**. Any completed fields will be saved upon logging back in so long as **'Save'** was pressed after entering fields.

The screenshot shows the 'Town of Aurora' header and a 'Supplier Registration' page. The 'Company Details' section contains several input fields: 'Company' (TEST SUPPLIER), 'Website' (company@test.com), 'Country' (Canada), 'Taxpayer ID', 'Tax Registration Number' (XXXXXXXX), 'Organization Type' (Corporation), 'Supplier Type' (Supplier), and a 'Note to Approver' text area.

3.1 Enter the Company Name

NOTE: All names should be in all CAPITAL LETTERS

This should be the name on all the supporting documentation. For example, a Supplier to be paid via EFT should have the same name on their Void Cheque, SUPPLIER Information Form and GST/HST Registration.

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

3.2 Website

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

3.3 Country

Choose **'Canada'** in the tax country or choose from drop down menu. Once a Country is selected, the tax fields will become available.

3.4 Taxpayer ID

Do not populate.

3.5 Tax Registration Number

Enter the Tax Registration Number if applicable (this is mandatory if HST is being charged). This should match the SUPPLIER Information Form and GST/HST website confirmation.

3.6 D-U-N-S Number

Do not populate.

3.7 Organization Type

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

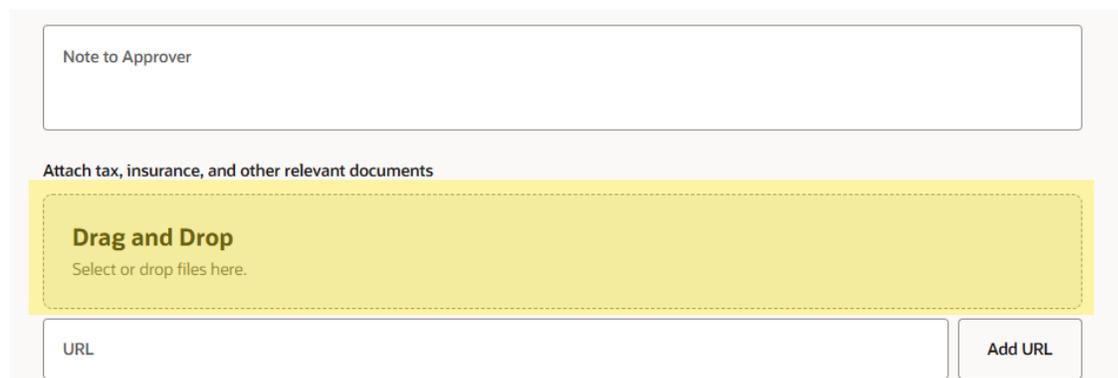
3.8 Supplier Type

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

3.9 Note to Approver

Optional

4 Upload Attachments

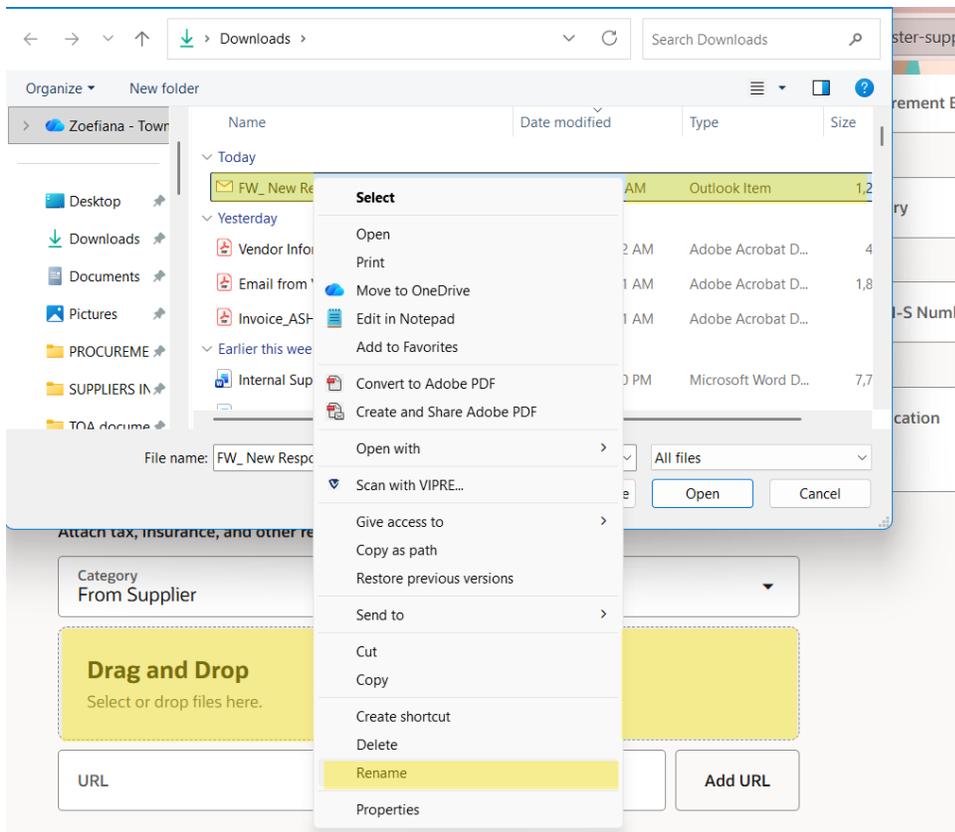


The screenshot shows a form section for uploading attachments. At the top is a text input field labeled "Note to Approver". Below it is a heading "Attach tax, insurance, and other relevant documents". Underneath is a yellow dashed box labeled "Drag and Drop" with the text "Select or drop files here." Below the drag and drop area is a text input field labeled "URL" and a button labeled "Add URL".

4.1 Add Attachments

For all necessary attachments see heading 1: Download and Complete any Necessary Documentation for **Document Requirements**.

Before attaching files, users are to rename the documents. This can be done by clicking on the '**Drag and Drop**' box → Right click on the file to be uploaded → Click on '**Rename**'.



