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ASU supplier registration information for businesses

To receive payment from ASU for goods and services, suppliers must register and be entered into Workday. 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 the following:

- Contact information.
- Diversity classification.
- Federal business size.
- Tax information.

Before starting the registration process, please ensure you have completed and signed one of the required IRS documents below, which must be attached to the registration.

- [Domestic individuals and entities — W-9.](#)
- [Foreign individuals — W-8BEN.](#)
 - Foreign individuals claiming tax treaty benefits must also [complete IRS form 8233.](#)
- [Foreign entities — W-8BEN-E.](#)

Handwritten 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. Before submitting the supplier registration form, verify all fields are accurate and complete to the best of your ability.

Registration instructions

Companies register through a secure portal by responding to the questions and attaching the requested documents, such as W-9s.

Individuals can register by completing a one-page form accessed through Adobe Sign:

- [Domestic.](#)
- [International.](#)

Upon clicking the registration link, you must create a user account. After you have created an account, you will receive an email to verify your account. To verify your account, complete the following steps:

1. Click the Sign In button at the top right corner of the ASU Supplier Registration page.
2. Select the Create Account button.
3. Click the link within the confirmation email to complete the setup for your supplier account.
 - a. If clicking on the link does not work, try copying and pasting the link into a new browser window.

Quick tips

- 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.
- Fields indicated with a red asterisk are required.
- The information will not be saved if you log out without submitting it.
- Use the most recent Google Chrome or Internet Explorer versions.
- You will not receive a notification of your registration status. Log into the registration link to view the status of your application. Once approved, it will take approximately five business days to be accessible in Workday.

Business details

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

- **Arizona small business:** Indicate if your business meets the state of Arizona's 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 the following:
 - A small business that is independently owned and operated.
 - It is not dominant in its field.
 - Employs fewer than 100 full-time employees.
 - Had gross annual receipts of less than \$4 million in its last fiscal year.
- **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.
- **Conflict of interest disclosure:** Indicate if you have a conflict of interest with ASU. [Visit the Office of General Counsel's Conflict of Interest webpage](#) for more information.
- **Contact information:** Provide contact information for authorized business agents to receive correspondence in case additional supplier registration or details are necessary.
 - **Email address.**
 - **Name.**
 - **Phone number.**

- **Federal classification type:** Indicate whether you have a small or large business as defined by the federal government. [Visit the U.S. Small Business Administration webpage](#) for more information.
- **Federal supplier type:** Indicate the federal supplier diversity classification type. [Visit the U.S. Small Business Administration webpage](#) for more information.
- **Payment terms:** ASU's default payment terms are net 30.
 - **Net 30:** ASU pays within 30 days.
 - **ePayables — five 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.
- **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.
- **Sales tax:** Indicate whether sales tax is collected and remitted and the rate, if applicable.
- **Supplier category:** The selected supplier category should provide an overview of the products, goods or services you will provide to the university.
- **Supplier group:** Complete this field if there are groups that reflect your reason for registration or your status. For example, select that supplier group if you are a foreign entity or an independent contractor. You may choose multiple groups.
- **Tax ID:** For domestic suppliers, provide your Employer Identification Number. The company name you provide on line one of the W-9 must match your company's name on file with the Internal Revenue Service. If it does not match, ASU cannot process your supplier record. If you use your Social Security number, your name must match what is on your Social Security card. ASU will check the IRS database to ensure the information you provided on your IRS documentation matches what is on file with the IRS.

