

Completing Supplier Self-Registration

On registration request is removed from the Request page. SC notes

Save Return to Search Notify Add Update/Display Include History

Summary | Identifying Information | Address | Contacts | Location

6. Verify **Supplier Name** matches the Supplier Name listed on the W-9 Form
 - If the Supplier Name is more than two words and begins with the word "The", remove the word "The."
7. Use the **Additional Name** to add Individual Name of Sole Proprietors & Business Names that are too long to fit on the **Supplier Name** Field.
8. Verify **Supplier Short Name**
 - If the Supplier Name is more than two words and begins with the word "The", remove the word "The" from the **Supplier Short Name** field.
 - If the Supplier Name contains two words (i.e. The House), the word "The" will need to be added to the **Short Supplier Name** field.
9. Verify **Persistence** is "Regular."
 - Update **Persistence** to "Permanent" if supplier is a Government Entity.

Location Tab

1. Click the **Attachments** link to view submitted banking documentation.
 - a. Select the attachment **File Name** to view the submitted banking back-up.
 - b. Click **OK** to return to the **Location** tab.

Expand All Collapse All

OK Cancel

5. Click **Expand All** to view all sections.
6. Check **Separate Payment** checkbox in the **Payment Control** section.
7. In the **Bank** section:
 - a. Select "Specify" from the **Bank Options** dropdown.
 - b. Select "KEYBK" as **Bank**.
 - c. Select "MAIN" as **Account**.
 - d. Select "USD" as **Currency**.
8. In the **Additional Payment Information** section:
 - a. Select "Specify" from **Pay Method Options**.
 - b. Select "Electronic Funds" as **Payment Method**.
9. In the **Electronic File Options** section:
 - a. Check the **Prnotification Required** checkbox.
 - Status updates to "New."
 - b. Select "Payment Only" from the **Transaction Handling** dropdown.
10. Verify the following fields displayed in the **Supplier Bank Account Options** section correctly match the bank account information listed on the banking back-up:

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13. Click **Procurement Card Information** to expand the section.
 14. Click **Accepts Procurement Card as payment method**.
 15. Select "Visa" from the **Card Type** dropdown.
 16. Click **OK**.

- The **Location** tab displays.
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22. Verify the **Last Modified by** field displays 8-digit Employee ID Number.
23. Verify the **Last Modified Date** displays the current date and time.

Revised 9/7/2017