Supplier’s Registration Steps - UMarketplace

The process below occurs after the UM Departments completes a New Supplier Request in Workday. The following document can’t be sent directly to suppliers as an application. 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 Purchasing. The request form can be found under the “UM QuickLinks” on the Workday Homepage. Once approved by Purchasing 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 the UM Purchasing Data Team 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**

![Image of Supplier Registration Form]

   - **Welcome**
   - **Company Overview**

2. **Company Overview**

![Image of Company Overview Form]

Legal Structure: *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](http://www.irs.gov).*
3. Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Year Established
Number of Employees
Business Description

Annual Revenue/Receipts
2020 Annual Revenue/Receipts
2019 Annual Revenue/Receipts
2018 Annual Revenue/Receipts

Sales Territories
Is Your Business a Local Supplier? Yes No
Is Your Business a National Supplier? Yes No
U.S. Service Area
International Service Area

Products and Services
NAICS Codes
Commodity Codes
Keywords

Additional Questions
Supplier Category (select one)

The University’s standard cash discount on invoice payment and payment terms are 2% 10 days net 30. Discount date and/or payment for agreed upon payment terms is calculated from invoice receipt date. Original invoices must be sent to the University’s Accounts Payable Department.

Supplier Payment Terms

Are you interested in obtaining information regarding cXML order distribution?
Yes
No

12/9/21  Purchasing.miami.edu  M.R
4. **Address**

A1 FIRE PROTECTION LLC

**Addresses**

To save changes, you must first click Get Started on the Welcome page to accept the terms and conditions.

Please enter any physical or mailing address, address types are listed below.

**Required Information**

The following address types are required to complete registration:

- Fulfillment
- Physical
- Remittance

No addresses have been entered.

Add Address

Hide inactive Addresses

5. **Contacts**

A1 FIRE PROTECTION LLC

**Contacts**

To save changes, you must first click Get Started on the Welcome page to accept the terms and conditions.

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

- Remittance

No contacts have been entered.

Add Contact

Hide inactive Contacts
6. **Diversity**

We strive to do business with diverse companies, please select all that apply to you or your business.

If you or your company belong to one of the categories below, select "Minority Business Enterprise (MBE)" and click "Done". To select **Ethnicity**, click the "Edit" button on the right.

- African American
- Hispanic American
- Asian Indian American
- Native American
- Asian Pacific American

"Please register your business or update your account at sam.pas (registration is free)"

No Diversity Classifications Selected

7. **Insurance**

The University of Miami (UM) requires suppliers to maintain insurance coverage at all times. Failure to maintain current insurance certification in UM’s supplier portal Marketplace may cause delays in issuing purchase orders or payments, if the insurance requirements have been not.

Please add your company’s insurance information below to complete this section. For assistance in completing this section, please review a sample of an acceptable Certificate of Insurance (COI) and review UM’s insurance requirements. Note: A COI must be submitted in PDF format. Insurance bills and/or declaration pages will not be accepted.

Note: The University of Miami must be listed as the certificate holder and as an additional insured under the general liability policy in the document. To access and review the Risk Management Vendor Insurance Request Form, click here.

If you have any questions, please contact UM’s Risk Management office directly at (305) 284-3163 or umcerts@miami.edu

Thank you.

No insurance has been entered.

Additional Questions

Will you be providing on-site services? *

- Yes
- No

Click on edit to select all that apply; if none are applicable, then choose "None of the Above" *
8. Payment Information

9. Tax Information
10. Independent Contractor

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To save changes, you must first click Get Started on the Welcome page to accept the terms and conditions.

- **Alumni / Alumna of the University of Miami?**
  - Yes
  - No

- **Have you been an employee of the University Miami in the past 12 months?**
  - Yes
  - No

- **Are any of your immediate family members employees of the University of Miami?**
  - Yes
  - No

- **Are any significant stock holders (10% or more of the current authorized stock) partners, employees, officers, members, agents, or ambassadors in a decision making capacity of your organization employees of the University of Miami?**
  - Yes
  - No

Required to Complete Registration

11. Conflict of Interest

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- **Will you provide and/or do you use any equipment, system, or services that uses Covered Articles' equipment or services as a component of any system, or as part of any system?**
  - Yes
  - No

Required to Complete Registration
12. Certify & Submit

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