



Individual (Non-Supplier) Self-Registration Process

Beginning in October, 2018, UVA's Procurement and Supplier Diversity Services will be implementing the Total Supplier Manager (TSM) system. Through TSM, individual non-suppliers, such as yourself, will be able to provide all of the pertinent information that is needed in order to be paid by the University, and update your information through your own secured individual portal.

As you perform services for the University of Virginia for the first time, or if it has been long enough that you are no longer active in the UVA Accounts Payable system, you may receive an email invitation, such as the example shown below, inviting you to self-register your information so that you can be properly paid for your services or reimbursed for purchases that you have made on the University's behalf.

Upon receipt of this email, after reading carefully, click on "Register Now".



Individual Invitation for the University of Virginia

Dear BAT NON SUPPLIER MAN,

The University of Virginia has invited you to register in the UVA supplier network.

Becoming a University of Virginia network supplier is free, easy, and 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.

It is important that this request be acted upon, otherwise any payments that the University needs to make to you may be delayed.

Use this registration training guide if you need help with the process: <http://training.foc.virginia.edu/NonSupplierTSMTraining.pdf>

If additional help is needed, [please contact Supplier Registration Coordinator at prs-vend@virginia.edu](mailto:prs-vend@virginia.edu) or +1 434-924-4212 for assistance and identify yourself as registering in the University of Virginia Supplier Network. We will be happy to assist you.



You will then be taken to the self-registration program, which will give you the opportunity to provide the University of Virginia the necessary information for you to be properly paid or reimbursed for the services that you provide. This self-registration is on a secured server in order to protect the information that you provide. Once completed, you will be able to access this information in order to update the information, keeping it current and accurate. Additional information / assistance is available through the blue links on the left hand side of the page. After carefully reading the information, please click “Continue with Registration”.

Registration Checklist

[Registration FAQ](#)

[Registration Tutorial](#)

UNIVERSITY of VIRGINIA

Welcome to Supplier Registration

ENGLISH

Only Non-Suppliers should be registering via this process. Non-Suppliers include:

- Research Participants
- Individuals seeking reimbursement (including Medical Center employees)
- Individuals to whom the University is providing a monetary gift
- Pre / Post Doctorate Fellows

If you match one of these descriptions, proceed with the registration.

The registration process:

1. Click the 'Continue with Registration' button below to begin the registration process.
2. Ensure all the required fields and sections are completed. **Note:** A green check mark indicates that a section is completed.
3. Certify the validity of the information and submit the registration.
4. You will receive an email confirmation of your registration.
5. Individuals are responsible for maintaining accurate and current information. Login when needed to update your account information.

Please see Registration FAQ's for additional helpful information.

CONTINUE WITH REGISTRATION

The initial page requires you to provide your contact information and to set up your login information. When you have entered your information, click “Create Account”.

Your Contact Info

First Name *
BAT NON SUPPLIER

Last Name *
MAN

Title

Phone Number *
International phone numbers must begin with -

Preferred Time Zone *
EDT/EST - Eastern Standard Time (US/East-Indiana) ▾

Your Login

Email *
JF813681+bat@gmail.com

Confirm Email *

Password *

Re-Enter Password *

Account Recovery Question *
Choose your option ▾



The initial step to the self-registration is to provide your first and last name. These fields should match the name that was entered earlier, as shown in the up left corner of the page. When done, click “Next >”.

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BAT NON SUPPLIER MAN

Registration > Manage Registration Profile > Welcome

MAN, BAT NON SUPPLIER

Registration In Progress for: University of Virginia
2 of 5 Steps Complete

Welcome

- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit

Registration FAQ | View History

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Required to Start Registration

First Name *

Last Name *

* Required to Complete Registration

[Next >](#) [Save Changes](#)

The next screen allows you to enter your Legal Structure and your Tax ID information. For individual non-suppliers, your Legal Structure will likely be either “Individual/Sole Proprietor” or “Foreign Individual”. If you choose “Individual/Sole Proprietor”, and additional dropdown menu will appear, asking you to indicate whether you are entering an Employee Identification Number or a Social Security Number. For your Tax ID Number, enter the chosen number with no dashes. If you are a foreign individual that does not have a tax ID number, please enter “999999999”. [Note: Clicking on the blue circle with a “?” in the middle will provide you with more information concerning the field.] When done, click “Next >”.

