


Supplier Portal Self-Registration Guide

Registration is required the first time a user accesses Global Supplier Registration Web. If the user already has a Username and password, they DO NOT need to self-register. The steps to register are:


1. Enter Invoice Information: Select a recent invoice (invoice date within the last 180 days)
 - a. Select Region for Invoice Information: This is the region where goods or services were delivered.
 - b. Depending on selected region, enter the following information:
 - If selecting North America or Indonesia, Enter:
 - Invoice # (omit any punctuation)
 - Invoice Date
 - Invoice Amount

Note: Please make sure all information is from the same invoice.

Global Supplier Portal 


Self Registration

Please enter the following details for any one of your recently PAID invoices so that we can validate your request. Please choose an invoice that was created within the last 180 days.

Select Region for Invoice Information	<input type="text" value="North America"/>
Invoice #	<input type="text"/>
Invoice Date (mm/dd/yyyy)	<input type="text" value="mm/dd/yyyy"/> 
Invoice Amount	<input type="text"/>
	<input type="button" value="Validate"/>


- If selecting South America, Enter:
 - Invoice Date
 - Invoice Amount
 - RUT #

Note: Please make sure information is from the same invoice.

Global Supplier Portal 

Self Registration

Please enter the following details for any one of your recently PAID invoices so that we can validate your request. Please choose an invoice that was created within the last 180 days.

Select Region for Invoice Information	<input type="text" value="South America"/>
RUT # (Chile) / RUC # (Peru) / Others countries leave it blank	<input type="text"/>
Invoice Date (mm/dd/yyyy)	<input type="text" value="mm/dd/yyyy"/> 
Invoice Amount	<input type="text"/>
	<input type="button" value="Validate"/>

2. Click "Validate".

Note: If an error message is received, follow the steps below to troubleshoot the error.

- a. Check to make sure data entered is correct
- b. Try a different recently paid invoice
- c. Contact your Freeport-McMoRan representative for assistance (buyer or CA).

3. After entering invoice information, a new screen will appear with your supplier name. Create User Profile by entering the following information:

- Email
- First name
- Last name
- Sponsor Email (must be a Buyer)

Registration Confirmation

Supplier Data Found

Region	NA
Invoice#	1234557
Invoice Date (mm/dd/yyyy)	02/08/2021
Invoice Amount	100000
Supplier Name	Test
Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Sponsor Email	<input type="text"/>

Note: Information entered during registration will be used for all future correspondence in the Portal.

4. Click "**Submit**". An automated email will be sent to the user within one business day containing user name and password

Note: If multiple user accounts are required for one supplier, please repeat the Self-Registration process for each user.