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 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

Certify & Submit

Company Overview

Business Details

Addresses

Contacts

Diversity

Payment Information

Tax Information

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.

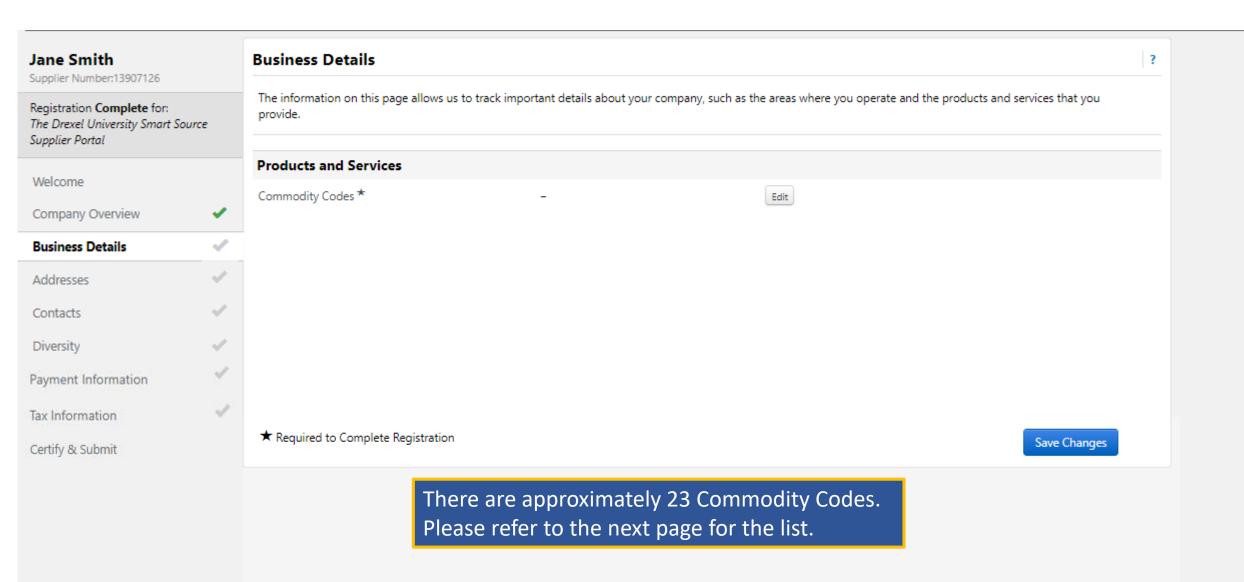
Please Note: Drexel University requests a significant amount of information through this registration as our intent is to facilitate a thorough understanding of the products and services submitted for consideration. Entering information through this process does not constitute a purchasing agreement 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 \star is a mandatory field. You will not be able to successfully complete your registration if the required information is not provided.