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BAT NON SUPPLIER MAN

Registration > Manage Registration Profile > Company Overview

MAN, BAT NON SUPPLIER

Registration In Progress for: University of Virginia
2 of 5 Steps Complete

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

Registration FAQ | View History

Individual Information

This registration portal is intended for:

- Research Participants
- Individuals seeking reimbursement (including Medical Center employees)
- Individuals to whom the University is providing a monetary gift
- Pre / Post Doctorate Fellows

This process will take 5 to 10 minutes of your time. When completed it will allow for the University to make payments and send important communications.

Important Note: Include a middle name initial after your first name

Legal Structure * ?

Tax ID Number * ?

Additional Questions

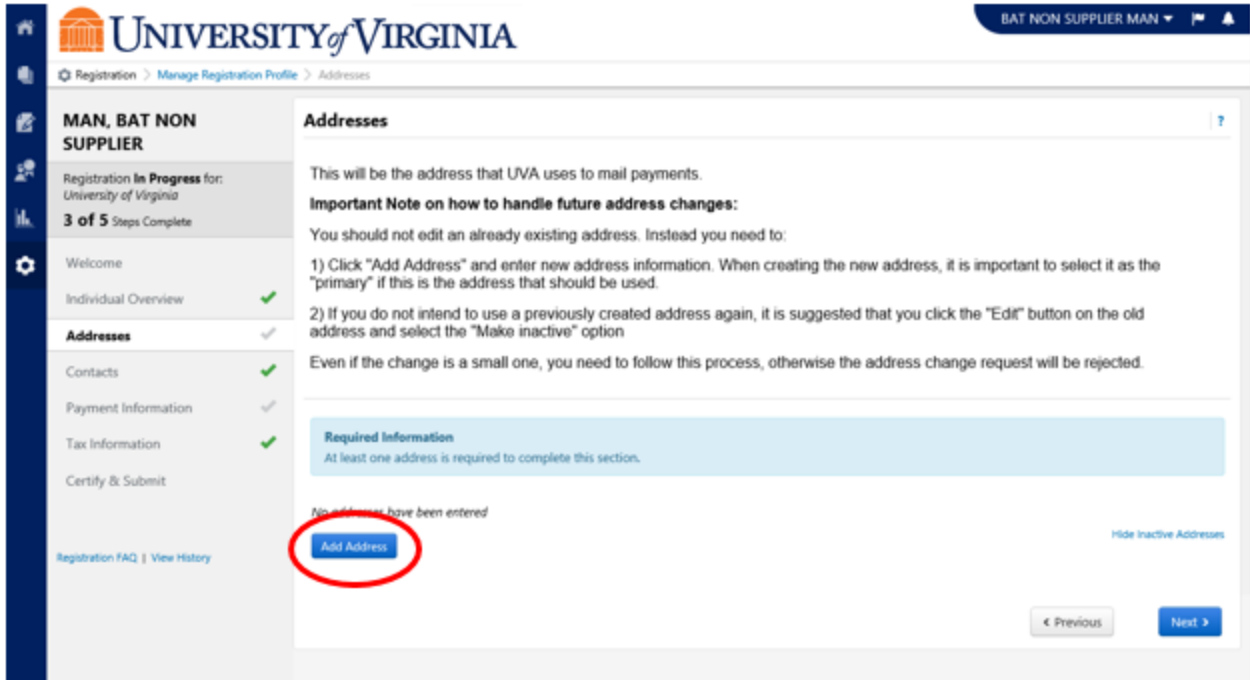
Please select the UVa Fellow or NRA UVa Fellow classification only if you have a pre- or post-doctoral appointment with the University. The NRA UVa Fellow classification should be used if you are not a U.S. citizen or U.S. National and you have not passed either the green card or substantial presence tests.

