

Supplier Self-Registration Walk-through



Company Details – Bus Stop #1

On this page you will be welcomed to the supplier portal and given instruction on how to navigate the portal using our Help Center Icon.

The screenshot displays the 'Register Supplier: Company Details' page on the Vanderbilt University Supplier Registration Portal. A central modal window provides a welcome message and instructions. The modal text reads: 'Welcome to Vanderbilt's Supplier Registration Portal. Please review and complete each step in the registration process.' Below this, it asks 'Need assistance while registering?' and states 'Online guidance is available through the Help Center icon.' It then lists two steps to access online guidance: 'Click the gold Help Center icon to open the panel; and' and 'Click a Topic to launch additional information.' An inset image shows the 'Guided Learning' panel with a search bar and 'Recommended Resources' including 'Instructions: Submitting online registration to Vanderbilt (Prospective)' and 'Self-registration: Company Details (step 1)'. At the bottom of the modal are 'Remind me later' and 'Get Started' buttons. In the background, the registration form includes fields for Company, Tax Organization Type, Supplier Type, Corporate Web Site, and Attachments. A 'Your Contact Information' section is also visible. A gold 'Help Center' icon, consisting of an 'i' in a circle above a bus stop icon, is highlighted with a red rectangle in the bottom right corner of the page.

Company Details – Bus Stop #1

You are given guidance and instructed to add your tax documentation & the contact information for your user account.

This is a TESTING environment. Last updated: 02/24/2021

ORACLE Home Flag Info Sign In

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

Register Supplier: Company Details Back Next **Save for Later** Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type i

* Supplier Type i

Corporate Web Site

* Attachments +

Please attach a W-9, W-8 or W-8 BEN-E. i

[Access IRS Forms](#)

D-U-N-S Number

* Tax Country

* Taxpayer ID

Tax Registration Number

Note to Approver

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

You may alternatively enter a Tax Registration or D-U-N-S number.

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

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

- If you wish to return to your registration request to complete it at a later time click the Save for Later button.
- **If you do not click the Save for Later button or Register button before closing this registration request all information will be lost and cannot be recovered.**



Company Details – Bus Stop #1 – Company Name

You are given guidance and instructed to add your company/payee name to your registration request.

VANDERBILT UNIVERSITY

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Register Supplier: Company Details ?

Back | Next | Save for Later | Register | Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: DEMO TEST COMPANY

* Tax Organization Type: Corporation

* Supplier Type: Supplier

Corporate Web Site: []

* Attachments: W9.pdf + X
Please attach a W-9, W-8 or W-8 BEN-E.
[Access IRS Forms](#)

D-U-N-S Number: []

* Tax Country: United States

* Taxpayer ID: 123456798

Tax Registration Number: []

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: John

* Last Name: Test

* Email: uerlein+DEMOTEST1@gmail.cor

* Confirm Email: uerlein+DEMOTEST1@gmail.cor

*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 select Corporation, S-Corp, Partnership, LLC or Government Agency.
 - Please use your company's full legal name. Do not use an acronym or another abbreviated version of your company name.

Company Details – Bus Stop #1 – Tax Organization Type

You are given guidance and instructed to add your Tax Organization Type to your registration request.

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: DEMO TEST COMPANY

* Tax Organization Type: Corporation (dropdown menu open)

* Supplier Type: Corporation (dropdown menu open)

* Attachments: Partnership, Government Agency, Trust / Estate, Tax Exempt, Foreign Individual, Foreign Corporation, Foreign Partnership, Foreign Government Agency

* D-U-N-S Number: [input field]

* Tax Country: United States (dropdown menu)

* Taxpayer ID: 123456798

***Tax Organization Type**
Please select the appropriate tax organization type for your registration request.

1. Individual – US citizens only
2. Foreign Individual – Non US citizens
3. If you are a single member LLC and the LLC has its own TIN# and does not use your SS#, please select LLC as your tax org type.

Company Details – Bus Stop #1 – Supplier Type

You are given guidance and instructed to add your Supplier Type to your registration request.

