

# Navigating through the Drexel University Supplier Registration Portal Independent Contractor

Any questions or concerns can be directed to the Procurement Support Team  
Monday thru Friday from 9am-4pm (EST) at  
[askprocure@drexel.edu](mailto:askprocure@drexel.edu) or by calling **215-895-2876 option 4.**

**Thank you for your interest in doing business with Drexel!**

**Jane Smith**

Supplier Number:13907126

Registration **Complete** for:  
*The Drexel University Smart Source  
Supplier Portal*

**Welcome**

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit ✓

**Welcome to Supplier Registration**

| ?

In an effort to best serve are associates and suppliers, Drexel University has established a central collection point for product and service information from potential suppliers. The intent of this process is to streamline and accelerate the introduction and evaluation of the new products and services.

To begin registration, please click on the link below.

**Please Note:** Drexel University requests a significant amount of information through this registration as our intent is to facilitate a thorough understanding of the products and services submitted for consideration. Entering information through this process does not constitute a purchasing agreement or guarantee a contract; rather, it serves as a means to assist the initial review and evaluation phase of our process.

Please note it may take about 20 minutes to complete registration. You will need to provide a current, completed W-9 on the latest IRS revision dated November 2017. If you are a foreign supplier, we will require a completed W-8 form.

Upon submitting your information, you will receive an automated response confirming receipt. Your information will be processed by Drexel Procurement Services and channeled for consideration. Your information will be evaluated within 15 business days.

For assistance with this registration, please contact Drexel's Procurement Support at askprocure@drexel.edu or by calling 215-895-2876 option 4.

There are 8 sections for Independent Contractors to complete. (10 sections for Corporations or/Businesses) As you complete each section, the check mark next to that section will turn green. Anything marked with a ★ is a mandatory field. You will not be able to successfully complete your registration if the required information is not provided.

**Jane Smith**

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## Company Overview ?

This registration is intended for suppliers who may provide goods or services to Drexel University. This provides a secure process to collect information from the supplier such as tax detail, payment terms, and contact information.

If you are an individual providing goods and/or services to the University, please enter your name as First Name Last Name under the Legal Company Name field.

Any field marked with a star indicates required information.

Legal Company Name \*

Jane Smith

Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax documentation is required. Please provide the appropriate Legal Structure information as it is currently stated with the IRS. For more information about business structures, please visit [www.irs.gov](http://www.irs.gov).

Legal Structure \*

Individual/Sole Proprietor or Sin ▼

Tax ID Number Type ?

Employer Identification Number ▼

Tax ID Number \*

123456789

Are you exempt from  
backup withholding? \*

Yes  No

Website

★ Required to Complete Registration

It is critical to make sure that the information that you enter is accurate. This data can be used to auto-populate some forms later in the registration process.


Save Changes


**Jane Smith**


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## Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide.

### Products and Services

Commodity Codes <sup>★</sup>

-

Edit

<sup>★</sup> Required to Complete Registration

Save Changes

There are approximately 23 Commodity Codes.  
Please refer to the next page for the list.

## Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

### 1 Selected Codes

Showing 1 - 23 of 23 Results

Commodity Code	Description
Audio Visual	Audio Visual
Education and Training	Education and Training
Environmental Health and Services	Environmental Health and Services
Facilities	Facilities
Financial Products	Financial Products
Fleet	Fleet
Food	Food
Furniture	Furniture
Healthcare	Healthcare
IT	IT
Lab Animals	Lab Animals
Medical	Medical
Office	Office
Other	Other
Printing	Printing
<b>Professional Services</b>	<b>Professional Services</b>
Real Estate	Real Estate
Recreational	Recreational
Scientific	Scientific
Security	Security
Transportation	Transportation
Travel	Travel
Utilities	Utilities


The Commodity Code list is intended to best identify the products and/or services that you or your company may provide.


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## Addresses ?

Please enter any addresses from which you or your organization do business.

