

Supplier Self-Registration Walk-through



Company Details – Bus Stop #1

On this page you will be welcomed to the supplier portal and given instruction on how to navigate the portal using our Help Center Icon.

The screenshot displays the 'Register Supplier: Company Details' page of the Vanderbilt University Supplier Registration Portal. A central modal window provides a welcome message and instructions on how to access online guidance. The modal includes a 'Need assistance while registering?' section with a gold 'Help Center' icon. Below this, it lists steps to access online guidance: clicking the gold 'Help Center' icon and clicking a 'Topic' to launch additional information. A 'Guided Learning' panel is shown, listing recommended resources such as 'Instructions: Submitting online registration to Vanderbilt (Prospective)' and 'Self-registration: Company Details (step 1)'. The modal also features a 'Remind me later' button and a 'Get Started' button. In the bottom right corner of the page, a gold 'Help Center' icon is highlighted with a red rectangle.

Welcome to Vanderbilt's Supplier Registration Portal
Please review and complete each step in the registration process.

Need assistance while registering?
Online guidance is available through the **Help Center** icon.

To access the online guidance:

- Click the gold **Help Center icon** to open the panel; and
- Click a **Topic** to launch additional information.

Guided Learning

Search...

✓ Recommended Resources

- Instructions: Submitting online registration to Vanderbilt (Prospective)
- Self-registration: Company Details (step 1)

Remind me later Get Started

Register Supplier: Company Details
Enter a value for at least one of these fields: D-U-N-S Number, Tax Organization Type, Supplier Type, Corporate Web Site, Attachments, First Name

Back Next Save for Later Register Cancel

Help Center icon (red box)

Company Details – Bus Stop #1

You are given guidance and instructed to add your tax documentation & the contact information for your user account.

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Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

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 DEMO TEST COMPANY

* Tax Organization Type Corporation

* Supplier Type Supplier

Corporate Web Site www.DEMOTESTCOMPANY.com

* Attachments None +

Please attach a W-9, W-8 or W-8 BEN-E.

Access IRS Forms

D-U-N-S Number

* Tax Country United States

* Taxpayer ID DEMO TEST CO

Tax Registration Number

Note to Approver DEMO TEST CO

Enter the Tax Country and Taxpayer ID from W-9 or W-8 form.

You may alternatively enter a Tax Registration or D-U-N-S number.

Note: For an individual, the Taxpayer ID is typically the Social Security Number.

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name John

* Last Name Test

* Email uerlein+DEMOTEST@gmail.com

* Confirm Email uerlein+DEMOTEST@gmail.com

- If you wish to return to your registration request to complete it at a later time click the Save for Later button.
- **If you do not click the Save for Later button or Register button before closing this registration request all information will be lost and cannot be recovered.**



Company Details – Bus Stop #1 – Company Name

You are given guidance and instructed to add your company/payee name to your registration request.

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Register

Cancel

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

* Company

DEMO TEST COMPANY

* Tax Organization Type

Corporation

* Supplier Type

Supplier

Corporate Web Site

* Attachments

W9.pdf + X

Please attach a W-9, W-8 or W-8 BEN-E.

[Access IRS Forms](#)

D-U-N-S Number

* Tax Country

United States

* Taxpayer ID

123456798

Tax Registration Number

?

Your Contact Information

* First Name

John

* Last Name

Test

* Email

uerlein+DEMOTEST1@gmail.cor

* Confirm Email

uerlein+DEMOTEST1@gmail.cor

*Company

- This should be the payees' name.
- If you are an individual please use your full name, first then last.
 - Example: John Smith
- If you are a commercial supplier please select Corporation, S-Corp, Partnership, LLC or Government Agency.
 - Please use your company's full legal name. Do not use an acronym or another abbreviated version of your company name.

Company Details – Bus Stop #1 – Tax Organization Type

You are given guidance and instructed to add your Tax Organization Type to your registration request.