Please select how you should be classified *

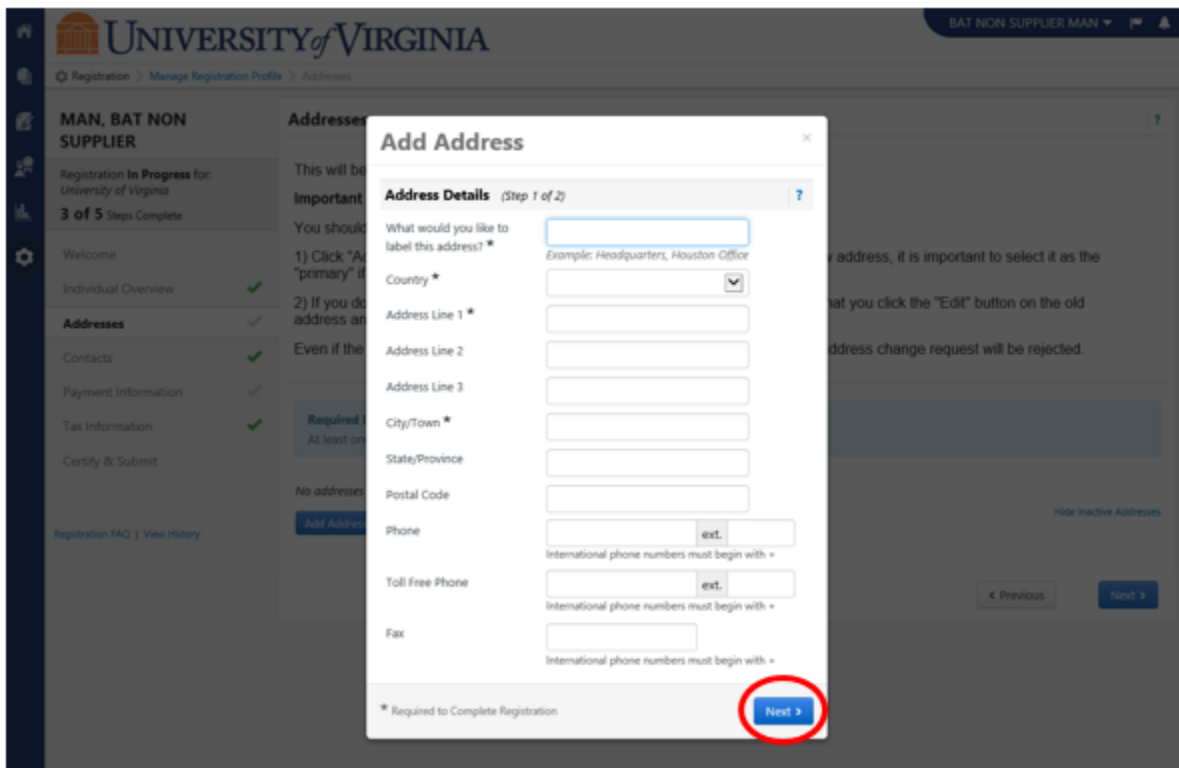
* Required to Complete Registration

< Previous **Next >** Save Changes

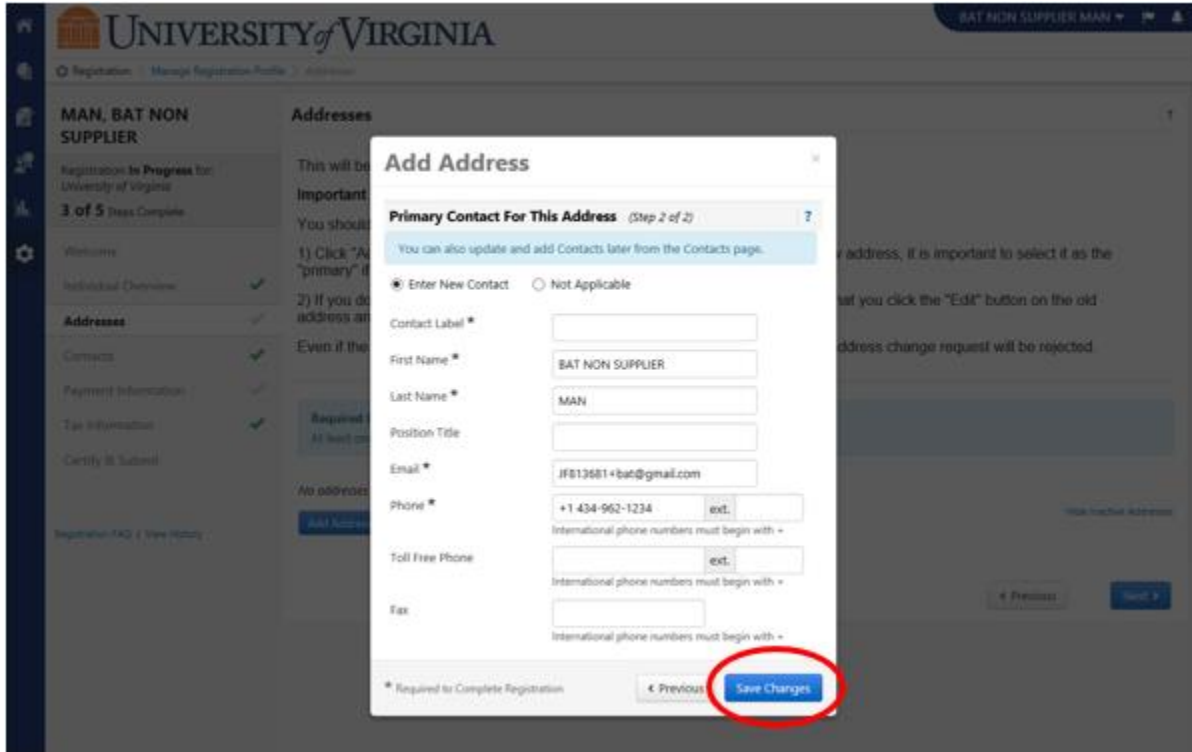
You will then be asked to enter your address information. Pay special attention to the bolded Important Note. If you are making a change to an existing address, it is important that you follow the described process. After reading carefully, please click on “Add Address”. The address that you provide will be the address to which your check will be mailed.



