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Cardinal Supplier Registration

Purpose

To provide an on-line registration process for Catholic University community.

Please **use this system** to register if you belong to one of the following categories

- Employees, students and other individuals to receive reimbursements.
- New Suppliers who are billing the University for goods or services

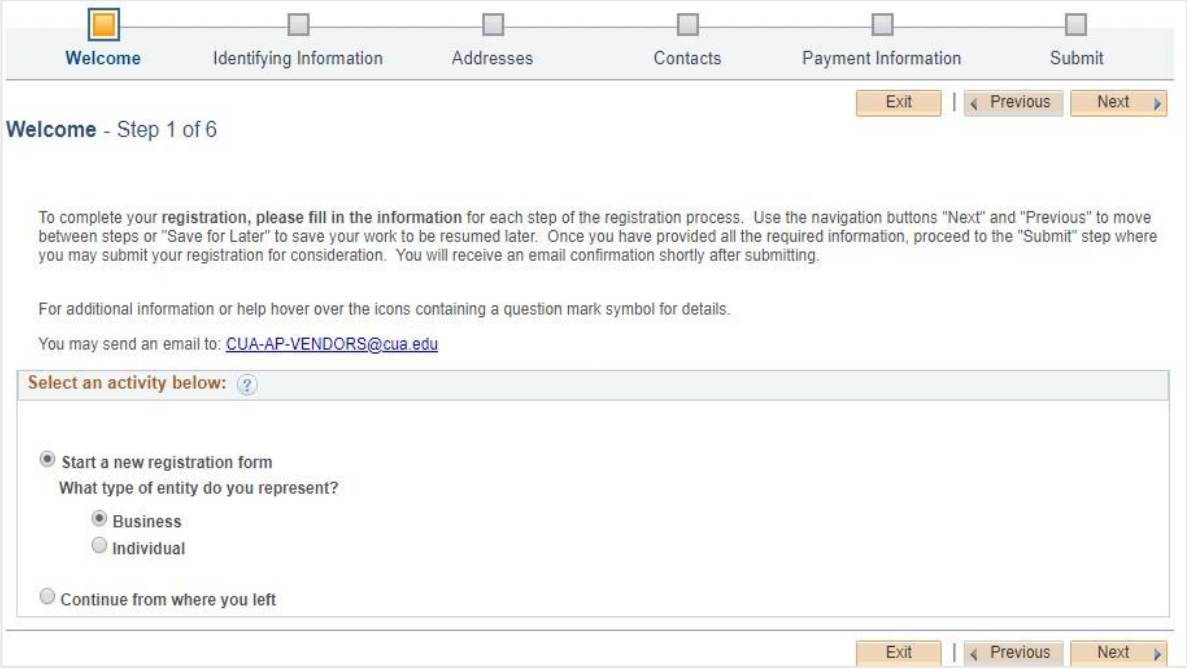
Requesting access to the PeopleSoft Supplier Registration module

1) Your CUA point of contact or your manager (for employees/students) must send an email to CUA-AP-VENDORS@cua.edu for adding you as a vendor.
   a) The email must include the Company Name, Contact Name and Contact Email of the entity that needs to register as a vendor.
   b) The email will be considered as an approval from the CUA point of Contact or the manager for registration.
2) Supplier Relationship Manager (SRM) will send an email invitation for registration to the vendor/employee/student.
3) Once the registration is completed, the SRM will approve/ request for more information or deny the request based on the provided information.

Instructions to register:

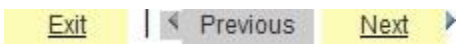
A. Step 1 – Welcome

a. Please read the welcome section prior to proceeding.



Select the following options if:

Start a new registration form	You are registering for the first time. This will be the default selection
Business	You represent a business, partnership, corporation
Individual	You are a sole proprietor, consultant, employee, student
Continue from where you left	You have a saved or partially completed form OR, you have been asked to resubmit due to partial or incomplete information

b. Click on the Next 

to move forward to the next step of the form.

B. Step 2 –Identifying Information

a. Enter the Tax Identification Number (Business) or Social Security Number (Individual)

Note: should be all numeric, no hyphens (-)

b. Entity Name

c. The Classification should be Outside Party (All Others) if you represent a vendor.

d. Respond to remaining questions 1 to 7. All questions marked by an asterisk (*) must be answered in order to move forward to the next section of the registration.

