

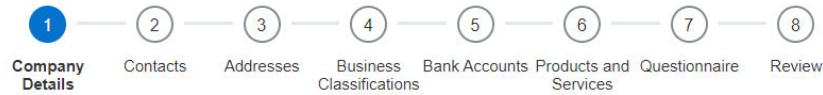
Supplier Self-Registration Guide



Thank you for your interest in becoming a supplier for Baylor University. This document will guide you through the registration process. Use the link provided by our Procurement team to access the supplier registration form.

If you need to stop at any point and return to finish the registration later, be sure to click the **SAVE FOR LATER** button at the top of the page. After saving, a new link will be provided via email, allowing access to the saved registration request. You cannot use the original link to access the saved request.

Supplier Self-Registration Guide



Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

* Supplier Type

Corporate Web Site

* Attachments [Sample W-9.pdf](#) + X

Company

- Company: Enter the name under which you will be doing business
- Individual: Enter individual name in the company box

Supplier Type

- Most common supplier types are "Goods" or "Services"

D-U-N-S Number

* Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Required Attachments

Attach completed IRS and Payment Authorization Forms. All forms must be **signed and dated** to be accepted by Baylor University. Open links in a new browser window or tab.

1. IRS Forms: [W-9](#), [W-8BEN](#), or [W-8BEN-E](#)
2. Payment Authorization Forms: [Direct Deposit Form](#), [International Wire Form](#), or Bank Letter

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Tax Documents

You must provide a signed and dated IRS Form W-9 (domestic suppliers) or IRS Form W-8BEN (foreign suppliers) as an attachment. Click the plus sign to add attachments.

Documents must indicate tax organization type and be signed. Acceptable signatures include:

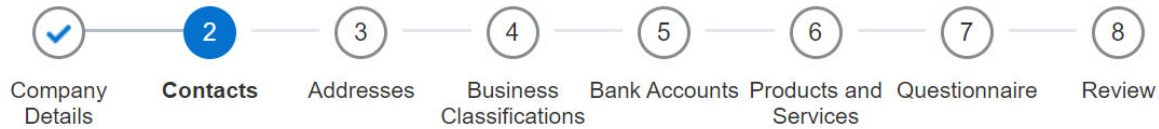
- Electronic signatures including digital watermark; or
- Signatures by hand

Note: Typed signatures are not accepted

Banking Information

If providing banking details, also provide a Baylor Direct Deposit Form, International Wire Form, or bank letter.

Supplier Self-Registration Guide



Register Supplier: Contacts ?

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Enter at least one contact.

Actions ▼ View ▼ Format ▼ [+ Create](#) [Edit](#) [Delete](#) [Freeze](#) [Detach](#) [Wrap](#)

Name	Job Title	Email	Administrative Contact	Edit	Delete
Smith, Sue		Sue.Smith@sample-ema...	✓	Edit	Delete

Columns Hidden 7

Contacts

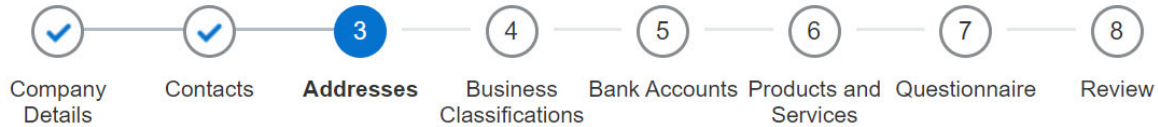
You must enter information for your Sales, Purchase Orders, and Accounts Receivable contacts, including:

- Name
- Title
- Phone Number
- Email Address

You must include the email address for purchase order communication.

A single contact may represent multiple contact types.

Supplier Self-Registration Guide



Register Supplier: Addresses

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Enter at least one address.

Actions ▼ View ▼ Format ▼ **+ Create** Edit Delete Freeze Detach Wrap

* Address Name	* Address	Phone	Address Purpose	Edit	Delete
123_Supplier_Av	123 Supplier Avenue,Robinson, McLennanTX 76706		Ordering; Remit to; RFQ or Bidding		

Columns Hidden 3

Addresses

You must enter the address for Ordering and Remit to locations.

One address may represent multiple address types.

You may choose to link a contact to your address when creating the address.

Smart Tip: When entering the City, State, and Zip Code, search for the Zip Code first and the City and State will auto-populate.

Supplier Self-Registration Guide



Register Supplier: Business Classifications ?

