The following is a list of all the fields included in the profile and each field’s definition/function. Required fields are shown in **red**; optional fields are shown in **green**.

**New User Registration**

- **Contact Information:**
  - **First Name:** First name of registered user.
  - **Last Name:** Last name of registered user.
  - **Title:** Job title of registered user.
  - **Phone Number:** Phone number of registered user.
  - **ext:** Extension of phone number entered (if any).
  - **Fax:** Self-explanatory.

- **Login Information:**
  - **Email:** Email address of registered user.
  - **Confirm Email:** Self-explanatory.
  - **Create Password:** Self-explanatory.
  - **Confirm Password:** Self-explanatory.

- **Security Information:**
  - **Question:** Security question to verify registered user and provide password prompt.
  - **Answer:** Self-explanatory.
  - **Confirm Answer:** Self-explanatory.

**Welcome**

- **Required to Start Registration:**
  - **Legal Company Name:** Supplier’s legal name as listed on W-9 form. If **Individual/Sole Proprietor**, enter last name first (i.e., Smith, John C.).

**Company Overview**

- **Doing Business As (DBA):** If supplier does business under a name other than legal name.
- **Country of Origin:** Self-explanatory.

**Does your business have a DUNS number?:** Yes or No.

- **DUN and Bradstreet Number:** Required if answer to previous question is Yes.

- **Legal Structure:** Legal structure as listed on W-9 form (i.e., C Corporation, Individual/Sole Proprietor, etc.).

- **Tax ID Type:** Federal ID or SSN (Social Security Number). Only displays when Individual/Sole Proprietor is selected for Legal Structure.

- **Tax ID Number:** Must be a numeric value of nine digits. The Legal Name entered by the supplier must match the Tax ID Number.

- **Website:** URL of supplier’s website (if any).

**Additional Questions:**

- **Please provide an email address for contact regarding invoice and payment issues:** Self-explanatory.

- **Resident Status:** Select U.S. citizen, permanent resident (green card) or nonresident alien (DV Suppliers only).

The following fields appear if the supplier’s **Country of Origin** is United States.

- **Income Type:** Select the appropriate income type as reported on a 1099. Suppliers selling products should select **Exempt from 1099 Reporting**.

- **1099 Type:** Select the appropriate income type as reported on a 1099. Suppliers selling products should select **Exempt from 1099 Reporting**.

The following fields appear if the supplier’s **Country of Origin** is United States.

- **If your entity has no California presence, are you eligible for an exemption from nonresident withholding under California Revenue and Taxation Code (R&TC) Section 18662?:** Information available on Form 590 instructions.

- **Exemption Form Upload:** If eligible for tax exemption, upload Form 590.

If your entity has no California presence, are you eligible for a reduced withholding pre-approved by the Franchise Tax Board?: Select appropriate percentage of reduced withholding, if applicable.

- **Franchise Tax Board (FTB) Approval Letter file upload:** Required for proof of reduced withholding.
The following fields appear if the supplier’s Country of Origin is not United States.

Foreign Taxpayer ID Number: Tax identification number for Country of Origin.
Select Income Code: For foreign suppliers only (information on foreign tax form instructions). Required by USC to issue Form 1042-S.

Business Details

- Products and Services:
  
  NAICS Codes: Select the code that best represents supplier’s products and/or services.
  Secondary NAICS Code: Displays after Primary NAICS Code is selected.

- Additional Questions (PO Suppliers only):
  
  Number of Employees: Self-explanatory.
  Date Business was Established: Self-explanatory.
  Annual Sales Volume: Self-explanatory.

Note: If the supplier is a caterer, additional commodity-specific questions will display on this screen. If the supplier’s products and/or services fall into commodity categories related to construction or healthcare, an additional section will appear with commodity-specific questions.

Addresses

- Basic Information (Step 1):
  
  What would you like to label this address?: Each location for a supplier must have a unique name (i.e., Headquarters, Corporate Office, etc.).
  Which of the Following Business Activities Take Place at this Address?: Select at least one.

- Address Details (Step 2):
  
  How would you like to receive purchase orders for this fulfillment address?: Only displays when Takes Orders is selected on Basic Information screen.
  Email: Only displays when Email is selected in field above.
  Confirm Email: Only displays when Email is selected in field above.

  Fax: Only displays when Fax is selected in field above.
  Country: Self-explanatory.
  Address Line 1: Self-explanatory.
  Address Line 2: Self-explanatory.
  Address Line 3: Self-explanatory.
  City/Town: Self-explanatory.
  State/Province: Self-explanatory.
  Postal code: Self-explanatory. United States requires standard ZIP+4 format.
  Phone/ext.: Self-explanatory.
  Toll Free Phone/ext.: Self-explanatory.
  Fax: Self-explanatory. May or may not be the same as fax number for receipt of purchase orders.

- Primary Contact for This Address (Step 3):
  
  Select additional contact type(s) to apply: Self-explanatory.
  Contact Label: Self-explanatory.
  First Name: Self-explanatory.
  Last Name: Self-explanatory.
  Position Title: Self-explanatory.
  Email: Self-explanatory.
  Phone/ext.: Self-explanatory.
  Toll free Phone/ext.: Self-explanatory.
  Fax: Self-explanatory.