Question #1 (Optional) – Operating name of the company.
Question #2 (Optional) – Number of Employees in the company.
Question #3 (Optional) – Classification when it comes to federal taxes.
Question #4 (Optional) – Type of business classification. If your classification is not listed here, then please refer to the Additional Reporting Element section and select the applicable category.
Question #5 (Required) – DMV based classification (If you are a vendor in DC, Maryland and Virginia area. Select "**Not Applicable**" if it does not apply to you.
Question #6 (Optional) – Attach Certification(s) [Relevant to DMV based classification]
Question #7 (Required) – Select the type of services provided. Select "Not Applicable" if you are an employee or a student.

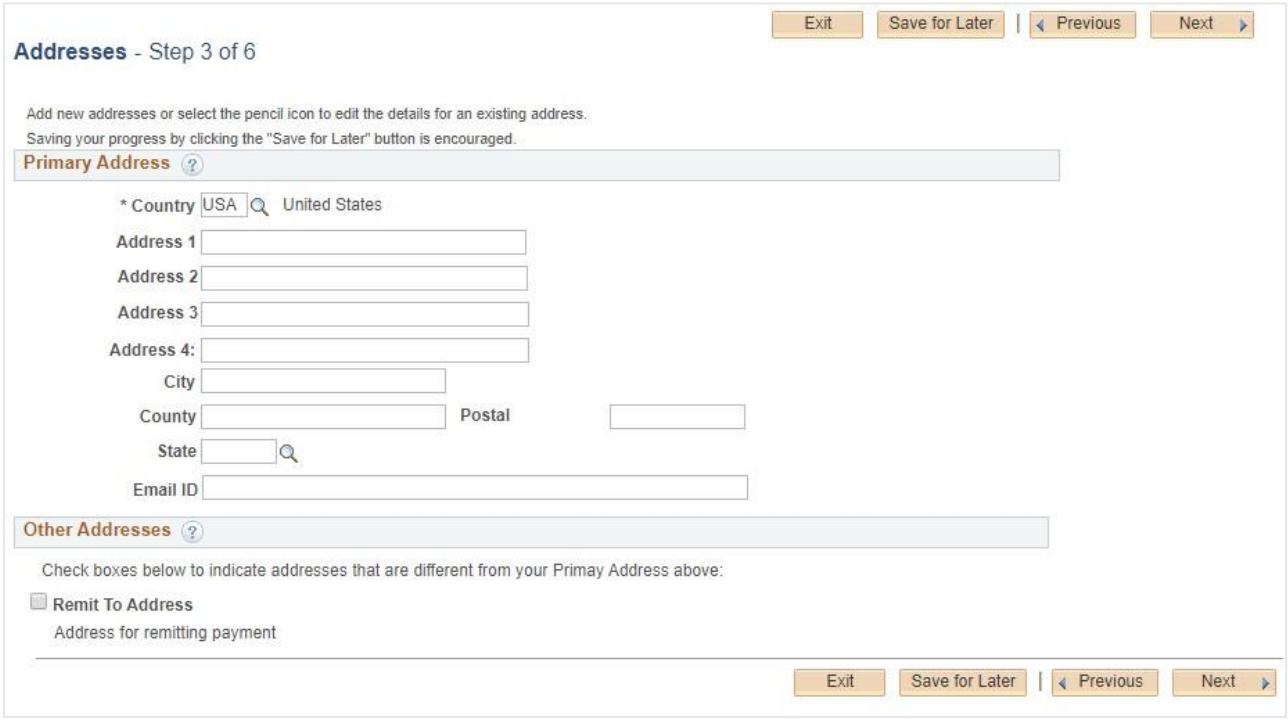
e. Additional Reporting Elements – Select the applicable category

f. Click on Next

to move to the next section of the registration.

