



Supplier Registration

Purpose:	Below are instructions for completing your registration with the University of South Florida's (USF) Supplier Portal.
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Steps	Supplier Registration
1	When an USF department invites you to register for the supplier portal, you will receive the following information:

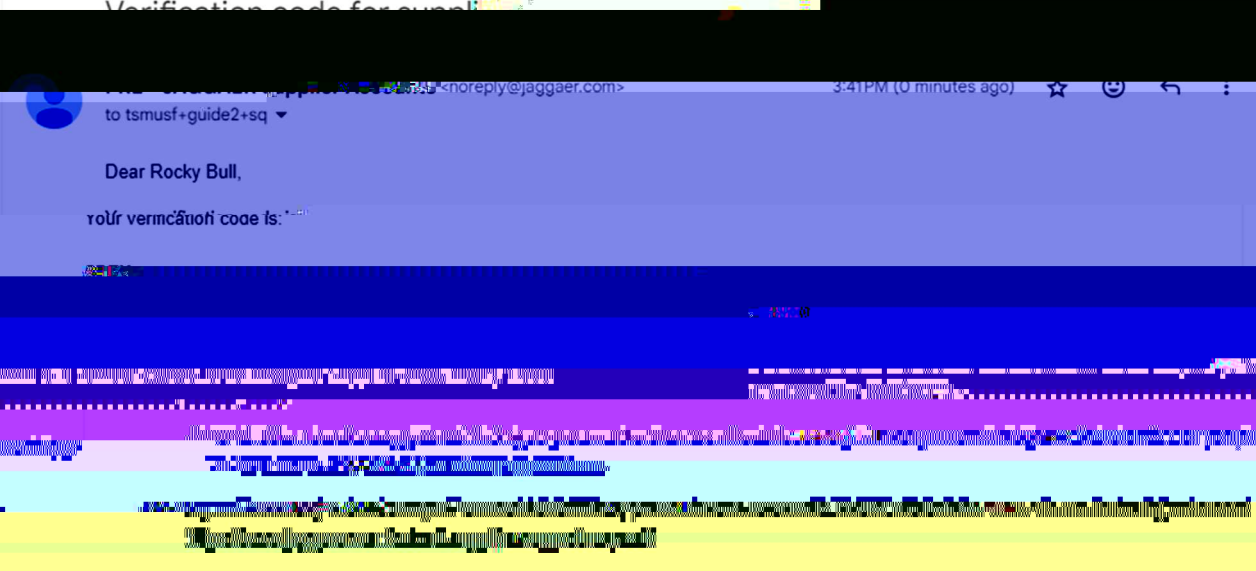

Steps	Supplier Registration
2	<p>Once you click the Register Now link in the email, you will be brought to the welcome page for the supplier registration. Please click Continue with Registration, you will then be taken to a page where you can create your account and set up your login information.</p> 
3	<p>Complete all fields that have the stars symbol next to them and click Create Account.</p> 

