How to Complete the Supplier Registration Form

Tip: This online Substitute W-9 form is used in place of all paper supplier registration forms, including the paper 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 Process** to start the registration process.

Supplier Registration

All suppliers who are new to the UW and are currently doing business with the University of Washington, or suppliers wanting to do business with UW, must register through this system.

Foreign individuals and entities:

DO NOT complete this form. For more information visit:

http://f2.washington.edu/fm/ps/supplier-information/foreign-suppliers

Suggestions

- Please set your browser settings to allow Javascript. It must be enabled to proceed.
- Please note your web browsers “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 at any time you navigate away from the registration form all entered data may be lost.
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. **During registration, this is only informational.** Your agreement to the UW Terms and Conditions is required upon acceptance of a contract or purchase order.
  - Please note: While a single registration process exists when doing business with the University’s academy, medical and other entities, each unit may have additional or different Terms; please contact the unit issuing any agreements or purchase orders to verify.
- 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

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://f2.washington.edu/fm/ps/info-for-suppliers/terms-and-conditions.
- I am not currently an employee of the University of Washington or any entity affiliated with the University of Washington, nor am I registering a business that is owned and/or operated by a current or former University of Washington or affiliate employee.

UW Employment History

- I have not in the past been an employee of the University of Washington or any entity affiliated with the University of Washington.
- I am a past employee of the University of Washington or an entity affiliated with the University of Washington.
Step 2: Preliminary Information

- Please answer the next three questions on the form.
  1. If you are engaged in business with the University of Washington (UW) or one of its affiliated entities, please select “Yes.”
  2. If you have a current department contact with the university, a box will be presented where you may enter the name and email address.
  3. If you request the single payment option, please note that this will result in a check payment, after which your supplier information will be removed from the UW supplier database. Please also ensure that you complete Step 7 with the appropriate remittance address for paper check payments
- Then click Next.

Supplier Registration
Step 3: Taxpayer ID Information

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

Supplier Registration

What type of entity do you represent?

Your options are:

- Individual
- Sole proprietor or Single-member LLC
- Corporation (sometimes referred to as C Corporation)
- S Corporation
- Partnership
- Trust/Estate
- S Corporation LLC
- C Corporation LLC
- Partnership LLC
- Government
- Non-profit
- Subsidiary

- Once you have selected your entity type, you will select the type of Good or Service you are providing. Please select at least one item from this list.
- Then enter your Taxpayer 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).
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.
- Then click **Next**.

Supplier Registration Form
Step 5: General Company Information

- Enter your general company information in this step. Please note these fields represent W-9 information and must match exactly with the business's Taxpayer ID Number as provided in Step 3 as well as how the business submits their income tax return to the IRS.
- Then click Next.
- The email you provide will be used as the primary contact.

Supplier Registration
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.

Supplier Registration
Step 7: Remittance Information

- If your remittance address and contact information for payments is different from 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.

- UW’s preferred method of payment is by VISA bank card. Do you accept bank cards?
  - Select “Yes” if you have a merchant terminal to process virtual card payments and agree to the terms outlined on UW’s ePayables Bank Card Payments webpage. If you select “Yes”, 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.
  - “Select “No” to bank card if you prefer to be paid by ACH deposits through Paymode-X, or if you opted for a single payment by paper check in Step 2 of this registration.”

- 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.

Please note: These payment options are used for most of the university’s payments; however, when doing business with some healthcare and other entities, those units may have additional or different payment options for contracts or purchases directly with them; please contact the unit issuing any agreements or purchase orders to verify.

Supplier Registration
Step 8: Certifications

- Please select all Goods/Services Commodities that apply to your organization!

Supplier Registration

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<tr>
<th>Goods or Services Commodities</th>
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<td>MRO/Facilities</td>
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<td>☐ Office Supplies</td>
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<td>☐ Logistics (shipping/transportation)</td>
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<td>☐ Janitorial</td>
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<td>☐ Publications</td>
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<td>☐ Furniture</td>
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<td>☐ Compressed gases Maintenance/Service Agreements</td>
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<td>☐ Laundry</td>
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<td>Sciences</td>
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<td>☐ Consumables</td>
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<td>☐ Scientific Services (not maintenance)</td>
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<td>☐ Biologicals and Animals</td>
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<tr>
<td>☐ Equipment</td>
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<td>☐ Medical/Healthcare</td>
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<td>Events &amp; Other</td>
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<td>☐ Hotels</td>
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<td>☐ Event Charters</td>
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<td>☐ Commencement</td>
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<tr>
<td>☐ Catering</td>
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<tr>
<td>☐ Research Charters</td>
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</tbody>
</table>
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 complete and accurate, click **Next** at the bottom of the screen.

Supplier Registration

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/fm/ps/info-for-suppliers/terms-and-conditions](http://f2.washington.edu/fm/ps/info-for-suppliers/terms-and-conditions).
- I am not currently an employee of the University of Washington or any entity affiliated with the University of Washington, nor am I registering a business that is owned and/or operated by a current or former University of Washington or affiliate employee.

UW Employment History

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

Events & Other

- Hotels
- Event Charters
- Commencement
- Catering
- Research Charters
**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.

**Supplier Registration**

![Electronic Signature Form]

On the next screen you will receive a confirmation number. Please make note of it for future correspondence.

**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 579a3b1820ba1a94bc6699. 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