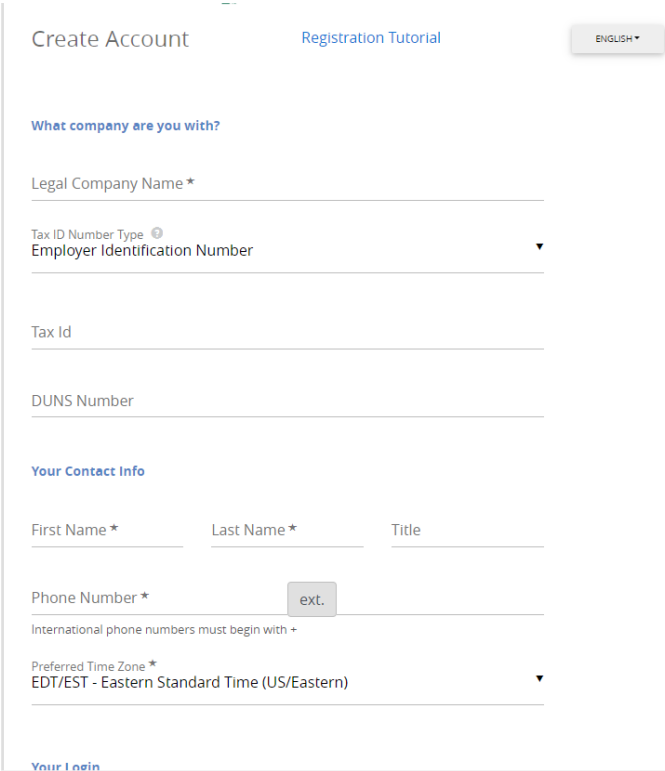

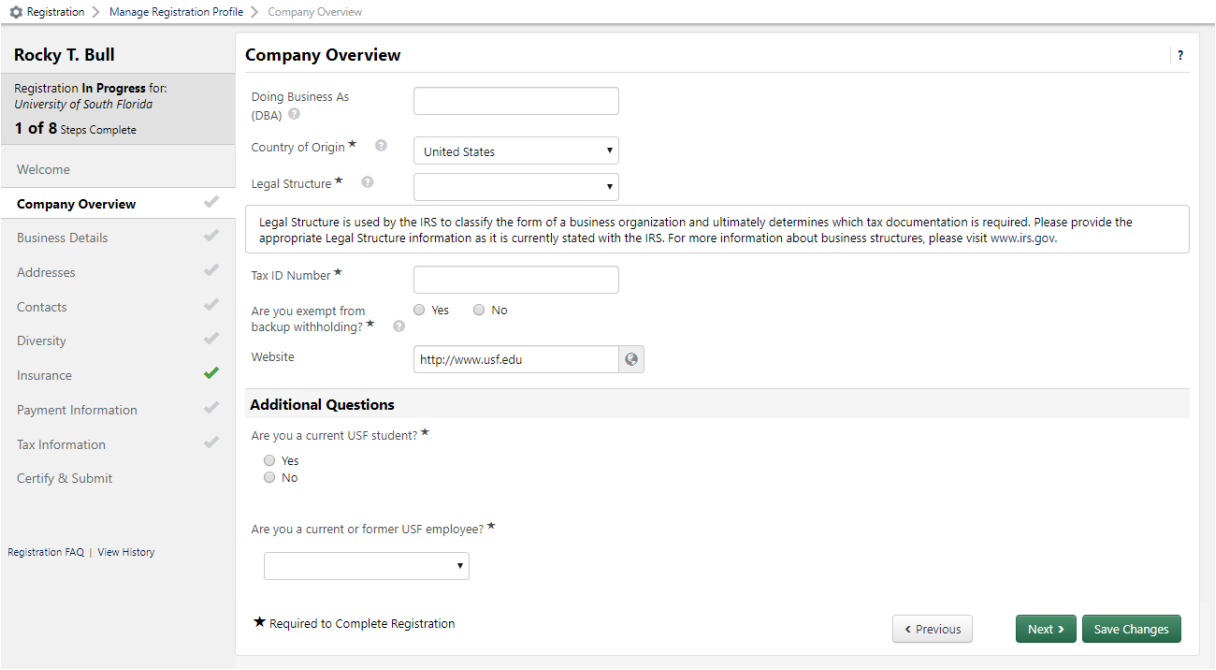
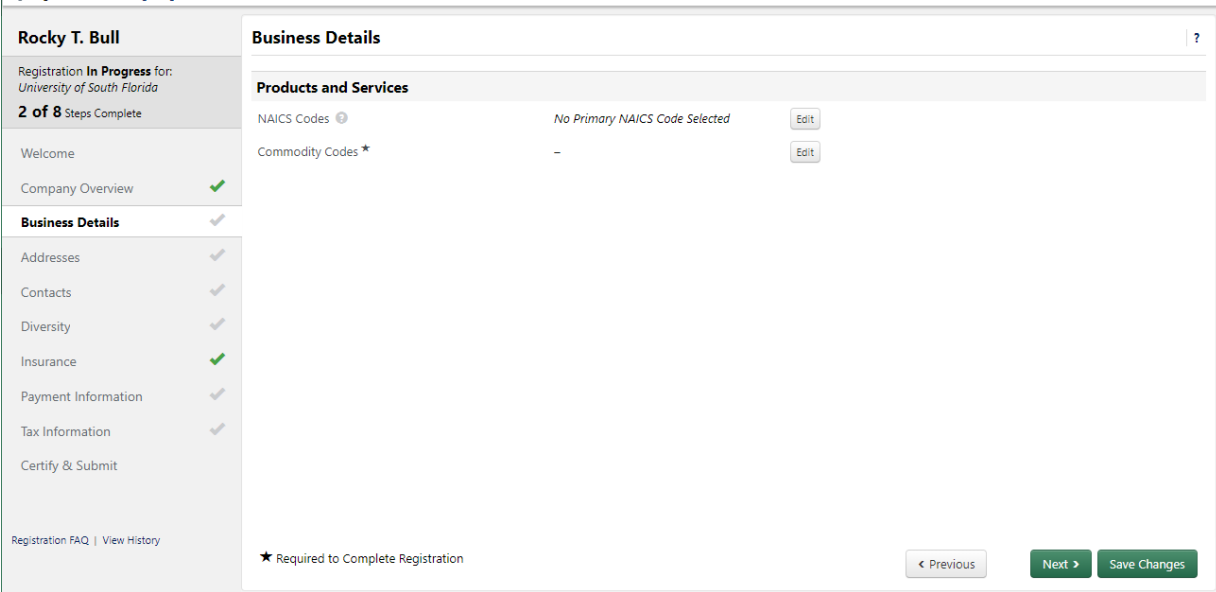