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

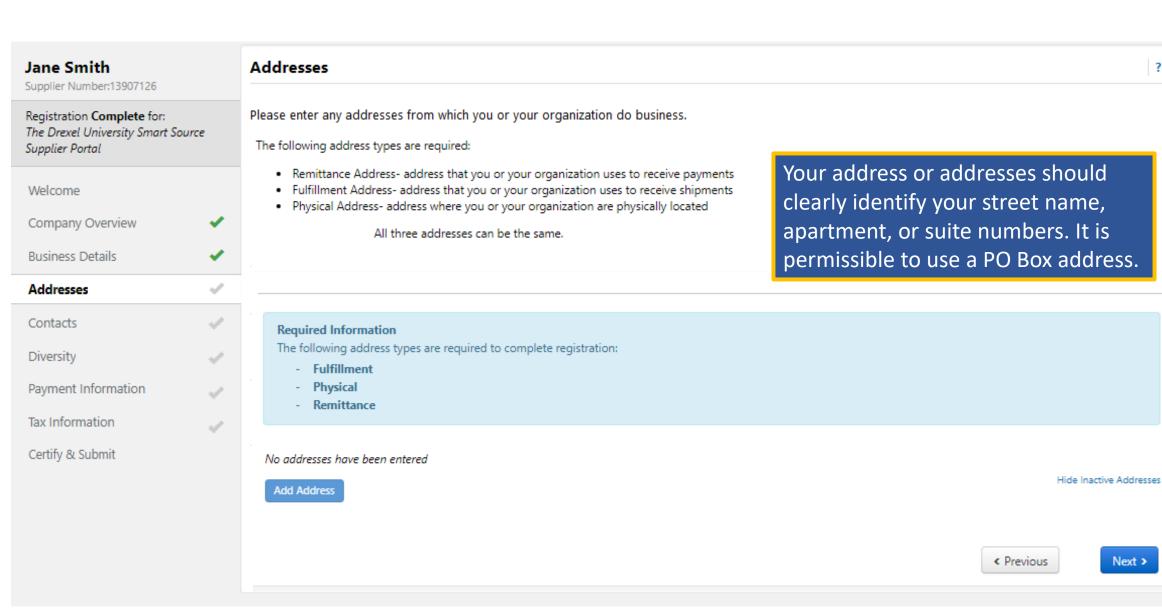


1 Selected Codes

Showing 1 - 23 of 23 Results

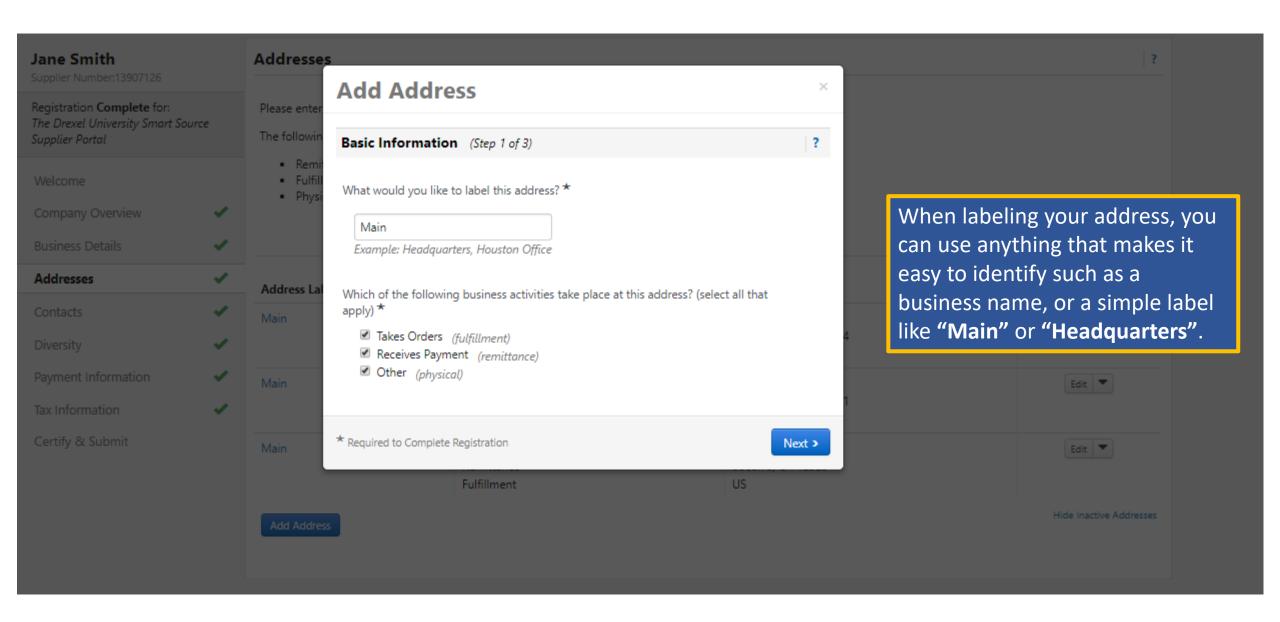
Results Per Page 30 ▼	Sort by: Commodity Code ▼	■ Page 1 of 1 ■ ?
Commodity Code	Description	
Audio Visual	Audio Visual	
Education and Training	Education and Training	
Environmental Health and Services	Environmental Health and Serv	rices
Facilities	Facilities	
Financial Products	Financial Products	
Fleet	Fleet	
Food	Food	
Furniture	Furniture	
Healthcare	Healthcare	
IT	IT	
Lab Animals	Lab Animals	
Medical	Medical	
Office	Office	
Other	Other	
Printing	Printing	
Professional Services	Professional Services	
Real Estate	Real Estate	
Recreational	Recreational	
Scientific	Scientific	
Security	Security	
Transportation	Transportation	
Travel	Travel	
Utilities	Utilities	
Results Per Page 30 ▼		₫ Page 1 of 1 🖹

