

Supplier Registration Guide

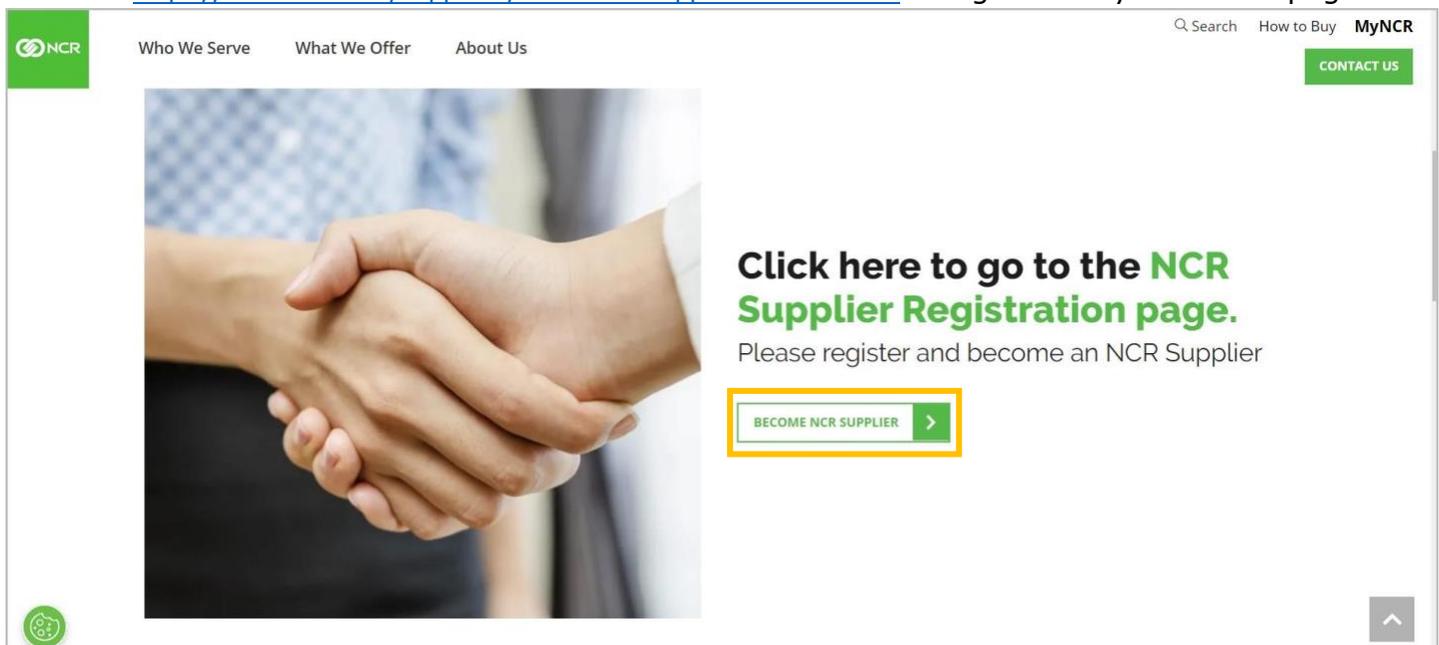
Before You Start

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.



Who We Serve What We Offer About Us

Search How to Buy MyNCR

CONTACT US

Click here to go to the NCR Supplier Registration page.
Please register and become an NCR Supplier

BECOME NCR SUPPLIER >

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	<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

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	<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