Supplier Registration

https://ecym-test.fa.us2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=30

Most Visited SkyVU Production Tic... Sign On Vanderbilt University Institute of Finance & ... Personal Supplier Records Tools Resources for AP Oracle Test / Manual

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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 DEMO TEST COMPANY

* Tax Organization Type Corporation

* Supplier Type Individual / Sole Proprietor or Single-Member LLC

Corporate Web Site

* Attachments

D-U-N-S Number

* Tax Country United States

* Taxpayer ID 123456798

Your Contact Information

Enter the contact information for communications regarding this registration request.

* First Name John

* Last Name Test

* Email uerlein+DEMOTEST1@gmail.com

* Confirm Email uerlein+DEMOTEST1@gmail.com

Back Next Save for Later Register Cancel

***Tax Organization Type**
Please select the appropriate tax organization type for your registration request.

1. Individual – US citizens only
2. Foreign Individual – Non US citizens
3. If you are a single member LLC and the LLC has its own TIN# and does not use your SS#, please select LLC as your tax org type.

Company Details – Bus Stop #1 – Supplier Type

You are given guidance and instructed to add your Supplier Type to your registration request.

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: DEMO TEST COMPANY

* Tax Organization Type: Corporation

* Supplier Type: Supplier (dropdown menu options: Supplier, Vanderbilt Student, Vanderbilt Employee, Government Agency, Tax Authority)

Corporate Web Site

* Attachments

D-U-N-S Number

* Tax Country: United States

* Taxpayer ID: 123456798

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: John

* Last Name: Test

* Email: uerlein+DEMOTEST1@gmail.com

* Confirm Email: uerlein+DEMOTEST1@gmail.com

***Supplier Type**

Please select the appropriate supplier type for your organization.

1. Supplier – This is for most payees including individuals.
2. Vanderbilt Student – This is for current VU students only.
3. Vanderbilt Employee – This is for current VU employees only, not for VUMC employees.

Company Details – Bus Stop #1 – Attachments

You are given guidance and instructed to add your Tax Documentation to your registration request.

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Register Supplier: Company Details ?

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

* Company

DEMO TEST COMPANY

* Tax Organization Type

Corporation

* Supplier Type

Supplier

Corporate Web Site

* Attachments

W9.pdf + X

Please attach a W-9, W-8 or W-8 BEN-E.

[Access IRS Forms](#)

D-U-N-S Number

* Tax Country

United States

* Taxpayer ID

123456798

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

John

* Last Name

Test

* Email

uerlein+DEMOTEST1@gmail.com

* Confirm Email

uerlein+DEMOTEST1@gmail.com

*Attachments

- All W8/W9s need to be signed and dated by hand or with an electronic signature that includes a digital watermark. We DO NOT accept typed signatures.
- Check the upper left-hand corner on the form to verify its revision date, we do not accept out of date tax forms.
- Please provide one of the tax forms below.

Company Details – Bus Stop #1 – Your Contact Information

You are given guidance and instructed to add your contact information to your registration request.

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: DEMO TEST COMPANY

* Tax Organization Type: Corporation

* Supplier Type: Supplier

Corporate Web Site:

* Attachments: W9.pdf + X
Please attach a W-9, W-8 or W-8 BEN-E.
[Access IRS Forms](#)

D-U-N-S Number:

* Tax Country: United States

* Taxpayer ID: 123456798

Tax Registration Number:

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: John

* Last Name: Test

* Email: uerlein+DEMOTEST1@gmail.com

* Confirm Email: uerlein+DEMOTEST1@gmail.com

*Your Contact Information

- Please enter the administrative contact information for your organization here. This name and email address will be used to create your user account.
 - Your user account will be solely responsible for maintaining and updating general information about your organization's supplier record including tax documentation, payment information, addresses, contact information and business classifications. You will also have full visibility of historical and current purchase orders and invoices.
- Individuals should use their personal contact information here.

Company Details – Bus Stop #1 – Tax Country & Taxpayer ID

You are given guidance and instructed to add your Tax Country and Taxpayer ID to your registration request.

