Prerequisites to Becoming a Supplier

Before becoming a Rice University supplier, a company or organization must agree to a set of prerequisites to allow the Rice/Supplier relationship to work as efficiently as possible, administratively. To that end, Suppliers must:

1. Be a registered business entity with a valid Taxpayer Identification Number (NOT a Social Security Number) on a completed (i.e., signed) W-9 form and be prepared to submit the completed form upon request from Rice University Office of Procurement.
2. Have a physical address (no PO boxes, please.)
3. Accept Rice University Purchase Orders via email.
4. Agree to the standard Purchase Order Terms and Conditions ([click here to review](#)).
5. Review and adhere to the Supplier Code of Conduct ([found here](#)).

Receiving the Supplier Registration Link

Once you have received the link from Rice University to potentially become a Rice University Supplier, please follow the steps in this document to complete your registration request. Upon completion, the Rice Procurement and Payables team will review your request and follow up if there is additional information needed. If you are approved to become a Rice University Supplier, you will receive an email to the address you’ve provided during this registration.

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I. Navigating to the Supplier Registration Area

1. Click on the link provided by Rice University’s Procurement and Payables team.
2. You should see the screen below appear in your browser.

![Screen Shot](image)

2. Enter Your Company or Organization’s Information

3. Enter the following **Company Details**:
   a. **Company**: Your company or organization’s name
   b. **Tax Organization Type**: Your company or organization’s tax organization type
   c. **Supplier Type**: Your company or organization’s supplier type that best fits the type of business you perform
   d. **Corporate Web Site**: Your company or organization’s website
   e. **Attachments**: YOU MUST ATTACH A W9 or W8-BEN HERE

![Register Supplier: Company Details](image)
f. **D.U.N.S. Number:** your company or organization’s tax country

g. **Tax Country:** your company or organization’s tax country

h. **Taxpayer ID:** your company or organization’s taxpayer ID

i. **Tax Registration Number:** your company or organization’s taxpayer ID if applicable

j. **Note to Approver:** enter a note here if there is anything Rice should know about your company or organization

4. Enter your Contact information. *Please Note:* this will be the way in which you access Rice University’s Supplier Portal.
   a. **First Name:** your first name
   b. **Last Name:** your last name
   c. **Email:** the email for which you would like to be contacted for your supplier portal username and password if approved.
   d. **Confirm Email:** confirm your email

5. Click **Next.**
3. Review your Company or Organization’s Contact Information

1. Ensure the contact information you entered on the previous screen is accurate. *Please Note: The Administrative Contact and Request User Account boxes must remain checked.*

6. If you need to make any changes, click on **Edit**.

7. You can change existing information or **add a phone number** if you wish.

8. Click **OK**.
9. You can also click on **Create** if you would like another person in your organization to have access to the Rice University Supplier Portal if approved.

10. Enter the following information for your additional contact. Be sure to check both boxes. Then click **OK**.

11. Once you are done with Contacts, click **Next**.
2. Enter your Company or Organization’s Address

1. Click the Create button to add an address. You must add an address to receive payment from Rice University.

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

<table>
<thead>
<tr>
<th>Actions</th>
<th>View</th>
<th>Format</th>
<th>Edit</th>
<th>Delete</th>
<th>Freeze</th>
<th>Detach</th>
<th>Wrap</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Create</strong></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>No data to display.</td>
<td>Columns Hidden 3</td>
</tr>
</tbody>
</table>

2. Enter the following information for your address:
   a. **Address Name**: this should be the first 15 characters of address line 1. You can copy and paste from address line 1 into this field.
   b. **Country**: the location of your company or organization’s entity
   c. **Address Line 1**: your company or organization’s address line 1
   d. **Address Line 2**: your company or organization’s address line 2 as needed
      i. Now, enter the postal code and the rest of the information will auto-populate.
   e. **City**: your company or organization’s city
   f. **County**: your company or organization’s county
   g. **State**: your company or organization’s state
   h. **Postal Code**: your company or organization’s zip code
3. Select the following on the right side:
   a. Address purpose: you can select all three, or select as they apply
      i. Ordering: select this check box if this is where Rice University should associate POs.
      ii. Remit to: select this check box if this is where Rice University should associate remittance.
      iii. RFQ or Bidding: if you selected the ordering box, also select this box.
   b. Phone: enter the phone number associated with the address
   c. Fax: Rice University does not accept fax
   d. Email: enter the email for remittance/PO dispatch

4. Add the address contacts. Click on the Select and Add button.

`continue to next page`
5. Click on your contact, click **Apply** then **OK**. If you would like to do this for both people, highlight both by holding down shift and then click **Apply** and **OK**.

6. Click **OK**.

7. Click **Next**.

8. **Enter your Company or Organization’s Business Classifications**

1. On this screen, add any important business classifications applicable to your organization. If none apply, click on the **check box**.
2. If some apply, click the +.

3. Select the appropriate **Classification** from the drop down.

4. Select the **Subclassification** if applicable.

5. Select the **Certifying Agency** as **Other** and the populate the following fields:
   a. **Other Certifying Agency**: type the name of the certifying agency
   b. **Certificate**: type the name of the certificate
   c. **Start Date**: add the start date of the certificate
   d. **End Date**: add the end date of the certificate
   e. **Attachments**: add proof of certificate
   f. **Notes**: If you would like to add any comments, add them here
6. Click **Next**.

6. **Enter your Company or Organization’s Banking Information**

1. Enter your banking information. Click on the **Create** button.

2. Enter the banking information where you would like receive payments. Click on the **Create** button and add all of the banking information.
3. Click **Next**.

4. **Enter your Company or Organization’s Products and Services**

1. If there are specific products or services your organization can provide to Rice University, add them here. It is not required. Click **Select and Add**.

2. Click the **Select check box** for any that apply and then click **OK**.
3. Click **Next** and Review your information. Then click **Register**. Now, your company or organization will be reviewed by Rice University and potentially approved for spend.

4. **How do you know if you have been approved for spend?**

1. You will see an email that looks like following:

   ![Email](image)

   **Supplier Registration Request 1001 Was Approved**

2. You will also receive an email to reset your password for the supplier portal:

   ![Email](image)

   **Oracle Fusion Applications-Welcome E-Mail**

   Dear [Name],

   The Rice University Supplier Account for [Account Name] has been created. This is the key to successfully managing the information critical to the basic relationship. [Account Name] will maintain the Rice University Procurement to Pay Department and all changes shall be initiated using the portal you will access using your unique username and password. Any changes will be reviewed by the Rice University Procurement to Pay Department for compliance with Terms and Conditions as well as verification of authenticity. You are encouraged to also visit [https://controller.rice.edu/suppliers/](https://controller.rice.edu/suppliers/) for Business to learn more about how to manage and conduct business with Rice University.

   Your specific user name is [username]

   Please follow the link below to change your password:

a. Click on the second link to reset your password. Your username will be the email address you provided. From there, please see the other document from Rice University on how to access the supplier portal.