



WORKDAY SUPPLIER REGISTRATION PORTAL - QUICK REFERENCE GUIDE (QRG)

**Reference guide on how to register as a supplier for the
University of Washington**

REGISTRATION FOR DOMESTIC SUPPLIERS

U.S./Domestic Supplier Registration

All prospective U.S./domestic suppliers will complete the Supplier Registration form. The link to the form will be emailed to you by UW Supplier Administrators. To begin the registration:

1. Select the Sign In icon located on the top right corner of the screen, and you will be prompted to Create Account for your business.
 - Once the account is created, a verification email is sent which must be used to log in and complete the registration.
 - Please ensure the following information is available before proceeding.
 - Business information, Taxpayer Identification Number (TIN), Contact information, State of Washington OMWBE or Federal SBA Certifications (if applicable); **a current signed and dated IRS Form W-9 must be attached during this registration.**



Note: The account email must be unique to your company and shared, business-related emails work best; do not use an individual email when creating your UW business account unless you are registering as an Individual/Sole Proprietor/Single Member LLC and do not have a shared, business-related email.

1

Sign In



Welcome to the University of Washington Supplier Portal

The University of Washington values our relationships with our suppliers and service providers. This supplier portal is a self-service tool used for **U.S. businesses and contractors** doing business with University of Washington's (UW) academic and medicine entities, including UW Medical Center and associated clinics. To become a supplier with UW, you must complete the self-registration process. This registration step is critical to confirm that UW can issue purchase orders and remit payments based on the information provided. Please allow approximately two business days for processing by UW; the registration status will be available on the Home page once the registration has been submitted.

Please ensure the following information is available before proceeding: Business information, Taxpayer Identification Number (TIN), Contact information, State of Washington OMWBE or Federal SBA Certifications (if applicable); a current signed and dated IRS Form W-9 must be attached during this registration.

To Begin the Registration:


1) Select the Sign In icon located on the top right corner of the screen, and 2) you will be prompted to Create Account for your business; 3) once the account is created, a verification email will be sent which must be used to log in and complete the registration.


Please note: The account email must be unique to your company and should not belong to a specific person at your company when creating your UW business account.




2. Once logged in, click **Home**, then scroll to the bottom of the page and select **New Application**.

- Links to **Helpful Resources** are provided on this page, as well as **Important** tips

 **Note:** Suppliers must disclose any UW employment or affiliation history prior to registering or conducting any business.

 **Note:** Once a registration has been submitted, select **Application History** to review previous applications.



University of Washington Supplier Portal

Our Shared Commitment

The University of Washington is committed to ethical, sustainable and socially responsible procurement consistent with the University's educational, research and healthcare missions, and we expect the same high standards from our supplier community. UW expects high standards of ethical conduct, compliance with all applicable laws, and compliance with the university's Supplier Code of Conduct, which describes the university's expectations for supplier policies and actions regarding labor standards, human rights, diversity, sustainability, ethics and health and safety.

Registration Instructions:

If this is your first time visiting this site, please complete the required registration form using the resources and helpful links below. Begin the registration (located at the bottom right corner of the screen) and follow the required application prompts.

Helpful Resources:

- Step-by-step Instructions & detailed information (terms and conditions, payment options, timelines, the Supplier Code of Conduct, and additional requirements, if applicable): <https://finance.uw.edu/ps/suppliers>
- IRS Tax Forms: A properly completed IRS Form W-9 is required to attach when completing the registration: <https://www.irs.gov/forms-instructions>

Important:

- All currencies (both Accepted and Default) are in U.S. Dollars (USD)
- Payment options and descriptions are featured on our [website](#)
- The **Business Information** section is for your firm's business details; information such as the legal entity name, Doing Business As name, Taxpayer ID Number, Remit-To (payment) and Mailing (ordering) Address, Primary Business Phone and Email Address (for purchase orders) are required
- The **Contact Information** (step after Classifications) is required for the submitter of the form, in case we need to contact you
- Remember to attach a properly completed IRS Form W-9 when completing the registration

Using the Supplier Portal

Once suppliers are registered, this supplier portal gives your business the opportunity to:

- Review application status
- Maintain business information
- Review purchase orders and invoice status

Please Note:

All prospective suppliers must meet eligibility requirements to be a supplier to the university, which generally excludes current or recently separated employees of UW and businesses owned and/or operated by current or former employees or affiliates of the UW. **Suppliers must disclose any UW employment or affiliation history prior to registering in this portal or doing any business.**

By use of this UW Supplier Portal, the supplier 1) certifies that all information is valid and the supplier has the right to represent this company to the University of Washington (UW), 2) acknowledges that this does not confer any special status on a company or individual by UW, nor is it a promise of a contract between UW and any party, and 3) meets the eligibility requirements to be a supplier to the university, which generally excludes current or recently separated employees of UW and businesses owned and/or operated by current or former employees or affiliates of the UW.