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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 DEMO TEST COMPANY

* Tax Organization Type Corporation

* Supplier Type Supplier

Corporate Web Site

* Attachments W9.pdf + X
Please attach a W-9, W-8 or W-8 BEN-E.
[Access IRS Forms](#)

D-U-N-S Number

* Tax Country United States

* Taxpayer ID 123456798

Your Contact Information
Enter the contact information for communications regarding this registration.

* First Name John

* Last Name Test

* Email uerlein+DEMOTEST1@gmail.com

* Confirm Email uerlein+DEMOTEST1@gmail.com

Back Next Save for Later Register Cancel

*Tax Country and Taxpayer ID

- Please select your country of citizenship or the country in which you file your taxes.
- If you are a commercial supplier please use your company's TIN# as your Taxpayer ID.
- If you are an individual please use your SS# as your Taxpayer ID.
- Foreign individuals and foreign commercial suppliers may use their name as their Taxpayer ID if they do not have a tax reporting number in the US or their country.

Contacts– Bus Stop #2

You are given guidance and instructed to edit your contact information.

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Register Supplier: Contacts ?

BackNextSave for LaterRegisterCancel

Enter at least one contact.

Actions ▾View ▾Format ▾

+

Create

Edit

Delete

Freeze

Detach

Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Test, John		wendy.schuerlein+DEMOT...	✓	✓		

Columns Hidden 7

- Select the existing contact information and click the Edit icon to edit your information.
- Click the create icon to add additional contacts to your supplier record.
 - Individuals should only have one contact on their registration request.



Contacts– Bus Stop #2 – Editing Your Contact Information

You are given guidance and instructed to edit your contact information and identify your contact's purpose/role.

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Register Supplier: Contacts ?

Enter at least one contact.

Actions View Format Create

Name

Test, John

Columns Hidden 7

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

1 2 3 4 5 6 7 8

Save for Later Register Cancel

Request User Account Edit Delete

OK Cancel

Edit Contact: John Test

* First Name John

Middle Name

* Last Name Test

Job Title

☒ Administrative contact

Additional Information

Sales Contact ☐

Accounts Receivable Contact ☐

* Phone 1 Ext

* Mobile 1

* Email wendy.schuerlein+DEMOTEST1@vanderbilt.edu

- The administrative contact box must be checked for at least one contact on every supplier registration request.
- Individual suppliers should leave this box checked under their personal contact information.
- Commercial suppliers should indicate if the contact information is a sales contact, an accounts receivable contact or both.

Addresses– Bus Stop #3

You are given guidance and instructed to provide your address and select its purpose.

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Register

Cancel

Register Supplier: Address

Enter at least one address for remit-to and ordering address purposes.

ActionsViewFormat

+

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Edit

Delete

Freeze

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Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

i

...

- Select the Create icon to add your address.

Addresses– Bus Stop #3

You are given guidance on entering your Zip Code and selecting your City and State.

Both the Ordering and Remit to boxes must be checked if you are only adding one address.

The screenshot shows the 'Create Address' form in an Oracle application. The form includes fields for Address Name, Country, Address Lines, City, County, State, and Postal Code. A red box highlights the 'Address Purpose' section, which contains checkboxes for 'Ordering' and 'Remit to', and a checkbox for 'RFQ or Bidding'. Another red box highlights the 'Postal Code' field, which contains the value '37203'. A third red box highlights the 'Address Contacts' table, which lists contacts associated with the address. A callout box points to the 'Postal Code' field, stating: 'Enter Postal Code first and then press the TAB key to select the correct city, county, and state combination. You may also access the selector by clicking the drop down button and then Search at the bottom of list'. Another callout box points to the 'Address Contacts' table, stating: 'Click to select contact(s) to associate with this address.' A third callout box points to the 'Address Purpose' section, stating: 'Both the Ordering and Remit to boxes must be checked if you are only adding one address.'

Create Address

* Address Name: 123 Main St

* Country: United States

* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

* City: Nashville

* County: Davidson

* State: TN

* Postal Code: 37203

Postal Code Ext:

Address Purpose

* Address Purpose: ☒ Ordering, ☒ Remit to, ☐ RFQ or Bidding

Phone: 1, Ext:

Fax: 1,

Email:

Address Contacts

Select the contacts that are associated with this address.

