INSTRUCTIONS FOR COMPLETING UW SUPPLIER ONBOARDING

CONTENTS

SUPPLIER ONBOARDING AT UNIVERSITY OF WASHINGTON

All prospective suppliers must complete the Supplier Onboarding Form. The link to create a Workday Central Login Account and the onboarding form will be emailed to suppliers by Supplier Administrators at University of Washington (UW).

The onboarding step is critical to confirm that UW can issue purchase orders and remit payments based on the information provided through UW's secure form submission. Please allow two to three business days for processing by UW; suppliers that are approved into UW systems will receive an approval email as the final step in the onboarding process.

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, including compliance with the university's Supplier Code of

Conduct. The Supplier Code of Conduct, Terms & Conditions, payment options and purchase order and invoicing guidance are available at: https://finance.uw.edu/ps/suppliers

Important:

- **Suppliers must disclose any UW employment or affiliation history prior to onboarding or conducting any business**; 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
- **If the information submitted, including IRS Forms, Taxpayer ID Numbers or business information, does not pass validation**, follow-up emails will be sent to submitter's email; issues must be resolved within 3 business days to continue onboarding
- **Note your login and password**; it may be needed to review form submission status

BEFORE YOU BEGIN

BUSINESS INFORMATION REQUIREMENTS

Have the following business materials available, which are required:

- **IRS Forms** W-9 (U.S. entities) or W-8 (non-U.S. entities)
    - See ADDITIONAL RESOURCES on page 13 for links to the current online IRS forms
- **Contact information** for the organization
- **Bank Verification Letter** (non-U.S. entities *only*)

TECHNOLOGY REQUIREMENTS

The following technology is required to complete UW supplier onboarding:

- **Multi-Factor Authentication (MFA)** is required to create and sign into the Workday Central Login account and complete the Supplier Onboarding Form, with **three options**:
    - Register a phone number to receive a one-time passcode by SMS
    - Use a mobile app with a smartphone, such as Google Authenticator, Duo Mobile, LastPass Authenticator, Microsoft Authenticator, Authy, Okta
    - Use a web browser extension on a desktop computer, such as Authenticator or 1Password
- A **desktop computer and web browser** must be used for the account set-up and the onboarding form
- **Frequent email monitoring** is needed to set up and confirm the account; allow emails from the "@workday.com" email domain and check junk mail folders frequently

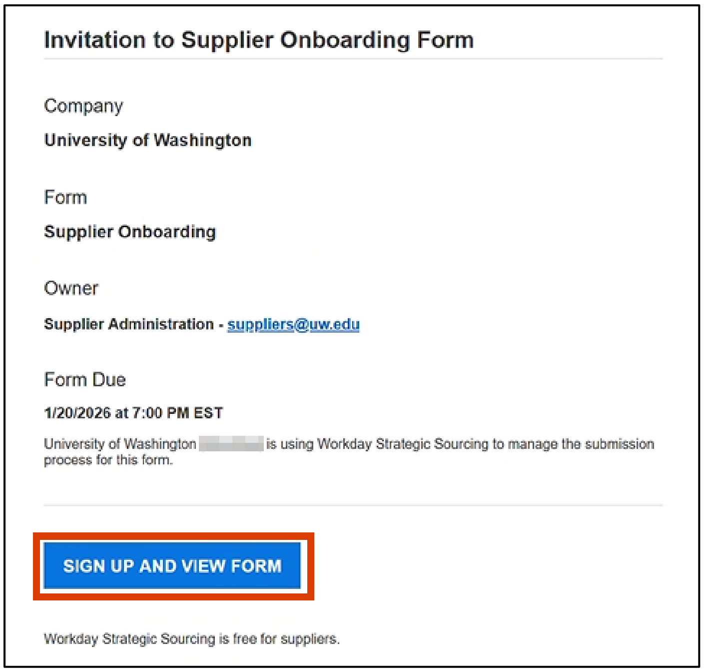
SUMMARIZED ONBOARDING STEPS

1. Create and Verify the Workday Central Login Account
2. Complete the Supplier Onboarding Form and Submit the Form for Review
3. Next Steps - Including Status, Approval Emails or Follow-Up Requests for Clarification

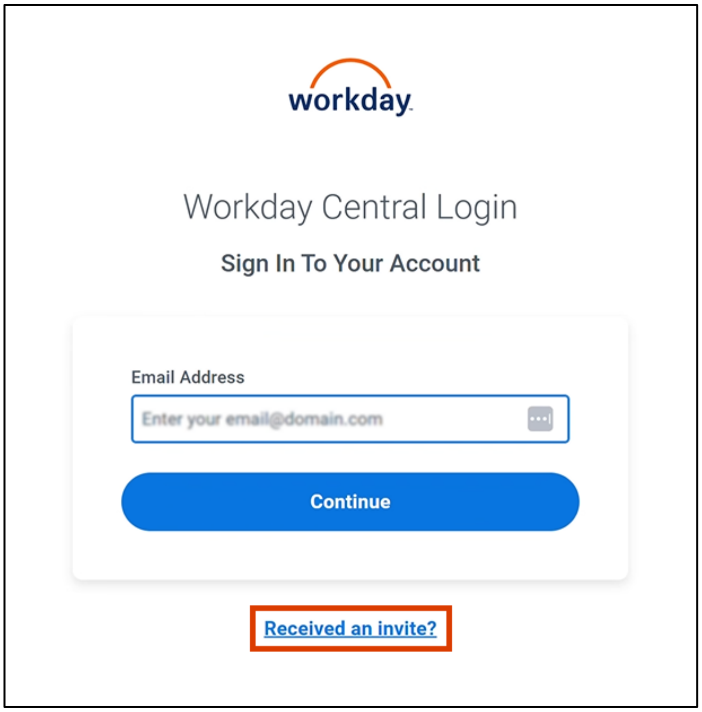
CREATE AND VERIFY THE WORKDAY CENTRAL LOGIN ACCOUNT

The link to create a Workday Central Login account and access the supplier onboarding form will be emailed to you by UW Supplier Administrators, which is sent from a “no reply” email from the “@workday.com” email domain.

