



How to Register as a Supplier-- Full Registration

There are three types of registrations available.

- 1) **Full Registration**—is used for entities that have been selected to do business at WSU. This registration type will require you to provide IRS Form W-9 information, required insurance documents and other general information about your business.
- 2) **Individual/Entity Registration**—is used for individuals and certain entities receiving a payment from WSU for honorariums, services, awards, and other invoice payments.
- 3) **Cold Registration**—is used for entities that would like to participate in sourcing events without completing the Full Registration. This type of registration is not required to provide tax or insurance information unless awarded a contract or purchase order to do business with WSU.

Following are instructions on completing the **Full Registration** within the Weber State University Supplier and Payment Portal.

- If you have not received an invitation to become a supplier, please contact suppliersupport@weber.edu to request an invitation.
- If you have received an invitation email, click on “Register Now”. New suppliers will be asked to establish an account. Once you have created an account, you can then login at any time to update information through the Weber State University Supplier Portal.
- This link can be used to access the log-in site if you have already registered or started the registration process and need to complete it. Please do use this link to create a new registration.
<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=Weber>

Before you begin registering

The full registration process should not take more than 10 minutes if you have the necessary data ready. Compiling the necessary information prior to beginning the process will ensure a smooth and trouble-free registration.

The following information may be requested during the registration process:

- Address, phone, and email information for sales reps, invoice remittance, and ordering.
- IRS tax payer ID and W-9 information. (Nonresidents need to contact suppliersupport@weber.edu before registering for specific instructions.)
- List of commodities you supply (not required for individuals)
- Diversity information and certifications (if applicable)
- Additional contact information for you or your business (if applicable)
- You may be required to provide certain insurance information, depending on the service or products you provide.

The registration process

Click the "Continue with Registration" button to begin the registration process.



WEBER STATE UNIVERSITY

- For returning suppliers, you can log-in from this page. If you do not remember your password, select the [Trouble logging in?](#) link.



Secure Account Login

Please login and complete registration.

Please log in to complete registration.

Email

Password

Login

[Trouble logging in?](#)

If you are a supplier that has not yet registered, click the button below to create your account.

Create Account

If you already have an account or are a registered supplier that has been invited to participate in a sourcing event, please login by entering your e-mail address, password and then click on the "Login" button.

Registered suppliers with up-to-date information have the ability to:

- Maintain payment information
- Update contact information
- Update insurance information
- Maintain product and service details such as a description and NAICS codes for your business.

- If this is the first time accessing the supplier portal, select [Create Account](#) at the bottom of the page.
- Enter your login credentials and click [Login](#).

Welcome to Supplier Registration

Full Registration:

Welcome	
Company Overview	✓
Business Details	✓
Addresses	✓
Contacts	✓
Diversity	✓
Insurance	✓
Tax Information	✓
Accounts Payable and Pa...	✓

Each area that is required will be indicated on the left panel of the registration screen (areas with a green check are complete). If an area is missing required information, the check mark will be greyed out. These areas will need attention before your registration is complete.

Below is information about each step in the registration process. Your information is automatically saved. Once an area has been updated you can use the [Next](#) button at the bottom of the screen to advance to the next section.

Welcome

This step provides information related to registration requirements and information you will need during the registration process.

Enter your **Legal Company Name** - Note: this is the name that will be entered on all Sourcing Events, Purchase Orders, and Payments. This name should match your Federal Tax ID or Social Security name.

To get started, select the "Get Started" link at the bottom of the "Welcome" page. If you have already selected this, you can advance to the next section.

★ Required to Complete Registration

Get Started >

Company Overview

Enter details about your company.

- **Doing Business As (DBA)** The name your company uses for business purposes. It may not be same as the legal name.
- Enter your **Country of Origin**. This is the country for tax purposes.
- Enter your **Legal Structure** (per the Internal Revenue Service)
 - The selection entered in the Legal Structure field will determine which (if any) tax documents will be required to be completed during the registration process. If you select ‘Other’, describe your status in the text box in the **Additional Questions** section.
- Enter your **Tax ID Type**
- Enter your **Tax ID Number**
 - For sole proprietors, you should enter your SSN if you do not have a Federal Tax ID
- Website (optional)
- Enter **Additional Questions**
 - Are you, any of your officers, directors’, owners, or members of their immediate family, currently employed by Weber State University? If “Yes”, a Conflict of Interest form must be completed.
 - Have you been employed by WSU within the last 12 months or calendar year?
 - Are you subject to income tax backup withholding?
 - Is your business Tax ID the same as your personal social security number? If “Yes” you will be asked to provide your name that is associated with the social security number.

Business Details

This page provides information related to your company, such as the type of services/goods provided as well as NAICS (North American Industry Classification System) code.

- **Business Description**
- **Products and Services** – enter NAICS codes, or items related to the primary type of work done by your business. This information helps us to invite appropriate suppliers to solicitation/bid events as well as report on types of goods/services purchased. For each selection indicated below click [Edit](#) to access available options.
 - **NAICS** –Multiple Primary and Secondary NAICS codes can be selected. You can also provide **Additional Product/Service Information**
 - The **search** feature is available to help determine your NAICS code. Enter text related to the type of business you do. To get the most complete list of available options enter just one keyword related to the kind of business.
 - Example: Entering “Construction” in the search brings up more than 40 NAICS codes such as:
 - 236220 – Commercial and Institutional Building Construction
 - 238110 – Poured Concrete Foundation and Structure Contractors
- **Additional Product/Service Information** –Briefly describe your products and services.

