

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.

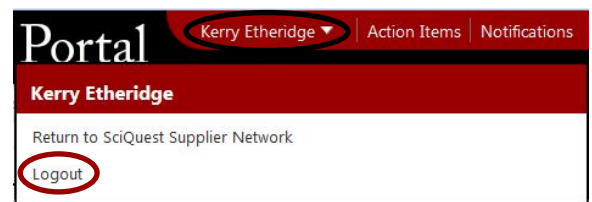
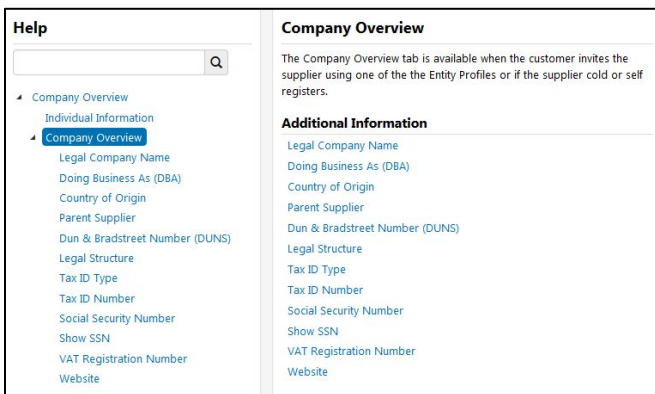
Based upon the goods and/or services provided by a supplier, there may be additional questions asked to gather more specific information on a given commodity or service. Some of these commodity-specific questions are required by law (i.e., those providing HIPAA compliant services), or they are designed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



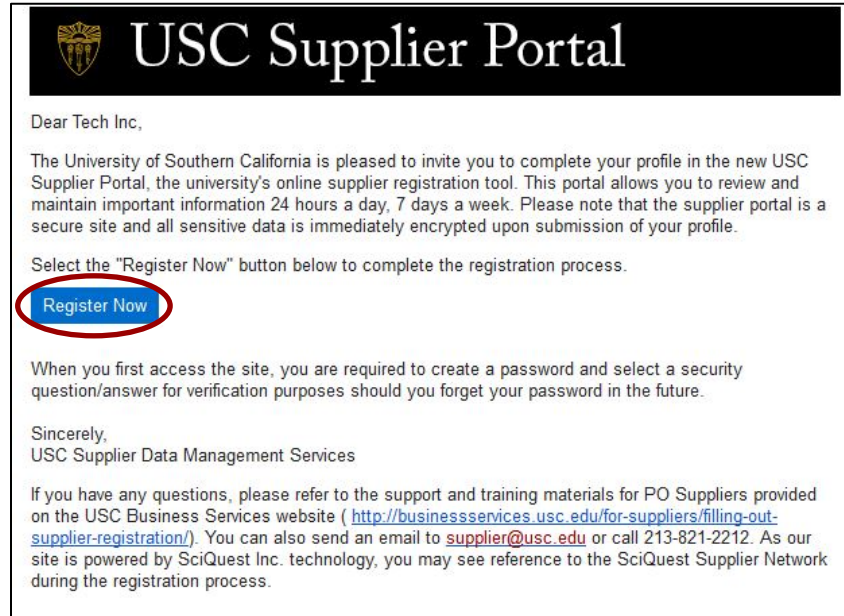
For non-technical questions about the information requested, please send an email to supplier@usc.edu or call 213-821-2212.

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.