Name	Job Title	Email	Administrative Contact	User Account
Test, John		wendy.schuerlei...	☒	☒

Buttons: Create Another, OK, Cancel

- You must enter your **Zip Code** then press the **tab key** to select the correct city, county and state combination.

Addresses– Bus Stop #3 – Selecting the Correct City and State

You are given guidance on entering your Zip Code and selecting your City and State.

The screenshot shows a 'Create Address' form with fields for Address Name, Country, Address Line 1-4, City, County, State, Postal Code, and Postal Code Ext. A modal titled 'Search and Select: Postal Code' is open, featuring a search bar, a 'Postal Code' field, and a 'Language' dropdown. A callout box provides instructions on selecting the correct state and city format.

Search and Select: Postal Code

Search **Advanced**

* Required

* Postal Code

Language

Search Reset

Postal Code

No rows to display

OK Cancel

Select the row in which **state** is displayed in **abbreviated** format - for example:

- **Select:** TN
- **DO NOT select:** Tennessee

Do not select rows with county **hyphenated** to the city name - for example:

- **Select:** Nashville, Davidson, TN
- **DO NOT select:** Nashville-Davidson, Davidson, TN

- You must select the row in which the state is displayed in abbreviated format, do not select the state where the state name is spelled in full.
 - Select TN
 - Do Not select Tennessee.
- Do not select the rows with the county hyphenated to the city name.
 - Select Nashville, Davidson, TN
 - Do Not select Nashville-Davidson, Davidson, TN.

Business Classifications– Bus Stop #4

You are given guidance and instructed to provide your Business Classification if applicable.

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Sign In

Company Details Contacts Addresses **Business Classifications** Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications ⓘ

Back Next Save for Later Register Cancel

☐ None of the classifications are applicable

Actions View >> Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

You may add any of the following business classifications to your profile.

You must be certified by an accredited agency , as well as upload documentation - we do not accept self-certification.

- Disadvantaged Business - 8(a)
- Disadvantaged/Hub Zone
- Historically Black College/University
- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned (Woman Business Enterprise)

A supplier may add multiple business classifications to their profile.

If none of the classifications are applicable, please check the corresponding box in upper left corner.

i

- This is an optional Bus Stop and does not need to be completed by individuals
- Commercial suppliers should only enter a business classification that is applicable to their business and backed with a certification, we do not accept self-certification.

Business Classifications– Bus Stop #4 – Your Classification

You are given guidance and instructed to provide your Business Classification if applicable.

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Register Supplier: Business Classifications ?

☐ None of the classifications are applicable

ActionsViewFormat

+

Freeze

Detach

Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

BackNextSave for LaterRegisterCancel

Click the Create icon to add your Business Classification.



Business Classifications– Bus Stop #4 – Your Classification

You are given guidance and instructed to provide your Business Classification if applicable.

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Company Details Contacts Addresses **Business Classification** Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

☐ None of the classifications are applicable

← This box cannot be checked if you have selected a Business Classification or you will encounter an error.

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned ▾	African American ▾	National Minority ▾		12344	i/11/2021	05/11/20	FilingInfo.pdf	

- Select the appropriate Business Classification for your organization and attach your certification.
 - Your certification must have a start and end date.
- You can also attach your companies COI in this location.
 - The COI's business classification is insured business.



Bank Accounts– Bus Stop #5

You are given guidance and instructed to provide your banking information.

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Sign In

Click **Create** to add a Bank Account.

Register S **Next**

Back Next Save for Later Register Cancel

Company Details Contacts Addresses Business Classifications **Bank Accounts** Products and Services Questionnaire Review

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

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					
Columns Hidden: 8					

Note to Approver

Note to Approver

- Click the Create icon to add your banking information.
- If you wish to receive payment via check please state that in the note to approver section on Bus Stop #1.
 - VU does not mail checks outside of the United States with exception of Canada.

Bank Accounts— Bus Stop #5 – Selecting your Country

You are directed to select your Country – This is for US banks only, do not enter foreign banking information here.