The following address types are required:

- Remittance Address- address that you or your organization uses to receive payments
- Fulfillment Address- address that you or your organization uses to receive shipments
- Physical Address- address where you or your organization are physically located

All three addresses can be the same.

Your address or addresses should clearly identify your street name, apartment, or suite numbers. It is permissible to use a PO Box address.

### Required Information

The following address types are required to complete registration:

- **Fulfillment**
- **Physical**
- **Remittance**

*No addresses have been entered*

[Add Address](#)

[Hide Inactive Addresses](#)

[< Previous](#)

[Next >](#)

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## Addresses

Please enter

The following

- Remit
- Fulfill
- Physi

Address La

Main

Main

Main

### Add Address

#### Basic Information *(Step 1 of 3)*

What would you like to label this address? \*

Main

*Example: Headquarters, Houston Office*

Which of the following business activities take place at this address? (select all that apply) \*

- Takes Orders *(fulfillment)*
- Receives Payment *(remittance)*
- Other *(physical)*

\* Required to Complete Registration

Next >

When labeling your address, you can use anything that makes it easy to identify such as a business name, or a simple label like **“Main”** or **“Headquarters”**.

Fulfillment

US

Add Address

Edit

Edit


Hide Inactive Addresses


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All three addresses can be the same.

Once you input your address information you can use the drop down to either **“Edit”** and make any changes, or you can also mark an address **“Inactive”**. This will prevent an address from being used; for example, if you have a change of address.

Address Label	Address Types	Address	
Main	Fulfillment (Primary) Physical (Primary) Remittance (Primary)	123 Main Street Philadelphia, PA 19104 US	Edit ▼
Main	Remittance Fulfillment	123 Main Street Philadelphia, PA 19101 US	Edit ▼
Main	Physical Remittance Fulfillment	12 Hailey Road Socorro, CA 12325 US	Edit ▼

Add Address

Show Inactive Addresses





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**Contacts** 

Please enter contact information for any individuals at your organization who may provide valuable information or help to Drexel. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address.

We require Fulfillment and Remittance contacts to complete registration. All other contact types are optional.

**Required Information**

The following contacts are required to complete registration:

- Fulfillment








Contact Label	Contact Types	Name	Email	
<p><a href="#">Add Contact</a> </p> <ul style="list-style-type: none"><li>Corporate</li><li>Fulfillment</li><li>PO Failure</li></ul>				<a href="#">Show Inactive Contacts</a>

Please make sure that your contact information is the most accurate available. This person may be contacted to verify information or obtain additional documents if needed.

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**Diversity**



Drexel University's **Supplier Diversity Initiative** focuses on broadening Drexel's pool of suppliers and developing business relationships with Minority, Women, Veteran, Service-Disabled, LGBT and Small businesses. Drexel stands committed to the engagement and inclusion of diverse suppliers for meaningful procurement opportunities in support of the purchase requirements of the Drexel campus community.

Please select the appropriate classification(s) that represents you or your business.

**Required Information**  
Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.

Click the button below to choose the diversity classifications that apply to your business.

[Add Diversity Classifications](#)

Please select the diversity classification(s) that best describes you. You can designate your business as a diverse organization even if you do not have certification from the government. However, if you have been certified, please input your certificate information when you add your Diversity Classification.

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## Diversity

### Diversity Classifications

#### ▼ No Classification

- Does Not Qualify As A Diverse Supplier (DoesNotQualify)     Decline to Answer (DeclineAnswer)

#### ▼ Federal Diversity Classifications

- |  |  |
|--|--|
| <input type="checkbox"/> Small Business Enterprise (SBE)         | <input type="checkbox"/> Lesbian/Gay/Bisexual/Transgender Owned Business (LGBTE) |
| <input type="checkbox"/> Disabled Person-Owned Business (DOBE)   | <input type="checkbox"/> Minority Business Enterprise (MBE)                      |
| <input type="checkbox"/> Disabled Veteran Owned Business (DVBE)  | <input type="checkbox"/> Veteran Owned Business (VBE)                            |
| <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) | <input type="checkbox"/> Woman Business Enterprise (WBE)                         |
| <input type="checkbox"/> HUBZone Enterprise (HUBZE)              |  |

Done

Close

When you review the selections for the Diversity Classification, if you do not believe that you meet any of the classifications or choose not to answer, you can opt out by selecting one of the “**No Classification**” options in the first section.