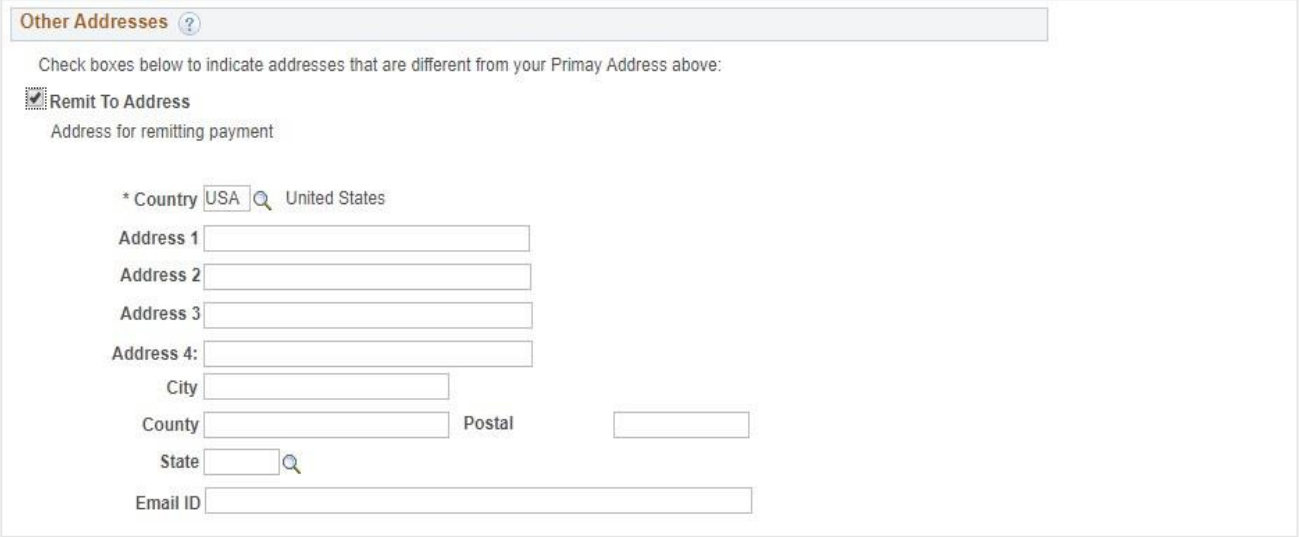
C. Step 3 - Addresses

a. Enter the vendor's primary address.



b. The primary address should consist of at least:
   Country, Address 1, City, State, Postal Code or Zip and Email ID.

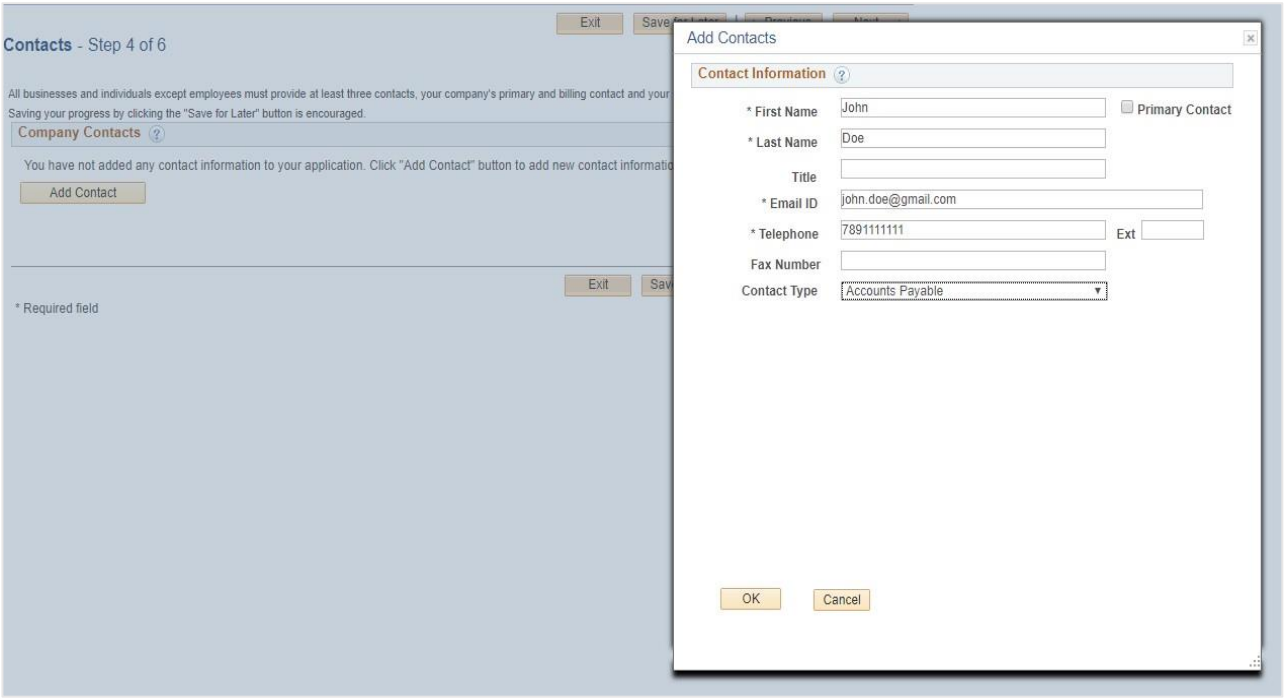
c. Other Addresses – Check the box and enter the **Remit To Address** if it is different than the primary address.



