

## University of Oklahoma Supplier Registration Guide

1. Suppliers partnering with the **University of Oklahoma** will receive a registration email. The email will come from **Suppliers@ou.edu** with a subject line of **Supplier Registration**. Please ensure that **Suppliers@ou.edu** is added to your Safe Senders email list so that it is not rejected as Junk/Spam.

**From:** suppliers@ou.edu <suppliers@ou.edu>  
**Subject:** Supplier Registration

Dear Contact Name,

You have been invited to register as a supplier for the University of Oklahoma. Please take a moment to review instructions found at the link below for completing this process before beginning your registration as you will not be able to save and return to the registration once the process is started. Once your supplier registration is complete you will be eligible for consideration in providing goods or services to our company.

[Click here for instructions](#)

[Click here for IRS Form W-9](#)

After you have reviewed the instructions and are prepared to provide the information requested, please use the link and access credentials below to self-register on our website.

[Register as Supplier.](#)

Access Code: XXXXXXXXXX

Expiration Date: 2021-12-31

If you have any questions, please email [Suppliers@ou.edu](mailto:Suppliers@ou.edu).

Thank you.  
University of Oklahoma  
Supplier Onboarding Team

2. Click on the **Register as Supplier** link and enter in the unique **Access Code** from the email. Select your **business type** and click **Next**.

Favorites ▾ Main Menu ▾

Welcome Identifying Information Addresses Contacts Submit

Welcome - Step 1 of 5

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submission.

If you have any questions, please email [Suppliers@ou.edu](mailto:Suppliers@ou.edu).

Select an activity below: ?

Start a new registration form

\* Access Code

What type of entity do you represent?

Business

Individual

Continue from where you left

Exit | < Previous Next >

3. Enter in your **Tax Identification Number**. For individuals, this is usually your **Social Security Number (SSN)**. For businesses, this is your **Employer Identification Number (EIN)**.

Identifying Information - Step 2 of 5

A W9 or W8 is required.

Tax identification number (SSN or EIN) is required.  
NOTE: Foreign entities/individuals, with no US TIN, please use all 9's.

Entity Name is the name payments will be made out to.  
Additional Name is the name registered with IRS.

Unique ID & Company Profile ?

\* Tax Identification Number

\* Entity Name  Add Attachment

\* Additional Name

http://URL  Open URL

University of Oklahoma  
Supplier Registration Guide

- Foreign entities/individuals without a US TIN should enter **nine 9's (999999999)** in the **Tax Identification Number** field. Failure to enter an actual TIN by domestic entities/individuals when one is available may result in your registration being **denied**.
- Entity Name** is the name payments will be made to and **Additional Name** is the name registered with the IRS.

**Identifying Information - Step 2 of 5**

A W9 or W8 is required.

Tax identification number (SSN or EIN) is required.  
NOTE: Foreign entities/individuals, with no US TIN, please use all 9's.

Entity Name is the name payments will be made out to.  
Additional Name is the name registered with IRS.

**Unique ID & Company Profile** ?

\* Tax Identification Number

\* Entity Name  [Add Attachment](#)

\* Additional Name

http://URL  [Open URL](#)

- Attach your **W9** or **W8** by clicking on the **Add Attachments** hyperlink. A link to the IRS W9 form can be found in the registration email. More information regarding W8 forms can be found on [www.irs.gov](http://www.irs.gov). Click **Upload** to bring up the File Attachment pop-up. Please be sure that your browser allows for pop-up windows. Click **Browse** to select the file and then **Upload** to upload the file. Click **Return** from the Add Attachment window when complete.

**Identifying Information - Step 2 of 5**

A W9 or W8 is required.

Tax identification number (SSN or EIN) is required.  
NOTE: Foreign entities/individuals, with no US TIN, please use all 9's.

Entity Name is the name payments will be made out to.  
Additional Name is the name registered with IRS.

**Unique ID & Company Profile** ?

\* Tax Identification Number

\* Entity Name  [Add Attachment](#)

\* Additional Name

http://URL  [Open URL](#)

**File Attachment**

Browse... W9.pdf

Upload Cancel

**Add Attachment**

Attached File	Attachment Description	View	Upload
1		<a href="#">View</a>	<a href="#">Upload</a>

[Return](#)

- All questions noted with an **asterisk (\*)** are required while the remaining fields are optional. Click the **magnifying glass**  or **drop-down arrow**  to open answer options. Click **Next** when complete.