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)?*

No

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?

select one

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

Jane Smith
(555) 555-5555
jsmith@business.com

Payment types

- **Accepted payment type** — select the forms of payment your business accepts:
 - ePayables — you must enroll in the Commerce Bank program. A Commerce Bank or ASU representative will contact you for enrollment.
 - Check.
 - Wires — the wire option is only available for foreign entities and individuals.
 - Foreign draft.
- **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:

Payment Types

Accepted Payment Types *

× Check

Default Payment Type *

Check

Currencies

- Accepted currencies: Although ASU can make payments in other currencies, select U.S. dollars — 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 *

X USD
⋮

Default Currency

USD
▼

Business contact details

- **Email address:** Provide an email address for all supplier-related correspondence, excluding purchase order distribution.
- **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.
- **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

Addresses

Remit-to address

The remit-to address is 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 *

United States of America ▼

Address Line 1 *

1551 South Rural Rd

City *

Tempe

State *

Arizona ▼

Postal Code *

85281

Mailing address

The mailing address is 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 documents as applicable to their business. Attachments should be less than 10 megabytes. Below are examples of required attachments:

Domestic suppliers:

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

Foreign suppliers:

- [IRS form 8233.](#)
- [W-8BEN.](#)
- [W-8BEN-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

Format | **B** | *I* | U | **A** | [List Icon] | [Link Icon]

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)

 FATCA-Compl-SubW9-Vendor-Auth.pdf 
✓ Successfully Uploaded!

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

Below is a sample of a complete **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 *

Jane Smith

You will have an opportunity to review the information you provided before applying for review. Please check the **Summary** page and select 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

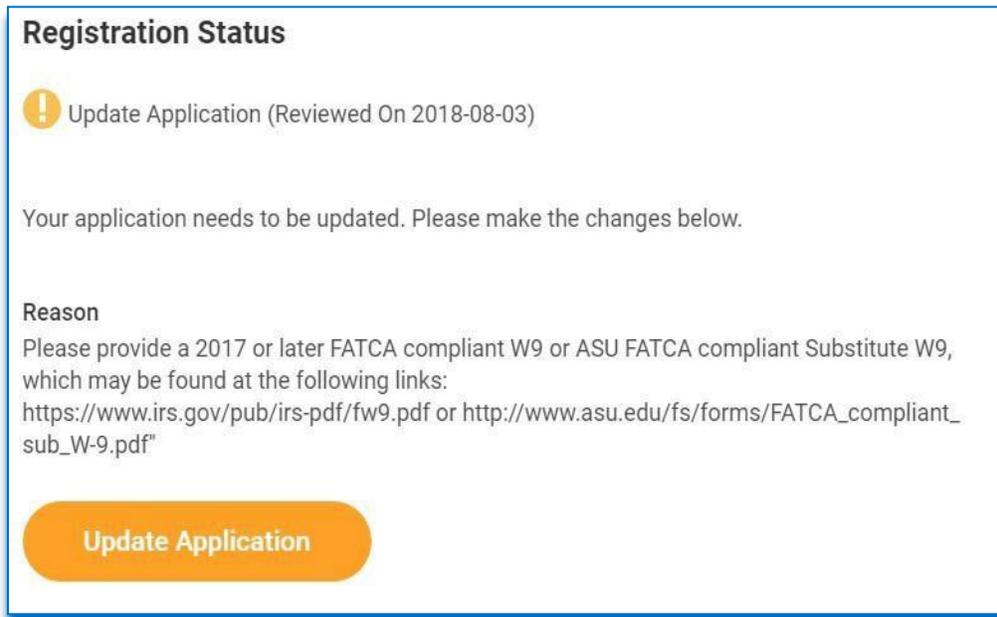
Once submitted, you will receive confirmation. ASU returns your application through the registration portal with comments if additional information is required. Instructions for editing returned applications are noted below.

Monitor your registration status 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 Supplier Admin](#) for questions or more information.

Editing returned applications

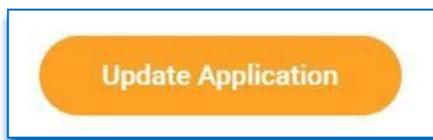
You may receive a notification that your application needs to be updated. Log into the Supplier Registration portal to edit an application.

