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

2. Company Overview
3. Business Details

4. Address
5. Contacts

6. Diversity
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.

Additional Questions
Why are you 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

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, date, and amount.

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

Please email apay@umiami.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 Wendschu LLC</td>
<td>Check</td>
<td>USD</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Add Payment Information
9. Tax Information

10. Independent Contractor
11. Additional Attachments

Additional Attachments

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

Please add below any additional attachments you would like to provide during the registration process.

Attachment 1
Select file

Attachment 2
Select file

Attachment 3
Select file

Attachment 4
Select file

Attachment 5
Select file

Required to Complete Registration

12. Certify & Submit

Certify & Submit

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

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier’s responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Supplier’s Initials

Supplier’s Name

Supplier’s Title

Supplier’s Email Address

Today’s Date
4/18/2019

Certification
I certify that all information provided is true and accurate.

Required to Complete Registration

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