

Prospective Supplier Request

Overview

This is the process for a new Supplier (vendor) to create an account via an external website and request setup of their Georgia Tech Supplier account in Workday.

Considerations

Policies related to this process may be found in the [Business & Finance Policy Book](#).

- A PDF version of this job aid will be available to prospective suppliers.

Summary

This section highlights the major steps of this process. For more detail on each step, start at Initiation.

1. The supplier should navigate to the **Prospective Supplier Request** form using [this link](#).
2. Select **Sign In** if you already have an account or select **Create Account** if you do not have an account.
3. Select **Home** to navigate to the main page of the website. Select **Register** to access the supplier request form.
4. Enter the Business Name, Supplier Category, Supplier Group, Tax ID (EIN or SSN) in **Business Details**. Complete additional questions if Individual/Sole-Proprietor is selected from the **Supplier Category** field.
5. Enter the Accepted Payment Types and Default Payment Type as Check in **Payment Types**.
6. Enter the Accepted Currencies and Default Currency as USD in **Currencies**.
7. Enter the Phone Number(s), Email Address and Website URL in **Business Contact Details**.
8. Enter the Country, Address Line 1, City, State and Postal Code in the **Remit-To Address**. Enter the **Mailing Address** only if it is different from the **Remit-To Address**.
9. Select **Add** or **Remove** Classifications, as necessary, in **Classifications**.
10. Enter the Country, First Name, Last Name, Primary Phone and Email Address in the **Legal Name** section on the **Contact Information** page.
11. Enter the Country, Address Line 1, City, State, Postal Code, and answer conflict of interest questions in **Mailing Address**.

12. Attach any supplemental documentation by dragging and dropping them into the Attachments field, or by using **Select Files**, and select Next.
 13. Review information and enter Electronic Signature in the **Signature** page.
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Initiation

Security Roles: Prospective Supplier

1. The prospective supplier should navigate to the **Prospective Supplier Request** form using [this link](#).
2. Select **Sign In** in the top right corner of the page.
 - If you already have an account, enter your email address and password and continue the business process at the step you left off.
 - If you do not have an account, select **Create Account** in the bottom left of the pop-up window.
3. Select **Home** to navigate to the main page of the website. Select **Register** to access the supplier request form.
4. Complete the **Business Details** section.
 - Enter your **Business Name** if you are a company or first and last name if you are an individual.
 - Choose a **Supplier Category**. This is a dropdown menu where you will select the type of business or organization that you represent (corporation, LLC, etc.), you may only choose one. *note if you are a non-U.S. based organization, please choose “*Foreign*” regardless of your organization type.
 - Enter **Supplier Group(s)**; this field is multi-select, so you should read carefully and select any groups that apply. Also, find the appropriate alphabetical groupings (i.e., Suppliers A-C & T-Z, etc.) and select the one that your business name falls into. Ensure that all applicable boxes are checked before moving on.
 - Enter your **Tax ID** (Employer Identification Number or SSN)
 - **Individual/Sole-proprietor Questionnaire**
 - If you did NOT select this **Supplier Category** skip to the next section; if you did, please respond to each question.

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Business Information

Business Details

Business Name *

Supplier Category *

Supplier Group

Tax ID

5. Complete the **Payment Types** section.
 - Choose **Accepted Payment** types from the dropdown menu. At this time, Georgia Institute of Technology uses “*Check*” as its primary method of payment, so all Suppliers should select “*Check*” at a minimum.
 - If you are a **foreign entity**, or ever expect to receive payments via a Wire transaction, you should also select “*Manual Wire*.”
 - If you have interest in receiving payments via “*EFT/ACH*,” you will first need to reach out to Bank of America/Paymode-X at www.paymode.com/gatech to be set up in their system. PayMode-X will contact Georgia Tech’s Supplier Administration once they have completed your registration.
 - A **Default Payment Type** must also be selected. This should be “*Check*” for all Suppliers. The Supplier Administrators will adjust if necessary.
6. Complete the **Currencies** section.
 - Georgia Tech conducts all of its business in U.S. Dollars. Disregard the Accept All Currencies check box, and instead enter USD into the **Accepted Currencies** field. Make sure that the USD box is filled in and also select USD in the **Default Currency** box below.
7. Complete the **Business Contact Details** section.
 - Here you can add Phone Number(s), a website address, and an email address. You must add an email address if you plan to receive Purchase Orders electronically.
 - If you would like to provide a phone number for your business, check the **Add Primary Phone** check box. Additional fields will appear for **Country Phone Code, Area Code, Phone Number, and Phone Device** (Pager, Landline, Fax, Mobile). If additional numbers need to be added, select the **Add Additional Phone** check box and follow the same steps.
 - You can add an **Email Address** and or **Website URL** as well using the provided boxes.