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



To edit returned applications, complete the following steps:

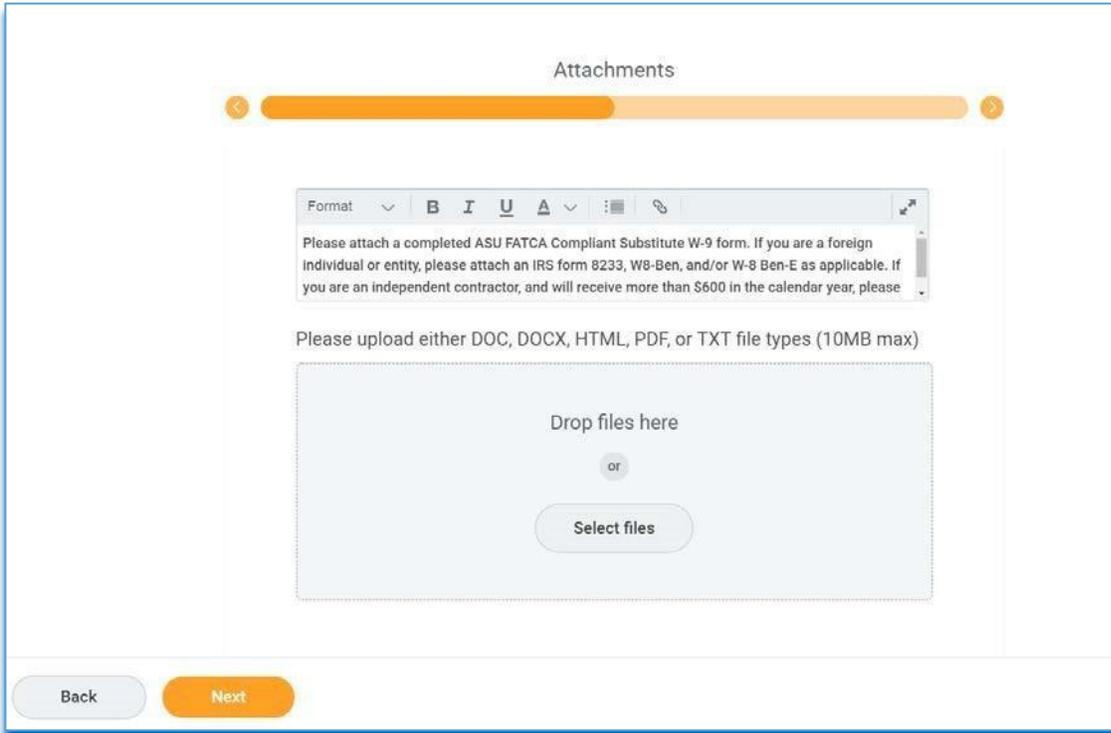
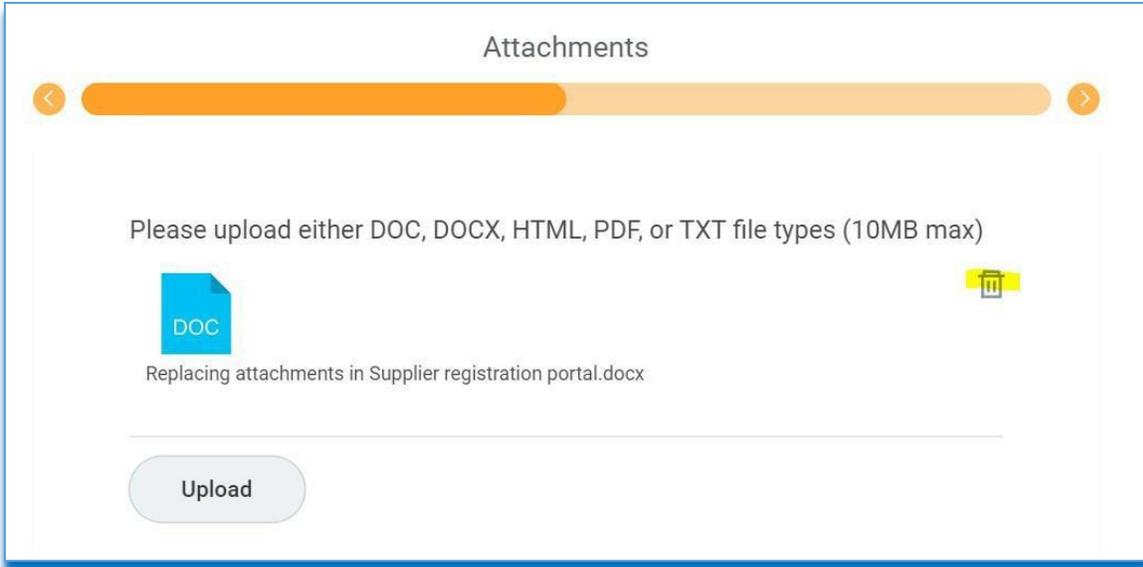
1. Click **Update Application**.



