Supplier Registration Steps - UMarketplace

*Below are the basic steps and screenshots of what the supplier must complete to register. After registration, the UM onboarding approval process will need to be completed for the supplier to become active in Workday.*

Before the invitation process begins the “New Supplier Request” form must be completed by the department and approved by Purchasing. The request form can be found under the “UM QuickLinks” on the Workday Homepage. Once approved by Purchasing the supplier will receive an email invite from UMiami@sciquest.com to complete. Below is an example of the supplier’s process.

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**2018-02-16 15:30 GMT+01:00 University of Miami <UMiami@sciquest.com>:**

 Supplier Invitation for University of Miami

Dear [Supplier Name],

The University of Miami (UM) is pleased to invite you to register for its new supplier management system, UMarketplace, an integrated solution to transmit purchase orders and invoices electronically.

To register for access, please click on the “Register Now” button below. Your application must be complete in order to be submitted. You will be notified via email once your application has been received and approved. Once your application is submitted and approved, you will have access to your secure information where you can add additional details about your organization, grant access to colleagues within your organization, and more.

[Register Now]

Thank You,

University of Miami Supplier Onboarding Team

If you have questions, please email the UM Purchasing Data Team at: supplychain.supplierapp@miami.edu or by phone at +1.305-284-5751.

Thank you.
The steps below must be completed by the supplier. Then the UM onboarding approval process can begin.

1. Welcome

![Image of Supplier Registration form]

- Welcome to Supplier Registration
- Address, phone, and email information
- List of commodities you supply
- Diversity information and certifications (if applicable)
- Additional contacts for you or your business (if applicable)
- Certificate of Insurance with University of Miami named as additional insured
- DUNS &81treatment (if applicable) [http://www.duns.com]

Ensure all the required fields and sections are completed and attest to the validity of the information and submit the form electronically.

For more information, please refer to the Registration FAQ link on the top left side.

2. Company Overview

![Image of Company Overview form]

- Legal Company Name: ANN WENDSCHUH LLC

To save changes, you must first click Get Started on the Welcome page to accept the terms and conditions.

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

- Doing Business As (DBA)
- Country of Origin
- Have your business been a DUNS number?
- Legal Structure
- Tax ID Number
- Website
- Additional Questions

For 1099 reporting, please indicate if any of the following apply to your business.

- Required to Complete Registration
3. Business Details

### Business Details

**ANN WENDSUH LLC**

**Registration in Progress for University of Miami**

**9 of 10 Steps Complete**

#### Welcome
- Company Overview
- Business Details

#### Address Details
- Address
- Contacts
- Diversity
- Insurance
- Payment Information
- Tax Information
- Independent Contractor
- Additional Attachments
- Certify & Submit

#### Annual Revenue/Receipts
- **Currency:** USD
- **2017 Annual Revenue/Receipts:** USD
- **2018 Annual Revenue/Receipts:** USD
- **2019 Annual Revenue/Receipts:** USD

#### Sales Territories
- **Is Your Business a Local Supplier?**
  - Yes
  - No
- **Is Your Business a National Supplier?**
  - Yes
  - No
- **U.S. Service Area:** Florida
- **International Service Area:**

#### Products and Services
- **NAICS Code:**

*Required to Complete Registration*

### Addresses

**ANN WENDSUH LLC**

**Registration in Progress for University of Miami**

**9 of 10 Steps Complete**

#### Welcome
- Company Overview
- Business Details

#### Address Details
- Address
- Contacts
- Diversity
- Insurance
- Payment Information
- Tax Information
- Independent Contractor
- Additional Attachments
- Certify & Submit

#### Addresses

<table>
<thead>
<tr>
<th>Address Label</th>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Miami office space</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Address
5. Contacts

6. Diversity
7. Insurance

8. Payment Information
9. Tax Information

10. Independent Contractor
11. Additional Attachments

Additional Attachments

To save changes, you must first click Get Started on the Welcome page to accept the terms and conditions.

Please add below any additional attachments you would like to provide during the registration process.

Attachment 1
Select file

Attachment 2
Select file

Attachment 3
Select file

Attachment 4
Select file

Attachment 5
Select file

Required to Complete Registration

Previous Next Save Changes

12. Certify & Submit

Certify & Submit

To save changes, you must first click Get Started on the Welcome page to accept the terms and conditions.

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Reporters Initials
Reporters Name
Reporters Title
Reporters Email Address
Today’s Date
Certification

I certify that all information provided is true and accurate.

Required to Complete Registration

Submit
The steps above must be completed by the supplier. Then the UM onboarding approval process can begin. See example below