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



?

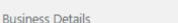
Next >



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

Welcome

Company Overview





Contacts

Diversity

Payment Information

Tax Information

Certify & Submit

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

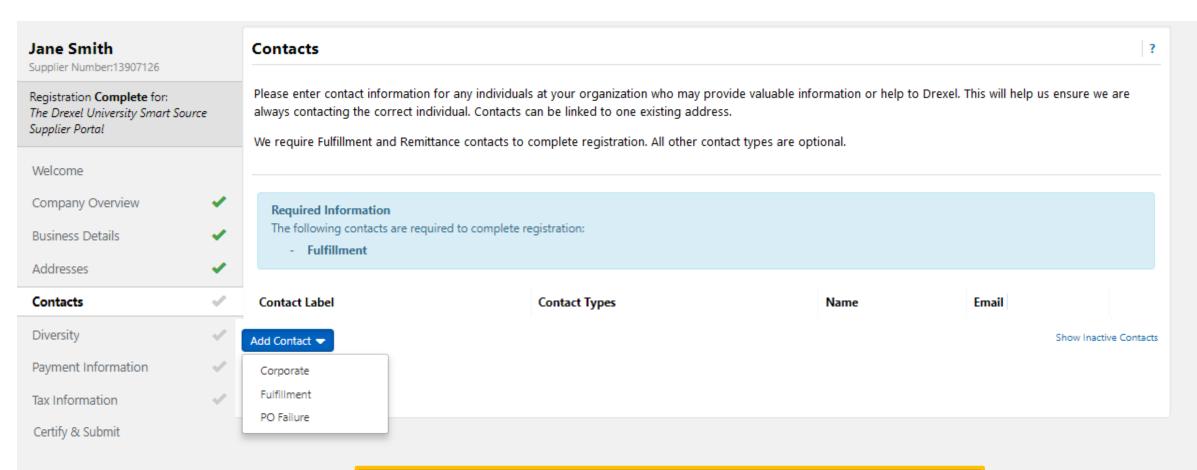
All three addresses can be the same.

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 🔻
			Show Inactive Address

Add Address

?



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.

