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 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**.
### SUPPLIER REGISTRATION REQUIRED QUESTIONS (FOR ENTITIES)

<table>
<thead>
<tr>
<th>Registration Step</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Company Overview</strong></td>
<td><strong>Legal Questions</strong>&lt;br&gt;Company Name&lt;br&gt;Doing Business As (DBA)&lt;br&gt;Country of Origin&lt;br&gt;Legal Structure&lt;br&gt;Tax ID Number (Not required for foreign individuals or non-US based entities.)</td>
</tr>
<tr>
<td><strong>2 Business Details</strong></td>
<td><strong>Business Description</strong></td>
</tr>
<tr>
<td><strong>3 Addresses</strong></td>
<td><strong>Fulfillment Address (Where POs should go)</strong>&lt;br&gt;Remittance Address (Where payment goes)</td>
</tr>
<tr>
<td><strong>4 Contacts</strong></td>
<td><strong>Remittance Contact</strong>&lt;br&gt;Sales Contact&lt;br&gt;Other Contact</td>
</tr>
<tr>
<td><strong>5 Diversity</strong></td>
<td><strong>Diversity Information (Minority or women-owned business)</strong></td>
</tr>
<tr>
<td><strong>6 Insurance</strong></td>
<td><strong>(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?</strong>&lt;br&gt;<strong>(Y/N) Will your firm or its employees deliver goods to a location or locations occupied, owned or leased by New York University?</strong>&lt;br&gt;<strong>(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?</strong>&lt;br&gt;<strong>(Y/N) Will your firm or its employees handle hazardous materials at a location or locations occupied, owned or leased by New York University?</strong>&lt;br&gt;<strong>(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?</strong></td>
</tr>
<tr>
<td><strong>7 Payment Information</strong></td>
<td><strong>Direct Deposit (ACH) - For US-based accounts</strong>&lt;br&gt;Check&lt;br&gt;Wire Transfer - For internationally-based accounts</td>
</tr>
<tr>
<td><strong>9 Certification</strong></td>
<td><strong>(Y/N) Are you or any Officer, Owner or Partner in this company an employee of NYU?</strong>&lt;br&gt;<strong>(Y/N) Is a direct family member of any one of th above an NYU employee? (Spouse, partner, etc.)</strong>&lt;br&gt;<strong>(Y/N) Can you meet NYU insurance requirements? See the NYU Purchase Order Terms and Conditions below.</strong>&lt;br&gt;<strong>(Y/N) Is your firm disbarred, suspended, or proposed for disbarment by any federal entity?</strong>&lt;br&gt;<strong>(Y/N) We agree to notify NYU of any change in our disbarment status.</strong>&lt;br&gt;<strong>(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?</strong></td>
</tr>
<tr>
<td><strong>10 Certify &amp; Submit</strong></td>
<td><strong>Preparer’s Initials</strong>&lt;br&gt;Preparer’s Name&lt;br&gt;Preparer’s Title&lt;br&gt;Preparer’s Email Address</td>
</tr>
<tr>
<td>Registration Step</td>
<td>Questions</td>
</tr>
<tr>
<td>------------------</td>
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</tr>
</tbody>
</table>
| 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-B1MY (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 the 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 |
NYU SUPPLIER PORTAL

1. 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.

2. 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

1. 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.

2. 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.