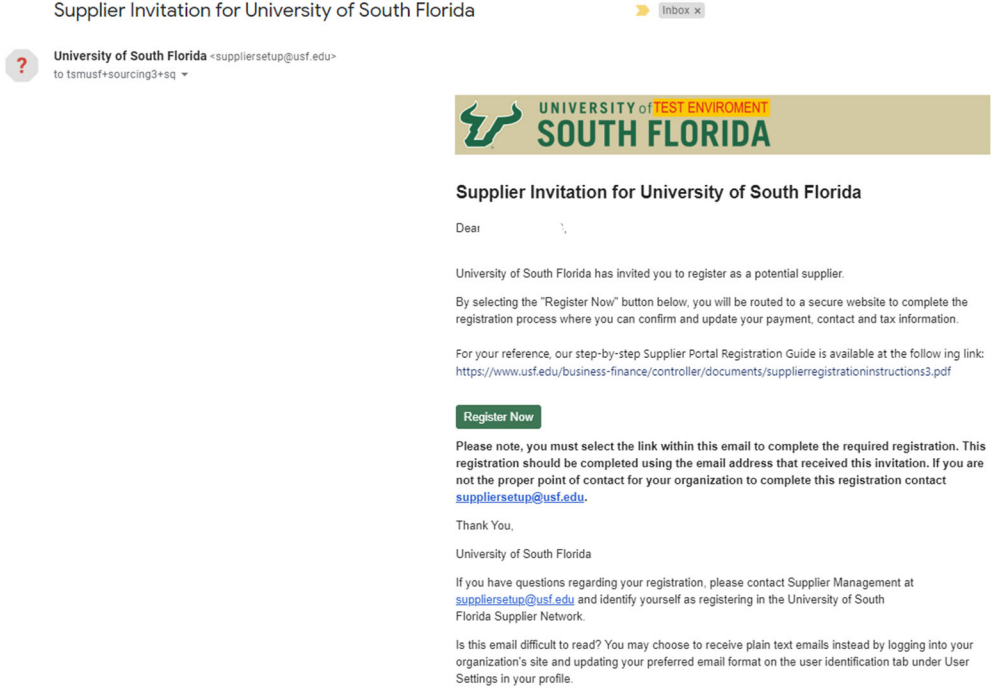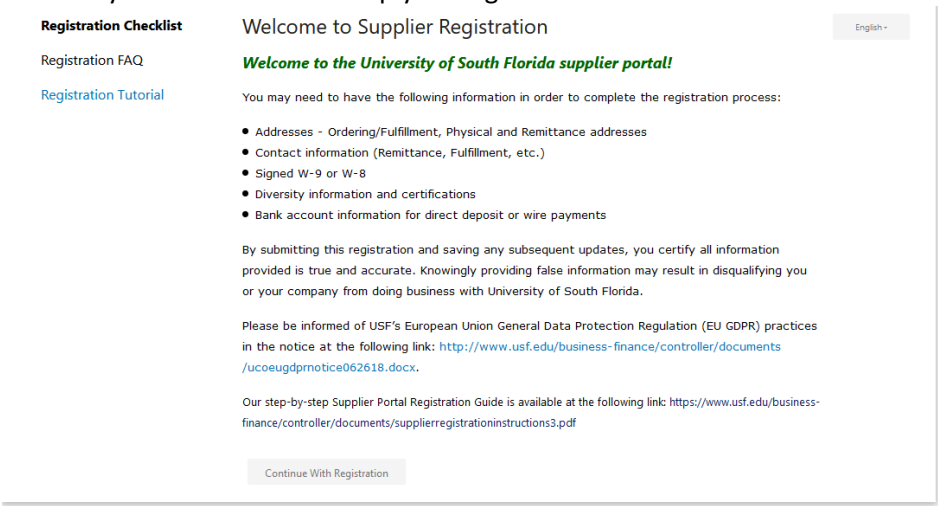