

**THE GEORGE
WASHINGTON
UNIVERSITY**

WASHINGTON, DC



New Supplier Training and Navigation

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

Table of Contents

1. Introduction	3
2. Beginning Registration.....	4
3. Creating an Address	5
4. Contact Directory.....	6
5. Business Classification	7
6. Products and Services.....	9
7. Banking Details	10
8. Attaching Required Forms	11
9. Submit Online Registration	12
10. Contact Us	13

1. Introduction

Welcome to GW's iSupplyGW Portal. The information below provides a list of required information and documentation to become a registered supplier.

Prospective Supplier Registration
* Indicates required field

Welcome to iSupplyGW Registration

Individuals, companies, or organizations must register prior to receiving purchase orders or payment. All suppliers must complete the online application. The following areas will be required:

- Supplier's Tax information, including a completed W9.
- A point of contact; This will generate a user account considered to be the administrator of the supplier's account. This will also be the email that receives the payment notifications.
- If a different email address is required for payment notifications, please contact [iSupplyGW](#).
- One site or location designated for payment and one for purchasing/fulfillment; These can be the same site.
- One or more Business Classifications applicable to your business.
- One or more NIGP related Products & Services codes.
- At least one bank account designated for payments; please note that GW defaults its payment types to ACH and terms of Net30.
- Bank account types will default to "Checking".

The registration process should only take between 5 and 10 minutes. You may click the Save button shown on the next page after successful completion of this page. An email will be sent containing a link to return to the registration process. Please note this link is considered private and should not be shared. All information entered in the registration process will be visible when accessing the link.

Please note: Registration MUST be completed by the supplier, not internal GW faculty and staff.

This registration form is intended for the registration of domestic U.S. individuals, companies and organizations only. Please visit [GW's New Supplier Registration Page](#) for information regarding registering as a foreign supplier.

The following links may be useful during the registration process:
[Supply GW Site Terms and Conditions](#)
[Current IRS W9 form](#)

It is helpful to collect the required documentation prior to beginning the registration process. This online form is intended for the registration of domestic U.S. individuals, companies and organizations only. Please visit GW's New Supplier Registration Page for information regarding registering as a foreign supplier.

The first page of the registration collects organizational name(s), tax ID number, and information on the individual who will maintain the profile data in our self-service portal. This step allows the user to populate the required fields, see image below. These fields are annotated with an asterisk (*). Upon completion, you will Select the continue button located at the bottom right of the screen.

Company Details

At least one tax id is required to be able to complete the registration request.

Required fields "*"

- * Tax Reporting Name
- DBA Name
- Doing Business As Name
- * Taxpayer ID
- DUNS Number

* TIP If you receive the error "A supplier with the same supplier name already exists", please email isupplygw@gwu.edu.

* TIP If you do not have a registered TIN, please use your SSN

Contact Information

Please enter the information for the account administrator

Required fields "*"

- * Email
- First Name
- * Last Name
- * Phone Area Code
- * Phone Number
- Phone Extension

For additional assistance, please review these items:
[iSupplyGW Info Site](#)
[iSupplyGW FAQs](#)
[iSupplyGW Training Guide](#)

Select "Continue".

2. Beginning Registration

The Additional Details page is made up of 6 sections requiring supplemental information. These sections are address book, contact directory, business classifications, products and services, banking details, and add attachments. Select “Create” within each section to provide additional details for your organization.

Note: Don’t have all the information you need? Select “Save For Later” to save your process. You will receive an email with a link to access the incomplete application.

Prospective Supplier Registration: Additional Details
Please visit each section on this page. One or more items may be required in each.

Tax Reporting Name
Taxpayer ID
DUNS Number
DBA
Note to Buyer
Note to Supplier

Address Book
At least one entry is required.
or ZIP One site or location designated for payment and one for purchasing/fulfillment is required. These can be the same site.

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory
At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Carone	test	571-4260890-5260890	test2@psu.edu	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Business Classifications
Supplier Diversity Initiative Program (MBE/WBE)
The University voluntarily maintains a Supplier Diversity Initiative Program 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 document.
• Competitiveness of the prospective second-tier suppliers.
The use of local minority and women owned businesses strengthens 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. Ultimately it will be left to the discretion of the primary supplier as to which second-tier suppliers it uses. When a contract is awarded, the supplier is required to maintain its second-tier effort to submit monthly on its progress.
At least one entry is required.

Products and Services
At least one entry is required.

Code	Products and Services	Delete
No results found.		

Banking Details
The University reserves the right to pay any or all amounts due under this Purchase Order by using either a procurement card (p-card) or a Single Use Account (SUA) method of payment. The Supplier must accept the University's p-card or a SUA method of payment, as applicable. Supplier is prohibited from charging the University any additional fee, charge, or other obligation related to the University's use of either a p-card or a SUA method of payment. Please contact our Accounts Payable Office for more details, email accounts@psu.edu or call 571-553-0247.
At least one entry is required.

