# USC Supplier Portal

## DV Suppliers Guide

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Introduction

Welcome to the USC Supplier Portal! The purpose of this guide is to familiarize suppliers with how to use this tool to complete their profiles and keep them up-to-date by maintaining contact and business information.

The guide is organized according to each section in the supplier profile. A couple of important notes before proceeding:

- Throughout this guide, all actions and required fields are shown in red text and all optional fields are shown in green text. In the portal itself, any field marked with an asterisk (*) is required and must be completed.
- All required fields must be completed and each tab must have a green check next to it (see screenshot on page 28) before the profile can be submitted. The green check is applied when all required fields have been completed and the supplier clicks the Next button.

When all of the tabs are completed, a supplier profile is created. The profile data includes the information entered at the time of registration. Suppliers also have the opportunity to include additional information such as alternate addresses and contacts.

Based upon the goods and/or services provided by a supplier, there may be additional questions asked to gather more specific information on a given commodity or service. Some of these commodity-specific questions are required by law (i.e., those providing HIPAA compliant services), or they are designed to help USC determine which suppliers are best qualified to perform a specific service (i.e., construction-related prequalification questions).

If at any time a supplier has forgotten the password, click the Trouble logging in? link on the portal’s login page and follow the prompts to retrieve/reset the password (sent to the registration email address on file in the supplier portal).

To access the Help feature, click the question mark (?) on any section to display the help topics for that section.

To log out of the portal from any section, click on your user name in the banner, and click the Logout link.

Note: Clicking the Return to SciQuest Supplier Network link will take you out of the USC Supplier Portal (not recommended).

For non-technical questions about the information requested, please send an email to supplier@usc.edu or call 213-821-2212.

Like most online applications, the USC Supplier Portal may go through periodic updates. Suppliers who discover any discrepancies between the information contained in this guide and the actual portal experience are requested to send them via email to supplier@usc.edu so that the guide can be updated/corrected.
New User Registration

First-time users will receive an email invitation to the USC supplier portal.

- Click on the Register Now button in the email invitation. Suppliers can also access the portal via the USC Supplier Portal link on the USC Business Services website.

**Supplier Invitation for USC Supplier Portal**

Dear KerryPO,

USC Supplier Portal has invited you to register as a potential supplier. Our supplier network is a best-in-class Supplier Registration and eProcurement system that provides a one-stop, complete solution for buyer and supplier interaction.

Becoming a USC Supplier Portal network supplier is free, easy and it only takes a few minutes to join. By selecting the 'Register Now' button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users in your site, and more.

[Register Now]

Thank You,

USC Supplier Portal

If you have any technical questions, please contact USC Supplier Data Management Support at supplier@usc.edu or +1 (213) 821-2212 for assistance and identify yourself as registering in the USC Supplier Portal Supplier Network.

- Read the information carefully before clicking on the Continue with Registration button. (Returning users will see this page as well if the USC Supplier Portal URL is bookmarked.)
- Make any necessary changes to the **First Name** and **Last Name** fields on the **New User Registration screen**; enter a **Title** if desired and a **Phone Number** and **extension**.

- Enter a password in the **Create Password** field and confirm it in the **Confirm Password** field.

- Select and answer a **Question** under **Security Information** and click the **Register** button.

---

### New User Registration

#### Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Kerry</td>
</tr>
<tr>
<td>Last Name</td>
<td>Etheridge</td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

For international numbers, begin the number with +

#### Login Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:feedback@usc.edu">feedback@usc.edu</a></td>
</tr>
<tr>
<td>Create Password</td>
<td></td>
</tr>
<tr>
<td>Confirm Password</td>
<td></td>
</tr>
</tbody>
</table>

#### Security Information

Select your *Security Question and enter an answer. This information will be used in the future if you forget your password.*

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
</table>

* Required to Create Account
 Returning Users

- Click on the **Continue with Registration** button on the supplier portal landing page (see image above).

- Enter **password** on the **Secure Account Login** screen and click the **Login** button. To reset password, click the **Trouble logging in?** link and follow the prompts.
Welcome to Supplier Registration

- Edit the **Legal Company Name** if necessary and click the **Next** button. For suppliers that are individuals or sole proprietors and operate under their own names, the proper format for entering their Legal Company Name is **Lastname, Firstname**. As there can be many suppliers with the same first and last name, please include your middle initial after your first name (i.e., Smith, John J.).
Company Overview

The **Company Overview** section captures information related to legal structure and taxes. If you selected Individual/Sole Proprietor as your **Legal Structure**, the **Tax ID Type** defaults to SSN; however, you have the option to select **Federal ID**, if that is how you do business.