The screenshot shows the 'Register Supplier: Company Details' page in a browser. The page includes a progress bar with 8 steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, 7. Questionnaire, and 8. Review. The 'Company Details' step is active. The form contains the following fields:

- * Company: DEMO TEST COMPANY
- * Tax Organization Type: Corporation
- * Supplier Type: Supplier (dropdown menu open, showing options: Supplier, Vanderbilt Student, Vanderbilt Employee, Government Agency, Tax Authority)
- * Attachments: Vanderbilt Student, Vanderbilt Employee, Government Agency, Tax Authority
- * Corporate Web Site: (empty)
- * D-U-N-S Number: (empty)
- * Tax Country: United States
- * Taxpayer ID: 123456798

Below the form is the 'Your Contact Information' section with fields for First Name (John), Last Name (Test), Email (uerlein+DEMOTEST1@gmail.com), and Confirm Email (uerlein+DEMOTEST1@gmail.com).

***Supplier Type**
Please select the appropriate supplier type for your organization.

1. Supplier – This is for most payees including individuals.
2. Vanderbilt Student – This is for current VU students only.
3. Vanderbilt Employee – This is for current VU employees only, not for VUMC employees.

Company Details – Bus Stop #1 – Attachments

You are given guidance and instructed to add your Tax Documentation to your registration request.

- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
- Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire
Review

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.

Please attach a W-9, W-8 or W-8 BEN-E.

[Access IRS Forms](#)

*Attachments

- All W8/W9s need to 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.

Your Contact Information

Enter the contact information for communications regarding this registration.

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)

*You can also attach other requested documentation here.

Company Details – Bus Stop #1 – Your Contact Information

You are given guidance and instructed to add your contact information to your registration request.

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: DEMO TEST COMPANY

* Tax Organization Type: Corporation

* Supplier Type: Supplier

Corporate Web Site: []

* Attachments: W9.pdf + X
Please attach a W-9, W-8 or W-8 BEN-E.
[Access IRS Forms](#)

D-U-N-S Number: []

* Tax Country: United States

* Taxpayer ID: 123456798

Tax Registration Number: []

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: John

* Last Name: Test

* Email: uerlein+DEMOTEST1@gmail.com

* Confirm Email: uerlein+DEMOTEST1@gmail.com

- * **Your Contact Information**
 - 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.

Company Details – Bus Stop #1 – Tax Country & Taxpayer ID

You are given guidance and instructed to add your Tax Country and Taxpayer ID to your registration request.

VANDERBILT UNIVERSITY Home | Help | Sign In

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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: DEMO TEST COMPANY

* Tax Organization Type: Corporation

* Supplier Type: Supplier

Corporate Web Site: _____

* Attachments: W9.pdf + X
Please attach a W-9, W-8 or W-8 BEN-E.
[Access IRS Forms](#)

Your Contact Information
Enter the contact information for communications regarding this registration.

* First Name: John

* Last Name: Test

* Email: uerlein+DEMOTEST1@gmail.com

* Confirm Email: uerlein+DEMOTEST1@gmail.com

D-U-N-S Number: _____

* Tax Country: United States

* Taxpayer ID: 123456798

Buttons: Back | Next | Save for Later | Register | Cancel

***Tax Country and Taxpayer ID**

- Please select your country of citizenship or the country in which you file your taxes.
- If you are a commercial supplier please use your company's TIN# as your Taxpayer ID.
- If you are an individual please use your SS# as your Taxpayer ID.
- Foreign individuals and foreign commercial suppliers may use their name as their Taxpayer ID if they do not have a tax reporting number in the US or their country.

Contacts– Bus Stop #2

You are given guidance and instructed to edit your contact information.

VANDERBILT UNIVERSITY

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

Back Next Save for Later Register Cancel

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
Test, John		wendy.schuerlein+DEMOT...	✓	✓		

Columns Hidden 7

- Select the existing contact information and click the Edit icon to edit your information.
- Click the create icon to add additional contacts to your supplier record.
 - Individuals should only have one contact on their registration request.