Jane Smith

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## Diversity

Drexel University's **Supplier Diversity Initiative** focuses on broadening Drexel's pool of suppliers and developing business relationships with Minority, Women, Veteran, Service-Disabled, LGBT and Small businesses. Drexel stands committed to the engagement and inclusion of diverse suppliers for meaningful procurement opportunities in support of the purchase requirements of the Drexel campus community.

Please select

Diversity Classification

Minority Business Enterprise (MBE)

Add Diversity

### Edit Diversity

Diversity Classification \*

Minority Business Enterprise (MBE)

Ethnicity \*

Are you certified by a certifying agency? \*

Yes  No

\* Required to Complete Registration

Save Changes

Close

If you do select a Diversity Classification, you will need to use the drop down bar and click "Edit" to further specify which designation you and/or your company represents.

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Tax Information ✓

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**Payment Information** ?

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount.

*No payment information has been entered.*

Add Payment Information ▼

Direct Deposit (ACH)

Check


In the Payment Information section, you can select the option of getting paid via a paper check or have the payment for your services delivered through ACH (direct deposit). It is critical to make sure that your mailing address and/or your banking information for ACH is accurate. Incorrect information may cause delays in receiving payment. \*Please note ACH will allow you to receive your payment up to 20 days sooner than mail delivery of a paper check.


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**Tax Information** 

Certify & Submit

**Tax Information** ?

We require a current, completed W-8/W-9 document to complete registration.

These documents must be the current 2017 version of the form. A link for a pre-populated form can be found once you click the Add Tax Document button below and select the form type required.

An updated W-8/W-9 will be required if there is a change to address or classification.

**Foreign Vendors**

1. Business entities: To avoid withholding, must have a U.S. employer identification number (EIN) and must submit a properly completed IRS Form W-8BEN, W-8ECI, W-8EXP, or W-8IMY, as appropriate.
2. Individuals: To avoid withholding, must be eligible to claim a tax treaty exemption by having a social security number (SSN) or individual taxpayer identification number (ITIN) and must submit for certification a completed IRS Form 8233.

**Required Information**

The following tax document are required to complete registration:

- W-9

*No tax information has been entered*

[Add Tax Document](#) ▼

In the Tax Information section, click the **“Add Tax Document”** button to begin uploading your tax document or for the link to the pre-populated form.

[Save Changes](#)

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**Tax Information**

Certify & Submit

### Tax Information

We require a c

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#### Foreign Vende

1. Busines

W-8EXP

2. Individu

number

#### Required In

The followi

- W-9

No tax information has been entered

Add Tax Document

## Add Tax Document

Tax Type \* W-9

Tax Document Name \*

Tax Document Year \*

Tax Documentation \*

**CLICK THE LINK**

[Download Pre-populated Tax Document](#)

\* Required to Complete Registration

Save Changes

Close

**Tax Document Name** = Name of form (W-9, W-8BEN,etc.)

**Tax Document Year** = The year you signed the document.

**Tax Documentation** = You can either upload your form (Make sure it is the **Nov 2017** revised form) or you can select **“Download the pre-populated Tax Document”**. This will auto-populate the W9 form for you with information entered earlier in the registration process.

Save Changes

**Request for Taxpayer  
 Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Jane Smith**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_  
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**123 Main Street**

6 City, state, and ZIP code  
**Philadelphia, PA 19104**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-					
--	--	--	---	--	--	--	--	--

or

Employer identification number

1	2	-	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For 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, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**      Signature of U.S. person ▶      Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross

The W9 will automatically populate the data based on the information you supplied earlier in the registration process. Please verify all of your information is accurate. You can print, sign and scan/save this document for your records and then upload it into your registration.