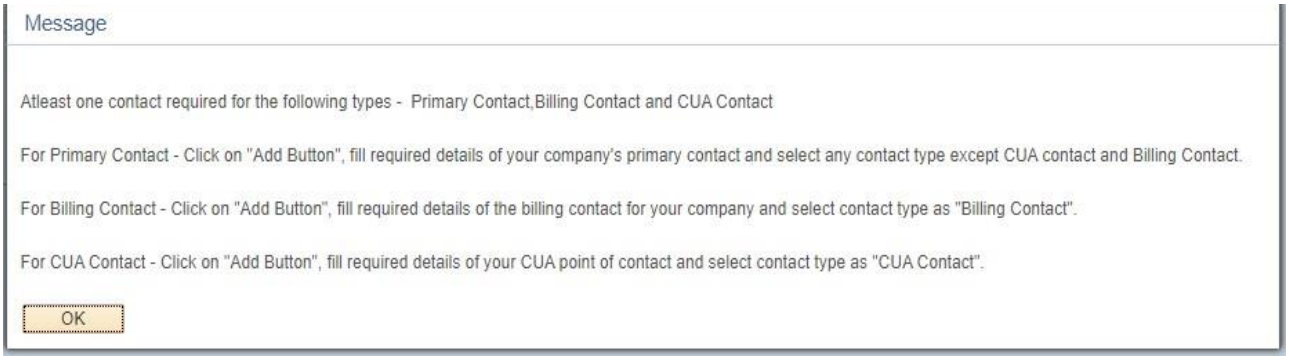
d. Click on Next to move to the next section of registration.

D. Step 4 – Contacts

a. All businesses must provide at least three contacts: Your Company's primary and billing contact and your CUA point of contact. Same contact can be listed twice if the primary and billing contact is the same.
Individual vendors and attorneys must provide at least two contacts: Your Company's primary contact and your CUA point of contact.
Employees and students must provide their CUA contact information.



b. If you are a business and you click on Next button without adding all three contacts, an error message will appear. Make sure that all three contact types are added. This information is required for any future communications and issues that might occur.



c. NOTE: If you are an employee or a student of the University, then you only need to fill in your details and select **Contact Type** as “CUA Contact”

d. Click on Next to move to the next section of registration.

E. Step 5 – Payment Information

a. Select the preferred Payment Method from one of the following options:

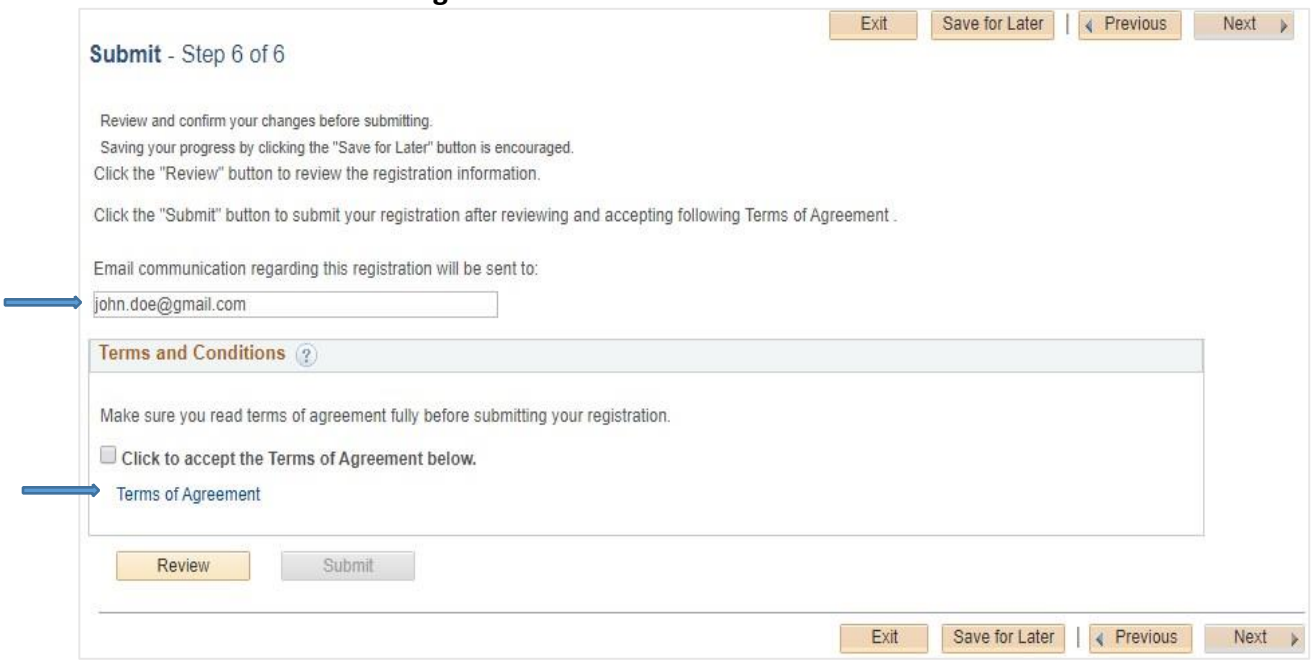
i. ACH – Automated Clearing House
ii. System Check for checks
iii. Virtual Credit Card – if you would like to enroll in the Virtual Credit Card program with our Banking Partner, Wells Fargo

b. Add attachments, if any
c. Additional ID Numbers:
    i. Employee must select **Employee ID Number** from the dropdown and enter their EID.
d. Click on Next

to move to the next section of registration.

