

Supplier Registration Guide

Thank you for your interest in doing business with The Ohio State University. This document provides instructions to correctly complete the electronic Supplier Registration Form. Please review this guide and gather all the necessary documentation before you begin.

IMPORTANT

This site will not save your progress for future submission. Once started, you will need to complete the form in its entirety. Work from top to bottom through the form, as changes at the beginning may affect later questions. Gather your attachments in advance to make it easier to complete the work in one sitting. See Page 6 for examples of when attachments may be necessary.

Notices

Completion of a record via this site does not guarantee a supplier relationship with the university. Purchase orders and payments can only be issued for suppliers that are vetted by Supplier Contracts and have received notification of approval on the registration site.

IRS Substitute W-9

This form is a Substitute W-9. Per the IRS, "If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9." (<https://www.irs.gov/pub/irs-pdf/iw9.pdf>)

ADA Needs

If you are a person with a disability and/or experience problems using this site, please contact the Supplier Maintenance Team.

Terms and Conditions

By submitting this registration form, the applicant agrees with one or more of the following:

- The Ohio State University Purchasing Department standard PO terms and conditions available online at https://busfin.osu.edu/sites/default/files/osu_termsandconditions_0.pdf.
- The Ohio State University Wexner Medical Center standard PO terms and conditions available online at <http://www.go.osu.edu/POtermsandconditions>.

The Ohio State University reserves the right to request information concerning, but not limited to financial status of applicant, business references, names of principal shareholders of corporation, and equal employment opportunity compliance. If you do not respond to inquiries for the above information, your name may be removed from our supplier database.

It is the responsibility of the payee, to keep the university informed of any changes in name, address, banking, contact, or other. Failure to do so may prevent you from being paid properly or receiving remittance information. Please report changes 30 days prior to change.



If a potential for conflict of interest exists, or the company is prohibited to sign, or cannot agree to the certifications and all applicable PO terms and conditions, attach an explanation.

Supplier Maintenance Team Contact Information

Phone: 614-292-2694

Fax: 614-292-6913

Email: BF-PRSM-WEBFORM@osu.edu

Sign in

First time users must create an account to proceed. You will be asked to verify your account via email. Upon successful email verification, registration can begin. You will need to return to the site and sign in using your newly established credentials.

Notifications and/or questions regarding your registration will be directed to you through your account. Please retain your login information and check back to address any concerns directed to you.

Overview

The Supplier Registration Form is delivered in six parts:

1. **Business Information** – This is the longest section and requires the most detail. Information gathered in this section includes Taxpayer Identification, Federal and Ohio Supplier Certifications, addresses and phone numbers.
2. **Goods and Services**
3. **Banking and Payments** – This section collects Banking Details. Election for form of payment is covered in the next section.
4. **Contact Information** – This section covers your point of contact at the university as well as Payment instructions.
5. **Attachments** – This allows for additional attachments when you exceed the number allowed in the Business Information section.
6. **Certification/Signature** – This constitutes the agreement of the applicant.

Once these sections are complete, a Summary page is provided so you can review and make edits before submitting.

Attachments

Read through these instructions and identify all the attachments you will need. It is useful to prepare them prior to starting the registration as you cannot save your progress and come back.

Business Information

In accordance with Internal Revenue Service and State of Ohio regulations, we are required to obtain the following information for all businesses and individuals to whom we make payments. Fill out all the information that applies to you/your business.

Individuals may skip questions 4 – 6.

Foreign suppliers may skip questions 5 and 6. Please refer to the Foreign Account Tax Compliance Act (FACTA) at <http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA> for additional guidance.

All applicants must complete question 7.

1. Federal Employer Identification Number (FEIN) or individual Social Security Number (SSN)

Enter the IRS issued Federal Employer Identification Number (FEIN) or a Taxpayer Identification Number (TIN). Individuals must list their Social Security Number (SSN). This will be a nine digit number with the proper dashes in the format.

Please take care to enter this number accurately. The text field cannot validate automatically whether the number is correct or provided in the correct format.

2. Individual or Legal Business Name

Enter the complete Individual or Legal business name. This is the name used with the IRS.

3. Doing Business As Name (or Disregarded Entity Name)

Please provide any business name that is different than the name you use with the IRS.

4. Supplier Group/ Federal Tax Classification

Check the appropriate box as defined by the IRS. Reference IRS form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>), Page 3 Specific Instructions, Line 1.

Individuals, Sole Proprietors and Single Member LLC: provide your date of birth as required by State law.

Foreign Persons: If already in the U.S. or coming to the U.S., provide copy of your passport and proof of visa type in the Attachments section. You may be contacted for further information.

Foreign Entities are required to provide a completed W-8 (<https://www.irs.gov/forms-pubs/about-form-w-8>). Include this in the Attachments section.

5. Federal Supplier Certifications

Those entities other than Individuals and Foreign Persons should complete this section with classification status as defined in the Federal Acquisitions Regulations (FAR) Subpart 19.1. Select all that apply.



One attachment is required to document each certification. If you have more than two certifications, please use Attachments section at the end of the form to add them.

It is recommended that you register your company with the U.S. System for Award Management: <https://sam.gov/SAM/>.

6. Ohio Supplier Certifications

Those entities other than Individuals and Foreign Persons should complete all applicable information. More details on Ohio Supplier Certifications are available at <https://ohio.gov/wps/portal/gov/site/government/topic-hubs/transparency/transparency>.

One attachment is required to document each certification. If you have more than two certifications, please use Attachments section at the end of the form to add them.

