The Supplier’s View of Onboarding in UMarketplace

First, the department will need to complete and submit a New Supplier Request form. Then the form will route to Purchasing for approval. This document highlights the next step, when the supplier receives an email invite and can begin completing the online application steps. This document can not be used as an application. After the supplier submits their application, the Purchasing Data Team can add the supplier into 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**

   ![Welcome to Supplier Registration](image1)

   - Address, phone, and email information
   - List of commodities you supply
   - Diversity information and certifications (if applicable)
   - Additional contracts for you or your business (if applicable)
   - Certificate of Insurance with University of Miami named as additional insured
   - W-9 or W-2 information (https://www.in.gov/forms-pubs)
   - Due & Disburse (if applicable) (http://www.dundb.com)

   Ensure all the required fields and sections are completed and attest to the validity of the information and submit the form electronically.

   For more information, please refer to the Registration FAQ link, on the top left side.

2. **Company Overview**

   ![Company Overview](image2)

   - Doing Business As (DBA)
   - Country of Origin
   - Does your business have a DUNS number?

   Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax documentation is required. Please provide the appropriate legal structure information as it is currently stated with the IRS. For more information about business structures, please visit www.irs.gov.

   **Additional Questions**

   - For 1099 reporting, please indicate if any of the following apply to your business:

   ![Required to Complete Registration](image3)
3. Business Details

4. Address
5. **Contacts**

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

6. **Diversity**

**Diversity Classification**
- Small Business Enterprise (SBE)
- Minority Owned Small Business (MOSB)
7. Insurance

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.

NOTE: Do not attach declaration pages or insurance bills as certificates; these are not accepted. University of Miami shall be listed as the certificate holder and as an additional insured under the general liability policy in the document. If you have questions about the certificate holder address or insurance limits, please refer to the information presented on this page. All necessary requirements are there.

University of Miami Insurance requirements
http://business-services.miami.edu/departments/risk-management/vendor-insurance/index.html

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

No insurance has been entered

Add Insurance

Additional Questions

Why are you providing on-site services?
Yes

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

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 payables@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 notification 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 Wendschu LLC</td>
<td>Check</td>
<td>USD</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Add Payment Information

< Previous  Next >  Save Changes
9. **Tax Information**

[Image of Tax Information section]

10. **Independent Contractor**

[Image of Independent Contractor section]
11. Additional Attachments

12. Certify & Submit
After the steps above are completed by the supplier, the UM onboarding approval process can begin. See example below.

The supplier can be used when “Completed” and the date appear.