Welcome

Company Overview

Business Details

Addresses

Contacts

Diversity

Payment Information

Tax Information

Certify & Submit

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

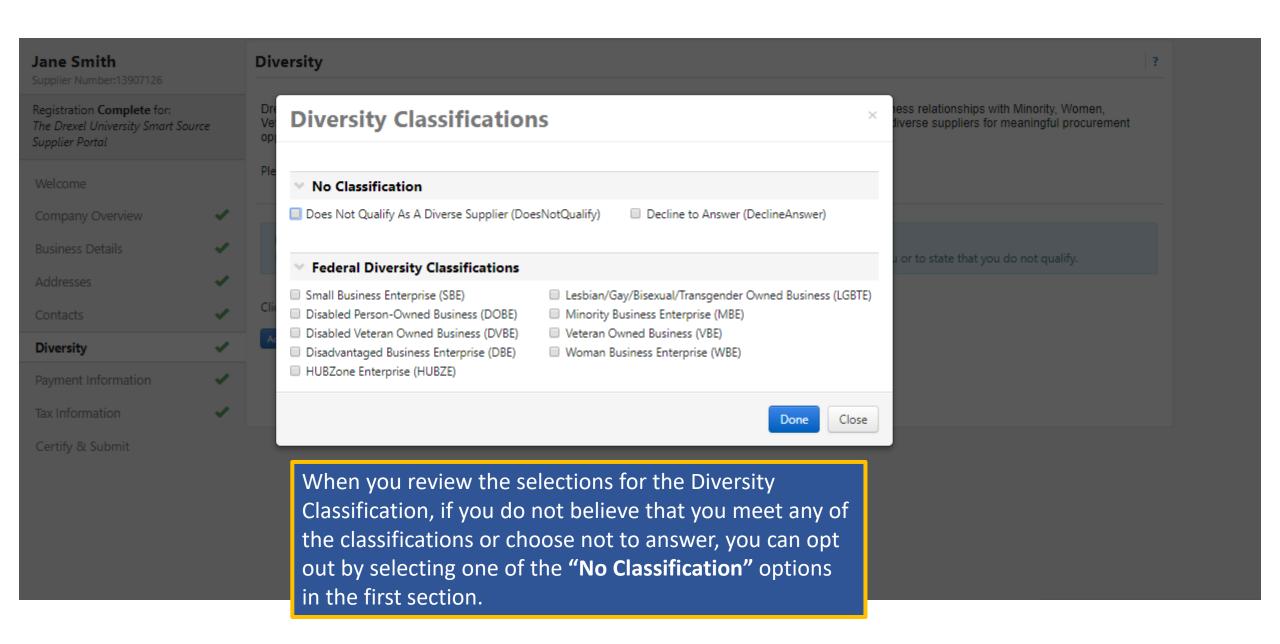
Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.

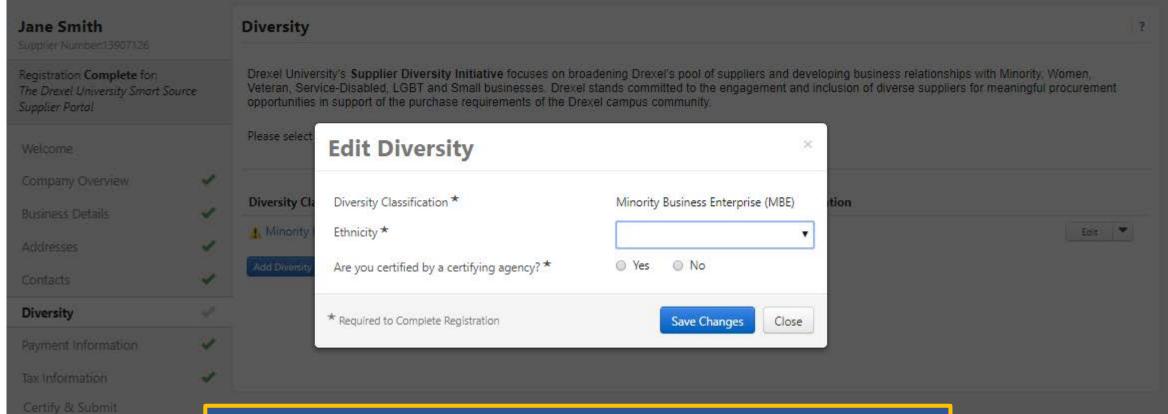
Click the button below to choose the diversity classifications that apply to your business.

Add Diversity Classifications

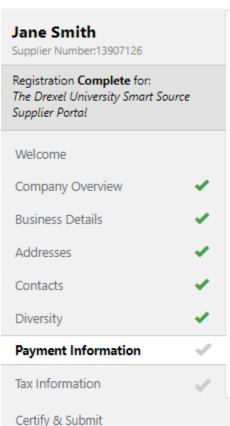
Please select the diversity classification(s) that best describes you. You can designate your business as a diverse organization even if you do not have certification from the government. However, if you have been certified, please input your certificate information when you add your Diversity Classification.

?





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.



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.

