Existing Supplier Training and Navigation

This document contains information related to iSupplyGW existing supplier training and navigation at the George Washington University. This document is updated on a regular basis.

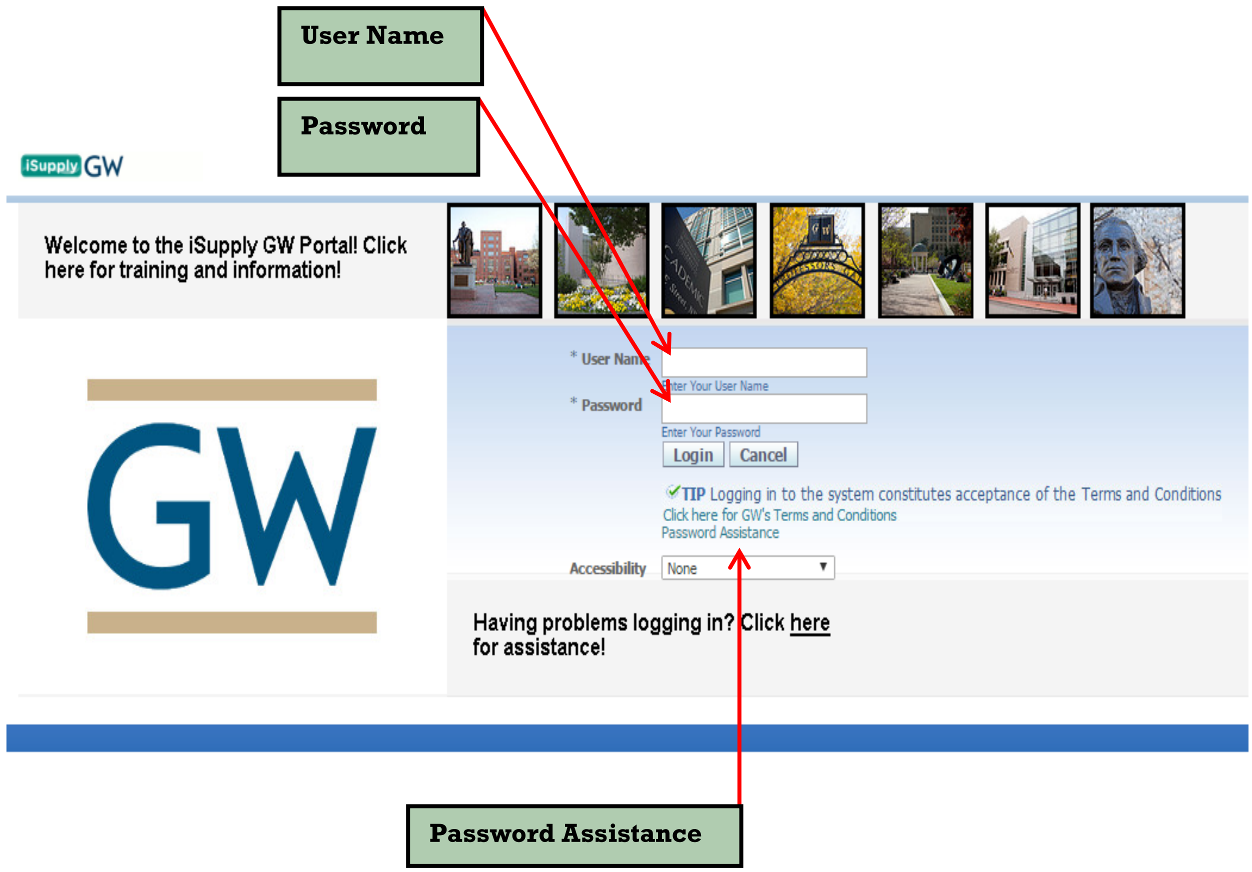
Updated: 8/01/2018 CCalef

Table of Contents

1. Home Page

The home page is your starting point for accessing all of the information available for your organization. iSupplyGW Portal access can be found on our website, https://procurement.gwu.edu/existing-supplier-maintenance If you are new to iSupplyGW and require assistance navigating the Portal, please contact us at 571-553-0300 or email us at isupplygw@gwu.edu. Upon registration, the administrator for the organization will receive an email containing their user name and a temporary password. You will need this information to login.