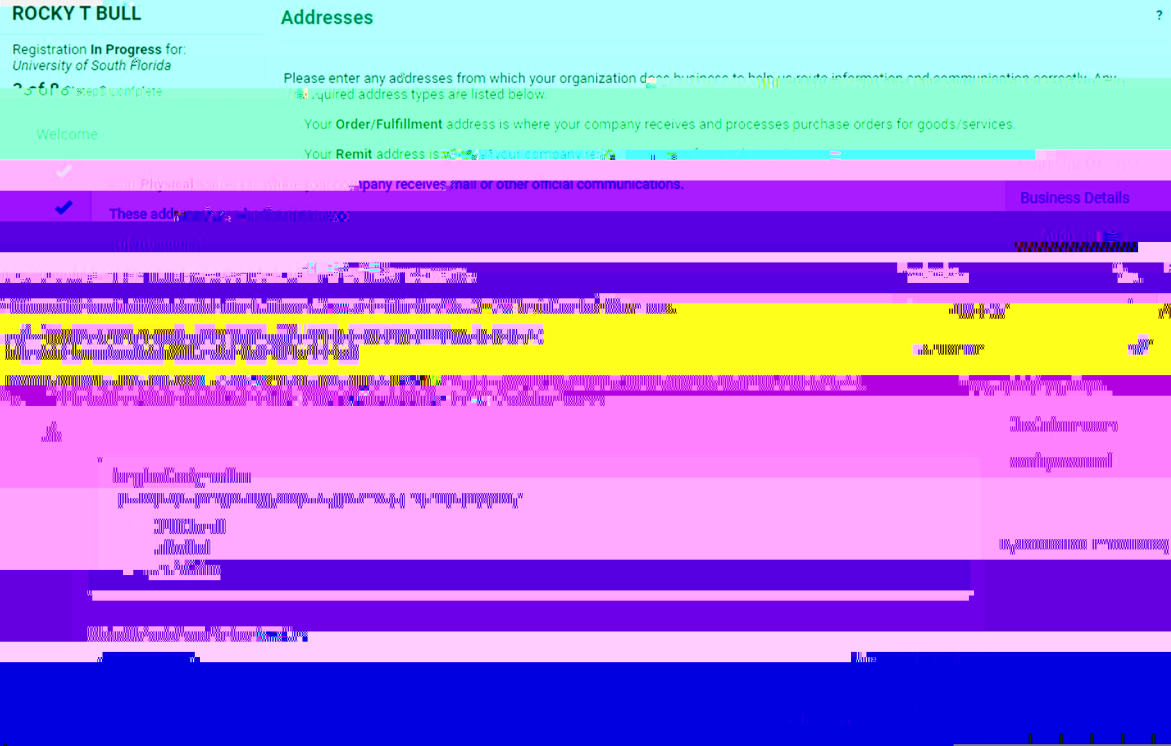
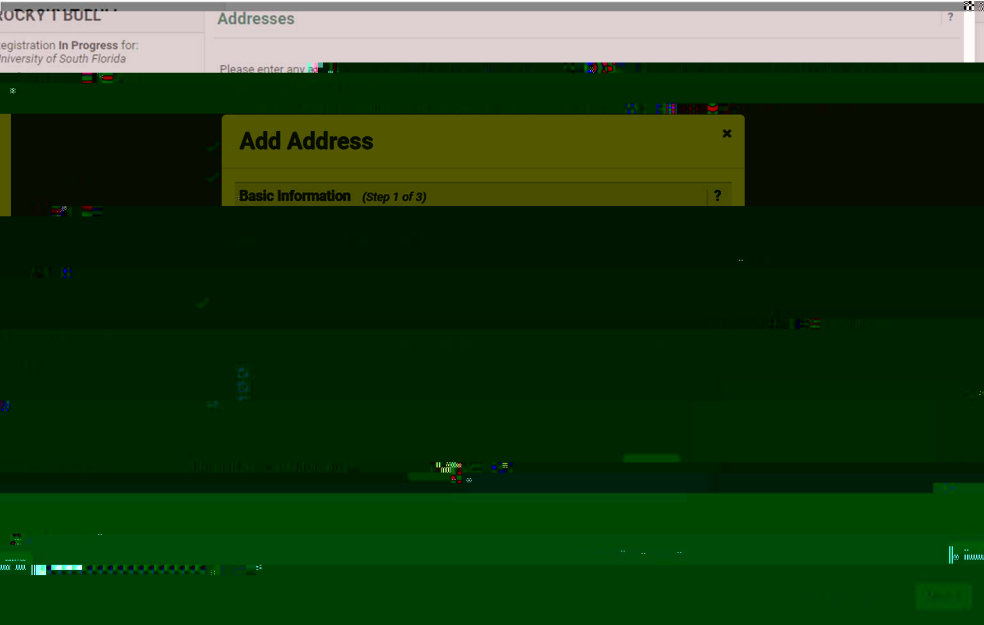
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4	The next page will appear for you to enter with your newly created password and select "Login".


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Next, choose a method of delivery to receive a One Time verification code

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€	 A screenshot of an email received from 'noreply@jaggaer.com' to 'tasmusf+guide2+sq'. The email content includes the text 'Dear Rocky Bull,' and 'your verification code is:'. The code itself is obscured by a black redaction bar.
?	 A screenshot of a web-based verification form titled 'One-Time Code'. The form is in English (US) and prompts the user to 'Enter the one-time code sent to your email and click on Submit to continue.' There is a text input field labeled 'One-Time Code *' which is currently empty. The background of the page is a blurred image of a landscape.

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<p>12</p>	<p>You will need to enter fulfillment, physical and remit to addresses in order to proceed. The address provided on the W9 must be included as an address in this section</p> 
<p>13</p>	<p>Click on the Add Address button. Enter line one of your address as the address label. Check all address types that apply to the address you will be entering and click Next.</p> 

Steps	Supplier Registration
16	<p>If contact information was not provided on the previous page you will be required to provide a remittance contact. Additional contacts may also be added.</p>  <p>The screenshot shows a web application interface for 'Supplier Registration'. At the top, there is a navigation bar with 'Registration' and 'Messages' tabs. Below the navigation bar, there is a list of contacts. The 'Add Contact' modal window is open, showing a form with the following fields: 'Contact Label *', 'Remittance', 'Company Website', and 'Business Details'. The 'Remittance' field is highlighted in red, indicating it is required. The 'Add Contact' button is at the bottom right of the modal. The background shows a list of contacts with columns for 'Contact Label', 'Remittance', 'Company Website', and 'Business Details'.</p>  <p>The 'Add Contact' modal window is a light blue box with a close button (X) in the top right corner. It contains a form with the following fields: 'Contact Label *' (text input), 'Remittance' (checkbox), 'Company Website' (text input), and 'Business Details' (text input). Below the form, there is a 'Save' button. The modal is overlaid on a blurred background of the registration page.</p>

Steps	Supplier Registration
21	<p>To receive payments by ACH complete the following information For Payment Title enter a descriptor. This can be anything that is meaningful to your business or can simply be the payment method ACH is the only option for Direct Deposit Format.</p> 
22	<p>For wire transfers the following information is required. The requirements will be different based on the country your bank is located in For Payment Title enter a descriptor. This can be anything that is meaningful to your business or can simply be the payment method.</p> 