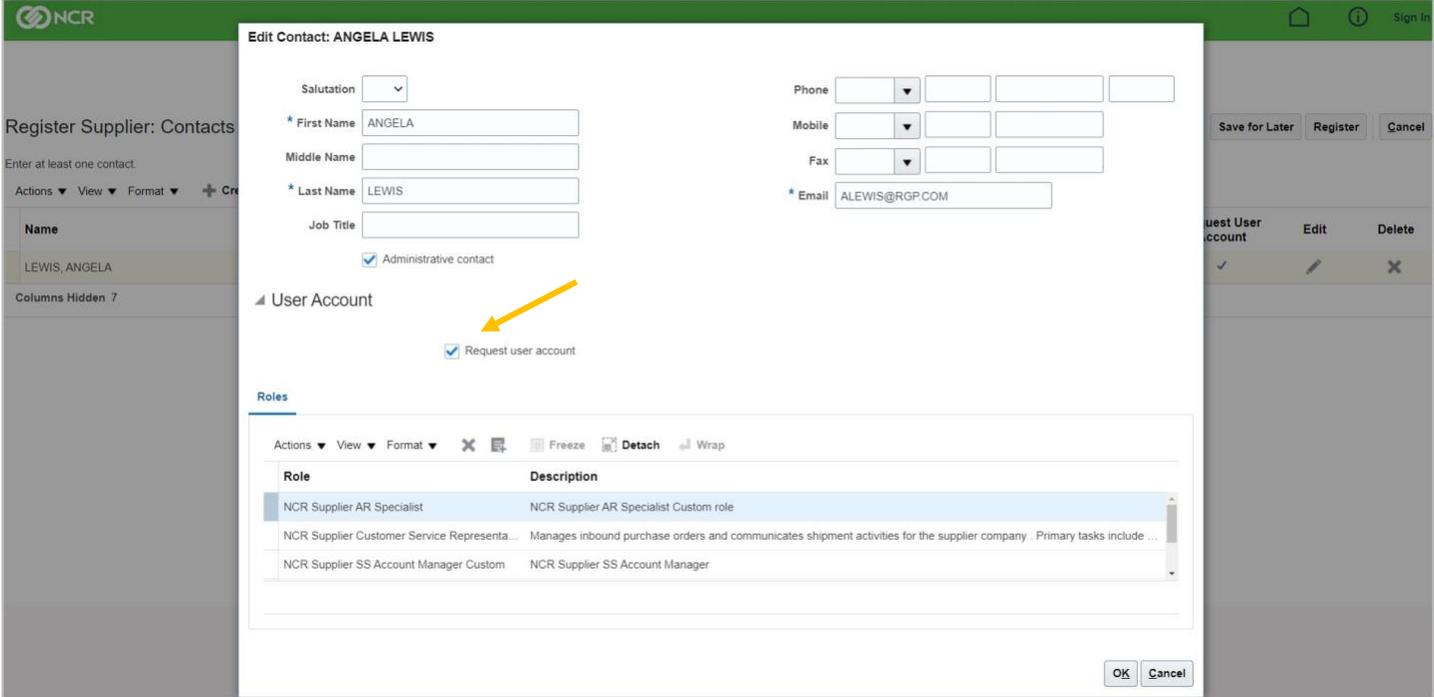
Enter at least one contact.

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

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

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>



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

Phone

Mobile

Fax

* Email

Request user account

Roles

Actions View Format X Freeze Detach Wrap

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

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

Register Supplier: Contacts

Enter at least one contact.

Company Details **2** **3** Business Classifications Bank Accounts Products and Services Questionnaire Review

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Lewis, Antel		alewis@rgp.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Process Step	Description
--------------	-------------

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

Register Supplier: Addresses

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

Back | **Next** | Save for Later | Register | Cancel

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	<p>Business Certifications</p> <p>If the business is not certified, click the box None of the certifications are applicable. If the business is certified, click Actions.</p>

Register Supplier: Business Classifications

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

Back | Next | Save for Later | Register | Cancel

None of the classifications are applicable

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	<p>Business Certifications</p> <p>Click Add Row.</p>

NCR Sign In

1 — 2 — 3 — 4 — 5 — 6 — 7
 Company Details — Contacts — Addresses — **Business Classifications** — Products and Services — Questionnaire — Review

Register Supplier: Business Classifications ? Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + × Freeze Detach Wrap

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

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

NCR Sign In

1 — 2 — 3 — 4 — 5 — 6 — 7
 Company Details — Contacts — Addresses — **Business Classifications** — Products and Services — Questionnaire — Review

