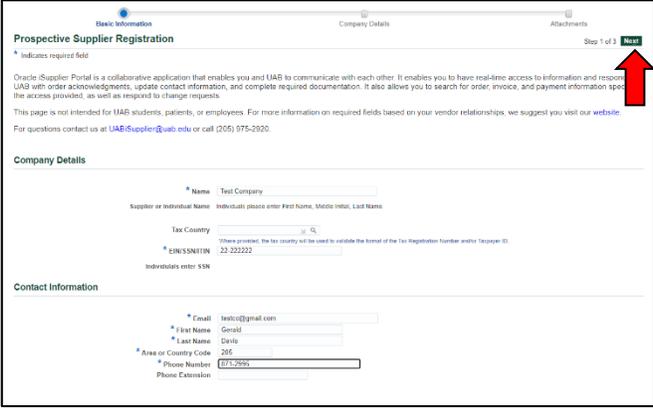
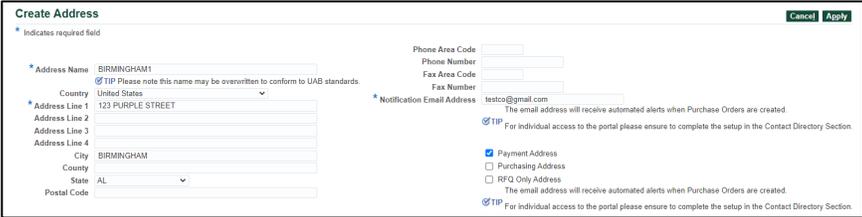
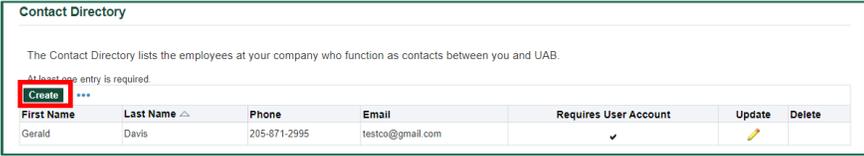
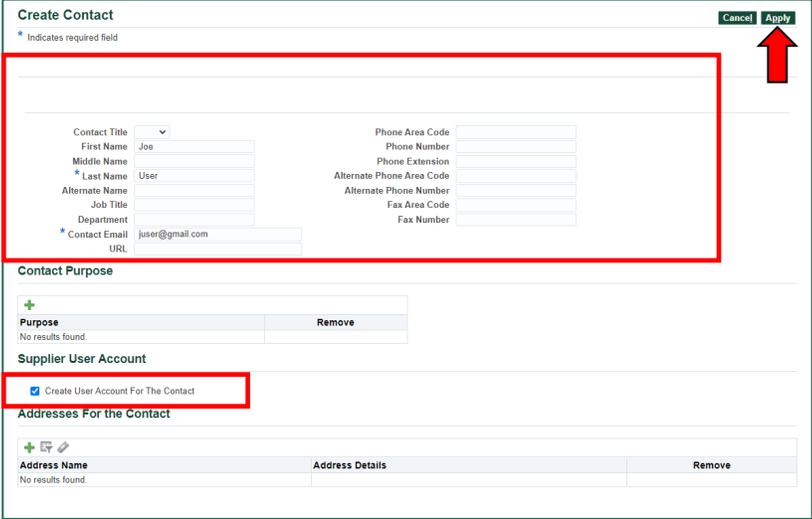
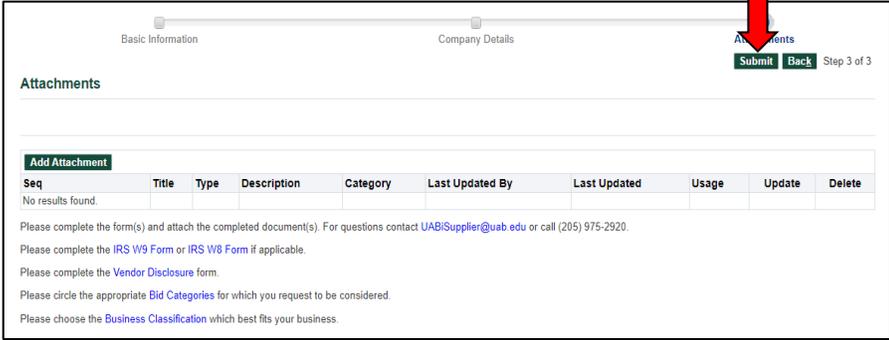