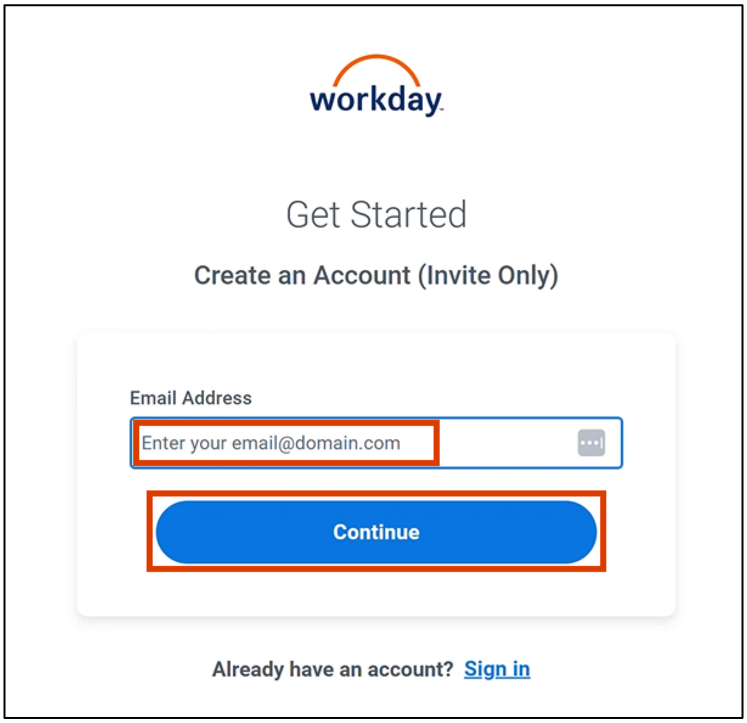
1. Click **SIGN UP AND VIEW FORM** to begin account creation step



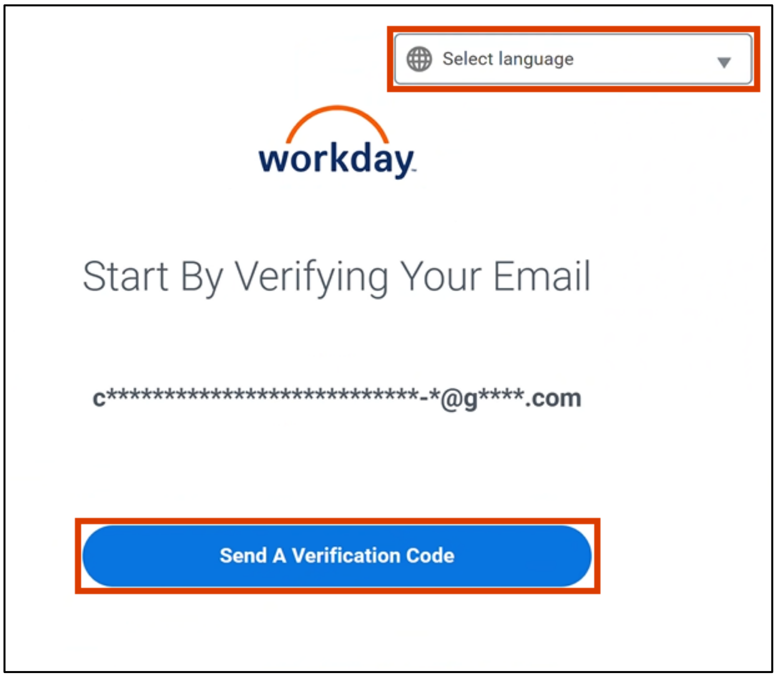
2. Following a brief **Redirected to Registration** screen, the **Workday Central Login** screen will appear; click the **“Received an invite?”** link to begin setting up the new onboarding account



