




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.*



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 **foreign/non-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, 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 (if applicable).


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, timelines, the Supplier Code of Conduct, and additional requirements, if applicable): <https://finance.uw.edu/ps/suppliers>
- IRS Tax Forms: U.S. IRS tax forms (W-8 series or 8233) can be attached when completing the registration; if not provided during registration, they may be requested during invoice payment processing: https://finance.uw.edu/tax/foreign_payee

Important:

- The **Business Information** section is for your firm's business details; information such as the Legal Entity name, Doing Business As name, Remit-To (payment) and Mailing (ordering) Address, Primary Business Phone and Email Address (for purchase orders) are **required**
- Please pay special attention to **tax and country of incorporation/citizenship requirements**, which are different for corporate business entities than if you are registering as a sole owner/individual
- All currencies are in **U.S. Dollars (USD)**
- The Classification section is **intentionally blank** as it only applies to U.S.-based companies
- Please provide **Banking and Payment information**, which will be verified against your future invoice information

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

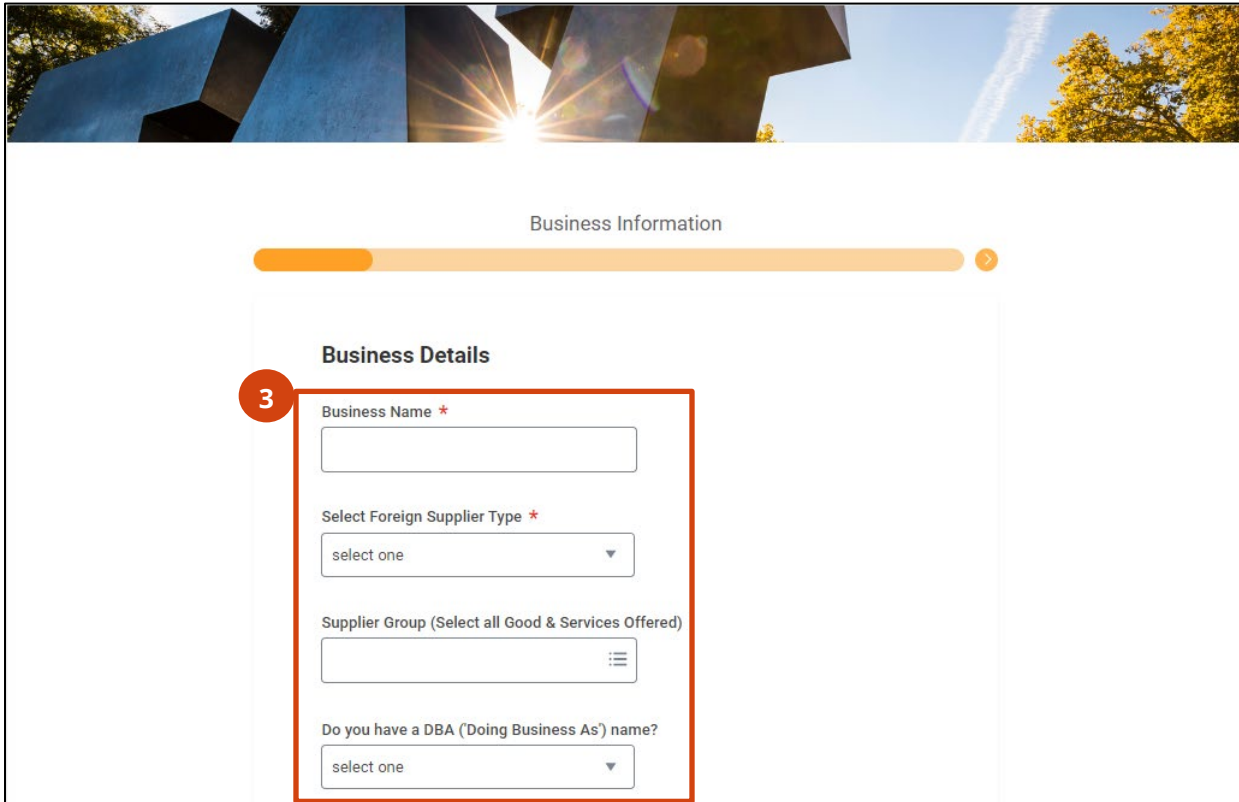
Application History

workday

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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.*



The screenshot shows a web form titled "Business Information" with a progress bar. The "Business Details" section is highlighted with a red box and a red circle containing the number 3. The form includes the following fields:

- Business Name ***: A text input field.
- Select Foreign Supplier Type ***: A dropdown menu with "select one" as the current selection.
- Supplier Group (Select all Good & Services Offered)**: A multi-select dropdown menu.
- Do you have a DBA ('Doing Business As') name?**: A dropdown menu with "select one" as the current selection.

