

FOR NON-SUPPLIER

In order to use the UVA Supplier portal you will need to complete the registration in its entirety.

The University recommends using Google Chrome to complete registration. Other compatible browsers include:

- Windows Users:
 - Edge (Windows 10)
 - Internet Explorer – most recent auto update
 - Firefox – most recent auto update
- Mac Users: Safari 4.0 and higher
- iPad Users: Safari embedded browser within iPad

- **Question: I would like to know more information about a specific field that I must answer?**
Answer: Hover over the "?" icon and click to learn more information about a specific question.

- **What is Tax ID Number Type?**
Answer: A tax id number will be social security number or in the case of being a Foreign Individual it will be the number 9, 9 times. 999999999.

- **What is legal structure?**
Answer: Legal structure is a term for how you are legally classified and characterized by the IRS. Being a non-supplier you will either be an **Individual** or **Foreign Individual**.

- **Question: How should a change to an existing address be handled (For example changing a street address from 256 Main Street to 1001 Main Street)?**
Answer: You should not change/edit an existing address if you are changing any part of your location (address, city, state, country, zip code). Instead, please inactivate the old address and create a new address. If you submit a request to change an existing address location information, it will be rejected. You should change/edit an existing address if you are changing things that are not associated with your location such as: PO delivery method, phone number, or fax number.

- **Question: Are there training resources available?**
Answer: Step-by-step training is available at:

For instructions on how to fill out the registration, go to the following webpage.

<http://training.foc.virginia.edu/SupplierTSMTraining.pdf>

- **Question: I have questions that are not answered in the FAQs, whom can I contact?**
Answer: If you have registration questions, please contact a University Supplier Registration Coordinator at prs-vend@virginia.edu or 434-924-4212 for assistance. If you have technical questions in regards to accessing the registration portal, contact Jaggaer support at: 1-800-233-1121 (option 2 then 3)



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