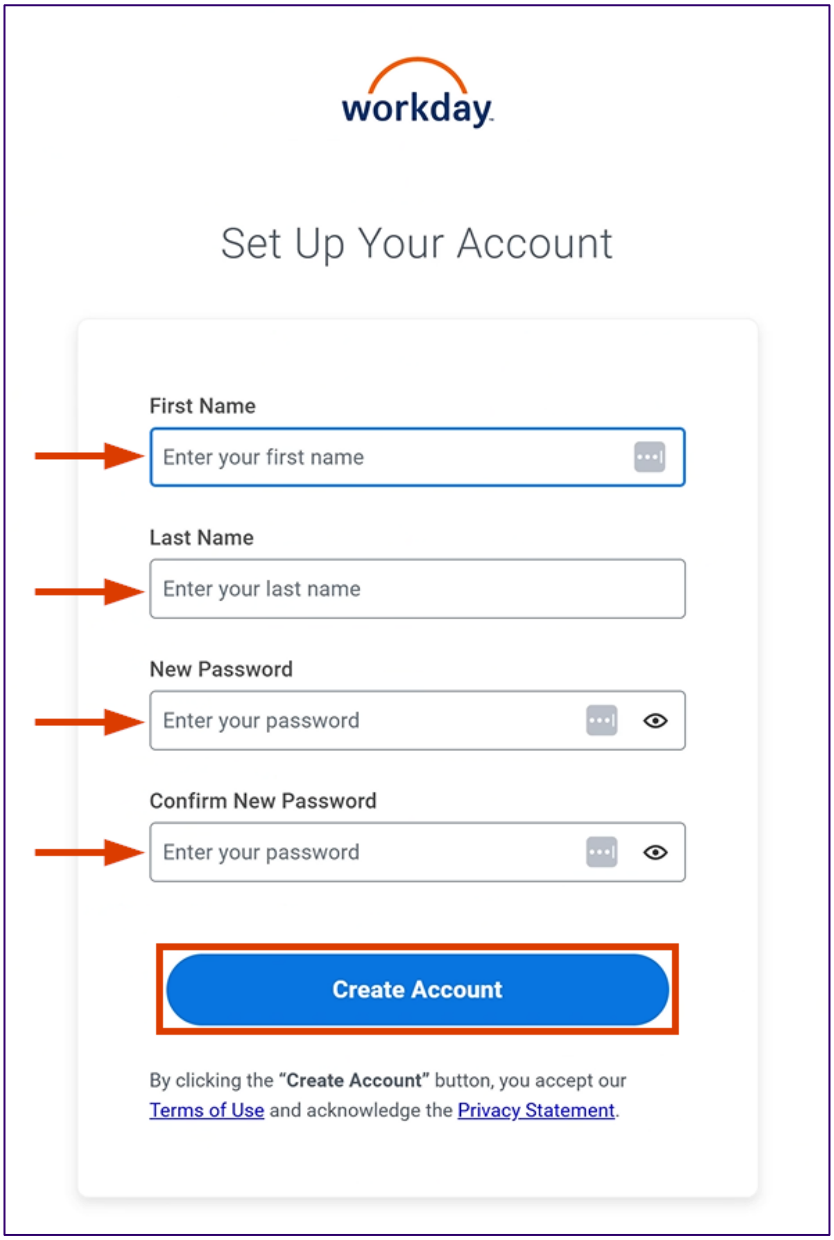
3. On the Get Started screen, enter the **Email Address where the invitation was received** and click **Continue**
   - Note: The email address **must** be the same email address where the invitation was sent, and forwarding or attempting to log in with an alternate email will be unsuccessful; please contact suppliers@uw.edu if the invitation needs to be sent to an alternate email address



4. On the **Start by Verifying Your Email** screen, click the **Send A Verification Code** button to have a code sent by email
   - Note: You may select an alternate language beginning on this screen

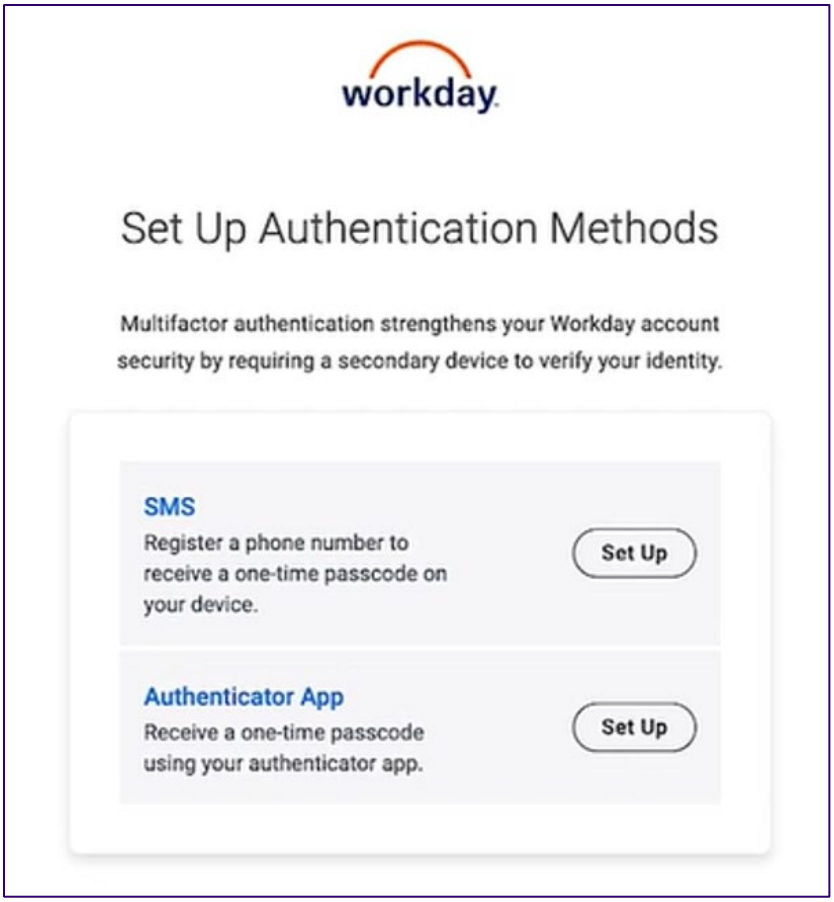


5. **Check your email** for the 6-digit Verification Code sent from the Workday Central Login system; return to the **Enter Your Verification Code screen** and **enter the 6-digit code**, then click **Verify Email**
6. On the next screen, set up your onboarding account: **Enter your First and Last (Family) name** as the person completing the supplier onboarding for the business, then **enter a password** for the secure account and **confirm the new password**, and finally click **Create Account**
   - Note: the secure account must be created and maintained by a representative of the business who has a right to represent that business to the university and submit IRS forms and/or banking information; the business/organization name and other details will be added to the Supplier Onboarding Form in upcoming steps