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.

4

U.S. Taxpayer Identification Number (TIN)

Select TIN Type

select one ▼


Foreign Taxpayer Identification Number

Please Provide Country of Organization/Registration for your business (if you are registering as a Foreign Individual - Please Provide Country of Citizenship)

5

If you are registering as a Business Entity - Please Provide GIIN (Global Intermediary Identification number) - if applicable

If you are registering as a Foreign Individual - please enter your date of birth:

MM/DD/YYYY 

Select the Entity and Business Type below that best fits your reason for registering as a University of Washington supplier. IRS tax forms may be required and can be attached in a later step within this form. If any required forms are needed to issue payment, you will be contacted by the University of Washington. Additional information for IRS tax forms is available at the following UW website: https://finance.uw.edu/tax/foreign_payee

select one ▼

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.

Payment Types

6 Accepted Payment Types *

Default Payment Type *

select one

Currencies

7 Accepted Currencies

Default Currency

select one

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

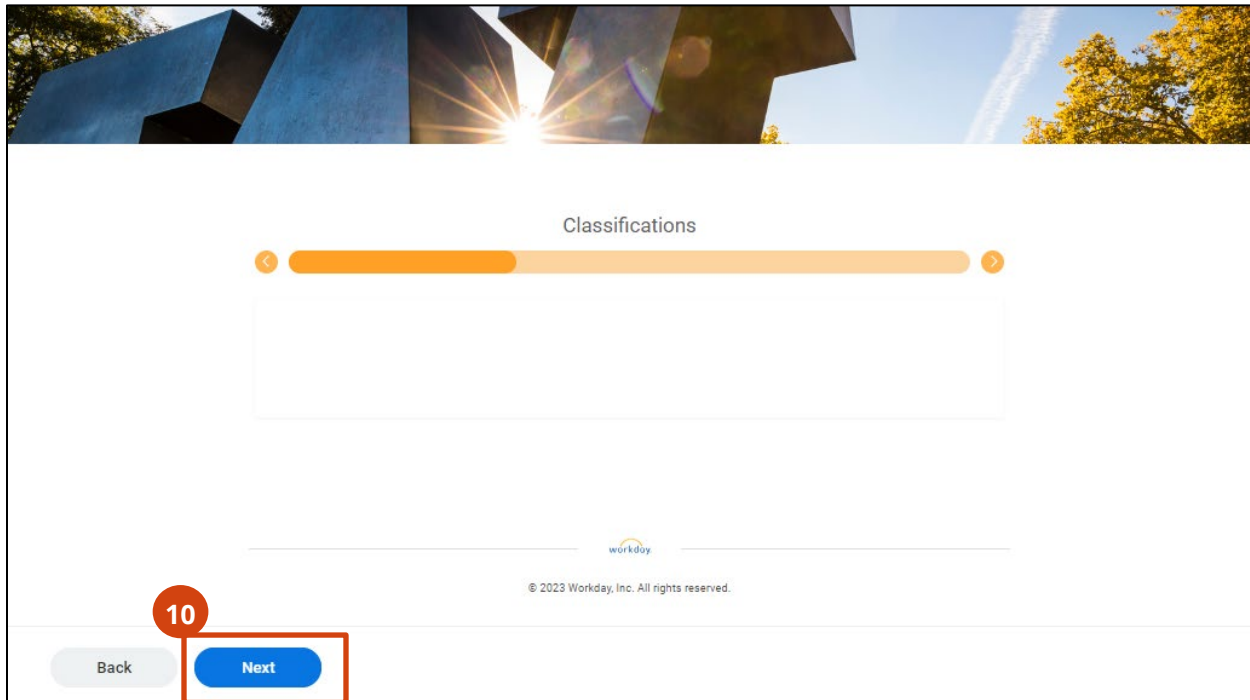
9. Click **Next**

The screenshot shows a web form titled "Business Contact Details". A red box labeled "8" highlights the main form area, which includes:

- Add Primary Phone**: A checkbox with a blue checkmark.
- Email Address for Purchase Orders ***: A text input field.
- Website URL (include http:// or https://)**: A text input field.
- Remit-To Address**: A section header.
- Country ***: A dropdown menu with "select one" and a downward arrow.
- Mailing Address**: A section header.
- Country**: A dropdown menu with "select one" and a downward arrow.