Questions? Please contact UW supplier support at suppliers@uw.edu

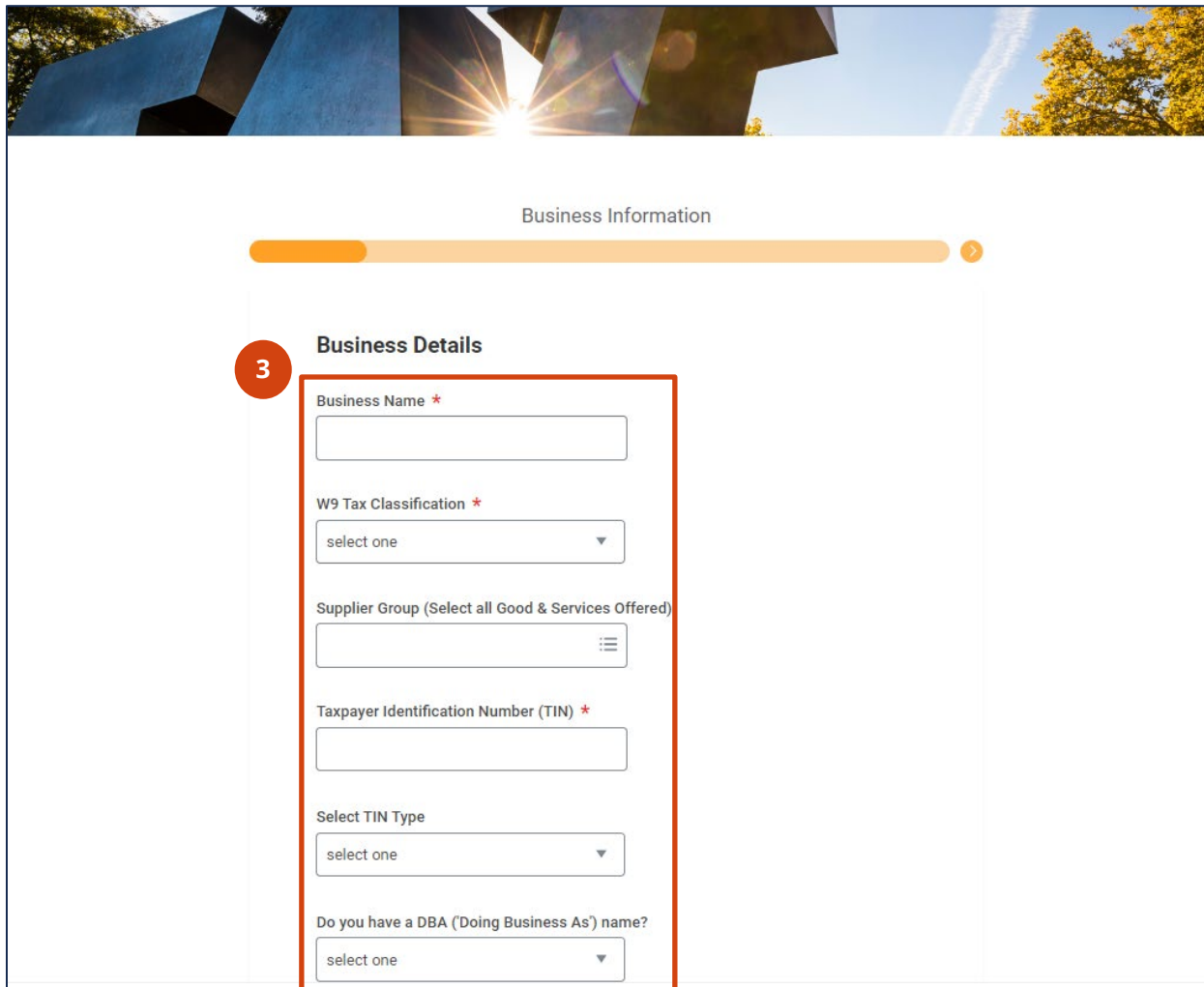
Registration Status

2

New Application

Application History

3. On the **Business Information** step, enter your **Business Name**, your **IRS W-9 Tax Classification**, the **Supplier Group** that best describes your goods or services, and your **Taxpayer Identification Number (TIN)** and **TIN Type** (EIN or SSN), as well as any **Doing Business As** or trade name, if applicable.
- If your company has a Doing Business As (DBA) or trade name, select Yes to the question “Do you have a DBA (Doing Business As) name?” and then enter the DBA/trade name as shown on Line 2 of your W-9 in the next field.



