

### 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.

Select the **Tax Organization Type** as indicated on the Form W-9 or W-8. Further information may be found on the IRS website: [www.irs.gov/forms-instructions](http://www.irs.gov/forms-instructions)

**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 use your company's full legal name. **Do not** use an acronym or another abbreviated version of your company name.

\* Company

Tax Organization Type

Supplier Type

Corporate Web Site

\* Attachments None + ?  
 Attach the required W9 documents

**Attachments**

- IMPORTANT:** All W-8/W-9 forms **must** 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- Check the upper left-hand corner on the form to verify its revision date, we **DO NOT** accept out of date tax forms.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:**

IRS Forms	Description of Form
W-9	Request for Taxpayer Identification Number and Certification, U.S. citizens.
W-SBEN	Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)
W-SBEN-E	Certificate of Foreign Entities Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)

### Additional Information

If you are registering in response to a formal solicitation, please enter the **Bid Number**.

BID NUMBER

### Your Contact Information ?

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

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.

The screenshot shows a registration process with four steps: 4 Business Classifications, 5 Bank Accounts, 6 Products and Services, and 7 Review. The 'Next' button is highlighted with a red box. Below the steps are several input fields: D-U-N-S Number, Tax Country (with a dropdown arrow and a question mark), Taxpayer ID (with a question mark), Tax Registration Number, and Note to Approver. A 'Back' button is also visible.

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

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

If you are a commercial supplier please use your **company's TIN #** as your **Taxpayer ID**.

If you are an individual please use your **SSN #** as your **Taxpayer ID**.

Throughout this process, use the **Next** button to continue towards Registration.



Register Supplier: Contacts ?

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
Mouse, Mickey		mmouse@disney.com	✓	✓		

Columns Hidden 7

Select the existing contact information and click the **Edit icon** to edit your information. (and/or) Click the **create icon** to add additional contacts to your supplier record.  
Note: Individuals should only have one contact on their registration request.

### Edit Contact: Mickey Mouse

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

\* Email

**The **administrative contact box** must be checked for at least one contact on every supplier registration request. **Individual suppliers** should leave this box checked**

**Commercial suppliers** should choose the role(s) for each contact

#### User Account

Request user account

**Request user account must be checked**

#### Roles

Actions View Format X

Role
Supplier Bidder

To assign user roles:

1. Click **Actions**
2. Click **Select and Add**
3. Select all roles that apply (pressing and hold CTRL to select more than one role)
4. Click **Apply**
5. Click **OK**

Register Supplier: Contacts ?

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
Mouse, Mickey		mmouse@disney.com	✓	✓		

Columns Hidden 7

When all users are added, click the **Next** button to continue.

Register Supplier: Addresses

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

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

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

Click **Create** to add your address.

- You can create additional addresses as needed.
- You must have an address for both **Ordering and Remit to** address purposes (these may be the same).

The screenshot shows the 'Create Address' form with several callouts:

- Top Callout:** "Select the Address Purpose(s)." with checkboxes for "Address Purpose":  Ordering,  Remit to,  RFQ or Bidding.
- Left Callout:** "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."
- Center Callout:** "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 TX
  - Do Not select Texas
 Do not select the rows with the county hyphenated to the city name.
  - Select Denton, Denton, TX
- Right Callout:** "Search and Select: City" dialog box showing a search for "Denton" and a list of results including "Denton, Jeff Davis, GA", "Denton, Doniphan, KS", etc.
- Bottom Callout:** "You must add a contact to the address. Click Actions, then Select and Add."

At the bottom right of the form, there are buttons for "Create Another", "OK", and "Cancel".

When all addresses are entered, click the **Next** button.

If you want to be able to respond to TWU formal solicitations, check the **RFQ** or **Bidding** option in the **Address Purpose** area.

When ready either **Create Another** or click **OK**.




1 — 2 — 3 — 4 — 5 — 6 — 7  
Company Details    Contacts    Addresses    **Business Classifications**    Bank Accounts    Products and Services    Review

### Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

Enter at least one business classification or select none applicable

None of the classifications are applicable ?

Actions ▾ View ▾ Format ▾    Free

* Classification <span>?</span>	Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments <span>?</span>	Notes
No data to display.							

Only check the box - **None of the classifications are applicable** if you are not a certified HUB (Historically Underutilized Business).  
**Note:** Do not check the box if you have selected a Business Certification.

Click **Create icon** to add your Business Classification

Select the appropriate Business Classification for your organization.

Click **+** icon to attach your certification.

- Your certification must have a start and end date
- You can attach your companies COI here (The COI's business classification is insured business)



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

Register Supplier: Bank Accounts ?

Back Next Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

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

The screenshot shows a web interface for adding bank accounts. At the top, a progress bar indicates steps: 1. Addresses, 2. Business Classifications, 3. Bank Accounts (highlighted), 4. Products and Services, and 5. Review. The main form area includes several fields and sections:

- Country:** A dropdown menu with a callout: "Enter **United States** in the Country field, this will open up the Branch information section. *Note: This is for US banks only. Do not enter foreign banking information here.*"
- Bank:** A dropdown menu.
- Branch:** A dropdown menu with a callout: "Click the drop-down arrow to search for your bank branch by **routing number** (not branch name)".
- Account Number:** A text input field.
- IBAN:** A text input field.
- Additional Information:** A section with fields for Account Name, Agency Location Code, Alternate Account Name, Account Type (dropdown), Account Suffix, Description, and Check Digits.
- Comments:** A section with a "Note to Approver" text area.

At the bottom right, there are three buttons: "Create Another", "OK", and "Cancel".

**Callout 1 (Left):** Enter your **Account Number** (typically 10-12 digits). Please include any zeros in the front of your account number.

- If you try to edit the information 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.

**Callout 2 (Top):** Enter your account number or IBAN unless account number is marked as required.

Progress bar: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, **Products and Services**, Review

### Register Supplier: Products and Services

Buttons: 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 select your Product and Services category.**

#### Select and Add: Products and Services

Search

Category Name:  Description:

Buttons: Search, Reset

View, Format, Freeze

Select	Category Name
<input type="checkbox"/>	Advertising Services
<input type="checkbox"/>	Architectural Services
<input type="checkbox"/>	Athletic Equipment and Apparel
<input type="checkbox"/>	Charter Bus Services
<input type="checkbox"/>	Chemicals and Gases
<input type="checkbox"/>	Child care/ Educational services
<input type="checkbox"/>	Cleaning Services (laundry, dry cleaning, janitorial)
<input type="checkbox"/>	Communication Services (streaming services, teleconfer)
<input type="checkbox"/>	Computer Equipment (desk tops, laptops, monitors, etc)
<input type="checkbox"/>	Computer Software, including SaaS

**Check the box next to the appropriate category name and click OK.**

Columns Hidden: 1

**Review Supplier Registration: Awesome Sauce** ?

Company Details   Contacts   Addresses   Business Classifications   Bank Accounts   Products and Services   **Review 7**

Back   Next   Save for Later   Register   Cancel

**Company Details**

Company: Awesome Sauce   D-U-N-S Number: 721234567  
 Tax Organization Type: Limited Liability Company   Tax Country: United States  
 Supplier Type: Limited Liability Company   Taxpayer ID: 721234567  
 Corporate Web Site   Tax Registration Number: //  
 Note to Approver: //

**Additional Information**

BID NUMBER

**Attachments**

Actions ▼ View ▼ + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached C
File	From Supplier	invite (49).ics	invite (49).ics		Heather Davis	11/8/23 7:15

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