VENDOR INSTRUCTIONS FOR ON-LINE REGISTRATION

All vendors doing business with The University of West Florida (UWF) are required to complete the registration process.

Per Federal Tax Law, UWF must be able to determine the vendor’s type of business before invoices can be paid in full. Failure to complete the registration process could affect payments from UWF, i.e. deduction of withholding amounts from your invoice.

Required * fields on the form:
1. **FEIN/TIN or SSN** – Unless you are a Foreign Vendor, you must supply a valid ID number for one of these fields. If you check the "I am a Foreign Vendor" box, the FEIN/TIN and SSN boxes can be left blank and a temporary ID number will be generated for you. However, if you supply an ID number, it will be used.
2. **AREA CODE and PHONE NUMBER** – A Toll Free Number is preferred. (no spaces, dashes or special characters.)

Optional fields on form:
1. **PHONE EXTENSION.**
2. **EMAIL** – If populated, you will receive two email notifications: the first is a confirmation that your information has been received; the second is a confirmation that your information has been added to our database. Examples are at the bottom of this document.
If **Required** fields have not been supplied or if there is an error in the information, **Error** Messages will be displayed at the top of the form.

Once you have corrected the errors and submitted the information, you will receive one of four confirmation messages.

1. **New Vendor** – the information you provided has not been matched to an existing Vendor within our database. Please click the “**PROCEED**” button.

2. **New Vendor** – Your ID number has not been matched to an existing Vendor within our database, however your phone number has been matched. At this point you can use your browser’s BACK button to return and correct your phone number, or you can proceed to the registration form. If you proceed, the phone number you provided will not be carried forward and you will be prompted to supply a new one.
3. **Existing Vendor** – your FEIN/TIN or SSN you provided has been matched to an existing Vendor within our database. At this point you may **PROCEED** to enter information you wish to have updated.

4. **Existing Vendor (Foreign)** – Currently this system does not accept updates to Foreign Vendor’s information. Please follow the email link (procurement@uwf.edu) to send any update requests to our Procurement & Contracts department for review and processing.
If you are a vendor who has not registered with the University of West Florida, you will see the following Vendor Registration Form Parts A & B.

Please provide information in all fields. **Note:** No spaces, dashes or other special characters in “Phone” fields.

If you are using an **FEIN/TIN**, the form will require a **Business Name**. If you are using an **SSN**, the form will require a **First and Last Name**.

If you have provided a valid email address, you will be sent a confirmation email that your information has been accepted and, pending review, will be added to our database. After your information has been processed and added to our database, you will receive another confirmation email.

Reminder: Error messages will be displayed at the top of the form.

**PART A.**
PART II. Check only one classification that is the most applicable.

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<thead>
<tr>
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<tbody>
<tr>
<td>○ FL Cert MBE African American (H)</td>
<td>○ Non-Cert MBE African American (N)</td>
<td>○ Other (A)</td>
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<td>○ FL Cert MBE Hispanic (J)</td>
<td>○ Non-Cert MBE Hispanic (O)</td>
<td>○ Small Bus Florida (B)</td>
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<td>○ Small Bus Fed (C)</td>
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<td>○ MBE Federal (D)</td>
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<td>○ FL Cert Disabled Veteran (DV)</td>
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<td>○ Foreign Vendor (XX)</td>
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PART III. Certification (FOREIGN VENDORS - Skip this section)

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, or
3. I am subject to backup withholding because: I have been notified by the Internal Revenue Service that I am currently subject to backup withholding because I have failed to report all interest and dividends on my tax return; and,
4. I am exempt from FATCA (Foreign Account Tax Compliance Act) reporting. If you are claiming exemption from FATCA reporting you must provide UWF a current W-9 Form indicating the applicable FATCA Exemption Codes. The appropriate codes are contained in the instructions to the W-9 Form at http://www.irs.gov/pub/irs-pdf/iw9.pdf. W-9 Form can be emailed to UWF at procurement@uwf.edu.
5. I am a U.S. person (including a U.S. resident alien), and,

Certification instructions: You must choose either number 2 or 3 above by clicking in the box next to that number. Number 4 is chosen only if applicable. For real estate transaction, items 2 and 3 do not apply. Exceptions: mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends.

☐ I certify that the above statements are true and accurate. *

Name of Person Certifying. *

If you ARE a Foreign Vendor, please provide the name of the person submitting/certifying the application.

Submit
If you are a foreign vendor who has not registered with the University of West Florida, you will see the following Vendor Registration Form Parts A & B.

Please provide information in all fields. **Note:** No spaces, dashes or other special characters in “Phone” fields.

**PART A.**

* Denotes a **Required** field.

**PART I. General Information**

You have been assigned a temporary IDENTIFICATION NUMBER. If you provide an SSN or FEIN/TIN, it will replace the temporary ID. You must also provide either a First Name and Last Name or a Business Name.

Payee Name OR Business Name (as appears on income tax return)

Last Name | First Name | MI

For individuals, please provide your social security number (SSN).

Business Name/disregarded entity name, if different from above

Doing business as, (DBA), if applicable

For businesses, please provide your employer ID number (FEIN/TIN).

