Quick Reference Guide for buyW&M Vendor Registration

Once logged into your buyW&M vendor account, you will be prompted to complete your vendor registration. On the left-hand side of the screen, you will see the steps needed to complete.

Registration Invited for: William & Mary 1 of 6 Steps Complete	
Welcome	
Company Overview	~
Business Details	×
Addresses	~
Contacts	~
Tax Information	~
Conflict of Interest	~
Certify & Submit	

The green check marks identify that all required fields are completed.

To streamline the registration process, you only need to complete the required fields in each section.

Company Overview

Welcome	elcome our system.		
Company Overview	~	If you get a message below indicating your TIN is al	ready registered, pleas
Business Details	1		
Addresses	~	Doing Business As (DBA)	
Contacts	~	Country of Origin *	~
Tax Information	~	Legal Structure *	~
Conflict of Interest	~	Tax ID Number	
Certify & Submit		Website	0

Country of Origin and Legal Structure are required. If your country of Origin is the US, you will also need to provide your company's Tax ID, (TIN) or if you are an individual, your social security number, (SSN).

Business Details

Nothing in this section is required, if you would like to include your company's business information, you may – it helps W&M determine whether your business would be eligible to certify as a diverse supplier.

Addresses



No contacts have been entered

Two types of addresses need to be completed:

Fulfillment – if you were to receive a purchase order (commitment from W&M for services to be provided or goods received)

Remittance – where your payment should be mailed to Both address types may be the same, but do need to be filled out

Three types of contacts are required, but you can select all three types and fill out the information once if the contact information is the same for all types

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Tax Information



Add Tax Document

Tax Type *	W-9
Tax Document Name *	
Tax Document Year *	~
Signature Status	Not Signed
Tax Documentation \star	Sign Document
	 Manually upload the document instead

A signed W-9 or W-8 for international companies/individuals are required to be included.

You can electronically sign the tax form, enter tax document name (ie. W-9 or W-8) and year (current year) and click 'sign document' button

Manually upload already signed tax form

Add Tax Document

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To manually upload an existing tax form, choose the 'Manually upload the document instead' field and 'certify this tax document'.

Drag and drop the tax form in the 'tax documentation' section. you will need to check 'I certify this tax document' field and enter your buyW&M vendor portal password and hit 'Save Changes'.

Finally, click on certify and submit to complete the buyW&M vendor registration!