Addresses

At least one fulfillment (order) and one remittance (for payments) address is required to complete the registration. For multiple fulfillment and remittance addresses, please select one as primary.

- Click [Add Address](#) - **Basic Information** (Step 1 of 3)
- In the required field “What would you like to label this address?” Enter a title (label) for the address.
- Using check boxes, indicate which of the following activities take place at this address – select all that apply: Takes Orders (fulfillment), Receive Payments (remittance)
- Click [Next->](#) - **Address Details** (Step 2 of 3)
- Indicate How you would like to receive Purchase Orders for this fulfillment address? Email or Fax

- Complete the details of this address
 - a. Country, Address Line 1 (Address Lines 2 and 3 are optional), City/Town, State/Province, Postal Code
 - b. Phone
 - c. Toll Free Phone and Fax are optional.
- Click [Next->](#) - **Primary Contact for this Address** (Step 3 of 3)
- Enter a **Contact** or select **Not Applicable**
 - a. Additional contacts could include
 - i. Remittance (who should we contact if there are questions regarding invoices received or payment issues)
 - ii. Sales (these individuals will get notifications about sourcing events) One sales contact is required for sourcing events.
- Click [Save Changes->](#)

Contacts

If you did not enter a contact in the previous step you will be required to do so here. A remittance contact is required to complete your registration. You can add more than one contact for fulfillment, remittance, sales and corporate contacts.

- Click [Add Contact](#)
- Enter a title (label) for the Contact
- Enter First Name, Last Name, Email and Phone - Position Title, Phone and Fax are optional
- Click [Save Changes](#)
- Click [Next->](#)

Diversity

Weber State University is committed to making supplier diversity an integral part of the way it does business.

Enter a response for **Does Your Business Qualify as a Diverse Supplier?** Yes, Non-Us Based or Decline to Answer

- If you select **Yes**, click [Add Diversity Classification](#) You can enter multiple diversity codes when applicable.
- Please complete additional questions. If you are certified as a diverse supplier, you will be required to upload a copy of the certificate.
- Click [Next->](#)

Insurance

Weber State University requires outside parties who will be performing work or providing services to the University, or those using University facilities to provide evidence of certain types of insurance coverage at specified minimum limits. In most cases, outside parties are required to name the University as an additional insured and to provide certificate of insurance (COI) before commencing work or before using a University facility.

- Click [Add Insurance](#). If you have an umbrella policy, you will need to upload your certificate for each type of insurance included.
- Enter the Policy Number, Insurance Limit, Expiration Date and Insurance Provider
- Agent and Insurance Provider Phone are optional.
- Upload Certificate of Insurance
- Click [Save Changes](#)
- Repeat for additional insurance.
- Click [Next->](#)

If you do not have required insurance or want more information possible waivers, contact WSU's Risk Manager at risk@weber.edu or by calling 801-626-6832.

Tax Information

Weber State University is unable to provide advice on completing tax forms as these forms are governed by the IRS. If you have questions about how to complete a W9 or W8 form please visit www.irs.gov.

- Domestic suppliers and independent contractors will need to provide a current tax document.
- If you have already completed and signed your tax document, click upload.
- If you choose to download the pre-populated document tax document, please save the completed file to your computer. Once you have completed the document, you can upload it.
- You can e-Certify using your portal password in lieu of a signed document.

Weber State University recommends that you use the system generated tax document, which will pre-populate the information you previously provided in your registration into the appropriate area of the tax document. Below are instructions for using the pre-populated document and electronic signature:

- Click [Add Tax Document](#)
 - a. Select your document type from the drop down list – (W-9, W-8BEN, W-8BEN-E)
- Click [Download Pre-populate Tax Document](#)
 - b. Save the completed file on your computer (**do not insert anything in the signature line or date line – the following steps will walk you through electronic signature option below**)
- Enter Tax Document Name
 - c. Example: W-9 2016
- Enter Tax Document Year
- Tax Documentation
 - a. Upload The Tax Document
 - b. Click [Upload](#)
 - c. Enter **Title** (Example: “W-9” or “W-8”)
 - d. Click [Remove](#) to locate the file on your computer to be included as your tax document, follow your prompts to select and include the file you saved in step 2a above
 - e. Click [Add](#)
- To e-Certify, check I certify this tax document box
 - a. Enter your Supplier/Payee portal password (this is the password you used to log onto the Supplier Portal)
- Click [Save Changes](#)
- Click [Next ->](#)

Additional Questions: Substitute IRS Form W-9 to certify the required tax information. For US entities only.

- Business Name or Name (as shown on your income tax return).
- The Tax Payer ID is shown on the Company Overview page.
- Review the Certification Statement and Electronic Certification. You will be asked to certify before you complete the registration process.

Accounts Payable and Payments

- Do you accept credit cards? If yes, you will be asked if you would like to enroll as a Single-Use Authorization card supplier.
 - For more information about the Single-Use Authorization visit <http://www.weber.edu/purchasing/SUA.html>
- Do you accept checks?
- Payments Terms – Select the payment term for your entity. If “Other”, please describe.

Certify & Submit

If any required fields have not been completed during the registration process, you will be prompted to complete them. You can save your registration and return to it at any time.

Once all required fields have been completed and you have read the statement.

- Enter the **Preparer's Initials, Preparer's Name, and Preparer's Email Address**
- Click the box for "I certify that all information provided is true and accurate."
- Click [Submit](#)

You will receive an email when you have submitted a completed registration profile. Supplier Support will review your registration. If any additional information is needed, you will be contacted.

Questions or need assistance? Please contact Weber State University supplier support at suppliersupport@weber.edu or +1 (801) 626-6020 for assistance.