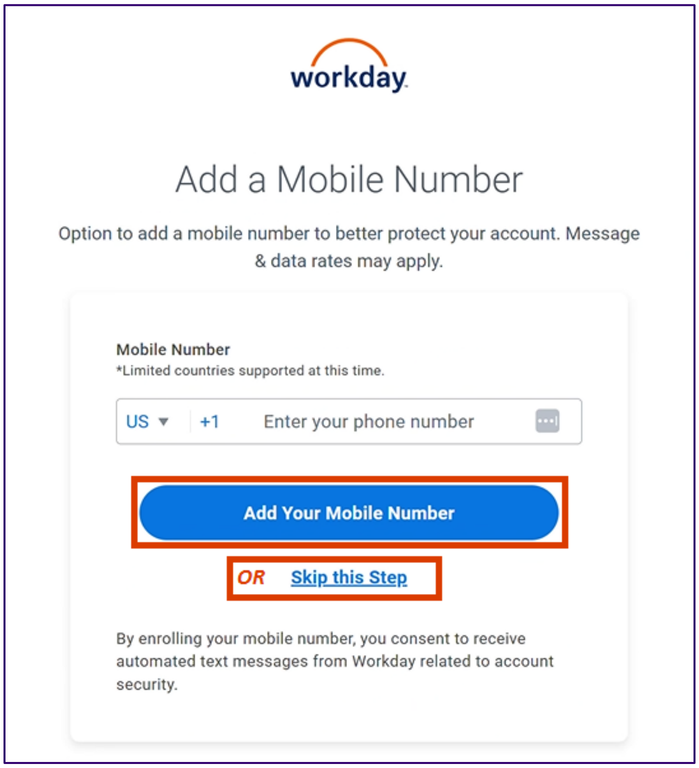


7. On the next screen, **Set Up the Authentication Method** for the account; Multi-Factor Authentication (MFA) is required to create and sign into the Workday Central Login account, using one of **three options**, as detailed in the TECHNOLOGY REQUIREMENTS on page 2
   A. **Choose SMS** to set up SMS authentication by registering a phone number to receive a one-time passcode
      - Select the **Country** for the Mobile Number, **enter the phone number**; a text will be received with a **6-digit code** to be entered to **Verify Your Mobile Number**
      - **SMS** is now set as the Authentication Method; **click Continue to proceed**

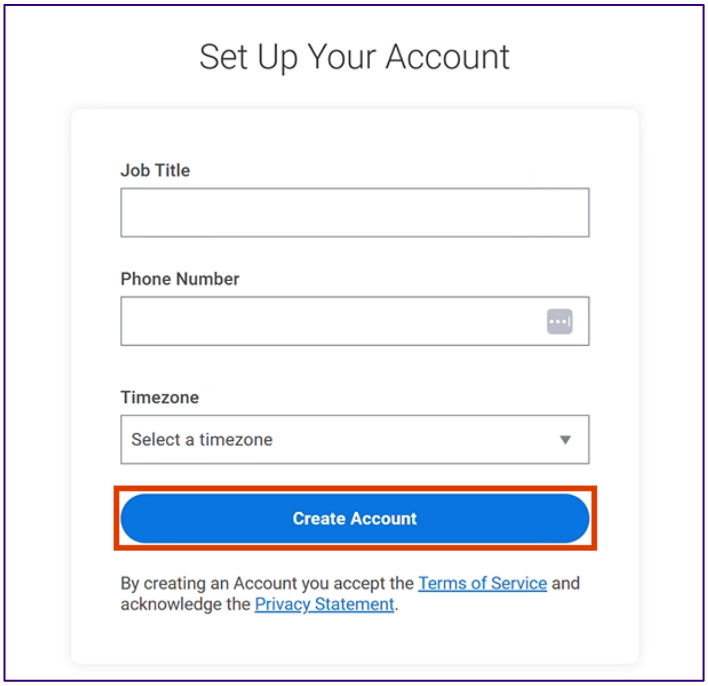
   B. **Choose Authenticator App** to set up either a smartphone mobile app or a desktop computer web browser extension app for QR code authentication
      - **Follow the prompts** for the mobile device app or browser extension app to generate a **6-digit code** to be entered and **Connect Authenticator App**
      - **Authenticator app** is now set as the Authentication Method; **click Continue to proceed**



8. The next screen has a prompt to **Add a Mobile Number** and is *optional*; select the Country and enter the mobile number, *or* click **Skip this Step** to proceed without a mobile number



9. The final screen to set up the account is *optional*; enter your Job Title, Phone Number, and **Timezone** (recommended), *or* click **Create Account** to complete account setup



University of Washington's Supplier Onboarding Form will be visible upon completing the steps to create your supplier onboarding account.

COMPLETE THE ONBOARDING FORM AND SUBMIT FOR REVIEW

The Supplier Onboarding Form will be visible after the Workday Central Login account is set up.