Create Bank Account

Enter account number or IBAN unless account number is marked as

* Country

Bank

Branch

Account Number

Enter or select your **Country**.

Next

Additional Information

Account Name

Account Type

Alternate Account Name

Description

Comments

Note to Approver

Create Another

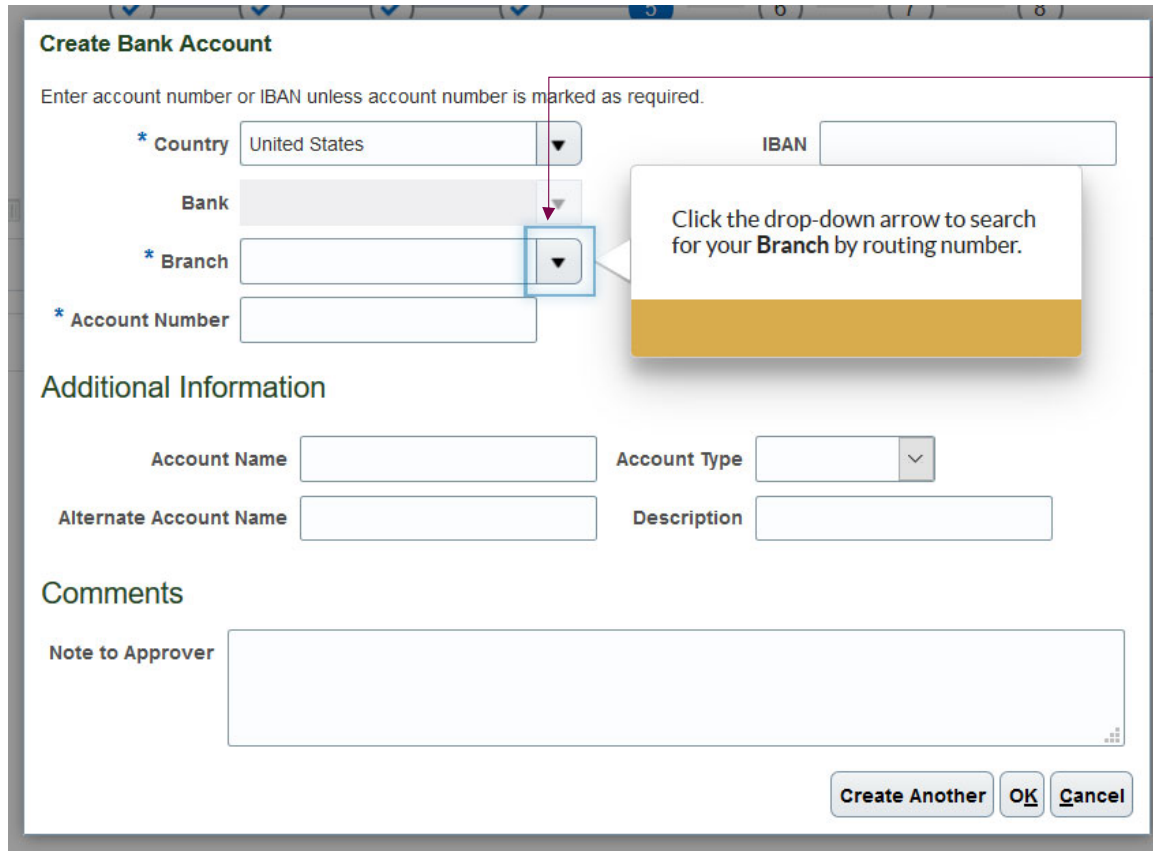
OK

Cancel

- Enter **United States** in the Country field, this will open up the Branch information section.

Bank Accounts— Bus Stop #5 – Selecting Your Branch

You are given guidance to select your branch by routing number, you must click the drop-down arrow.



Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country ▼

IBAN

Bank

* Branch ▼

* Account Number

Additional Information

Account Name Account Type ▼

Alternate Account Name Description

Comments

Note to Approver

Create Another OK Cancel

A callout box with a yellow background and a red arrow points to the dropdown arrow of the Branch field. The text inside the callout box reads: "Click the drop-down arrow to search for your Branch by routing number."

