Supplier Registration-Independent Contractor w/DBA

You will receive an e-mail from purchasing@bgsu.edu stating that you have been invited to register as a supplier.

The following instructions are how to complete your BGSU registration. Please make the necessary changes that represent your specific business setup. Click **Register Now**

Read welcome information and instructions. Click **Continue with Registration**

To create an account, fill in the following fields and create a password. Click **Create Account**

Read the information and instructions given. Your name should auto populate at the bottom of the screen. Click **Save Changes** and **Next**.

Fill in the following information as it pertains to your business set-up. Descriptions of each field are at the top to assist you with filling this section out. Click **Save Changes** and then **Next.**

Individual Information

- **Are you EXEMPT from backup withholding?**
  - If **Yes** is selected, it indicates that you **ARE NOT subject** to backup withholding.
  - If **No** is selected, it indicates that you **ARE subject** to backup withholding per the IRS.
  - For further clarification, please consult your W-9, Section II.

A general template with IRS explanation can be found here: IRS W-9 form

Country of Origin: select the country that your business is originated in.

Country of Incorporation: select the country that your business is legally formed *(for entities)*

Country of Citizenship: select the country of the individual's citizenship *(for individuals)*

Country of Origin *	United States
Legal Structure *	Individual/Sole Proprietor or Single-Member LLC
Tax ID Number Type	Employer Identification Number
Tax ID Number *	041200050
Are you exempt from backup withholding? *	○ Yes ○ No

Additional Questions

Are you a current BGSU employee? *
- ○ Yes
- ◉ No

Have you been a BGSU employee in the last 12 months? *
- ○ Yes
- ◉ No

★ Required to Complete Registration

‹ Previous   Next ›   Save Changes

Addresses

Follow instructions on adding an address(es). Click **Add Address**

Addresses

Select "Add Address" below to begin.

Make sure to include ANY address that would need to receive correspondence or payment from BGSU.

Required address types are listed below:

- Fulfillment (PO delivery) -

  PLEASE NOTE: Only the fulfillment address labeled as **"primary"** will be utilized. If you have a need for multiple fulfillment addresses (for multiple PO delivery addresses), please contact Purchasing Department for guidance.

- Remittance

  PLEASE NOTE: If multiple remittance addresses are needed, please make sure to use separate and distinct addresses. DO NOT DUPLICATE Remittance Addresses.

Add Address

Fill in the following fields and click **Next.**

Add Address

Address Details *(Step 1 of 2)*

What would you like to label this address? *	Remittance *Example: Headquarters, Houston Office*
Country *	United States
Address Line 1 *	1851 N Research Drive
Address Line 2	
Address Line 3	
City/Town *	Bowling Green
State/Province *	Ohio
Postal Code *	43403 *Example: 12345*
Phone *	4193728019 ext. *International phone numbers must begin with +*
Toll Free Phone	ext. *International phone numbers must begin with +*
Fax	*International phone numbers must begin with +*

★ Required to Complete Registration

Next ›

For this screen you can either add a new contact or if the contact information is the same then click "Not Applicable" and then **Save Changes**.

Once you have completed adding your addresses, click **Next**

Contacts

To add a contact, click **Add Contact**

A description of each contact label is provided to assist you with this section. Multiple contacts can be added.

Fill in contact information and click **Save Changes**.

Once all contacts have been added, click **Next**.

Payments

To add payment information, follow the instructions on this page and click **Add Payment Information** then select the Payment Method from the drop down.

Proceed to fill in the required fields with your information. Click **Save Changes**

Add Payment Information ✕

Only associated countries are displayed.

Payment Title *   ACH

Country *   United States

Payment Type *   Direct Deposit (ACH)

Electronic Remittance Email *   kmarti+zeldadoomsday@bgsu.edu

Currency *   USD

Active   ● Yes   ○ No

Bank Account

Country *	United States
Bank Name *	Fifth Third Bank
Account Holder's Name *	Ziggy Zoombay
Account Type *	Checking
Routing/Transit Number *	041200050 What is this?
	FIFTH THIRD BANK ❓
Account Number *	123456
Confirm Account Number *	123456
Address Line 1 *	1851 N Research Drive
Address Line 2	
Address Line 3	
City/Town *	Bowling Green
State/Province/Region *	Ohio
Postal Code *	43403
	Example: 12345

★ Required to Complete Registration   [Save Changes] [Close]

If ACH was selected as a payment method select "Yes" and attach the appropriate documentation for bank validation. Otherwise, select "No". Click **Save Changes**

Payment Information

Information on this page is used to determine how you want to receive payment.

Select "Add Payment Information" to begin.

Multiple Payment Methods:

You may add multiple payment methods, but each payment method will need to be have entered all necessary addresses in the "Address" section.

Title ▽	Payment Type
ACH	Direct Deposit (ACH)

[Add Payment Information ▾]

Additional Questions

For payment method type, did you select ACH/Direct Deposit? *

● Yes
○ No

For validation purposes, please attach one of the following:

- voided check (preferred)
- bank statement (preferred)
- bank letter

Bank Validation *

[Select file]   Drop file to attach, or browse.

Tax Information

To add a tax document, read the instructions on this page and click **Add Tax Document** and select **W-9** from the drop-down menu.

