

How to Register as a Supplier-- Individual 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 **Individual 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.

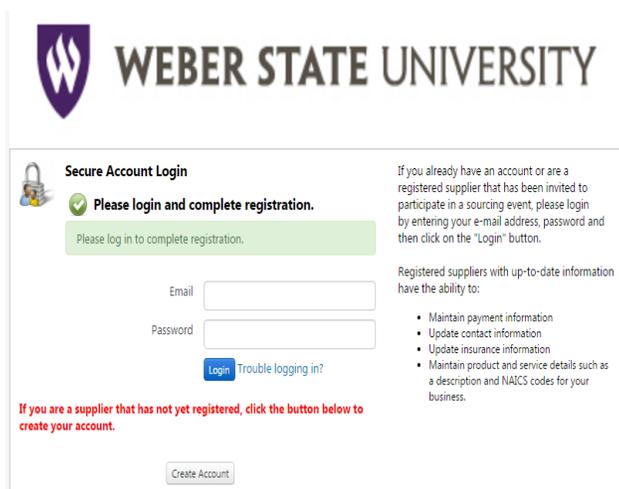
<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=Weber>

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.
- IRS tax payer ID and W-9 information. (Nonresidents need to contact suppliersupport@weber.edu before registering for specific instructions.)



The registration process

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

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

Registration **Invited** for:
Weber State University Supplier
Registration

1 of 3 Steps Complete

Welcome

- Individual Overview ✓
- Addresses ✓
- Tax Information ✓
- Certify & Submit

Individual/Entity Registration:

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 **First Name and Last Name**- 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 >

Individual Information

Enter details about you or your company

- 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 Number**
 - For sole proprietors, you should enter your SSN if you do not have a Federal Tax ID
- 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.

Addresses

At least one 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->](#)

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. Uploading an IRS W9 form is optional for an individual registration. You can complete the Substitute W9 form at the bottom of the page.

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 ->](#)

Required 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 Individual 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. Your registration will be reviewed by Supplier Support. 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.