2. Update your information on the **Business Information** page. Once the information is updated, click **Next**.



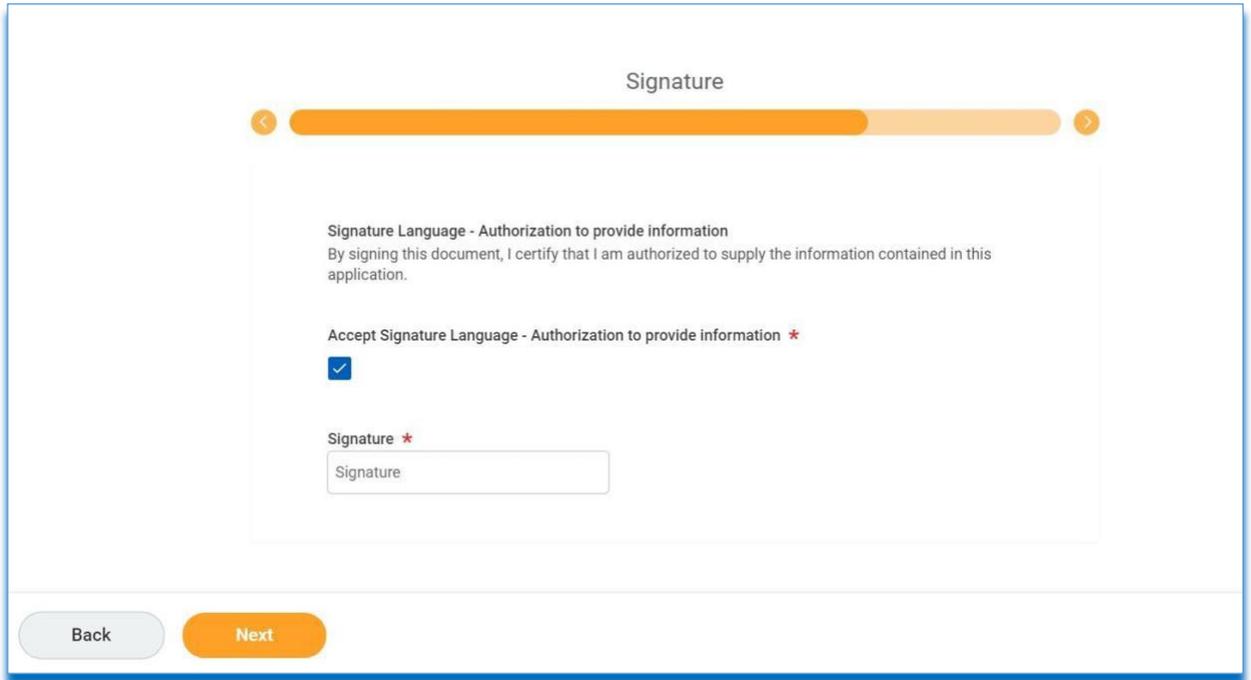
3. On the **Attachments** page, click the trash can to remove the current document. Then, upload the newest document with the updated information.



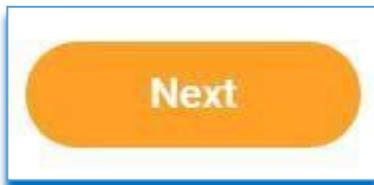
4. Click **Next**.



- 5. The **Signature** page will display the auto-populated information you provided when you first registered.



- 6. Click **Next**.



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