Please provide the following tax, legal structure, and business information (as relevant). This information is used to verify the validity of your entity against the IRS Taxpayer Identification Number database. The Legal Name entered on the previous screen must match the Tax ID Number below. The U.S. Tax ID Number must be a numeric value of nine digits.

Country of Origin should reflect the location of your permanent business or residence (for individuals).

**Dun & Bradstreet Numbers (DUNS)** are relevant to businesses only. For more information please visit the [Dun & Bradstreet website](https://www.dnb.com).

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doing Business As (DBA)</td>
<td></td>
</tr>
<tr>
<td>Country of Origin *</td>
<td>United States</td>
</tr>
<tr>
<td>Does your business have a DUNS number? *</td>
<td>Yes</td>
</tr>
<tr>
<td>Legal Structure *</td>
<td>Individual/Sole Proprietor</td>
</tr>
<tr>
<td>Select the Legal Structure currently on file with the IRS. For more information about legal business structures, please visit <a href="https://www.irs.gov">www.irs.gov</a>.</td>
<td></td>
</tr>
<tr>
<td>Tax ID Type</td>
<td>SSN</td>
</tr>
<tr>
<td>Tax ID Number *</td>
<td>123456789</td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Questions**

Please provide an email address for contact regarding invoice and payment issues: *

kerry.etheridge@usc.edu

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Revised: 11/20/2017  
Email: supplier@usc.edu
Business Details

- To select or change the supplier’s **Primary NAICS Code**, click the **Edit** button to open search screen.

- Search for the Primary NAICS Code by: 1) entering either keywords or six-digit NAICS Code in the **Search By Keyword** field and clicking **Search** (recommended); 2) clicking **List All**, or; 3) expanding the categories until the appropriate code is found. Click on the appropriate code to populate the field, or click on the **X** to close the list.

- Follow the procedure above to select or change the supplier’s **Secondary NAICS Code**.
Step-by-Step Guide
USC Supplier Portal (DV Suppliers)

Addresses

Note: Before beginning this section it is recommended that you download and print the Supplier Portal Addresses Worksheet from the Addresses, Contacts and Locations page (https://businessservices.usc.edu/supplier-portal-addresses/) on the USC Business Services website.

All suppliers are required to have at least one each of the two Address Types:

- Other (physical); and
- Receives Payment (remittance).

Click on the Add Address button to add an address.

Basic Information:

- Enter a label for the address.
- Select one or more address type.
- Click the Next button.

Note: If the address for both required addresses is the same, you may check both address types on this screen to add both of the required addresses at once.
Address Details:

For all addresses, enter:

- **Country**
- **Address Line 1**
- **Address Line 2**
- **City/Town**
- **State/Province**
- **Postal Code**
- **Phone and extension**
- **Toll Free Phone and extension**
- **Fax**

Click the **Next** button.

**Note:** U.S. addresses require the five-digit zip code, plus the four-digit extension (ZIP+4). If you do not know your four-digit extension, go to the USPS’s online zip code look-up (https://tools.usps.com/go/ZipLookupAction!input.action).
Primary Contact For This Address:
While not required, contacts can be added when entering an address or in the Contacts section (p. 16).

To skip adding a contact with the address, click the Not Applicable radio button.

To add a contact, enter:

- Contact Label
- First Name
- Last Name
- Position Title
- Email
- Phone and extension
- Toll Free Phone and extension
- Fax

- Click the Save Changes button to close the Add Address window.
When all required addresses have been added, the **Required Information** box no longer shows at the top of the screen.

<table>
<thead>
<tr>
<th>Address Label</th>
<th>Address Types</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Office</td>
<td>Remittance (Primary) Physical (Primary)</td>
<td>3500 South Figueroa Street Suite 210 Los Angeles, CA 90089-8015 US</td>
</tr>
</tbody>
</table>

You can edit and inactivate addresses in several ways:

To edit addresses:
- Click on the **Address Label**; or
- Select **Edit** in the **Edit** dropdown.
To deactivate addresses:

- Select **Make Inactive** in the **Edit** drop-down; or
- **Uncheck** the address type on the **Edit Address** screen.