Contacts– Bus Stop #2 – Editing Your Contact Information

You are given guidance and instructed to edit your contact information and identify your contact's purpose/role.

The screenshot displays the 'Edit Contact: John Test' form within the Vanderbilt University Supplier Registration system. The form is overlaid on a background showing a progress bar with 8 steps: 1. Company Details, 2. Contacts (current step), 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, 7. Questionnaire, and 8. Review. The form fields are as follows:

- * First Name: John
- Middle Name: (empty)
- * Last Name: Test
- Job Title: (empty)
- * Phone: 1 [Area Code] [Number] [Ext]
- * Mobile: 1 [Area Code] [Number]
- * Email: wendy.schuerlein+DEMOTEST1@vanderbilt.edu

The 'Administrative contact' checkbox is checked and highlighted with a red box. Below the main form are checkboxes for 'Sales Contact' and 'Accounts Receivable Contact'. The background shows a table with columns for 'Request User Account', 'Edit', and 'Delete'.

- The administrative contact box must be checked for at least one contact on every supplier registration request.
- Individual suppliers should leave this box checked under their personal contact information.
- Commercial suppliers should indicate if the contact information is a sales contact, an accounts receivable contact or both.

Addresses— Bus Stop #3

You are given guidance and instructed to provide your address and select its purpose.

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VANDERBILT UNIVERSITY

Sign In

Select **+** Create to add an address

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

Register Supplier: Add


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

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

4 Business Classifications 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

Back Next Save for Later Register Cancel

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



- Select the Create icon to add your address.

Addresses– Bus Stop #3

You are given guidance on entering your Zip Code and selecting your City and State.

Both the Ordering and Remit to boxes must be checked if you are only adding one address.

Create Address

* Address Name: 123 Main St

* Country: United States

* Address Line 1: []

Address Line 2: []

Address Line 3: []

Address Line 4: []

* City: Nashville

* County: Davidson

* State: TN

* Postal Code: 37203

Postal Code Ext: []

* Address Purpose: Ordering, Remit to, RFQ or Bidding

Phone: 1 [] [] [] Ext: []

Fax: 1 [] [] []

Email: []

Address Contacts

Select the contacts that are associated with this address.

Name	Job Title	Email	Administrative Contact	User Account
Test, John		wendy.schuerlei...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Create Another, OK, Cancel

Callout boxes:
1. "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."
2. "Click to select contact(s) to associate with this address."

- You must enter your **Zip Code** then press the **tab key** to select the correct city, county and state combination.

Addresses– Bus Stop #3 – Selecting the Correct City and State

You are given guidance on entering your Zip Code and selecting your City and State.

The screenshot shows a 'Create Address' form with the following fields: Address Name (123 Main Street), Country (United States), Address Line 1 (123 Main Street), Address Line 2, Address Line 3, Address Line 4, City, County, State, Postal Code, and Postal Code Ext. There are also fields for Address Purpose (Ordering, Remit to, RFQ or Bidding), Phone, Fax, and Email. A modal window titled 'Search and Select: Postal Code' is open, showing a search bar, a 'Postal Code' field, a 'Language' dropdown, and 'Search' and 'Reset' buttons. The modal also displays 'No rows to display' under the 'Postal Code' header. A callout box provides instructions on selecting the correct state and city format.

Select the row in which state is displayed in abbreviated format - for example:

- **Select:** TN
- **DO NOT select:** Tennessee

Do not select rows with county hyphenated to the city name - for example:

- **Select:** Nashville, Davidson, TN
- **DO NOT select:** Nashville-Davidson, Davidson, TN

- 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 TN
 - Do Not select Tennessee.
- Do not select the rows with the county hyphenated to the city name.
 - Select Nashville, Davidson, TN
 - Do Not select Nashville-Davidson, Davidson, TN.

