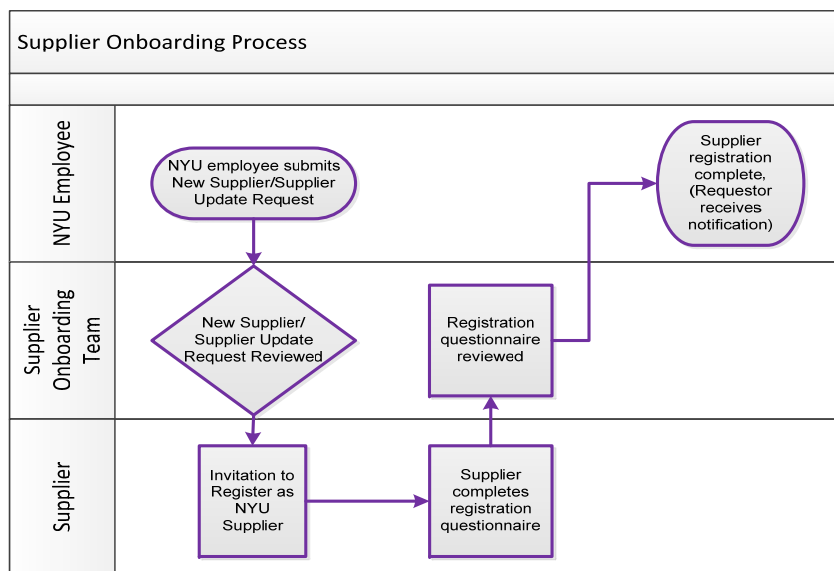


WHAT IS THE SUPPLIER PORTAL?

- ▶ All suppliers (including individuals) must be registered in i-Buy NYU in order to initiate and issue payments for goods/services.
- ▶ The i-Buy NYU Supplier Portal provides self-service for NYU's suppliers to access and upload invoices, view purchase orders and get the status of payments. They can also update all contact information and payment information via the self-service portal.
- ▶ Maintenance requests including address updates, contact information changes, and name changes are subject to review by the supplier onboarding team prior to being activated in i-Buy NYU.
- ▶ For expeditious processing, suppliers should email invoices directly to nyuinvoices@nyu.edu.



SUBMITTING SUPPLIER REQUEST

- ▶ For step-by-step instructions on submitting a Supplier Request, review the [New Supplier Request/Supplier Update Tip Sheet](#) or [Video](#).

SUPPLIER INVITATION EMAIL (INDIVIDUALS)

Individual Invitation for New York University Inbox x

i-Buy NYU <do-not-reply@nyu.edu>
to me ▾

Individual Invitation for New York University

Dear Carlos Lizama,

New York University has invited you to register as a potential supplier, or individual who will be paid by NYU for services provided and or expense re-imbursement.

Becoming a New York University network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about yourself.

Register Now Link to register

Thank You,
New York University

If you have any technical questions, please contact NYU Supplier Onboarding at supplier_onboard@nyu.edu or +1 (212) 998-1030 for assistance and identify yourself as **registering** in the New York University Supplier Network.

SUPPLIER INVITATION EMAIL (COMPANIES)

Supplier Invitation for New York University Inbox x

i-Buy NYU <do-not-reply@nyu.edu>
to me ▾

Supplier Invitation for New York University

Dear Mike's Bait Shop,

New York University has invited you to register as a potential supplier. Our supplier network is a best-in-class Supplier Registration and eProcurement system that provides a one-stop, complete solution for buyer and supplier interaction.

Becoming a New York University network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users in your site, and more.

Register Now Link to register

Thank You,
New York University

If you have any technical questions, please contact NYU Supplier Onboarding at supplier_onboard@nyu.edu or +1 (212) 998-1030 for assistance and identify yourself as **registering** in the New York University Supplier Network.

SUPPLIER REGISTRATION QUESTIONNAIRE

1. Upon clicking the “Register Now” link from the supplier invitation email, the supplier will be directed to the i-Buy NYU supplier registration wizard, where they will be prompted to enter key business and payment information.
2. The number of registration steps and questions vary depending on the type of supplier registering (e.g. Company vs. Individual)
3. Begin by entering the legal company name and click **Get Started**.

Robert Francis Dayre 210 1,479 1.00 USD Search (Alt+Q) Logout

Welcome

[Back to Internal Supplier Profile](#)

You are editing this profile registration on behalf of: Adriana Valencia using Long Form Registration

Adriana Valencia

Registration **Invited** for:
New York University

1 of 10 Steps Complete

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Locations ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- Certification ✓
- Certify & Submit

Welcome to Supplier Registration

Browse the topics below to learn more about registering and to begin the registration process:

The registration process

1. Click the button, below, to begin the registration process.
2. Ensure all the required fields and sections are completed.
3. Attest to the validity of the information and submit the form electronically.
4. You will receive your Login ID and Password via email once you have submitted your completed form.
5. Login when needed to update your profile or to add additional contact information.

