

Supplier Registration as a Prospective Vendor

OVERVIEW

This job aid provides guidance for suppliers on how to complete their registration in Oracle ARK Fusion, maintain their supplier profile, and keep information up to date. Accurate registration and timely updates ensure smooth access to possible future business opportunities with Kamehameha Schools.

Supplier Responsibilities are as follows:

1. Complete and submit supplier registration when invited.
2. Maintain contact, address, and vendor business information.
3. Update profile promptly when company information changes.

Best practices in maintaining supplier information:

1. Ensure contact details are up to date for communication.
2. Review profiles regularly for accuracy and compliance with customer requirements.
3. Submit updates proactively when company ownership, structure, or location changes.

TARGET AUDIENCE

Future Suppliers

SUPPLIER REGISTRATION

1. Go to the [Supplier Registration](#) page to register your supplier account.
2. Enter your **Email** address to receive emails for next steps.
3. Click **Send Access Code**.

Kamehameha Schools - ARK FUSION

Supplier Registration

Aloha and welcome to the Kamehameha Schools Supplier Portal - our new supplier management platform! To get started, please enter your email address and click Send Access Code. An email with an access code will be sent to you to start your registration process.

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

Email

Send Access Code

Result: An email with an access code will be sent to you to start your registration process.

Mahalo for visiting the Kamehameha Schools Supplier Portal! Here is the access code you requested: **HXN42L9**

Please login to the Kamehameha Schools Supplier Portal and enter this access code to start your registration process.

i The code expires in 15 minutes.

4. Enter the **Access Code** within 15 minutes, or the code expires.
5. Click **Continue**.

Enter your code

Use the code we've sent to email jessica.wu@elire.com.
The code expires in 15 minutes.

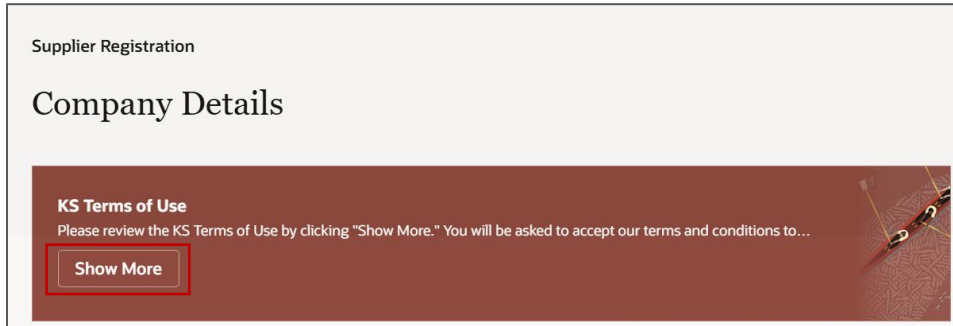
Access Code
Access Code Required

Continue

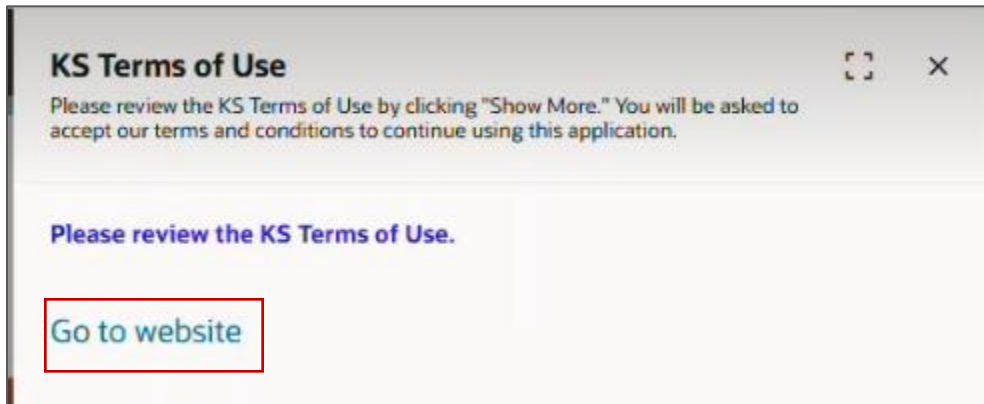
[Get a new code](#)

Supplier Registration as a Prospective Vendor

6. Click **Show More** to review the Terms of Use for Doing Business with Kamehameha School.



7. Click **Go to website** hyperlink to review the KS Terms of Use



Note: The Doing Business with Kamehameha Schools website displays. After reviewing, please go back to the Supplier Registration website.