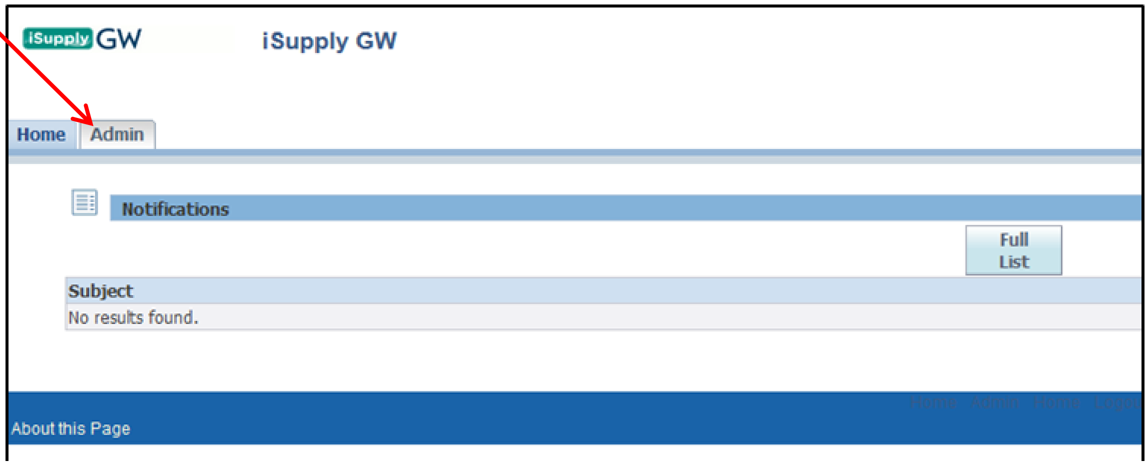
Note: The User Name is always the administrators email address.



2. Navigation Landing Page

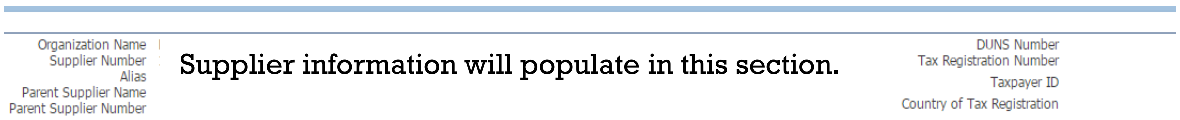
Navigator allows you access to your assigned responsibilities. This is currently limited to a single action, but could have future use. Favorites allow you to configure pages you want to return to quickly. Change request to your supplier profile will appear in this section. Select "Admin" to continue to the organizational profile data.

Select "Admin"

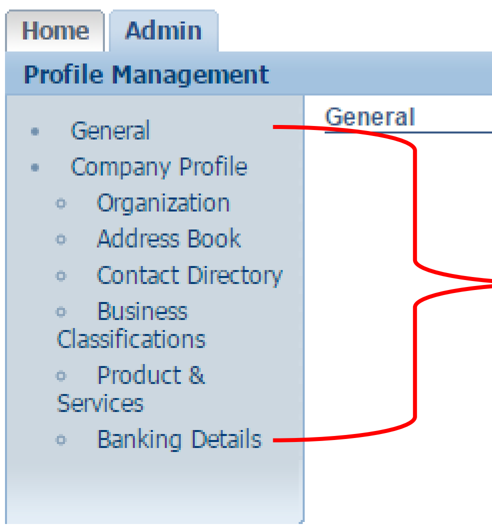


3. General Site Navigation

The General section provides a brief overview of the organization profile information. Sections include organization name, supplier record number, parent organization name (if applicable), DUNS number (if applicable), tax registration number, taxpayer ID, and country of tax registration.