Before you begin registering

With the necessary data collected, the registration process should not take more than 15 minutes. Compiling the necessary information prior to beginning the process will ensure a smooth and trouble-free registration.

The following information will be requested during the registration process:

- Address, phone, and email information
- List of commodities you supply
- Diversity information and certifications (if applicable)
- Additional contacts

Required to Start Registration

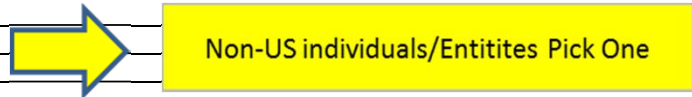
Legal Company Name *

* Required to Complete Registration

[Get Started >](#)

SUPPLIER REGISTRATION REQUIRED QUESTIONS (FOR ENTITIES)

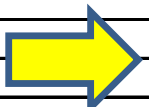
Registration Step		Questions
1	Company Overview	Legal Company Name
		Doing Business As (DBA)
		Country of Origin
		Legal Structure
		Tax ID Number (Not required for foreign individuals or non-US based entities.)
2	Business Details	Business Description
3	Addresses	Fulfillment Address (Where POs should go)
		Remittance Address (Where payment goes)
4	Contacts	Remittance Contact
		Sales Contact
		Other Contact
5	Diversity	Diversity Information (Minority or women-owned business)
6	Insurance	(Y/N) Will your firm or its employees construct, design, manufacture, prepare or produce goods to meet the request(s), requirement(s) or specification(s) of New York University?
		(Y/N) Will your firm or its employees deliver goods to a location or locations occupied, owned or leased by New York University?
		(Y/N) Will your firm or its employees render services to New York University at a location or locations occupied, owned or leased by New York University?
		(Y/N) Will your firm or its employees handle hazardous materials at a location or locations occupied, owned or leased by New York University?
		(Y/N) Will your firm or its employees engage in catering activity at a location or locations occupied, owned or leased by New York University that includes the serving of alcoholic beverages?
7	Payment Information	Direct Deposit (ACH) - For US-based accounts
		Check
		Wire Transfer - For internationally-based accounts
8	Tax	W-9 (for US citizens)
		W-8BEN (non-US citizens)
		W-8BEN-E (non-US citizens)
		W-8ECI (non-US citizens)
		W-8EXP (non-US citizens)
		W-8IMY (non-US citizens)
		8233 (non-US citizens)
9	Certification	(Y/N) Are you or any Officer, Owner or Partner in this company an employee of NYU?
		(Y/N) Is a direct family member of any one of th above an NYU employee? (Spouse, partner, etc.)
		(Y/N) Can you meet NYU insurance requirements? See the NYU Purchase Order Terms and Conditions below.
		(Y/N) Is your firm disbarred, suspended, or proposed for disbarment by any federal entity?
		(Y/N) We agree to notify NYU of any change in our disbarment status.
10	Certify & Submit	(Y/N) Does your firm currently have any employees, suppliers, or any other types of contractual relationships in place with parties on the US Treasury Department's Office of Foreign Assets Control Specially Designated National (SDN) List?
		Preparer's Initials
		Preparer's Name
		Preparer's Title
		Preparer's Email Address





SUPPLIER REGISTRATION REQUIRED QUESTIONS (FOR INDIVIDUALS)

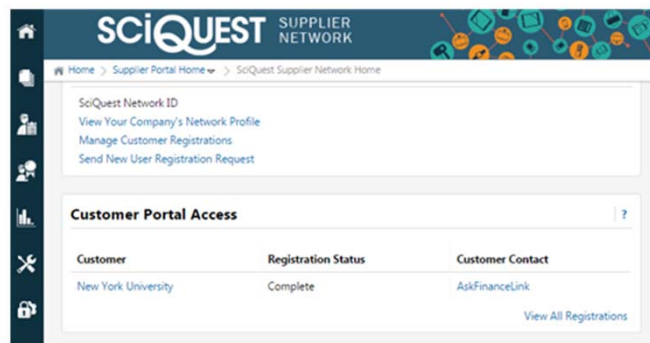
Registration Step		Questions
1	Individual Overview	Last Name, First Name
		Country of Origin
		Legal Structure
		Tax ID number (Not required for foreign individuals or non-US based entities.)
2	Addresses	Full Address
		Phone Number
3	Contacts	Contact First Name, Last Name
		Contact Email
		Contact Phone
4	Payment Information	Direct Deposit (ACH) - US based accounts
		Check
		Wire Transfer - Non-US based accounts
5	Tax	W-9 (for US citizens)
		W-8BEN (non-US individuals)
		W-8BEN-E (non-US entities)
		W-8ECI (non-US entities)
		W-8EXP (non-US entities)
		W-8IMY (non-US entities)
		8233 (non-US entities)
6	Certification	(Y/N) Are you or any Officer, Owner or Partner in this company an employee of NYU?
		(Y/N) Is a direct family member of any one of th above an NYU employee? (Spouse, partner, etc.)
		(Y/N) Can you meet NYU insurance requirements? See the NYU Purchase Order Terms and Conditions below.
		(Y/N) Is your firm disbarred, suspended, or proposed for disbarment by any federal entity?
		(Y/N) We agree to notify NYU of any change in our disbarment status.
		(Y/N) Does your firm currently have any employees, suppliers, or any other types of contractual relationships in place with parties on the US Treasury Department's Office of Foreign Assets Control Specially Designated National (SDN) List?
7	Certify & Submit	Preparer's Initials
		Preparer's Name
		Preparer's Title
		Preparer's Email Address