Business Classifications– Bus Stop #4

You are given guidance and instructed to provide your Business Classification if applicable.

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ORACLE Home Flag Info Sign In

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

Register Supplier: Business Classifications Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View >> Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								


You may add any of the following business classifications to your profile.

You must be certified by an accredited agency, as well as upload documentation - we do not accept self-certification.

- Disadvantaged Business - 8(a)
- Disadvantaged/Hub Zone
- Historically Black College/University
- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned (Woman Business Enterprise)

A supplier may add multiple business classifications to their profile.


If none of the classifications are applicable, please check the corresponding box in upper left corner.



- This is an optional Bus Stop and does not need to be completed by individuals
- Commercial suppliers should only enter a business classification that is applicable to their business and backed with a certification, we do not accept self-certification.

Business Classifications– Bus Stop #4 – Your Classification

You are given guidance and instructed to provide your Business Classification if applicable.

Home | Help | Sign In

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Company Details | Contacts | Addresses | **Business Classification** | Bank Accounts | Products and Services | Questionnaire | Review

Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions ▼ View ▼ Format ▼ **+** × Freeze Detach Wrap


* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

Click the Create icon to add your Business Classification.



Business Classifications– Bus Stop #4 – Your Classification

You are given guidance and instructed to provide your Business Classification if applicable.

Sign In

1 — 2 — 3 — **4** — 5 — 6 — 7 — 8
Company Details Contacts Addresses **Business Classification** Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

None of the classifications are applicable ← This box cannot be checked if you have selected a Business Classification or you will encounter an error.

Actions ▾ View ▾ Format ▾ + × Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned ▾	African American ▾	National Minority ▾		12344	i/11/2021 📅	05/11/20; 📅	FilingInfo.pdf 📎	

- Select the appropriate Business Classification for your organization and attach your certification.
 - Your certification must have a start and end date.
- You can also attach your companies COI in this location.
 - The COI's business classification is insured business.



Bank Accounts— Bus Stop #5

You are given guidance and instructed to provide your banking information.

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VANDERBILT UNIVERSITY

Home | Sign In

Progress: Company Details (✓) | Contacts (✓) | Addresses (✓) | Business Classifications (✓) | **Bank Accounts (5)** | Products and Services (6) | Questionnaire (7) | Review (8)

