Supplier Registration



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	When an USF department invites you to register for the supplier portal, you will receive the following						
	email from suppliersetup@usf.edu.						
	Supplier Invitation for University of South Florida > Index x						
	University of South Florida <suppliersetup@usf.edu> to tsmusf+sourcing3+sq ▼</suppliersetup@usf.edu>						
		U SUUTH FLURIDA					
		Supplier Invitation for University of South Florida					
		Dear ',					
		University of South Florida has invited you to register as a potential supplier.					
		By selecting the "Register Now" button below, you will be routed to a secure website to complete the					
		registration process where you can commin and update your payment, contact and tax momentum.					
		https://www.usf.edu/business-finance/controller/documents/supplierregistrationinstructions3.pdf					
		Register Now					
		Please note, you must select the link within this email to complete the required registration. This registration should be completed using the email address that received this invitation. If you are not the proper point of contact for your organization to complete this registration contact					
		suppliersetup@usf.edu.					
		Thank You, University of South Florida					
		If you have questions regarding your registration, please contact Supplier Management at suppliersetup@usf.edu and identify yourself as registering in the University of South Florida Supplier Network.					
		Is this email difficult to read? You may choose to receive plain text emails instead by logging into your organization's site and updating your preferred email format on the user identification tab under User Settings in your profile.					
	You must use the "Register Now	" link contained in the email to access your profile. If you have any issues					
	accessing the link, please contac	t <u>suppliersetup@usf.edu</u> . If you start your registration, but need to come					
	back to it at a later date, you car	n access your profile <u>here.</u>					
2	Once you click the "Register Nov	n" link in the email, you will be brought to the welcome page for the					
	supplier registration. Please clicl	k "Continue with Registration" and then you will then be taken to a page					
	where you can create your acco	unt and set up your login information.					
	Registration Checklist	Welcome to Supplier Registration					
	Registration FAQ	Welcome to the University of South Florida supplier portal!					
	Registration Tutorial	You may need to have the following information in order to complete the registration process:					
		Addresses - Ordering/Fulhilment, Physical and Remittance addresses Contact information (Remittance, Fulfillment, etc.)					
		Signed W-9 or W-8 Diversity information and certifications					
		Bank account information for direct deposit or wire payments					
		By submitting this registration and saving any subsequent updates, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with University of South Florida.					
		Please be informed of USF's European Union General Data Protection Regulation (EU GDPR) practices in the notice at the following link: http://www.usf.edu/business-finance/controller/documents /ucoeugdpmotice062618.docx.					
		Our step-by-step Supplier Portal Registration Guide is available at the following link: https://www.usf.edu/business- finance/controller/documents/supplierregistrationinstructions3.pdf					
		Continue With Registration					

Steps		Individual Supplier Registration				
3	Complete all field	that have the star symbol next to them and click "Create Account".				
		Create Account Registration Tutorial				
		What company are you with?				
		Legal Company Name *				
		Two D Number Time O				
		Employer Identification Number				
		Tax Id				
		DUNS Number				
		Your Contact Info				
		First Name * Last Name * Title				
		Phone Number * ext.				
		International phone numbers must begin with +				
		Preferred Time Zone * EDT/EST - Eastern Standard Time (US/Eastern)				
		Your Login				
4	Upon creating you	ir account, you will be brought to the Welcome section of the supplier portal. Your first				
	information subm	itted on the USF department's request for your invitation. Verify/correct the				
	information and c	lick "Next".				
	BULL, ROCKY T. Supplier Number:0000098505	Welcome to Supplier Registration				
	Registration In Progress for:	Welcome to the University of South Florida supplier portal!				
	1 of 5 Steps Complete	You may need to have the following information in order to complete the registration process: Addresses - Ordering/Fulfillment, Physical and Remittance addresses 				
	Welcome	 Contact information (Remittance, Fulfillment, etc.) Signed W-9 or W-8 				
	Individual Overview	Diversity information and certifications Bank account information for direct deposit or wire				
	Addresses	By submitting this registration and saving any subsequent updates, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with University of South Florida.				
	Contacts	Please be informed of USF's European Union General Data Protection Regulation (EU GDPR) practices in the notice at the following link: http://www.usf.edu/business-finance/controller/documents/ucoeugdprnotice062618.docx.				
	Payment Information	Our step-by-step Supplier Portal Registration Guide is available at the following link: https://www.usf.edu/business- finance/controller/documents/supplierregistrationinstructions3.pdf				
	Certify & Submit					
		Required to Start Registration				
		First Name * ROCKY T.				
		Last Name * BULL				
		★ Required to Complete Registration Next > Save Changes				

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 <u>suppliersetup@usf.edu</u> 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 gen	erally Social Security Number (SSN) and should be entered where indicated in this						
	section. *II	You have an Employer identification Number (EIN) to provide instead, please contact						
	<u>supplierset</u>	<u>cup@usr.edu</u> to change your profile type.						
	- Be sure to	answer the Additional Questions regarding USF student/employee statuses.						
		endeted the information on this need aligh "Nort"						
	when you have co	mpleted the information on this page, click Next .						
	BULL, ROCKY T.	Individual Information ?						
	Supplier Number:0000098505	Country of Origin *						
	University of South Florida	Legal Structure *						
	T OT 5 Steps Complete	Tax ID Number Type*						
	Welcome	Tax ID Number *						
	Individual Overview	Website burgle field						
	Addresses 🗸	nttp://ust.edu						
	Payment Information	Additional Questions						
	Tay Information	Are you a current USF student? *						
	Certify & Submit	No No						
		Are you a current or former USF employee? *						
		★ Required to Complete Registration						
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 add	ress here.						
	BULL, ROCKY T. Supplier Number:0000098505	Addresses						
	Registration In Progress for:	Instructions:						
	1 of 5 Steps Complete	Enter your Address Line 1 in the Address Label field. For example: 123 Main St						
	Welcome	For assistance determining your 9 digit postal code please visit the USPS website here: https://tools.usps.com/go/ZipLookupAction!input.action.						
	Individual Overview							
	Addresses 🗸	Address Label Address						
	Contacts 🗸	ADDRESS United States						
	Payment Information	Add Address Show Inactive Addresses						
	Tax Information							
	Certify & Submit							
		< Previous Next >						
	Click on the "Add A	address" button to get started.						
	1	Complian Management Combined of						

