WORKDAY SUPPLIER REGISTRATION PORTAL - QUICK REFERENCE GUIDE (QRG)

Reference guide on how to register as a supplier for the University of Washington
REGISTRATION FOR FOREIGN SUPPLIERS

Non-U.S./Foreign Supplier Registration
All prospective non-U.S./foreign country suppliers will complete the Foreign 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, U.S. and country of incorporation Taxpayer Identification Numbers; a current signed and dated IRS Tax Form (W-8 series or 8233) can also be attached during this registration, but is not required.
   - 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 a non-U.S./foreign individual and do not have a shared, business-related email.
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.
3. On the **Business Information** step, enter your **Business Name**, select **Foreign Supplier** for the Type, include the **Supplier Group** that best describes your services, and include the Doing Business As name, if applicable.

**Note:** Business Name must match the name on the bank account used for wire payments.
Scroll down and complete the remaining applicable fields about your company. **Taxpayer Identification Numbers and additional details in this section are not required** but should be included if they apply to your company.

4. Enter the **Foreign Taxpayer Identification Number** and your **Country of Organization**. If applicable, also enter the **U.S. Taxpayer Identification Number** and **U.S. TIN Type**.
   - If you are registering as a foreign individual/contractor (instead of a business), provide your **Country of Citizenship** and your **date of birth**

5. Select the company/business **Entity** and **Business Type** that best fits your reason for registering as a UW supplier

**Note:** At the time of payment, if any additional details or forms are needed to issue payment, you will be contacted by UW.
Scroll down and complete the section for payment types and currencies related to future payments.

6. Select all **Accepted Payment Types**; mailed paper checks or wire transfers are the only payment options. Next, select the preferred option, or **Default Payment Type**.

7. Select USD (U.S. Dollar) for both the **Accepted Currencies** and **Default Currency**; this is the only option on this form, however, foreign currency payments may be available in some cases, and this is determined after registration is completed.

**Note:** Banking information for payments by wire transfer is entered in a later step.
Scroll down and complete the section for the business phone, email address, website (if applicable), and business addresses; these will be used to issue purchase orders and remit payments by paper check, or as a business reference for wire transfer payments.

8. Check the box to **Add Primary Phone** and enter the business Phone Number, then enter the **Email Address** which UW can use to issue purchase orders, a Website URL (if applicable), followed by the **Remit-To Address** for payments (even if selecting the wire transfer option).
   - Enter the **Mailing Address** if *different* from the remit-to address

9. Click **Next**
10. Click **Next** on the **Classifications** step. The page is blank because it only applies to U.S.-based suppliers.
11. On the **Banking and Payments** step, provide the business banking **Account Information** and **Account Details** for wire transfer payments, then click **Next**; if Check payment was selected earlier, this page can be skipped.

**Note:** Must match wire account and address submitted on invoices for payment to be issued.

**Note:** Please provide information for all fields noted as **required** by the red asterisk (*) in the Account Information for the bank. Typically required are:

- **Bank Name**
- **Account Number**
- **Bank Identification Code** (also known as **BIC** or **SWIFT**)

Additional fields may also be marked as required, such as:

- **Name on Account**
- **IBAN**
12. Upload supporting documentation in this **Attachments** section, then click **Next**; attachments are **required**, and should include:

- **IRS W-8 form**; required when **services are performed within the United States**; assistance with forms and requirements can be found on the university's website: [https://finance.uw.edu/tax/foreign_payee](https://finance.uw.edu/tax/foreign_payee)
- **Wire transfer details** provided on a **Bank Verification Letter**, which most banks will provide for the account on the bank's letterhead, or on your company/personal letterhead

**Note:** Attachments less than 5MB using .pdf format work best. Failure to include company documentation will result in payment delays.
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**.
15. On the **Summary** page, please review the information entered; click **Back** to make changes if needed; when all details are correct, click **Submit**.

**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.