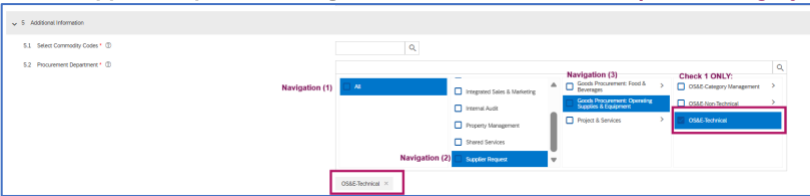


Supplier Self-Registration Request Guide

- Before filling out the **Okada Supplier Self-Registration Request Form**, please ensure you have a copy of your **applicable business registration document** ready:
 - Local Suppliers:** BIR Form 2303 (Certificate of Registration)
 - Foreign Suppliers:** Official Business Registration Certificate or Incorporation Document
- Please refer to the table below for step-by-step guidance:

Field Name	Field Requirement	Data Validation & Entry Rules
Business Justification for New Supplier	Mandatory	Provide a brief overview of your company, core products and services, and industry specialization.
General Supplier Information		
Legal Company Name	Mandatory	Enter the exact corporate name indicated on your official business registration document: BIR Form 2303 (Local) or applicable business registration document (Foreign).
Legal Company Name (Continuation)	Optional	Use this field if the registered business name exceeds 35 characters.
Territory	Mandatory	From the dropdown, select your operating territory (Local or Foreign).
Business Registration No.	Mandatory (Conditional)	Appears when Foreign is selected under Territory. Enter the unique corporate registration number indicated on your official government business registration document.
Tax Identification Number	Mandatory (Conditional)	Appears when Local is selected under Territory. Enter the valid Tax Identification Number (TIN) as indicated on BIR Form 2303. Legacy TIN Note: Older BIR Form 2303 certificates may display a legacy 12-digit format (9-digit Primary TIN + 3-digit Branch Code 000). To meet the mandatory 14-digit system validation in SAP, add two zeros before the 3-digit Branch Code to complete the required 14-digit format: - Head Office Example: 123-456-789-000 becomes 123-456-789-00000 - Branch Office Example: 123-456-789-001 becomes 123-456-789-00001
Registered Business Address	Mandatory	Enter the exact business address on your official registration document: BIR Form 2303 (Local) or Business Registration (Foreign).
* Street	Mandatory	Enter the building number, street name, and barangay/district.
* Address Line 2	Optional	Enter additional unit, suite, floor, or building details if applicable.
* Address Line 3	Optional	Enter additional landmark or routing details if applicable.
* City	Mandatory	Enter the official city or municipality name.
* Postal Code	Mandatory	Enter your official postal/ZIP code in your country's standard format.

Field Name	Field Requirement	Data Validation & Entry Rules
* Country/Region	Mandatory	From the dropdown, select the country of your registered business address (e.g., Philippines).
* State/Province/Region	Mandatory	Select the applicable state, province, or region (e.g., "Metro Manila (MNL)," if applicable).
Legal Structure/Business Type	Mandatory	From the dropdown, select the applicable legal classification of your business entity.
Business Category	Mandatory	From the dropdown, select all applicable categories under which your company operates. Multiple selections are allowed.
Primary Supplier Contact		
First Name	Mandatory	Enter the first name of your designated primary contact person.
Last Name	Mandatory	Enter the last name of your designated primary contact person.
Designation	Mandatory	Enter the job title or position of the primary contact person.
Email Address	Mandatory	Enter a valid corporate email address. This field is subject to strict duplicate checks and must match the email address used for portal registration.
Phone Number	Mandatory	Enter a valid primary contact phone number, including the applicable area or country code.
Phone Extension Number	Mandatory	Enter the extension number, if applicable. If none, enter the standard system placeholder 000.
Operational Time Zone	Mandatory	From the dropdown, select the primary time zone of the supplier's operations (e.g., Asia/Manila (Philippine Standard Time)).
Okada Contact Information		
Procurement Full Name	Mandatory	Enter N/A. This field is reserved for internal use.
Additional Information		
Select Commodity Codes	Mandatory	Select all applicable commodity codes that match your scope of work. Product and service categories are classified according to the United Nations Standard Products and Services Code (UNSPSC).
Procurement Department	Mandatory	Click through the navigation panels (columns 1-3) until you reach the fourth (far-right) column. Select only ONE (1) box at this final level. IMPORTANT: Do not select boxes in columns 1-3. Selecting a box before reaching the fourth level will route your application to the wrong department. Do not select more than one category at the final level. Only one Procurement Department selection is allowed. <i>Failure to follow these rules will prevent your application from reaching the correct approving team and will result in the denial of your registration request.</i>

Field Name	Field Requirement	Data Validation & Entry Rules
		See the correct example below: All → Supplier Request → Your general business sector → ☒ Specific category 

Important Note:

Approval of this self-registration request **only creates a supplier profile in our database**. It does not constitute formal qualification, confer qualified supplier status, or guarantee engagement. If we require the commodities or services you offer, we will contact you and invite you to complete the qualification process. In the meantime, your profile will remain visible in our database for future sourcing opportunities.