Register Supplier: Business Classifications ? Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + × 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	<p>Business Certifications</p> <p>Click Next or the number 5 to go the next step – Products and Services.</p>

NCR Sign In

1 — 2 — 3 — 4 — 5 — 6 — 7
 Company Details — Contacts — Addresses — **Business Classifications** — **Products and Services** — Questionnaire — Review

Register Supplier: Business Classifications ? Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + × 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

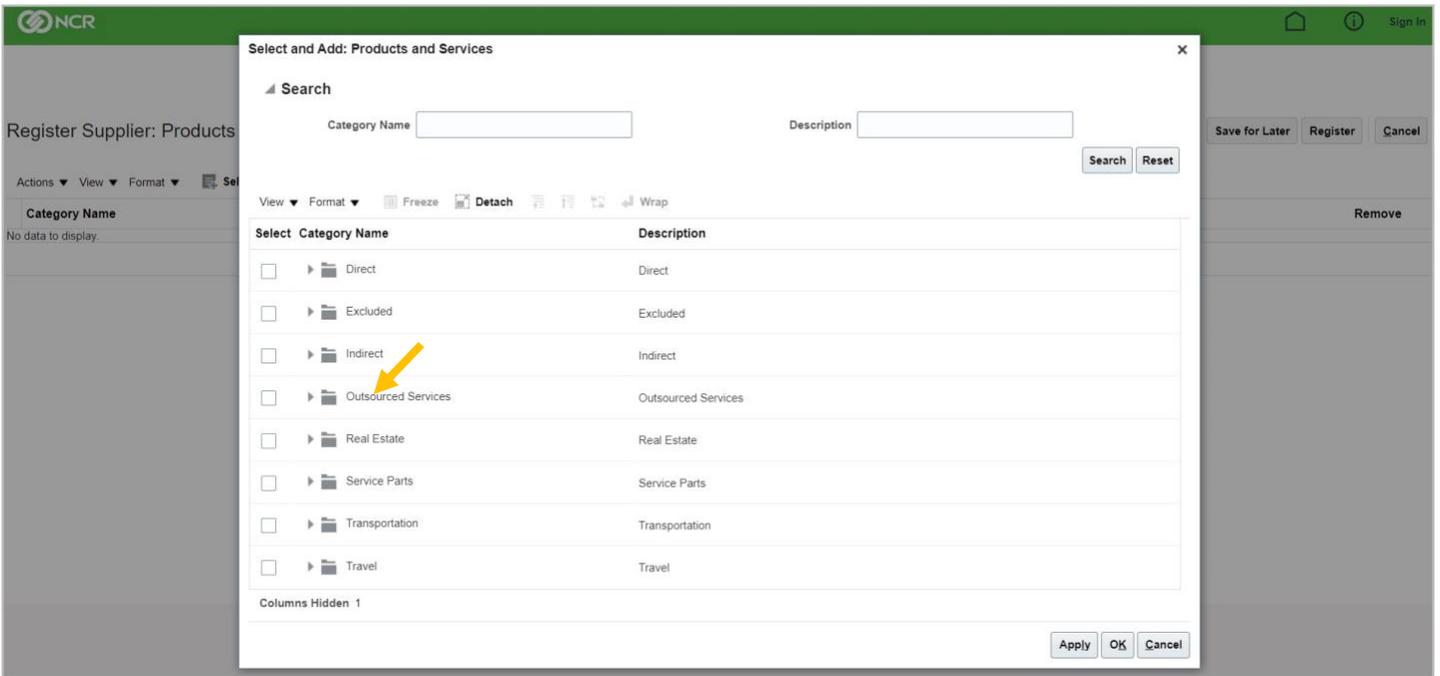
Company Details | Contacts | Addresses | Business Classifications | **Products and Services** | Questionnaire | Review