Doing business with Kamehameha Schools

TERMS OF USE

Thank you for visiting Kamehameha Schools' ("KS") website (this "Website"). By visiting and using this Website, you are agreeing to the following Terms of Use.

1. **Terms and Conditions.** The services provided through this Website (the "Services") and the use of this Website are governed by these Terms of Use. By accessing or using the Services and/or this Website, you agree that (1) you have read and familiarized yourself with the Terms of Use, (2) you understand the Terms of Use, and (3) you are bound by the Terms of Use in your use of the Services or Website. The Terms of Use constitute the entire agreement and supersede and

8. Enter **Company, Website, Country, and Taxpayer ID** on the Company Details page.

Supplier Registration as a Prospective Vendor

9. Select an appropriate **Organization Type** based on the company's tax classification.

- **Corporation** (C Corp, S Corp, LLC C, or LLC S)
- **Individual** (Individual/Sole Proprietor or single-member LLC)
- **Partnership** (Partnership or LLC Partnership)

10. Select the appropriate **Supplier Type** based on the nature of your business.

11. Enter additional information in the **Note to Approver** field, if any.

12. Select **Yes** in **Policy Acceptance** to accept Terms of Use for doing business with Kamehameha Schools, this is required.

13. **Drag and Drop** supporting documents like W8, W9, or any signed tax documents in the Attachments.

The screenshot displays a web form for supplier registration. The form is divided into several sections:

- Company Information:** Fields for Company (Elire), Website (elire.com), and Country (United States).
- Taxpayer Information:** Fields for Taxpayer ID (142384960), Organization Type (Partnership), and Supplier Type (US Supplier).
- Note to Approver:** A text area with a character limit of 1000.
- Additional information:** A dropdown menu for Policy Acceptance, marked as Required.
- Attachments:** A section titled "Must Attach W-8/W-9 or relevant signed tax documents" (Required) with a "Drag and Drop" area for selecting or dropping files. Below this is a "URL" field and an "Add URL" button.

On the right side, a dark teal sidebar contains a progress indicator "1 | 5" and a list of navigation options: Company Details, Contacts, Addresses, Business Classifications, and Products and Services.

14. Click **Continue**

The screenshot shows three buttons at the bottom of the form: "Cancel", "Save", and "Continue". The "Continue" button is highlighted with a red rectangular border.

15. Enter **First Name, Last Name, Mobile** and/or **Phone** on the **Contacts** page.

Supplier Registration as a Prospective Vendor

Supplier Registration

Contacts

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

First Name Last Name Email

Job Title Country Mobile

Country Phone Ext

Country Fax

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

Note: Please enter your mobile number to set up two-factor authentication after resetting your password.

Note: Select **Yes** if you are the Supplier Self Service Administrator that manages the profile information for the supplier company. The administrator manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application. Please contact the Procurement Team if you have an alternative contact that should be the administrator.

16. Click **Continue**.

Cancel Save **Continue**

17. Enter **CORP** or **REMIT** in the **Address Name** field.

- a. **CORP:** This address should match the address listed on your W9.
- b. **REMIT:** This address should be where payment is sent IF it's different from the CORP address.

Supplier Registration as a Prospective Vendor

18. Enter the address and specify what the address is used for by checking the **Receive Purchase Orders, Receive Payments, and / or Participate in RFI/RFQ/RFP** checkboxes.

