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
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**Tax Information**

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

**Electronically sign tax form**

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**

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!