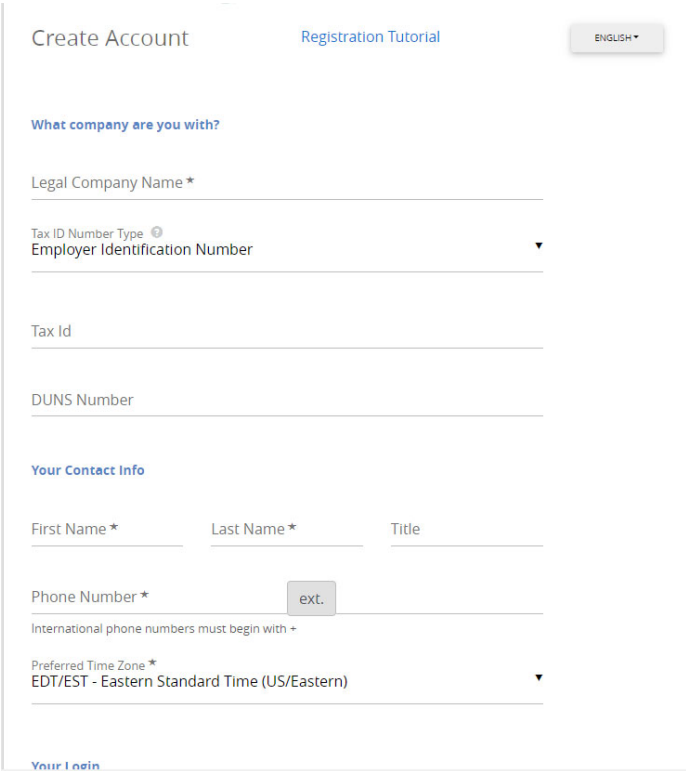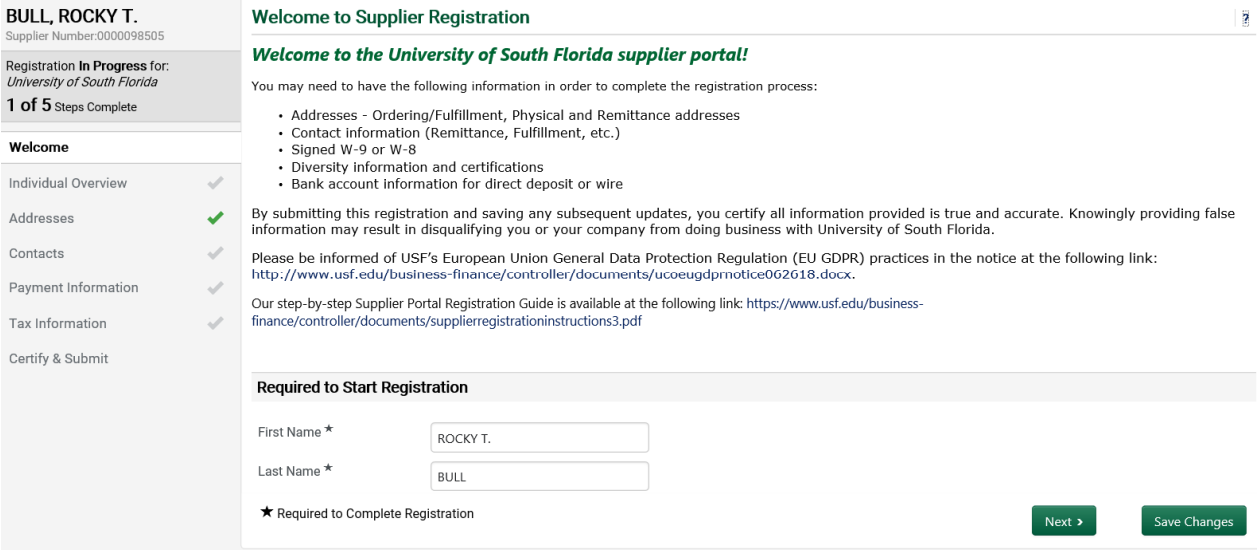# UNIVERSITY OF SOUTH FLORIDA
TAMPA BAY