Welcome

Company Overview

Addresses

Business Details

Contacts

Diversity

Payment Information

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

- 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. <u>Individuals</u>: 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

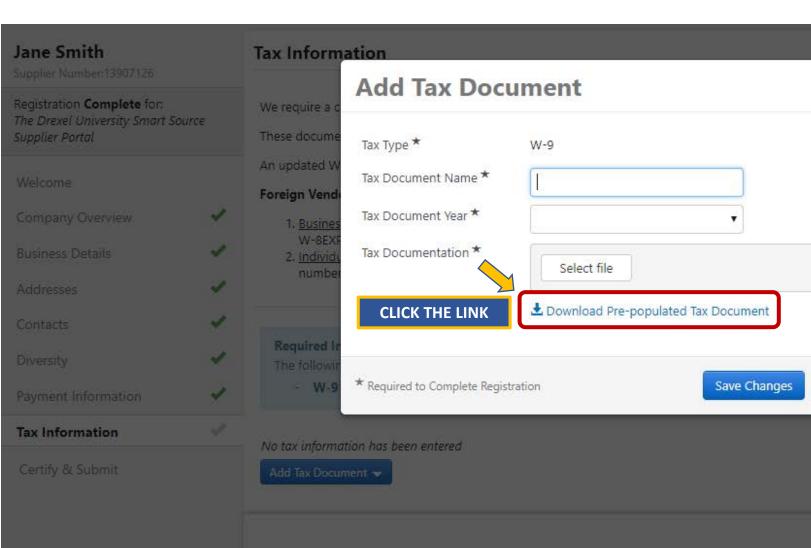
The following tax document are required to complete registration:

- 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 prepopulated form.



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 prepopulated Tax Document". This will auto-populate the W9 form for you with information entered earlier in the registration process.