- Click the drop-down arrow to search for your bank branch by routing number not branch name.

Bank Accounts— Bus Stop #5 – Selecting Your Branch

You are directed to click the search icon.

The screenshot shows a 'Create Bank Account' form with a progress bar at the top indicating step 5 is active. The form includes fields for Country, Bank, Branch, and Account Number. A search overlay is visible, showing a list of bank branches with their respective routing numbers. A red arrow points from the 'Search...' input field in the overlay to the 'Search' button in the bottom right corner of the form. A tooltip in the bottom left corner instructs the user to click 'Search' to open the search window.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country: United States

* Bank: United States Department of the

* Branch: 000000505 - United States Depz

* Account Number: 000000505 - United States Departme... 000000505

Additional Information

Account Number: 000000518 - United States Departme... 000000518

Alternate Account Number: 021030004 - United States Departme... 021030004

Comments

Note to Approver: 021030020 - United States Departme... 021030020

021030033 - United States Departme... 021030033

026548397 - United States Departme... 026548397

026548407 - United States Departme... 026548407

031030007 - United States Departme... 031030007

031036001 - United States Departme... 031036001

031036030 - United States Departme... 031036030

Search...

Click **Search** to open the search window.

Back Next

OK Cancel

- Click search icon to search for your bank branch by routing number not branch name.

Bank Accounts— Bus Stop #5 – Selecting Your Branch

You must enter your routing number and click search, select the appropriate branch then OK.

The screenshot shows a 'Create Bank Account' form in the background. A modal window titled 'Search and Select: Branch' is open in the foreground. The modal has a search bar with the text '021000021' entered. Below the search bar are fields for 'Branch Name', 'Branch Number', and 'Bank Name'. There are 'Search' and 'Reset' buttons. Below these is a table with two columns: 'Branch Name' and 'Branch Number'. The table contains two rows of data. At the bottom of the modal are 'OK' and 'Cancel' buttons. A red arrow points from the 'Advanced' button in the modal to the 'Search' button in the background form.

Branch Name	Branch Number
021000021 - JPMorgan Chase Bank, ...	021000021
021000021 - JPMorgan Chase Bank, ...	021000021

- Enter your Branch's routing number not branch name then click search.
- Select the appropriate branch and click OK.
 - If you do not select the corresponding routing number to your bank account number, your payment will be returned to us.
 - Please see the example below, it should help you identify your routing and account number.

The screenshot shows a check form. At the top, it says 'Michelle Member' and '1234 Pacific Street San Diego, CA 92101'. Below this is a 'DATE' field. The 'PAY TO THE ORDER OF' field is followed by a dollar sign and a blank space. Below this is a line for 'DOLLARS'. At the bottom, there are three boxes containing numbers: '32281617', '000123456789', and '101'. Below these boxes are labels: 'Routing Number', 'Account Number', and 'Check Number'.

Bank Accounts— Bus Stop #5 — Your Bank Account Number

You must enter your bank account number and account name then click OK.

The screenshot shows a 'Create Bank Account' form with a progress bar at the top indicating steps 1 through 8, with step 5 being the current step. The form includes the following fields and sections:

- Country:** A dropdown menu with 'United States' selected.
- Bank:** A dropdown menu with 'United States Department of the' selected.
- Branch:** A dropdown menu with '000000505 - United States Depa' selected.
- Account Number:** A text field containing '12514545'. A red arrow points from the 'IBAN' field to this field.
- IBAN:** An empty text field.
- Additional Information:**
 - Account Name:** A text field containing 'John Smith'. A red arrow points from the 'Account Type' dropdown to this field.
 - Account Type:** A dropdown menu.
 - Alternate Account Name:** An empty text field.
 - Description:** An empty text field.
- Comments:**
 - Note to Approver:** A large text area.

At the bottom of the form are three buttons: 'Create Another', 'OK', and 'Cancel'.