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. 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.
2	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.

Steps	Individual Supplier Registration
3	Complete all fields that have the star symbol next to them and click "Create Account".
4	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".

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. 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.
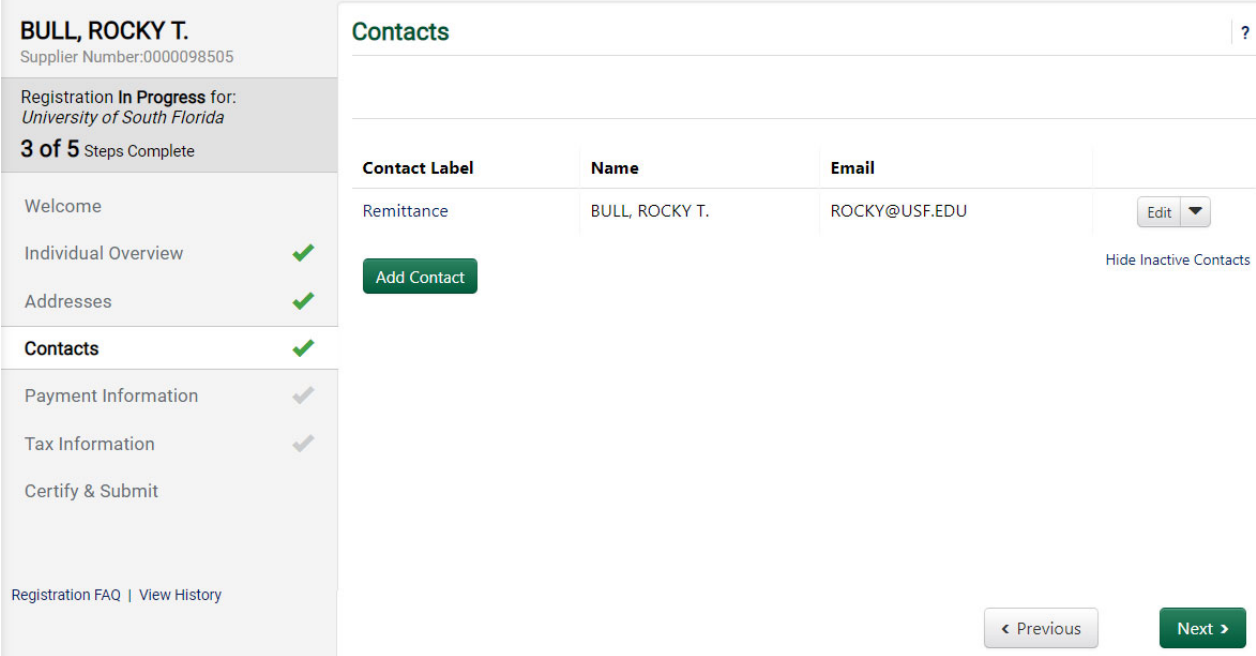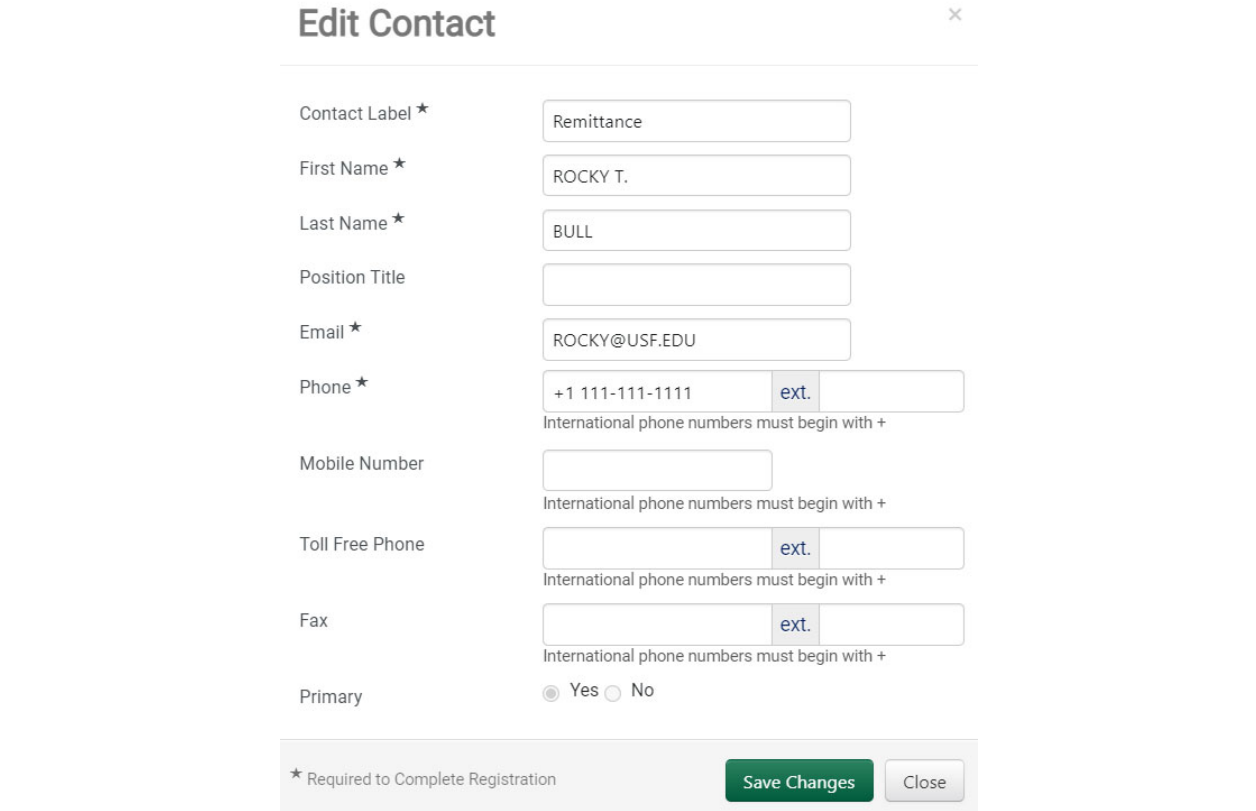
Steps	Individual Supplier Registration
8	If contact information was not provided on the previous page you will be required to provide at least one contact in the Contacts section. To do so, select "Add Contact". Additional contacts may also be added.
9	The Contact Label can be the contact type. Complete all fields that have the star symbol next to them and click "Save Changes". When you have completed the information on this page, click "Next".