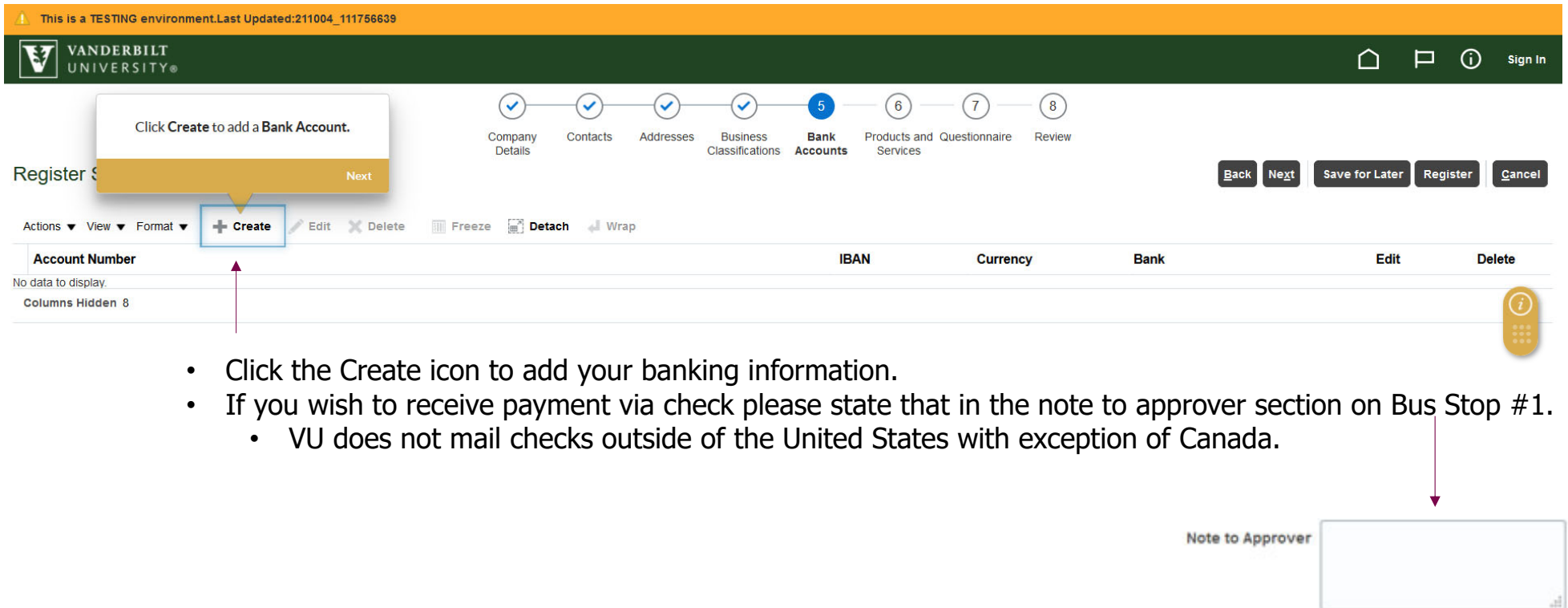
Register S Next

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					

Note to Approver



- Click the Create icon to add your banking information.
- If you wish to receive payment via check please state that in the note to approver section on Bus Stop #1.
 - VU does not mail checks outside of the United States with exception of Canada.

Bank Accounts— Bus Stop #5 – Selecting your Country

You are directed to select your Country – This is for US banks only, do not enter foreign banking information here.

Create Bank Account

Enter account number or IBAN unless account number is marked as

* Country ▼

Bank ▼

Branch ▼

Account Number

Additional Information

Account Name Account Type ▼

Alternate Account Name Description

Comments

Note to Approver

Create Another OK Cancel

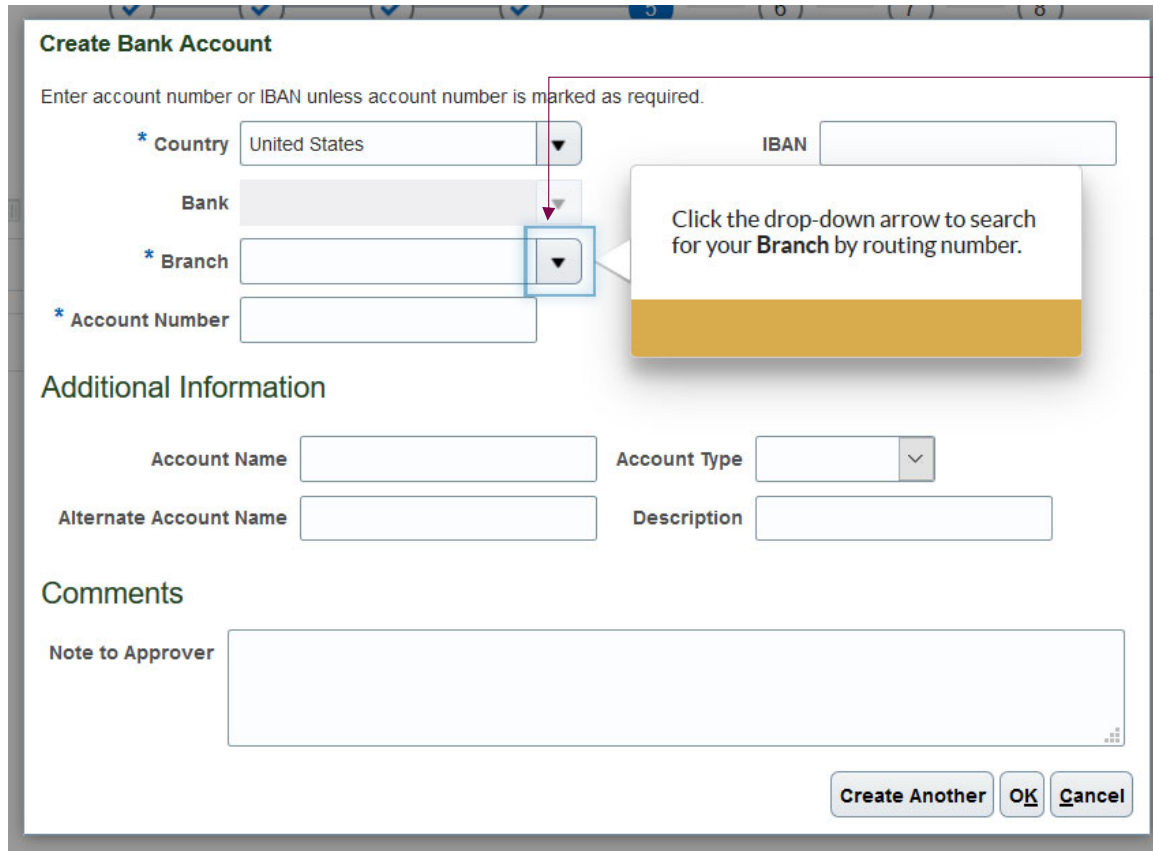
Enter or select your **Country**.

