

ASU Supplier registration information for businesses

To receive payment from ASU for goods and services suppliers must register and be entered into the ASU Financial Management System. Businesses must submit their registration information through the secure ASU Supplier Registration portal. These instructions are related to the businesses providing goods or services to the University.

The supplier registration portal collects all data relevant to conducting business as an ASU supplier including: contact information, federal business size, diversity classification and tax information. Prior to starting the registration process, please ensure you have completed and signed one of the below required IRS documents which must be attached to the registration.

- Domestic individuals/entities: W-9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf> OR
- Foreign individuals: W-8BEN <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> OR (Foreign individuals claiming tax treaty benefits must also complete the IRS Form 8233: <https://www.irs.gov/pub/irs-pdf/f8233.pdf>).
- Foreign entities: W-8BEN-E <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>.

Handwritten signatures and digital signatures with a date and time stamp are accepted. Typed signatures or images of signatures are not accepted.

An authorized company representative must complete all sections of the supplier registration form. Prior to submitting the supplier registration form, verify the accuracy and the completion of all fields to the best of your ability.

Registration Instructions

There are two ways for suppliers to register:

1. Companies register through a [secure portal](#) by responding to the questions and attaching requested documents, such as W9's.

Individuals register by [completing a one-page form](#) that is accessed through Adobe Sign.

Upon clicking the registration link, you must create a user account. After you have created an account, you will receive an email verifying your account. To do this, click on the 'sign in' button at the top right of the ASU Supplier Registration Page. Next, click on the 'create account' button. To confirm your account, click the link within the

confirmation email to complete setup for your supplier account. If clicking on the link does not work, try copying and pasting the link into a new browser window.

Quick tips:

- When completing this form, use the most recent versions of Google Chrome or Internet Explorer browsers.
- Fields indicated with a red asterisk are required.
- Do not click the browser's "back" button because this may erase all data on the supplier registration form. If you need to navigate to another page on the form, use the "next" and "back" buttons on the supplier registration form.
- The information will not be saved if you log out without submitting.
- You will not receive notification of your registration status. Log into the registration link to view the status of your application. Once approved, it will take approximately 5 business days to be accessible in the FMS system.

Business Details

This section contains basic details about your business. Fields marked with an asterisk are required fields.

- **Business Name:** Your business name should reflect the legal name of your business as indicated on your IRS tax documentation. This name will appear on your purchase orders and payments.
- **Supplier Category:** The supplier category you select should provide an overview of the products, goods or services that you will be providing to the University.
- **Supplier Group:** Complete this field if there are groups that reflect your reason for registration or your status. For example, if you are a foreign entity or an independent contractor, select that supplier group. You may select multiple choices.
- **Tax ID:** For domestic suppliers, provide your Employer Identification Number. The Company Name you provide on line one of the W-9 MUST match the name your company has on file with the IRS. If it doesn't match, Arizona State University will not be able to process your supplier record. If you are using your Social Security number your Name MUST match what is on your Social Security card. Arizona State University will check the IRS database to make

sure the information you provided on your IRS documentation matches what is on file with the IRS.

- **Purchase Order Distribution Email Address:** Provide a designated email address to receive all purchase orders related to your business. ASU actively sends purchase orders via email, when applicable.
- **Payment Terms:** ASU's default payment terms are Net 30.
 - Net 30
 - ASU pays within 30 days.
 - ePayables (5 days) — If you select ePayables, you must enroll in the Commerce Bank Program. A Commerce Bank or ASU representative will contact you for enrollment.
 - 2% 10 Net 30
 - If ASU pays within 10 business days, a 2% discount will be taken.
 - ASU reserves the right to pay within 30 days.
 - 1% 20 Net 30
 - If ASU pays within 20 business days, a 1% discount will be taken.
 - ASU reserves the right to pay within 30 days.
- **Sales Tax:** Indicate whether sales tax is collected and remitted, and the rate, if applicable.
- **Arizona Small Business:** Indicate if your business meets the State of Arizona Definition and criteria for a small business, regardless of whether your company is located in Arizona. A small business for ASU purposes is defined as a small business which is independently owned and operated, is not dominant in its field, and employs fewer than 100 full-time employees OR had gross annual receipts of less than four million dollars in its last fiscal year.
- **Federal Classification Type:** Indicate whether you have a small or large business as defined by the Federal Government. For more information, visit the U.S. Small Business Administration [website](#).
- **Federal Supplier Type:** Indicate the federal supplier diversity-classification type. For more information, visit the U.S. Small Business Administration [website](#).
- **Conflict of Interest Disclosure:** indicate if you have a conflict of interest with ASU. For more information on the Conflict of Interest policy, visit [OGC Conflict of Interest](#).

