Supplier Registration Steps - UMarketplace

Below are the basic steps and screenshots of what the supplier must complete to register. After registration, the UM onboarding approval process will need to be completed for the supplier to become active in Workday.

Before the invitation process begins the “New Supplier Request” form must be completed by the department and approved by Supply Chain Services. The request form can be found under the “UM QuickLinks” on the Workday Homepage. Once approved by Supply Chain Services the supplier will receive an email invite from UMiami@sciquest.com to complete. Below is an example of the supplier’s process.

2018-02-16 15:30 GMT+01:00 University of Miami <UMiami@sciquest.com>:

Supplier Invitation for University of Miami

Dear [Supplier Name],

The University of Miami (UM) is pleased to invite you to register for its new supplier management system, UMarketplace, an integrated solution to transmit purchase orders and invoices electronically.

To register for access, please click on the “Register Now” button below. Your application must be complete in order to be submitted. You will be notified via email once your application has been received and approved. Once your application is submitted and approved, you will have access to your secure information where you can add additional details about your organization, grant access to colleagues within your organization, and more.

Register Now

Thank You,

University of Miami Supplier Onboarding Team

If you have questions, please email UM Supply Chain Services at: supplychain.supplierapp@miami.edu or by phone at +1 305-284-5751 .

Thank you.
The steps below must be completed by the supplier. Then the UM onboarding approval process can begin.

1. Welcome

2. Company Overview
3. Business Details

4. Address
5. **Contacts**

```
<table>
<thead>
<tr>
<th>Contacts</th>
<th>Contact</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independent Contractor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Attachments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certify &amp; Submit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

6. **Diversity**

```
<table>
<thead>
<tr>
<th>Diversity</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Small Business Enterprise (SBE)</td>
</tr>
<tr>
<td>Minority Owned Small Business (MOSB)</td>
<td></td>
</tr>
</tbody>
</table>
```

```
7. Insurance

**ANN WENDSCHUH LLC**

Registration In Progress for University of Miami

9 of 10 Steps Complete

Welcome ✔
Company Overview ✔
Business Details ✔
Addresses ✔
Contacts ✔
Diversity ✔
Insurance ✔

Payment Information ✔
Tax Information ✔
Independent Contractor ✔
Additional Attachments ✔
Certify & Submit ✔

**Insurance**

Our organization wants suppliers to maintain appropriate insurance coverage. Listing your insurance policies helps us determine if you have the appropriate level of coverage for our future product and service needs.

**University of Miami Insurance requirements**


**Required Information**

At least one insurance policy is required to complete this section.

No insurance has been entered.

Add Insurance ▼

**Additional Questions**

Why you be providing on-site services? *

- Yes
- No

From the list below, please select all that apply if none are applicable, then choose "None of the Above".

2 Values Selected – ”

8. Payment Information

**ANN WENDSCHUH LLC**

Registration In Progress for University of Miami

9 of 10 Steps Complete

Welcome ✔
Company Overview ✔
Business Details ✔
Addresses ✔
Contacts ✔
Diversity ✔
Insurance ✔

Payment Information ✔
Tax Information ✔
Independent Contractor ✔
Additional Attachments ✔
Certify & Submit ✔

**Payment Information**

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 dates and amounts.

All suppliers will default to payment by check. The University of Miami may also issue payment by credit card.

Please email payday@miami.edu to request enrollment in ePayables (payment by credit card). As part of your request, include your Company Name as listed in the Supplier Application and your Tax ID.

*The Credit Card payment method is the University of Miami’s ePayables payment solution where suppliers receive an email authorization to charge a credit card number for outstanding invoices.*

<table>
<thead>
<tr>
<th>Title</th>
<th>Payment Type</th>
<th>Currency</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Wendschuh LLC</td>
<td>Check</td>
<td>USD</td>
<td>Yes ❌</td>
</tr>
</tbody>
</table>
9. Tax Information

10. Independent Contractor
11. Additional Attachments

12. Certify & Submit
The steps above must be completed by the supplier. Then the UM onboarding approval process can begin. See example below