How to Complete the Supplier Registration Form

**Tip:** This online form replaces all paper supplier registration forms, including the IRS W-9. It allows suppliers to utilize the same fields from the W-9 while providing other information to register online. *To assist with the completion of the registration form, have your IRS W-9 available to fill in tax related information.*

**Suggestions and Considerations:**

- This form works best when being entered on Chrome, Internet Explorer or Firefox. Older versions of Chrome, Internet Explorer or Firefox may not work. Consider having an updated version of your browser before you begin.
- Set your browser settings to allow JavaScript if they are not already.
- Your browser’s “back” feature will not work. Use the “Back” button at the bottom of each page if you need to navigate to a previous page.
- If you navigate away from the registration form, all entered data may be lost.

Click **Begin Registration** to start the registration process.
Step 1:

- You must click on all three checkboxes below to proceed.
- You will verify that you have been notified of the UW Terms and Conditions. This is only informational. Your agreement to the UW Terms and Conditions is required upon acceptance of a contract or purchase order.
- You will also need to verify your UW Employment history. If you have been an employee in the past, we will request some additional information in a popup box.
- The Continue Registration button will become available once all three checkboxes have been checked. If you feel you cannot check one of these boxes, please contact vcontrol@uw.edu.

Supplier Registration Form

Please agree to the following statements in order to proceed.

**No special status:**
Submission of this form does not confer any “special” status on an individual/company by the UW. Submission of this form is not a contract, nor is it a promise of a contract between the UW and any party.

☐ By completing this registration the supplier certifies, under a threat of perjury, that all information is valid and the supplier has the right to represent this company to the University of Washington.

☐ I have been informed of the University of Washington's Terms and Conditions. Please see http://t2.washington.edu/fm/ps/info_for_suppliers/terms_and_conditions.

☐ I am not currently an employee of the University of Washington, Harborview Medical Center, or any entity affiliated with the University of Washington. I am also not registering a business that is owned and/or operated by a current University of Washington or affiliate employee.

**UW Employment History**

☐ I have not in the past been an employee of the University of Washington, Harborview Medical Center, or any entity affiliated with the University of Washington.

☐ I am a past employee of the University of Washington, Harborview Medical Center or an entity affiliated with the University of Washington.

[Cancel Registration] [Continue Registration]
Step 2: Preliminary Information

- Please answer the following questions. If you have a current or outstanding order with the university, there will be a box you can enter the number.
- Then click Next.

Step 3: Tax Identification Information

With your current W-9 form as a resource, please fill out your company or individual tax ID information. You can select your entity type from the dropdown menu. These entity types reflect what is on the current IRS W-9 form.

Your options are:

- Once you have selected your entity type, you may select the type of Good or Service you are providing. Please select at least one item from this list.
- Then enter your tax ID number. If you are an individual, this will be your Social Security Number (SSN). If you are a business it will be an IRS issued Employer Identification Number (EIN) or an SSN.
Step 4: Additional Identification Information

- Please indicate if you collect WA sales tax. The Washington state UBI (Unified Business Identifier) is required if you collect WA state sales tax.
- Provide a UBI or a DUNS number if applicable. These are optional fields if you are not a WA supplier.
- Then click Next.
**Step 5: General Company Information**

- Enter your general company information in this step.
- Then click **Next**.
- The email you provide will be used as the primary contact.
Step 6: Order Information

- If a specific person should receive orders from the University of Washington please include that as the last part of this step. If it is the same person listed in step 5, click on “Use general company contact for ordering.”
- Enter the address the University should use when sending orders. If it is the same as the general business address, click on the “Use general company address for ordering” checkbox.
- If you have an Ariba Network ID, click Yes and enter the number. For more information about what the Ariba Network is, please see http://f2.washington.edu/fm/ps/supplier-information/ariba-network.
- Then click Next.
Step 7: Remittance Information

- If your remittance address and contact information for payments is different than the information previously provided, please enter them in this step. If it is the same, please use the “Use general company address for ordering” checkbox.
- The University of Washington is utilizing electronic payment methods for payments to suppliers.
- If you accept card payments please let us know who a good contact for setting up a bank card payment method would be.
- If it is the same as the prior contact provided, use the “Use general company contact for bank cards” checkbox.
- If you cannot accept payment by ePayables bank card, click No. You will be provided a link to an alternative payment option. Please complete the registration form through Step 10 before reviewing this additional information.
- For more information about electronic payments, please see http://f2.washington.edu/fm/ps/epayables.
- Then click Next.

Supplier Registration Form
Step 8: Certifications

- If you have any of the business certifications below that you would like to let us know about, please check off the ones that apply to your business. These are either state or regionally issued certifications.
Step 9: Final Review

- Please scroll down the screen to review all information entered to be sure it is correct. If corrections need to be made, please make them in this screen.
- If it is, click **Next** at the bottom of the screen.
- You will receive a confirmation

Supplier Registration Form

Final Review

Carefully review all input information. Any necessary editing can be done at this time.

Legal Agreements

- By completing this registration the supplier certifies, under a threat of perjury, that all information is valid and the supplier has the right to represent this company to the University of Washington.
- I have been informed of the University of Washington’s Terms and Conditions. Please see http://f2.washington.edu/fmps/info-for-suppliers/terms-and-conditions.
- I am not currently an employee of the University of Washington, Harborview Medical Center, or any entity affiliated with the University of Washington. I am also not registering a business that is owned and/or operated by a current University of Washington or affiliate employee.

UW Employment History

- I have not in the past been an employee of the University of Washington, Harborview Medical Center, or any entity affiliated with the University of Washington.
- I am a current employee of the University of Washington, Harborview Medical Center or an entity affiliated with the University of Washington.

Preliminary Information

- Are you currently doing business with the University of Washington?  
  ☐ Yes  ☐ No

- Do you have a current or outstanding order with the university?  
  ☐ Yes  ☐ No

Tax Identification Information

- Northwest Minority Supplier Development Council or National Minority Supplier Development Council (NMSDC)
  - MBE (minority-owned)
  - Women’s Business Enterprise National Council (WBENC)
  - WBE (woman-owned)
Step 10: Electronic Signature

- This is the final step. Please review the statements under Certification and check the “Yes, I agree to this statement” box.
- Please include your name and position in case we have any questions about the information provided. Then click Submit.
- Once you click Submit, you will receive a confirmation number.

Confirmation

- You will receive this confirmation message once you have submitted your registration form. If you have any questions about your registration, contact vcontrol@uw.edu. Please note your confirmation number before leaving this screen.

Supplier Registration Form

Thank you for registering as a supplier with the University of Washington. Please print this page for your records and as a verification that you have registered.

Your confirmation number is 579a38321f306a1a64bcf. It will take approximately 2 business days to review your registration in the UW purchasing system.

Payment cannot be issued until registration in your chosen electronic payment method has been completed. If there are any problems with your registration, a representative from the University of Washington will contact you.

More information for suppliers, including details regarding the full onboarding timeline and process, can be found here:

- Information for Suppliers