ASU Supplier Registration Information

To receive payment from ASU for goods and services suppliers and individuals must register and be entered into the ASU Financial Management System. Businesses and individuals providing goods or services must submit their registration information through the secure ASU Supplier Registration portal. Individuals who are receiving payments for Student Support payments, Fellowship payments, Subject payments, prize/award payments or Participant support payments will use the instructions here. These instructions related to the businesses and individuals who are providing goods or services to the University please continue through this document for instructions related to the Supplier Registration Portal.

To register as a supplier in ASU’s Financial Management System, you must submit registration information through the secure ASU Supplier Registration portal. The supplier registration portal collects all supplier data relevant to conducting business as an ASU supplier including: contact information, federal business size, diversity classification and tax information. To complete the supplier registration form, have applicable tax forms available, such as an IRS W-9 form or a W-8 form, to complete all tax-related information.

If registering a business, 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

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 confirm your account, click the link within the confirmation email to complete setup for your supplier account.

Quick tips:

- When completing this form, use the most recent versions of Google Chrome or Internet Explorer browsers.
- 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.
- 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. For individuals, this is your legal name including first and last names, middle names are not required.

- **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. For suppliers registering as individuals, provide your Social Security Number.

- **Chapter 3 Income Code**: If you are a foreign supplier or entity, provide your Chapter 3 Income Code in accordance to the IRS reporting on 1042-S form.

- **Visa Status**: If you are a foreign individual or entity, you must provide your Visa status.
- **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.

- **Primary Email Address:** Provide a primary email address for any correspondence sent to you or your business, excluding purchase orders.

- **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.

- **Fax Phone Number:** Provide your business fax number; you can fax purchase orders if necessary.

- **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

- **Payment Terms:** ASU’s standard payment terms are Net 45. Existing ASU contractual agreements and Purchase Order (PO) terms and conditions may override the payment terms that are selected here. Suppliers meeting the definition of the Arizona Small Business (below) will be set up as Net 30.

  - Commerce Bank (5 days) -
    - If you select Commerce Bank, you must enroll in the Commerce Bank Program. A Commerce Bank or ASU representative will contact you for enrollment.

  - **2% 10 Net 45**
    - If ASU pays within 10 business days, a 2% discount will be taken
    - ASU reserves the right to pay within 45 days
  - **1% 20 Net 45**
    - If ASU pays within 20 business days, a 1% discount will be taken
    - ASU reserves the right to pay within 45 days
  - **Net 45**
    - ASU pays within 45 days

- **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: “Less than 100 full-time employees OR less than $4 million in volume in the last fiscal year.” Any business that qualifies as a small business under Arizona small business rules will receive payment terms of Net 30, ASU will adjust to these payment terms upon review of your application, please select Net 45 for registration purposes.
- **Federal Classification Type**: If you have a small or large business as defined by the Federal Government, provide details. For more information, visit the U.S. Department of Treasury's [website](#).

- **Federal Supplier Type**: Indicate the federal supplier diversity-classification type.

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

Indicate the primary email address for your business.

businessname@email.com

Indicate the email address that purchase orders should be sent to, if applicable. If you prefer to receive Purchase Orders via fax, please proceed to the next question.

orders@email.com

Please provide your fax number.
Payment Types

- **Accepted Payment Type**: Select the forms of payment your business accepts:
  - Commerce bank
  - Check
  - Wire
  - Foreign draft

  If you select Commerce Bank, 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 acceptable-payment types.
Below is a sample of a completed Payment Types section:

**Payment Types**

- **Accepted Payment Types**: Check

**Default Payment Type**: Check

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**Currencies**

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

- **Default Currencies**: Select USD.

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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**: USD

- **Default Currency**: USD
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 Form](image)
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 Form](image-url)
**Mailing Address:** Used to mail all non-payment related correspondence.

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

![Mailing Address Form](image)

**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:**

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

**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.

Signature

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

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

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.