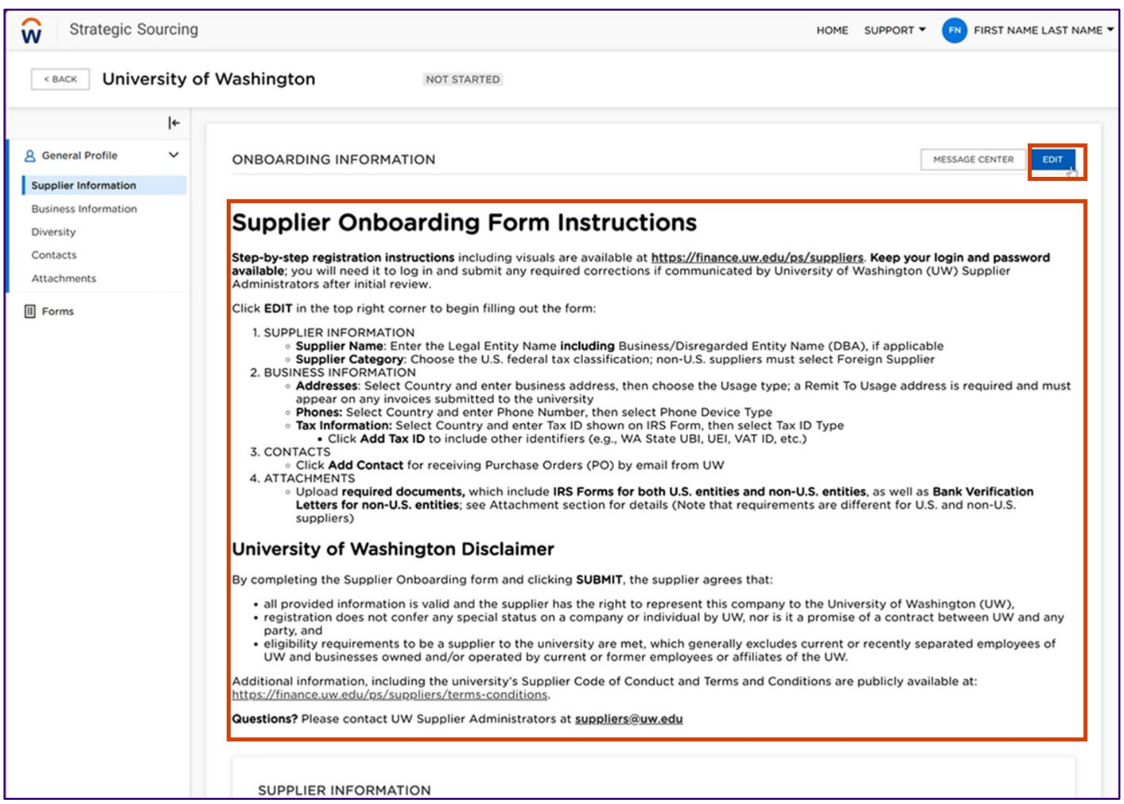
- Note: If you navigate away from the Supplier Onboarding Form screen, return to the Supplier Onboarding Form by clicking Home → Profile Requests (Issuing Company: University of Washington) → Manage

The Supplier Onboarding Form is due within one week of receiving the invitation to apply as a University of Washington supplier.

SUPPLIER ONBOARDING FORM – INSTRUCTIONS AND DISCLAIMER

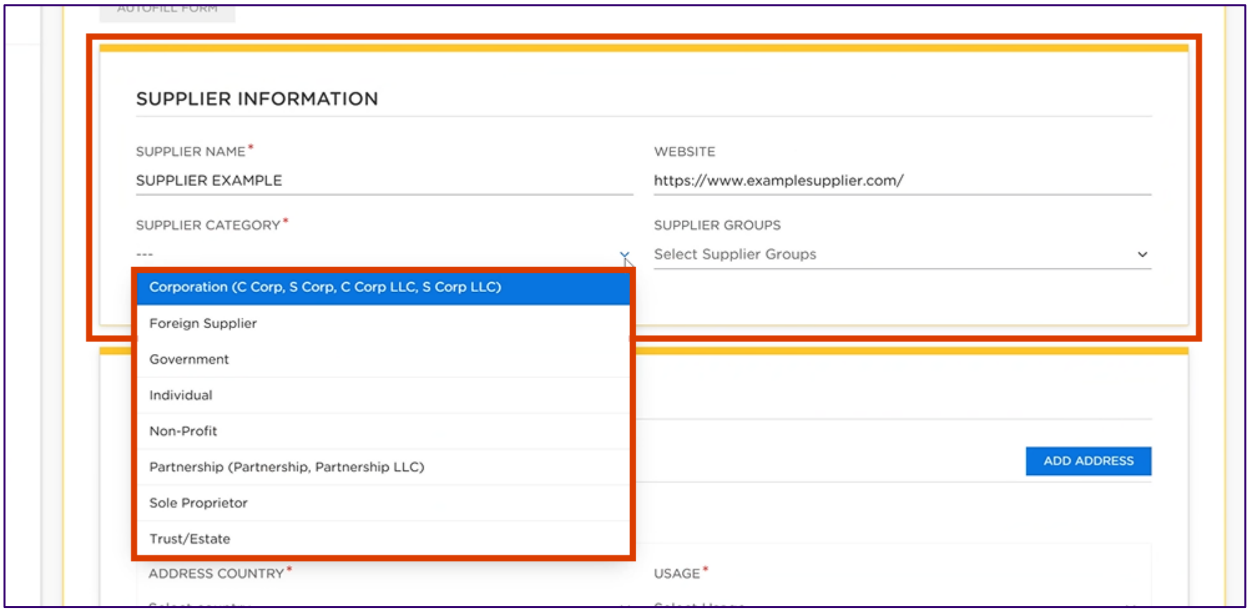
Please review the Supplier Onboarding Form Instructions for each section of the form and gather the required business documents for the Attachments section.

1. **Review** the **Supplier Onboarding Form Instructions** for each section of the form: Supplier Information, Business Information, Contacts and Attachments
2. **Read** the **University of Washington Disclaimer**; by completing and submitting the form, you agree that:
   - all provided information is valid and the person completing the form has the right to represent this company to the University of Washington (UW),
   - onboarding as a supplier 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
   - eligibility requirements to be a supplier to the university are met, 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
3. Click **Edit** in the upper right corner to begin editing the form with the business information and documents