Business Information

3 Business Details

Business Name *

W9 Tax Classification *

select one ▼

Supplier Group (Select all Good & Services Offered)

Taxpayer Identification Number (TIN) *

Select TIN Type

select one ▼

Do you have a DBA (Doing Business As) name?

select one ▼

Scroll down and complete the remaining applicable fields about your company, which include additional identification numbers for your company, if applicable, as well as payment options and currencies.

4. Select Yes or No for the question **Do you collect WA State Sales Tax?**; if Yes, provide your WA State Unified Business Identifier (UBI) in the next field.
5. Enter your **DUNS** and/or **Unique Entity Identifier** (issued by SAM.gov), if applicable.

4 Do you collect WA State Sales Tax? (Required) *

select one

5 What is your DUNS (Number issued by Dunn & Bradstreet)?

What is your Unique Entity Identifier (issued by System for Award Management/SAM.gov)?

6. Select all **Accepted Payment Types** from the listed options, then select an option as the preferred or **Default Payment Type**. Descriptions of these options are available on UW's dedicated supplier webpage: <https://finance.uw.edu/ps/suppliers>
7. Select USD for both the **Accepted Currencies** and **Default Currency** to continue.

Payment Types

6 Accepted Payment Types *

Default Payment Type *

select one

Currencies

7 Accepted Currencies

Default Currency

select one

Scroll down and complete the Business Contact Details section for the business phone, email address, website (if applicable), and business addresses; these details will be used to issue purchase orders and remit payments.

8. Check the box to **Add Primary Phone** and then enter the business phone number in the required fields; enter the **Email Address** which UW can use to issue purchase orders, followed by the **Remit-To Address** for payments.
 - Enter the **Mailing Address** if different from the remittance address; this could be the W-9 address, corporate address or the procurement/order placement location.
9. Click **Next**

The screenshot shows a web form titled "Business Contact Details". A red box with a circled "8" highlights the "Add Primary Phone" section, which includes a checked checkbox, an "Email Address for Purchase Orders" field, a "Website URL" field, and a "Remit-To Address" section with fields for Country, Address Line 1, City, State, and Postal Code. A red box with a circled "9" highlights the "Next" button at the bottom left. The "Mailing Address" section is partially visible at the bottom.

Business Contact Details

8 Add Primary Phone

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Email Address for Purchase Orders *

Website URL (include http:// or https://)

