1 Company Details — 2 Contacts — 3 Addresses

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
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

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

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- Check the upper left-hand corner on the form to verify its revision date, we **DO NOT** accept out of date tax forms.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-8BEN	Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)
W-8BEN-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.

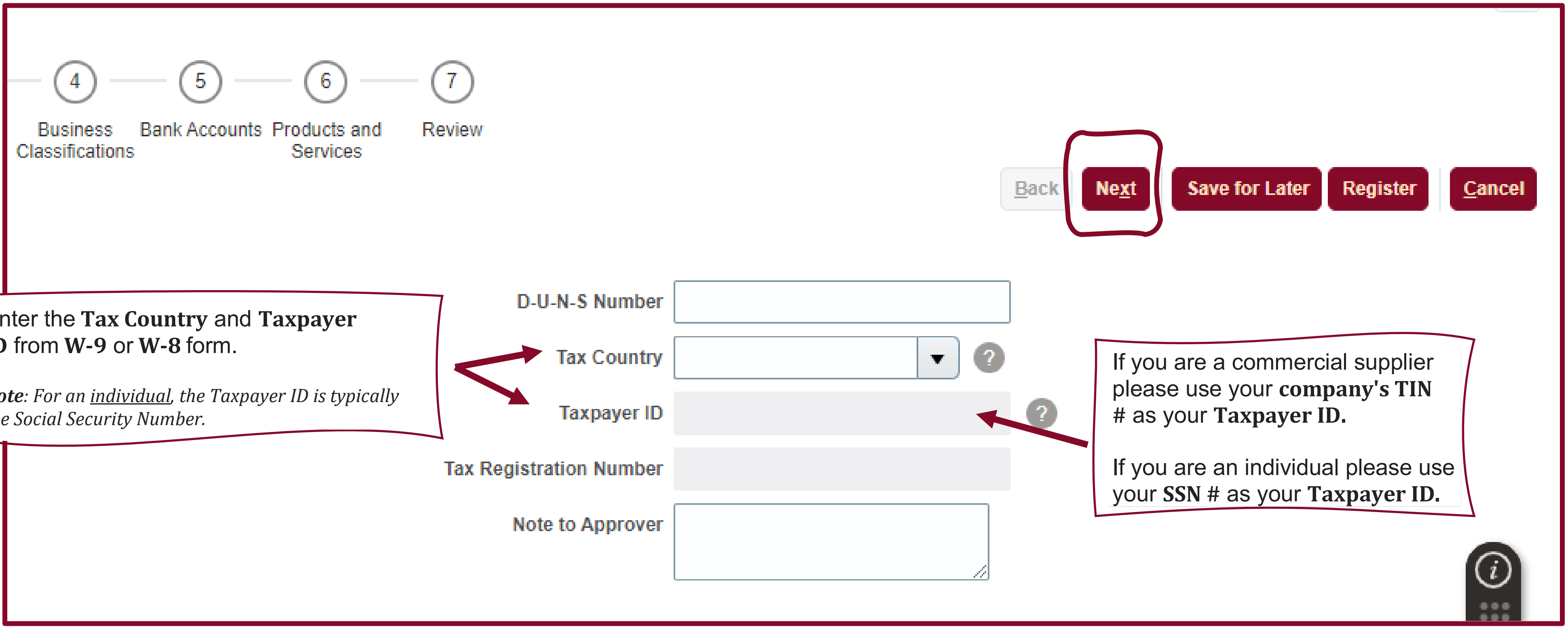
* First Name

* 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.



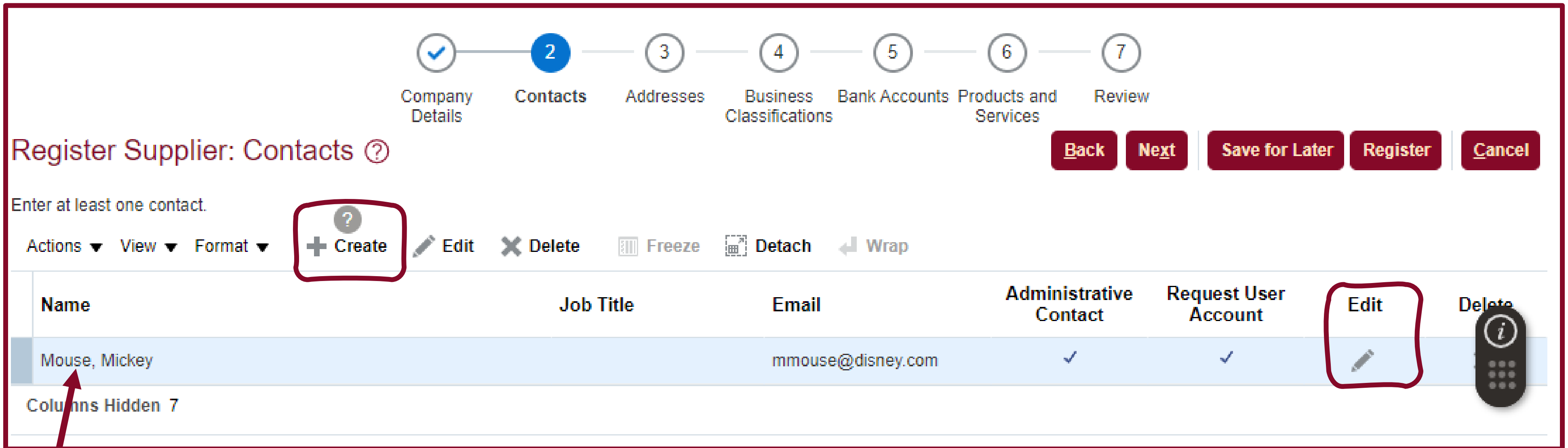
Enter the **Tax Country** and **Taxpayer ID** from **W-9** or **W-8** form.