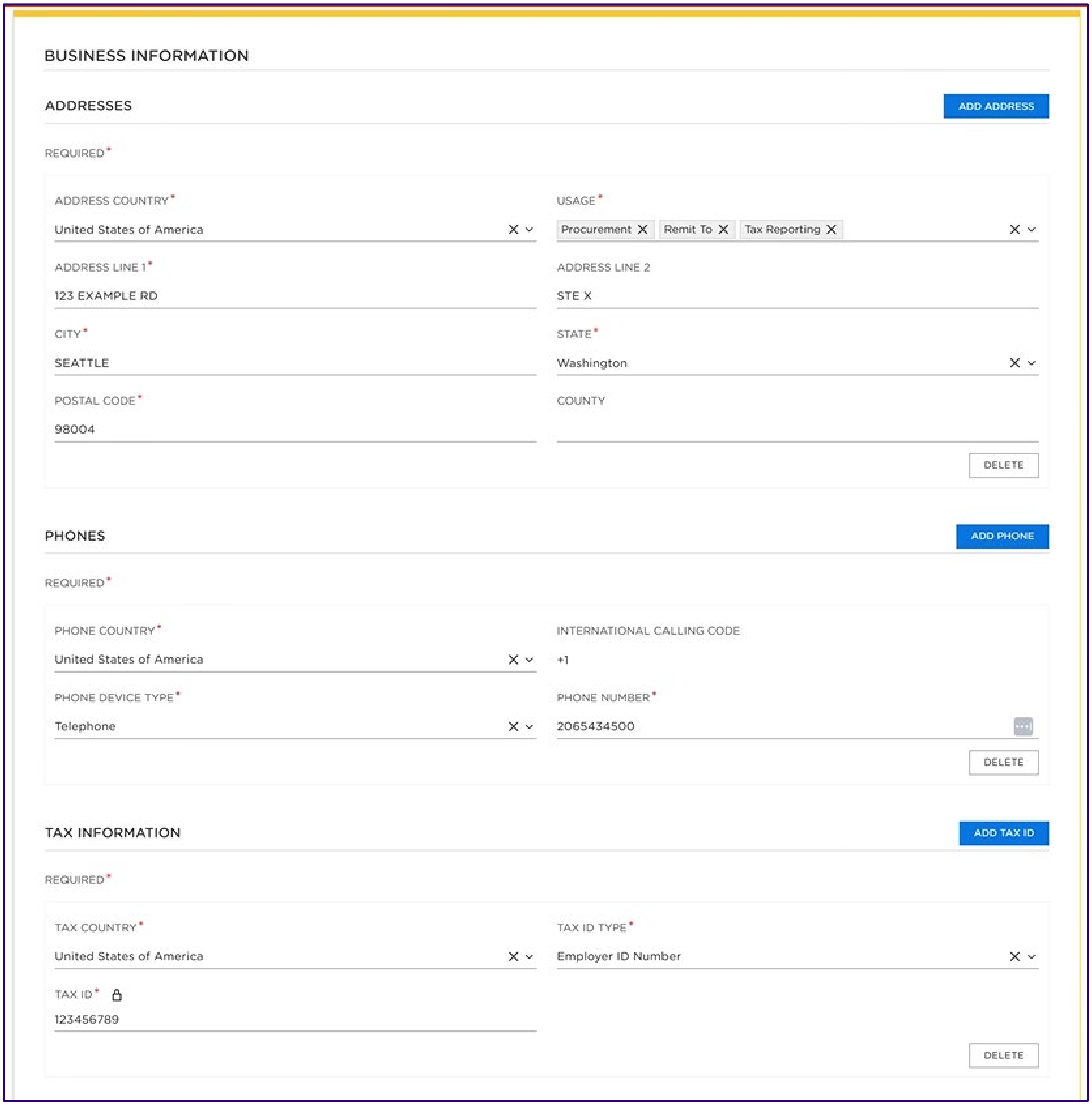
SUPPLIER ONBOARDING FORM – SUPPLIER INFORMATION SECTION

4. For Supplier Name, enter the **legal business entity name, *including* the Doing Business As (DBA) or Disregarded Entity Name** in the same field, if applicable
5. Select the **IRS Tax Classification** for the Supplier Category; non-U.S. suppliers must select Foreign Supplier
6. Optional: Enter the **business Website URL** and choose the **Supplier Group(s)** for the goods and/or services offered



SUPPLIER ONBOARDING FORM – BUSINESS INFORMATION SECTION

7. Select the **Country** and enter the **Addresses for the business**, then choose the **Usage** type. A Remit To Usage address is required and must appear on any invoices submitted to the university; additional addresses such as the Procurement (PO) or Tax Reporting address (shown on IRS Forms) can be added by clicking **Add Address**
8. Select the **Country** and enter **Phone Number for the business**, then select **Phone Device Type**; additional phone numbers can be added by clicking **Add Phone**
9. Select the **Country** and enter the **Tax ID shown on the IRS Form for the business**, then select **Tax ID Type for the business entity**; examples: Employer Identification Number (EIN) or Social Security Number (SSN) from the IRS Form W-9, or Foreign Tax ID or GIIN from the IRS Form W-8BEN-E or W-8BEN
    - Note: The **primary Tax ID is required**; click **Add Tax ID** to include other tax identifiers, especially if collecting Washington State tax (e.g., WA State UBI, VAT ID)