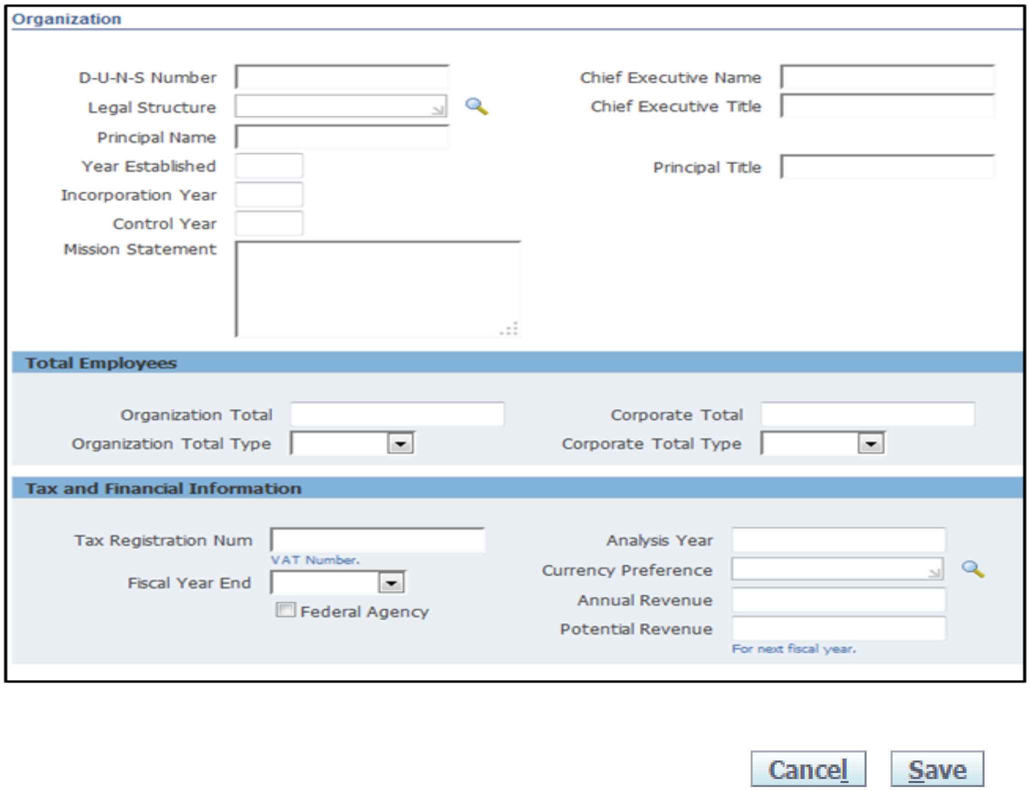
The Profile Management list on the left side of the screen will help you navigate to the different sections of the organizational data.



Select each section to navigate through each of the organizational profile areas. We will start with the Organization Section under Company Profile so you can begin verifying your information.

4. Organization Tab

Each field in the organization section can be updated at the discretion of the organization's administrator. You will need to select "Save" to apply the updates to the profile.



Select "Save" to apply updates. Next, move to the Address Section to verify if that information there is correct.

5. Address Tab

The address book section allows the administrator to review, remove, and create new address locations for the organization. Selecting the trash can icon to the right of the address will remove the address from the organizations profile. Selecting "Create" at the top of the page will open a new form that will allow you to create a new site location.

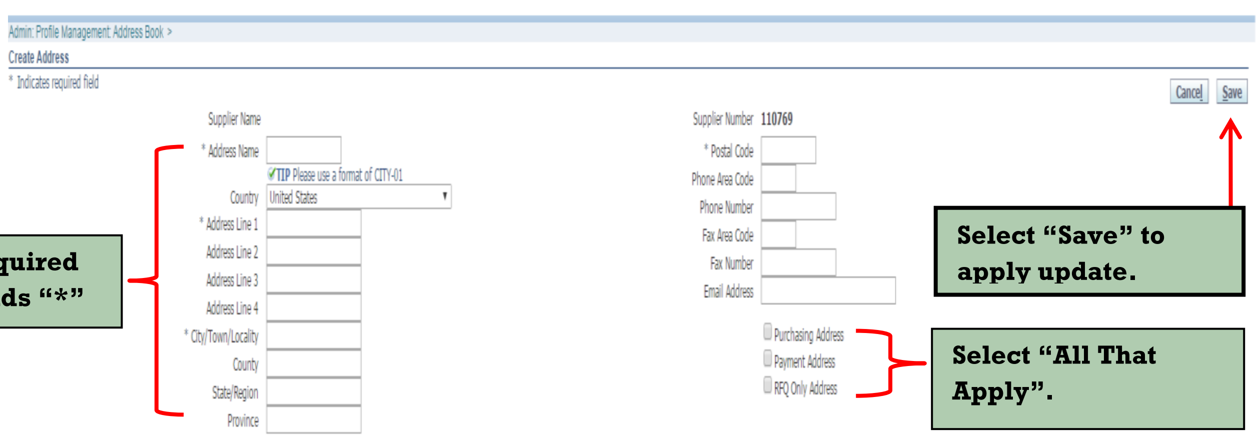
Select "Create" to add a new site.