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

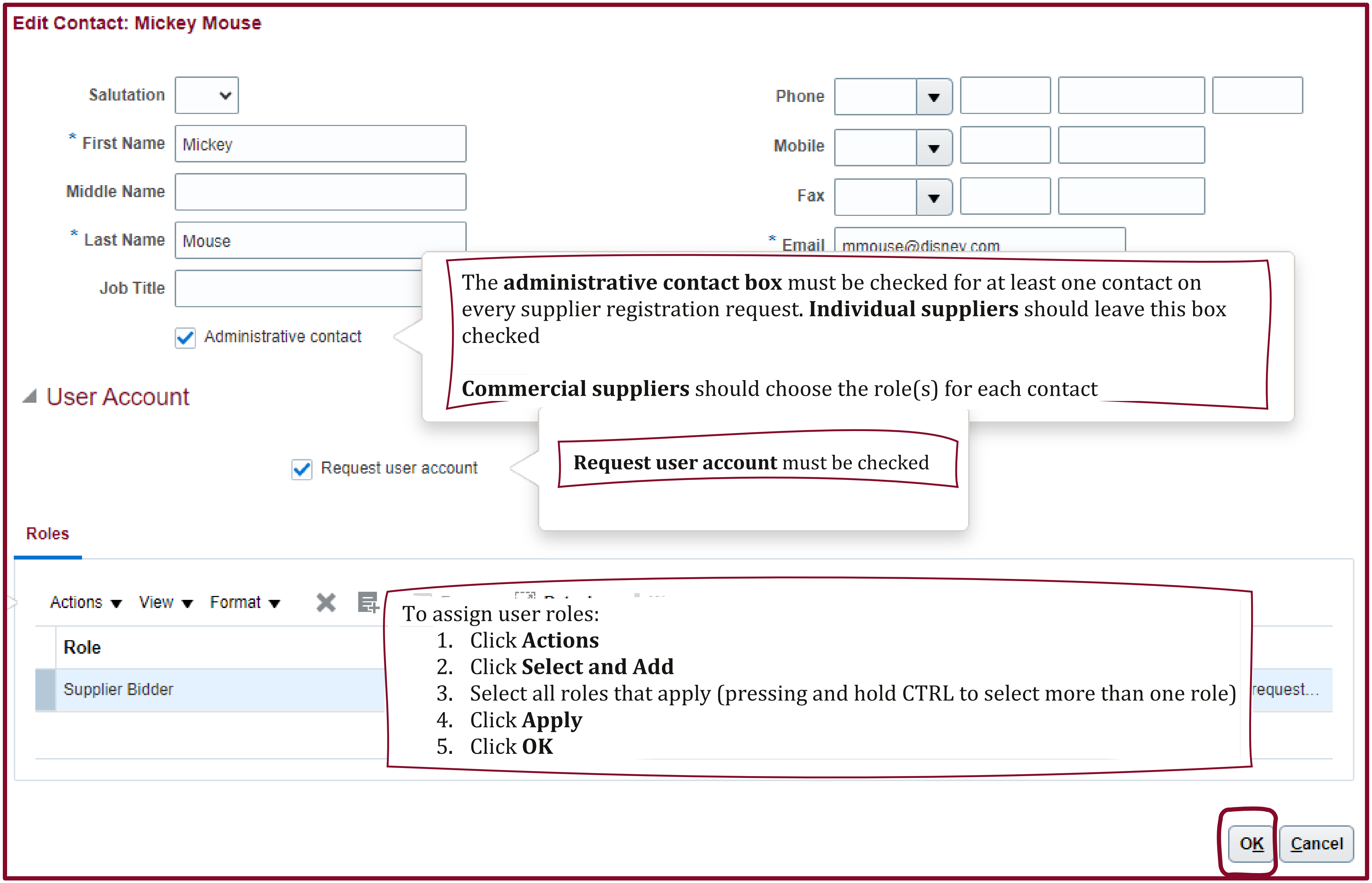
If you are a commercial supplier please use your **company's TIN #** as your **Taxpayer ID.**

