



Oracle Fusion Supplier Portal – Supplier Registration

Guide for prospective DAI suppliers

Purpose and Scope

This guide provides step-by-step instructions for suppliers registering to conduct business with DAI. All actions outlined in this guide are to be completed by the supplier. References to activities performed by DAI internal teams, such as the review and approval of registration requests, are included to help suppliers understand the overall registration process and subsequent steps.

Supplier Portal access is covered in a separate reference guide: **Supplier Login Guide**. DAI determines which suppliers receive a Supplier Portal user account; access is not granted to every supplier.

If you would like to watch a video on how to register, please go to <https://supplier-support.dai.com> “Instructional Videos” section.

Supplier Registration

Before You Begin

- Have the link provided by DAI in the registration email ready.
- Please have your company, contact, address, business classification, bank account details, bank letter, tax form, and any required supporting documents ready before you begin.
- Ensure you can access the email inbox used for registration, as all access codes and status updates will be sent there.

Key Terms

Term	Definition	Description
BU	Business Unit	The DAI contracting entity you are registering with (for example, DAI Global UK).
PO	Purchase Order	A commercial document issued by DAI authorizing the purchase of goods or services.
IBAN	International Bank Account Number	The internationally recognized bank account number format.

Your Registration Invitation Link

Your DAI point of contact will send a registration invitation email that includes key details, such as the business unit you are registering with. To start registration, open the link in the invitation email.

Complete the Registration Form

1. Access the Registration Form

1.1. Open the Supplier Registration link

Open the **Supplier Registration** link in the invitation email from DAI. This will take you to the **Supplier Registration Verification** page.

Supplier Registration

DAI GLOBAL ORACLE FUSION SUPPLIER REGISTRATION

Instructions: In order to register as a supplier in DAI's Enterprise Resource Planning System, Oracle Fusion Cloud, please submit the registration request below. Registration Request must be completed in only the English alphabet. All supplier accounts will be set up under DAI's standard payment terms of 30 days from receipt of invoice and acceptance of deliverables.

All suppliers must also provide proof of bank details — a bank confirmation letter, a screenshot from your banking app, or other bank documentation showing the same account number, account beneficiary name, and bank details as entered below — and tax information (when applicable) in the attachments section in the registration request.

By submitting this form, the Supplier accepts that (a) DAI will use the personal data collected in this form and any related communications in accordance with the DAI's Privacy Policy (<https://www.dai.com/privacy-policy>); (b) it is the Supplier's responsibility (not DAI) to ensure that all details provided in the form are correct and the bank account specified in this form can accept payments in the currency of the contract since all payments to the Supplier will be made in the currency specified in the contract; (c) DAI's Global Procurement team or Accounts Payable / Treasury Department may but without obligation to contact the Supplier to verify or confirm the details of the bank and account where necessary; and (d) if payment by DAI to the Supplier is delayed or rendered incomplete or impossible due to any error or omission in any of the details provided above, DAI shall in no event be responsible and all losses, expenses and risks resulted shall be borne by the Supplier solely.

Enter your email
Get a one-time access code to start.

Email:

Send Access Code

1.2. Enter your email address and request an access code

Enter a valid email address in the **Email** field, then select **Send Access Code**. The access code will be sent to that email address.

NOTE: This email address will be used for all registration notifications, so please use a monitored inbox.

eqtt-dev1.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com

To: Nikola Aleksandra

High importance

Here's the access code you requested.
YY7rmVm

The code expires in 15 minutes.

1.3. Enter the access code

Enter the access code sent to your email, then select **Continue**. The **Supplier Registration — Company Details** page will open.

NOTE: The access code is valid for **15 minutes**. If it expires, select **Get a new code** to receive a new code at the same email address.

Supplier Registration

DAI GLOBAL ORACLE FUSION SUPPLIER REGISTRATION

Instructions: In order to register as a supplier in DAI's Enterprise Resource Planning System, Oracle Fusion Cloud, please submit the registration request below. Registration Request must be completed in only the English alphabet. All supplier accounts will be set up under DAI's standard payment terms of 30 days from receipt of invoice and acceptance of deliverables.

