### Self-Registration – Supplier Instructions

**Supplier Self-Registration:**
New suppliers are vendors who have not done business with a member institution or the Consortium. Non-employee individuals may also use for reimbursement purposes.

**Audience:** New Suppliers

**Required for all Companies/Individual Contractors**
- W-9
- Certificate of Insurance if providing on-campus services

**Supplier Assistance:**
- ap@gmhec.org
- 802-443-2321

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>Link &amp; W-9</strong></td>
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Please confirm that you have an updated and completed W-9. It is a requirement to attach a copy in the self-registration process.

**Navigation Path:**
- Email ⋂ Link

A member institution (Champlain College, GMHEC, Middlebury College, or Saint Michael's College) will provide you with a link to self-register. Click on the link given to register.

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<th>Register Supplier: Company Details</th>
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**Register Supplier: Company Details**

- Enter a value for at least one of these fields: UNIFY Number, Taxpayer ID, or Tax Registration Number.

- **Company:** Gwin Research Systems
- **Tax Organization Type:** Corporation
- **Supplier Type:** Supplier
- **Corporate Web Site:** celsiusresearch.com
- **Attachments:** Will Example Text

**Your Contact Information:**

- **First Name:** Nils
- **Last Name:** Opson
- **Email:** niles.research.mp@gmail.com
- **Confirm Email:** niles.research.mp@gmail.com

**Company:**
- Your company’s name as written on the W-9
- Individuals input your Last Name, First Name

**Tax Organization Type:**
Select the organization type that best suits your business needs – this must always match what is checked on your Company’s W-9

**Supplier Type:**
- Choose “Supplier” if you are selling goods or services to one of the institutions
- Choose “Other” if you are being reimbursed (ex. candidate reimbursement for travel)

**Corporate Website** – Optional Entry

**Attachments:** Attach documents by clicking the “+” next to the Attachments field. Choose and upload the correct file. Here you can add:
- **W-9**
- **W-8BEN** (for international individuals)
- **W-8BEN-E** (for international businesses)
- Certificate of Insurance (COI)
- Approved copy of the Independent Contractor Worksheet (Middlebury Independent Contractors only)

Choose your file. Under description please use the following formula “YYYY Supplier Name”. As an example:
- 2019 Company Inc. – For a company/corporation
- 2019 Smith, Jane – For an individual

**Attention Middlebury College Independent Contractors:**
Please contact the department you are working with for the Independent Contractor Worksheet. They will have you complete a form and will send you an approved copy.

Add your file and click “OK” when completed.

**D-U-N-S Number** – *Not needed. Please skip.*

**Tax Country:**
- Domestic suppliers, type United States and the program will auto-populate a dropdown box to choose from
- For international suppliers, use the country as shown on your W-8, and type in your country name. The program will auto-populate a dropdown box to choose from

**Taxpayer ID:**
- Enter your TIN or SSN without any dashes
Ex. Use 123456789 not 123-45-6789

Tax Registration Number – Not Needed. Please skip.

Note to Approver – Please enter:
  ● What type of business you will be doing with the Member Institution
  ● The primary contact of the institution you are doing business with
  ● If applicable: If you are a 1099 supplier eligible

After completing the first page and uploading your document(s), click “Next” in the upper right hand corner.

Navigation Path:
➢ Register Supplier ▶ Contacts

In the Contacts, click the edit “pencil” to edit. This contact is responsible for updating any account information for your company. When editing your contact information, a pop-up will appear.

Complete/Confirm the fields in the upper half of the pop-up:
  ● First Name
  ● Last Name
  ● Phone
  ● Email
Do not uncheck any boxes.

Skip the bottom half of the pop-up entitled “Roles”. Do not edit this section.

Click “OK” after completing the contact information.

Navigation Path:
➢ Register Supplier ▶ Addresses

Direct Deposit is the preferred payment method for GMHEC and its member institutions. However, the address listed here will be where a check would be mailed to should you not choose direct deposit.

Click “+ Create” to create address information. A pop-up will add address information.

Complete the fields below. You do not need to add phone or email since this was already added under “Contacts”.

Create Address

Complete the following fields:
- Address Name
  - Address Name is the city where you are located added with a -1. Example: Burlington-1, New York-1, Chicago-1, etc.
- Country
- Address Line 1
- Address Line 2 (if applicable)
- City
- State
- Postal Code
- Address Purpose choose both Ordering and Remit To

Click “OK” when address information is complete.

Quick Tip! To ensure prompt payment, enter your bank account information for direct deposit under step 5.

Click “Next”
We do not require this information. Click “Next.”

Navigation Path:
➢ Register Supplier ▶ Bank Accounts

PLEASE COMPLETE THIS SECTION FOR FASTER AND CONVENIENT PAYMENT:
Choosing not to be paid by direct deposit (ACH) may result in a delay in payment.

Click “+ Create”

Complete the following information:
- **Country** – *United States only* (International banks not accepted at this time)
- **Branch** – choose the correct routing number for your Branch
- **Account Number**
- **Bank Name** – Once your Routing Number is entered, the Bank Name will autofill
- **Currency** – *USD only*
- **Account Type**: Choose whichever type is relevant (checking, savings, money market, etc.) If you do not know what type of account you have, choose “Checking.”
Click “OK” when complete.

Click “Next” when finished entering bank account information:

- Back
- Next
- Save for Later
- Register
- Cancel

Quick Tip! Enter your routing number first and the system will autofill the Bank Name.

Register Supplier: Products and Services

Navigation Path:
➢ Register Supplier ▶ Products and Services

This information is not required. Click “Next”

Register Supplier: Review

Navigation Path:
➢ Register Supplier ▶ Review

Review the information in this page:
- Company Details
- Attachments (W-9 required)
- Contact(s)
- Address(es)
- Business Classifications (not required – please skip)
- Bank Account(s) (Highly suggested to enter for prompt and convenient payment)
- Products and Services (not required – please skip)

Click “Register”

A pop-up will appear confirming your registration:

 Confirmation

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

OK
You will receive an email from "@workflow.mail.us2.cloud.oracle.com "confirming your registration, and another email asking you to create a password.

The emails will come directly from our system called, Oracle. Email subject lines include, but are not limited to:
- “GMHEC – Supplier Welcome Email”
- “Oracle Fusion Applications-Password Reset Confirmation”

Direct questions, comments and concerns to ap@gmhec.or, or call the GMHEC Accounts Payable at 802-443-2321.