

# NCR 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.

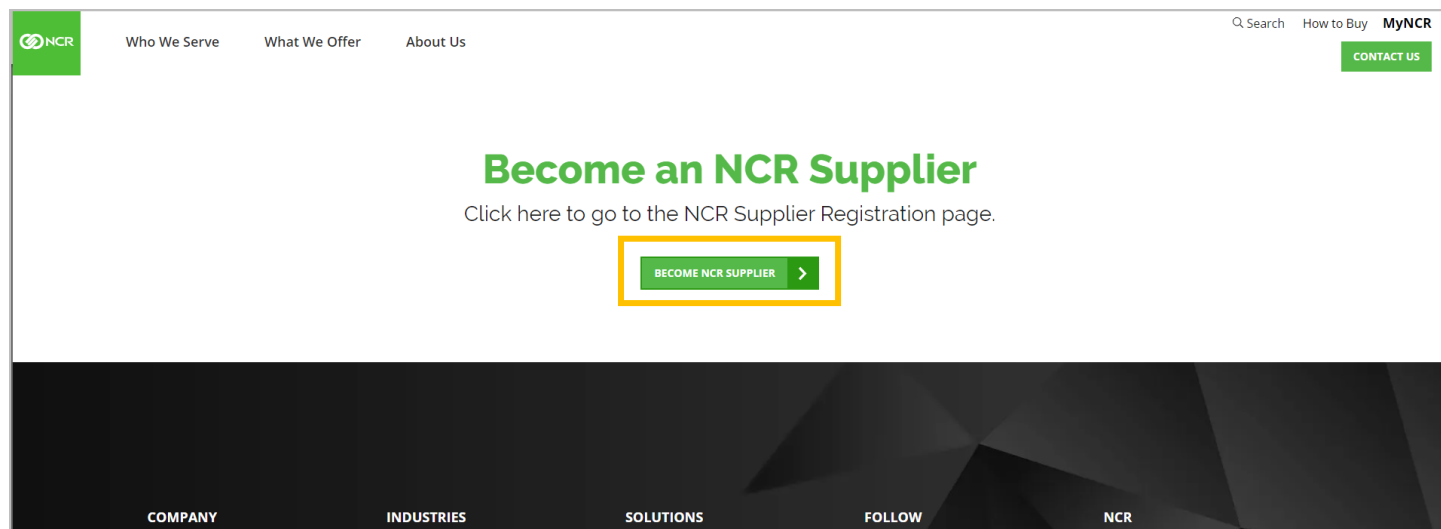
## Getting Started

NCR Supplier Registration can be accessed using this [MyNCR](#) link or copying the following website to your browser <https://www.ncr.com/product-page-prototype/become-ncr-supplier1> .

## Supplier Registration


NCR 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 NCR Supplier Registration homepage, **click Become NCR Supplier**.



Process Step	Description
1	<b>Company Detail</b> 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 <b>Next</b> or the number 2 to go the next step - <b>Contacts</b> .


Sign In

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

Register Supplier: Company Details ⓘ
 Back Next Save for Later Register Cancel

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

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


Sign In

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

Register Supplier: Contacts ⓘ
 Back Next Save for Later Register Cancel

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

Process Step	Description
2.2	<b>Create Contact</b> Update the appropriate fields with user information. Click <b>Request User Account</b> to select the user role from the dropdown menu.

**Edit Contact: ANGELA LEWIS**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

☒ Administrative contact

☒ Request user account

Phone

Mobile

Fax

\* Email

**Roles**

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

OK Cancel

Process Step	Description
2.3	<b>Create Contact</b> <b>Select a Role.</b> Next click <b>OK</b> when finished.

**Edit Contact: ANGELA LEWIS**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

☒ Administrative contact

☒ Request user account

Phone

Mobile

Fax

\* Email

**Roles**

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

OK Cancel

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

Sign In

1

2

3

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7

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

Register Supplier: Contacts ⓘ

Back
**Next**
Save for Later
Register
Cancel

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	✓	✓		

Columns Hidden 7

Process Step	Description
3.1	<b>Addresses</b> Click <b>+Create</b> to provide addresses.

Sign In

1

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

Register Supplier: Addresses

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
3.2	<b>Addresses</b> <b>Update</b> with address details. <b>Click Actions</b> to add contacts. <b>Select Create Another</b> to add more addresses or <b>OK</b> to finish.