iSupplier Registration

<p>1. Click on the iSupplier Registration link.</p>	
<p>2. Enter the required information in the fields marked by an asterisk (*) and then click on the Next button.</p>	
<p>3. Under Address Book, click on the Create button.</p>	
	<p style="text-align: center;"><u>Before you begin entering your company address please note:</u></p> <ul style="list-style-type: none"> • There must be at least two addresses listed in your registration: 1) a tax address (which is required and is the address from your official tax form), 2) a payment address and/or 3) a purchasing address. For clarity, the payment address is the location that you desire to receive your payments, while the purchasing address is the location that you desire to receive orders. • Each address must have a unique name attached to it--the tax address should have the name TAX, while the payment and/or purchasing addresses can be the city name followed by a number (Ex: BIRMINGHAM1, BIRMINGHAM2, etc). • The email address that you enter for each location should be the email where you desire notices be sent, whether that is tax forms (for the tax location) or purchase orders (for the purchasing location).

<p>4. Enter the required information in the fields marked by an asterisk (*).</p>	
<p>5. Select the address type by checking either: the Payment Address box (for remit – to/payments), the Purchasing Address box (for Purchase Orders), or both boxes if one location will serve both purposes.</p> <p>Note: If you are entering a tax location, leave all checkboxes blank.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> Payment Address <input type="checkbox"/> Purchasing Address <input type="checkbox"/> RFQ Only Address </div> <p>*Location is Payment (Remit-To) only.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Payment Address <input checked="" type="checkbox"/> Purchasing Address <input type="checkbox"/> RFQ Only Address </div> <p>*Location is Purchasing only (for Purchase Orders).</p> <div style="border: 1px solid black; padding: 5px;"> <input checked="" type="checkbox"/> Payment Address <input checked="" type="checkbox"/> Purchasing Address <input type="checkbox"/> RFQ Only Address </div> <p>*Location is both Payment (Remit-To) and Purchasing (Purchase Orders).</p>
<p>6. Click on the Apply button.</p>	
<p>7. The new address is listed under Address Book.</p> <p>Note: To add another address, click on Create again and follow the previous steps.</p>	