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Tax Inform

We require a d

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An updated W

**Foreign Vende**

1. Business  
W-8EXP
2. Individual  
number

**Required In**

The followin

- W-9

No tax information has been entered

Add Tax Document

## Add Tax Document

Tax Type \*

W-9

Tax Document Name \*

W9 2017 rev

Tax Document Year \*

2018

Tax Documentation \*

Select file

Done

TAX\_TYPE\_W9 (11) DUMMY.pdf



100%

[Download Pre-populated Tax Document](#)

\* Required to Complete Registration

Save Changes

Close

Once you scan/save and upload your W-9 form, please click the **Save Changes** button. This will take you back to the **Tax Information** section where there are several **Additional Questions** you must answer to complete your supplier registration.

Save Changes


## Jane Smith

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**Tax Information** 

Certify & Submit

## Additional Questions

Are you providing a service? \*

- No  
 Yes

Income Type

NC - Nonemployee Compensati ▼

Please Select \*

- PA Resident Supplier  
 Non-PA Resident Supplier-Services Not In PA  
 Non-PA Resident Supplier-Services Provided In PA  
 Supplier Not Providing a Service

As you have indicated that you are a PA Resident Supplier, you are required to complete the Rev-1832 1099-Misc Withholding Exemption Certificate available [here](#). Please complete the form and attach below.

Please attach Rev-1832 1099-M Withholding Exemption Certificate only if you are a PA Resident Supplier

Select file

## Are you providing a service?

### Examples of providing a service include:

- Giving a speech or lecture
- Being a DJ, photographer, or performer for an event
- Providing a demonstration
- Creating or developing software or a product
- Repairing a machine or device

Save Changes

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**Tax Information**

Certify & Submit

**Additional Questions**

Are you providing a service? \*

- No
- Yes

NC - Nonemployee Compensati ▼

Please Select: \*

- PA Resident Supplier
- Non-PA Resident Supplier-Services Not In PA
- Non-PA Resident Supplier-Services Provided In PA
- Supplier Not Providing a Service

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Please attach Rev-1832 1099-M Withholding Exemption Certificate only if you are a PA Resident Supplier

Select file

**If you are a:**

**PA Resident Supplier** – You are required to fill out a Rev-1832 1099 Misc. Exemption form.

**Non-PA Resident Supplier** (Providing services but not within PA) - You are required to fill out a Rev-1832 1099 Misc. Exemption form.

**Non-PA Resident Supplier** (Providing services in PA) – Dept. of Revenue requires the University to withhold a 3.07% state tax from your payment.

**Supplier Not Providing a Service** – You are not required to provide any additional information and are not subject to the 3.07% state tax.

This link will take you to a site where you can obtain the **Rev-1832 1099-Misc Withholding Exemption Certificate** form, if required.



Save Changes



Make a Payment



Where's My Income Tax Refund?



Property Tax/Rent Rebate Status



e-TIDES



Customer Service



Feedback Survey

[Pennsylvania Department of Revenue](#) > [Tax Information](#) > [Tax Types and Information](#) > Nonresident Withholding

# Nonresident Withholding

Pennsylvania law requires withholding at a rate of 3.07 percent on non-wage Pennsylvania source income payments made to nonresidents. Withholding of payments that are less than \$5,000 during the calendar year are optional and at the discretion of the payor.

Failure to comply with the withholding requirement may make you liable for the amount you should have withheld, plus penalties and interest. If you are unsure of the total amount of payments that will be made during the year, the Department of Revenue encourages you to withhold and remit income tax from all payments made.

## General Rules

Nonresident withholding applies if all of the following are true:

- You are responsible for making payments of non-wage income from Pennsylvania sources (commercial leases, royalties, services rendered, etc.).