- **Contact Information:** Provide contact information for authorized business agents to receive correspondence, in case additional supplier registration information or details are necessary.
 - Name.
 - Phone number.
 - Email address.

Below is a sample of a completed **Business Details** section:

Business Information

Business Details

Business Name *

Supplier Category *

Supplier Group

Tax ID

Indicate the email address that purchase orders should be sent to, if applicable.

Indicate your payment terms. *

Does the registrant collect and remit sales tax? *

At what rate? *

Please select your Visa status if registering as a foreign individual.

If you are registering to provide goods or services to ASU, do you qualify as a small business? A small business for ASU purposes is defined as a small business which is independently owned and operated, is not dominant in its field, and employs fewer than 100 full-time employees OR had gross annual receipts of less than four million dollars in its last fiscal year. *

Indicate your Federal Classification Type *

Indicate your Federal Supplier Type *

There are certain conflicts of interest situations that must be avoided by ASU faculty and staff. *
These situations are prescribed by Arizona law. For more information, see
<https://ogc.asu.edu/conflicts-interest/>. Are you an ASU employee (staff, faculty, or researcher)?"

If you answered yes, please specify the relationship (self, spouse, etc.).

If you answered yes, do you have a Disclosure of Substantial Interest form on file with the Office of General Counsel?

Please provide your contact information in the event ASU has questions regarding your responses. Include your name, phone number, and email address. *

jsmith@business.com"/>

Payment Types

- **Accepted Payment Type:** Select the forms of payment your business accepts:

- ePayables
- Check
- Wire

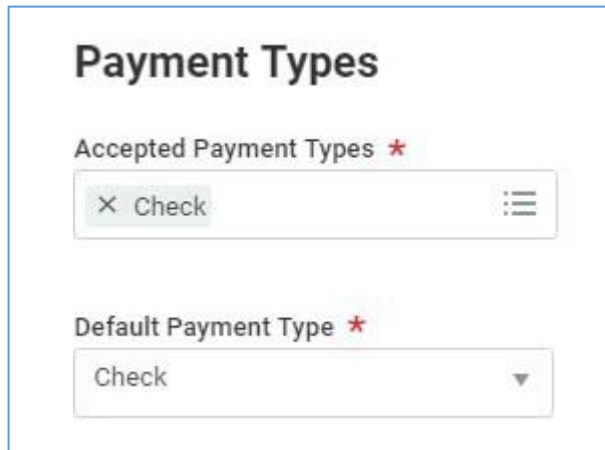
*Note: Wire option is only available for foreign entities and foreign individuals.

- Foreign draft

If you select ePayables, you must enroll in the Commerce Bank Program. A Commerce Bank or ASU representative will contact you for enrollment.

- **Default Payment Type:** Select a default payment method for your business from the accepted payment types.

Below is a sample of a completed **Payment Types** section:



The screenshot shows a form titled "Payment Types". It contains two fields:

- Accepted Payment Types ***: A multi-select field with a search icon on the left and a list icon on the right. The selected item is "Check".
- Default Payment Type ***: A dropdown menu with "Check" selected.

Currencies

- **Accepted Currencies:** Although ASU can make payments in other currencies, select U.S. dollars, or **USD**.
- **Default Currencies:** Select **USD**.