---

<table>
<thead>
<tr>
<th>Address Label</th>
<th>Accounts Receivable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which of the Following Business Activities Take Place at this Address?</td>
<td>Receives Payment (Remittance)</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>3500 South Figueroa Street</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Suite 210</td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>City/Town</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State/Province</td>
<td>California</td>
</tr>
<tr>
<td>Postal Code</td>
<td>90089-8015</td>
</tr>
<tr>
<td>Phone</td>
<td>ext.</td>
</tr>
<tr>
<td>Toll Free Phone</td>
<td>ext.</td>
</tr>
<tr>
<td>Fax</td>
<td>ext.</td>
</tr>
<tr>
<td>Primary</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Required to Complete Registration

- **Click on the Show/Hide Inactive Addresses** link to display or conceal inactive addresses.

---

**Edit Address**

**Show Inactive Addresses**
Contacts

Contacts are not required for DV Suppliers; however, should you wish to add one in the Contacts section, click on the Add Contact button.

Contacts

Enter contact information for individuals who may be valuable in assisting with business transactions or support. This will help us ensure we are always contacting the correct individual. Contacts can be linked to existing addresses. Go to the Addresses, Contacts and Locations page on the USC Business Services website for assistance in completing this screen.

<table>
<thead>
<tr>
<th>Contact Label</th>
<th>Contact Types</th>
<th>Name</th>
<th>Email</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Assistant</td>
<td>Other (Primary)</td>
<td>Wilson, Mary</td>
<td><a href="mailto:mewilson@usc.edu">mewilson@usc.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Add Contact

Show Inactive Contacts
For all contacts, enter:
- Contact Label
- First Name
- Last Name
- Position Title
- Email
- Phone/ext.
- Toll Free Phone/ext.
- Fax

Click the Save Changes button to close the Add Contact window.

Note: The Contact Type in the DV Supplier application defaults to Other.

You can edit and inactivate contacts in several ways:

To edit contacts:
- Click on the Contact Label; or
- Select Edit in the Edit drop-down.
To deactivate contacts:

- Select **Make Inactive** in the **Edit** drop-down; or
- **Uncheck** the contact type on the **Edit Address** screen.
- Click the **Save Changes** button to close the **Edit Contact** window.

Click on the **Show/Hide Inactive Contacts** link to display or conceal inactive contacts.

To link contacts to addresses:

- Select **Manage Associated Addresses** in the **Edit** drop-down.
• If there are no addresses currently associated with the contact, click the **Edit** button on the **Manage Associated Addresses** screen to view available addresses.

• Select the appropriate address and click the **Done** button to return to the **Manage Associated Addresses** screen.

  **Note:** You may only associate one address with a contact; however, you may associate multiple contacts with a single address.

• To remove an **Associated Address**, click the red **minus sign** next to it.

• To edit an **Associated Address**, click the **Edit** button to open the **Manage Associated Addresses** screen. Follow the steps above for selecting and saving Associated Addresses.

• Click the **Save Changes** button to close the **Manage Associated Addresses** window.
Diversity

To add a diversity classification, answer **Yes** to the question **Does Your Business Qualify as a Diverse Supplier?**

- Click on the **Add Diversity Classification** drop-down.

- Hover over the **Federal Diversity Classifications** and **State Diversity Classifications** and select the applicable option. If your business qualifies as small, start with selecting the **Small Business Enterprise (SBE)** option and then add a more specific classification. All suppliers that declare the SBE classification must have at least one other classification.
Step-by-Step Guide

USC Supplier Portal (DV Suppliers)

- Select Yes to the question Are you SAM listed? if your business is included in the System for Award Management (SAM) database.
- Enter your CAGE code. This is your company’s five-character Commercial and Government Entity (CAGE) code.
- Click the Add Diversity Classification button to return to the Diversity section.

Repeat the steps above to add other diversity classifications. Each classification has its own requirements for completion, so follow the prompts on the Add Diversity screen. For example:

Some classifications (8a, HUBZone, etc.) require proof of SBA certification. Some classifications (minority-, veteran- woman-owned small businesses, etc.) are self-certified.

- Click the Add Diversity Classification button to add each new classification.

Note: After adding diversity classifications, you will see the message below. You can still add diverse classifications, which will be reviewed by USC Supplier Data Management Services.

To edit a diversity classification:
- Click on the Diversity Classification, or
- Select Edit from the Edit drop-down.

To delete a diversity classification, select Delete from the Edit drop-down.
Step-by-Step Guide  
USC Supplier Portal (DV Suppliers)

Payment Information

All USC suppliers are required to provide payment information. The options are:

- Direct Deposit (ACH) – preferred
- Check

Since USC can only issue direct deposit to U.S. banks, foreign entities must select the Check option. The use of wire transfers is dictated on a per-transaction basis; therefore, foreign entities may provide banking information for use with wire transfer to save time.