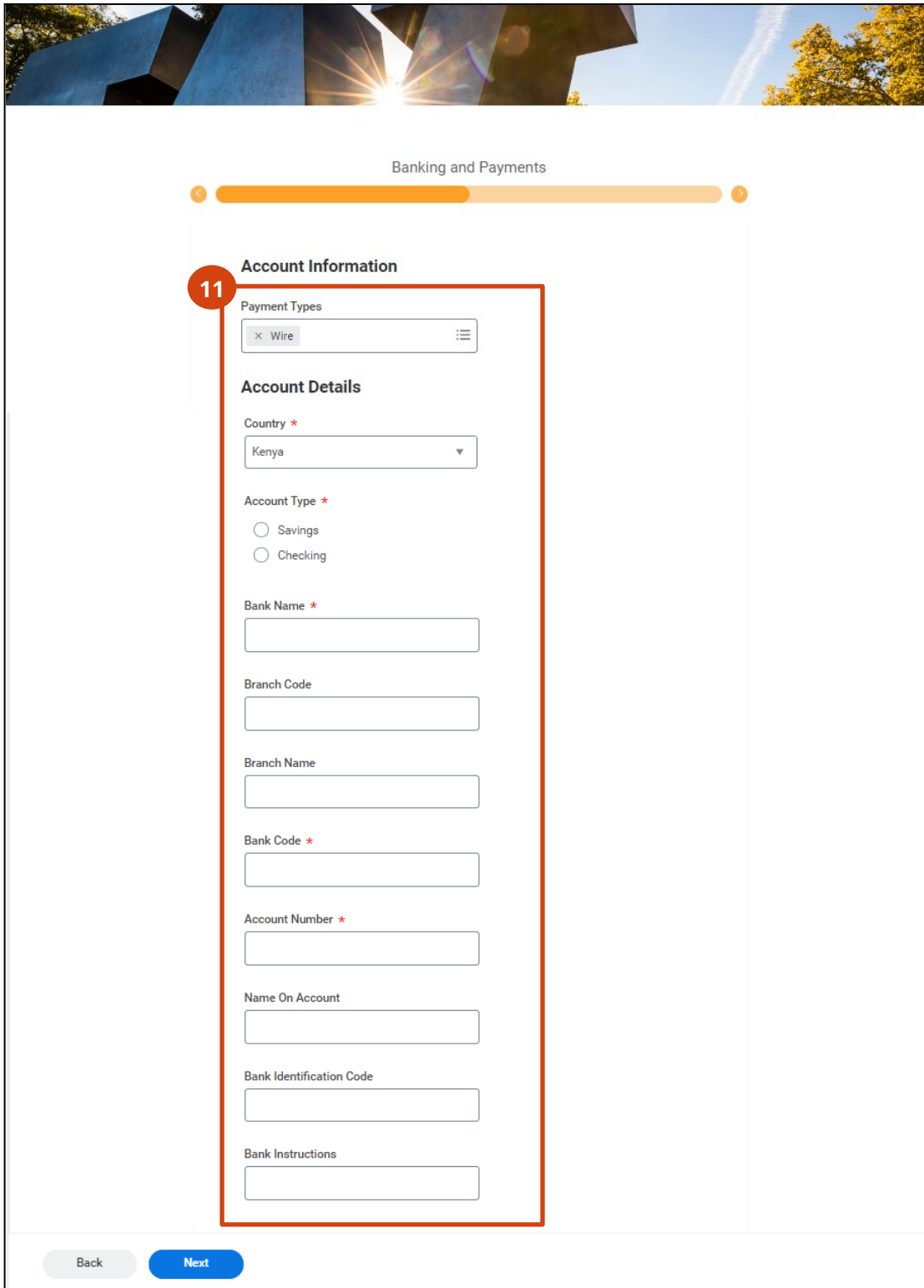
A red box labeled "9" highlights the "Next" button at the bottom left of the form.

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.

- This information will be verified against invoice copies that include wire transfer information prior to payment