Remit-To Address

Country *
United States of America ▼

Address Line 1 *

City *

State *
select one ▼

Postal Code *


Mailing Address

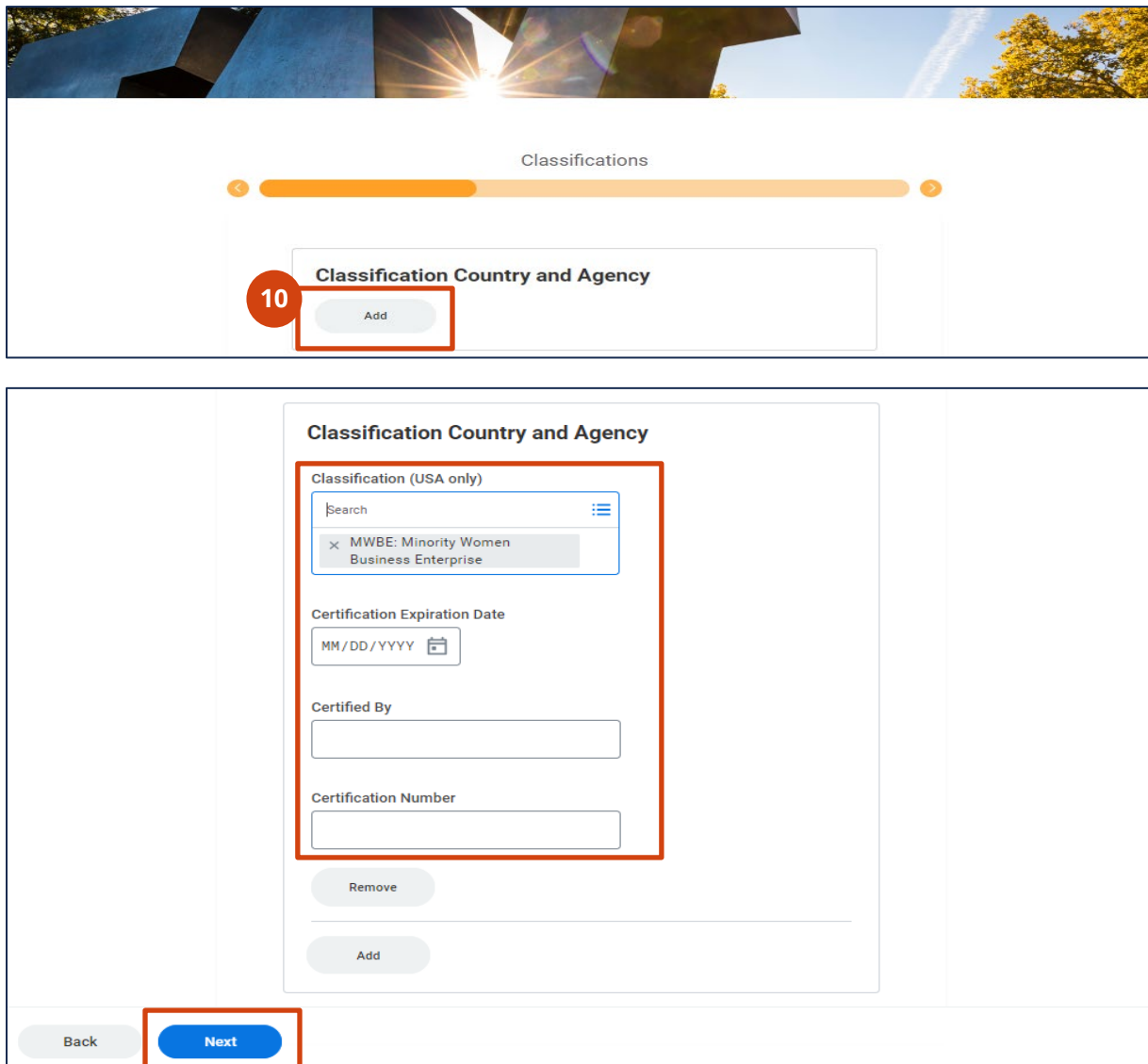
Country
select one ▼

9 Next

The **Classifications** step is used to provide any current business classifications or certifications, including Washington State Office of Minority & Women's Business Enterprises (OMWBE) and U.S. Small Business Administration (SBA) certifications.

10. To add certifications, click **Add** for **Classification Country and Agency**, then select **United States of America** as the country, which will display the classifications to choose from (only one classification can be selected at a time); select the classification and enter the additional details as needed about the classification, including the **Expiration Date**, **Certified By** organization and **Certification Number**, then click **Next**.