Select the trash can icon to remove a site.

This is the form the administrators will fill out to create a new site location for the organization. Required fields are noted with an asterisk (*). It is also necessary to select the site type. Site types are:

- Payment address
- Purchasing address
- RFQ only address

Be sure to check  all that apply to that site and select "Save" at the top left of the page.



Required fields "*"

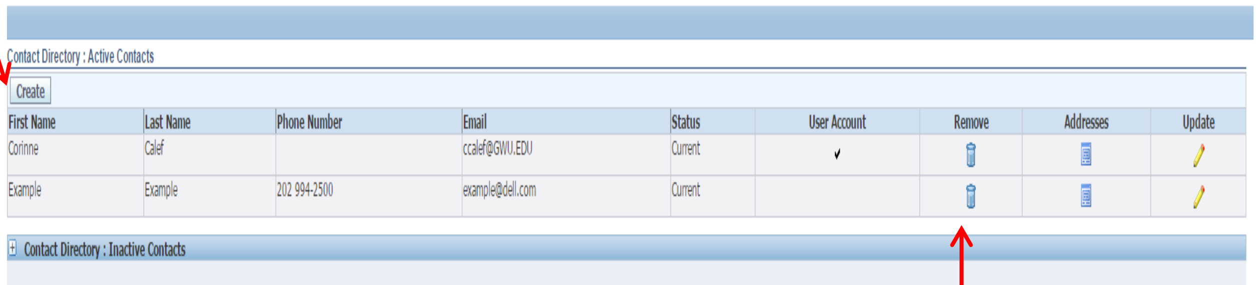
Select "Save" to apply update.

Select "All That Apply".

6. Contact Directory Tab

The contact directory section allows the creation of new organizational contact, update of current contact information, and user access removal. Select the trash icon to remove an administrator. Select the create button on the top left of the screen to add a new administrator. Minimum requirements for administrators include first name, last name, and email address. Keep in mind administrators should have signing authority for the organization as they will have access to update electronic banking information.

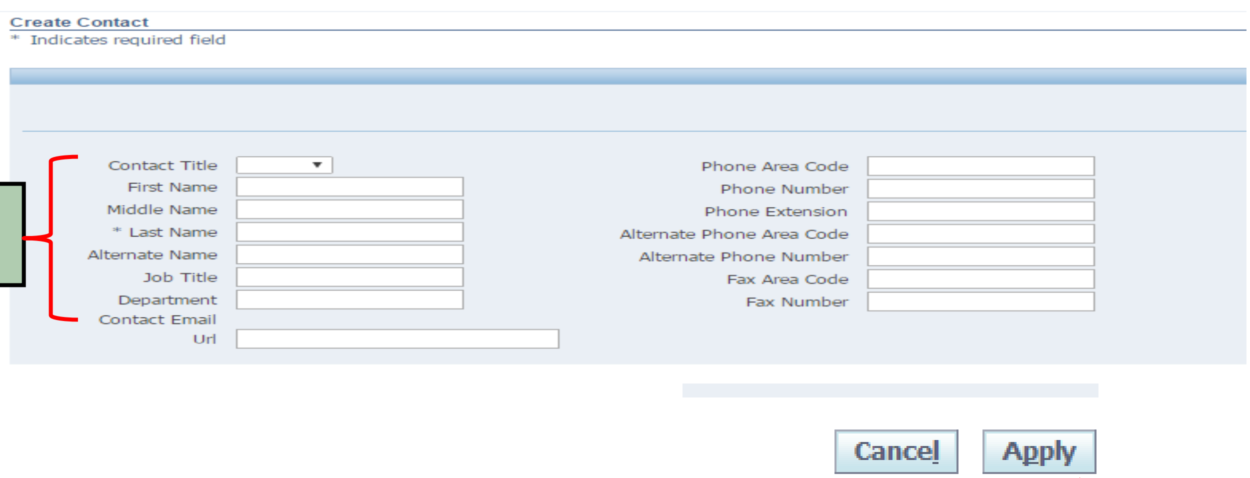
Select "Create" to add a new administrator to the organizations profile.



