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).

**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.

- **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.

Tax Information - Additional Questions (U.S.):

- **Income Reporting:**
  - **Resident Status:** Select U.S. citizen, permanent resident (green card) or nonresident alien (DV Suppliers only).
  - **Income Type:** Select the appropriate income type as reported on a 1099. Suppliers selling products should select Exempt from 1099 Reporting.

- **California Income Tax Withholding:**
  - 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.

- **Exemption from FATCA Reporting Codes per W-9 Instructions:**
  - **Select FATCA Exemption Code:** Indicates reason for exemption from FATCA reporting.

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.

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.