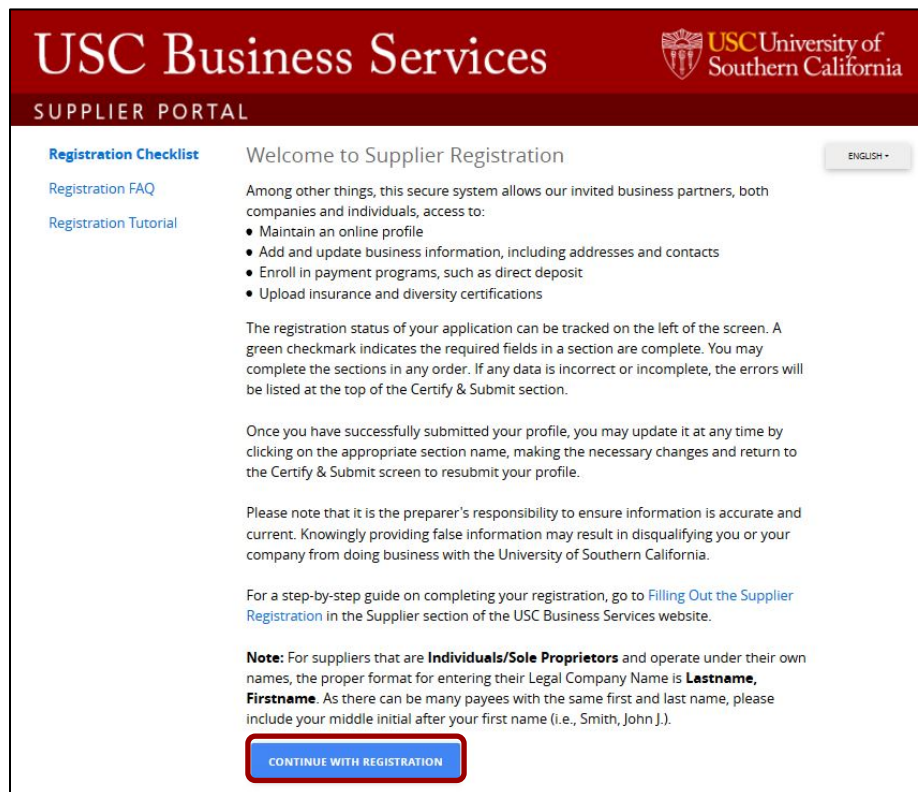
New User Registration

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.



- 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.)



- Enter a **First Name**, a **Last Name** and a **Title** if desired.
- Enter a **Phone Number** and **extension**.
- Select the appropriate **Preferred Time Zone**.
- Enter and confirm an **Email**.
- Enter and confirm a **Password**.
- Select and answer an **Account Recovery Question**.
- Click the **Register** button.

The screenshot shows the 'Supplier Registration' page of the USC Business Services Supplier Portal. The page has a dark red header with the USC Business Services logo and the University of Southern California logo. Below the header, there are links for 'Supplier Registration' and 'Registration Tutorial', and a language selector set to 'ENGLISH'. The main content area contains a welcome message, a registration tutorial link, and a 'Your Contact Info' section with fields for First Name, Last Name, Title, Phone Number (with an extension dropdown), and Preferred Time Zone. Below this is a 'Your Login' section with fields for Email, Confirm Email, Password, and Re-Enter Password, along with an Account Recovery Question dropdown. A blue 'CREATE ACCOUNT' button is at the bottom right.

USC Business Services USC University of Southern California

SUPPLIER PORTAL

Supplier Registration [Registration Tutorial](#) ENGLISH

Thank you for expressing an interest in doing business with the University of Southern California. USC values the quality of its suppliers and the strength of its collaborative partnerships. The departments of Business Services work in tandem with university suppliers to provide professional, responsive, and quality goods and services in support of the University of Southern California's (USC) academic, research, social and economic goals.

You are required to complete and submit this online application before you can be authorized to conduct business with the university. You will receive confirmation once your application has been processed. This application collects pertinent tax and business information that are necessary for ensuring compliance with university and federal policies.

For details information on the type of information that will be requested, please review our [Supplier website](#).

Your Contact Info

First Name * Last Name * Title

Phone Number * ext.

International phone numbers must begin with -

Preferred Time Zone *
PDT/PST - Pacific Standard Time (US/Pacific)

Your Login

Email * ninasdms+PO@gmail.com Confirm Email *

Password * Re-Enter Password *

Account Recovery Question *
Choose your option

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.

The screenshot shows the USC Business Services Supplier Portal login interface. At the top, there is a red header with the text "USC Business Services" and the USC University of Southern California logo. Below the header, the text "SUPPLIER PORTAL" is displayed. A welcome message reads: "Welcome back to the University of Southern California Supplier Portal!". To the right of this message is a language selection button labeled "ENGLISH". Below the welcome message, instructions state: "Please enter your login credentials and click on the **Login** button to access your profile." and "If you do not remember your password, please click on **Trouble logging in?** and follow the instructions to reset your password." The login form consists of two input fields: "Email" and "Password", both enclosed in a red rounded rectangle. Below the input fields are two buttons: a blue "LOGIN" button and a blue "TROUBLE LOGGING IN?" link.

