



NOVA SOUTHEASTERN
UNIVERSITY

Office of Procurement Management

Supplier Registration Portal

SUPPLIER REGISTRATION FORM

Instructions for Completion

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A. Required Information

Thank you for your interest in becoming an NSU supplier. Before you begin the online registration process, please review these supplier registration instructions and minimum information requirements.

- **Standard Company Information:** Supplier must provide their company name, a brief company overview, year founded, number of employees, annual revenue, DUNS number, tax ID, and federal tax classification.
- **Conflict of Interest Disclosure:** Supplier must disclose any potential for conflict of interest.
- **Commodities & Services Provided:** Supplier must select one or more product or service categories, based on [UNSPSC](#) standards, from the list provided within the application.
- **Order Information:** Supplier must provide a primary contact name, title, phone number, fax number, email address, preferred order receiving method, and street address.
- **Remit To/Payment Information:** Supplier must provide a remit to contact name (if available), phone number, fax number, email address, and street address, in addition to uploading the appropriate completed tax form ([W9](#), [W-8BEN](#), [W-8BEN-E](#))
- **Diversity Status:** Supplier must be able to provide diversity classification, certifying agency name, in addition to uploading their supplier diversity certificate (if responses indicate supplier is certified). If you have more than one document to upload to this section, it is important that you save all documents for upload in a single location, such as your desktop.
- **eCommerce Information:** Supplier must provide Ariba Supplier Network ID and catalog information (if responses indicate supplier is Ariba ready).
- **References:** Supplier must provide a minimum of two, and up to five, references including; contact name, title, company name, email, and phone number

B. Accessing the Supplier Registration Form

To access the form: [CLICK HERE](#)

C. Completing the Supplier Registration Form

The supplier registration process is broken up into eight sections. Here you will find general information for all sections of the form. In subsequent sections you will find specific instructions for each step of the process.

- A red asterisk (*) indicates that the field is required.
- Dropdown menus indicate that only one answer may be selected from the list provided
- Check Boxes indicate that one or more answers may be selected from the list provided
- **Bold red messages** indicate that you are missing required information, invalid formatting, or other errors
- Navigate through the form by clicking through the numeric sequence at the top of the page, or by using the 'Previous' or 'Next' options at the bottom of the page
- Completion status is indicated by the color of the numbers across the top of the page; **GREEN** indicates a completed segment, **BLUE** indicates an active segment, and **NO FILL** indicates the segment is pending completion



1. Company Information

The company information section is step one of eight total steps in the registration process. All fields in the Company Information section are required with the exception of the DBA Name.

NSU NOVA SOUTHEASTERN UNIVERSITY **Supplier Registration Form**

Company Information

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Company Name * **DBA Name**

Provide a brief overview of your company *

Year Founded * **Number of Employees ***

Annual Revenue * **DUNS Number ***

TAX ID *

Select a Federal Tax Classification *

Next

Completing the Supplier Registration Form does not guarantee any future business relationship with Nova Southeastern University, Inc.

Callout Boxes:

- Provide your official company name as shown on your organization's W9
- If your company seeks to do business with NSU under a "Doing Business As" name, provide the DBA name here
- Provide your company's number of employees
- Provide your company's DUNS number (D&B ®)
- Provide your 9-digit Tax ID
- Select the appropriate option from the dropdown menu
- Click 'Next' when all required fields are complete
- Provide a brief overview of your company, including your URL (if available). Highlight your products and services here.
- Enter the year in which your company was founded
- Provide your most recent fiscal year's annual revenue

2. Conflict of Interest

The Conflict of Interest section is section two of eight total steps in the registration process. Based on your responses, the form may display additional information requirements as illustrated below.

Conflict Of Interest



Does any Officer, Director, Owner or Partner in your company have a relationship with NSU? *

- Yes
- No

Previous Next

If your answer is 'No' you may click 'Next' and proceed to the next step

Click 'Next' when all required fields are complete



Does any Officer, Director, Owner or Partner in your company have a relationship with NSU? *

- Yes
- No

If yes, please choose type of relationship. *

- You are employed by NSU
- Financial relationship with an NSU employee
- Personal relationship with an NSU employee
- Other (please specify)

Previous Next

If your answer is 'Yes' you will be required to select a type of relationship.

If you select any option except for 'Other' you may click 'Next' and proceed to the next step

Click 'Next' when all required fields are complete



Does any Officer, Director, Owner or Partner in your company have a relationship with NSU? *

- Yes
- No

If yes, please choose type of relationship. *

- You are employed by NSU
- Financial relationship with an NSU employee
- Personal relationship with an NSU employee
- Other (please specify)

If Other, please specify *

If you select 'Other', you will be required to specify your response in the space provided.

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Click 'Next' when all required fields are complete

3. Commodities and Services

The Commodities and Services section is step three of eight total steps in the registration process. Select one or more products or services pertaining to your company from the available list. The list below is for illustrative purposes only. To view the list in its entirety, see step three in the vendor registration form. Visit www.UNSPSC.org for additional information regarding commodity codes.