Below is a sample of a completed **Currencies** section:

Currencies

Note: If you do not want to accept all currencies, then you must select a list of accepted currencies.

Accept All Currencies

Accepted Currencies *

Default Currency

Business Contact Details

- **Phone number:** Check the box labeled Add Primary Phone to add a phone number. Check the Add Additional Phone box to add additional phone numbers.
- **Email Address:** Provide an email address for all supplier-related correspondence excluding purchase order distribution.
- **Website URL:** Provide the URL to your official business website.

Below is a sample of a completed **Business Contact Details** section:

Business Contact Details

Add Primary Phone

Country Phone Code

select one ▼

Area Code

555

Phone Number *

555-5555

Phone Device *

Landline ▼

Add Additional Phone

Email Address

jsmith@business.com

Website URL

Remit-To Address: Used for payment distribution.

* If there is more than one remit-to address, please attach a list of remit-to addresses in addition to completing this section.

Below is a sample of a completed **Remit-To Address** section:

Remit-To Address

Country *

Address Line 1 *

City *

State *

Postal Code *

Mailing Address: Used to mail all non-payment related correspondence.

Below is a sample of a completed **Mailing Address** section:

Mailing Address

Country

United States of America ▼

Address Line 1 *

2 2nd Ave

City *

Tempe

State *

Arizona ▼

Postal Code *

85281

Attachments

All suppliers must attach tax document(s) as applicable to their business. Attachments should be less than 10MB. Below are examples of required attachments:

Domestic Suppliers:

- [IRS form W-9](#) or [ASU FATCA Compliant Substitute W-9 Form](#)

or Foreign Suppliers:

- [IRS Form 8233](#)
- [W8-Ben](#) and/or [W8-Ben-E](#)

Below is a sample of a completed **Attachments** section. Note: You may click on the arrows in the upper right corner of the screen during the registration process to see the full help text.


Attachments

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Format v | **B** | *I* | U | A v | ☰ | 🔗 | ↕ ↗

Please attach a completed and signed W-9 form. If you are a foreign individual or entity, please attach an IRS form 8233, W-8Ben, and/or W-8Ben-E as applicable. Registration will be delayed if the appropriate documentation is not provided and the registration will be returned to you.


Please upload either DOC, DOCX, HTML, PDF, or TXT file types (10MB max)



PDF

FATCA-Compl-SubW9-Vendor-Auth.pdf

✓ Successfully Uploaded!



Upload

Upon completing required fields, certify that you're authorized to provide all information in contained in the form and that the information is accurate.

Below is a sample of a completed **Signature** section.

Signature



Signature Language - Authorization to provide information

By signing this document, I certify that I am authorized to supply the information contained in this application, and I have read and consent to the ASU Privacy Statement and Terms of Use. I understand that submission of incomplete information, including tax forms, will delay the registration process and result in the registration being returned to me for completion.

Accept Signature Language - Authorization to provide information *



Signature *

You will have an opportunity to review the information you provided before submitting the application for review. Please review the **Summary** page and hit the Submit button if the information is complete and accurate.

Summary



Business Information

Business Details

Business Name

Business Name

Supplier Category

Associations/Organizations

Tax ID

*****0000

Indicate the email address that purchase orders should be sent to, if applicable.

