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**: Sample US Company
- **Tax Organization Type**: C Corporation
- **Supplier Type**: Services
- **Corporate Web Site**: Sample W-9 pdf
- **Attachments**: Sample W-9.pdf

**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

**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”

**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.
## 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.
Register Supplier: Addresses

Enter at least one address.

<table>
<thead>
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<th>Address Name</th>
<th>Address</th>
<th>Phone</th>
<th>Address Purpose</th>
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<tbody>
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<td>123 Supplier Avenue, Robinson, McLennan TX 76706</td>
<td></td>
<td>Ordering; Remit to; RFQ or Bidding</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.
Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

- None of the classifications are applicable.

Actions ▼ View ▼ Format ▼ + - Freeze Detach Wrap

<table>
<thead>
<tr>
<th>Classification</th>
<th>Subclassification</th>
<th>Certifying Agency</th>
<th>Other Certifying Agency</th>
<th>Certificate</th>
<th>Start Date</th>
<th>Expiration Date</th>
<th>Attachments</th>
<th>Notes</th>
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<td>NMSDC</td>
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<td>06/01/20</td>
<td>06/01/20</td>
<td>certification.pdf</td>
<td></td>
</tr>
</tbody>
</table>

### 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.
Register Supplier: Bank Accounts

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
Register Supplier: Products and Services

Enter at least one products and services category.

**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”
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.