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
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<tr>
<td>Fax</td>
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<td>Email Address</td>
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</table>

(You must enter an email address to receive registration confirmation.)

I am a (choose one) *

- Foreign Vendor (Non-US)
PART II. Check only one classification that is the most applicable. *

Federal and Non-Minority Business Enterprise (NMBE)
- Foreign Vendor (XX)

PART III. Certification (FOREIGN VENDORS - Skip this section)

Under penalties of perjury, I certify that:

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☐ 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, or

☐ 3. I am subject to backup withholding because: I have been notified by the Internal Revenue Service that I am currently subject to backup withholding because I have failed to report all interest and dividends on my tax return; and,

☐ 4. I am exempt from FATCA (Foreign Account Tax Compliance Act) reporting. If you are claiming exemption from FATCA reporting you must provide UWF a current W-9 Form indicating the applicable FATCA Exemption Codes. The appropriate codes are contained in the instructions to the W-9 Form at http://www.irs.gov/pub/irs-pdf/w9.pdf. W-9 Form can be emailed to UWF at procurement@uwf.edu.

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☐ I certify that the above statements are true and accurate. *

Name of Person Certifying. *

If you ARE a Foreign Vendor, please provide the name of the person submitting/certifying the application.

Submit
If you are a vendor who is already registered with the University of West Florida, you will see the following Vendor Registration Update Form Parts A & B.

Please provide information in all fields.

If you are using a FEIN/TIN, the form will require a Business Name. If you are using an SSN, the form will require your First and Last Name.

If you have provided a valid email address, you will be sent a confirmation email that your new information has been accepted and, pending review, will be updated in our database.

Reminder: Error messages will be displayed at the top of the form.

PART A.
PART B.

PART II. Check only one classification that is the most applicable.

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5. I am a U.S. person (including a U.S. resident alien), and,

☐ I certify that the above statements are true and accurate.

[ ] Name of Person Certifying.

If NOT a Foreign Vendor, please provide the name of the person submitting the update.

Submit
Upon acceptance of your Vendor Registration Form or Vendor Registration Update Form, you will see Part 2.

Although this information is not required to complete the registration process, it is very important that you select all the applicable Commodity or Service Codes in order to appropriately identify the services and/or commodities your company provides. A vendor must be registered with assigned commodity codes to be considered as a viable recipient for future quote and solicitation notices. Ensure that you enter a permanent email address for your company in order to receive future quote and solicitation notices.

If you do not see the commodity or service that applies, please email procurement@uwf.edu to have particular commodity/service codes added to your vendor information in our database. Please include in your email your complete business name and Tax ID Number (FEI/TIN)

Vendor Registration Form (Part 2)
ON-SCREEN NOTIFICATIONS:

Existing vendors submitting updated information will see the confirmation notice below when your updated information has been accepted for review.

New Vendors will see the confirmation notice below when your information has been accepted for review.
EMAIL NOTIFICATIONS:

For existing Vendors submitting updated information, if you have provided a valid email address, you will receive the following email shortly after you have completed the update process.

UPDATE VENDOR INFORMATION - SUBMISSION NOTIFICATION

1024 Management

Congratulations! You have successfully submitted your update information to the University of West Florida vendor database. Procurement & Contract Services will review your information. You will only be contacted in the event of a problem. Thank you for using this service. All suggestions for improving our services will be appreciated and can be sent via email to procurement@uwf.edu. Please include a contact name and telephone number.

Thank you again.

For New Vendors, if you have provided a valid email address, you will receive the following email shortly after you have completed the registration process.

NEW VENDOR REGISTRATION - SUBMISSION NOTIFICATION

1955 LLC

Congratulations! You have successfully completed the University of West Florida online vendor registration process. Procurement & Contracts will review and process your information. In the event of a problem, you will be contacted. If you have provided an email address, you will be notified when the registration process has been finalized.

NOTE: If you are a foreign vendor, this registration is temporary until UWF receives a W-8 Form from you. In order to complete the registration and ensure your continued business and payment, you MUST fax (850-874-5090) or email (procurement@uwf.edu) a current applicable W-8 Form to UWF. All W-8 Forms and instructions can be downloaded from the IRS forms and instructions (W-8 Forms) web page.

Thank you for using this service
Procurement and Contracts
Phone: 850-874-2626 or 850-874-2627
Fax: 850-874-2590

For New Vendors, once UWF has reviewed your input and added you to our database, you will receive the following confirmation email notification.

NEW VENDOR REGISTRATION - FINAL NOTIFICATION

This is your confirmation that your vendor registration with the University of West Florida has been finalized.

IMPORTANT NOTE: If you are a foreign vendor, your registration is not finalized until you fax (850-874-5090) or email (procurement@uwf.edu) a current applicable W-8 Form to UWF. If you fail to provide UWF a W-8 Form, your registration will be terminated 30 days from the date of your initial data entry. All W-8 Forms and Instructions can be downloaded from the IRS forms and instructions (W-8 Forms) web site.

Thank you for using this service
Procurement and Contracts
Phone: 850-874-2626 or 850-874-2627
Fax: 850-874-2590