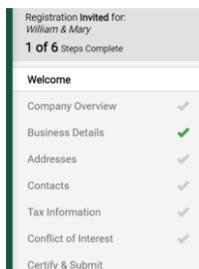


Quick Reference Guide for buyW&M Vendor Registration

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.



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

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

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

Contacts

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

Quick Reference Guide for buyW&M Vendor Registration

Tax Information

Tax Information

To save changes, you must first click

Tax information is used for payment a

Required Information
At least one tax document is required

No tax information has been entered

Add Tax Document

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

Electronically sign tax form

Add Tax Document

Tax Type * W-9

Tax Document Name *

Tax Document Year *

Signature Status Not Signed

Tax Documentation * Sign Document

Manually upload the document instead

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

Tax Document Name * 2021

Tax Document Year * 2021

Signature Status Not Signed

Tax Documentation * Select file Drop file to attach, or browse.

Download Pre-populated Tax Document

I certify this tax document

Electronic System Submission

Under penalties of perjury, I certify that:

- I am the same person (or payee's agent) accessing the system and submitting this form as identified on this form.
- By submitting this form electronically, I am offering my electronic signature as the payee identified on this form and I agree my electronic signature is the legal equivalent of my manual signature.

eSignature

Enter Portal Password

Manually upload the document instead

* Required to Complete Registration Save Changes Close

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

Add Tax Document

Tax Document Name * 2021

Tax Document Year * 2021

Signature Status Not Signed

Tax Documentation * Select file Drop file to attach, or browse. Done

_Instructions Dept Staff W-9.docx 100% x

Download Pre-populated Tax Document

I certify this tax document

Electronic System Submission

Under penalties of perjury, I certify that:

- I am the same person (or payee's agent) accessing the system and submitting this form as identified on this form.
- By submitting this form electronically, I am offering my electronic signature as the payee identified on this form and I agree my electronic signature is the legal equivalent of my manual signature.

eSignature

Enter Portal Password

Manually upload the document instead

* Required to Complete Registration Save Changes Close

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!