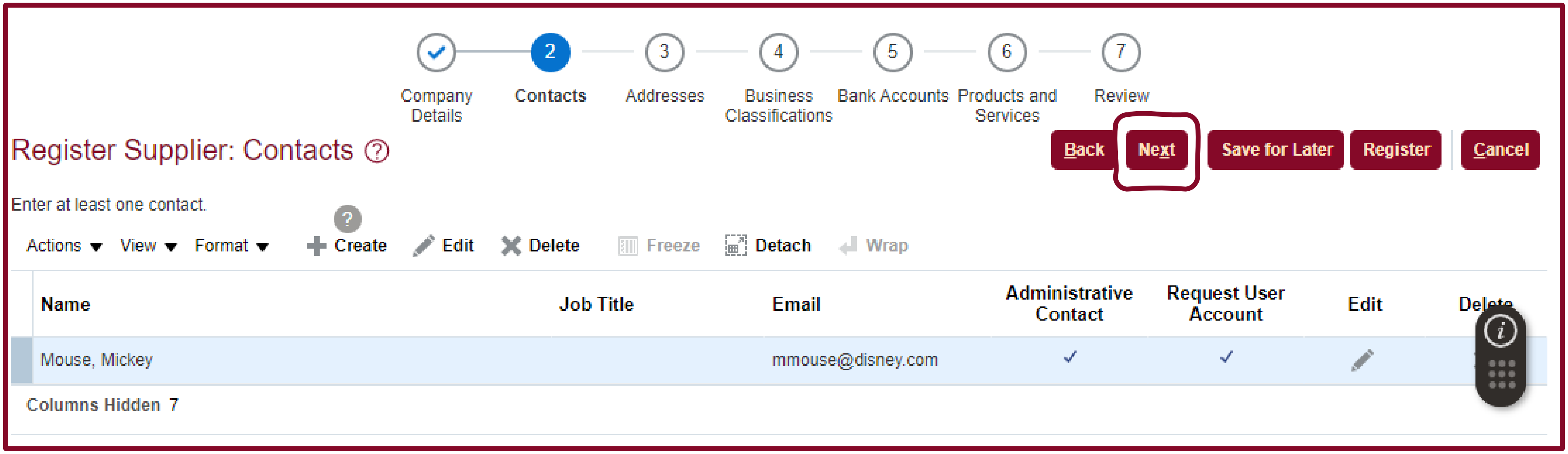
If you are an individual please use your **SSN #** as your **Taxpayer ID.**

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

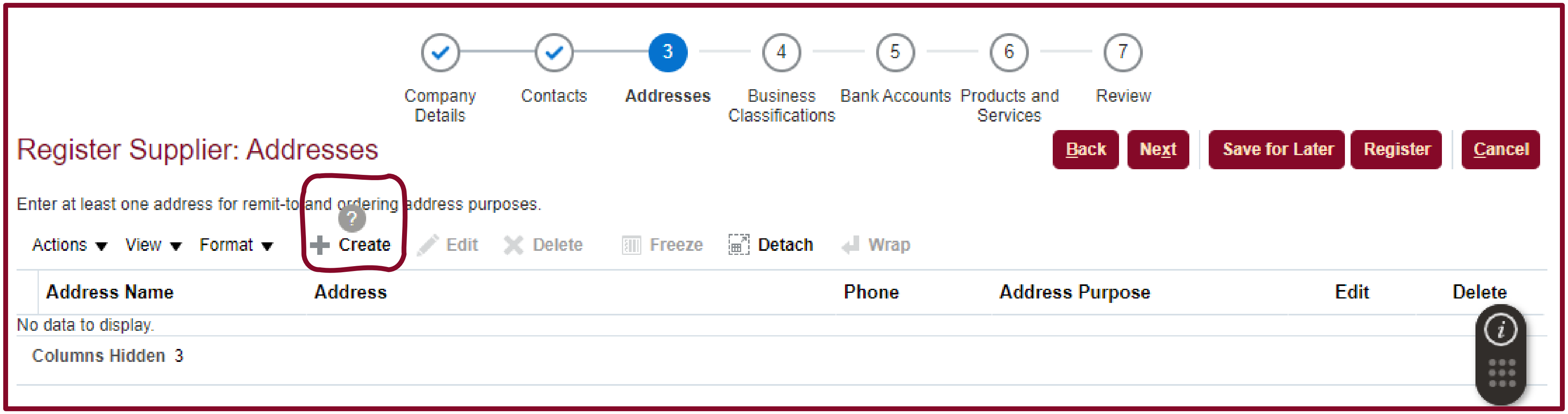


Select the existing contact information and click the **Edit icon** to edit your information.
(and/or) Click the **create icon** to add additional contacts to your supplier record.
<u>Note</u>: **Individuals should only have one contact** on their registration request.