BUSINESS INFORMATION

ADDRESSES

ADD ADDRESS

REQUIRED*

ADDRESS COUNTRY*
United States of America

USAGE*
Procurement Remit To Tax Reporting

ADDRESS LINE 1*
123 EXAMPLE RD

ADDRESS LINE 2
STE X

CITY*
SEATTLE

STATE*
Washington

POSTAL CODE*
98004

COUNTY

DELETE

PHONES

ADD PHONE

REQUIRED*

PHONE COUNTRY*
United States of America

INTERNATIONAL CALLING CODE
+1

PHONE DEVICE TYPE*
Telephone

PHONE NUMBER*
2065434500

DELETE

TAX INFORMATION

ADD TAX ID

REQUIRED*

TAX COUNTRY*
United States of America

TAX ID TYPE*
Employer ID Number

TAX ID*
123456789

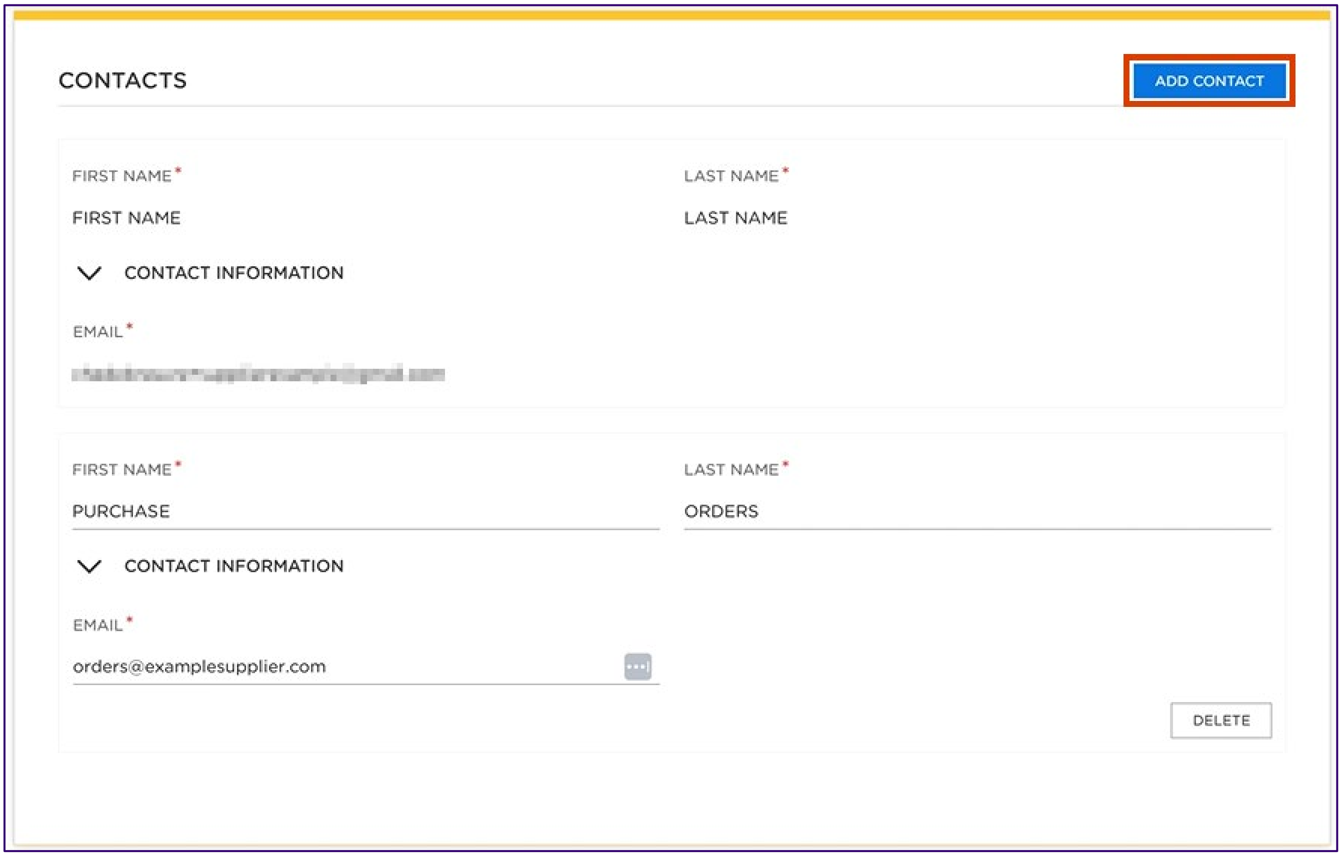
DELETE

SUPPLIER ONBOARDING FORM – CONTACTS

The contact information for the person submitting the form is already filled in as a business contact.

Any requests for clarification or action required will be emailed to you as the business contact, and, once the onboarding form is approved, an approval email will be sent to you at the conclusion of the supplier onboarding process.

10. Click **Add Contact** to add an email for **Purchase Orders (PO)** from UW; a single default PO email will be used to issue purchase orders from the university, and the university prefers this email to be a shared/group email (i.e., orders@...) to avoid processing delays from personnel vacations or changes