All suppliers must also provide proof of bank details — a bank confirmation letter, a screenshot from your banking app, or other bank documentation showing the same account number, account beneficiary name, and bank details as entered below — and tax information (when applicable) in the attachments section in the registration request.

By submitting this form, the Supplier accepts that (a) DAI will use the personal data collected in this form and any related communications in accordance with the DAI's Privacy Policy (<https://www.dai.com/privacy-policy>); (b) it is the Supplier's responsibility (not DAI) to ensure that all details provided in the form are correct and the bank account specified in this form can accept payments in the currency of the contract since all payments to the Supplier will be made in the currency specified in the contract; (c) DAI's Global Procurement team or Accounts Payable / Treasury Department may but without obligation to contact the Supplier to verify or confirm the details of the bank and account where necessary; and (d) if payment by DAI to the Supplier is delayed or rendered incomplete or impossible due to any error or omission in any of the details provided above, DAI shall in no event be responsible and all losses, expenses and risks resulted shall be borne by the Supplier solely.

Enter your code
Use the code we've sent to email nikola.aleksandra@automus.co.uk.
The code expires in 15 minutes.

Access Code
YY7rmVm

Continue
[Get a new code](#)

2. Complete the Company Details section

Complete each field in the **Company Details** section:

- Company** - Your registered Company name. For Consultants, please enter your First and Last name in the Company field.

- **Website** - Your Company website link, if any.
- **Country** - Choose from the drop-down or type the country name.
- **Taxpayer ID or Tax Registration Number** - Provide at least one of these as applicable to your company.
- **Organization Type** and **Supplier Type** - Select the applicable values from the dropdowns.
- Refer to the below definitions and choose the appropriate organization type:

NO	Organization Type	Definition
1	Corporation	Supplier is a corporate legal entity
2	Foreign Corporation	Non-resident supplier for tax purposes
3	Foreign Government Agency	Supplier is a government entity or public authority located outside the country.
4	Foreign Individual	Supplier is a non-resident person providing goods or services.
5	Foreign Partnership	Supplier is a partnership business established outside the country.
6	Government Agency	Government Agency or public body
7	Individual	Supplier is a sole proprietor or person
8	Limited Liability Company	Registered business with limited liability protection for its owners.
9	Partnership	Supplier operates as a partnership

- **Note to Approver** - Add any notes for the DAI review team, if required.

Supplier Registration

Company Details

Company: Sample Supplier Registration | Website: | Country: United Kingdom

Taxpayer ID: 90812765 | Tax Registration Number: | Organization Type: Corporation

Supplier Type: Supplier | Note to Approver: Please review the attached supporting documents.

Additional Information

DAI Contact: | Payment Currency: | Intermediary Bank: Yes

Country: | Bank Name: | SWIFT/BIC: |

Bank Account Number: |

Attach tax, insurance, and other relevant documents

Drag and Drop: Select or drop files here.

URL: | Add URL

Last updated 33 seconds ago | Cancel | Save | Continue

1 | 5

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

2.1. Complete the Additional Information section

Complete each field in the **Additional Information** section:

- **Payment Currency (mandatory - marked with *)** - enter the currency code in which you expect to be paid. The approved currencies for each DAI business unit are:

Business Unit	Approved Payment Currencies
DAI Global UK	USD, EUR, GBP, CHF
DAI Global US	USD
DAI Magister	USD, EUR, GBP
EU - Belgium	EUR, USD, GBP, CHF
EU - Austria	EUR

NOTE: If your Payment Currency is not on the approved list of currencies for the business unit, your request will be routed for an additional approval which may extend the review time.

- **DAI Contact (mandatory)** - Enter the name of your DAI point of contact for this registration.
- **Intermediary Bank (Mandatory)** - Select **Yes** if your payments are routed through an intermediary or correspondent bank, then enter the intermediary bank's **Country**, **Bank Name**, **SWIFT/BIC Code**, and **Account Number**. If this does not apply, select **No** and continue.

NOTE: Please provide supporting documents in 'Step 6' if Intermediary Bank details are provided above. You are responsible for providing full and accurate bank details. Incorrect details may lead to future payment delays.