Edit Contact: Mickey Mouse
Salutation
* First Name
Mickey
Middle Name
* Last Name
Mouse
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
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**
OK
Cancel

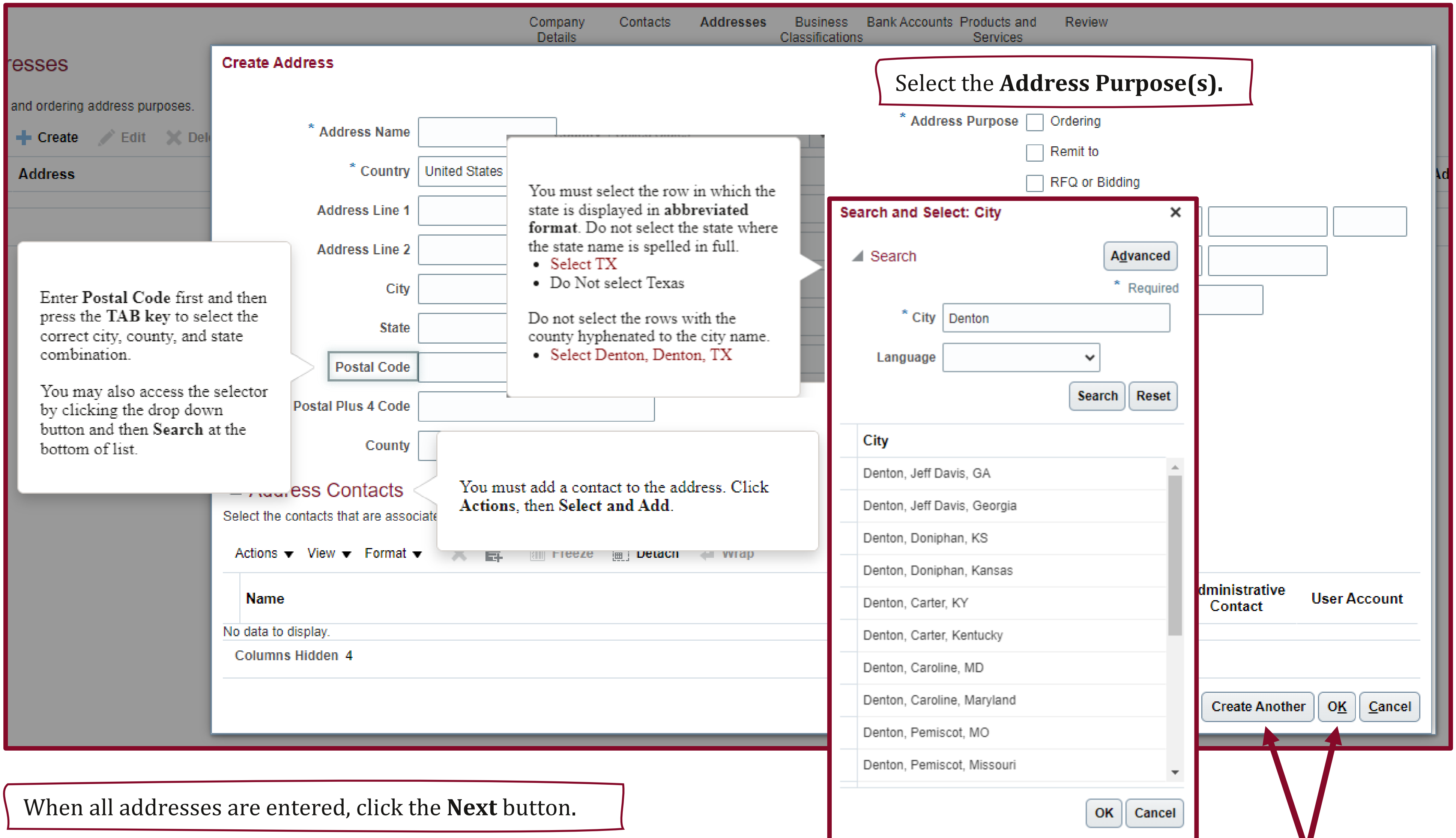


When all users are added, click the **Next** button to continue.



Click **Create** to add your address.