[What does the law require you to do?](#)

[PA Source Income Rules](#)

[Terms for Nonresident Withholding](#)

[Frequently Asked Questions](#)

[1099-MISC/Informational Notice Personal Income Tax 2017-01](#)

[New 1099-MISC Withholding Tax Requirements](#)

[1099-Misc Withholding Exemption Certificate \(REV-1832\)](#)

Link will bring you to the PA Dept. of Revenue website to download a copy of the Misc. Withholding form, if required. There is also additional information with regard to this Pa law.



**1099-MISC  
WITHHOLDING  
EXEMPTION CERTIFICATE**

REV-1832 (eX) 06-18

**20** \_\_\_\_

**THE PAYEE COMPLETES THIS FORM AND SUBMITS IT TO THE PAYOR. THE PAYOR KEEPS THIS FORM WITH THEIR RECORDS.**

**Payor Information**

Name Drexel University	FEIN Drexel- 23-1352630 ANS- 23-1352000 DUO- 23-1352630
---------------------------	--

Address 3201 Arch Street, Suite 420
--

City Philadelphia	State PA	ZIP Code 19104
----------------------	-------------	-------------------

**Payee Information**

Name	Social Security Number or FEIN
------	--------------------------------

Address
---------

City	State	ZIP Code
------	-------	----------

**Exemption Reason - Check only one box.**

By checking the appropriate box below, the payee certifies the reason Pennsylvania personal income tax is not required to be withheld on the payment of non-employee compensation, business income, or lease payments:

**Individual - PA Resident**  
I certify that I am a resident of Pennsylvania and I reside at the residence shown above. If I become a nonresident at any time, I will promptly notify the payor. See the instructions.

**Trust - PA Resident**  
I am the fiduciary of the above-named trust. The trust was established by a Pennsylvania resident at the time of death or by operation of the trust agreement by a Pennsylvania resident. The trust will file a PA-41, Fiduciary Income Tax Return. See the instructions.

**Estate - PA Resident**  
I am the executor of the above-named person's estate. The decedent was a Pennsylvania resident at the time of death. The estate will file a

Please use this information to fill out first section.


Please use your information to fill out these sections.

## Jane Smith


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## Additional Questions

Are you providing a service? \*

- No  
 Yes

NC - Nonemployee Compensati 

Please Select: \*

- PA Resident Supplier  
 Non-PA Resident Supplier-Services Not In PA  
 Non-PA Resident Supplier-Services Provided In PA  
 Supplier Not Providing a Service

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Please attach Rev-1832 1099-M Withholding Exemption Certificate only if you are a PA Resident Supplier

Select file

rev-1832 1099 DU.pdf



Once you have filled out the Withholding form, please upload the form by clicking the **Select file** button.

Save Changes


## Jane Smith


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**Certify & Submit**

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company 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 or your company from doing business with us.

Preparer's Initials <sup>★</sup>

Preparer's Name <sup>★</sup>


Preparer's Title <sup>★</sup>

Preparer's Email Address <sup>★</sup>

Today's Date

10/11/2018

Certification <sup>★</sup>

 I certify that all information provided is true and accurate.

<sup>★</sup> Required to Complete Registration

Submit

**You are almost there!** Please fill in the Preparer's info. The Preparer's Title can be anything that makes it easy to identify your title such as Owner, Director, or Artist. Once this is completed, you can click the **"Submit"** button and finish your registration.

This completes your supplier registration. Your information will be reviewed by the Procurement Support Team to ensure everything has been properly completed and/or uploaded. If there is any additional information required, the Procurement Support Team or your Drexel University Business Partner will contact you.

Access to the Drexel Supplier Portal can be found [here](#).

If you have forgotten your password please click "Trouble logging in?" and enter the email address that you use to log into the site. An email with instructions on how to change your password will be sent once the email entered is validated.

If this does not assist you with your password, you can call our third party software host, JAGGAER, at 1-800-233-1121, option 2 to have your password reset.

**Thank you for your interest in doing business with Drexel!**