## University of Oklahoma Supplier Registration Guide

**Profile Questions** ?

\* Are you based in the United States?  
If yes, please attach copy of your current W-9.  
If no, please attach copy of your current W-8.

\* Type of Payee - Business

\* US TIN (Tax Identification Type)  
Please select SSN, EIN, ITIN or Not Applicable.

DUNS

PO Dispatch Preference

\* Conflict of Interest: To the best of your knowledge, are you or any of your company/institution's officers/owners related to a current University employee?

If yes, please provide name and relationship.

Business Classification (select all that apply)

**Comments** ?

Exit | Previous Next

\* Required field

8. Enter in your **Primary business address**, including any additional addresses that may be associated with your **Remit To** or **Invoice** addresses. Click **Next** when complete.

Welcome Identifying Information **Addresses** Contacts Submit

Addresses - Step 3 of 5

Financial Registration remittance email address is required by the State of Oklahoma.

**Primary Address** ?

\* Country USA United States

Address 1

Address 2

Address 3

City

County Postal

State

Email ID

**Other Addresses** ?

Check boxes below to indicate addresses that are different from your Primary Address above:

**Remit To Address**  
Address for remitting payment

**Invoice Address**  
Address from which you send invoice

Exit Save for Later Previous Next

9. Add in your contact information by clicking **Add Contact**. In the pop-up window, add your **contact information** and click **OK** when complete. Click **Next** when finished.

## University of Oklahoma Supplier Registration Guide

The screenshot shows the 'Contacts - Step 4 of 5' screen. A modal window titled 'Add Contacts' is open, displaying the 'Contact Information' section. The fields include: Description, \* First Name, \* Last Name, Title, \* Email ID, \* Telephone, Fax Number, and Contact Type. There is a checkbox for 'Primary Contact' and 'OK' and 'Cancel' buttons at the bottom. The 'Next' button in the background is highlighted in yellow.

10. Review the **email address** that communication will be sent to, read the **Terms of Agreement** by clicking on the hyperlink, click the **check box** to agree to the terms and then click **Submit**.

The screenshot shows the 'Submit - Step 5 of 5' screen. It includes a 'Supplier's Email Address' field, a 'Terms and Conditions' section with a checked checkbox for 'Select to accept the Terms of Agreement below', and 'Review' and 'Submit' buttons. The 'Submit' button is highlighted in yellow.

11. You will receive two emails after registration. The first email will confirm your registration.

**Subject:** Your registration form has been submitted for approval

**From:** suppliers@ou.edu <suppliers@ou.edu>  
**Sent:** Thursday, June 11, 2020 6:25 PM  
**To:** Supplier  
**Subject:** Your registration form has been submitted for approval

Your supplier registration form, registration ID 1000000001 has been submitted for approval.  
You will be notified at this email address of any changes in your registration status.  
If you have any question or feedback regarding your registration ID 1000000001, please email [Suppliers@ou.edu](mailto:Suppliers@ou.edu).

Thank you.  
The University of Oklahoma, Supplier Onboarding Team.

12. The second email will list your **Supplier ID number**.

University of Oklahoma  
Supplier Registration Guide

**Subject:** Your Recent Supplier Registration

From: <[suppliers@ou.edu](mailto:suppliers@ou.edu)>  
Date: Fri, Jun 12, 2020 at 12:30 PM  
Subject: Your Recent Supplier Registration  
To: Supplier

Your supplier registration application, registration ID 1000000108 has been approved.

Supplier Name: Supplier Name  
Supplier ID: 9100000001

If you have any questions or feedback regarding your registration ID 1000000108, please email [Suppliers@ou.edu](mailto:Suppliers@ou.edu).

Thank you,  
University of Oklahoma  
Supplier Onboarding Team.

13. You are now approved to do business with the **University of Oklahoma!**
14. Please direct any questions regarding your registration to [Suppliers@ou.edu](mailto:Suppliers@ou.edu).