Commodities & Services



You may select more than one product or service. A minimum of one selection must be made in order to proceed to Step 4.

Select one or more Product or Service Categories provided by your company (Based on UNSPSC) *

- 10 - Live Plant and Animal Material and Accessories and Supplies
- 11 - Mineral and Textile and Inedible Plant and Animal Materials
- 12 - Chemicals including Bio Chemicals and Gas Materials
- 14 - Paper Materials and Products
- 21 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
- 22 - Building and Construction Machinery and Accessories
- 25 - Vehicles and their Accessories and Components
- 26 - Power Generation and Distribution Machinery and Accessories
- 27 - Tools and General Machinery
- 30 - Structures and Building and Construction and Manufacturing Components and Supplies
- 31 - Manufacturing Components and Supplies
- 32 - Electrical Components and Supplies
- 39 - Electrical Systems and Lighting and Components and Accessories and Supplies

Previous Next

Click 'Next' when all required fields are complete

4. Order Information

The Order Information section is step four of eight total steps in the registration process. This information will be used to contact you if your company's products or services are of interest to NSU. The email address provided will also be used to send you a confirmation of your Supplier Registration Form.

Order Information

Primary Contact Name *

Phone Number *

+1 201-555-5555

Email *

Preferred order receiving method *

Fax ▼

Corporate Address 1 *

Corporate Address 2

City *

State/Province *

International ▼

Primary Contact Title *

Fax Number *

+1 201-555-5555

Confirm Email *

Zip/Postal Code *

Nation *

United States

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Next

Click 'Next' when all required fields are complete

Provide your company's street address, city, state, zip and nation in the spaces provided.

Provide a primary contact name.

Provide a primary contact number. This field is pre-populated per country. Select your country from the list.

You will receive a confirmation of your registration to this email address. This email address will also be used to send PO's should your response indicate that is your company's order receipt method

Provide the title of the primary contact.

This # will be used to send PO's should your response indicate that is your company's order receipt method.

The contents of this field must match the email address provided in the previous field

If NSU awards an order to your business, select your order receipt preference (Fax/Email/Other) from the dropdown menu

5. Payment/Remit to Information

The Payment/Remit to section is step five of eight total steps in the registration process. This information will be used to establish your company as an approved supplier for the university. It will also assist the university in providing prompt payment for goods and services.

Payment/Remit To Information



Provide a contact name for payment/remittance questions (if available).

Provide a phone number for NSU to call for assistance regarding payment of invoices.

Provide an email address for NSU to call for assistance regarding payment of invoices.

Provide a fax number for NSU to send faxes for assistance regarding payment of invoices.

The contents of this field must match the email address provided in the previous field

Provide your company's street address, city, state, zip and nation in the spaces provided.

You will be limited to one attachment for this field.

Remit to Contact Name (if available)

Phone Number *

Fax Number *

Email *

Confirm Email *

Remit To Address 1 *

Remit To Address 2

City *

Zip/Postal Code *

State/Province *

Nation *

Please attach appropriate authorized Tax Form (W9, W-8BEN, W-8BEN-E) *

Tax Form Resources: [W9](#), [W-8BEN](#) and [W-8BEN-E](#)

Previous

Next

Click 'Next' when all required fields are complete

6. Diversity Status

The Diversity Status section is step six of eight total steps in the registration process. This information will be used to identify suppliers for participation in NSU's Supplier Diversity Program. Based on your responses, the form may display additional information requirements as illustrated below.

You will be required to select responses regarding certification, certifying agency.

Diversity Status



Select one or more certifications and/or designations. *

- Small Disadvantaged Business
- Women-Owned Business
- Minority-Owned Business
- Veteran-Owned Business
- Not Certified
- Other (please specify)

Select one or more certifications and/or designations *

- Small Disadvantaged Business (SDB) registered with the Small Business Administration
- 8(a) Certified
- HUBZone Certified
- State Government Certified
- Locality/Agency
- WBENC (Women's Business Enterprise National Council)
- NWBOC (National Women Business Owner's Corporation)
- NMSDC (National Minority Supplier Development Council)
- Self
- Not Certified
- Other (please specify)

Provide the certification expiration date here (if applicable)

Please attach diversity certificate(s) *

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For all responses other than "Not Certified", you will be required to enter an expiration date and attach your diversity certificates.

Diversity Status



If your company is not certified, indicate as such and proceed to step 7.

Select one or more certifications and/or designations. *

- Small Disadvantaged Business
- Women-Owned Business
- Minority-Owned Business
- Veteran-Owned Business
- Not Certified
- Other (please specify)

Select one or more certifications and/or designations *

- Small Disadvantaged Business (SDB) registered with the Small Business Administration
- 8(a) Certified
- HUBZone Certified
- State Government Certified
- Locality/Agency
- WBENC (Women's Business Enterprise National Council)
- NWBOC (National Women Business Owner's Corporation)
- NMSDC (National Minority Supplier Development Council)
- Self
- Not Certified
- Other (please specify)

Previous Next

Click 'Next' when all required fields are complete

Diversity Status



If your company is certified in a category other than those listed, select 'Other' and provide additional information in the space provided.

