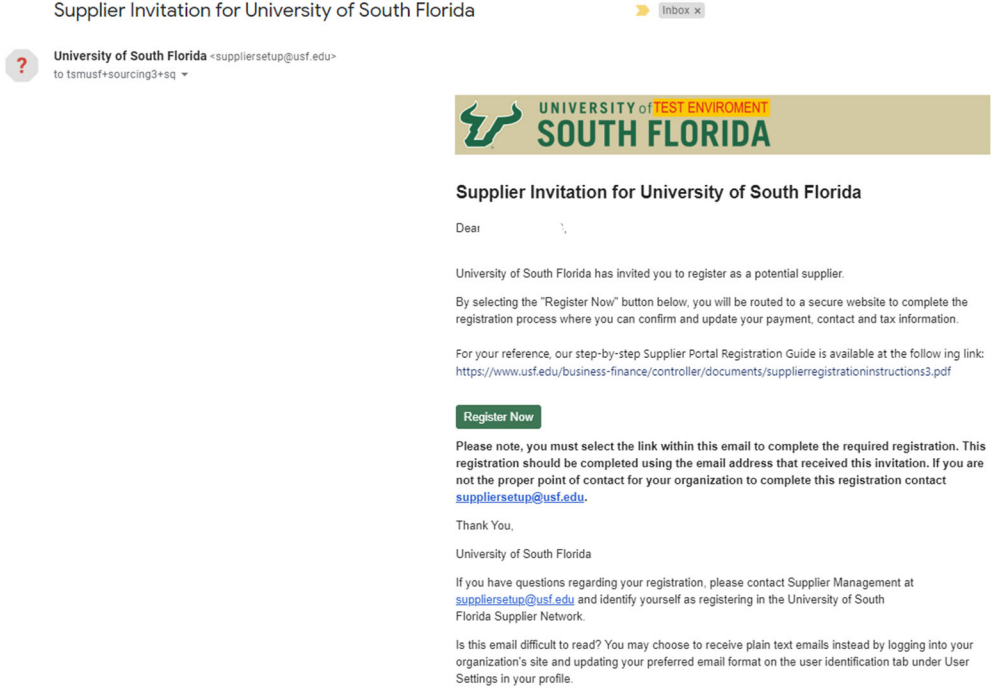
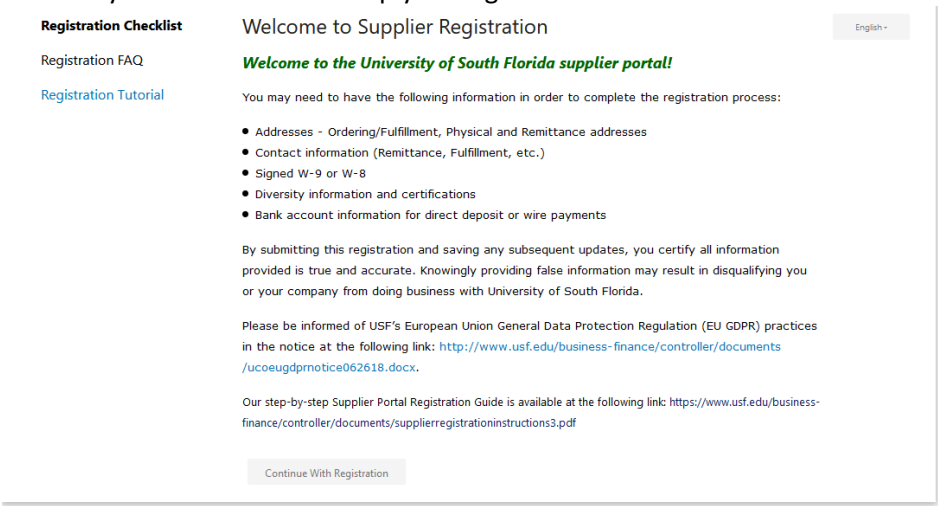