Next

- Enter **United States** in the Country field, this will open up the Branch information section.

Bank Accounts— Bus Stop #5 – Selecting Your Branch

You are given guidance to select your branch by routing number, you must click the drop-down arrow.



Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

IBAN

Bank

* Branch

* Account Number

Additional Information

Account Name Account Type

Alternate Account Name Description

Comments

Note to Approver

- Click the drop-down arrow to search for your bank branch by routing number not branch name.

Bank Accounts— Bus Stop #5 – Selecting Your Branch

You are directed to click the search icon.

The screenshot shows a 'Create Bank Account' form with a progress indicator at the top showing steps 5 through 8. Step 5 is active. The form includes fields for Country (United States), Bank (United States Department of the...), Branch (000000505 - United States Depz...), and Account Number. A search window is open over the Account Number field, displaying a list of account numbers and their corresponding routing numbers. A search bar at the bottom of the search window is highlighted with a red arrow. A tooltip in the bottom left corner says 'Click Search to open the search window.' and has 'Back' and 'Next' buttons. The form also has 'OK' and 'Cancel' buttons at the bottom right.

Account Number	Routing Number
000000505 - United States Departme...	000000505
000000518 - United States Departme...	000000518
021030004 - United States Departme...	021030004
021030020 - United States Departme...	021030020
021030033 - United States Departme...	021030033
026548397 - United States Departme...	026548397
026548407 - United States Departme...	026548407
031030007 - United States Departme...	031030007
031036001 - United States Departme...	031036001
031036030 - United States Departme...	031036030

- Click search icon to search for your bank branch by routing number not branch name.

Bank Accounts— Bus Stop #5 – Selecting Your Branch

You must enter your routing number and click search, select the appropriate branch then OK.

The screenshot shows a 'Create Bank Account' form in the background. A modal window titled 'Search and Select: Branch' is open in the foreground. The modal has a search bar with '021000021' entered. Below the search bar are three input fields: 'Branch Name', 'Branch Number', and 'Bank Name'. There are 'Search' and 'Reset' buttons. Below the input fields is a table with two columns: 'Branch Name' and 'Branch Number'. The table contains two rows of data. At the bottom of the modal are 'OK' and 'Cancel' buttons. The background form has fields for 'Account Number', 'Branch', and 'Comments', and buttons for 'Create Another', 'OK', and 'Cancel'.

Branch Name	Branch Number
021000021 - JPMorgan Chase Bank, ...	021000021
021000021 - JPMorgan Chase Bank, ...	021000021

- Enter your Branch's routing number not branch name then click search.
- Select the appropriate branch and click OK.
 - If you do not select the corresponding routing number to your bank account number, your payment will be returned to us.
 - Please see the example below, it should help you identify your routing and account number.