Select one or more certifications and/or designations. *

- Small Disadvantaged Business
- Women-Owned Business
- Minority-Owned Business
- Veteran-Owned Business
- Not Certified
- Other (please specify)

If Other, please specify

Select one or more certifications and/or designations *

- Small Disadvantaged Business (SDB) registered with the Small Business Administration
- 8(a) Certified
- HUBZone Certified
- State Government Certified
- Locality/Agency
- WBENC (Women's Business Enterprise National Council)
- NWBOC (National Women Business Owner's Corporation)
- NMSDC (National Minority Supplier Development Council)
- Self
- Not Certified
- Other (please specify)

If Other, please specify

If your company is certified by an agency other than those listed, select 'Other' and provide additional information in the space provided.

If you select any option other than 'Not Certified' or 'Other', you will be asked to provide the certification expiration date and provide a copy of your certificate.

If you indicate that you are certified, select the certifying agency from the list provided. If not listed, select 'Other' and see earlier instructions for completion.

When does your company's certification expire?

Click here to add additional files?

Diversity Status



Select one or more certifications and/or designations. *

- Small Disadvantaged Business
- Women-Owned Business
- Minority-Owned Business
- Veteran-Owned Business
- Not Certified
- Other (please specify)

Select one or more certifications and/or designations *

- Small Disadvantaged Business (SDB) registered with the Small Business Administration
- 8(a) Certified
- HUBZone Certified
- State Government Certified
- Locality/Agency
- WBENC (Women's Business Enterprise National Council)
- NWBOC (National Women Business Owner's Corporation)
- NMSDC (National Minority Supplier Development Council)
- Self
- Not Certified
- Other (please specify)

Provide the certification expiration date here (if applicable)

07/31/2015

Please attach diversity certificate(s) *

WBENC_Certificate.docx

Remove

Browse ...

+ Add new file

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Next

Click 'Next' when all required fields are complete

When does your company's certification expire?

7. eCommerce Information

The eCommerce section is step seven of eight total steps in the registration process. This information will assist in determining if your company is set up to receive orders through the university's electronic procurement system. Similar to previous sections, based on your responses, the form may display additional information requirements as illustrated below.



If you select 'No' for both questions, you will not be required to provide additional information.

Does your company have an Ariba Supplier Network ID (ANID)? *

Yes
 No

Does your company currently offer an Ariba Catalog? *

Yes
 No

[Previous](#) [Next](#)

Click 'Next' when all required fields are complete

If you select 'Yes' for this question, you will be required to provide your company's Ariba Supplier Network ID (ANID) in the space provided.

If you select 'Yes' this question, you will be required to specify which type of catalog your organization offers by selecting one or both of the options provided.



Does your company have an Ariba Supplier Network ID (ANID)? *

- Yes
- No

If yes, provide your ANID.

Does your company currently offer an Ariba Catalog? *

- Yes
- No

Select one or more responses below *

- CIF/hosted Catalog
- Punchout Catalog

[Previous](#) [Next](#)

Click 'Next' when all required fields are complete

8. References

The References section is the final step in the registration process. A minimum of two references are required. A maximum of five references may be submitted.



Provide the Contact Name for your reference

Provide the name of the Company

Provide a phone number for the individual listed in the "Contact Name" field

Provide the Contact Title for your reference (Director of Procurement, Procurement Specialist, etc.)

Provide an email address for the individual listed in the "Contact Name" field

Reference 1

Contact Name *

Contact Title *

Company Name *

Contact Email *

Phone Number *

Reference 2

Contact Name *

Contact Title *

Company Name *

Contact Email *

Phone Number *

Reference 3

Contact Name

Contact Title

Company Name

Contact Email

Click 'Previous' to review your information.

Previous

Finish

Click 'Finish' to submit your registration form.

Repeat instructions for Reference 1. A minimum of 2 references are required.

References 3 through 5 are optional.

9. Submission Confirmation

Congratulations! You have completed the supplier registration process. Upon successful completion of the Supplier Registration Form, you will be directed to the Submission Confirmation screen.



Supplier Registration Form

Submission Confirmation

Thank you for your interest in doing business with Nova Southeastern University, Inc.
Please email us at SupplierRegistration@nova.edu for additional information.

10. Confirmation Emails

You will receive an email confirming your registration which includes a copy of all of your responses on the form for your records. If you identify any errors or omissions, contact us at SupplierRegistration@nova.edu.

Additionally, the Office of Procurement Management will receive a notification of your registration. The information you provided will be used to identify potential suppliers when sourcing and procurement opportunities arise.