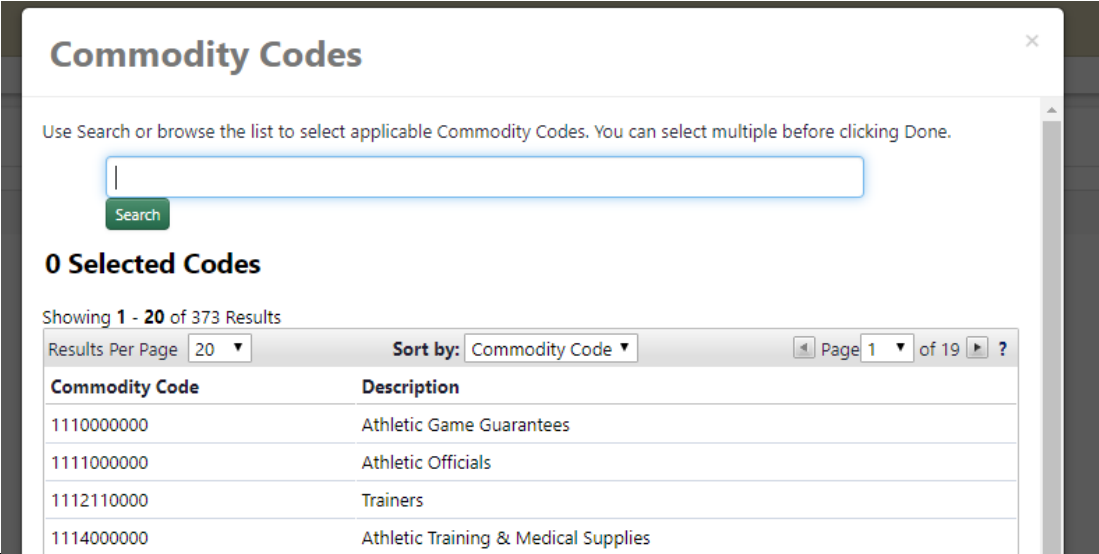
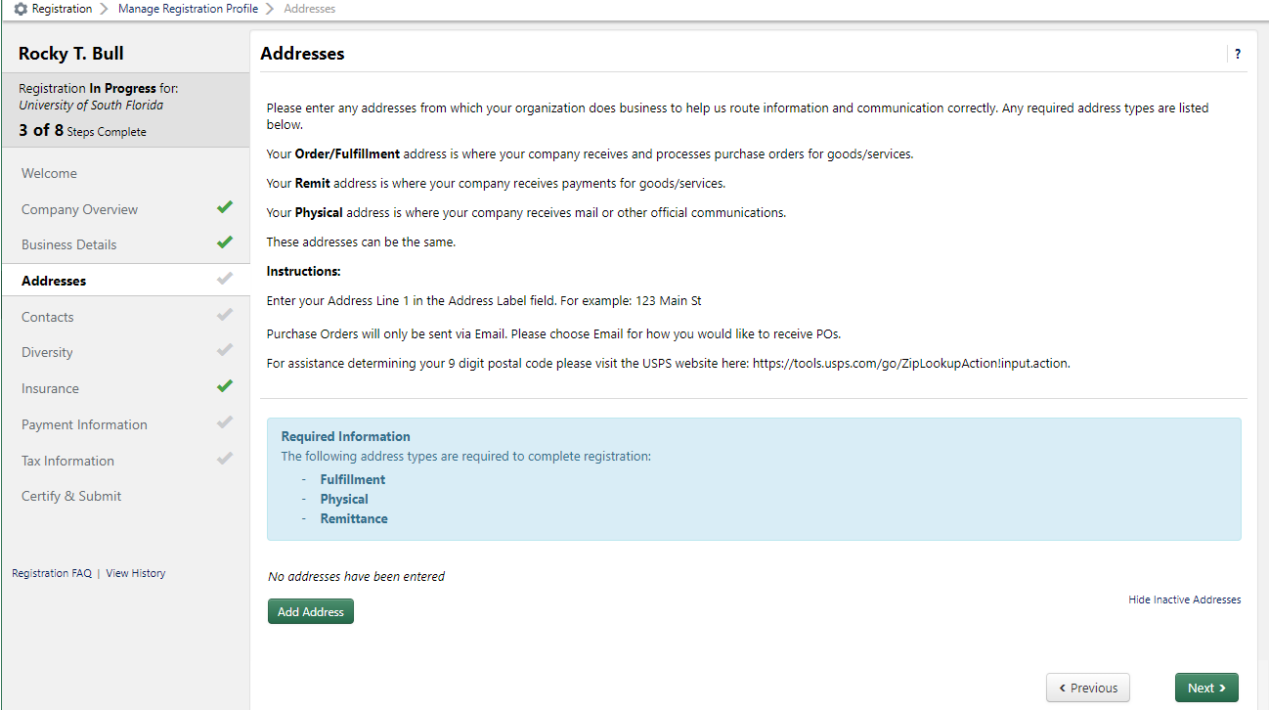