- Click on the Add Payment Information drop-down and select the appropriate payment type.

<table>
<thead>
<tr>
<th>Payment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>USC's preferred payment method is via direct deposit. Since USC can only issue direct deposit payment to banks located in the United States, please do not register a foreign bank for direct deposit. Additionally, payments cannot be made multiple accounts, so please do not enter more than one bank account.</td>
</tr>
</tbody>
</table>

Foreign entities must select the "check" option under payment information. However, foreign entities may provide banking information for use with optional wire transfer payments. The use of wire transfer is dictated on a per transaction basis.

<table>
<thead>
<tr>
<th>Required Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least one payment type is required to complete this section.</td>
</tr>
</tbody>
</table>

No payment information has been entered.

Add Payment Information
- Direct Deposit (ACH)
- Check
- Wire Transfer

Next >>
For direct deposit, enter:

- **Payment Title**
- **Direct Deposit Format** (must be ACH)
- **Remittance Address**
- **Electronic Remittance Email**
- **Currency** (must be USD)

Under **Bank Account**, enter:

- **Country** (must be United States)
- **Bank Name**
- **Account Holder’s Name**
- **Account Type**
- **Address Line 1**
- **Address Line 2**
- **City/Town**
- **State/Province**
- **Postal Code**

Click the **Save Changes** button to close the **Add Payment Information** window.
For payment by check, enter:

- **Payment Title**
- **Remittance Address**
- **Electronic Remittance Email**
- **Currency** (must be USD)

Click the **Save Changes** button to close the **Add Payment Information** window.

When there is an active payment type, the **Required Information** box no longer shows at the top of the screen.

**Note:** Payments cannot be made to multiple accounts, so do not have more than one **Active** account.

- Click the **Edit** button to make changes to your payment information.
- Click the **Save Changes** button to return to the **Payment Information** section.

**Note:** You may not change existing bank account information. If you need to change accounts, inactivate the current account and create a new active account.
Tax Information

All suppliers have the option of downloading a prepopulated tax form based on answers to pertinent questions in the supplier portal. It is not necessary for U.S.-based suppliers to provide a tax document at this time, but the option to upload one is available.

- Click on the **Add Tax Document** drop-down and select the appropriate **Tax Type**.

**Foreign entities** should upload foreign tax forms before submitting registration.

**For all tax types, enter:**
- **Tax Document Name**
- **Tax Document Year**

- Upload the tax document and click the **Save Changes** button to close the **Add Tax Document** window.
Additional Questions:

If the **Country of Origin** is United States, the following tax-related questions appear under **Additional Questions**. For tax-reporting purposes, please indicate your **Income Type** and whether you are **eligible for nonresident withholding**.

- Select the appropriate **Income Type** and **Resident Status** under **Income Reporting**.
- Indicate whether your business is eligible for an exemption from **California Income Tax Withholding**.
- If your business is eligible for an exemption, upload an **Exemption Certificate Form 590**.
• U.S. suppliers are required to indicate if they are Exempt from Foreign Account Tax Compliance Act (FATCA) reporting under Additional Questions.

Exemption from FATCA Reporting Codes per W-9 Instructions

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. Please visit the IRS website for more information.

If applicable, please indicate your FATCA Exemption Code below. If none of the codes apply, select the Non-exempt from back-up withholding and/or FATCA reporting option from the drop-down list below.

Select FATCA Exemption Code:

NA - Non-exempt from back-up withholding/FATCA
A - An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(b)(37)
B - The United States or any of its agencies or instrumentalities
C - A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
D - A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
E - A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
F - A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
G - A real estate investment trust
H - A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
I - A common trust fund as defined in section 584(a)
J - A bank as defined in section 581
K - A broker
L - A trust exempt from tax under section 664 or described in section 4947(a)(1)
M - A tax exempt trust under a section 403(b) plan or section 457(g) plan
If the **Country of Origin** is not United States, the following tax-related questions appear under **Additional Questions**. For tax-reporting purposes, please indicate your **Foreign Taxpayer ID Number** and **Income Code**.

**Additional Questions**

A **Foreign Taxpayer ID Number** is the number you use in your country for tax purposes (Tax Registration Number, National Identification Card Number).