<p>8. To setup additional users for the iSupplier portal, go to Contact Directory and click on Create.</p>	 <p>The Contact Directory lists the employees at your company who function as contacts between you and UAB.</p> <p>At least one entry is required.</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Phone</th> <th>Email</th> <th>Requires User Account</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Gerald</td> <td>Davis</td> <td>205-871-2995</td> <td>testco@gmail.com</td> <td>✓</td> <td></td> <td></td> </tr> </tbody> </table>	First Name	Last Name	Phone	Email	Requires User Account	Update	Delete	Gerald	Davis	205-871-2995	testco@gmail.com	✓								
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete															
Gerald	Davis	205-871-2995	testco@gmail.com	✓																	
<p>9. Enter the required information, check the Create User Account For The Contact box and then click on Apply.</p>	 <p>Create Contact Cancel Apply</p> <p>* Indicates required field</p> <p>Contact Title <input type="text"/></p> <p>Phone Area Code <input type="text"/></p> <p>First Name <input type="text" value="Joe"/></p> <p>Middle Name <input type="text"/></p> <p>* Last Name <input type="text" value="User"/></p> <p>Alternate Name <input type="text"/></p> <p>Job Title <input type="text"/></p> <p>Department <input type="text"/></p> <p>* Contact Email <input type="text" value="juser@gmail.com"/></p> <p>URL <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Phone Extension <input type="text"/></p> <p>Alternate Phone Area Code <input type="text"/></p> <p>Alternate Phone Number <input type="text"/></p> <p>Fax Area Code <input type="text"/></p> <p>Fax Number <input type="text"/></p> <p>Contact Purpose</p> <p>+ Purpose <input type="text"/> Remove</p> <p>No results found.</p> <p>Supplier User Account</p> <p><input checked="" type="checkbox"/> Create User Account For The Contact</p> <p>Addresses For the Contact</p> <p>+ Address Name <input type="text"/> Address Details <input type="text"/> Remove</p> <p>No results found.</p>																				
<p>10. Click Next.</p>	 <p>Basic Information <input type="checkbox"/> Company Details <input checked="" type="checkbox"/> Attachments <input type="checkbox"/></p> <p>Prospective Supplier Registration: Additional Details Save For Later Back Step 2 of 3 Next</p>																				
<p>11. Under Attachments, click on Add Attachment to upload the completed versions of the forms listed at the bottom of the screen.</p> <p>12. After attaching the required documents, click on the Submit button.</p>	 <p>Basic Information <input type="checkbox"/> Company Details <input type="checkbox"/> Attachments <input checked="" type="checkbox"/></p> <p>Attachments Submit Back Step 3 of 3</p> <p>+ Add Attachment</p> <table border="1"> <thead> <tr> <th>Seq</th> <th>Title</th> <th>Type</th> <th>Description</th> <th>Category</th> <th>Last Updated By</th> <th>Last Updated</th> <th>Usage</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td colspan="10">No results found.</td> </tr> </tbody> </table> <p>Please complete the form(s) and attach the completed document(s). For questions contact UABISupplier@uab.edu or call (205) 975-2920.</p> <p>Please complete the IRS W9 Form or IRS W8 Form if applicable.</p> <p>Please complete the Vendor Disclosure form.</p> <p>Please circle the appropriate Bid Categories for which you request to be considered.</p> <p>Please choose the Business Classification which best fits your business.</p>	Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	No results found.									
Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete												
No results found.																					

<p>13. You will receive a system-generated confirmation as well as an email confirmation after submission.</p>	<div data-bbox="467 268 1404 369"><p> Confirmation</p><p>Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.</p></div> <div data-bbox="467 390 1404 772"><p>This email is to confirm that The University of Alabama at Birmingham has received your request to do business and access the iSupplier portal. An email confirmation will be sent once registration and access are confirmed.</p><p>Use the following link to track progress of your request:</p><p>Track Request Status</p><p>If you need assistance or have questions please contact:</p><p>UAB iSupplier Team UABiSupplier@uab.edu 205-975-2920</p><p>For additional information regarding doing business with UAB you may visit: https://www.uab.edu/financialaffairs/doing-business</p></div>
<p>14. Once registration is approved by UAB, all users (the one who submitted the registration and any requested additional users) will receive separate registration confirmation emails with their assigned usernames and passwords.</p>	<div data-bbox="467 869 1404 1220"><p>Your request to register for The University of Alabama at Birmingham iSupplier portal has been confirmed. You can now access the portal using the following credentials:</p><ul style="list-style-type: none">• Website: UAB iSupplier Portal• Username: JSUPPLIERTST16@GMAIL.COM• Temporary password: Xa9+71<p>When you first log in, you will be required to change your password for security purposes.</p><p>If you need assistance or have questions please contact:</p><p>UAB iSupplier Team UABiSupplier@uab.edu 205-975-2920</p><p>For additional information regarding doing business with UAB you may visit: https://www.uab.edu/financialaffairs/doing-business</p></div> <div data-bbox="467 1272 1404 1608"><p>Your request to register for The University of Alabama at Birmingham iSupplier portal has been confirmed. You can now access the portal using the following credentials:</p><ul style="list-style-type: none">• Website: UAB iSupplier Portal• Username: JSUPPLIERTST17@GMAIL.COM• Temporary password: Os9 C2<p>When you first log in, you will be required to change your password for security purposes.</p><p>If you need assistance or have questions please contact:</p><p>UAB iSupplier Team UABiSupplier@uab.edu 205-975-2920</p><p>For additional information regarding doing business with UAB you may visit: https://www.uab.edu/financialaffairs/doing-business</p></div>