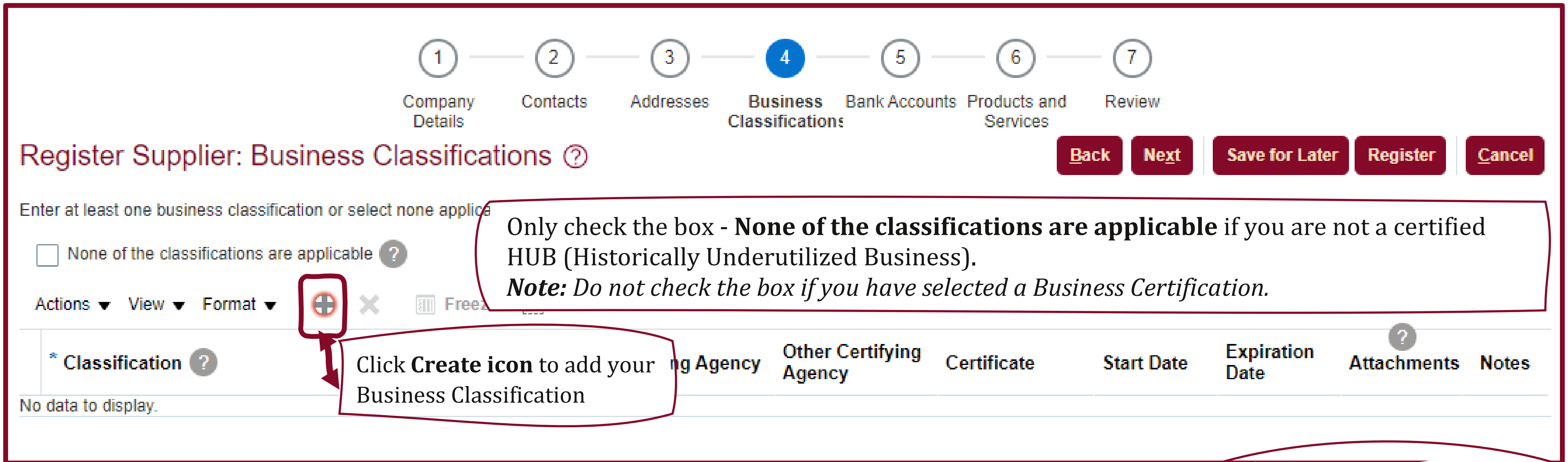
- You can create additional addresses as needed.
- You must have an address for both **Ordering and Remit to** address purposes (these may be the same).



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

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

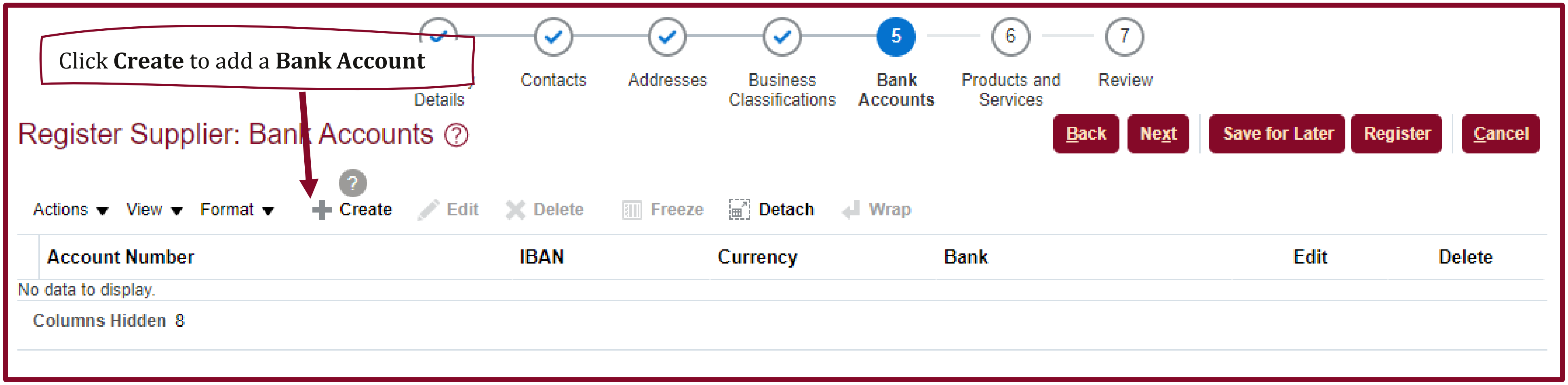
If you want to be able to respond to TWU formal solicitations, check the **RFQ** or **Bidding** option in the **Address Purpose** area.