Users are to then rename the file using the following format:

1. SUPPLIER Information Form

File Name: *'SUPPLIER Information Form_SUPPLIER NAME'*

2. Void Cheque or Bank Letter

File Name: *'Void Cheque_ SUPPLIER NAME" OR "Bank Letter_SUPPLIER NAME'*

3. GST/HST Registry Confirmation - (if applicable)

File Name: *'GST_HST Registry Search Result_SUPPLIER NAME'*

Once the document has been named, click **'Open'** in the file explorer to upload the attachment. Repeat this step until all attachments have been uploaded.

4.2 Save Changes

Once all documents have been named and categorized proceed to Company Details by pressing **'Save'** then **'Continue'** in the bottom right.

5 Enter Contact Information

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name <small>Required</small>	Last Name <small>Required</small>	Email <small>Required</small>
Job Title	Country CA	Mobile +1
Country CA	Phone +1	Ext
Country CA	Fax +1	

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

5.1 Contact Details

First and Last Name:

- To be typed in all CAPS.
- Must match the name listed on the Supplier Information Form and other corresponding attachments.

Job Title: User to enter job title.

Phone Number: As per Supplier Information Form.

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.

5.2 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 the right of the roles to select which roles the contact needs to be assigned. This will allow users to receive an invitation to log into Supplier portal

5.3 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 5.1 and 5.2 to 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.

6 Enter Address(es)

6.1 Address Details

Address Name: Enter as **'MAIN'**.

Under 'What's this address used for?': Select **all 3 checkboxes** – Receive Purchase Orders, Receive Payments, and Bid on RFQs.

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

Address Line 1: Enter address as per SUPPLIER Information Form.

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

City: Enter city as per SUPPLIER Information Form.

Province: Enter province as per SUPPLIER Information Form.

Postal Code: Enter postal code as per SUPPLIER Information Form. A space is required between the FSA and LDU for this to populate.

Email: Enter email address if desired.