Select the trash icon to remove an administrator.

This is the form the administrators will fill out to create a new site location for the organization. Required fields are noted with an asterisk (*).

Required fields "*"



Select "Apply" to save update.

7. Business Classification Tab

GW recognizes individuals, sole proprietors, corporations, partnerships, government agencies, and exempt organizations. If you are interested in being considered for opportunities as a GW supplier, we encourage you to read about our Policies, Code of Conduct, and Current Business Opportunities below. You will then have the opportunity to register your company using our secure iSupplyGW database by following the procedures in the upcoming sections. Information collected by GW details your business classification along with the types of goods and services the organization offers helping us identify potential suppliers who may be invited to participate in GW's sourcing/bid selection process. The Information you provide is frequently accessed by GW Buyers to identify capable suppliers as new needs and requirements arise.

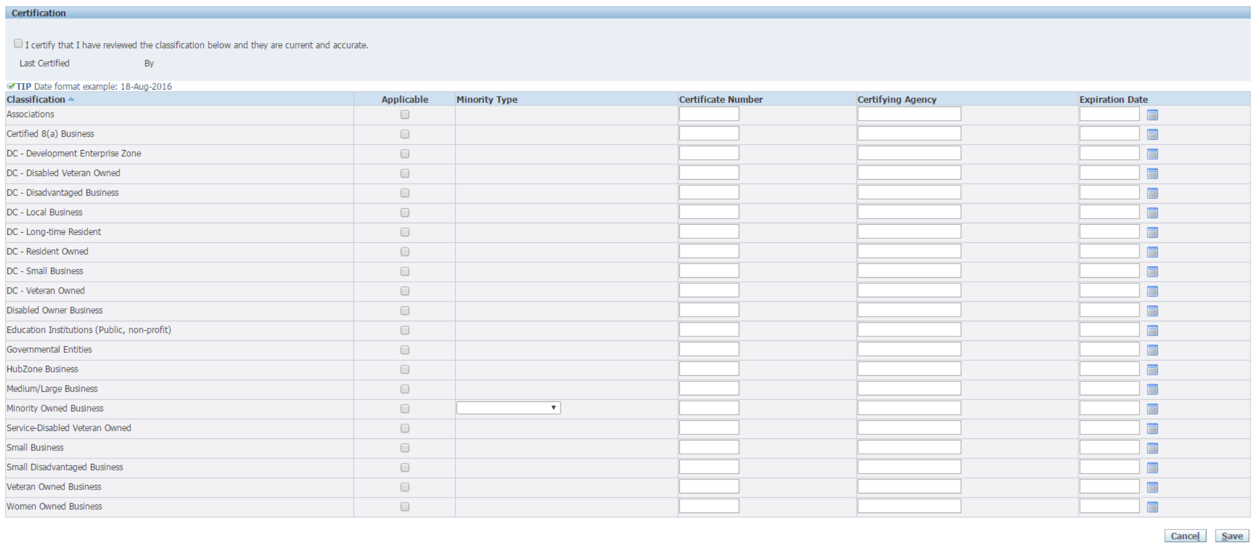
The University also maintains a Supplier Diversity Program (MBE/WBE) as part of its efforts to increase participation of minority and women vendors (MBE/WBE). GW seeks to achieve this goal through primary and second-tier suppliers. All primary suppliers must submit a plan with their bids, indicating how they intend to use minority and women owned vendors as their second-tier suppliers. Each plan will be evaluated based on good-faith efforts and will be considered the following factors:

- Availability of minority/women vendors who can supply the goods and services requested in the bid documents
- Competitiveness of the prospective second-tier suppliers

The use of local minority and women owned businesses strengthen our commitment to the local community. In all cases, however, it is expected that the vendors meet the criteria relating to the price, service, and delivery. Supplier diversity will be one, but not the sole consideration in all contract awards.

The business classification section area provides the organization the opportunity to provide self-certify in the areas of diversity and size status of the organization. Multiple selections are acceptable. Certificate numbers and expiration dates are not required. Note: All individuals can be classified as Small Business. Select “Save” to apply updates.

Check all that apply.


Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

TIP Date format example: 18-Aug-2016

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Associations					
Certified 8(a) Business					
DC - Development Enterprise Zone					
DC - Disabled Veteran Owned					
DC - Disadvantaged Business					
DC - Local Business					
DC - Long-time Resident					
DC - Resident Owned					
DC - Small Business					
DC - Veteran Owned					
Disabled Owner Business					
Education Institutions (Public, non-profit)					
Governmental Entities					
HubZone Business					
Medium/Large Business					
Minority Owned Business					
Service-Disabled Veteran Owned					
Small Business					
Small Disadvantaged Business					
Veteran Owned Business					
Women Owned Business					

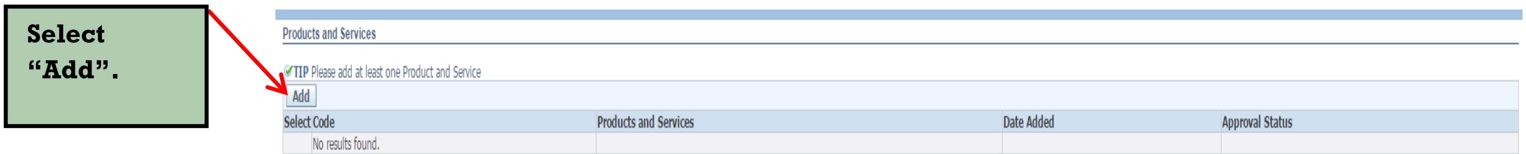
Cancel Save

Select “Save” to apply update.

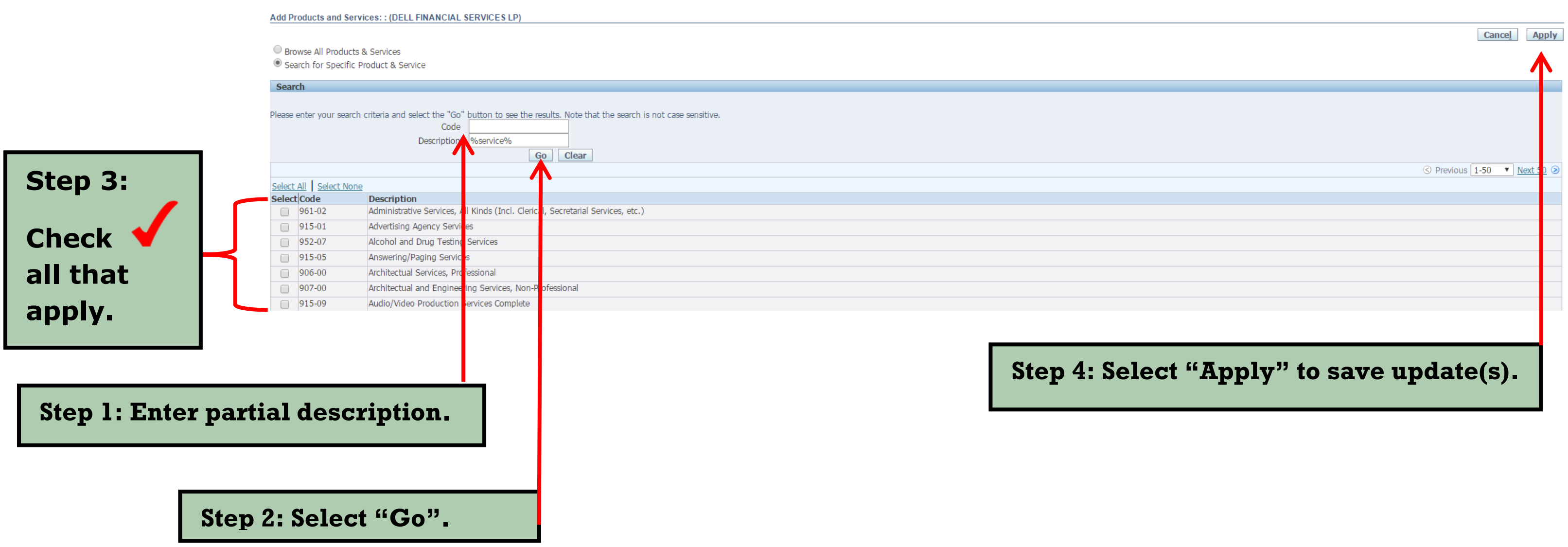
8. Products and Service Tab

The products and services section allows the organization to provide specific details as to what types of goods and services will be provided to the university. GW uses this information to better categorize and advertise the organizations offerings to our internal groups.