Supplier Registration

Company Details

Company: Sample Supplier Registration Website: Country: United Kingdom

Taxpayer ID: 00812765 Tax Registration Number: Organization Type: Corporation

Supplier Type: Supplier Note to Approver: Please review the attached supporting documents.

Additional Information

DAI Contact: Praveen Payment Currency: USD Intermediary Bank: Yes

Country: United Kingdom Bank Name: Lloyd Bank SWIFT/BIC: 08120876112176287127

Bank Account Number: 08122771

Attach tax, insurance, and other relevant documents

Drag and Drop: Select or drop files here.

URL: Add URL

Last updated 35 seconds ago

Cancel Save Continue

1 | 5

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

2.2. Attach Supporting documents

Attach all required supporting documents for your registration. These may include:

- Intermediary bank information, if applicable
- Tax documents, such as VAT registration confirmation
- Insurance documents
- Any other relevant supporting documents

Use **Drag and Drop** to upload files from your computer, or provide a URL. Save each attachment under the category **From Supplier**.

Tax documentation for suppliers registering under DAI Global US

If you are registering under the **DAI Global US Business Unit**, you must attach the applicable completed, dated, and signed IRS tax form. This documentation is required for DAI records and compliance with U.S. tax regulations.

Applicable forms include:

- [Form W-8BEN](#)
- [Form W-8BEN-E](#)
- [Form W-9](#)
- [Form W-8ECI](#)

If you are unsure which form applies to your organization, please consult your tax advisor.

You can also use the IRS resources below for additional information:

- **IRS Help Center:** <https://www.irs.gov/help/let-us-help-you>
- **IRS Business & Specialty Tax Line:** 800-829-4933, Monday through Friday, 7:00 a.m. to 7:00 p.m. local time

DAI cannot provide tax advice. You are responsible for submitting the correct tax documentation based on your tax status and legal entity structure.

The screenshot shows the 'Supplier Registration' form, specifically the 'Company Details' section. The form is titled 'Supplier Registration' and 'Company Details'. It contains several input fields and dropdown menus. The 'Company' field is filled with 'Sample Supplier Registration'. The 'Website' field is empty. The 'Country' dropdown is set to 'United Kingdom'. The 'Taxpayer ID' field is filled with '90812765'. The 'Tax Registration Number' field is empty. The 'Organization Type' dropdown is set to 'Corporation'. The 'Supplier Type' dropdown is set to 'Supplier'. A 'Note to Approver' field contains the text 'Please review the attached supporting documents.' The 'Additional information' section includes a 'DAI Contact' field filled with 'Praveen', a 'Payment Currency' dropdown set to 'USD', and an 'Intermediary Bank' dropdown set to 'No'. There is a 'Comments' field. The 'Attach tax, insurance, and other relevant documents' section has a 'Drag and Drop' area with the text 'Select or drop files here.' and a 'URL' field with an 'Add URL' button. A document titled 'Supporting Document on Company prof.txt' is attached, showing a last update of '21/7/2026 38:00 B'. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons. A sidebar on the right shows a progress indicator '1 | 5' and a list of sections: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', and 'Bank Accounts'.

2.3. Save and continue

Select **Save**, then **Continue**.

Supplier Registration

Company Details

Company: Sample Supplier Registration | Website: | Country: United Kingdom

Taxpayer ID: 90812765 | Tax Registration Number: | Organization Type: Corporation

Supplier Type: Supplier | Note to Approver: Please review the attached supporting documents.

Additional Information

DAI Contact: Praveen | Payment Currency: USD | Intermediary Bank: No

Comments:

Attach tax, insurance, and other relevant documents:

Drag and Drop
Select or drag files here.

URL: | Add URL:

Supporting Document on Company prof.txt | Last updated on 21/7/2026 38.00 B

Cancel Save Continue

3. Complete the Contacts section

Complete the **Contacts** section with your primary contact: **First Name, Last Name, Email, Job Title** as required and **Mobile/Phone** or **Fax** numbers, if any. Registration communications will be sent to this contact.

