Supplier Onboarding Process

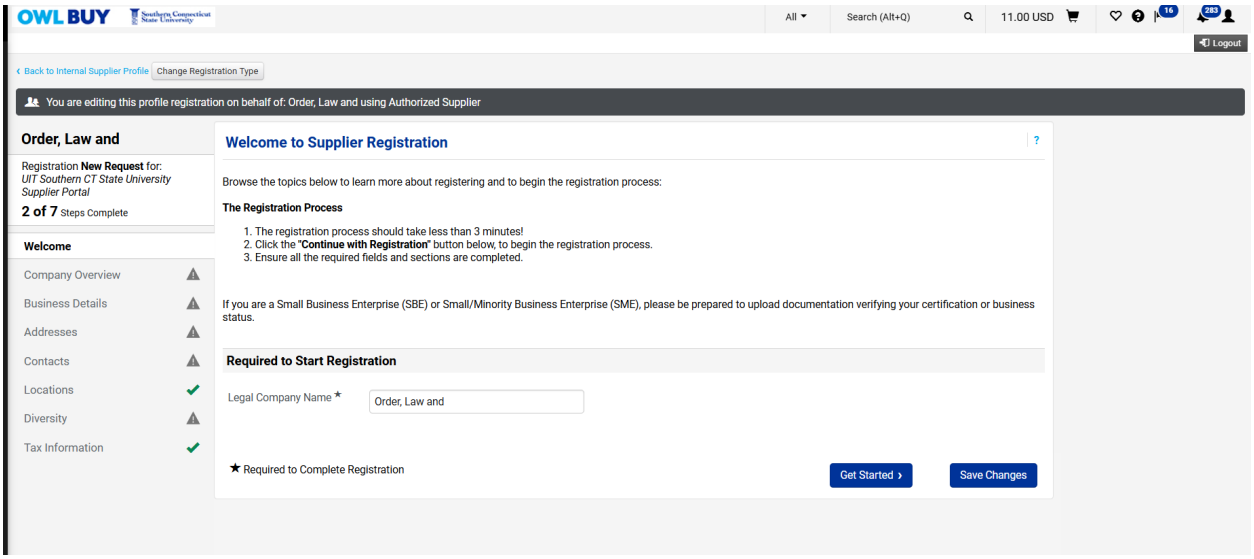
Submission of a supplier request does not immediately activate the supplier.

The supplier will complete the onboarding process which may include:

- **Company Overview**
- **Business Details**
- **Contacts**, including:
    - Fulfillment Contact
    - Physical Address
    - Remittance Address
- **Diversity Information**
- **Tax Information**

Additional Requirements

- Suppliers performing work **on campus** may be required to provide a **Certificate of Insurance (COI)** as part of the registration and approval process.
- **Direct deposit enrollment is required for all domestic suppliers.**
- If a supplier indicates that they cannot accept direct deposit payments, the registration will be routed through workflow to Accounts Payable for review and approval prior to supplier activation.



- Supplier registrations may undergo some or all of the following reviews:

Workflow	Purpose	Review Owner
OFAC Check	Federal sanctions screening	Automated/System
Duplicate Supplier Review	Prevent duplicate supplier records	Procurement
TIN Validation	Verify tax ID and legal name	Automated/System
Diversity Verification	Validate diversity certifications	Procurement
Nonresident Alien Tax Review	Tax compliance review	Accounting
Direct Deposit Review	Banking and payment method review	Accounts Payable

Once approved, the supplier will be available for use in OWL Buy.