Purpose:	Below are instructions for completing your registration with the University of South Florida’s (USF) Supplier Portal.
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Steps	Supplier Registration
1	<p>When an USF department invites you to register for the supplier portal, you will receive the following email from suppliersetup@usf.edu.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Supplier Invitation for University of South Florida Inbox x</p> <hr/> <p>University of South Florida <suppliersetup@usf.edu> to tsmusf+sourcing3+sq</p> <div style="text-align: center; margin: 10px 0;"> UNIVERSITY of SOUTH FLORIDA </div> <p style="text-align: center;">Supplier Invitation for University of South Florida</p> <p>Dear _____,</p> <p>University of South Florida has invited you to register as a potential supplier.</p> <p>By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process where you can confirm and update your payment, contact and tax information.</p> <p>For your reference, our step-by-step Supplier Portal Registration Guide is available at the following link: https://www.usf.edu/business-finance/controller/documents/supplierregistrationinstructions3.pdf</p> <div style="text-align: center; margin: 10px 0;"> Register Now </div> <p><small>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.</small></p> <p>Thank You,</p> <p>University of South Florida</p> <p><small>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.</small></p> <p><small>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.</small></p> </div> <p>You must use the Register Now link contained in the email to access your profile. If you do not receive 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 you 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, you will then be taken to a page where you can create your account and set up your login information.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Registration Checklist</p> <p>Registration FAQ</p> <p>Registration Tutorial</p> </div> <div style="width: 75%;"> <p style="text-align: right;">English -</p> <p style="text-align: center;">Welcome to Supplier Registration</p> <p style="text-align: center;">Welcome to the University of South Florida supplier portal!</p> <p>You may need to have the following information in order to complete the registration process:</p> <ul style="list-style-type: none"> Addresses - Ordering/Fulfillment, 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 <p>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.</p> <p><small>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/ucoegdprnotice062618.docx.</small></p> <p><small>Our step-by-step Supplier Portal Registration Guide is available at the following link: https://www.usf.edu/business-finance/controller/documents/supplierregistrationinstructions3.pdf</small></p> <div style="text-align: center; margin-top: 10px;"> Continue With Registration </div> </div> </div> </div>