19. Check the checkbox to associate address with this contact.

Address 1 🗑️

Address Name

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

Receive Purchase Orders
 Receive Payments
 Participate in RFI/RFQ/RFP

Country/Region United States ▼

Address Line 1 Address Line 2 County Abbeville ▼

City Abbeville ▼ State South Carolina ▼ Postal Code 29620 ▼

Email Country US ▼ Phone Ext

Country US ▼ Fax

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	Jessica Wu	jessica.wu@elire.com	Manager
-------------------------------------	------------	----------------------	---------

+ Add Another Address

20. Click **Continue**.

Cancel
Save
Continue

21. Select the applicable **Classification** Type.

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification ▼

Supplier Registration as a Prospective Vendor

22. Specify and enter information on the **Business Classifications** page.

Note: If you have additional business classification, click Add Another Business Classification and enter relevant information.

23. Click **Continue**.

24. Select the applicable **Category** your organization provides to Kamehameha Schools on the **Products and Services** page.

25. Click **Submit**.

Supplier Registration as a Prospective Vendor

Supplier Registration

Products and Services

Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> Accounting & Auditing	Select this category if your organization provides these services to Kamehameha Schools.
<input type="checkbox"/> Advertising	Select this category if your organization provides these services to Kamehameha Schools.
<input type="checkbox"/> Architectural & Engineering Services	Select this category if your organization provides these services to Kamehameha Schools.
<input type="checkbox"/> Beverages	Select this category if your organization provides these goods to Kamehameha Schools.
<input type="checkbox"/> Cleaning & Janitorial Supplies	Select this category if your organization provides these services to Kamehameha Schools.
<input type="checkbox"/> Communication Devices & Accessories	Select this category if your organization provides these services to Kamehameha Schools.
<input type="checkbox"/> Construction & Maintenance Support Equipment	Select this category if your organization provides these goods to Kamehameha Schools.

Last updated 3 minutes ago

Cancel Save **Submit**

Result: Your supplier’s registration request is submitted successfully.

Your registration request 20001 was submitted.

Above registration request was submitted and is now under review by our Procurement team. If additional details are required, we will contact you directly.

We appreciate your interest in partnering with Kamehameha Schools.

Note: The system will notify the Procurement team to review and approve your request.

Once approved, you will receive two notification emails:

Email 1: An approval email upon your supplier registration request.

Kamehameha Schools (Kamehameha Schools BU)

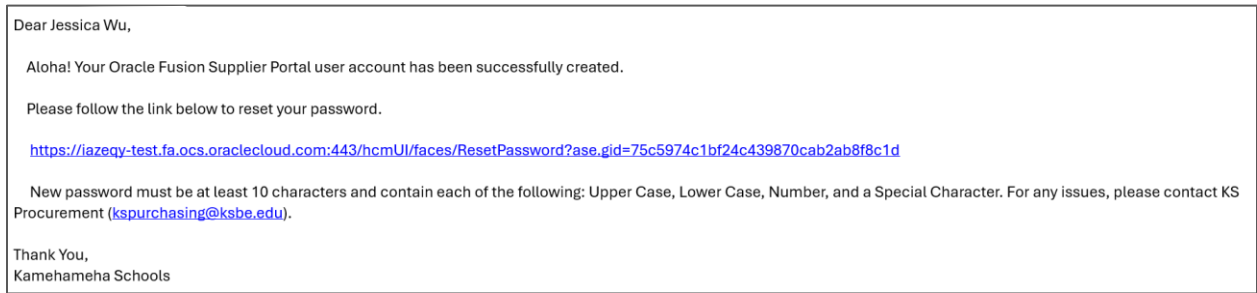
Your supplier registration request was approved

Request Number	20001
Request Date	26 May 2026
Requested By	jessica.wu@elire.com
Company	Elire