orders@business.com

Indicate your payment terms. *

Net 30

Does the registrant collect and remit sales tax? *

Yes

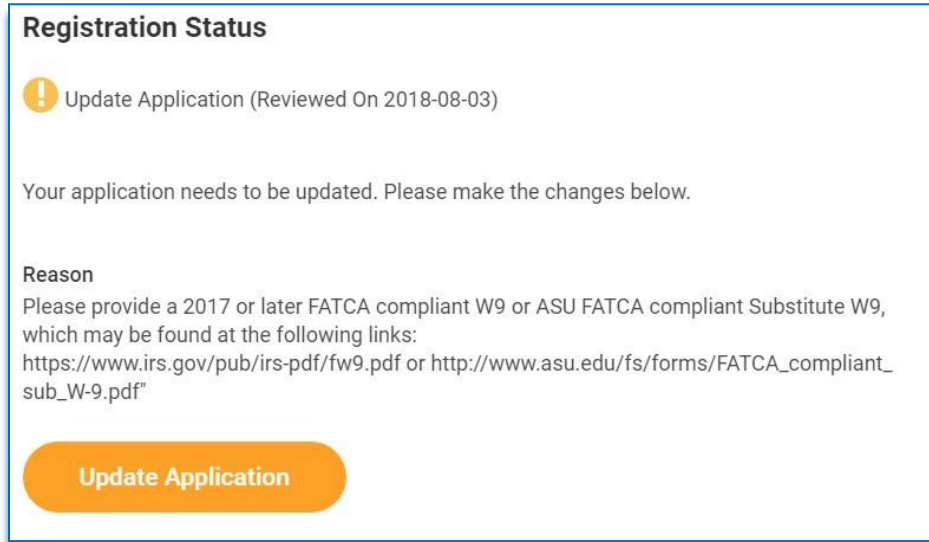
Once submitted, you will receive confirmation. ASU returns your application through the registration portal, with comments, if additional information is required. Instructions for editing returned applications are noted below.

Monitor the status of your registration via the registration portal until you receive a notification of application approval. A final approval process occurs before final registration as a Supplier in Workday. Contact [SupplierAdmin](#) with questions.

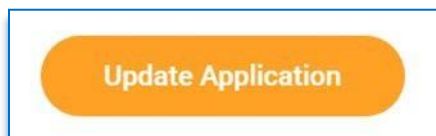
Editing Returned Applications

You may receive a notification that your application needs updating. You may edit an application by logging into the Supplier Registration Portal.

Below is a screenshot of the notification. Remember, ASU returns your application through the registration portal with comments. You will not necessarily receive an email.