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Attachments
The following documents are required in order to complete your registration:
• Completed W9
• One of the following: Bank Letter, Voided Check, Invoice with Banking Information, GW's ACH Form, Signed Company Form with Banking Information
* Details about these banking documents are available on the Create and Update Banking Details screens.
Please only attach PDF or image file types. Other file types (including zip files) will be rejected and may cause a delay in the approval of your registration.

Title	Type	Description	Category	Last Updated	Usage	Update	Delete
No results found.							

Save for later

Register

3. Creating an Address

The address book section allows the administrator to create address locations for the organization. Select “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.

Address Book

At least one entry is required.
* TIP One site or location designated for payment and one for purchasing/fulfillment is required. These can be the same site.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

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 (*). Select “Apply” to save changes.

Create Address

* Indicates required field
* TIP One site or location designated for payment and one for purchasing/fulfillment is required. These can be the same site.

Cancel Apply

* Address Name * TIP Please use a format of CITY-01 Rd.

Country

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality

County

* State Two letter abbreviation

Province

* Postal Code

* Phone Area Code

* Phone Number

Fax Area Code

Fax Number

Email Address

* TIP Click the return link below to Save and Return to Prospective Supplier Registration.

Required fields “*”

Required fields “*”

Select “Apply” to save update.

4. Contact Directory

The contact directory section allows the creation of new organizational contact or administrator. Select “Create” 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.

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Corinne	Calef		ccalef@GWU.EDU	Current	✓			
Example	Example	202 994-2500	example@dell.com	Current				

Contact Directory : Inactive Contacts

Select “Create” to add a new administrator to the organizations profile.

This is the form the administrators will fill out to create an administrator for the organization. Required fields are noted with an asterisk (*). Select “Apply” to save the update.

Create Contact
* Indicates required field

Contact Title	<input type="text"/>	Phone Area Code	<input type="text"/>
First Name	<input type="text"/>	Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text"/>	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Fax Number	<input type="text"/>
Contact Email	<input type="text"/>		
Url	<input type="text"/>		

Required fields “*”

Cancel

Apply

Select “Apply” to save update.

5. Business Classification

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 a Small Business. Select "Save" to apply updates.

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	<input type="checkbox"/>				
Certified B(s) Business	<input type="checkbox"/>				
DC - Development Enterprise Zone	<input type="checkbox"/>				
DC - Disabled Veteran Owned	<input type="checkbox"/>				
DC - Disadvantaged Business	<input type="checkbox"/>				
DC - Local Business	<input type="checkbox"/>				
DC - Long-time Resident	<input type="checkbox"/>				
DC - Resident Owned	<input type="checkbox"/>				
DC - Small Business	<input type="checkbox"/>				
DC - Veteran Owned	<input type="checkbox"/>				
Disabled Owner Business	<input type="checkbox"/>				
Education Institutions (Public, non-profit)	<input type="checkbox"/>				
Governmental Entities	<input type="checkbox"/>				
HubZone Business	<input type="checkbox"/>				
Medium/Large Business	<input type="checkbox"/>				
Minority Owned Business	<input type="checkbox"/>				
Service-Disabled Veteran Owned	<input type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Small Disadvantaged Business	<input type="checkbox"/>				
Veteran Owned Business	<input type="checkbox"/>				
Women Owned Business	<input type="checkbox"/>				

Check  all that apply.

Select "Save" to apply

6. Products and Services

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 “Add”

Select “Add”.

Select Code	Products and Services	Date Added	Approval Status
No results found.			

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.

Search

Please enter your search criteria and select the “Go” button to see the results. Note that the search is not case sensitive.

Select Code	Description
<input type="checkbox"/> 901-02	Administrative Services, All kinds (Incl. Clerical, Secretarial Services, etc.)
<input type="checkbox"/> 915-01	Advertising Agency Services
<input type="checkbox"/> 952-07	Alcohol and Drug Testing Services
<input type="checkbox"/> 915-05	Answering/Paging Services
<input type="checkbox"/> 906-00	Architectural Services, Professional
<input type="checkbox"/> 907-00	Architectural and Engineering Services, Non-Professional
<input type="checkbox"/> 915-09	Audio/Video Production Services Complete

Step: 3

Check all that apply.

Step 1: Enter partial description.

Step 2: Select “Go”.

Step 4: Select “Apply” to save update(s).

7. Banking Details

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.

Select “Create” to add new banking

Banking Details

View

TIP Date format example: 18-Aug-2016
 TIP Please email a voided check or letter from the financial institution to isupplygw@gwu.edu. Changes will not be a

Details	Account Number	IBAN	Currency	Bank Name
No results found.				

Select “Create” to add new direct deposit information.

Our database is preloaded with all domestic banks. Select the “Existing Bank” radio button. In the bank name field, key in your bank routing number. It is helpful to use the format %#####%. Then, 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.