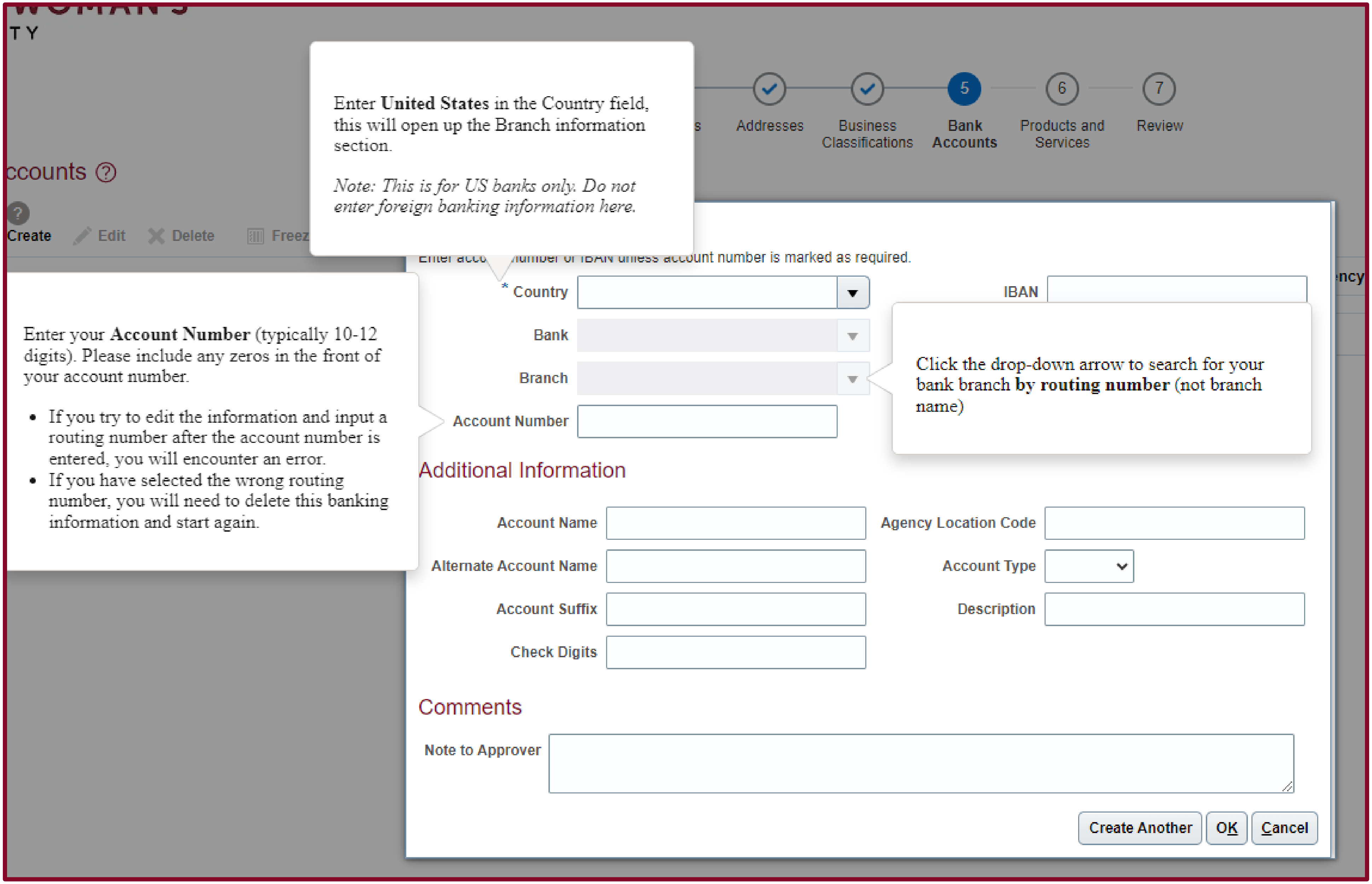


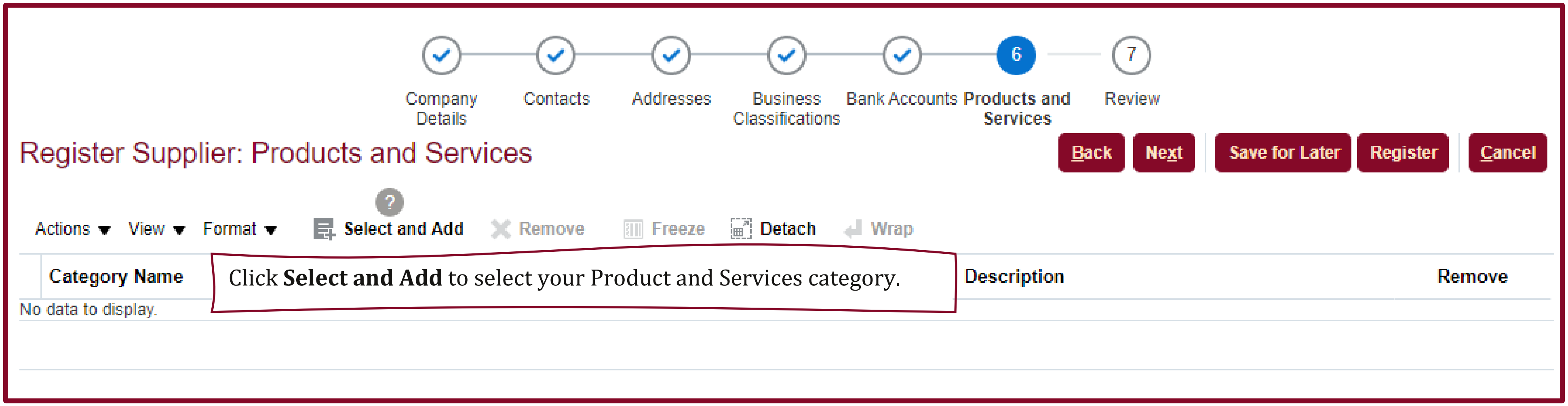
Select the appropriate Business Classification for your organization.