Banking and Payments

11 **Account Information**

Payment Types

☐ Wire

Account Details

Country *

Kenya

Account Type *

☐ Savings

☐ Checking

Bank Name *

Branch Code

Branch Name

Bank Code *

Account Number *

Name On Account


Bank Identification Code

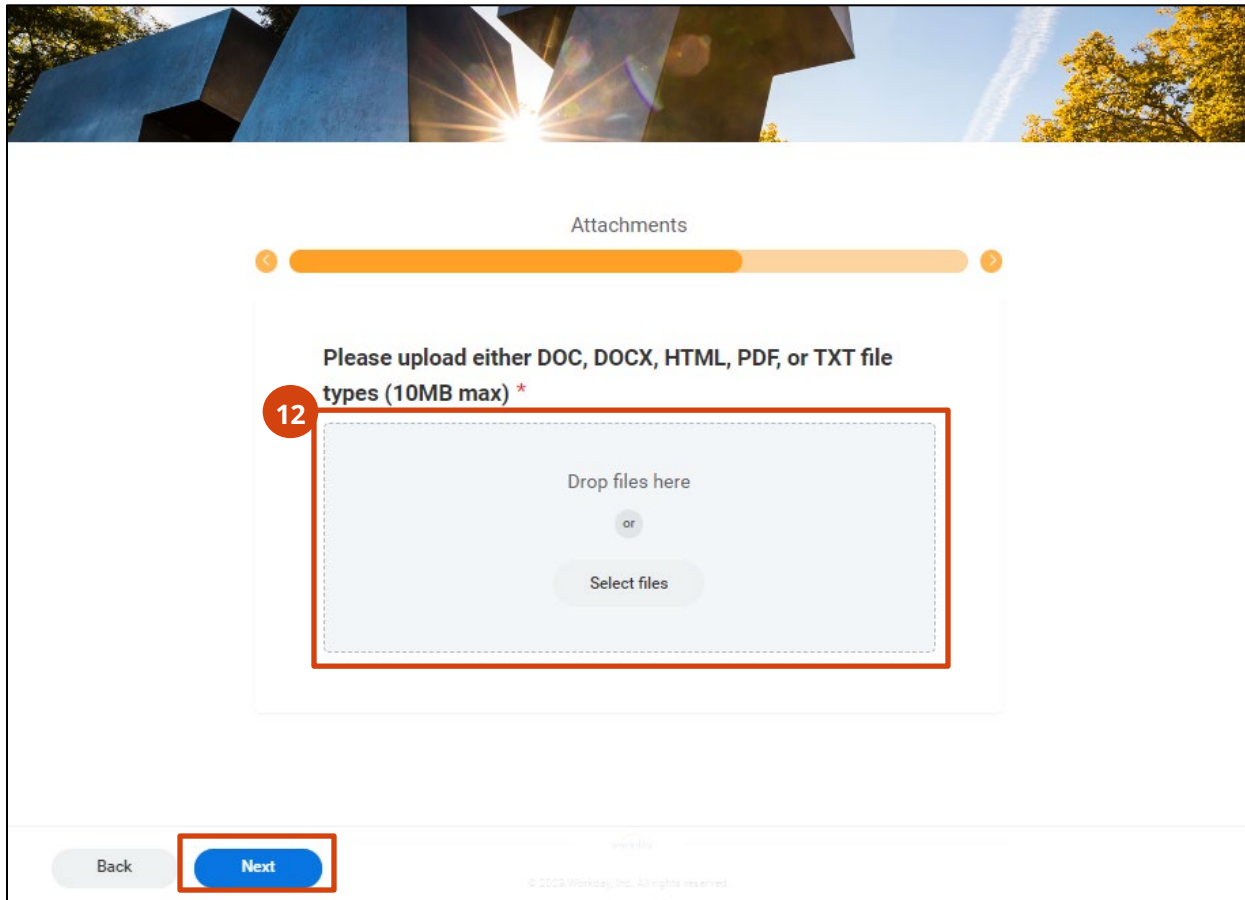
Bank Instructions

Back Next

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** (this does not include shipping goods into the United States)
- **Wire transfer details** on company letterhead

 **Note:** Attachments less than 5MB using .pdf format work best. Failure to include company documentation will result in payment delays.



Attachments

Please upload either DOC, DOCX, HTML, PDF, or TXT file types (10MB max) *

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Drop files here

or

Select files

Back Next

Worldpay

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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**

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 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. Additional information, including the university's Terms and Conditions are available at: <https://finance.uw.edu/ps/suppliers>

Accept UW Disclaimer *

☐

14 **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

UW Disclaimer

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 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. Additional information, including the university's Terms and Conditions are available at: <https://finance.uw.edu/ps/suppliers>

Signature

Name of Form Submitter


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Back

Submit

Worksheet

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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.

The image is a screenshot of a web browser displaying the University of Washington Supplier Registration Confirmation page. The page has a dark blue header with the University of Washington logo on the left and the text 'University of Washington Supplier Registration Confirmation' on the right. Below the header, the main content area is white. On the left side of the main content area, there is a section titled 'Our Shared Commitment' with a paragraph of text. On the right side, there is a section titled 'Registration Instructions:' with a paragraph of text. In the center of the page, there is a large green checkmark icon inside a circle, followed by the text 'Congratulations!!' and 'Your request has been submitted.' A red rectangle highlights the confirmation message area. The background of the page is a blurred image of a building and trees.