WORKDAY SUPPLIER REGISTRATION PORTAL - QUICK REFERENCE GUIDE (QRG)

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 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, Taxpayer Identification Number (TIN), Contact information, State of Washington OMWBE or Federal SBA Certifications (if applicable); a current signed and dated IRS Form W-9 must 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 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**, your **IRS W-9 Tax Classification**, the **Supplier Group** that best describes your goods or services, and your **Taxpayer Identification Number (TIN)** and **TIN Type** (EIN or SSN), as well as any **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 your W-9 in the next field.
Scroll down and complete the remaining applicable fields about your company, which include additional identification numbers for your company, if applicable, 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 your 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. Select all **Accepted Payment Types** from the listed options, then select an option as the preferred or **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 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 then enter the business phone number in the required fields; enter the **Email Address** which UW can use to issue purchase orders, followed by the **Remit-To Address** for payments.
   - Enter the **Mailing 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 **Classifications** step is used to provide any current business classifications or certifications, including Washington State Office of Minority & Women's Business Enterprises (OMWBE) and U.S. Small Business Administration (SBA) certifications.

10. To add certifications, click **Add** for **Classification Country and Agency**, then select **United States of America** as the country, which will display the classifications to choose from (only one classification can be selected at a time); select the classification and enter the additional details as needed about the classification, including the **Expiration Date**, **Certified By** organization and **Certification Number**, then click **Next**.

*Note: Continue to click the **Add** button for additional certifications and details. If no classifications or certifications exist for your business, click **Next** to skip this step.*
The **Contact Information** step is for the direct contact information for the person completing and submitting the form. This information may be needed to contact you directly about the submission details.

11. In the **Legal Name** section, first select **United States of America** for the country, then enter your personal **First Name and Last Name**, your individual **Phone Number** and individual **Contact Email**, and a **Mailing Address**, if different than the business remit-to or corporate information already entered in previous steps.
The **Attachments** step is used to upload the **required business W-9 document**.

12. 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 less than 5MB using .pdf format work best.
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.