Supplier Registration

Contacts

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

First Name: John | Last Name: K | Email: gayatri.sandrag@autotomus.com

Job Title: Contractor | Country: GB | Mobile: +44 | Phone: +44 | Fax: +1

Is this an administrative contact? ☒ Yes ☐ No

Does this contact need a user account? ☐ Yes ☒ No

+ Add Another Contact

Cancel Save Continue

3.1. Administrative contact — select Yes

For the question 'Is this an administrative contact?', select the **Yes** option at this stage of registration.

3.2. User account — select Yes

For the question 'Does this contact need a user account?', Choose **Yes**. Supplier Portal user account will be created through this form.

NOTE: When your user account is created, the standard role (**DAI Supplier Portal Access**) is defaulted automatically.

Supplier Registration

Contacts

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

First Name: John Last Name: K Email: gayatri.sandrag@automus.com

Job Title: Contractor Country: GB Mobile: +44

Country: GB Phone: +44 Ext:

Country: US 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

[+ Add Another Contact](#)

Last updated 1 minute ago

Cancel Save Continue

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts

3.3. Add further contacts (if required)

To add further contacts, select **Add Another Contact** and repeat Steps 8–10.

Supplier Registration

Contacts

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

First Name: John Last Name: K Email: gayatri.sandrag@automus.com

Job Title: Contractor Country: GB Mobile: +44

Country: GB Phone: +44 Ext:

Country: US 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

[+ Add Another Contact](#)

Last updated 2 minutes ago

Cancel Save Continue

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts

3.4. Save and continue

Select **Save**, then **Continue**. The Addresses page is displayed.

4. Complete the Addresses Section

4.1. Enter the Address Name

Enter the **Address Name** using this format: **[Business Unit from the table below] [Currency]**. For example, use **DAI US USD** if you are registering with DAI Global US and will be paid in USD.

Requisitioning Business Unit	Address name to be used
DAI Global UK	UK [Currency]
DAI Global US	US [Currency]
DAI Magister UK	MAG [Currency]
EU - Austria	AT [Currency]
EU - Belgium	BE [Currency]

4.2. Enter the Address Purpose

Select the **Address Purpose**:

- **Receive Purchase Orders** - Select if you will receive purchase orders at this address.
- **Receive Payments** - Select if you will receive payments for purchase orders at this address.

4.3. Enter the Address Details

Enter the address details, including **Address Lines 1–3** as applicable, **City**, **County** if applicable, **Postcode**, and the **Email address** provided in the **Contacts** section.

NOTE: Enter your address using standard English letters and numbers only. **Do not use:**

- Accented or diacritical characters, such as á, é, ü, ö, ñ, ç, â, ø, or ß
- Non-Latin scripts, such as Cyrillic, Greek, Arabic, Chinese, Japanese, or Korean characters
- Special characters, such as &, %, #, /, \, @, quotation marks, *, parentheses, <, >, |, +, or =

4.4. Associate contacts to the address (optional)

It is optional at this stage to link existing contacts to the address. To do so, tick the checkbox to link the contact(s) entered in the **Contacts** section to this address.

Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name: DAI UK

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

☒ Receive Purchase Orders ☒ Receive Payments

Country/Region: United Kingdom

Address Line 1: 10 Downing Street

Address Line 2:

Address Line 3:

City or Town: Aldwick

Country: United Kingdom

Postcode: NE66 1AA

Email:

Country: US

Phone: +1

Ext:

Which contacts are associated to this address?

☒ John K. jay@itlandro@autonus.com Contractor

+ Add Another Address

Last updated: 5 minutes ago

Cancel Save Continue

4.5. Add Additional Addresses (optional)

To add further addresses, select **Add Another Address** and repeat Steps 13–15.

4.6. Save and continue

Select **Save**, then **Continue**.

Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name: DAI UK

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

☒ Receive Purchase Orders ☒ Receive Payments

Country/Region: United Kingdom

Address Line 1: 10 Downing Street

Address Line 2:

Address Line 3:

City or Town: Aldwick

Country: United Kingdom

Postcode: NE66 1AA

Email:

Country: US

Phone: +1

Ext:

Which contacts are associated to this address?