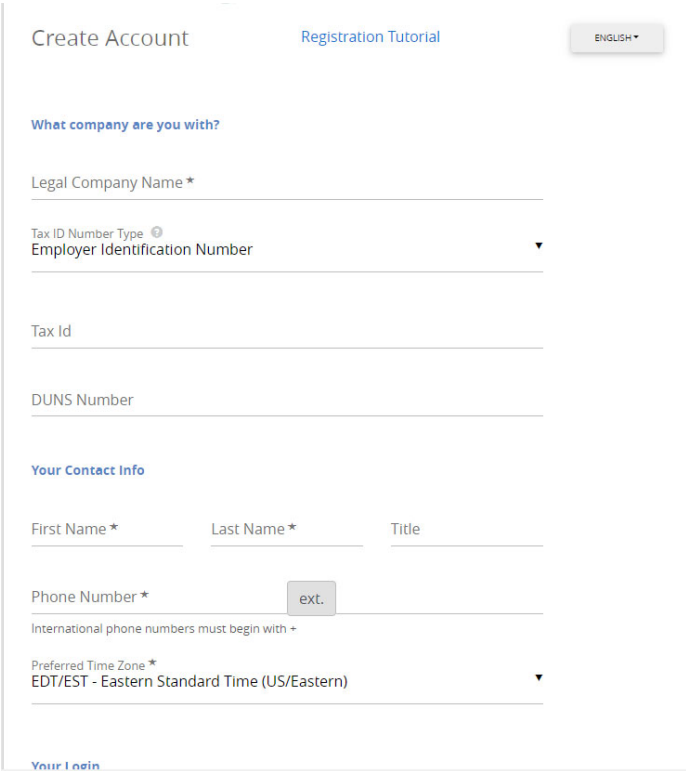
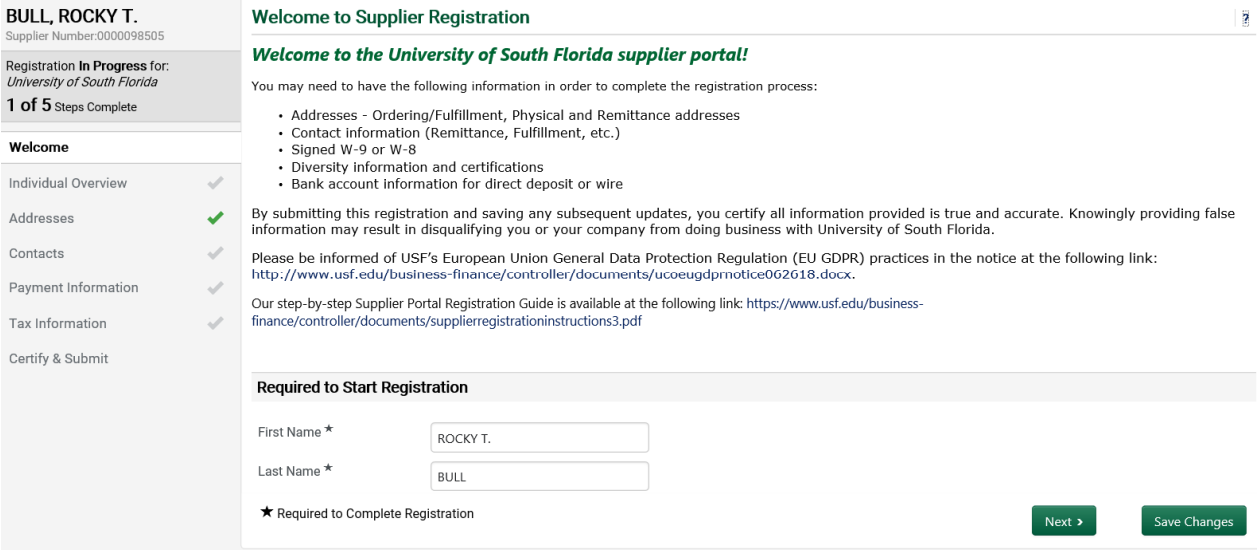


Bull Marketplace – Total Supplier Manager

Tutorial: Individual Registration Instructions

Purpose: Below are instructions for completing your registration with the University of South Florida’s (USF) Supplier Portal as an Individual.