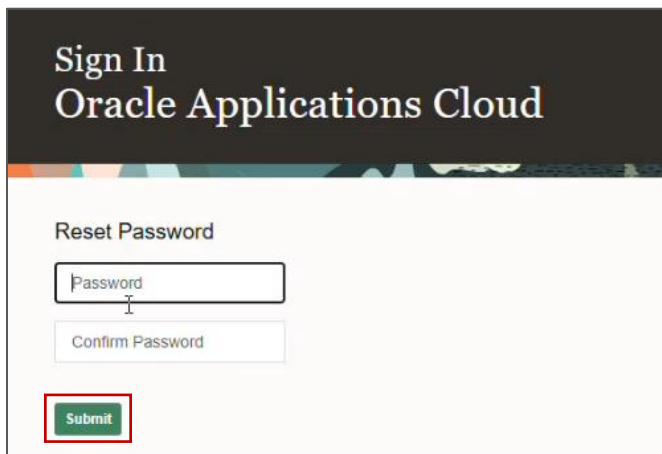
i User account information will be sent in a separate email.

Supplier Registration as a Prospective Vendor

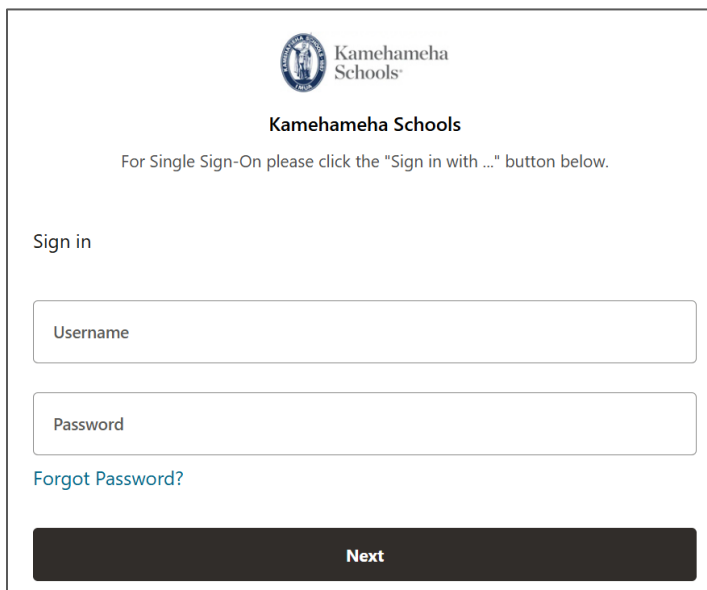
Email 2: A welcome email. Click on the URL link to reset the password.



Note: Enter your new password by following the requirement, then click **Submit**.

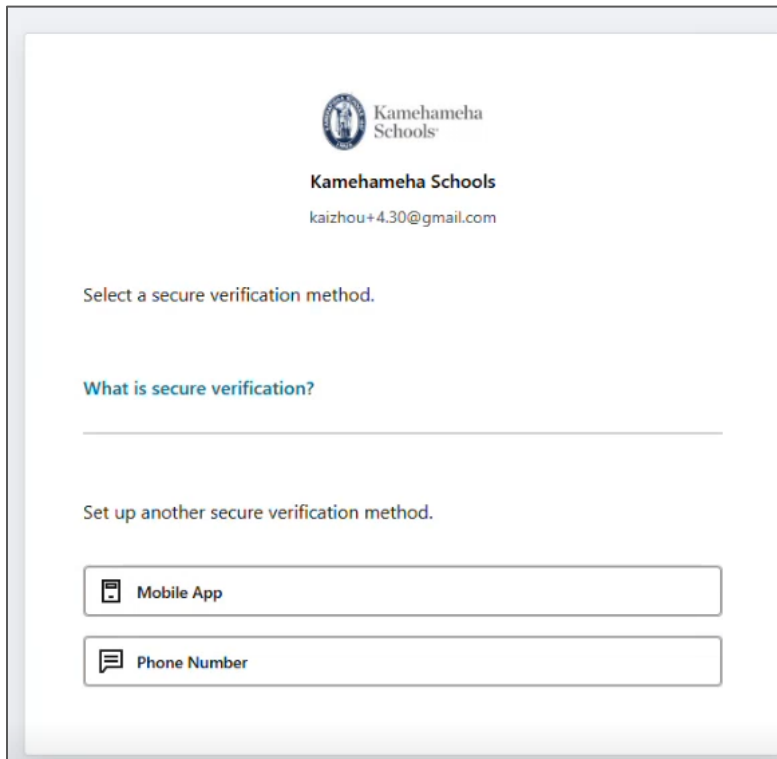


Result: You will be routed to the [Oracle ARK Fusion](#) page. Login with your credential and click **Next**.



