REGISTRATION FOR U.S. DOMESTIC SUPPLIERS

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

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 login and password are created, a verification email is sent which must be used to log in to continue the registration.
   - Please ensure the following information is available before proceeding.
     - Business information, Taxpayer Identification Number (TIN), your Contact information as the form submitter, and a **current, signed and dated IRS Form W-9**, which is required to 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 or do not have a shared, business-related email.
2. Once verified, please log in, and click **Home** to continue; read the **Registration Instructions**, **Important** tips and **Notes**, then select **Register**. Note that only fields which include a red asterisk (*) are required.

**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**, your **IRS W-9 Tax Classification**, the **Supplier Group** that best describes your goods and/or services, your **Taxpayer Identification Number (TIN)** and **TIN Type** (EIN or SSN); include the **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 the W-9.
Scroll down and complete the remaining applicable fields about your company, which include additional identification numbers for your company, 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 the company’s 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.

6. First select all **Accepted Payment Types** from the listed options, then select the preferred payment option as the **Default Payment Type**; descriptions of these options are available on UW’s dedicated supplier webpage: [https://finance.uw.edu/ps/suppliers](https://finance.uw.edu/ps/suppliers)

7. Select **USD (U.S. Dollar)** for both the **Accepted Currencies** and **Default Currency** to continue.
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 enter the main business Phone Number in the required fields; enter the **Email Address** which UW can use to issue purchase orders, a Website URL (if applicable), followed by the **Remit To Address** for invoices and payments.
   - Enter the **Purchase Order 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 **Contact Information** step is for the **contact information for the person completing and submitting the form**.

10. First select **United States of America** for the country, enter your **First Name** and **Last Name**, then the email account which was used to create your registration login as the **Applicant's Email**, then click **Next**.
The **Attachments** step is used to upload the **required business IRS Form W-9 document**.

11. 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 using .PDF format and a size of less than 5MB work best.

**Note:** **Picture files of IRS Form W-9 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.
12. Please read the **UW Disclaimer**.

13. **Select the checkbox to Accept UW Disclaimer**; type your name into the **Signature** field, then click **Next**.
The last step prior to submitting is the **Summary** step.

14. On the **Summary** page, please scroll to 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; **log in to check the status in two business days** on the **Home page**.
Next Steps:

- Please allow approximately two business days for processing by University of Washington (UW)
- **Keep your login and password available through the registration process**; it can be used to **check Registration Status**, which is available on the **Home** page once the registration has been submitted
- **Submitted** registrations still pending review will show a status of **In Progress**; the applicant can click the blue View Application button if needed
- **Returned** registrations will show **Update Application** when **additional action is required**, and a Reason the form was returned; click the blue **Update Application** button to make edits based on the Reason and **re-submit**
  - This will occur if the information on IRS Form W-9 does not match IRS data, and the form will be returned for edits to correct the non-matching Business Name and Taxpayer Identification Number; an updated W-9 will need to be attached and the form re-submitted to continue the registration process
- **Denied** registrations show a status of Denied and a Reason the form was denied; this is rare, and typically occurs because a supplier record already exists with the University of Washington files
- **Approved** registrations will show **Approved** for the Registration Status; the Applicant's Email account, entered in the Contact Information step, will also receive an **automated email with additional information** and next steps, when applicable, for electronic payment options
  - **Approved means the registration process is complete**, and the supplier record is available for UW business, including issuing purchase orders and making payments for submitted invoices by mailed check
  - Future payments made be made with other electronic methods, when applicable; electronic payment options are described on the UW For Suppliers website: [https://finance.uw.edu/ps/suppliers#PaymentOptions](https://finance.uw.edu/ps/suppliers#PaymentOptions)