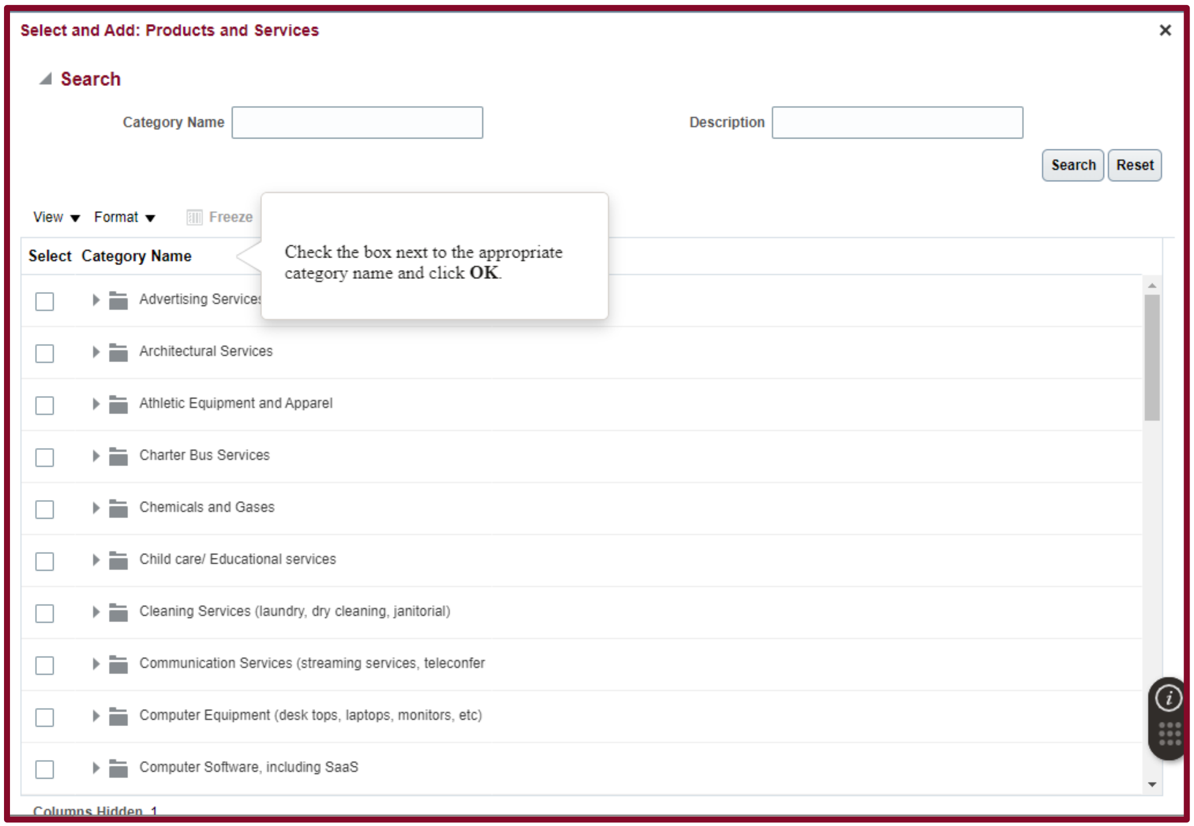
Click ➕ icon to attach your certification.