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.).

USC Supplier Portal Kerry Etheridge | Action Items | Notifications

Registration > Manage Registration Profile > Welcome

Kerry's Kookies
Change Supplier

Registration **In Progress** for:
USC Supplier Portal
2 of 8 Steps Complete

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Payment Information ✓
- Tax Information ✓
- Policy Compliance ✓
- Certify & Submit ✓

[Registration FAQ](#) | [View History](#)

Welcome to Supplier Registration

Among other things, this secure system allows our invited business partners, both companies and individuals, access to:

- Maintain an online profile
- Add and update business information, including addresses and contacts
- Enroll in payment programs, such as direct deposit
- Upload insurance and diversity certifications

The registration status of your application can be tracked on the left of the screen. A green checkmark indicates the required fields in a section are complete. You may complete the sections in any order. If any data is incorrect or incomplete, the errors will be listed at the top of the Certify & Submit section.

Once you have successfully submitted your profile, you may update it at any time by clicking on the appropriate section name, making the necessary changes and return to the Certify & Submit screen to resubmit your profile.

Please note that it is the preparer's responsibility to ensure information is accurate and current. Knowingly providing false information may result in disqualifying you or your company from doing business with the University of Southern California.

For a step-by-step guide on completing your registration, go to the Supplier section of the [USC Business Services Supplier website](#).

Note: For suppliers that are **Individuals/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 payees with the same first and last name, please include your middle initial after your first name (i.e., Smith, John J.).

Required to Start Registration

Legal Company Name *

* Required to Complete Registration

[Next >](#)

Company Overview

The **Company Overview** section captures information related to legal structure and taxes.

Company Overview ?

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](#).

Doing Business As (DBA) ?

Country of Origin ★ ?

Does your business have a DUNS number? ★ ? Yes No

Select the Legal Structure currently on file with the IRS. For more information about legal business structures, please visit www.irs.gov.

Legal Structure ★ ?

Tax ID Number ★

Website

Additional Questions

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

★ Required to Complete Registration

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**.

Business Details ?

For classification and reporting purposes, USC utilizes the North American Industry Classification System (NAICS) codes. This information is important in helping the university determine when and how to conduct business with you.

If you are an independent contractor or limited engagement payee, please select **NAICS code 541661 - Administrative Management and General Management Consulting Services**.

If you are a business, please provide the NAICS code(s) that most appropriately describe your product or services.

Please note that certain commodity types requires additional information, which will be displayed after entering your NAICS code(s).

Products and Services

NAICS Codes *

Primary NAICS Code Selected	Edit
311812 - Commercial Bakeries	
<input type="button" value="Remove"/>	
No Secondary NAICS Codes Selected	Edit

* Required to Complete Registration

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.

Add Address [Close]

Address Details (Step 2 of 3) [Help]

Country * [Dropdown]

Address Line 1 * [Text]

Address Line 2 [Text]

Address Line 3 [Text]

City/Town * [Text]

State/Province [Text]

Postal Code [Text]

Phone [Text] [ext.] [Text]
For international numbers, begin the number with +

Toll Free Phone [Text] [ext.] [Text]
For international numbers, begin the number with +

Fax [Text]
For international numbers, begin the number with +

* Required to Complete Registration

< Previous [Next >

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.

Addresses ?

Enter applicable physical, order fulfillment, and payment remittance addresses. Go to the [Addresses](#), [Contacts and Locations](#) page on the USC Business Services website for assistance in completing this screen.

Address Label	Address Types	Address	
My Office	Remittance (Primary) Physical (Primary)	3500 South Figueroa Street Suite 210 Los Angeles, CA 90089-8015 US	Edit ▼

Add Address
Show Inactive Addresses

< Previous
Next >

You can edit and inactivate addresses in several ways:

To edit addresses:

- Click on the **Address Label**; or
- Select **Edit** in the **Edit** drop-down.