Close

Request for Taxpayer **Identification Number and Certification**

Give Form to the requester. Do not

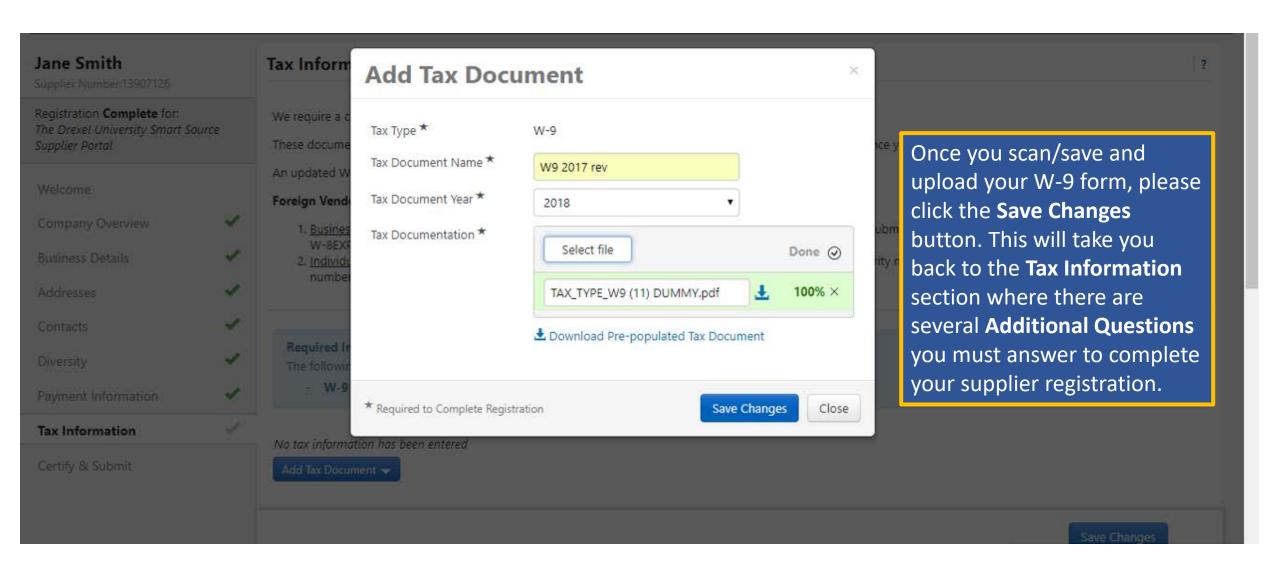
	Ravanua Sarvica	•	Go to www.irs.go	v/FormW9 for instr	uctions and the late	st informati	on.		seriu	to the	ino.
\neg	1 Name (as shown	on your income t	tax return). Name is re	quired on this line; do r	ot leave this line blank.						
	Jane Smith										
Ī	2 Business name/	disregarded entity	name, if different from	n above							
on page 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/sele propriator or						4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):				
		✓ IndMidual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate single-member LLC						Exempt payee code (If any)			
of the	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►					e from E/	TCA				
Print or type.	single-member LLC 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 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					LCIs	code (if any)				
<u>"</u> ₽	is disregarde Other (see ins		should check the app	ropriate box for the tax	classification of its own	ior.		Applies to accounts maintained outside the U.S.)			
8	5 Address (numbe	r, street, and apt.	or sulte no.) See Instr	uctions.		Requester's	name an	d addres	s (optiona	1l)	
8	123 Main Stree										
	6 City, state, and 2	ZIP CODE									
1	Philadelphia, F										
	7 List account nur	nber(s) here (optic	inal)								
Par		•	ation Number			11 8	1-1				
					given on line 1 to av er (SSN). However, f		nai secu	urity num	Der		
				e instructions for Pa				-	-		
TIN, la		yer identificatio	n number (EIN). If y	ou do not have a nu	mber, see How to ge						
		than an	the inne	tourtions for line 1. /	Nso see What Name	or Em	nlover k	dentifical	tion numi	hor	$\overline{}$
			e name, see the ins lelines on whose nu		uso see what warne	and			I		
		,				1	2 -	3 4	5 6	7 8	9
Part	Certifi	cation									
	penalties of perju										
					r (or I am waiting for						
Sen		n subject to bar	kup withholding as		up withholding, or (b to report all interest						
3. I am	a U.S. citizen or	other U.S. pers	on (defined below);	and							
4. The	FATCA code(s) e	ntered on this f	orm (if any) indicatir	ng that I am exempt	from FATCA reporting	ng is correct.					
you ha acquisi	ve failed to report ition or abandonm	all interest and o ent of secured p	fividends on your tax roperty, cancellation	return. For real esta of debt, contribution	fied by the IRS that you te transactions, item 2 is to an individual retir you must provide you	does not appement amang	ply. For rement	mortgag (IRA), an	e interes d genera	t paid, lly, payn	ments
Sign Here	Signature of U.S. person)					Date ►					
					• Form 1000-DIV (-6)	uidanda inal	of the state of	hore fro	m etook	e or mu	tuni

General Instructions

Section references are to the Internal Revenue Code unless otherwise

- . 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.



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

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

Are you providing a service?

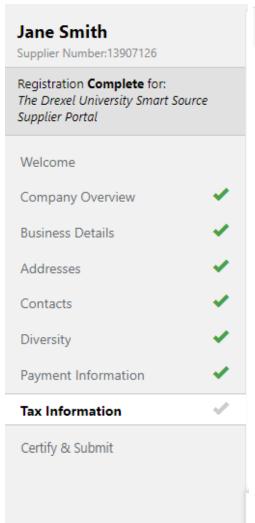
Examples of providing a service include:

- 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

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



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

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.

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

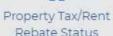
This link will take you to a site where you can obtain the **Rev-1832 1099-Misc Withholding Exemption Certificate** form, if required.







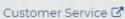














Feedback Survey

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-

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

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

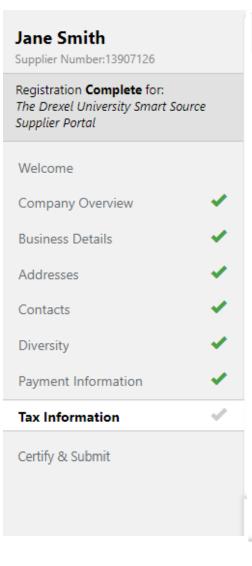
REV-1832 (eX) 06-18

20___

Please use this
information to
fill out first
section.