Steps	Individual Supplier Registration
1	<p>When an USF department invites you to register for the supplier portal, you will receive the following email from suppliersetup@usf.edu.</p>  <p>You must use the “Register Now” link contained in the email to access your profile. If you have any issues accessing the link, please contact suppliersetup@usf.edu. If you start your registration, but need to come back to it at a later date, you can access your profile here.</p>
2	<p>Once you click the “Register Now” link in the email, you will be brought to the welcome page for the supplier registration. Please click “Continue with Registration” and then you will then be taken to a page where you can create your account and set up your login information.</p> 

Steps	Individual Supplier Registration
3	<p>Complete all fields that have the star symbol next to them and click “Create Account”.</p> 
4	<p>Upon creating your account, you will be brought to the Welcome section of the supplier portal. Your first name and last name are required to start the registration. This will be pre-populated with the information submitted on the USF department’s request for your invitation. Verify/correct the information and click “Next”.</p> 

Steps **Individual Supplier Registration**

- 5 The Individual Overview section is where you provide your country of origin, tax information, and additional questions.
- Country of Origin should be the country you use for tax purposes (US Citizens and Permanent Residents should select "United States").
 - Individual suppliers should choose "Individual/Sole Proprietor" from the Legal Structure drop down. *If you should be set up as a business (other than Sole Proprietor), Non-US Based Entity, or Foreign Individual please contact suppliersetup@usf.edu to change your profile type.
 - After choosing the Legal Structure of "Individual/Sole Proprietor", you must select the Tax Identification Number (TIN) type you will be entering. If USF is paying you individually, the TIN type is generally Social Security Number (SSN) and should be entered where indicated in this section. *If you have an Employer Identification Number (EIN) to provide instead, please contact suppliersetup@usf.edu to change your profile type.
 - Be sure to answer the Additional Questions regarding USF student/employee statuses.

When you have completed the information on this page, click "Next".

- 6 In this next section you can add your address(es). The address provided on your IRS Form W-9 must be included as an address here.

Click on the "Add Address" button to get started.

Steps

Individual Supplier Registration

Enter Line 1 of your address as the address label. Fill in the required details. The postal code should be in 9 digit format.

Add Address x

Address Details ? *(Step 1 of 2)*

Enter Address Line 1 *
Example: 123 Main St

Country * ▼

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province * ▼

Postal Code *
Example: 12345-6789 For assistance determining your 9 digit postal code please visit the USPS website here: [https://tools.usps.com/go/ZipLookupAction!](https://tools.usps.com/go/ZipLookupAction!input.action)

Phone
International phone numbers must begin with +

Toll Free Phone
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration
Next >

For assistance determining your 9 digit postal code please visit the USPS website [here](#). When you have completed the information on this page, click "Next".

7

You will then be able to add contact information in the pop-up that appears. If you choose to do so, fill in the required details and then "Save Changes". You may also select "Not Applicable" and add the contact information on the next page.

Add Address x

Primary Contact For This Address ? *(Step 2 of 2)*

You can also update and add Contacts later from the Contacts page.