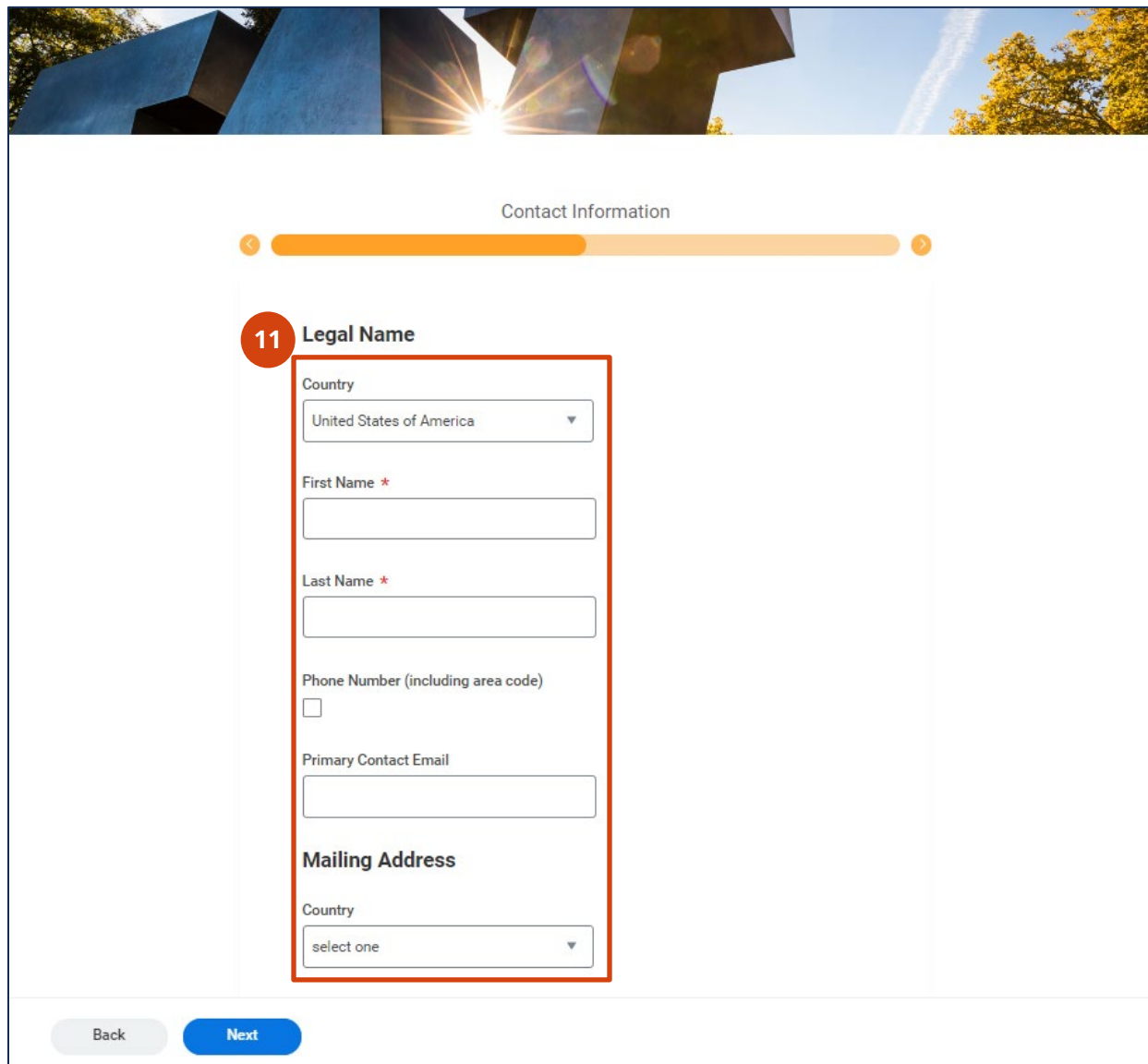
 **Note:** Continue to click the **Add** button for additional certifications and details. If no classifications or certifications exist for your business, click **Next** to skip this step.



The screenshot shows the 'Classifications' step of a web application. At the top, there is a header with the title 'Classifications' and a progress bar. Below the header, there is a section titled 'Classification Country and Agency'. A red circle with the number '10' is next to the 'Add' button in this section. Below this, there is a detailed form for adding a classification. The form is titled 'Classification Country and Agency' and contains several fields: 'Classification (USA only)' with a search bar and a dropdown menu showing 'MWBE: Minority Women Business Enterprise'; 'Certification Expiration Date' with a date picker; 'Certified By' with a text input field; and 'Certification Number' with a text input field. Below these fields are 'Remove' and 'Add' buttons. At the bottom of the form, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red box.

The **Contact Information** step is for the **direct contact information** for the person completing and submitting the form. This information may be needed to contact you directly about the submission details.

11. In the **Legal Name** section, first select **United States of America** for the country, then enter your **personal First Name and Last Name**, your **individual Phone Number** and **individual Contact Email**, and a **Mailing Address, if different than the business remit-to or corporate information already entered** in previous steps.