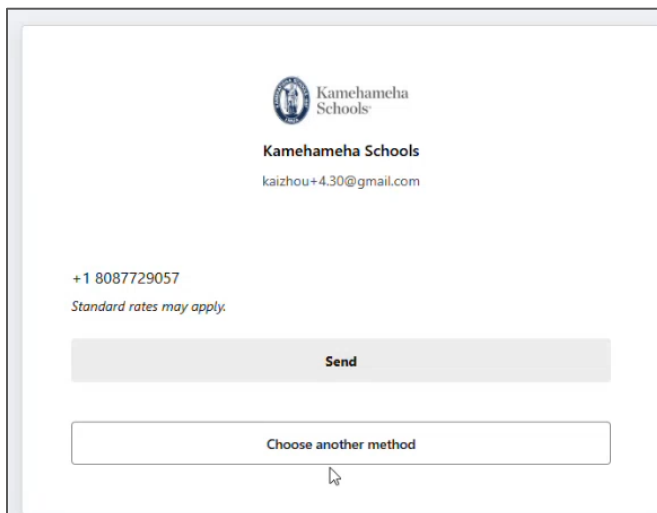
Supplier Registration as a Prospective Vendor

26. Select **Phone Number** for 2-factor authentication method.



The screenshot shows the Kamehameha Schools logo and contact information: "Kamehameha Schools" and "kaizhou+4.30@gmail.com". Below this, the text reads "Select a secure verification method." and "What is secure verification?". A horizontal line is present below the question. Further down, it says "Set up another secure verification method." and provides two options: "Mobile App" and "Phone Number". The "Phone Number" option is highlighted with a light blue background.

27. Click **Send**.

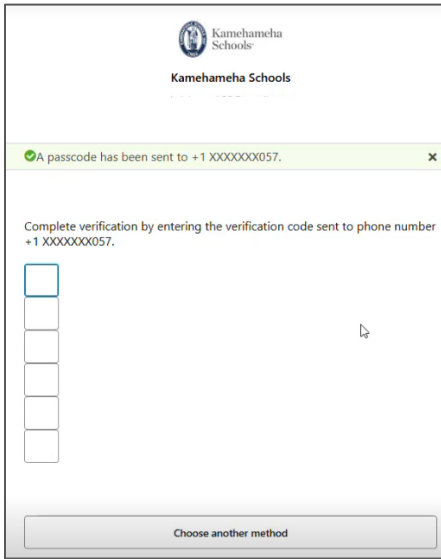


The screenshot shows the same Kamehameha Schools logo and contact information. Below this, the phone number "+1 8087729057" is displayed, followed by the text "Standard rates may apply:". A grey "Send" button is visible, and below it is a white "Choose another method" button with a mouse cursor pointing at it.

Result: A verification code is sent to your cellphone.