Steps	Individual Supplier Registration
10	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)". **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** ✔ Tax Information ✔ Certify & Submit Registration FAQ	View History **Payment Information** Information on this page is used to determine how and where you will receive payment. **Instructions:** USF issues payments to United States accounts by ACH - Direct Deposit and to Non-United States accounts by wire. USF does not support CCD and CTX . For Direct Deposit please select ACH. **Please note: Each remittance address may only be associated with a single payment method.** By providing "ACH – Direct Deposit" information you agree to the following: I hereby authorize and request the University of South Florida to initiate credit entries and if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the financial institution named. This electronic payment authorization is to remain in effect until withdrawn by: (a) an authorized supplier representative; (b) dissolution, death or legal incapacity; (c) the financial institution or (d) the University. **Required Information** At least one payment type is required to complete this section. *No payment information has been entered.* Add Payment Information ▾ ‹ Previous Next › Complete the required fields. For "Payment Title" enter a descriptor. This can be anything or can simply be the payment method itself. **Add Payment Information** ✕ Only associated countries are displayed. Payment Title ★ Country ★ Payment Type ★ Direct Deposit (ACH) Direct Deposit Format Electronic Remittance Email ★ Currency ★ Contact Name Purpose 200 characters remaining Active ⦿ Yes ◯ No

Steps	Individual Supplier Registration
11	Scroll down to Bank Account information and complete the required fields. "Save Changes" once you are finished and then click "Next".
12	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.

Steps	Individual Supplier Registration
	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". *[Image: Add Tax Document form with Tax Type W-9, Tax Document Name, Tax Document Year fields, Tax Documentation with Select file option, and highlighted "Download Pre-populated Tax Document" link]* 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. 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. 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". *[Image: Add Tax Document form with Tax Type W-9, Tax Document Name "ROCKY W9", Tax Document Year "2021", Tax Documentation with highlighted "Select file" option, and "Download Pre-populated Tax Document" link]*
13	After saving, the main page will populate a "Proceed to Certify and Submit" button once the Tax Document has been uploaded to the section.

Steps	Individual Supplier Registration
	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".
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.