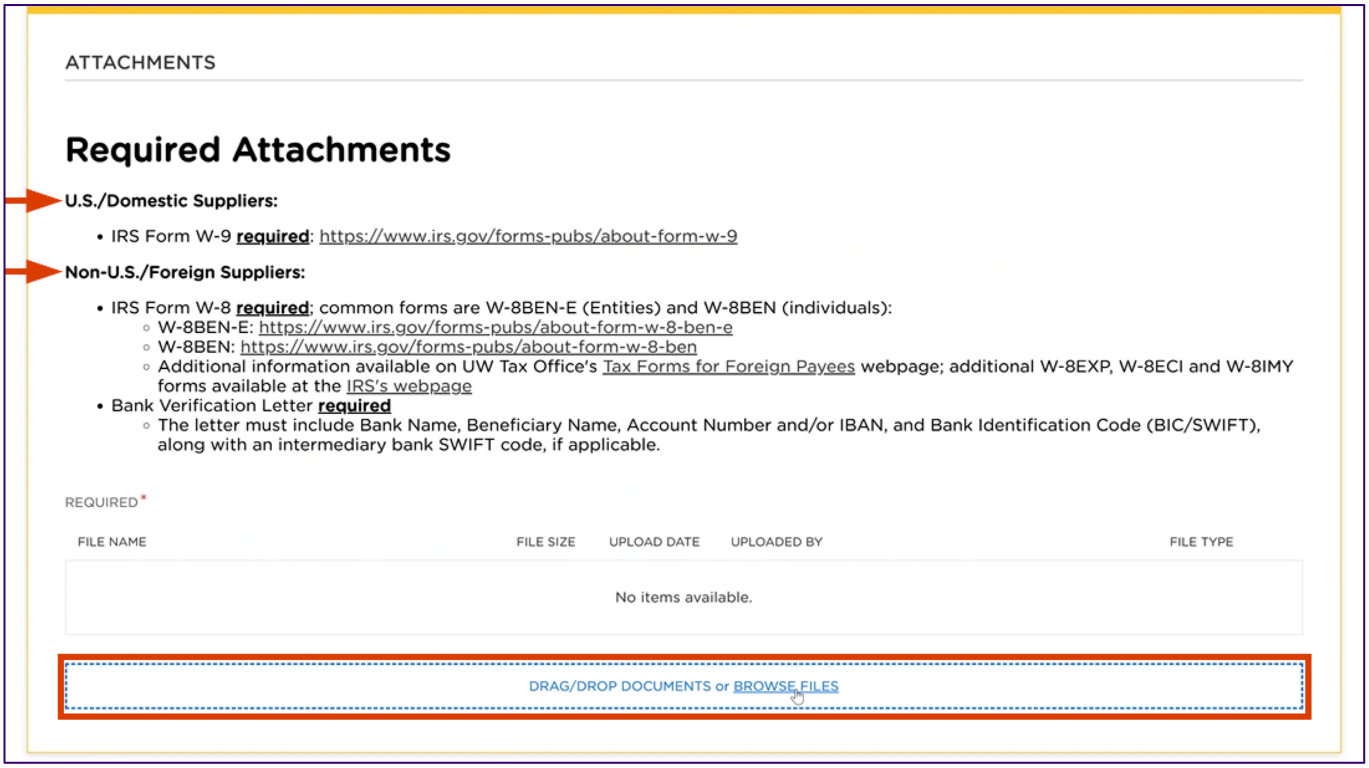
SUPPLIER ONBOARDING FORM – ATTACHMENTS

Onboarding as a supplier to the university requires specific documents to support the business entity or contractor details; independent contractors and sole owners must also submit the required IRS Forms.

The required documents are *different* for U.S. versus non-U.S. suppliers.

- Note: Attachments using .PDF format and a size of less than 5MB are best; picture files of IRS Form such as .JPG, .PNG or .TIFF files cannot be uploaded and must be converted to an alternate file type (such as .PDF) to attach successfully.

11. **Upload** the **required attachments** to support the business; drag and drop the document(s) or click Browse Files to locate the file(s) on your computer and upload
    - **U.S./Domestic Suppliers**
        - **IRS Form W-9** is required
    - **Non-U.S./Foreign Suppliers**
        - **IRS Form W-8** is required
        - **Bank Verification Letter** is required for wire transfer payments
            - The letter must include Bank Name, Beneficiary Name, Account Number and/or IBAN, and Bank Identification Code (BIC/SWIFT), along with an intermediary bank SWIFT code, if applicable
    - See ADDITIONAL RESOURCES on page 13 for helpful links to the IRS Forms

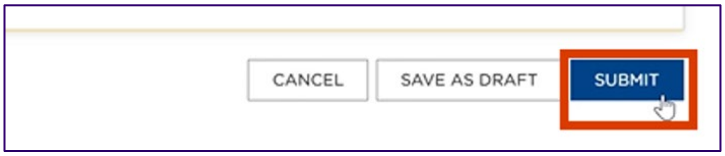


SUPPLIER ONBOARDING FORM – SUBMIT THE FORM FOR REVIEW

When all required fields have been completed and required attachments have been uploaded, the Supplier Onboarding Form is ready to submit.

12. Click **Submit** to submit the form to UW Supplier Administrators for review
    - Note: If the form has been started but cannot be completed, the form can also be saved as a draft to be completed and submitted later

When the form is submitted, an **email is sent** with the subject "**You've successfully submitted the Form**."



NEXT STEPS

- Please allow **two to three business days** for processing by University of Washington (UW)
- **Keep your login and password available;** it may be needed to review the form submission status
- **You may receive a follow-up email from UW Supplier Administrators** for clarification or missing documents; this will occur if business information needs to be verified but the attachment was not included to verify it, such as the IRS Form W-9, W-8 or the Bank Verification Letter; submitting all required documents can help avoid onboarding delays
- Onboarding Status:
  - **Approval Pending** indicates the form is submitted
  - **Submitted** indicates the form has moved to the final step of review and processing
  - New UW suppliers will receive an **automated email when the onboarding process is complete** and the supplier record is available for UW business; the email will include next steps or additional payment options, when applicable
- Engaging in Business with UW:
  - Once a business or contractor is onboarded with the university, transactions can begin; please note the supplier responsibilities documented on the university's For Suppliers webpage (https://finance.uw.edu/ps/suppliers); responsibilities include, but are not limited to: Purchase Order (PO) and invoicing requirements, maintaining your profile, ADA digital accessibility requirements and the Supplier Code of Conduct
  - U.S./Domestic suppliers are automatically paid in USD by Check 1) upon approval of the onboarding, 2) during enrollment to electronic payment programs, and 3) as the only payment option for individuals/contractors
  - Non-U.S./Foreign suppliers are paid in USD by wire transfer when the Bank Verification Letter is attached and includes all required foreign bank account information
    - If payment cannot be accepted in United States Dollars (USD), UW must receive notice by email to suppliers@uw.edu within 2 business days

ADDITIONAL RESOURCES

IRS Forms:

- U.S./Domestic Supplier IRS Form W-9
- Non-U.S./Foreign Supplier IRS Form W-8BEN-E (Entities)
- Non-U.S./Foreign Supplier IRS Form W-8BEN (Individuals)
- Additional IRS Form W-8 Information: UW's Tax Forms for Foreign Payees webpage

Workday Central Login Password Reset: Workday FAQ: Supplier Sign In and Account Security includes information regarding password reset for Workday Central Login accounts and more assistance for the account.