USC eMarket

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).

- **Additional Questions:**

  Please provide an email address for contact regarding invoice and payment issues: Self-explanatory.

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.

  Email: Self-explanatory.

  Phone/ext.: Self-explanatory.

  Toll free Phone/ext.: Self-explanatory.

  Fax: 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**).

The following fields appear if the supplier's **Country of Origin** is United States.

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.