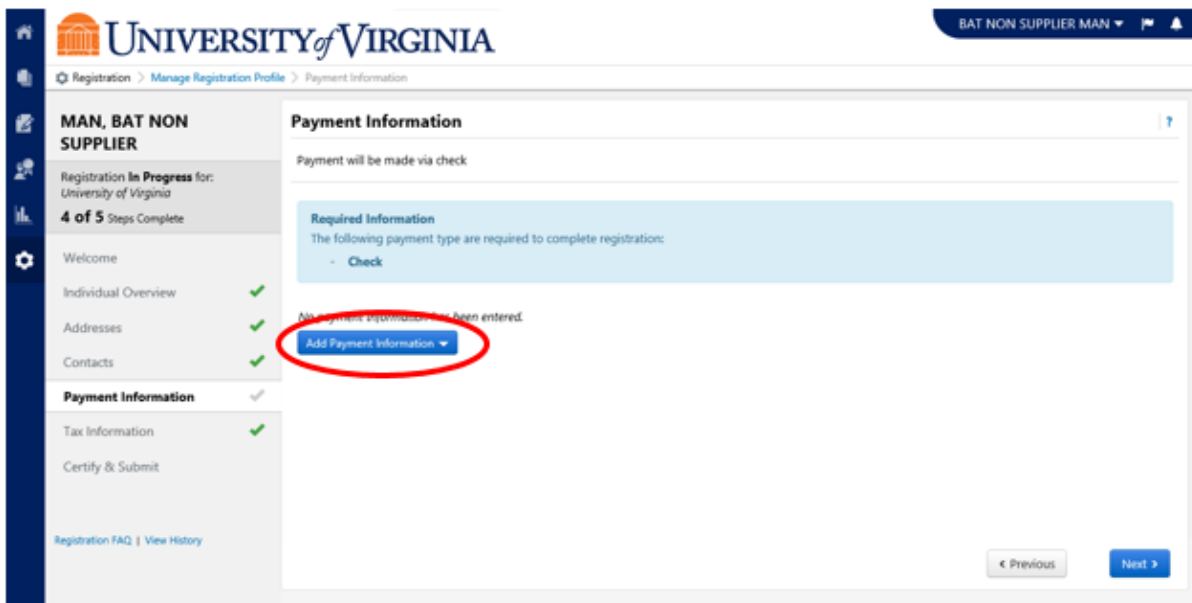
Fill out the address information on the Address Details screen, followed by a Primary Contact Information screen. The address label will be such things as “Home”, “Office”, “PO Box”, etc. When done, click “Next >”.