Select the Add button



Searching for product and service codes can be done by code number or by browsing the code description. Populate the number or partial description and Select "Go". Note: Use the "%" sign when conducting a description search. This will help populate broader search results.



9. Banking Details Tab

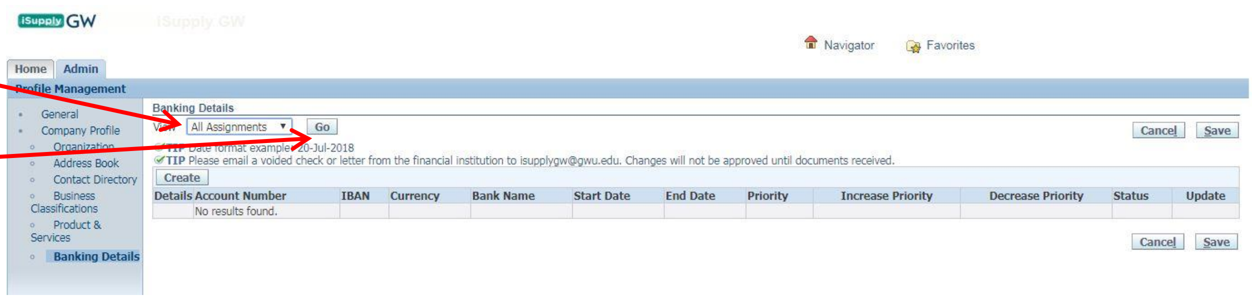
The banking section allows the organization to maintain electronic payment information. The designated administrator can add new banking and remove banking that is no longer part of the organization.

Use the drop down menu to change General Accounts to All Assignments. Select Go to execute the update. This action populates a list of all active remit to sites.

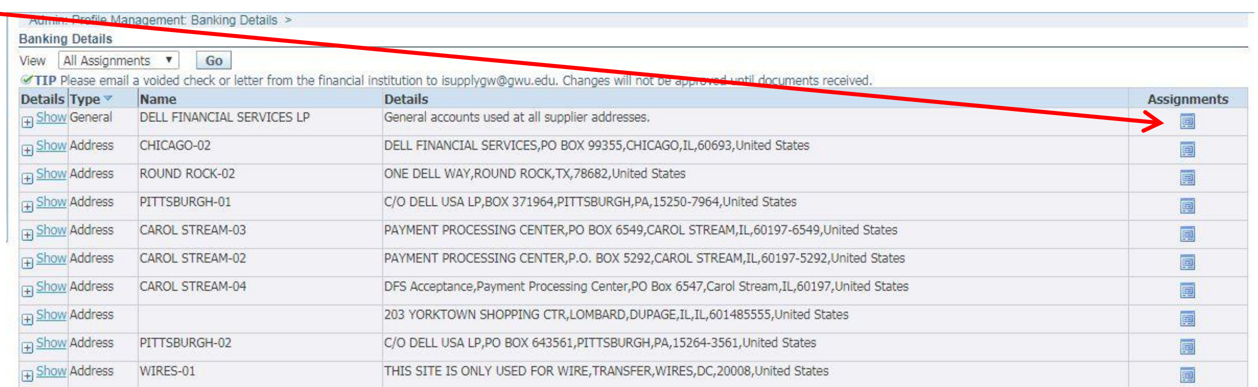
Select the Assignment icon associated with the remit to site to apply new electronic banking.

Select the create button to add new banking

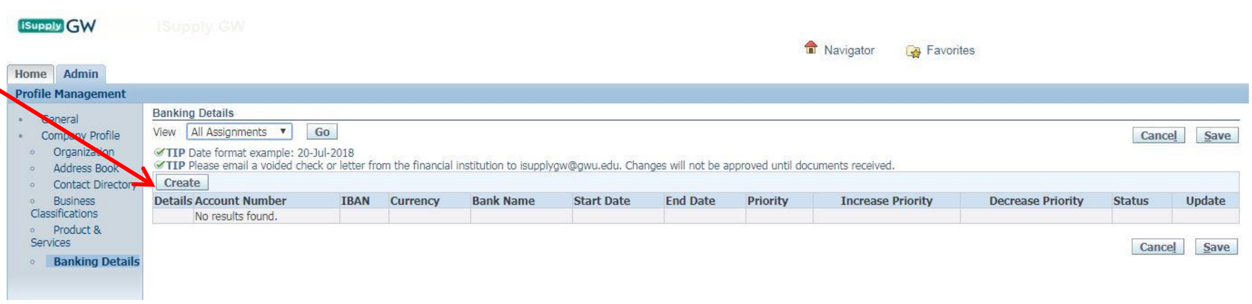
Use the dropdown list to select All Assignments. Select Go.