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Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions ▼ View ▼ Format ▼ + × Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned ▼	Hispanic American ▼	NMSDC ▼		#1234	06/01/20:	06/01/20:	ertification.pdf + ×	

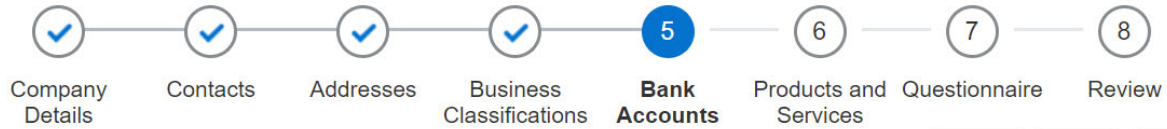
Business Classifications/Certifications

If applicable, provide relevant certified business classifications. Attach certifying documentation. We do not accept self-certifying.

- Minority Owned
- Small Business
- Veteran Owned
- Woman Owned

If no classifications apply, check the corresponding box in the upper left corner.

Supplier Self-Registration Guide



Register Supplier: Bank Accounts ?

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Actions ▼ View ▼ Format ▼ [+ Create](#) [Edit](#) [Delete](#) [Freeze](#) [Detach](#) [Wrap](#)

Account Name	Account Number	IBAN	Currency	Bank	Branch	Agency Location Code	Description
Sample US Co...	XX3456			JPMORGAN CHASE	021000021		

Bank Accounts

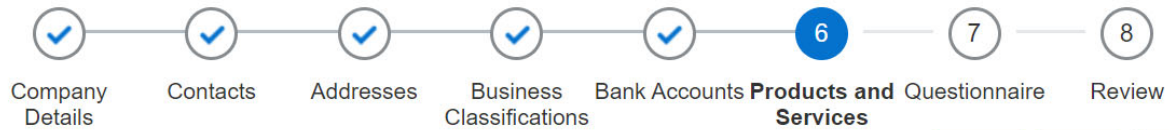
To receive faster payment, bank information should be entered.

If providing bank information, please also provide the Baylor Direct Deposit Form, International Wiring Form, or a bank letter.

Smart Tips:

- **When entering Bank and Branch number, search for the Branch first and the Bank will auto-populate**
- **The Branch is the routing number**

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Register Supplier: Products and Services

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Enter at least one products and services category.

Actions ▼ View ▼ Format ▼ Select and Add Remove Freeze Detach Wrap

* Category Name	Description	Remove
No data to display.		

Products and Services

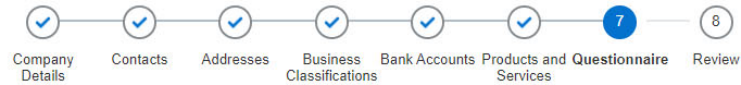
Select and Add the products and services category that you provide.

Multiple categories can be selected if multiple goods/services are provided.

Smart Tips:

- You have the option to enter a keyword under Description to search for a matching category
- The most common categories for individuals can be found using the keywords “Professional Services” or “Payment Requests”

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Register Supplier: Questionnaire

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Registration Introduction Questionnaire ruleset

Attachments None

Questions

Conflict of Interest (Section 1 of 1)

- * 1. Please read the following paragraph and understand it applies to all questions in this section:

Business relationships between Baylor and business entities where a Baylor employee, that employee's close relation, or anyone in the employee's chain of command either: (i) receives any compensation or services performed, (ii) holds an equity interest (i.e. stocks, options, warrants), or (iii) has a management role (director, officer, supervisor, or any other position with significant decision making authority), are conflicts of interest and must be disclosed. A "Close Relation" means spouses, domestic partners, intimate relationship, parents, children, and siblings and each of their respective spouses, or domestic partners.

 - a. I have read and understand the paragraph above applies to all questions in this section.
- * 2. Does the Baylor employee, employee's close relation, or anyone in the Baylor employee's chain of command receive compensation for services performed on behalf of the business entity applying for approval?
 - a. Yes
 - b. No
- * 3. Does Baylor employee, employee's close relation, or anyone in the Baylor employee's chain of command hold equity interest in the business entity applying for supplier approval?
 - a. Yes
 - b. No
- * 4. Does Baylor employee, employee's close relation, or anyone in the Baylor employee's chain of command hold a management role in the business entity applying for supplier approval?
 - a. Yes
 - b. No
- 5. If yes to the above questions, please provide the name of the Baylor employee(s) conflict or close relation.

Jason Smith

Conflict of Interest

The questionnaire section has five questions to ensure there is no conflict of interest with doing business for either party. Answer the questions truthfully and to the best of your ability.