




## 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> 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> *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.
<b>Goods and Services</b>	Click Next to <b>Skip</b> Spend Category Hierarchies
Classifications: <b>Business Certification and Business Description</b>  <b>VERY IMPORTANT</b> <b>Broward College ONLY accepts State of Florida Certifications.</b>	Click " <b>Add</b> " or application will be returned.
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 and Business Description</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 and Business Description</b>	<b>Click “Add”</b>
<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.
<b>Attachments</b>	<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)
Attachments (in addition to the W-9)	If your company is certified by <b>State of Florida</b> , you must also attach your <b>Certificate</b> .  *Certificate must be valid for at least 90 days.

<p><b>Disclaimer</b></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><b>Check back daily to see if your application has been accepted.</b></p> <p><b>Note:</b> If you did not follow this guide and its examples provided, the application will be returned for corrections.</p>