- Enter your account number in the Account Number field.
 - The typical account number should be between 10-12 digits. Please include any zeros in the front of your account number.
- If you try to edit the information that you have entered and input a routing number after the account number is entered you will encounter an error. If you have selected the wrong routing number you will need to delete this banking information and start again.
- Enter your account holder's name in the Account Name field.
 - The account holder's name must match the company name on the registration request, it is against our policy to pay third party accounts.

Products and Services– Bus Stop #6

You are given guidance and instructed to select your products and services category if applicable.

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Company Details Contacts Addresses Business Classifications Bank Accounts **Products and Services** Questionnaire Review

Register Supplier: Products and Services

Back Next Save for Later Register Cancel

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

Category Name	Description	Remove
No data to display.		

Click **Select and Add** to include your products and service (If not applicable, you may skip this step).

- This is an optional Bus Stop and does not need to be completed by individuals.
- Click the Select and Add icon to select your Product and Services category.



Products and Services– Bus Stop #6 – Your Category

You are given guidance and instructed to select your products and services category if applicable.

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Register Supplier: Products and Services

Back Next Save for Later Register Cancel

Select and Add: Products and Services

Search

Category Name Description construction

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
☒	30190000 - Construction and maintenance support equip	Construction and maintenance support equipment

Columns Hidden 1

Apply OK Cancel

- Enter a brief description in the Description field and click the search icon.
- Check the box next to the appropriate category name and click OK.

Questionnaire— Bus Stop #7

In this questionnaire you are asked for information about your organization and the scope of work you will be providing.

Register Supplier: Questionnaire

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Attachments: None

Please be sure to complete all sections.

Section

1. All Suppliers

2. Corporate Suppliers

Questions

All Suppliers (Section 1 of 2)

* 1. Please explain the scope of work or the relation you will have with Vanderbilt University.

* 2. Will you or representatives of your organization be on campus?

☐ a. Yes

☐ b. No

3. Please provide the location of services provided.

* 4. Will you or representatives from your organization have direct interaction with students or minors?

☐ a. Yes

☐ b. No

* 5. Please provide an email address where you would like to receive remittance advice.

* 6. Please provide an email address for which you would like purchase orders to be dispatched.

7. Please provide a website URL (if applicable).

End of Section 1 of 2

Review all items entered, and then select Register.

Previous Section

Next Section

Questionnaire– Bus Stop #7

The questionnaire is driven by tax organization type. Individuals, Corporations and Government Entities receive different questionnaires.

ORACLE

✓

✓

✓

✓

✓

✓

7

8

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Sign In

Register Supplier: Questionnaire

Back

Next

Save for Later

Register

Cancel

Attachments None

Please be sure to complete all sections.

Review all items entered, and then select Register.

Section

✓ 1. All Suppliers

2. Corporate Suppliers

Questions

Corporate Suppliers (Section 2 of 2)

* 8. Do you do business under another name (DBA)?

☐ a. Yes

☒ b. No

* 9. Do you have a Commercial and Government Entity (CAGE) code?

☐ a. Yes

☒ b. No

* 10. Does your organization hold an ISO certification?

☐ a. Yes

☒ b. No

11. Please review the New Supplier [website](#), a requisite for all new suppliers registering to do business with Vanderbilt University.

☐ a. I have reviewed the new supplier reference materials.

* 12. Please upload your Certificate of Incorporation and populate the expiration date field.

03/03/2022

Example: 03/03/2021

* Response Attachments None +

End of Section 2 of 2

Previous Section

Next Section

Review– Bus Stop #8

You can review your registration request at this Bus Stop, you must click REGISTER for VU to receive your request.

Review Supplier Registration: Test ?

Company Details

Company	Test	D-U-N-S Number	
Tax Organization Type	Individual / Sole Proprietor or Single-Member LLC	Tax Country	United States
Supplier Type	Supplier	Taxpayer ID	agagadg
Corporate Web Site		Tax Registration Number	
	Access IRS Forms	Note to Approver	

- You must click the **REGISTER** button in order for the registration request to be forwarded to the Supplier Records team for review and approval.
- If you wish to return to your registration request to complete at a later time click the Save for Later button.
- **If you do not click the Save for Later button or Register button before closing this registration request all information will be lost.**