Register Supplier: Add

Actions View Format

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 that are associated with this address.

Actions View Format X Freeze Detach Wrap

Remove

Select and Add

Columns Hidden 4

Job Title Email Administrative Contact User Account

Create Another OK Cancel

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

Register Supplier: Addresses

Actions View Format + Create Edit X Delete Freeze Detach Wrap

Address Name Address Phone Address Purpose Edit Delete

No data to display.

Columns Hidden 3

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

Back **Next** Save for Later Register Cancel

Process Step	Description
4.1	<p><b>Business Certifications</b></p> <p>If the business is certified, <b>click Actions</b>.</p> <p>If the business is not certified, <b>click</b> the box <b>None of the certifications are applicable</b>.</p> <p>Then <b>click Next</b> or the number <b>5</b> to go the next step – <b>Products and Services</b> and go to Process Step 5 in this document.</p>

Sign In

1
2
3
4
5
6
7

Company Details
Contacts
Addresses
Business Classification
Products and Services
Questionnaire
Review

Register Supplier: Business Classifications

☐ None of the classifications are applicable

Actions
View
Format
+
x
Freeze
Detach
Wrap

\* Classification

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

No data to display

Back
Next
Save for Later
Register
Cancel

Process Step	Description
4.2	<p><b>Business Certifications</b></p> <p><b>Click Add Row.</b></p>

Sign In

1
2
3
4
5
6
7

Company Details
Contacts
Addresses
Business Classification
Products and Services
Questionnaire
Review

Register Supplier: Business Classifications

☐ None of the classifications are applicable

Actions
View
Format
+
x
Freeze
Detach
Wrap

Add Row
Delete

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

Back
Next
Save for Later
Register
Cancel

Process Step

4.3

Business Certifications

On the **Certifications** row click the drop down to find the certification type, then enter the certification details.

NCR

Home

Info

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Company Details

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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

4.4

Business Certifications

Click **Next** or the number **5** to go the next step – **Products and Services**.

NCR

Home

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Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

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Register Supplier: Business Classifications ?

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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

5.1

Products and Services

Click **Select and Add** to select products and services.

NCR

Home

Info

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Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Review

Register Supplier: Products and Services

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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

5.4

Products and Services

To add additional products and services, click **Select and Add**, repeat steps 5.2 and 5.3.

NCR

Home

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Addresses

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Products and Services

Questionnaire

Review

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Next

Save for Later

Register

Cancel

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

5.5

Products and Services

Click **Next** or the number **6** to go the next step – **Questionnaire**.

NCR

Home

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Addresses

Business Classifications

Products and Services

Questionnaire

Review

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Next

Save for Later

Register

Cancel

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	<b>Questionnaire</b> <b>Complete the NCR External Supplier Questionnaire.</b> <b>Then click Register or the number 7 to go the next step – Review.</b>

Register Supplier: Questionnaire

Attachments: None

Questions

NCR External Supplier Questionnaire (Section 1 of 1)

Section

1. NCR External Supplier Questionnaire

1. Are you an NCR employee or contractor entering this request on supplier's behalf?

☐ a. Yes

☒ b. No

2. Please describe in detail the products or services the supplier will be providing to NCR

testing 1234

3. Please Choose the Annual sales

☒ a. Less than 250K

☐ b. Between 250K - 1M

☐ c. Between 1M - 5M

☐ d. Greater than 5M

4. Please select the Number of Employees

☐ a. 1-10

☒ b. 11-250

☐ c. 251-1000

☐ d. >1000

5. Please choose the credit cards accepted by supplier

☒ a. American Express

☒ b. Visa

☐ c. Master Card

☐ d. Diners Club

☐ e. Other -> Please Populate

Back Next Save for Later Register Cancel

Process Step	Description
7	<b>Review</b> <b>Review the completed application.</b> <b>If changes are needed, click on the step name to return to that section of the application and make the necessary changes.</b> <b>After making revisions, click on number 8 to return to the review.</b> <b>Once the review is complete, click on Register to submit the application.</b>

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: 154894465

Tax Country: United States

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

NCR Associate QUID: AL250420

Primary Commodity: Direct | Packaging | Foam - Packaging

Attachments

Actions: View, Freeze, Detach, Wrap

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Columns Hidden: 7

Back Next Save for Later Register Cancel

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.

