




# BROWARD COLLEGE<sup>SM</sup>



## Supplier Registration Instructional Guide

**Important:** Suppliers are required to follow these instructions to avoid any delays in processing.  
Applications are not saved unless you submit.  
Items marked with an asterisk (\*) are required.

<p><b>Supplier Registration</b></p> <p>Application Link</p>	<p><a href="https://wd5.myworkdaysite.com/supplier/browardcollege/1">https://wd5.myworkdaysite.com/supplier/browardcollege/1</a></p>
<p><b>Business Information</b></p> <p>*Business Name</p>	<p>Input the Business Name exactly as it appears on your IRS Form W-9, as registered with the State of Florida, or as registered with the IRS.</p>
<p>*Supplier Category</p>	<p>Use the drop-down list (click on the arrow) to select the Supplier Category that best describes what you will supply to Broward College.</p>
<p>*Supplier Group</p>	<p>Use the  to select the one group that best fits your company name by the first alphabetical/numerical character (<b>Supplier A-F, Supplier G-L, etc. or Supplier 0-9 if your company name starts with a number</b>).</p>
<p>*Tax ID</p>	<p>Enter the company FEIN or the ITIN as it appears on the W-9. <b>Enter dashes</b> as needed. <b>Example: xx-xxxxxxx or xxx-xx-xxxx</b></p>
<p>*Accepted Payment Types</p>	<p>Click on the  to select the types of payments that your company is willing to accept from Broward College. <b>ONLY SELECT Check and Manual. Broward College does not support other payment types.</b> Do not select the other options as they are used for other reasons within our software system.</p>
<p>*Default Payment Type</p>	<p>Click on the options (arrow) to select "Check" only. "Manual" is used in extreme emergencies only.</p>
<p>Accept All Currencies</p>	<p><b>Do not</b> click on the "Accept All Currency" box as Broward College only accepts United States Dollars (USD).</p>
<p>Accepted Currencies</p>	<p>Click  to select USD (United States Dollars).</p>

Default Currency	Click the option (arrow) to Select USD
Business Contact Details – Add Primary Phone <b>VERY IMPORTANT</b>	Application will be sent back if missing the company's phone number. ( <b>Required</b> )
Add Primary Phone	Click box to <b>Add Primary Phone</b>
Country Phone Code	Select 'United States of America'
Area Code	Enter Company Phone Number's Area Code ( <b>3 digits only</b> )
*Phone Number	Enter Company Phone Number ( <b>7 digits with dash only</b> )
*Phone Device	Select either 'Work' or 'Mobile'
Add Additional Phone	Check this box to add other company phone numbers for specific company departments, fax numbers, etc. Repeat the steps above (phone number details) for each additional phone number.
*Email Address <b>VERY IMPORTANT</b>	<b>IMPORTANT</b> Enter the company's email address. This is the email address where Broward College will send electronic purchase orders. You should enter an email address that is monitored so that you can receive and process orders in a timely manner.
Website URL	Enter your company website including the appropriate http or https prefix. (optional)
Remit-To Address	<b>IMPORTANT</b> This is where payments will be mailed when Broward College pays by check.
*Country	Select United States of America
Address Line 1	Enter the Street Address per the US Postal Service guidelines for street address for your company.
*City	Enter the City per the US Post Service guidelines for City for your company.
*State	Enter your State

*Postal Code	Enter your US Postal Zip Code (6 digits)
Mailing Address	Enter your company's general mailing address if different from the 'Remit To' Address entered above. Repeat the steps above (address details) for the mailing address.
Goods and Services	Click Next to <b>Skip</b> Spend Category Hierarchies
Classifications: <b>Business Certification, Business Description and Business Specification</b> <b>VERY IMPORTANT</b> <b>Critical for those who wish to participate in our Supplier Diversity Small Business Program.</b>  <b>You will be awarded 10points additional when you participate in this program. Please complete all details.</b>	Click " <b>Add</b> " or application will be returned.  <b>Critical: Supplier Diversity Small Business Program:</b> <ol style="list-style-type: none"> <li>1. Certifications (attachment required)</li> <li>2. W9 (attachment required)</li> <li>3. Average Gross Sales detail</li> <li>4. Address listed shows located in the South Florida Tri-County Area (Broward County, Palm Beach &amp; Miami-Dade Counties)</li> </ol>
Classifications ( <b>Business Certification</b> ) (Step 1 of 3)	Click  to Select Country and then click circle for <b>Business Certification</b>
Classifications (Business Certification) <b>Certified</b>	Click option (arrow) to Select Yes or No
Classifications (Business Certification) <b>Certification Type</b>	Click  to Select the type of certification (If applicable)
Classifications (Business Certification) <b>Certified By</b>	Click option (arrow) to Select agency (If applicable)
Classifications (Business Certification) <b>Certification Issued Date</b>	Certification Issued Date (ex: xx/xx/xxxx) (If applicable)
Classifications (Business Certification) <b>Certification Expiration Date</b>	Certification Expiration Date (ex: xx/xx/xxxx) (If applicable)  *Note: The certification must be valid for at least 90 days before expiration)