Address Label	Address Types	Address	
My Office	Remittance (Primary) Physical (Primary)	3500 South Figueroa Street Suite 210 Los Angeles, CA 90089-8015 US	Edit ▼

Add Address
Show Inactive Addresses

To deactivate addresses:

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

Edit Address ✕

Address Label *

Which of the Following Business Activities Take Place at this Address? **Receives Payment (Remittance)**

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province *

Postal Code *
Example: 12345-6789

Phone
For international numbers, begin the number with +

Toll Free Phone
For international numbers, begin the number with +

Fax
For international numbers, begin the number with +

Primary Yes No

* Required to Complete Registration **Save Changes** Close

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

Primary) 3500 South Figueroa Street Edit ▾

Suite 210

Los Angeles, CA 90089-8015

US

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.

Contact Label	Contact Types	Name	Email	
Personal Assistant	Other (Primary)	Wilson, Mary	mewilson@usc.edu	Edit ▾

Add Contact [Show Inactive Contacts](#)

< Previous Next >

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**.

Add Contact

Contact Label *

Which of the following business activities apply to this contact? Other

First Name *

Last Name *

Position Title

Email *

Phone * ext.

For international numbers, begin the number with +

Toll Free Phone ext.

For international numbers, begin the number with +

Fax ext.

For international numbers, begin the number with +

* Required to Complete Registration

Save Changes Close

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.

Contact Label	Contact Types	Name	Email	
Personal Assistant	Other (Primary)	Wilson, Mary	mewilson@usc.edu	Edit

Add Contact [Show Inactive Contacts](#)

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.

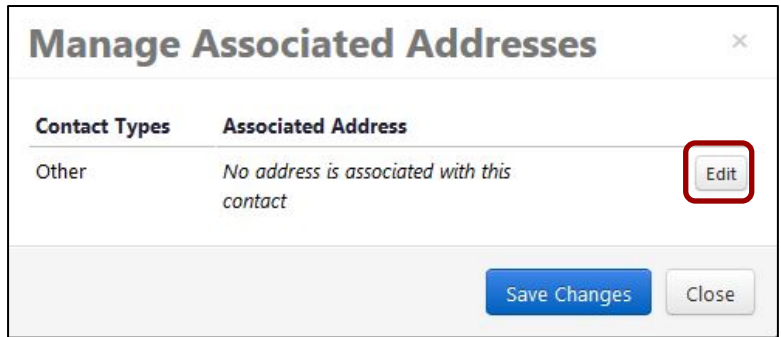
Contact Label	Contact Types	Name	Email	
Personal Assistant	Other (Primary)	Wilson, Mary	mewilson@usc.edu	Edit