Steps	Supplier Registration
3	<p>Complete all fields that have the star symbol next to them and click Create Account.</p> 
4	<p>Verify your legal company name. This is the name that will be entered on all Solicitation Responses, Purchase Orders and Payments. The Legal Company Name entered on the registration must match line 1 of your W-9 or W-8. If your company’s legal name is different from the one you were invited under, this is where you would correct it. Verify the information and click Next.</p> 

Steps	Supplier Registration
<p>5</p>	<p>This is the page where you can add your DBA (doing business as) name, if applicable, and your tax information. International suppliers should select Non-US Based Entity or Foreign Individual as their Legal Structure. When you have completed the information on this page, click Next.</p> 
<p>6</p>	<p>This is where you will provide your NAICS and Commodity codes. Selecting NAICS Codes are optional, however Commodity Codes are required.</p> 

Steps	Supplier Registration										
7	<p>We recommend using the search feature to determine your NAICS and Commodity codes. 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. If you have any questions about the appropriate commodity code to select please contact USFPurchasing@usf.edu.</p>  <table border="1" data-bbox="272 674 1240 856"> <thead> <tr> <th>Commodity Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>111000000</td> <td>Athletic Game Guarantees</td> </tr> <tr> <td>111100000</td> <td>Athletic Officials</td> </tr> <tr> <td>1112110000</td> <td>Trainers</td> </tr> <tr> <td>1114000000</td> <td>Athletic Training & Medical Supplies</td> </tr> </tbody> </table>	Commodity Code	Description	111000000	Athletic Game Guarantees	111100000	Athletic Officials	1112110000	Trainers	1114000000	Athletic Training & Medical Supplies
Commodity Code	Description										
111000000	Athletic Game Guarantees										
111100000	Athletic Officials										
1112110000	Trainers										
1114000000	Athletic Training & Medical Supplies										
8	<p>You will need to enter fulfillment, physical and remit to addresses in order to proceed. The remittance address is where payment will be sent and must match the remit to address on your invoices. The address provided on the W9 must be included as an address in this section.</p>  <p>Registration > Manage Registration Profile > Addresses</p> <p>Rocky T. Bull</p> <p>Registration In Progress for: University of South Florida 3 of 8 Steps Complete</p> <p>Welcome</p> <p>Company Overview <input checked="" type="checkbox"/></p> <p>Business Details <input checked="" type="checkbox"/></p> <p>Addresses <input checked="" type="checkbox"/></p> <p>Contacts <input checked="" type="checkbox"/></p> <p>Diversity <input checked="" type="checkbox"/></p> <p>Insurance <input checked="" type="checkbox"/></p> <p>Payment Information <input checked="" type="checkbox"/></p> <p>Tax Information <input checked="" type="checkbox"/></p> <p>Certify & Submit</p> <p>Registration FAQ View History</p> <p>Addresses</p> <p>Please enter any addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.</p> <p>Your Order/Fulfillment address is where your company receives and processes purchase orders for goods/services.</p> <p>Your Remit address is where your company receives payments for goods/services.</p> <p>Your Physical address is where your company receives mail or other official communications.</p> <p>These addresses can be the same.</p> <p>Instructions:</p> <p>Enter your Address Line 1 in the Address Label field. For example: 123 Main St</p> <p>Purchase Orders will only be sent via Email. Please choose Email for how you would like to receive POs.</p> <p>For assistance determining your 9 digit postal code please visit the USPS website here: https://tools.usps.com/go/ZipLookupActionInput.action.</p> <p>Required Information</p> <p>The following address types are required to complete registration:</p> <ul style="list-style-type: none"> - Fulfillment - Physical - Remittance <p>No addresses have been entered</p> <p><input type="button" value="Add Address"/></p> <p>Hide Inactive Addresses</p> <p><input type="button" value="Previous"/> <input type="button" value="Next"/></p>										