S E	nter Line 1 of you	r address as the address label. Fill in the required details.	The postal code should be
9	digit format.	······································	
	Add Addres		Ä
	Address Details (St	ap 1 of 2)	?
	Enter Address Line 1 *	4202 E FOWLER AVE	
	Country *	Example: 123 Main St	
	Address Line 1 *	4202 E FOWLER AVE	
	Address Line 2		
	Address Line 3		
	City/Town *	ТАМРА	
	State/Province *	Florida	
	Postal Code *	33620-9951	
		Example: 12345-6789 For assistance determining your 9 digit postal code please visit the USPS website here:https:/ input.action.	//tools.usps.com/go/ZipLookupAction!
	Phone	ext.	
		International phone numbers must begin with +	
	Toll Free Phone	International phone numbers must begin with +	
	Fax		
		International phone numbers must begin with +	
F	* Required to Complete Reg	ermining your 9 digit postal code please visit the USPS web	Next > Desite <u>here</u> . When you have
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R Compl be the	BULL, ROCKY T. Supplier Number:0000098505 Registration In Progress for: University of South Florida 3 of 5 Steps Complete Welcome Individual Overview Addresses Contacts Payment Information Certify & Submit Registration FAQ View History	Payment Information Information on this page Instructions: USF issues payments to wire. USF does not support C Please note: Each remit By providing "ACH – Dii I hereby authorize and i entry in accordance with institution named. This authorized supplier repute University. Required Information At least one payment No payment information Add Payment Information	ion is used to determine how and where you will receive payment. United States accounts by ACH - Direct Deposit and to Non-United States a CD and CTX . For Direct Deposit please select ACH. CD and CTX . For Direct Deposit please select ACH. CD and CTX information you agree to the following: equest the University of South Florida to initiate credit entries and if necessar (NACHA rules reversing a credit entry made in error, to my account at the fi electronic payment authorization is to remain in effect until withdrawn by: (a esentative; (b) dissolution, death or legal incapacity; (c) the financial instituti type is required to complete this section. In the been entered.	accounts by ary, a debit inancial a) an ion or (d)
Compl be the	Registration In Progress for: University of South Florida 3 of 5 Steps Complete Welcome Individual Overview Addresses Contacts Payment Information Tax Information Certify & Submit Registration FAQ View History	Information on this pag Instructions: USF issues payments to wire. USF does not support C Please note: Each remit By providing "ACH – Dii I hereby authorize and I entry in accordance with institution named. This authorized supplier repit the University. Required Information At least one payment No payment information Add Payment Information	e is used to determine how and where you will receive payment. United States accounts by ACH - Direct Deposit and to Non-United States a CD and CTX . For Direct Deposit please select ACH. tance address may only be associated with a single payment method. ect Deposit" information you agree to the following: equest the University of South Florida to initiate credit entries and if necessa NACHA rules reversing a credit entry made in error, to my account at the fi electronic payment authorization is to remain in effect until withdrawn by: (a esentative; (b) dissolution, death or legal incapacity; (c) the financial instituti type is required to complete this section. In has been entered.	accounts by ary, a debit ïnancial a) an ion or (d)
R Compl be the	Welcome Individual Overview Addresses Contacts Payment Information Tax Information Certify & Submit Registration FAQ View History	USF issues payments to wire. USF does not support C Please note: Each remit By providing "ACH – Dii I hereby authorize and I entry in accordance with institution named. This authorized supplier rep the University. Required Information At least one payment No payment information Add Payment Information	United States accounts by ACH - Direct Deposit and to Non-United States a CD and CTX . For Direct Deposit please select ACH. tance address may only be associated with a single payment method. ect Deposit" information you agree to the following: equest the University of South Florida to initiate credit entries and if necessa NACHA rules reversing a credit entry made in error, to my account at the fi electronic payment authorization is to remain in effect until withdrawn by: (a esentative; (b) dissolution, death or legal incapacity; (c) the financial instituti type is required to complete this section.	accounts by ary, a debit ïnancial a) an ion or (d)
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		Direct Deposit Format Electronic Remittance Email *		
		Currency *		
		Contact Name Purpose		
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		Individual Supplier	Registration
Scro finis	ll down to Bank Acco hed and then click "N	ount information and complete t lext".	he required fields. "Save Changes" once
		Bank Account	
		Country *	~
		Bank Name *	
		Account Holder's Name *	
		Account Type *	~
		Account Number Type *	~
		SWIFT/BIC	
		International Routing Code (IRC)	
		Address Line 1	
		Address Line 2	
		Address Line 3	
		City/Town	
		State/Province/Region	
		Postal Code	
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Supplier Registration

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