Select the Assignments icon

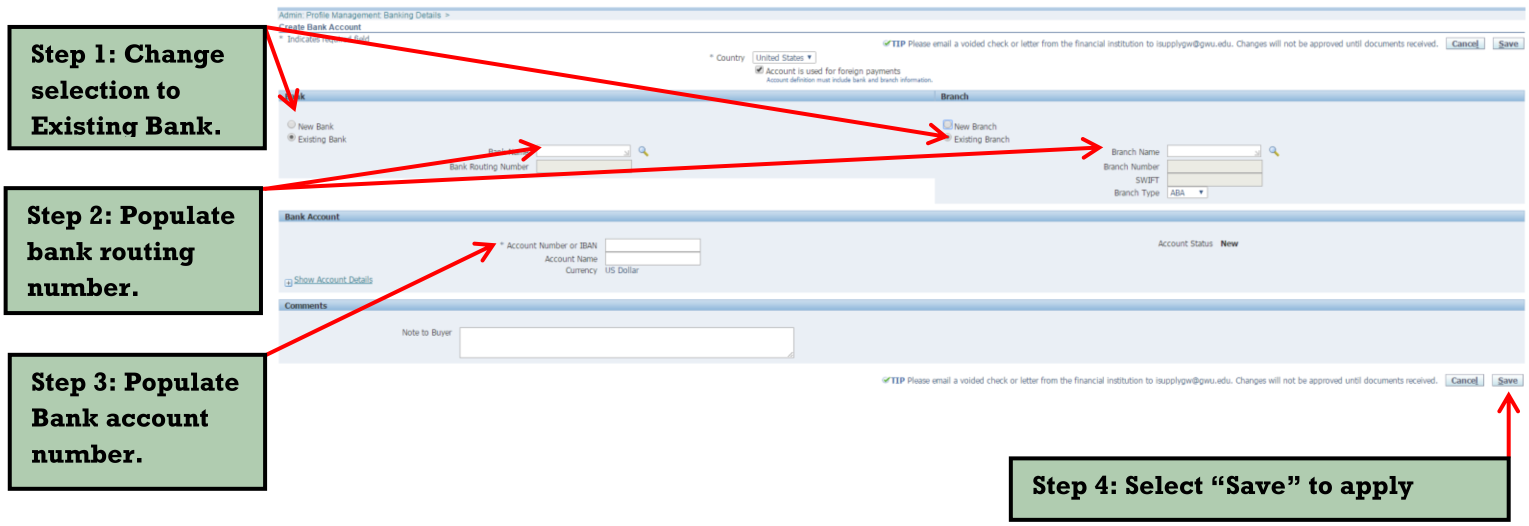


Select "Create" to add new direct deposit information.



Our database is up-to-date with all domestic financial institutions. Select the "Existing Bank" radio button. In the bank name field (not the bank routing number field), key in your bank routing number. It is helpful to use the format %#########%. Select the magnifying glass to search our database.

This should populate the full name and routing number of your financial institution. Please keep in mind that bank routing numbers contain 9 digits. Follow the same process for populating the branch name. The last step is to key in your account number. You have an option of adding an account name for reference, this step is optional.



Note: To finalize the update you are required to email isupplygw@gwu.edu one of the acceptable source documents to confirm data. Acceptable source documents are a voided check, company invoice with banking, a letter from financial institution confirming bank routing and account numbes, or the GW ACH Form. Requests for updates will not be approved until GW received one of the appropriate source documents.

Our email address is isupplygw@gwu.edu and our fax number is 571-553-8526.

10. Contact Us

For questions or assistance with the iSupplyGW Portal, please call our helpdesk at 571-553-0300 or you can email us at isupplygw@gwu.edu. You can also visit our website at any time for the most up-to-date supplier information, https://procurement.gwu.edu/doing-business-gw.