Steps	Supplier Registration
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9

Click on the Add Address button. Enter line one of your address as the address label. Check all address types that apply to the address you will be entering and click Next.

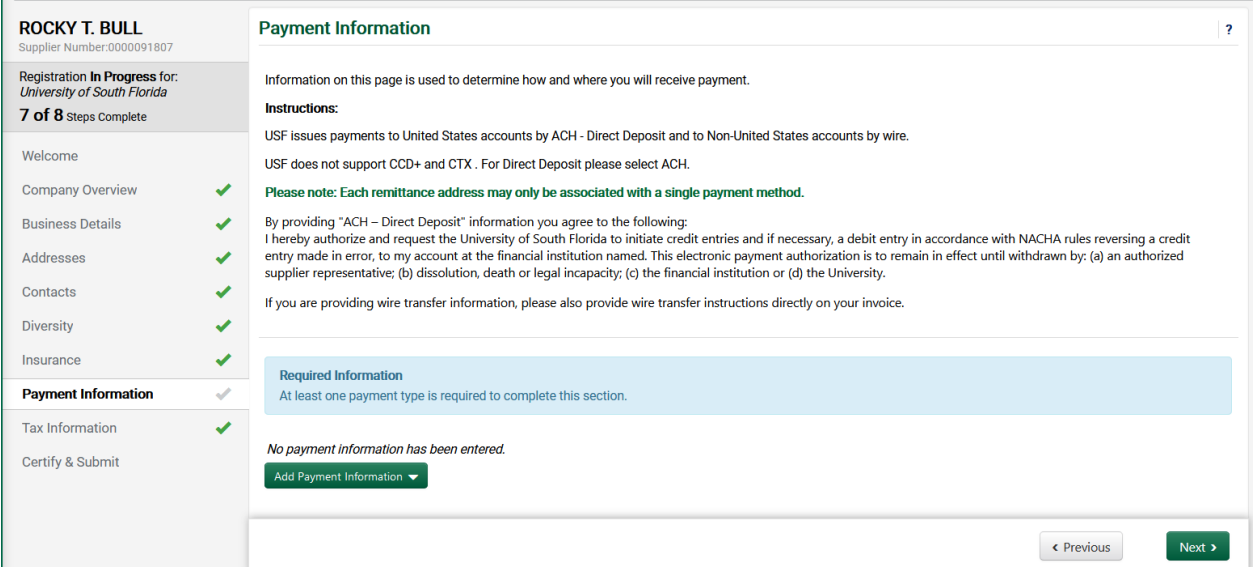
10

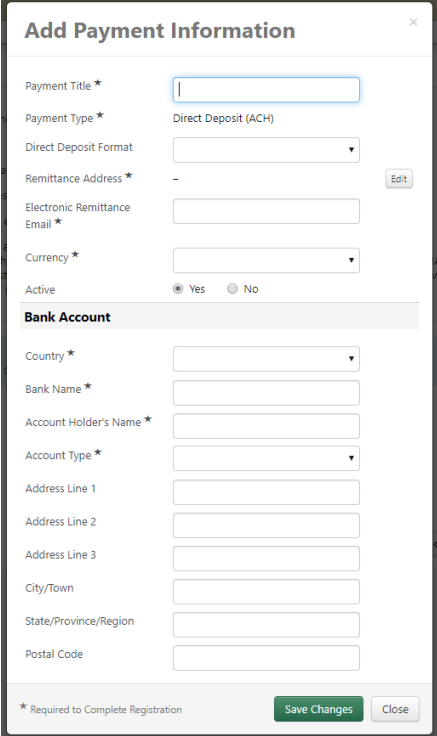
If the entry is for fulfillment, you will need to enter an email where POs can be sent. Fill out all the required information and click Next.