The screenshot shows a check form. The payee information is 'Michelle Member, 1234 Pacific Street, San Diego, CA 92101'. The amount is '\$ 101'. The routing number is '322281617', the account number is '000123456789', and the check number is '101'. The routing number, account number, and check number are highlighted with blue boxes and labeled 'Routing Number', 'Account Number', and 'Check Number' respectively.

Bank Accounts— Bus Stop #5 – Your Bank Account Number

You must enter your bank account number and account name then click OK.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country: United States
* Bank: United States Department of the
* Branch: 000000505 - United States Depz
* Account Number: 12514545

IBAN: []

Additional Information

Account Name: John Smith | Account Type: [v]
Alternate Account Name: [] | Description: []

Comments

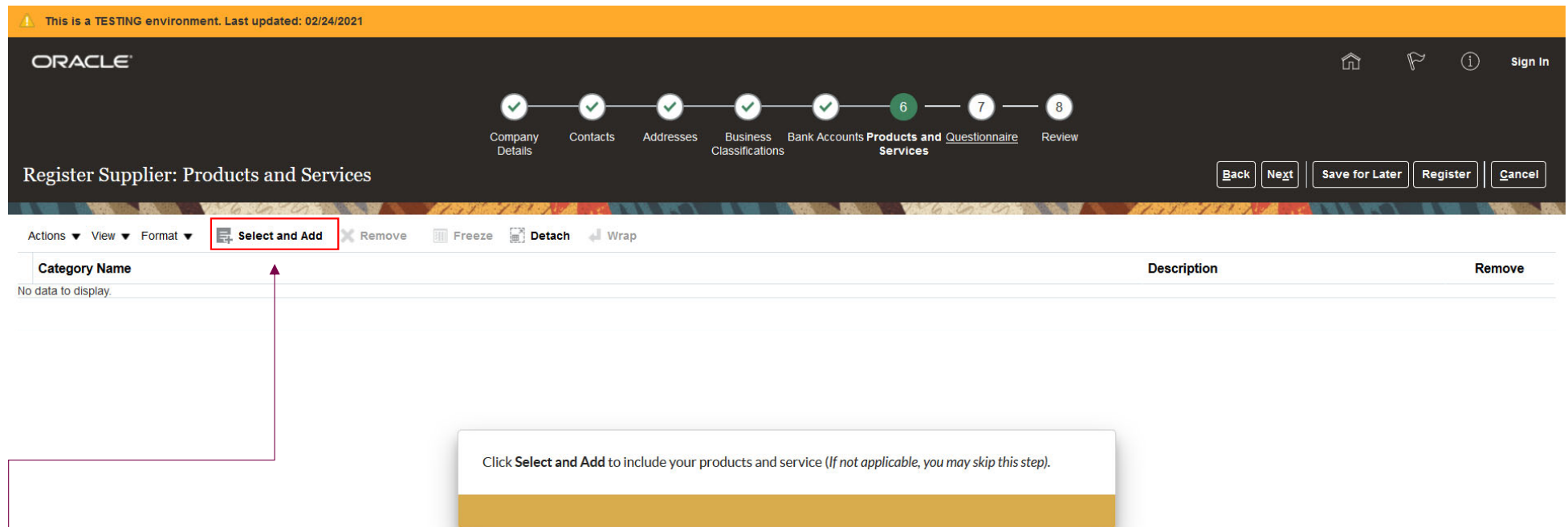
Note to Approver: []

Create Another OK Cancel

- Enter your account number in the Account Number field.
 - The typical account number should be between 10-12 digits. Please include any zeros in the front of your account number.
- If you try to edit the information that you have entered 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.
- Enter your account holder's name in the Account Name field.
 - The account holder's name must match the company name on the registration request, it is against our policy to pay third party accounts.

Products and Services– Bus Stop #6

You are given guidance and instructed to select your products and services category if applicable.