- Minority Business Enterprise (MBE). See <http://eodreporting.oit.ohio.gov/searchMBE.aspx> to verify status and attach your current MBE certification letter.
- Encouraging Diversity Growth & Equity (EDGE). See <http://eodreporting.oit.ohio.gov/searchEDGE.aspx> attach your current EDGE certification.
- Ohio-Based Suppliers reference Buy Ohio (Ohio Revised Code [Sections 125.09](#) and [125.11](#)).

7. Warranty Against “Unresolved” Findings

Ohio Revised Code Section 9.24 (<https://codes.ohio.gov/ohio-revised-code/section-9.24>) states “no state agency and no political subdivision shall award a contract ... paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the auditor of state on and after January 1, 2001, if the finding for recovery is unresolved.

All supplier registration applicants must be free of “unresolved” findings for recovery, so The Ohio State University requires this warranty.

Currencies

The only Ohio State accepted currency is the U.S. Dollar. The options here reflect this.

Addresses

Two addresses are collected: a Remit-To Address, where payment should be sent, and a Mailing Address, the Payee’s place of occupancy or Order-to location.

U.S. Addresses should contain ZIP Code +4. Look up yours at https://tools.usps.com/go/ZipLookupAction_input.

Foreign suppliers are required to provide a foreign address unless currently residing in the US. Select the country of residence and the form will adjust to the appropriate format.

Goods and Services

The drop-down menu will allow you to select as many categories as apply.

This menu is searchable. Type a few characters and press Enter to see possible matches.

Banking Information

As a representative of the supplier or payee, you authorize the university to initiate credit entries to your account in the financial institution identified in this section and debit entries, if necessary, for any credit entries that are determined to be in error.

You must submit a voided check or a Bank Account Verification Letter with the following:

- On official bank letterhead
- Dated (with a “current” date)
- Name(s) of Authorized Signers(s)
- Business Name / DBA that applies to this account
- Routing number and Account number for ACH
- A statement verifying the account is in “Good Standing” as of the date on the letter
- Signed by a Branch Manager showing their legible, printed name and title
- An active phone number of the signing officer (hours to be reached)
- EIN or last 4 digits of SSN.

Contact Information

Unique Entity Identifier

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID, a 12-character alphanumeric ID assigned to an entity by [SAM.gov](https://sam.gov).

Existing registered entities can find their Unique Entity ID at https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254. New entities can get their Unique Entity ID at [SAM.gov](https://sam.gov) and, if required, complete an entity registration.

An entry is required here. If a supplier is not registered, enter “NA”.

Reporting Code

Provide the reporting code if the supplier is exempt from FATCA and the Exempt Payee Code. See <http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA> for more information.

Payment

The preferred method of payment for The Ohio State University is EFT (Electronic Funds Transfer) via Automated Clearing House (ACH). The university has developed standard terms for supplier payments, presented in the form.



If the supplier prefers to receive a mailed check, then select Check. Foreign suppliers without U.S. bank accounts can either have a check mailed or may request a Wire transfer.

Once EFT has been set up, all payments will be made via EFT. If the account information changes, you are agreeing to submit an updated EFT Authorization Agreement, and voided check or bank letter.

Failure to properly handle EFT remittances and apply EFT payments may result in termination of payments via EFT.

EFT payments may take several days to process through the banking system before they appear in your bank account.

When an EFT payment is processed, a system generated remittance email is sent containing the payment information, and an Excel attachment. The system generated emails can go only to the address specified on this Registration form. Multiple emails cannot be sent.

HTML format is required to read and open the system generated EFT remittance emails and attachments.

It is the vendor's responsibility to "white list" APNotify@ctrl.ohio-state.edu and OSURF_Direct_Deposit@rf.ohio-state.edu to ensure emails are received properly. If the remittance emails are not received, contact the university to see if the email was returned "undeliverable" at apcustomerservice@osu.edu. If the emails are not returned to the university as undeliverable this indicates that they were successfully sent, and there is an issue on the receiving end. You will need to contact your IT department to resolve the issue.

The university will not re-create remittance notifications due to your inability to properly receive or handle emails.

Attachments

This section is provided to allow for additional attachments that may be required. This may be necessary when:

- A Foreign Person needs to provide a W-8, a copy of a passport and/or proof of visa type.
- An entity holds more than two Federal Supplier Certifications.
- An entity holds more than two State Supplier Certifications.
- Further explanation is required related to the terms of this application.
- More than one piece of banking documentation is needed.

Certification/Signature

A signature on this form indicates agreement with the following:

- Under penalties of perjury, I certify that the information shown on this form is accurate.



- I certify that the company's principals and/or directors are not public employees which include The Ohio State University. Section 2921.42 of the Ohio revised code prohibits public employees and their families from contracting with The Ohio State University in most instances.
- Important: If a potential for conflict of interest exists, or the company is prohibited to sign, or cannot agree to the certifications and all applicable PO terms and conditions; attach an explanation.
- The Ohio State University reserves the right to request information concerning, but not limited to financial status of applicant, business references, names of principal shareholders of the corporation, and equal employment opportunity compliance. If you do not respond to inquiries about the above information, your name may be removed from our supplier database.
- Under penalties of perjury, I certify that I am exempt from backup withholding and/or FATCA reporting, and that the information shown on this form is correct to my knowledge.
- I am a U.S. citizen or other U.S. person as defined in IRS Form W-9 Instructions.
- I certify that I have read and understand The Ohio State University Wexner Medical Center's Vendor Interaction Policy at <https://wexnermedical.osu.edu/utility/footer/vendor-interaction> and will abide by it.
- The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

If you are unable to certify this information, please reach out to: BF-PRSM-Webform@osu.edu.