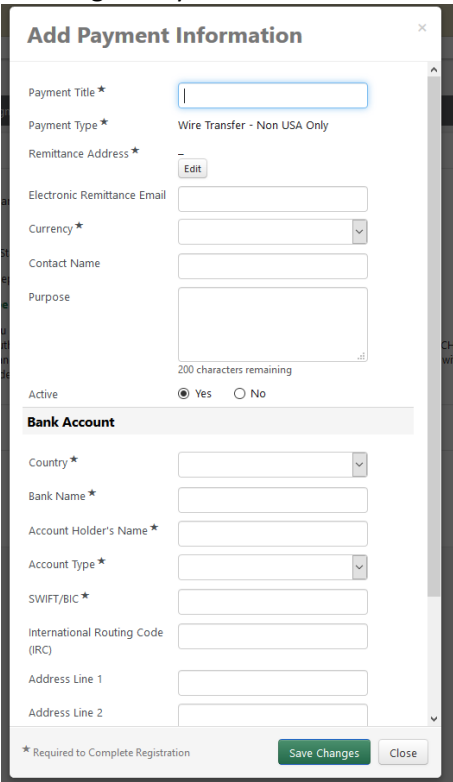
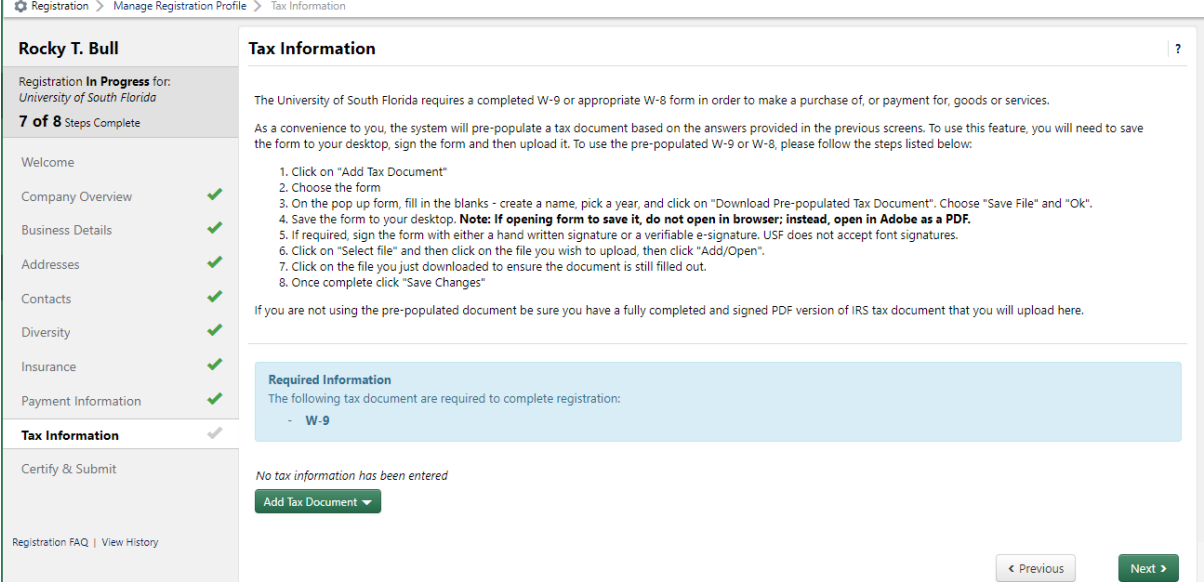
Steps	Supplier Registration
<p>11</p>	<p>You will then be able to add contact information. You may also select Not Applicable and add the contact information on the next page.</p> <div data-bbox="237 235 846 1203"> </div>
<p>12</p>	<p>If contact information was not provided on the previous page you will be required to provide a remittance contact. Additional contacts may also be added.</p> <div data-bbox="237 1276 1490 1911"> </div>