☒ John K. jay@itlandro@autonus.com Contractor

+ Add Another Address

Last updated: 6 minutes ago

Cancel Save Continue

5. Complete Business Classifications

Select the applicable **Business Classifications** from the drop-down list, such as US HUBZone or US Small Business. If none apply, select **None of the classifications are applicable**.

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification

- US Hub Zone
- US Minority Owned
- US Person with Disability Owned
- US Service-disabled Veteran Owned
- US Small Business
- US Veteran Owned
- US Woman Owned
- None of the classifications are applicable

Last updated 13 minutes ago

Cancel Save Continue

4 | 5

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts

5.1. Provide the Classification Details

For each classification, provide any required details, such as the **Certifying Agency** or **Other Certifying Agency**, **Certificate Number**, and certificate **Start Date** and **End Date** using the calendar icons.

Supplier Registration

Business Classifications

Business classification 1

Classification: US Small Business

Subclassification

Certifying Agency: Other

Other Certifying Agency: ABC

Certificate Number

Certificate Start Date: 07/31/2020

Certificate End Date: 07/31/2030

Notes

Attach current certificates and supporting documents

Drag and Drop

Select or drop files here

URL

Add URL

+ Add Another Business Classification

Last updated 24 seconds ago

Cancel Save Continue

4 | 5

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts

5.2. Attach Classification supporting documents

Attach any supporting documents for your classifications using **Drag and Drop** or a URL.

Select **Save**, then **Continue**.

6. Bank Accounts

The **Bank Accounts** page will open. The **Country** field defaults to the business unit you are registering with. If your bank account is held in a different country, select that country from the drop-down list.

6.1. Complete the Bank account details

Select the **Sort Code**, **Bank Name**, and **Bank Branch** from the drop-down lists. After you select the sort code, the bank and branch names will fill in automatically. Then enter the **Account Number** and **IBAN**, and select the **Currency**.

NOTE: Bank fields vary by country. For example, UK accounts use a sort code, while US accounts use a routing number.

If your bank is not listed: Select **My bank is not listed here** for both **Bank Name** and **Bank Branch**, then enter the bank details manually.

For US bank accounts, enter routing number **021000021** and select **My bank is not listed here**.

For UK bank accounts, enter routing number **210021** and select **My bank is not listed here**.

For Austria or Belgium bank accounts, select **My bank is not listed here** for both **Bank Name** and **Bank Branch**.

Then enter the account number and currency details.

The screenshot shows the 'Bank Accounts' section of the Supplier Registration form. The 'Bank account 1' section is highlighted with a red box. It includes fields for Country (United Kingdom), Sort Code (500906), Bank (LLOYDS BANK PLC), Bank Branch (BEDFORD HIGH STREET), Account Number (98172665), IBAN, Currency (Pound Sterling), Account Type, Account Holder, and Building Society Roll Number. Below this is a section for 'Attach supporting documents' with a 'Drag and Drop' area and a 'URL' field. A sidebar on the right shows navigation links: Company Details, Contacts, Addresses, Business Classifications, and Bank Accounts. The bottom of the form has 'Cancel', 'Save', and 'Submit' buttons.

For **Türkiye** bank accounts, provide your **IBAN/account number, currency, account type and account holder**.