Payment Types

Accepted Payment Types *

x Check
⋮

x Direct Deposit

Default Payment Type *

Check
▼

Currencies

Note: If you do not want to accept all currencies, then you must select a list of accepted currencies.

Accept All Currencies

Accepted Currencies *

x USD
⋮

Default Currency

USD
▼

Business Contact Details

Add Primary Phone

Email Address

vmosur3@gatech.edu

Website URL

8. Complete the **Remit-To Address** section.

- All suppliers are required to have a Remit-to address on file. Select the **Country** dropdown box and choose the Country for your business or organization. The required address fields will appear below based on the address structure for the chosen country. All fields with a red asterisk must be completed.
- If your mailing address is different from the Remit-to, please enter it in this section using the same steps outlined above.

Remit-To Address

Country *

United States of America
▼

Address Line 1 *

521 Turner Pl NW

City *

Atlanta

State *

Georgia
▼

Postal Code *

30318

Mailing Address

Country

select one
▼

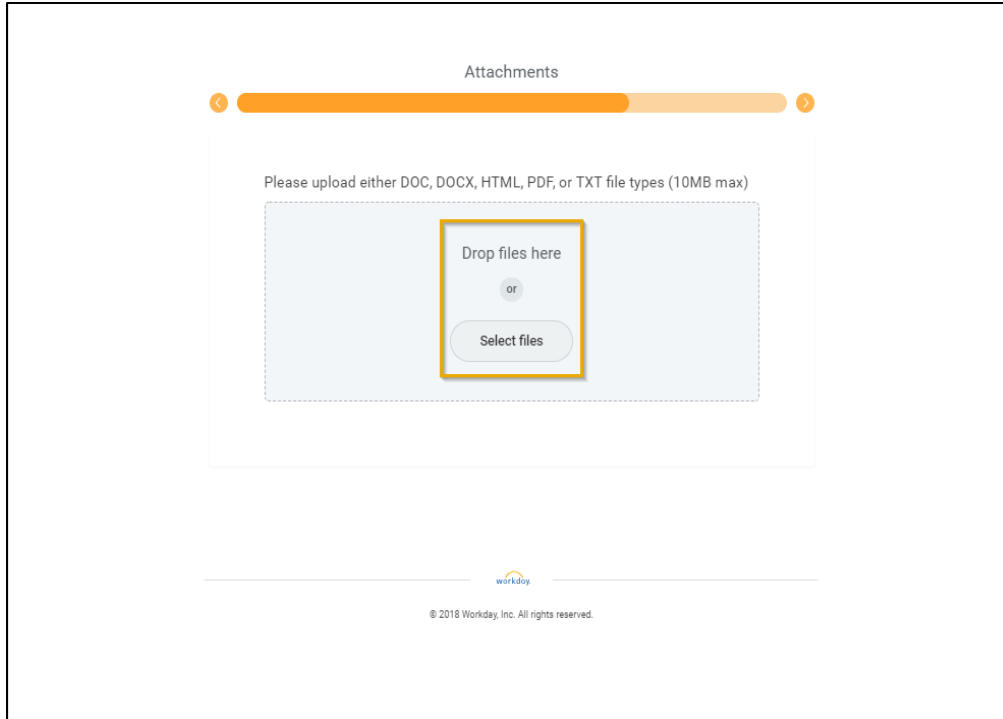
9. Select **Next** at the bottom of the page.
10. **Goods and Services/Spend Category Hierarchies** – This page is not required, simply select **Next** at the bottom of the page.
11. Complete the **Classifications** section.
 - This page is where one will enter information pertaining to Federal Small Business and other certifications. If your organization does not claim this or similar status, you may select **Next** at the bottom of the page to move on.
 - If you do need to enter some of this information, select **Add** under the **Classifications** header.
 - Classifications are organized by Country, but the only ones currently recognized in Georgia Tech's system are from the United States; so you will need to select this within the dropdown box.
 - Once United States is selected, you will see the Classification options, including Minority Ownership, Federal Small Business Classification, and State of GA Small Business Classification. Once you select a classification, additional fields will appear with questions and/or requested information. If you need additional classifications, simply click the **Add** button and repeat the steps.
 - Once your classification information is complete, select **Next** at the bottom of the page.
12. Complete the **Contact Information** section.
 - Choose the **Country** in which your organization's primary contact works.
 - The **First Name** and **Last Name** of your contact person are required. You can also **Add Primary Phone, Email Address, and Mailing Address** for that person here if they differ from what was entered earlier in the process.