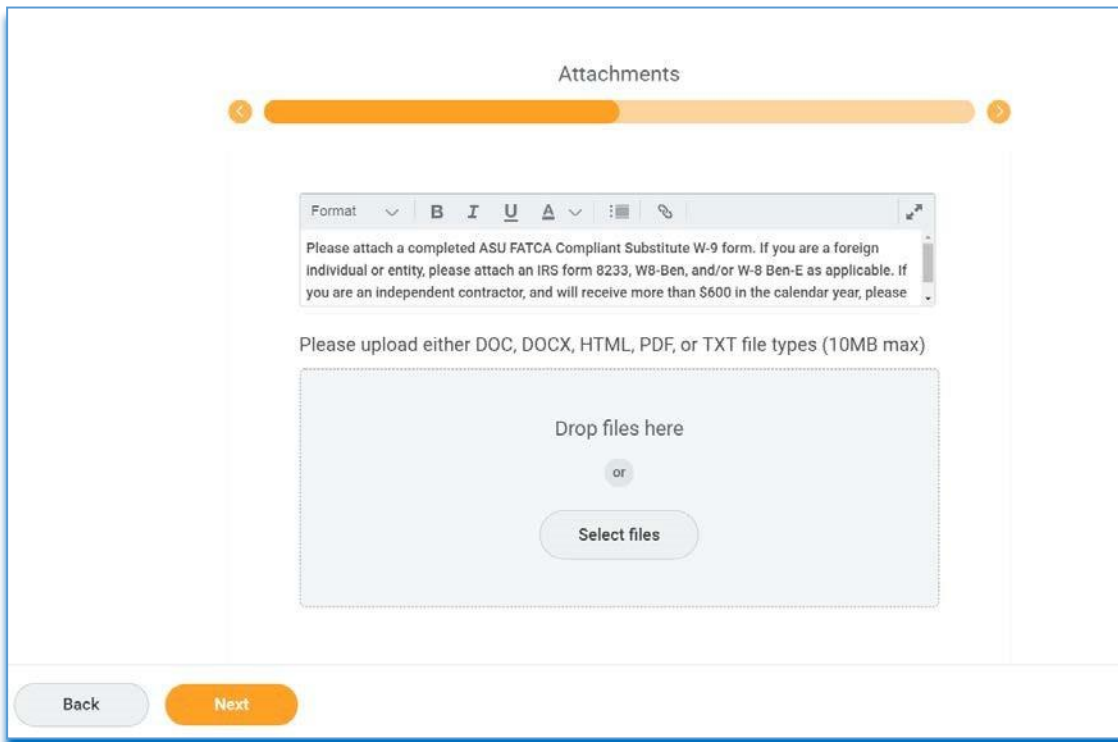
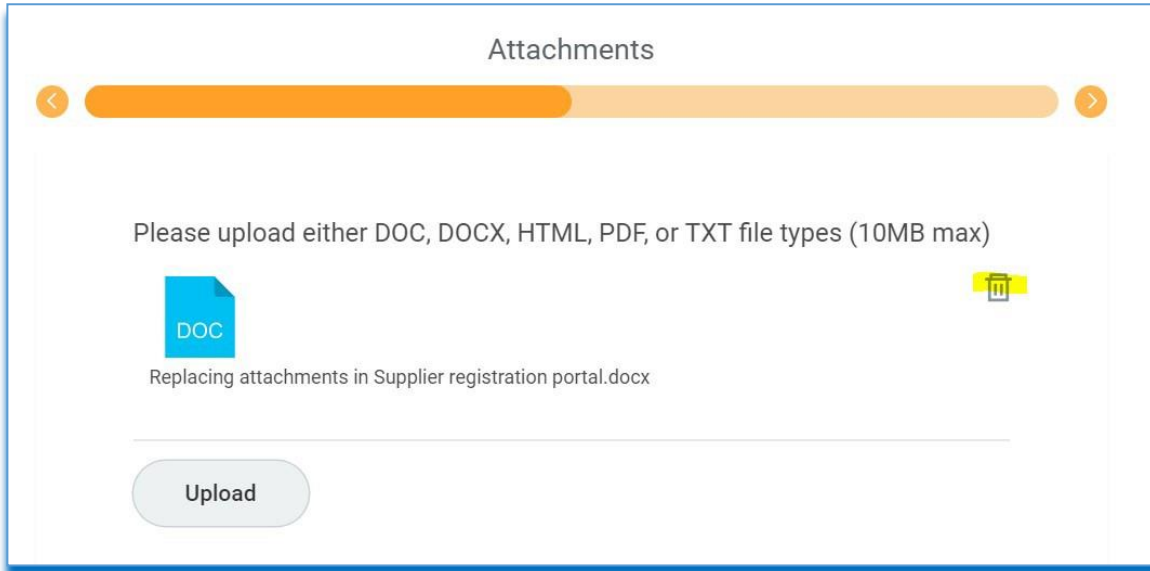
First, click **Update Application**.



Next, update your information in the **Business Information** page. Once the information is updated, click **Next**.



On the Attachments page, click the trash can to remove the current document. Then, upload the newest document with the updated information.



Click **Next**.



The **Signature** page displays with auto-populated information, which you provided when you first registered.

A screenshot of a web form titled "Signature". At the top, there is a progress bar with a left arrow, a filled orange segment, and a right arrow. Below the progress bar, the text reads "Signature Language - Authorization to provide information" followed by "By signing this document, I certify that I am authorized to supply the information contained in this application." Below this is a checkbox labeled "Accept Signature Language - Authorization to provide information" which is checked with a blue checkmark. Underneath is a text input field labeled "Signature" with a red asterisk, containing the text "Signature". At the bottom of the form, there are two buttons: a grey "Back" button and an orange "Next" button.

Click **Next**.



The **Summary** page displays. Review the information and click **Submit** if no further changes are needed. The application will be resubmitted to ASU for review.