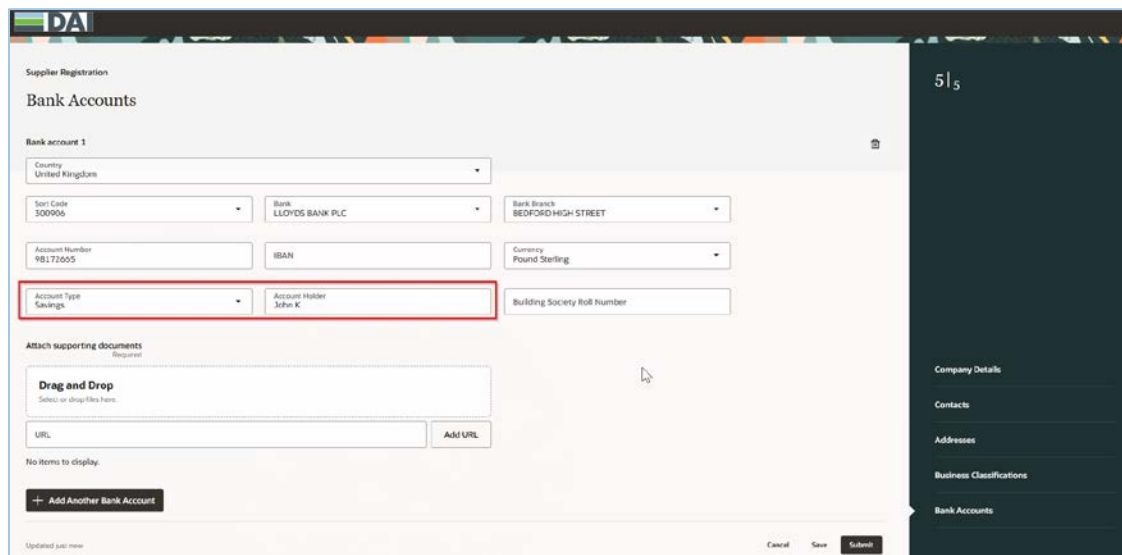
Leave the **bank branch** blank. This will be updated by DAI Team once your registration is complete.

Once all above details are provided, attach supporting documents for your bank account.

The screenshot shows the 'Bank Accounts' section of the Supplier Registration form for a Türkiye bank account. The 'Bank account 1' section is highlighted with a red box. It includes fields for Country (Türkiye), Bank Branch, Account Number (XXXXXXXX78), IBAN, Currency (Euro), Account Type (Savings), and Account Holder (Sample Contact). Below this is a section for 'Attach supporting documents' with a 'Drag and Drop' area and a 'URL' field. A table below the 'Drag and Drop' area shows a file named 'Banking Supporting documents.txt' uploaded by 'gayatri_tandra@dal.com' on '11-Sep-2026'. A sidebar on the right shows navigation links: Company Details, Contacts, Addresses, Business Classifications, and Bank Accounts. The bottom of the form has 'Cancel', 'Save', and 'Submit' buttons.

6.2. Choose the Account Type and Account Holder

Select the **Account Type**, such as checking or savings, from the drop-down list, then enter the **Account Holder** name.



The screenshot shows the 'Bank Accounts' section of the DAI Supplier Registration form. The form is titled 'Bank account 1' and contains several input fields. The 'Country' field is set to 'United Kingdom'. The 'Sort Code' field is '300050', the 'Bank' field is 'LLOYDS BANK PLC', and the 'Bank Branch' field is 'BEDFORD HIGH STREET'. The 'Account Number' field is '98172005', the 'IBAN' field is empty, and the 'Currency' field is 'Pound Sterling'. The 'Account Type' field is a dropdown menu with 'Savings' selected, and the 'Account Holder' field is 'John K'. The 'Building Society Roll Number' field is empty. Below these fields is a section titled 'Attach supporting documents' with a 'Drag and Drop' area and a 'URL' field. At the bottom of the form, there is a '+ Add Another Bank Account' button and 'Cancel', 'Save', and 'Submit' buttons. A sidebar on the right contains links for 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', and 'Bank Accounts'.

6.3. Attach the bank supporting documents

Attach supporting documents that verify the bank account details entered in the form. Bank account information cannot be approved based on form entries alone, and the registration request cannot be submitted for approval until the required documents are attached.

Under **Attach supporting documents**, use **Drag and Drop** to attach the files or enter a **URL** and select **Add URL**. Attached files are listed with the file name, who they were last updated by, and the date. DAI does not require a specific format or template for the bank supporting documents. Any standard document that evidences your bank account details for example, a bank confirmation letter on your bank's letterhead is accepted. Examples of supporting documents requested from the supplier include:

- A **bank confirmation letter** on the bank's letterhead, confirming the account name, account number, and sort code / routing details.
- A **screen shot from banking application** confirming account number, account name, and sort code/routing details.
- A **voided cheque** or the header of a recent bank statement showing the account name and account number (transaction detail may be redacted).
- For **International accounts**: confirmation of the IBAN and SWIFT/BIC.