Step 1: Change selections to Existing Bank.

Step 2: Populate bank routing number.

Step 3: Populate bank account number.

Country: TIP Please email a voided check or letter from the financial institution to isupplygw@gwu.edu. Changes will not be approved until documents received.

Account is used for foreign payments
Account definition must include bank and branch information.

Bank

New Bank Existing Bank

Bank Name

Branch

New Branch Existing Branch

Branch Name

Branch Number

SWIFT

Branch Type

Bank Account

Account Number or IBAN

Account Name

Currency

Account Status

Comments

Note to Buyer

TIP Please email a voided check or letter from the financial institution to isupplygw@gwu.edu. Changes will not be approved until documents received.

Step 4: Select “Save” to apply

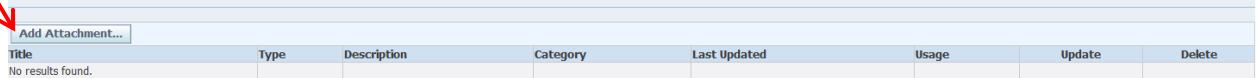
Note: To complete the update you are required to fax or email a copy of a voided check or the [GW ACH Form](#).

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

8. Attaching Required Forms

GW requires all new suppliers to provide a copy of the current version of the IRS form [W-9](#) and a voided check to confirm electronic banking. The voided check can be substituted with the [GW ACH Form](#). Select on the Add Attachment button to upload your documents.

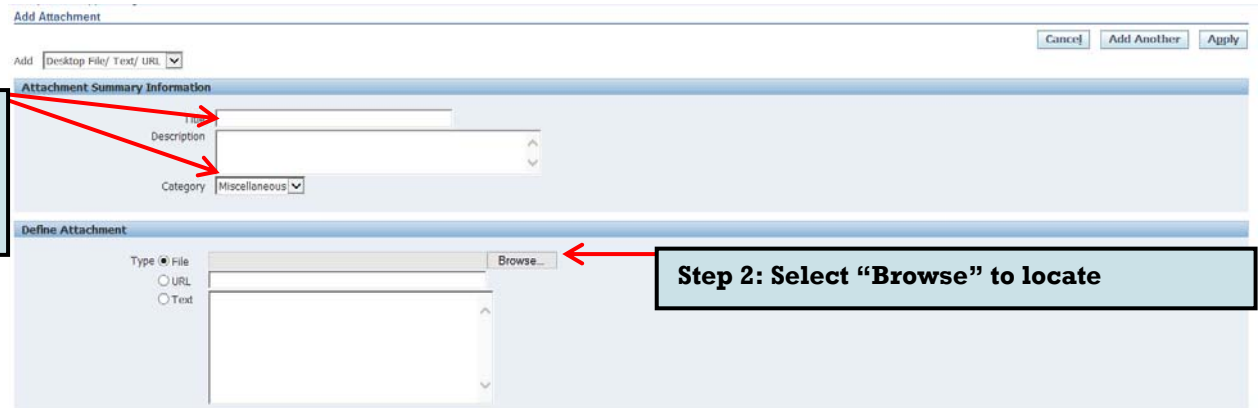
Select "Add Attachment".



The screenshot shows a button labeled "Add Attachment..." and a table with the following headers: Title, Type, Description, Category, Last Updated, Usage, Update, and Delete. Below the headers, it says "No results found."

Here you can add a Title and Description of the document. Select "Browse" to locate the document you want to upload. "Add Another" will allow you to upload multiple documents. Once all the documents are uploaded Select "Apply".

Step 1: Add Document "Title" and "Description".



The screenshot shows the "Add Attachment" form. It has a dropdown menu for "Add" (Desktop File/ Text/ URL) and buttons for "Cancel", "Add Another", and "Apply". The "Attachment Summary Information" section has fields for "Title", "Description", and "Category" (Miscellaneous). The "Define Attachment" section has radio buttons for "File", "URL", and "Text", and a "Browse..." button. Red arrows point from the "Step 1" box to the "Title" and "Description" fields, and from the "Step 2" box to the "Browse..." button.

Step 2: Select "Browse" to locate

Step 3: (if applicable) Select "Add Another" to upload multiple documents.

Step 4: Select "Apply" to save documents

9. Submit Online Registration

Once you have completed the application process, you can Select “Register” to submit for approval.

Note: Don’t have all the information you need? Select “Save for Later” to save your progress. You will receive an email with a link to access your draft registration.

Prospective Supplier Registration: Additional Details
Please visit each section on this page. One or more items may be required in each.

Back Save For Later Register

Tax Reporting Name
Taxpayer ID
DUNS Number
DBA
Note to Buyer
Note to Supplier

Select “Save For Later”

Select “Register”



Confirmation

Thank you for submitting your registration. You will receive an email notification upon review completion.

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>.