Edit

Manage Associated Addresses

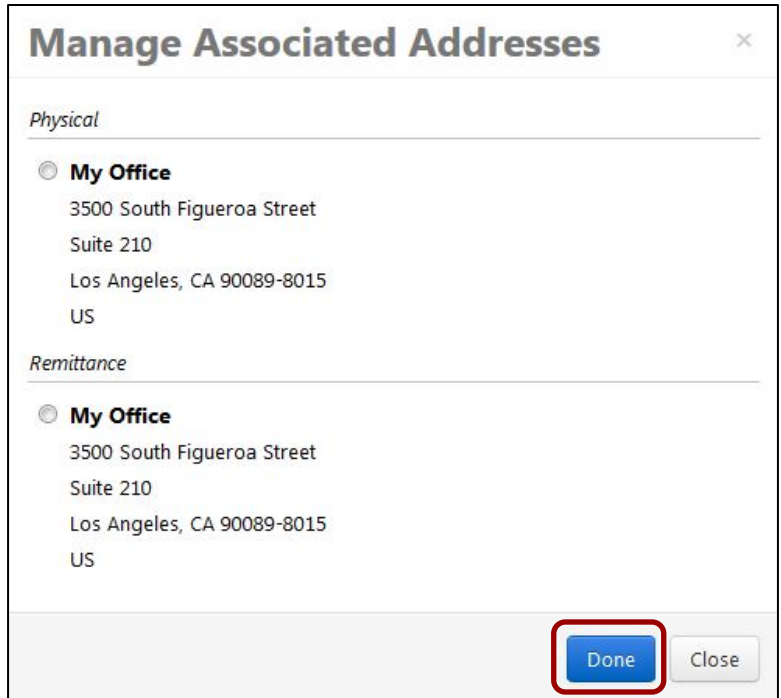
Make Inactive

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

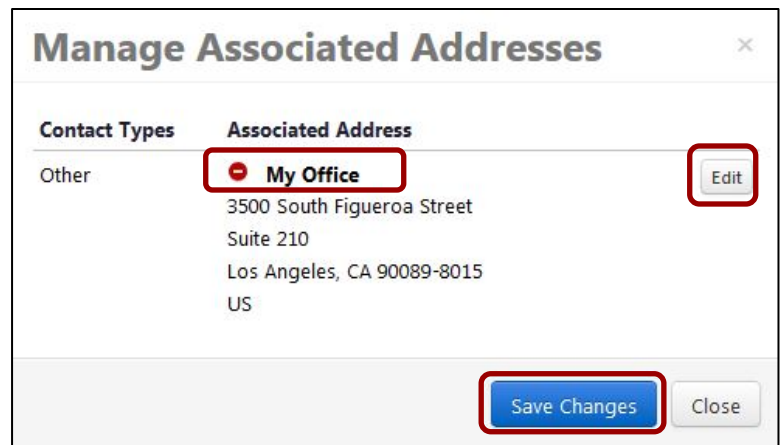


- Select the appropriate address and click the **Done** button to return to the **Manage Associated Addresses** screen.

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

All suppliers must specify whether or not they want to declare a diversity classification.

- Click on the **Add Diversity Classification** button.

Diversity ?

USC's Small Business Diversity Office (SBDO) fosters economic growth in California through campus use of businesses owned by minorities, women, veterans, and small local businesses in the communities surrounding USC's campuses. For more information about our program visit the [USC SBDO](#).

Required Information

Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.

Click the button below to choose the diversity classifications that apply to your business.

Add Diversity Classifications

- Check the applicable boxes and click the **Done** button.

Note: Suppliers that declare the SBE classification must select at least one classification under **Small Business Enterprise**.

Diversity Classifications ×

▼ **No Classification**

Does Not Qualify As A Diverse Supplier (DoesNotQualify) Decline to Answer (DeclineAnswer)

▼ **Federal Diversity Classifications**

Small Business Enterprise (SBE)

8(a) Business Development Program (8a)

HUBZone Small Business (HUBZ)

Minority Owned Small Business (MOSB)

Service-Disabled Veteran-Owned Small Business (SDVOSB)

Small Disadvantaged Business (SDB)

Veteran-Owned Small Business (VOSB)

Woman-Owned Small Business (WOSB)

Alaskan Native Corporations / Indian Tribe (ANC)

Historically Black Colleges and Universities (HBCU)

Lesbian/Gay/Bisexual/Transgender Owned Business (LGBTE)

Minority Owned Large Business (MOLB)

Physically Challenged Business (PHY)

Woman Owned Large Business (WOLB)

▼ **State Diversity Classifications**

State of California Disabled Veteran Business Enterprise (CA-DVBE)

Done

Close

- Click the **Edit** drop-down for the classification(s) listed under **Diversity Classification**.

- 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 **Save Changes** 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 **Edit Diversity** screen. For example, some classifications (8a, HUBZone, etc.) require proof of SBA certification.

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.

Payment Information ?

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**.

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.

Required Information
At least one payment type is required to complete this section.

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.

Add Payment Information

Payment Title *

Payment Type * Direct Deposit (ACH)

Direct Deposit Format *

Remittance Address

Electronic Remittance Email *

Currency *

Active Yes No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province

Postal Code

* Required to Complete Registration

Save Changes Close

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.

Edit Payment Information ✕

Payment Title *	<input type="text" value="Invoices"/>
Payment Type *	Check
Remittance Address *	<input type="text" value="Accounts Receivable (Remittanc"/> ▾
Electronic Remittance Email	<input type="text" value="kerry.etheridge@usc.edu"/>
Currency *	<input type="text" value="USD"/> ▾
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No

* Required to Complete Registration

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**.

Tax Information ?

Below are a series of tax-related questions that will help determine how the university reports payments made to you. Please provide the appropriate tax information and documentation as required below.

US entities using a U.S. Tax Identification Number are not required to upload a signed W-9 because certification information is gathered through various sections of this application.