IDA

Supplier Registration

Bank Accounts

5 | 5

Bank account 1

Country: United Kingdom

Sort Code: 300906 Bank: LLOYDS BANK PLC Bank Branch: BEDFORD HIGH STREET

Account Number: 98172665 IBAN: Currency: Pound Sterling

Account Type: Account Holder: Building Society Roll Number:

Attach supporting documents (Required)

Drag and Drop
Select or drop files here.

URL: Add URL

Banking Supporting documents.txt Last updated on 21/7/2026 32.00 B

+ Add Another Bank Account

Updated just now

Cancel Save Submit

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts

6.4. Add further bank accounts (if required)

To add further bank accounts, select **Add Another Bank Account** and repeat Steps 21–25.

IDA

Supplier Registration

Bank Accounts

5 | 5

Bank account 1

Country: United Kingdom

Sort Code: 300906 Bank: LLOYDS BANK PLC Bank Branch: BEDFORD HIGH STREET

Account Number: 98172665 IBAN: Currency: Pound Sterling

Account Type: Savings Account Holder: John K Building Society Roll Number:

Attach supporting documents (Required)

Drag and Drop
Select or drop files here.

URL: Add URL

Banking Supporting documents.txt Last updated on 21/7/2026 32.00 B

+ Add Another Bank Account

Last updated 38 seconds ago

Cancel Save Submit

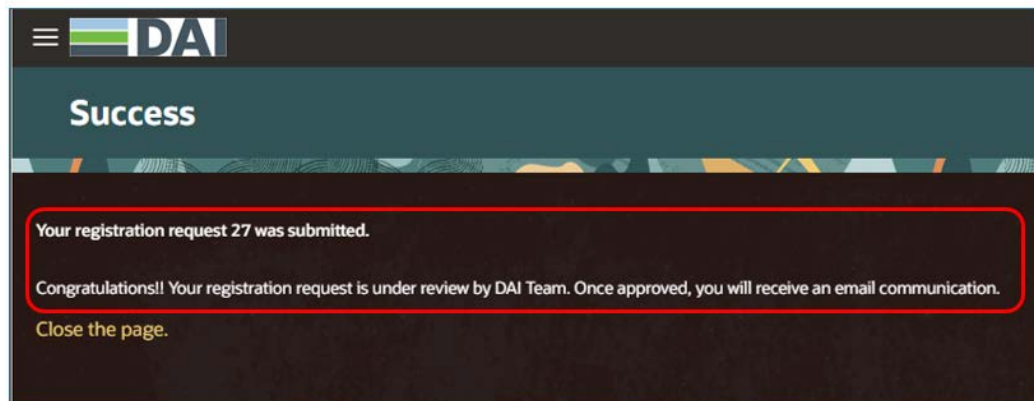
Company Details
Contacts
Addresses
Business Classifications
Bank Accounts

6.5. Save and Submit

The screenshot shows the 'Bank Accounts' section of the Supplier Registration form. It includes fields for 'Bank account 1' with sub-fields for Country (United Kingdom), Sort Code (500906), Bank (LLOYDS BANK PLC), Bank Branch (BEDFORD HIGH STREET), Account Number (98172665), IBAN, Currency (Pound Sterling), Account Type (Savings), Account Holder (John K.), and Building Society Roll Number. Below these is a section for 'Attach supporting documents' with a 'Drag and Drop' area, a 'URL' field, and an 'Add URL' button. A file named 'Banking Supporting documents.txt' is shown with a size of 32.00 B and a last update date of 21/7/2026. At the bottom, there is a '+ Add Another Bank Account' button and 'Cancel', 'Save', and 'Submit' buttons. A sidebar on the right contains links for Company Details, Contacts, Addresses, Business Classifications, and Bank Accounts.

7. Confirmation Message

After you select **Save** and **Submit**, a confirmation message will appear. Your registration request will then be sent to DAI for review. Once it is approved, you will receive an email notification.