Please use your information to fill out these sections.

Payor Information				
Name	el- 23-1352630			
Drexel University		ANS- 23-1352000 DUO- 23-1352630		
Address				
3201 Arch Street, Suite 420				
City	State	ZIP Code		
Philadelphia	PA	19104		
Payee Information				
Name	Social Secur	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 of non-employee compensation, business income, or lease payments:	income tax is not required	to be withheld on the payment		
Individual - PA Resident				
I certify that I am a resident of Pennsylvania and I reside at the residence shown above notify the payor. See the instructions.	e. If I become a nonreside	nt at any time, I will promptly		
Trust - PA Resident				
I am the fiduciary of the above-named trust. The trust was established by a Pennsylvan of the trust agreement by a Pennsylvania resident. The trust will file a PA-41, Fiduciary				
Estate - PA Resident				
I am the executor of the above-named nerson's estate. The decedent was a Pennsylvan	nia resident at the time of o	leath. The estate will file a		



Additional Questions

Are you providing a service? *

- No
- Yes

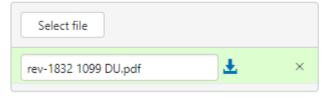
NC - Nonemployee Compensati

Please Select: *

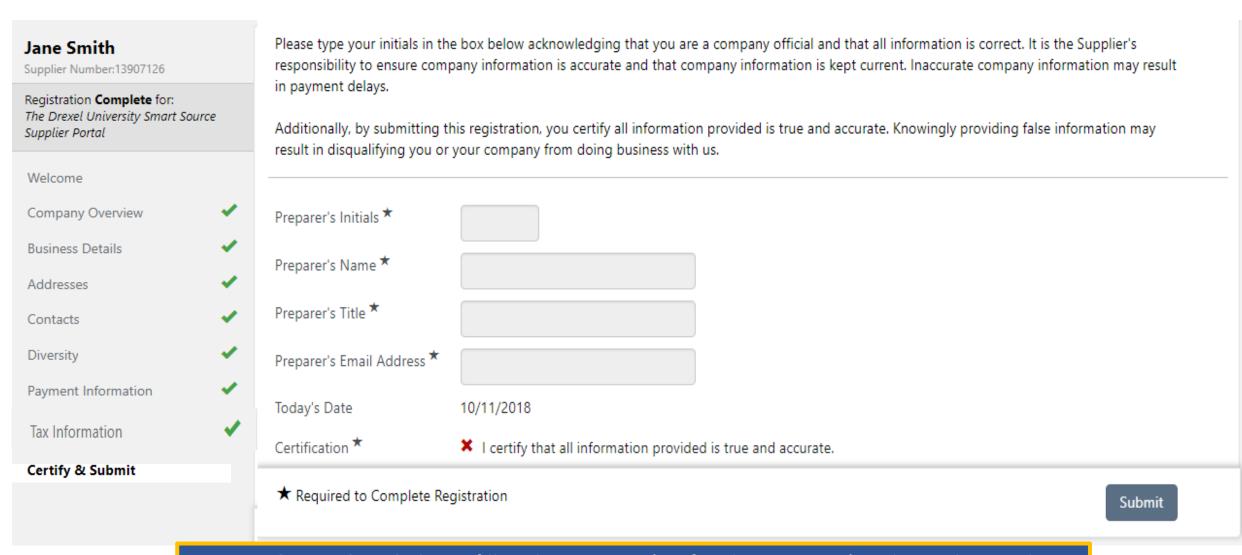
- PA Resident Supplier
- Non-PA Resident Supplier-Services Not In PA
- Non-PA Resident Supplier-Services Provided In PA
- Supplier Not Providing a Service

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



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



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!