Classifications: <b>Business Certification, Business Description and Business Specification</b>	Click <b>“Add”</b>
*Classifications ( <b>Business Description</b> ) (Step 2 of 3)	Click  to Select Country and then click circle for <b>Business Description</b>
Classifications ( <b>Business Description</b> )	Type your organizations business description (Short description)
Classifications: <b>Business Certification, Business Description and Business Specification</b>	<b>Click “Add”</b>
Classifications ( <b>Business Specification</b> ) (Step 3 of 3)	Click  to Select Country and then click circle for <b>Business Specification</b>
Classifications (Business Specification) <b>Business Location</b>	Click option (arrow) to Select county of your organizations location
Classifications (Business Specification) <b>Business Type</b>	Click option (arrow) to Select your business type
Classifications ( <b>Business Specification</b> ) <b>Number of Employees</b>	Enter the number of employees at your company.
Classifications (Business Specification) <b>Owner Diversity Category</b>	Enter the name of the individual with 51% ownership.
Classifications (Business Specification) <b>Gender</b>	Click the option (arrow) to select gender
<b>CONTACT INFORMATION</b>	Click option (arrow) to select Country
Add Primary Phone	Check this box to enter the company’s Contact phone number.
Area Code	Enter Company Contact’s Area Code

Phone Number	Enter Company Contact's Phone Number (with dash)
Phone Device	Enter Company Contact's Phone Device
Email Address	Enter the Company Contact's Email Address
Mailing Address (for your Contact person)	If your Company Contact has a different Mailing Address than the Company Mailing Address, the system allows you to enter that information in the next steps. If it is the same, please enter the Company Mailing Address information.
Broward College Supplier Diversity Small Business Program (SDSB)	Broward College established this program with specific participation goals to increase the overall participation of Small Diverse Businesses (SDBs). SDBs are required to complete the SDSB application to participate in this program.
Supplier Diversity Small Business Application <b>VERY IMPORTANT</b>	Completion of this application is required to participate in Broward College Supplier Diversity Small Business Program. <b>If you are not certified, answer "No", scroll to the bottom of page and click Next.</b>
Business Location	Please indicate the County of your business location. To participate in Broward College Supplier Diversity Small Business program, a business enterprise must have a real and substantial business presence (at least one year and one or more employees) in the Tri-County Region which consist of Broward County, Palm Beach County and Miami-Dade County.
Confirmation Certification	Click option (arrow) to Select <b>Yes, I'm certified</b>

<p>Business Type</p>	<p>Select the business type that applies to your business entity</p> <ul style="list-style-type: none"> <li>▪ Construction</li> <li>▪ Professional Services</li> <li>▪ Nonprofessional Services</li> <li>▪ Goods &amp; Services</li> </ul>
<p>Commodity</p>	<p>List all the products or services offered by your company</p>
<p>Annual Gross Sales <b>VERY IMPORTANT</b></p>	<p>Annual Gross Sales is calculated by dividing your last 3 years of sales by 3. You <b>MUST</b> list each year of gross sales and also indicate the Average Gross sales exactly as seen in the example below)</p> <p><b>Example:</b>  2017 - \$100,000  2018 - \$200,000    Average Gross Sales - \$200,000  2019 - \$300,000</p>
<p>Principle Business Owner</p>	<p>(Majority owner 51 percent or more) Business Owner Name/ Percentage of ownership in the company</p> <p>Ex. Jane Doe/51%</p>
<p>Bonding Capacity \$</p>	<p>If Applicable</p>
<p>Company References</p>	<p>Please provide 3 company references in the following format: Company Name, Contact Name/Title, Address, Phone Number, and Email Address:</p> <p>Ex. ABC Company, Jane Doe, CEO, 123 Lane, Davie, FL, 33314, info@xxxx.com</p>
<p><b>Attachments</b></p>	<p><b>You are required to attach the Company W-9 or W-8 Form</b> here. Click select files and then select the electronic version of your W-9 to download with this application. (10 MB max)</p>

<p>Attachments (in addition to the W-9)</p>	<p>If your company is certified by one of the 7 agencies listed below, you must also attach your <b>Certificate</b>.</p> <p>(State of Florida, School Board of Broward County, Florida State Minority Supplier Development Council, Women Business Enterprise National Council, Broward County Government, Palm Beach County Government, or Miami Dade County Government)</p> <p>*Certificate must be valid for at least 90 days.</p>
<p>Attachments (Capability Statement)</p>	<p>Please attach your <b>Capability Statement</b> (If applicable)</p>
<p>Disclaimer</p>	<p>Read disclaimer and Check the Accept Disclaimer to accept certain risks associated with this application process.</p>
<p><b>Signature</b></p>	<p>Type your first and last name to serve as your signature.</p>
<p><b>Summary</b></p>	<p>Review all the information that you have provided.</p>
<p><b>Submit</b></p>	<p>Click <b>Submit</b></p> <p><b>Note:</b> Applications are not saved unless you submit. You must keep a record of the login information you created to check the status of your application.</p>
<p><b>Status</b></p>	<p>Check back daily to see if your application has been accepted.</p> <p><b>Note:</b> If you did not follow this guide and its examples provided, the application will be returned for corrections.</p>