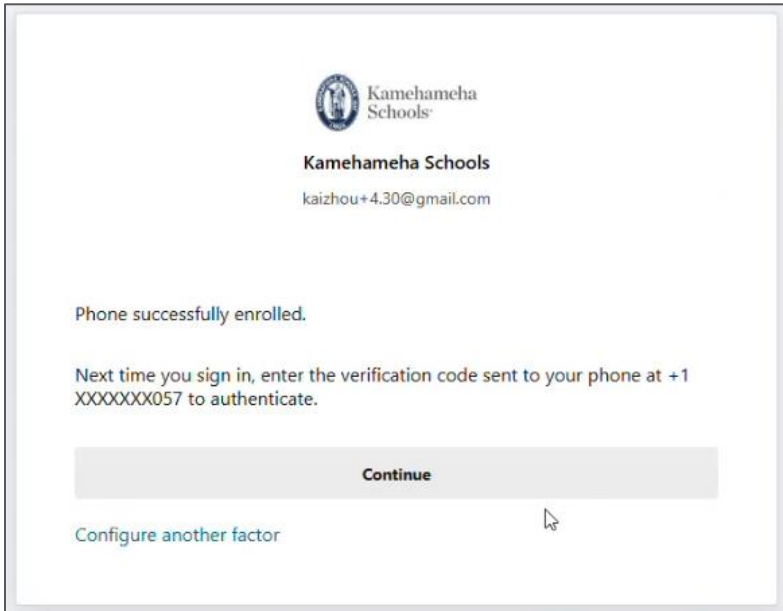
Supplier Registration as a Prospective Vendor

28. Enter the verification code.



The screenshot shows a mobile application interface for Kamehameha Schools. At the top, the Kamehameha Schools logo and name are displayed. Below the logo, a green notification bar states: "A passcode has been sent to +1 XXXXXXXX057." with a close button (X). The main content area contains the text: "Complete verification by entering the verification code sent to phone number +1 XXXXXXXX057." Below this text is a vertical column of six empty square input boxes for entering the verification code. At the bottom of the screen, there is a button labeled "Choose another method".

Result: Your cellphone is enrolled in the 2-factor authentication process. Click **Continue** to login to Oracle ARK Fusion.



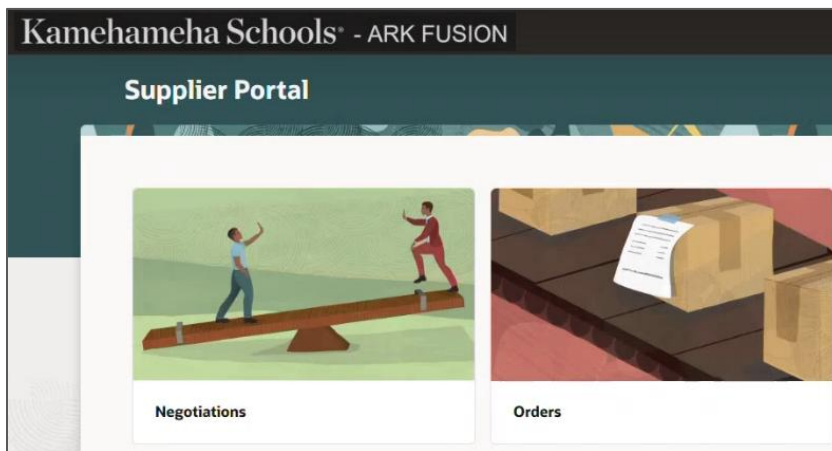
The screenshot shows a confirmation screen for Kamehameha Schools. At the top, the Kamehameha Schools logo and name are displayed, followed by the email address "kaizhou+4.30@gmail.com". The main text reads: "Phone successfully enrolled." Below this, it says: "Next time you sign in, enter the verification code sent to your phone at +1 XXXXXXXX057 to authenticate." At the bottom, there is a large grey button labeled "Continue" and a link labeled "Configure another factor".

Supplier Registration as a Prospective Vendor

29. Click on the **Supplier Portal** tile.



Result: You now have access to Kamehameha School’s Supplier Portal with self-service capabilities to participate in RFIs, RFQs, and RFPs, as well as view purchase orders and invoice payment information.



ATTENTION: Kamehameha Schools conducts Requests for Information (RFI), Requests for Quotations (RFQ), and Requests for Proposals (RFP) on an invitation-only basis. Invitations are issued at the sole discretion of the applicable department(s), which independently identify and select suppliers that, in their judgment, are best positioned to meet the organization’s requirements.

Supplier Registration as a Prospective Vendor

Registration as a prospective supplier does not create any obligation on the part of Kamehameha Schools, nor does it confer any right or guarantee of inclusion in any RFI, RFQ, or RFP process, or the award of any contract or business relationship.