8. After you Submit

This section explains the approval process and the notifications you receive once your registration request has been submitted

8.1. Your request is reviewed by DAI

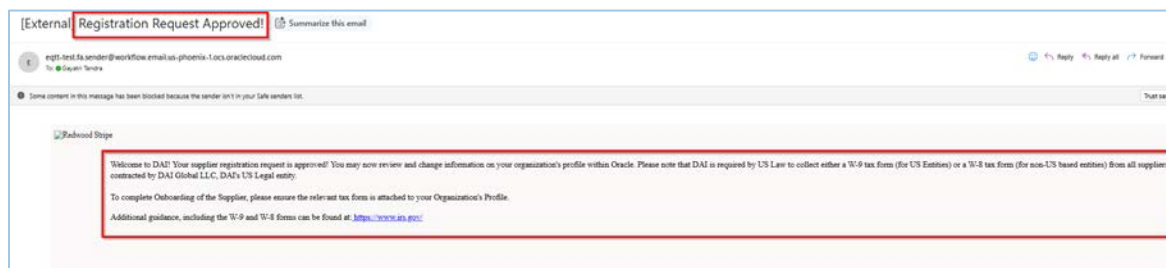
DAI will review your registration request. No action is needed while the review is in progress. If additional information is required, DAI will contact you using the details you provided.

8.2. You are notified of your registration status by email

You will receive an email confirming whether your registration has been **approved**, **rejected**, or requires additional information:

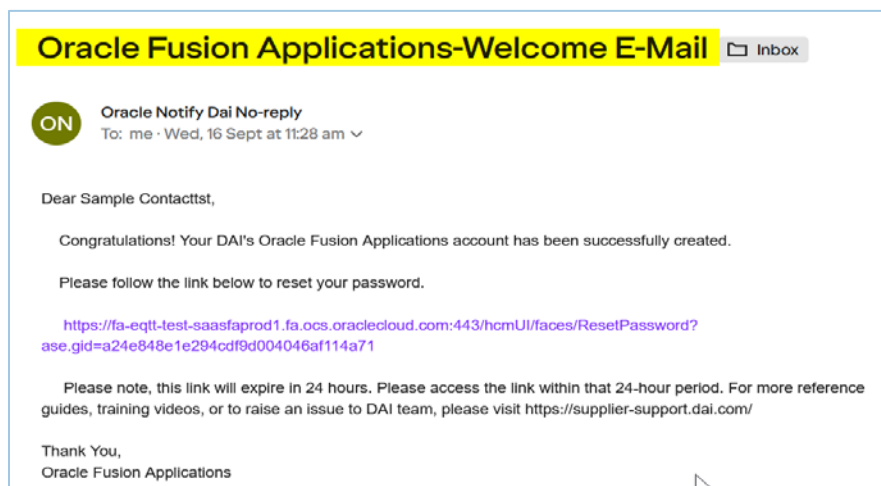
- **Approved** - Once your registration is fully approved, you will receive an email confirmation followed by a welcome email. Your supplier record will then be created in Oracle, completing the registration process.

- **Rejected** - The rejection email will explain the reason. Correct the information and submit a new registration request.
- **More information required** - DAI will contact you using the details you provided.
- **Request to resubmit** - DAI may ask you to resubmit your registration and will explain why, for example, if details are missing or incomplete. Update the information and submit the request again.



8.3. Supplier Portal access

Supplier Portal user accounts are requested through the registration form. During registration, select **Yes** for **'Does this contact need a user account?'** for the contact who requires portal access. After DAI approves the registration and sets up the supplier, that contact will receive an email with account details and a link to set their password.



If you receive a user account email, refer to the **Supplier Login Guide** for instructions on activating your account and signing in.

9. Support

Still need help? Visit <https://supplier-support.dai.com>. This site contains **Supplier training resources**, in addition to the **Support request form**.

When reporting an issue, please include the following information to help us investigate promptly:

- Registered user account / email
- Company Name / Registration Number
- Type of issue / question
- Depending on the type of issue, you may be requested to select DAI Contracting Entity
- Description of the issue with Date and Time the issue occurred / time zone
- Screenshot of any error message (if applicable)

Providing this information will help us resolve your request as quickly as possible!