Enter New Contact Not Applicable

Contact Label *

First Name *

Last Name *

Position Title

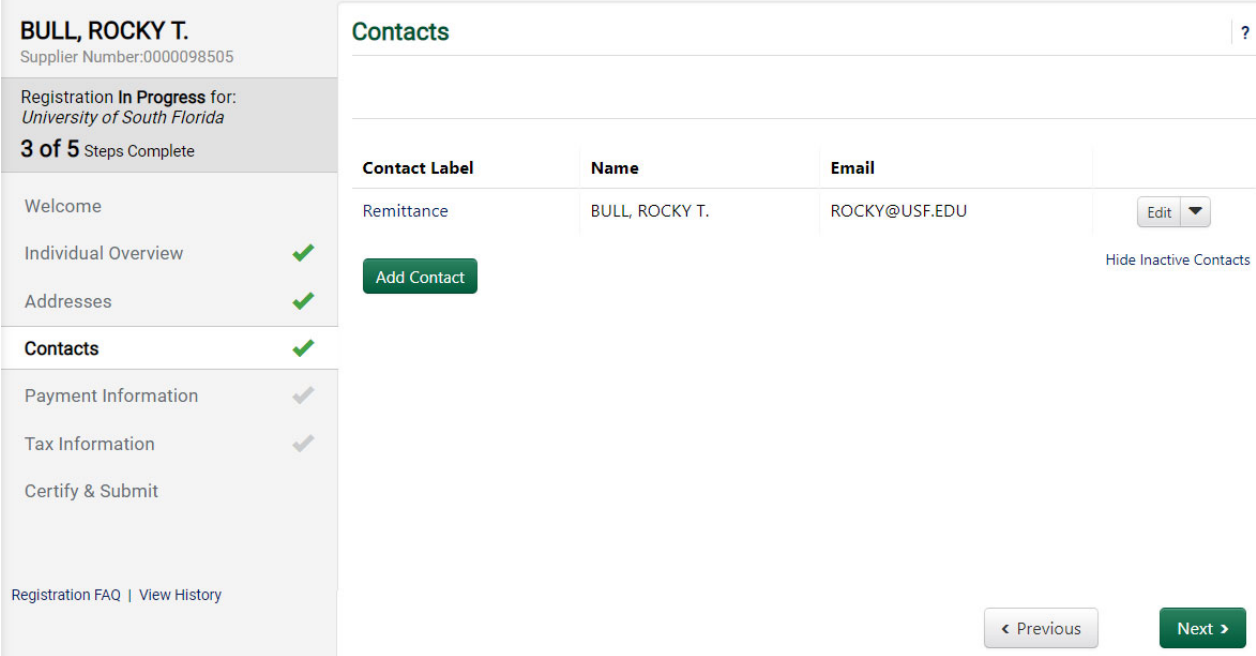
Email *

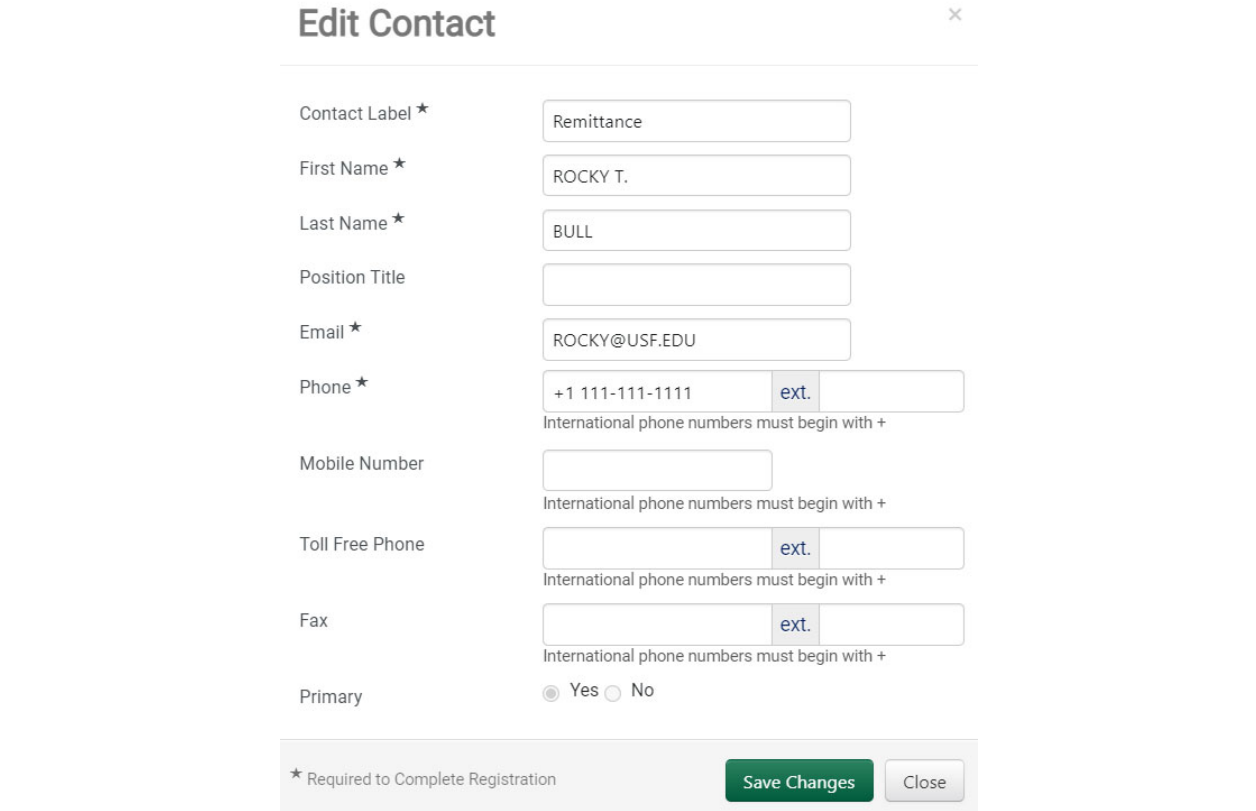
Phone *
International phone numbers must begin with +