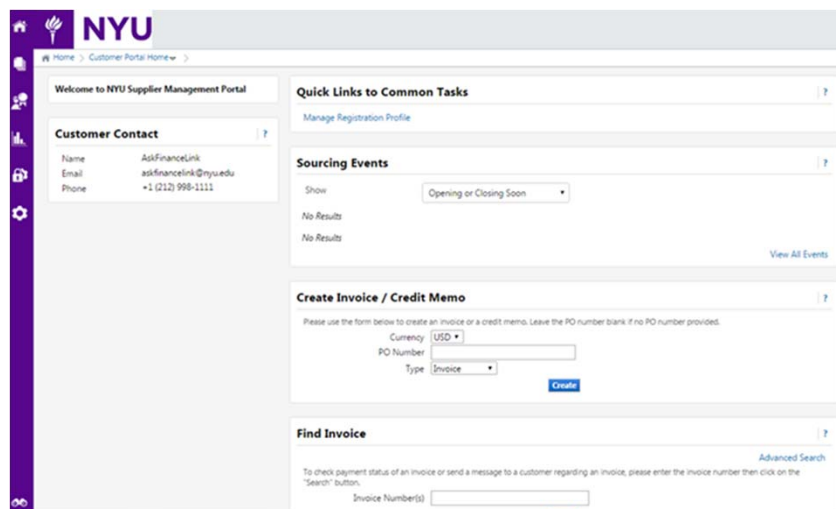
Non-US individuals/Entitites Pick One

NYU SUPPLIER PORTAL

- After successfully completing the registration questionnaire, the Supplier will be directed to the SciQuest Supplier Portal homepage where they should click on New York University within the Customer Portal Access Section to access NYU's Supplier Portal.



- Within the NYU Supplier Portal, the supplier has access to edit their profile, view sourcing events, create a portal invoice or search for invoices.



PORTAL INVOICING

- Portal Invoicing allows a supplier quickly and easily generate an electronic invoice for payment. To begin, navigate to the Create Invoice/Credit Memo section, enter the PO number (if available) and click **Create**.

Create Invoice / Credit Memo

Please use the form below to create an invoice or a credit memo. Leave the PO number blank if no PO number provided.

Currency:

PO Number:

Type:

- The supplier should enter all relevant invoice information, billing information, payment terms (if any), shipping information and tax, shipping or handling charges (if any) and click **Save**.

Customer: NYUFullSuite
 Invoice Date: 6/22/2016
 PO Number: 880000091
 Sales Order Number: 36679904
 Supplier Attachments: add attachment...

Invoice / Messages / History

Invoice header

General Information	Billing Information	Customer Invoice Information
Invoice Info Create Date: 6/22/2016 Invoice No: 1 Invoice Date: 6/22/2016 Invoiced By: mmr100107 Supplier: Michael Gleason Customer: HURON CONSULTING GROUP INC Supplier Account No: NYUFullSuite	Billing Address New York University Invoiced@nyu.edu PO Box 4537 Scamton, PA 18505 United States	Customer Invoice Information Customer does not share invoice information.
Order Info Sales Order Number: 36679904 PO Number: 880000091	Remit To Address Remit To Address: D/E/A/ HURON CONSULTING GROUP LLC Remit To Location List: D/E/A/ HURON CONSULTING GROUP LLC P O BOX 12228 CHICAGO, IL 60694 USA	

Payment Terms	Tax, Shipping & Handling
Due Date: 7/22/2016 Payment Terms: 0 % 0 30 Days Net Discount: 0.00 Discount Date: 6/22/2016 Estimated Discount Amount: 0.00 USD	Discount: 0.00 Tax 1: 0.00 Tax 2: 0.00 Shipping: 0.00 Handling: 0.00

Shipping Info

Notes:

F.O.B.:

Shipping Address
 Attn: Edith E Peckl
 Floor: 2nd
 Rooms:
 105 E 17TH ST
 NEW YORK, NY 10003-2105
 United States