Steps	Supplier Registration
13	<div data-bbox="228 163 971 1024"> <h3>Add Contact</h3> <p>Contact Label * <input type="text"/></p> <p>Which of the following business activities apply to this contact? Remittance</p> <p>First Name * <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Position Title <input type="text"/></p> <p>Email * <input type="text"/></p> <p>Phone * <input type="text"/> ext. <input type="text"/> International phone numbers must begin with +</p> <p>Toll Free Phone <input type="text"/> ext. <input type="text"/> International phone numbers must begin with +</p> <p>Fax <input type="text"/> ext. <input type="text"/> International phone numbers must begin with +</p> <p>* Required to Complete Registration</p> <p><input type="button" value="Save Changes"/> <input type="button" value="Close"/></p> </div>
14	<p>USF is committed to utilizing small-, minority-, veteran- and women-owned businesses in the procurement of goods, services, supplies and construction service contracts. USF continues to actively pursue diverse businesses for contracting opportunities, so if your business qualifies in one or more of the aforementioned designated categories, please select “Yes” at the top of this page. For additional information about the USF supplier diversity program, please visit: www.usf.edu/osd.</p> <p>Registration > Manage Registration Profile > Diversity</p> <div data-bbox="228 1228 1490 1837"> <h4>Rocky T. Bull</h4> <p>Registration In Progress for: University of South Florida 5 of 8 Steps Complete</p> <ul style="list-style-type: none"> Welcome Company Overview <input checked="" type="checkbox"/> Business Details <input checked="" type="checkbox"/> Addresses <input checked="" type="checkbox"/> Contacts <input checked="" type="checkbox"/> Diversity <input checked="" type="checkbox"/> Insurance <input checked="" type="checkbox"/> Payment Information <input checked="" type="checkbox"/> Tax Information <input checked="" type="checkbox"/> Certify & Submit <p>Registration FAQ View History</p> <h4>Diversity</h4> <p>For additional information or assistance with applicable state of Florida certification and recertification for certified business enterprises, visit https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd.</p> <p>Instructions: If your Certifying Agency is not listed in the drop down, choose "State/Local/Other" for Certification Type. Note that USF currently recognizes</p> <ul style="list-style-type: none"> - State of FL - City of Tampa - Hillsborough County - NMSDC - WBENC <p>Required Information Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.</p> <p>Click the button below to choose the diversity classifications that apply to your business.</p> <p><input type="button" value="Add Diversity Classifications"/></p> <p><input type="button" value="Previous"/> <input type="button" value="Next"/></p> </div>

Steps	Supplier Registration
15	<div data-bbox="233 163 938 972"> <h3>Diversity Classifications</h3> <p>No Classification</p> <p><input type="checkbox"/> Does Not Qualify As A Diverse Supplier (DoesNotQualify)</p> <p>Federal Diversity Classifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Small Business Enterprise (SBE) <ul style="list-style-type: none"> <input type="checkbox"/> 8(a) Business Development Program (8a) <input type="checkbox"/> HUBZone Small Business (HUBZ) <input type="checkbox"/> Minority Owned Small Business (MOSB) <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business (SDVOSB) <input type="checkbox"/> Small Disadvantaged Business (SDB) <input type="checkbox"/> Veteran-Owned Small Business (VOSB) <input type="checkbox"/> Woman-Owned Small Business (WOSB) <input type="checkbox"/> Airport Concessions Disadvantaged Business Enterprise (ACDBE) <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) <input type="checkbox"/> Lesbian/Gay/Bisexual/Transgender Owned Business (LGBTE) <input type="checkbox"/> Minority Business Enterprise (MBE) <input type="checkbox"/> Veteran Owned Business (VBE) <input type="checkbox"/> Woman Business Enterprise (WBE) <p style="text-align: right;"> <input type="button" value="Done"/> <input type="button" value="Close"/> </p> </div>
16	<p>Providing insurance information is optional. If insurance information is not provided it may be requested later if required during our procurement processes.</p> <div data-bbox="233 972 1490 1680"> <p>Registration > Manage Registration Profile > Insurance</p> <div style="display: flex;"> <div style="flex: 1;"> <p>Rocky T. Bull</p> <p>Registration In Progress for: University of South Florida</p> <p>6 of 8 Steps Complete</p> <ul style="list-style-type: none"> Welcome Company Overview ✓ Business Details ✓ Addresses ✓ Contacts ✓ Diversity ✓ Insurance ✓ Payment Information ✓ Tax Information ✓ Certify & Submit <p>Registration FAQ View History</p> </div> <div style="flex: 2; padding-left: 20px;"> <h4>Insurance</h4> <p>USF wants suppliers to maintain appropriate insurance coverage. Listing your insurance policies helps us determine if you have the appropriate level of coverage for our future product and service needs.</p> <p><i>No Insurance has been entered.</i></p> <p><input type="button" value="Add Insurance"/> ▼</p> </div> </div> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div>