Toll Free Phone
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration
Save Changes

Steps	Individual Supplier Registration						
8	<p>If contact information was not provided on the previous page you will be required to provide at least one contact in the Contacts section. To do so, select "Add Contact". Additional contacts may also be added.</p>  <p>The screenshot shows a registration progress sidebar on the left with steps: Welcome, Individual Overview (checked), Addresses (checked), Contacts (checked), Payment Information (checked), Tax Information (checked), and Certify & Submit. The main content area is titled "Contacts" and contains a table with one contact:</p> <table border="1"> <thead> <tr> <th>Contact Label</th> <th>Name</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Remittance</td> <td>BULL, ROCKY T.</td> <td>ROCKY@USF.EDU</td> </tr> </tbody> </table> <p>Below the table is an "Add Contact" button and an "Edit" dropdown menu. At the bottom right are "Previous" and "Next" navigation buttons.</p>	Contact Label	Name	Email	Remittance	BULL, ROCKY T.	ROCKY@USF.EDU
Contact Label	Name	Email					
Remittance	BULL, ROCKY T.	ROCKY@USF.EDU					

9	<p>The Contact Label can be the contact type. Complete all fields that have the star symbol next to them and click "Save Changes".</p>  <p>The "Edit Contact" form includes the following fields:</p> <ul style="list-style-type: none"> Contact Label *: Remittance First Name *: ROCKY T. Last Name *: BULL Position Title: (empty) Email *: ROCKY@USF.EDU Phone *: +1 111-111-1111 ext. (empty) Mobile Number: (empty) Toll Free Phone: (empty) ext. (empty) Fax: (empty) ext. (empty) Primary: <input checked="" type="radio"/> Yes <input type="radio"/> No <p>At the bottom, there is a note: * Required to Complete Registration, and two buttons: "Save Changes" and "Close".</p> <p>When you have completed the information on this page, click "Next".</p>
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Steps	Individual Supplier Registration
10	<p>You will be brought to the Payment Information section. USF supports ACH direct deposit as the payment method option in the supplier registration. Please ensure to provide your ACH payment information to which we will issue payments. Click “Add Payment Information” and select “Direct Deposit (ACH)”.</p> <div data-bbox="284 342 1409 1018"> </div> <p>Complete the required fields. For “Payment Title” enter a descriptor. This can be anything or can simply be the payment method itself.</p> <div data-bbox="548 1161 1156 1831"> </div>