You have the option of either using DocuSign to sign a pre-filled W-9 or you can manually upload the document instead.

<mark>FIRST OPTION:</mark>

To use DocuSign, fill in the fields and click on **Sign Document.** On the next screen select **Complete Signing** from the drop down.

For the below pop up, you will need to click **Allow** to continue with signing the document.
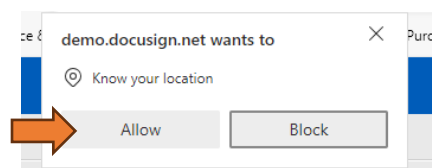
Check the box to agree to the Terms and Conditions and then select **Continue.**

Click on **Start**

Click on the **Sign** icon and sign the document.

Click **Adopt and Sign**

Click **Finish**

<mark>SECOND OPTION:</mark>

To manually download the W-9, select the **Manual Upload** radio button and click on **Select File.**

Select and download the file.
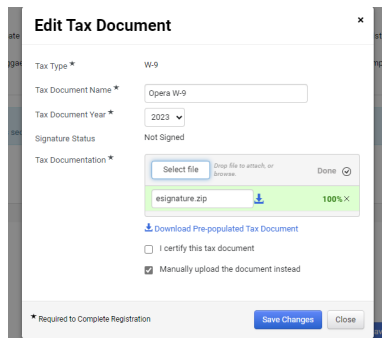
Check the **"I certify this tax document"** box to certify you are the one submitting the document.

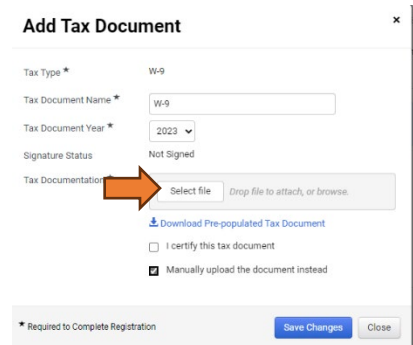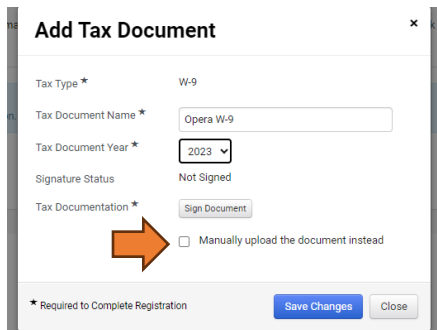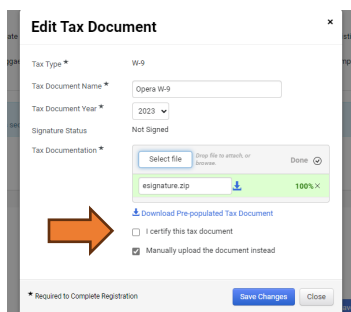Enter your **Full Name** and click **Save Changes**.

Make sure to answer the questions in the "**Additional Question"** section at the bottom of the screen. Click **Save Changes** and **Next**

OPERS

To sign the OPERS form, click on **Sign Document**

Click **Continue**

Click **Start**

Fill in all areas with red boxes.

Click the **Sign** icon.

Sign the OPERS document and then click **Finish**.

Answer the additional questions at the bottom and click **Save Changes** and **Next**.

OPERS

NOTE: To utilize the "Sign Document" functionality in Jaggaer, make sure your browser is allowing pop-ups. Once you allow popups, you may have to click "complete signing" to prompt the DocuSign screen to reload.

OPERS Docusign ★

⬇ Signed Document | Actions ▼

Are you currently receiving OPERS or other retirement system benefits? ★
○ Yes
○ No

Are you a retiree of BGSU? ★
○ Yes
○ No

★ Required to Complete Registration   ‹ Previous | Next › | Save Changes |

Click **Proceed to Certify and Submit** at the bottom of the page.

| Next › | Proceed to Certify and Submit » | Save Changes |

Click the box under Certification and click **Submit**.

Certify & Submit   ?

Please type your initials in the box below, acknowledging that all information is correct and complete. It is each individual's responsibility to ensure all information remains current. Inaccurate information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you from doing business with us.

Preparer's Initials ★	Z D
Preparer's Name ★	Zelda Doomsday
Preparer's Email Address ★	kmarti+zeldadoomsday@bgsu.edu
Today's Date	9/26/2024
Certification ★	☑ I certify that all information provided is true and accurate.

★ Required to Complete Registration | Submit |

This screen verifies that you have completed the registration and gives you the next steps.

Thank You for Registering

✓ Registration Complete for Doomsday, Zelda!

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.
- Return to the homepage and check for any other outstanding tasks.
- Return to Registration Profile

You will then receive the below e-mail from purchasing@bgsu.edu stating that the registration has been completed.

RE: Zelda Doomsday has Completed Registration

Dear Kasha Donnelly,

Zelda Doomsday has completed their registration information. It will now go through the proper internal vetting process. No further action is needed by you at this point. You will receive an email when they have been approved for use in the system.

Thank You,

BGSU Purchasing

Support Team Contact Information:

+1 419-372-3308

FalconsPurch@bgsu.edu