Steps	Supplier Registration
17	<p>We issue payments to domestic accounts by ACH and to foreign accounts by wire. Click Add Payment Information to select your payment method and provide required payment information. A Remittance Address must be selected for each payment method. Each remittance address may only be associated with a single payment type (ACH or wire).</p> 

18	<p>To receive payments by ACH complete the following information. For Payment Title enter a descriptor. This can be anything that is meaningful to your business or can simply be the payment method. ACH is the only option for Direct Deposit Format.</p> 
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Steps	Supplier Registration
<p>19</p>	<p>For wire transfers the following information is required. The requirements will be different based on the country your bank is located in. For Payment Title enter a descriptor. This can be anything that is meaningful to your business or can simply be the payment method.</p> 
<p>20</p>	<p>On this page you will be required to upload your tax document. You have the option to use the pre-populated document, which has been completed by the system based on your previous answers. If you do not use the pre-populated form, please be sure to use the most recent IRS version of the form. If you are a domestic supplier, your only choice will be a W-9. International suppliers will be shown a list of W-8s to choose from. If you have questions about which form to use, please refer to the W-8 resource guide on our website: https://www.usf.edu/business-finance/controller/payment-services/vendors.aspx</p> 

Steps	Supplier Registration
21	<div data-bbox="228 163 821 562"> <h3>Add Tax Document</h3> <p>Tax Type * W-9</p> <p>Tax Document Name * <input type="text"/></p> <p>Tax Document Year * <input type="text"/></p> <p>Tax Documentation * <input type="button" value="Select file"/></p> <p>Download Pre-populated Tax Document</p> <p>* Required to Complete Registration</p> <p><input type="button" value="Save Changes"/> <input type="button" value="Close"/></p> </div>
22	<p>All completed sections of the registration should now have a green checkmark. If not, please review the section for any fields marked (*) as required. Once all sections are complete you must certify and submit your registration for final review.</p> <div data-bbox="228 674 1482 1297"> <p>Registration > Manage Registration Profile > Certify & Submit</p> <h3>Rocky T. Bull</h3> <p>Registration In Progress for: University of South Florida</p> <p>8 of 8 Steps Complete</p> <ul style="list-style-type: none"> Welcome Company Overview <input checked="" type="checkbox"/> Business Details <input checked="" type="checkbox"/> Addresses <input checked="" type="checkbox"/> Contacts <input checked="" type="checkbox"/> Diversity <input checked="" type="checkbox"/> Insurance <input checked="" type="checkbox"/> Payment Information <input checked="" type="checkbox"/> Tax Information <input checked="" type="checkbox"/> <h4>Certify & Submit</h4> <p>Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.</p> <p>Additionally, by submitting this registration, 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.</p> <p>Preparer's Initials * <input type="text" value="R B"/></p> <p>Preparer's Name * <input type="text" value="Rocky Bull"/></p> <p>Preparer's Title * <input type="text" value="Mascot"/></p> <p>Preparer's Email Address * <input type="text" value="tsmusf+rocky+sq@gmail.com"/></p> <p>Today's Date 4/8/2019</p> <p>Certification * <input checked="" type="checkbox"/> I certify that all information provided is true and accurate.</p> <p>* Required to Complete Registration</p> <p><input type="button" value="Submit"/></p> </div>
23	<p>Once submitted 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.</p> <div data-bbox="228 1409 1482 1717"> <p>Registration > Manage Registration Profile > Registration Confirmation</p> <h3>Thank You for Registering</h3> <p><input checked="" type="checkbox"/> Registration Complete for Rocky T. Bull!</p> <h4>Next Steps</h4> <ul style="list-style-type: none"> 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 </div>