2. Registration of Vendor/Supplier in Oracle System

Facilitate the registration of Vendor/ Supplier in Oracle System for Stakeholders doing transactions at the Port upon submission of complete documentary requirements.

Office/Division:	Information and Communication Technology Department (ICTD)
Classification:	Simple
Type of Transaction:	G2G – Government to Government G2B – Government to Business
Who may avail:	Responsibility Centers/ Port Management Offices/ Terminal Management Offices/ Port Stakeholders

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. **Vendor Registration Form (VRF)** – 1 copy (Original/ PDF/ Scanned copy)	PPA Website (Downloadable form)
2. **BIR Form 2303** – 1 copy (Photocopy/ Scanned copy / Screenshot)	Bureau of Internal Revenue (BIR)
3. **Official Receipt** – 1 copy (Original/Photocopy/Scanned copy/ Screenshot)	Customer Business Official receipt.

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of complete documents. Performs initial validation of the request and accompanying documents. Logs the RSU as USR in HITS*	None	15 mins	ICTD-Helpdesk
	1.2 Verifies the submitted documents. Registers/set up the corresponding record in the PPA System.	None	20 mins	Application Support Team
	1.3 Informs the user of successful changes/updates in the Oracle System. Validates/Verifies with the user the completion of the request.	None	15 mins	ICTD-Helpdesk
TOTAL:		**None**	**50 mins**	

Assumption:
a. Complete documentary requirement submitted.
b. Working PPA Application System.
c. Stable Network Connection.