Foreign entities, based on the nature of your business with the university, may be required to provide W-8 documentation. You will be notified of this requirement after you complete your application. However, you may provide your W-8 documentation in advance during this initial registration. **Please note if your foreign entity is claiming a tax treaty, your W-8 documentation must be provided.**

No tax information has been entered

Add Tax Document ▼

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

No tax information has been entered

Add Tax Document ▼

W-8BEN

W-8BEN-E

W-8ECI

W-8EXP

W-8IMY

8233

For all tax types, enter:

- **Tax Document Name**
- **Tax Document Year**

Add Tax Document ×

Tax Type * W-8BEN

Tax Document Name *

Tax Document Year

Tax Documentation * *No tax document selected*

[Download Pre-populated Tax Document](#)

* Required to Complete Registration

Save Changes

- 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**.

Additional Questions

Income Reporting

Payment Services issues a Form 1099-Misc to U.S. payees according to current Internal Revenue Service (IRS) guidelines.

Please select the appropriate income type as reported on the 1099:

Income Type: *

Resident Status: *

California Income Tax Withholding

The **Franchise Tax Board** requires the university to withhold 7% income tax on payments to non-California resident services providers.

For tax purposes, a non-California resident is defined as a payee that has no permanent residence or place of business in California and is not registered with the Secretary of State to do business in California.

Payments made to non-California residents are exempt from this tax withholding by USC if ANY of the following criteria apply:

- The relevant services are performed outside of California (**Form 590 NOT required**);
- Total payments are less than \$1500 in the calendar year (**Form 590 NOT required**);
- Payment is for goods or reimbursement (**Form 590 NOT required**); or
- Supplier is eligible for a full exemption, per the Form 590 (**Form 590 upload required**).

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. *

Exemption Certificate Form 590 upload: required only if you select Yes, full exemption above.

- 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(a)(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

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Next >

Save Changes

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.

Policy Compliance

Please review the compliance information below and provide responses as applicable. In the next section, you will acknowledge these statements and certify that all information included in this profile is true and accurate.

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, intimate relations, parents, children, and siblings and each of their respective spouses, or domestic partners.

Does any USC employee, that employee's close relation, or anyone in the USC employee's chain of command:

Receive compensation for services performed on behalf of the business entity applying for supplier approval? *

No Yes

Hold equity interest in the business entity applying for supplier approval? *

No Yes

Hold a management role in the business entity applying for supplier approval? *

No 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

< Previous

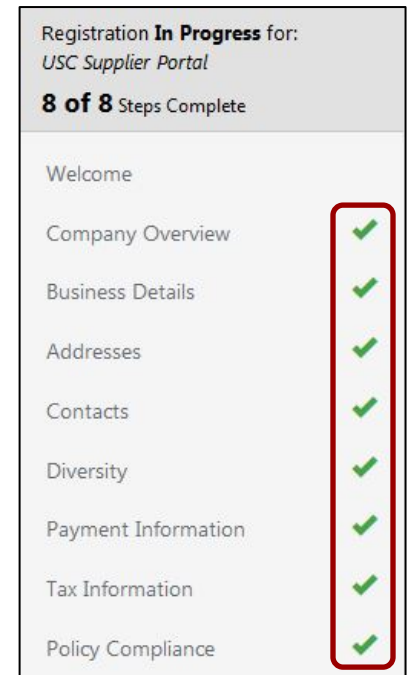
Next >

Save Changes

Certify & Submit

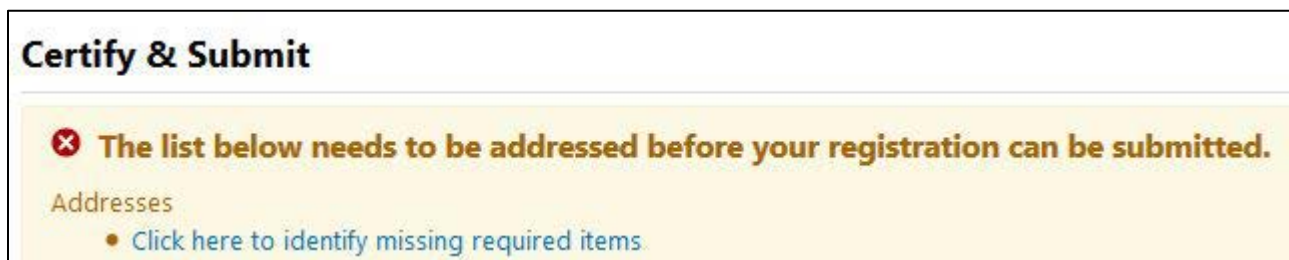
When all sections have a **green check** next to them—indicating that all required information has been saved—the **Proceed to Certify and Submit** button appears in all sections.