Contact Information

11 Legal Name

Country
United States of America ▼

First Name *

Last Name *

Phone Number (including area code)
☐

Primary Contact Email

Mailing Address

Country
select one ▼

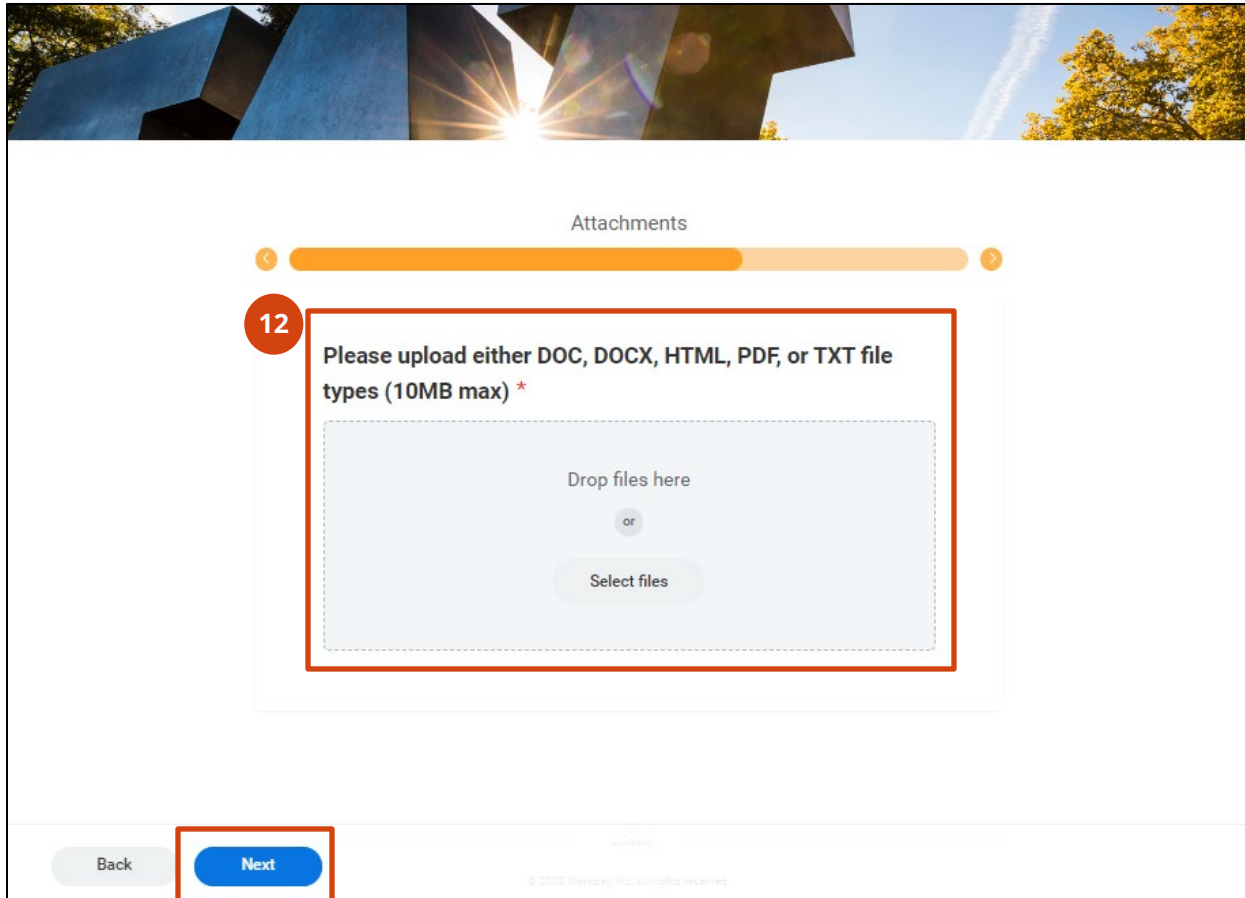
Back Next

The **Attachments** step is used to upload the **required business W-9 document**.

12. Upload a **current, signed and dated IRS Form W-9**, then click **Next**.

- **IRS Form W-9 is required**
- Failure to attach a properly completed, signed and dated copy will result in the form being returned for editing and will not be processed.

 **Note:** Attachments less than 5MB using .pdf format work best.



13. Please read the **UW Disclaimer** and **select the checkbox** to **Accept UW Disclaimer**
14. Type your name into the **Signature** field, then click **Next**

Signature

13 UW Disclaimer

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14 Accept UW Disclaimer *

☐

Signature *

Back Next

15. On the **Summary** page, please review the information entered; click **Back** to make changes if needed; when all details are correct, click **Submit**

Summary

PDF

Signature

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Signature

Name of Form Submitter

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Back Submit

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 **Note:** When the form is successfully submitted, a message that says “Congratulations – Your request has been submitted” appears; check the status the next day on the Home page.

University of Washington Supplier Portal

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supplier portal gives your business the opportunity to do business with the University of Washington. You can view your invoice status

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Congratulations!!

Your request has been submitted.