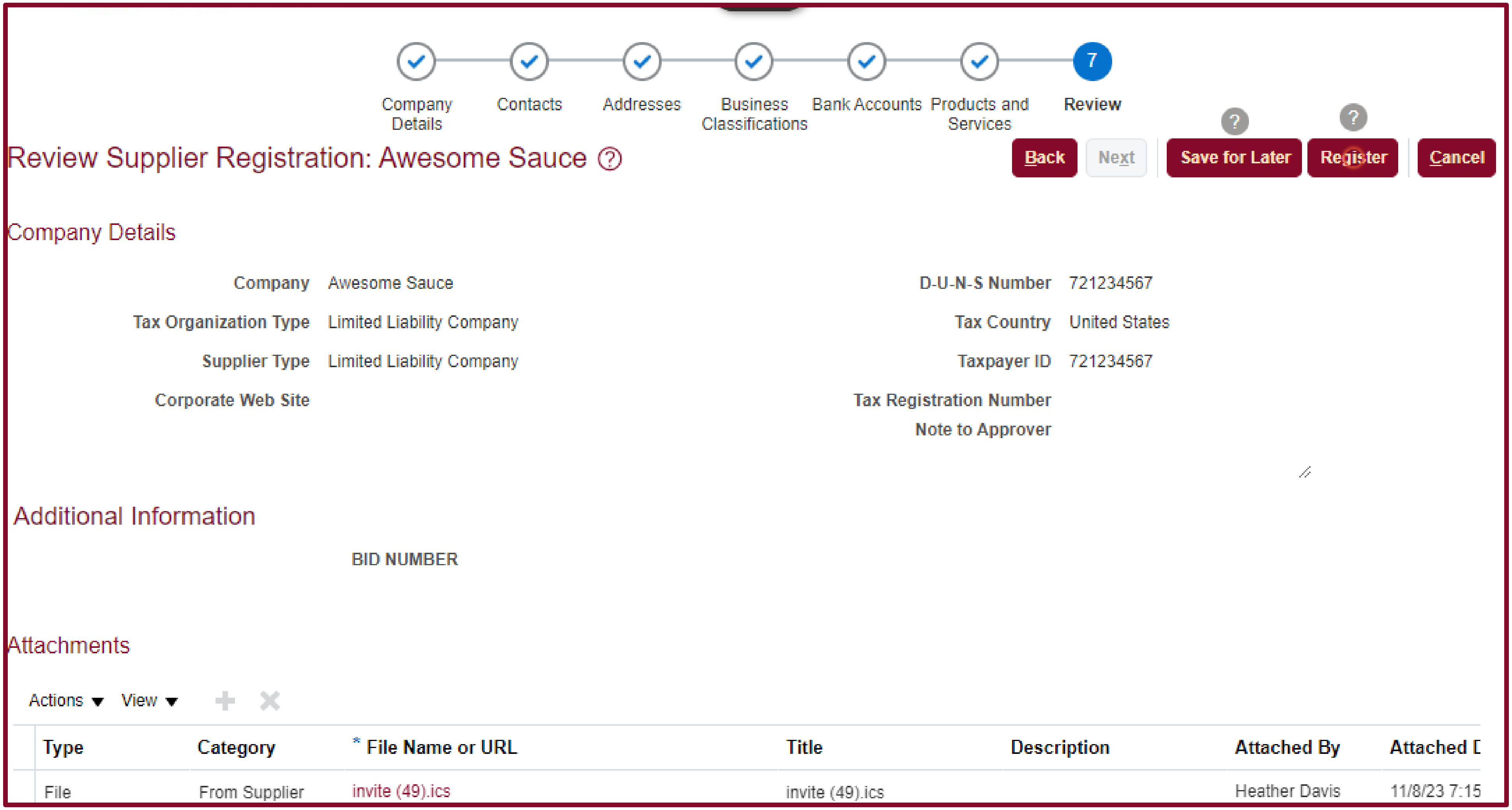
- Your certification must have a start and end date
- You can attach your companies COI here (The COI's business classification is insured business)


Click **Create** to add a **Bank Account**
Details
Contacts
Addresses
Business Classifications
5
Bank Accounts
6
Products and Services
7
Review
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


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.
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.
Click the drop-down arrow to search for your bank branch **by routing number** (not branch name)
Addresses
Business Classifications
5
Bank Accounts
6
Products and Services
7
Review
ccounts
Create
Edit
Delete
Country
IBAN
Bank
Branch
Account Number
Additional Information
Account Name
Agency Location Code
Alternate Account Name
Account Type
Account Suffix
Description
Check Digits
Comments
Note to Approver
Create Another
OK
Cancel


Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
6
Products and Services
7
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
Click **Select and Add** to select your Product and Services category.
Description
Remove
No data to display.


Select and Add: Products and Services
Search
Category Name
Description
Search
Reset
View
Format
Freeze
Check the box next to the appropriate category name and click **OK**.
Select
Category Name
Advertising Services
Architectural Services
Athletic Equipment and Apparel
Charter Bus Services
Chemicals and Gases
Child care/ Educational services
Cleaning Services (laundry, dry cleaning, janitorial)
Communication Services (streaming services, teleconfer
Computer Equipment (desk tops, laptops, monitors, etc)
Computer Software, including SaaS
Columns Hidden 1



- 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.