IT IS VERY IMPORTANT TO READ AND FILL OUT THE NEXT SECTION CAREFULLY. NON-DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST WILL AFFECT YOUR ABILITY TO CONDUCT BUSINESS WITH THE INSTITUTE.

Read the questions, check any boxes that apply, and enter a response, if necessary, in the text box provided.

Select **Next** at the bottom of the page.


13. Complete the **Attachments** section.
 - On this page you can upload IRS Form W-9* for U.S. suppliers, or IRS W-8* series paperwork for Foreign suppliers. If you had relevant documents from the Classification section that you did not already upload there, you can add them here. The accepted file formats are listed on screen, and you can drag and drop or choose to search for the files as you see fit.
 - *Required
 - Select **Next** at the bottom of the page.



14. Complete the **Signature** section.
 - **Certification by Authorized Representative** – Carefully read through this section. Select the **Accept Certification by Authorized Representative** check box and enter your full name in the **Signature** box.
 - Select **Next** at the bottom of the page.
15. Review the **Summary** page.
 - This is a list of all the information that you have entered to this point. Please review it carefully; if you notice any errors or omissions, select **Back** at the bottom of your screen to go back to earlier pages and correct.
 - Once you are comfortable that your submission is complete, including the attachment of your relevant IRS form(s), select **Submit** at the bottom of the page.
16. Your registration has been submitted to the Georgia Tech supplier team for approval. Approvals can take one to two business days, and you may be asked for additional information if the team finds out that anything is needed.

Important Note: You will not receive email updates to your submission. You will need to log back into the registration site to view the status of your registration. This will be at the bottom right corner of the page when you log in.

Registration Status

 In Progress

Your application is currently being processed. We will update the status when your application is approved or denied.

[View Application](#)

- **Registration Status is Denied:** If your application is denied, the Supplier Administrator will send this notification.

Registration Status

Denied (Reviewed On 2019-06-18)


Your application has been denied. Please review why your application was denied below

Reason
Your application has been denied. A supplier using the same Tax Id Number already exists in the Georgia Tech system.

[Register](#) [Application History](#)

- **Updates to Application Required:** If your application is not complete or needs to be updated, the Supplier Administrator will send this notification:

Registration Status

 Update Application (Reviewed On 2019-06-18)

Your application needs to be updated. Please make the changes below.

Reason
Please attach documentation regarding your Federal Small Business Classification

[Update Application](#)

Remaining Process Steps

This section outlines the remaining steps in the process. In each *Approve* step, the Approver will have the following options:

Approve – The process continues to the next step until it is complete.

Send Back – Sends the process back to the initiator to make edits and will re-route to all approvers once re-submitted.

Approve

Security Roles: Supplier Administrator

Review the details of the process and approve, deny, or send back.

After this approval, the process is complete and in an Approved status.