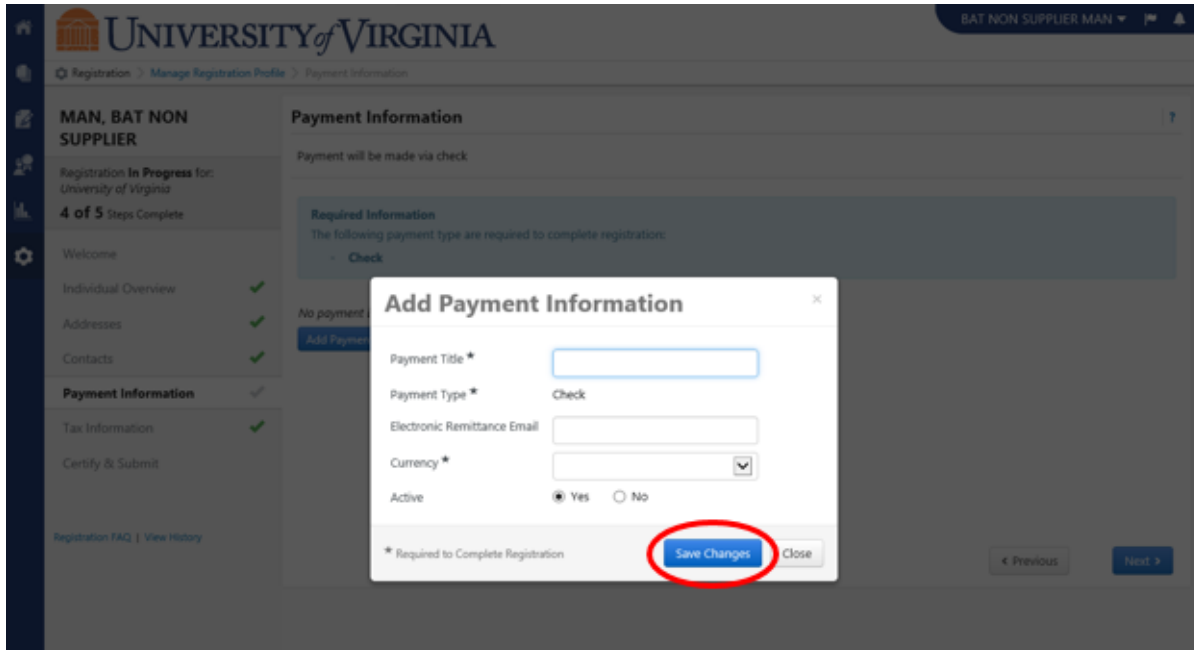
You can then update or add contact information for this address. Examples for “Contact Label” would be “Mr.,” “Mrs.,” “Owner,” “Manager”, etc. When done, click “Save Changes”.



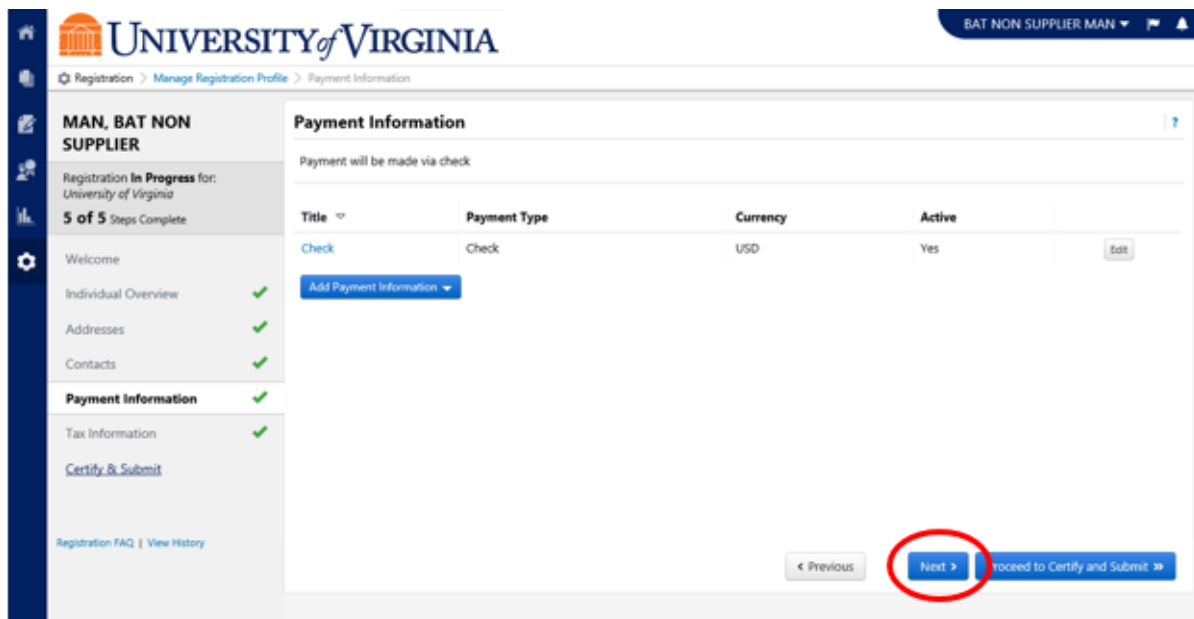
You will then need to add your payment information. At this time, the only option is to be paid by check. Hopefully direct deposit will be added at a later time. Click on “Add Payment Information”.