**Foreign Taxpayer ID Number:**

Income Codes:

- **11** - Motion picture or television copyright royalties
- **12** - Other royalties (example, copyright, recording, publishing)
- **16** - Scholarship or fellowship grant
- **17** - Compensation for independent personal service
- **42** - Earnings as an artist or athlete – no central withholding agreement Form 13930
- **43** - Earnings as an artist or athlete – central holding agreement Form 13930
- **54** - Other income

**Select Income Code:**

- [ ] 11
- [ ] 12
- [ ] 16
- [ ] 17
- [ ] 42
- [ ] 43
- [ ] 54
Policy Compliance

Read and respond to the Conflict of Interest and Athletes and Agents policies. If the answer to the Conflict of Interest question is Yes, provide the names and relationships of relatives who are current USC employees.

**Conflict of Interest**

Procurements between USC and business entities where a USC employee, that employee’s close relation, or anyone in the employee’s chain of command either (1) receives any compensation for services performed; (2) holds an equity interest (i.e. stocks, options, warrants); or (3) has a management role (director, officer, supervisor, or any other position that has significant decision making authority), are conflicts of interest and must be disclosed.

A “Close Relation” means spouses, domestic partners, and parents, children, and siblings and each of their respective spouses, or domestic partners.

Are any of your “Close Relations” current USC employees? *

- [ ] No  
- [X] Yes

**Athletes and Agents**

Third Parties who hold themselves out as directly or indirectly representing student-athletes for the purpose of marketing their athletic ability or reputation, or who have certification, licensing or registration as a sports or athlete agent, must immediately provide notification of such facts in writing to the Vice President for Athletic Compliance. See Student Policies and Procedures (Athletes and Agents), for detailed information on mandatory reporting requirements.

* Required to Complete Registration
Certify & Submit

When all sections have a green check next to them—indicating that all required information has been saved—the Proceed to Certify and Submit button appears in all sections.

- Click the Proceed to Certify and Submit button to go to the Certify & Submit section.

If you access the Certify & Submit section without seeing the Proceed to Certify and Submit button, a list of missing items is displayed at the top of the section.

- Return to any tabs that do not have a green check and provide the missing information.

The list below needs to be addressed before your registration can be submitted.

Addresses
- Click here to identify missing required items
- Follow the instructions to review and complete the **required fields**.
- Click the **Submit** button to submit your registration to USC Supplier Data Management Services.
Thank You for Registering

The completion screen lists the next steps in the registration process. From this screen, you can:

- Return to your registration profile
- Return to the supplier portal homepage
- Send a request for additional users to have access to your profile

**User registration request:**

You may request access for additional users to manage and/or view various portal activities.

- Complete the required fields (in bold).
- Select a specific role from the Role drop-down to limit the user’s access to the portal.
- Click the **Send User Request** button.
USC Supplier Portal homepage:

Once you have submitted your registration, future logins will take you directly to the USC Supplier Portal homepage. Features on this page include:

- Supplier message board
- USC contact information for suppliers
- Link to registration profile
- Form for creating invoices and credit memos (special access required)
- Simple and advanced searches for invoices (coming soon)
Glossary of Fields

The following pages provide a screen-by-screen list of all the fields included in the profile and each field’s definition/function.

New User Registration (p. 3):

- **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 (p. 6):

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

Company Overview (p. 7):

- **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.

**Business Details (p. 8):**

- **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.

**Addresses (p. 9):**

- **Basic Information (Step 1 of 3):**
  
  **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 of 3):**
  
  **Country:** Self-explanatory.
  
  **Address Line 1:** Self-explanatory.
  
  **Address Line 2:** 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 of 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.

Contacts (p. 14):

To open the Add Contact screen, click the Add Contact button.

- **Add Contact (not required):**
  - **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.

Diversity (p. 18):

**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.

Payment Information (p. 20):

- **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 (p. 24):

- Add Tax Document (not required):

  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.):

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

  Resident Status: Select U.S. citizen, permanent resident (green card) or nonresident alien.
If fully exempt, per the Form 590, select the “Yes, full exemption” option from the drop-down list below and upload the Form 590. If no, select one of the NO options. The Form 590 is not required for the NO options.: 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.

Select FATCA Exemption Code: Indicates reason for exemption from FATCA reporting.

- Additional Questions (Foreign):
  - 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.

Policy Compliance (p. 28):

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 (p. 29):

Preparer’s Initials: Self-explanatory.

Preparer’s Name: Self-explanatory.

Preparer’s Email Address: Self-explanatory.

Certification: Box must be checked every time profile is updated.