- Assign this Address to a Location (Step 4) (PO Suppliers only)

  Note: Use Existing Location is the default selection. Select an existing location from the Location drop-down list or select Enter New Location to add a new location.
  
  What would you like to label this location?: Self-explanatory.
  Location Type: Self-explanatory.
  Description: Self-explanatory.
Contacts
To open the Add Contact screen, select a contact type from the Add Contact drop-down list.
- Add Contact (not required for DV Suppliers):
  Contact Label: Self-explanatory.
  First Name: Self-explanatory.
  Last Name: Self-explanatory.
  Position Title: Self-explanatory.
  Email: Self-explanatory.
  Phone/ ext.: Self-explanatory.
  Toll free Phone/ext.: Self-explanatory.
  Fax: Self-explanatory.

Locations (PO Supplier only)
To open the Add Location screen, select a location type from the Add Location drop-down list.
- Add Location:
  Location Label: Self-explanatory.
  Location Type: Self-explanatory.
  Location Description: Self-explanatory.
  Effective Date: Self-explanatory.
  Assigned Addresses: Add and remove existing Addresses from a location.
  Assigned Contacts: Add and remove existing Contacts from a location.

Diversity
Does Your Business Qualify as a Diverse Supplier?: Select No/Non-US Based or Decline to Answer to bypass this screen; select Yes to reveal Add Diversity Classification drop-down.
- Add Diversity (SBE):
  Are you SBA SAM listed?: Self-explanatory.
  What is your CAGE code?: Only displays when Yes is selected in field above.
- Add Diversity (SBA-certified):
  Are you certified as such by the SBA?: Self-explanatory.
  Expiration Date: Only displays when Yes is selected in field above.
  Certification Number: SBA certification number.
  Upload Certificate: Browse to and upload SBA certificate (PDF) on computer.

Insurance (PO Suppliers only)
- Add Insurance:
  Insurance Type: Selected from Add Insurance drop-down.
  Policy Number: Self-explanatory.
  Insurance Limit: Select appropriate value from drop-down list.
  Expiration Date: Self-explanatory. Enter manually in required format or click on calendar icon and click on expiration date to populate field.
  Insurance Provider: Name of insurance company (i.e., State Farm, Farmers, etc.).
  Agent: Name of insurance agent or agency.
  Insurance Provider Phone: Self-explanatory.
  Upload Certificate of Insurance: Proof of current insurance coverage naming USC as additional insured.

Payment Information
- Add Payment Information (Direct Deposit):
  Payment Title: Self-explanatory (i.e., Invoices)
  Payment Type: Selected from Add Payment Information drop-down.
  Direct Deposit Format: Only select ACH.
  Remittance Address: Select from available remittance addresses.
  Electronic Remittance Email: For payment-related correspondence.
  Currency: Must be USD.
  Active: Self-explanatory. Only one active Payment Information record allowed.
Bank Account:

- **Country**: Must be United States.
- **Bank Name**: Self-explanatory.
- **Account Holder’s Name**: Name of individual with signing authority on account.
- **Account Type**: Drop-down menu (Checking or Savings).
- **Routing Number**: Also known as an ABA number. May be printed on checks or supplier may need to obtain it from the bank.
- **Account Number**: Self-explanatory.
- **Confirm Account Number**: Self-explanatory.
- **Address Line 1**: Self-explanatory.
- **Address Line 2**: Self-explanatory.
- **Address Line 3**: Self-explanatory.
- **City/Town**: Self-explanatory.
- **State/Province**: Self-explanatory.
- **Postal Code**: Self-explanatory. United States requires standard ZIP+4 format.

- **Add Payment Information (Check):**
  - **Payment Title**: Self-explanatory (i.e., Invoices)
  - **Payment Type**: Selected from Add Payment Information drop-down.
  - **Remittance Address**: Select from available remittance addresses.
  - **Electronic Remittance Email**: For payment-related correspondence.
  - **Currency**: Must be USD.
  - **Active**: Self-explanatory. Only one active Payment Information record allowed.

Tax Information

- **Add Tax Document**:
  - **Tax Type**: Selected from Add Tax Document drop-down.
  - **Tax Document Name**: Self-explanatory (i.e., 2013 W-9).
  - **Tax Document Year**: Select from drop-down.
  - **Tax Documentation Upload**: Browse to and upload tax document (PDF) on computer.

- **Additional Questions (U.S.):**
  - **Select FATCA Exemption Code**: Indicates reason for exemption from FATCA reporting.

Policy Compliance

- **Are any of your “Close Relations” current USC employees?**: Self-explanatory, based on Conflict of Interest statement.
- **Please identify all of your “Close Relations” who are current USC employees**: Only displays when Yes is selected in field above.
- **Please the Relationship below**: Only displays when Yes is selected in field above.

Certify & Submit

- **Preparer’s Initials**: Self-explanatory.
- **Preparer’s Name**: Self-explanatory.
- **Preparer’s Title**: Self-explanatory (PO Suppliers only).
- **Preparer’s Email Address**: Self-explanatory.
- **Certification**: Box must be checked every time profile is updated.