Country: Enter **'CA'** to auto populate the **'Phone'** box with **'+1'**.

Phone Number: Enter phone number as per the SUPPLIER Information Form (Optional).

Addresses

Enter at least one address.

Address 1 🗑️

Address Name Required

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
Canada

Address Line 1 Required Address Line 2 City Required

Province Required Postal Code Required

Email Country CA Phone +1 Ext

Country CA Fax +1

6.2 Multiple Addresses

If you want to add multiple addresses, another can be added using the '+ Add Another Address' button on the bottom left.

Each address must be written in all CAPS and named accordingly:

- Main company address to be named '**MAIN**'
- Additional address added to remit payment should be named '**REMIT**'
- Any subsequent addresses to be listed by town or city they are located in, for example a local facility may be named '**AURORA**'

6.3 Contact Association

Under '**Which contacts are associated to this address**' at least one contact needs to be checked off for each address.

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

7 Business Classifications

NOTE: No entry is required here.

Click '**Save**' → Click '**Continue**' to navigate to Bank Accounts.

8 Bank Accounts

Supplier Registration

Bank Accounts

Bank account 1 🗑️

Country Canada		
Branch Transit Number <small>Required</small>	Bank	Branch
Account Number <small>Required</small>	Currency	Account Type
Account Holder Name		

[+ Add Another Bank Account](#)

Updated just now Cancel Save **Submit**

8.1 Cheque Payment

If payment is to be remitted via Cheque → All fields other than '**Country**' should be left blank.

8.2 EFT Payment

If payment is to be remitted via EFT:

- Information is to be entered as per Supplier Information Form AND Void Cheque or Bank letter (numbers on both documents should match).
- Void Cheque must be in the same of the company or individual being registered. For example, users CANNOT have payment remitted to an individual's bank account if the Supplier registration is for a company.

EFT: The following will need to be populated:

- **Branch Transit Number:** Enter the 5-digit branch/transit number (if it cannot be found in the system, contact procurement@aurora.ca). This will auto populate the 'Bank' and 'Branch' fields to the right.
- **Account Number:** Enter the account number.
- **Currency:** Should always be '**Canadian Dollar**'.
- **Account Type:** Not applicable – no entry necessary.

- **Account Holder Name:** Enter the name of the Supplier as per Void Cheque/SUPPLIER Form. The name of the account holder should be the **same** as the company name being registered.

NOTE: Once all Bank information has been added click '**Save**' → Click '**Continue**' to navigate to '**Products and Services**'.

9 Products and Services

This is to be left blank; no items should be checked off.

10 Submit Registration to Procurement

Once all Bank information has been added click '**Save**' → Click '**Submit**' to submit the registration to Procurement.

11 Procurement Reviews the Registration Request

11.1 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.](#)

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.

11.1.1 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'**.

11.2 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.	

11.2.1 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.

<p>Dear JOHN DOE,</p> <p>Your Town of Aurora account has been successfully created.</p> <p>To activate your access, please reset your password using the link below:</p> <p>https://fa-ewkl-test-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=a3deac5aa6774c47bd7f46ffd9252663</p> <p>Once your password has been reset, your access will depend on your relationship with the Town:</p> <p>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.</p> <p>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.</p> <p>Thank you for your cooperation and support.</p> <p>Town of Aurora</p>
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11.3 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 Town staff

