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!
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.
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.
There are approximately 23 Commodity Codes. Please refer to the next page for the list.
The Commodity Code list is intended to best identify the products and/or services that you or your company may provide.
Your address or addresses should clearly identify your street name, apartment, or suite numbers. It is permissible to use a PO Box address.
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”.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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
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.
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.).

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.

**Payor Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>FEIN</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drexel University</td>
<td>23-1352630 ANS- 23-1352000 DUO- 23-1352630</td>
<td>3201 Arch Street, Suite 420</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>ZIP Code</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>PA</td>
<td>19104</td>
</tr>
</tbody>
</table>

**Payee Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security Number or FEIN</th>
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</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
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**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 decedent's estate. The decedent was a Pennsylvania resident at the time of death. The estate will file a
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!