Back Next Save for Later Register Cancel

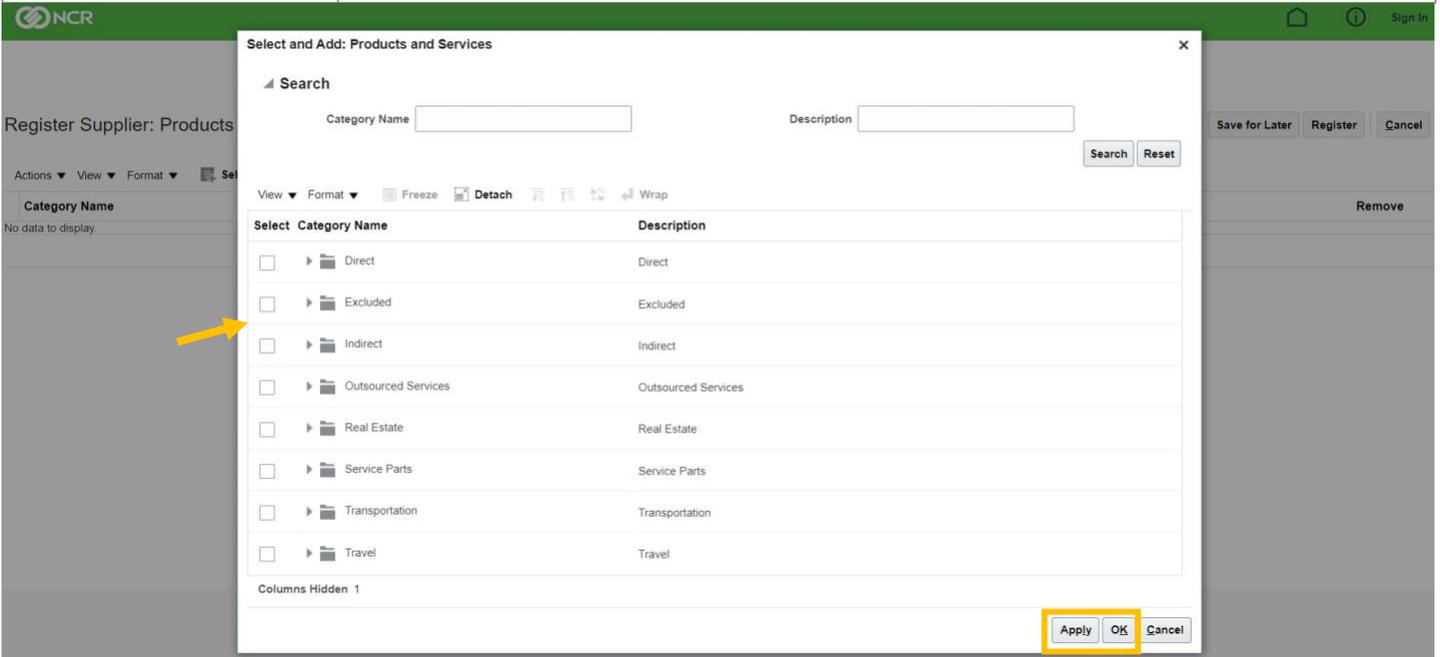
Actions View Format **Select and Add** remove Freeze Detach Wrap

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	<p>Products and Services</p> <p>Drill down to the product or service for your business, then click Select, Apply, followed by OK to add the product or service.</p>



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

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

5.5

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** | **6** | Questionnaire | Review

Back **Next** Save for Later Register Cancel

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>

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

Company: ARL TEST CO
Tax Organization Type: Corporation
Supplier Type: Corporate Web Site

D-U-N-S Number: 154094465
Tax Country: United States
Taxpayer ID
Tax Registration Number
Note to Approver

Additional Information

NCR Associate Q/LID: AL250420
Primary Commodity: Direct | Packaging | Foam - Packaging

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
LEWIS, ANGELA		ALEWIS@RGP.COM	✓	✓	

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.

Confirmation

Your registration request was submitted. You will receive an email after your registration request is reviewed.

OK