Steps	Individual Supplier Registration
<p>11</p>	<p>Scroll down to Bank Account information and complete the required fields. "Save Changes" once you are finished and then click "Next".</p> <div data-bbox="565 275 1141 1014" style="border: 1px solid #ccc; padding: 10px;"> <p>Bank Account</p> <p>Country * <input type="text"/></p> <p>Bank Name * <input type="text"/></p> <p>Account Holder's Name * <input type="text"/></p> <p>Account Type * <input type="text"/></p> <p>Account Number Type * <input type="text"/></p> <p>SWIFT/BIC <input type="text"/></p> <p>International Routing Code (IRC) <input type="text"/></p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>City/Town <input type="text"/></p> <p>State/Province/Region <input type="text"/></p> <p>Postal Code <input type="text"/></p> <p><small>* Required to Complete Registration</small></p> <p style="text-align: right;"> <input type="button" value="Save Changes"/> <input type="button" value="Close"/> </p> </div>
<p>12</p>	<p>The last section of the registration is Tax Information. Here you will be required to upload your completed tax document. Select "Add Tax Document" and choose "W-9" from the dropdown.</p> <div data-bbox="305 1161 1393 1906" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>BULL, ROCKY T. Supplier Number:0000098505</p> <p>Registration In Progress for: <i>University of South Florida</i></p> <p>4 of 5 Steps Complete</p> <ul style="list-style-type: none"> Welcome Individual Overview ✔ Addresses ✔ Contacts ✔ Payment Information ✔ Tax Information ✔ Certify & Submit <p>Registration FAQ View History</p> </div> <div style="width: 65%;"> <p>Tax Information ?</p> <p>The University of South Florida requires a completed W-9 or appropriate W-8 form in order to make a purchase of, or payment for, goods or services.</p> <p>As a convenience to you, the system will pre-populate a tax document based on the answers provided in the previous screens. To use this feature, you will need to save the form to your desktop, sign the form and then upload it. To use the pre-populated W-9 or W-8, please follow the steps listed below:</p> <ol style="list-style-type: none"> 1. Click on "Add Tax Document" 2. Choose the form 3. On the pop up form, fill in the blanks - create a name, pick a year, and click on "Download Pre-populated Tax Document". Choose "Save File" and "Ok". 4. Save the form to your desktop. Note: If opening form to save it, do not open in browser; instead, open in Adobe as a PDF. 5. Sign the form with either a hand written signature or a verifiable e-signature. USF does not accept font signatures. 6. Click on "Select file" and then click on the file you wish to upload, then click "Add/Open". 7. Click on the file you just downloaded to ensure the document is still filled out. 8. Once complete click "Save Changes" <p>If you are not using the pre-populated document be sure you have a fully completed and signed PDF version of IRS tax document that you will upload here.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>Required Information At least one tax document is required to complete this section.</p> </div> <p style="margin-top: 10px;"><i>No tax information has been entered</i></p> <p style="text-align: center;"><input type="button" value="Add Tax Document"/></p> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div> </div> </div>

Steps	Individual Supplier Registration
	<p>You have the option to use a pre-populated document, which has been completed by the system based on your previous answers by selecting “Download Pre-populated Tax Document”.</p> <div data-bbox="532 279 1166 688" data-label="Form"> </div> <p>Save the form to your desktop. Note: If opening the form to save it, do not open in your browser; instead, open in Adobe as a PDF. Once the form has been filled out, sign the form with either a hand written signature or a verifiable e-signature. USF does not accept typed names as signatures, even if using a script font.</p> <p>If you do not use the pre-populated form, please be sure to use the most recent IRS version of the form. The form can be found on the IRS website: here.</p> <p>Name the document, select the year the form is dated from the dropdown, and upload the completed form by choosing it from “Select file” option. Be sure you have uploaded a fully completed and signed PDF version of IRS tax document and then “Save Changes”.</p> <div data-bbox="532 1161 1182 1591" data-label="Form"> </div>
13	<p>After saving, the main page will populate a “Proceed to Certify and Submit” button once the Tax Document has been uploaded to the section.</p>

Steps **Individual Supplier Registration**

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation
ROCKY W9	W-9	2021	View Document Edit

[Add Tax Document](#)

[< Previous](#) [Next >](#) [Proceed to Certify and Submit >>](#)

Type your initials, name, title, and email address. Check the Certification box, certifying that all information provided in the previous sections is true and accurate. The final step is to click "Submit".

BULL, ROCKY T.
Supplier Number:000098505

Registration In Progress for:
University of South Florida

5 of 5 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax Information ✓

Certify & Submit

[Registration FAQ](#) | [View History](#)

Certify & Submit ?

Please type your initials in the box below acknowledging that all information is correct. It is your responsibility to ensure information is accurate and that information is kept current. Inaccurate information may result in payment delays.

Additional, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you from doing business with The University of South Florida.

Preparer's Initials *

Preparer's Name *

Preparer's Title

Preparer's Email Address *

Today's Date 5/19/2021

Certification * I certify that all information provided is true and accurate.

★ Required to Complete Registration

[Submit](#)

14

Your registration is now complete. It will be reviewed by USF's Supplier Management team and you will be contacted if more information is required. If you have any questions during this process, please contact suppliersetup@usf.edu.

Registration > Manage Registration Profile > Registration Confirmation

Thank You for Registering ?

✓ Registration Complete for Rocky T. Bull!

Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- Send new user request to an additional portal user.
- Return to the homepage and check for any other outstanding tasks.
- Return to Registration Profile