- 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.



- Follow the instructions to review and complete the **required fields**.
- Click the **Submit** button to submit your registration to USC Supplier Data Management Services.

Certify & Submit ?

The certification information below is only applicable to entities using a U.S. Tax Identification Number.

Please provide the required information below acknowledging that you are authorized to certify on behalf of your entity. It is the entity's responsibility to ensure profile information is current. Inaccurate information may result in payment delays.

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 USC.

Certification
Under Penalties of Perjury I certify that:

1. The Payee's TIN is correct
2. The payee is not subject to backup withholding due to failure to report interest and dividend income
3. The payee is a U.S. person, and
4. The FATCA code entered (if any) indicating that the payee is exempt from FATCA reporting is correct.

The Internal Revenue Service does not require your consent to any provision of this document, other than the certifications required to avoid backup withholding.

Please type your initials in the box below acknowledging that you are the authorized preparer and that all information provided is correct. It is the supplier's responsibility to ensure profile information is accurate and kept current. Inaccurate information may result in payment delays.

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 USC.

Preparer's Initials *	<input type="text"/>
Preparer's Name *	<input type="text"/>
Preparer's Email Address *	<input type="text"/>
Today's Date	8/28/2015
Certification *	<input type="checkbox"/> I certify that all information provided is true and accurate.


* Required to Complete Registration

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

Thank You for Registering

 Registration Complete for KerryTest!


Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- [Send new user request](#) to an additional portal user.
- [Return to the homepage](#) and check for any other outstanding tasks.
- [Return to Registration 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.

 **Sending a user registration request**

To send a registration request to a new user, please enter the user's contact information. Select the role that you would like the user to be assigned. An email will be sent to the email address below with instructions on how to register. Pending registrations can be viewed on the [registrations](#) page.

User Identification ?

First Name

Last Name

Title

Phone Number

Country Code, Area, Phone Number, Extension

E-mail Address

Role

[Send User Request](#)

Role

- Manage All Portal Activities
- Manage Bid Opportunities
- Manage Company Profile
- Manage Content / Pricing
- Manage Orders / Invoices
- Support Customer Questions
- View Reports Only

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)

The screenshot shows the USC Supplier Portal homepage. At the top, there is a navigation bar with the USC logo and the text "USC Supplier Portal". On the right side of the navigation bar, the user's name "Kerry Etheridge" is displayed along with a dropdown arrow, a flag icon, and a notification bell icon. Below the navigation bar, there is a breadcrumb trail: "Home > Customer Portal Home > Home - Tech Inc".

The main content area is divided into several sections:

- Welcome to the USC Supplier Portal!**: A message from the University of Southern California valuing its suppliers and collaborative partnerships. It encourages users to check the message board for updates and mentions training materials available in the "Supplier" section of the USC Business Services website. It also announces a new platform for bid events, BidSync, launching in September.
- Quick Links to Common Tasks**: A section with a "Manage Registration Profile" link.
- Sourcing Events**: A section with a "Show" dropdown menu set to "Opening or Closing Soon". It displays "No Results" twice and a "View All Events" link.
- Create Invoice / Credit Memo**: A form with the following fields:
 - Type: Radio buttons for "Invoice" (selected) and "Credit Memo".
 - Invoice No.: A text input field.
 - Invoice Date: A date picker showing "06/26/2018" with a calendar icon and the format "mm/dd/yyyy".
 - PO Number: A text input field with the placeholder "Optional PO Number".
 - Currency: A dropdown menu set to "US Dollar".
 A "Create" button is located at the bottom right of this section.
- Customer Contact**: A section with a table of contact information:

Name	USC Supplier Data Management
Title	Support
Email	supplier@usc.edu
Phone	+1 213-821-2212
- Find Invoice**: A section with a search field for "Invoice Number(s)" and a "Search" button. A link for "Advanced Search" is also present.

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).

Preferred Time Zone: 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.