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ORACLE

Home Flag Info Sign In

Company Details Contacts Addresses Business Classifications Bank Accounts **Products and Services** Questionnaire 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	Description	Remove
No data to display.		

Click **Select and Add** to include your products and service (If not applicable, you may skip this step).

- This is an optional Bus Stop and does not need to be completed by individuals.
- Click the Select and Add icon to select your Product and Services category.



Products and Services– Bus Stop #6 – Your Category

You are given guidance and instructed to select your products and services category if applicable.

Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input checked="" type="checkbox"/>	30190000 - Construction and maintenance support equip	Construction and maintenance support equipment

Columns Hidden 1

Apply OK Cancel

- Enter a brief description in the Description field and click the search icon.
- Check the box next to the appropriate category name and click OK.

Questionnaire— Bus Stop #7

In this questionnaire you are asked for information about your organization and the scope of work you will be providing.

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

Register Supplier: Questionnaire

Back Next Save for Later Register Cancel

Attachments None

Please be sure to complete all sections.

Review all items entered, and then select Register.

Section

- 1. All Suppliers
- 2. Corporate Suppliers

Questions

All Suppliers (Section 1 of 2)

* 1. Please explain the scope of work or the relation you will have with Vanderbilt University.

* 2. Will you or representatives of your organization be on campus?

a. Yes

b. No

3. Please provide the location of services provided.

* 4. Will you or representatives from your organization have direct interaction with students or minors?

a. Yes

b. No

* 5. Please provide an email address where you would like to receive remittance advice.

* 6. Please provide an email address for which you would like purchase orders to be dispatched.

7. Please provide a website URL (if applicable).

End of Section 1 of 2

Previous Section Next Section

Questionnaire— Bus Stop #7

The questionnaire is driven by tax organization type. Individuals, Corporations and Government Entities receive different questionnaires.

The screenshot shows the Oracle Supplier Registration Questionnaire interface. At the top, the Oracle logo is on the left, and navigation icons (home, flag, info) and a 'Sign In' link are on the right. A progress bar below the logo shows eight steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, Questionnaire (highlighted with a green circle and '7'), and Review (highlighted with a white circle and '8'). Below the progress bar, the title 'Register Supplier: Questionnaire' is displayed. To the right of the title are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. On the left side, there is an 'Attachments' section showing 'None' and a yellow callout box that says 'Please be sure to complete all sections.' Below this is a 'Section' list with two items: '1. All Suppliers' (checked) and '2. Corporate Suppliers' (selected). The main content area is titled 'Questions' and 'Corporate Suppliers (Section 2 of 2)'. It contains several questions with radio button options:

- * 8. Do you do business under another name (DBA)?
 - a. Yes
 - b. No
- * 9. Do you have a Commercial and Government Entity (CAGE) code?
 - a. Yes
 - b. No
- * 10. Does your organization hold an ISO certification?
 - a. Yes
 - b. No
- 11. Please review the New Supplier [website](#), a requisite for all new suppliers registering to do business with Vanderbilt University.
 - a. I have reviewed the new supplier reference materials.
- * 12. Please upload your Certificate of Incorporation and populate the expiration date field.
 - Input field: 03/03/2022
 - Example callout: Example: 03/03/2021

At the bottom left, it says '* Response Attachments None +'. At the bottom right, there is an information icon and buttons for 'Previous Section' and 'Next Section'.

Review— Bus Stop #8

You can review your registration request at this Bus Stop, you must click REGISTER for VU to receive your request.

VANDERBILT UNIVERSITY

Home, Sign In

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

Review Supplier Registration: Test ?

Back Next Save for Later Register Cancel

Company Details

Company Test

Tax Organization Type Individual / Sole Proprietor or Single-Member LLC

Supplier Type Supplier

Corporate Web Site [Access IRS Forms](#)

D-U-N-S Number

Tax Country United States

Taxpayer ID agagadg

Tax Registration Number

Note to Approver

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