12 After Registering

12.1 Reset Password Prompt

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

12.2 Sign in Prompt

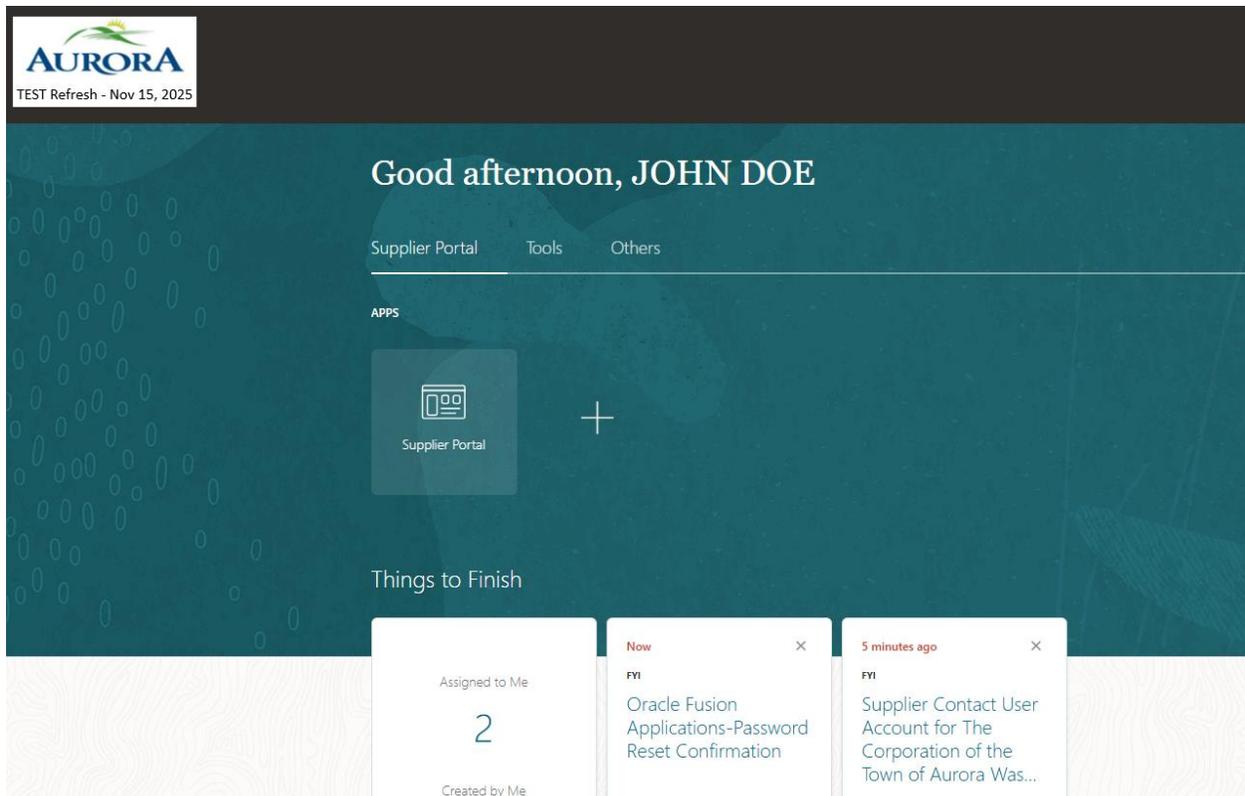
Enter the email used when registering the Supplier and the password created in previous step. Once entered, an account will have been created, and users can access functions in Oracle.

To sign into Oracle in the future. Suppliers may bookmark the following link:

<https://login-ewkl-saasfaprod1.fa.ocs.oraclecloud.com/>

12.3 Navigate from Oracle Homepage

Once signed in, users can access the Supplier portal.



13 Company Changes Required

If any company details—such as address, contact information, or banking information—change, please contact the Town staff member who works directly with you. In your message, state the type of change and include the information relevant to that specific change.

If the staff member you normally work with is no longer with the Town, please reach out directly to procurement@aurora.ca.

13.1 Company Name Change

The following documents must reflect the updated name and must be emailed to the Town staff member:

13.1.1 Minor Typo

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

13.1.2 Company Name Change

The following documentation must be provided, 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)

13.1.3 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

13.2 Address Changes

13.2.1 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

13.3 Contact Changes

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

13.4 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 Services must verify all banking or payment changes by obtaining **verbal confirmation directly from the company**. The time required to complete this update depends on how quickly the currently listed contact in the system is able to confirm the details. If the current contact has left the company, Procurement Services will confirm the change with a representative from **Accounting, Accounts Receivable, or Billing** by calling the company's general phone line.

14 Updates to this document

Date	Section #	Updates