The Add Payment Information screen will appear. The “Payment Title” field can be labeled as such things as “Check”, “Payment”, “UVA Payment”, etc. The Electronic Remittance Email field is not being used at this time, so please leave this blank. Choose “USD” from the Currency dropdown menu. You may leave the “Active” field at the defaulted “Yes”. When done, click “Save Changes”.



Click “Next >”.



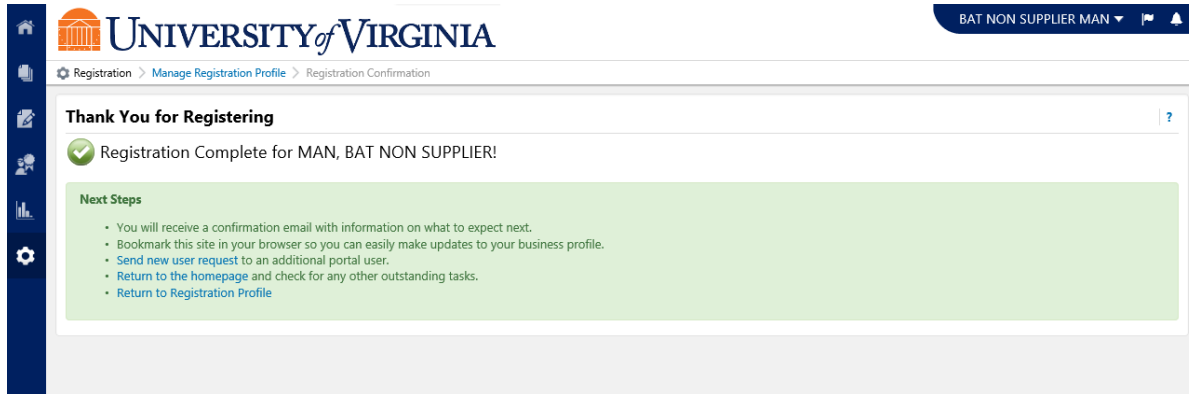
For individual non-suppliers, no additional tax information needs to be entered or uploaded. Click “Next >”.

The screenshot shows the 'Tax Information' step of a registration process. The left sidebar indicates '5 of 5 Steps Complete' and lists 'Tax Information' as the current step with a green checkmark. The main content area is titled 'Tax Information' and contains the text: 'Tax information is used for payment and the tax document should be uploaded using a PDF format.' Below this, it states 'No tax information has been entered'. At the bottom right, there are three buttons: 'Previous', 'Next >', and 'Proceed to Certify and Submit'. The 'Next >' button is circled in red.

You will then need to certify that the information that you have provided is true and accurate by clicking on the check box. When done, click “Submit”.

The screenshot shows the 'Certify & Submit' step of the registration process. The left sidebar indicates '5 of 5 Steps Complete' and lists 'Certify & Submit' as the current step with a green checkmark. The main content area is titled 'Certify & Submit' and contains the text: 'It is each individual's responsibility to ensure all information remains current. Inaccurate information may result in payment delays.' Below this, there are several fields: 'Preparer's Name *' (BAT NON SUPPLIER MAN), 'Preparer's Email Address *' (JF813681+bat@gmail.com), and 'Today's Date' (9/19/2018). The 'Certification *' field has a checkbox that is circled in red, with the text 'certify that all information provided is true and accurate.' At the bottom right, there is a 'Submit' button, also circled in red. A note at the bottom left states '★ Required to Complete Registration'.

You will get a confirmation that your registration is completed.



This will be followed up by a confirmation email that your registration has been completed and submitted to UVA for review. This email notification will also provide you with a Customer Portal Login Link that you can use to update your information if anything should change. We recommend that you bookmark this link so that you can easily access it at any time.

Confirmation that the University of Virginia has received your UVA Portal request

Thank you for registering for the University of Virginia Supplier Portal and completing your company profile.

- Your information is now being reviewed and processed by the UVA Supplier Registration team. If there are no issues, your registration will be approved within 2 to 3 business days.

- Once 'Approved' the University will be able to create Purchase Orders and/or make payments for your company.

As a reminder, you can log into your secure account by visiting the University of Virginia's [Customer Portal Login Link](#). It is recommended that you bookmark this link within your browser.

Please contact a Supplier Registration Coordinator at prs-vend@virginia.edu or +1 434-924-4212 for assistance and identify yourself as having registered into the University of Virginia Supplier Network. We will be happy to assist you.