F. Step 6 – Submit

a. Before submitting the registration request, you must
    i. Verify the email address for future communications.
    ii. Review the Terms of Agreement - To review the Terms of Agreement, click on **"Terms of Agreement"** Link.



    iii. After reading the Terms of Agreement, click Return. Check the box indicating that you "Accept the Terms of Agreement".

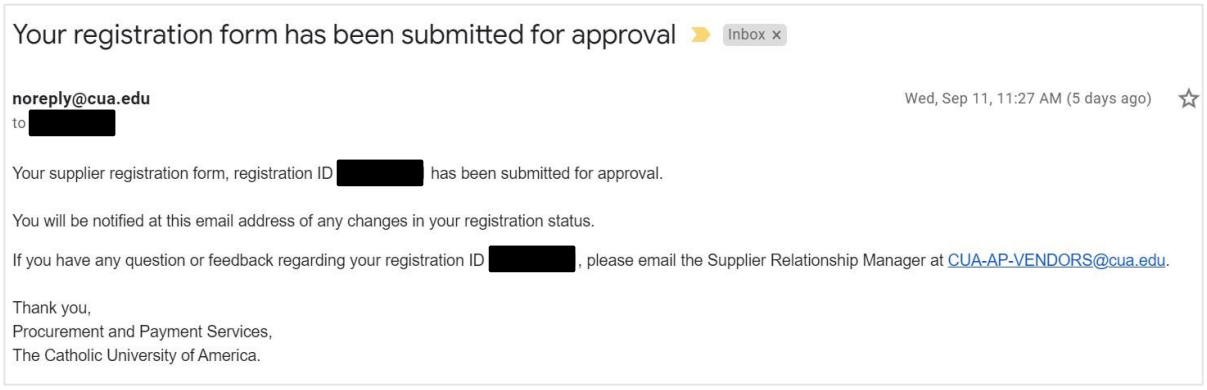
b. Submit button will be enabled once the check box is clicked.

c. Click on Submit button to submit the registration.

Supplier Registration Approval and Next steps

A. Registration Completion

a. Upon successful submission, the vendor will receive the following message.



Your registration form has been submitted for approval Inbox ×

noreply@cua.edu Wed, Sep 11, 11:27 AM (5 days ago)
to [redacted]

Your supplier registration form, registration ID [redacted] has been submitted for approval.

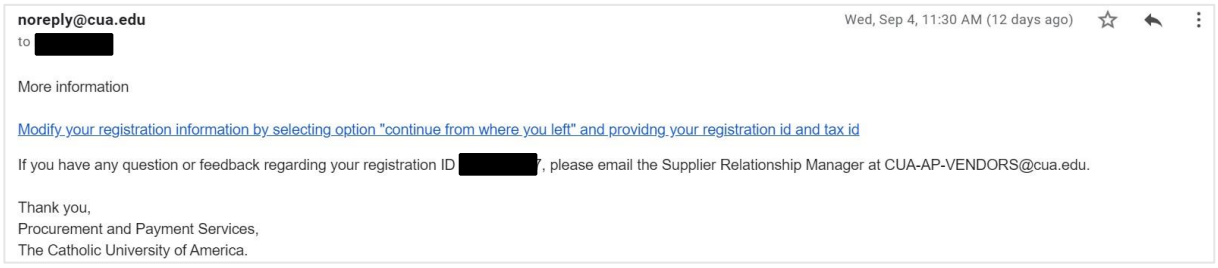
You will be notified at this email address of any changes in your registration status.

If you have any question or feedback regarding your registration ID [redacted], please email the Supplier Relationship Manager at CUA-AP-VENDORS@cua.edu.

Thank you,
Procurement and Payment Services,
The Catholic University of America.

B. Registration More Information Needed

a. Supplier Relationship Manager will review your request for approval. If more information is needed then you will receive an email to edit your application to provide additional information.



noreply@cua.edu Wed, Sep 4, 11:30 AM (12 days ago)
to [redacted]

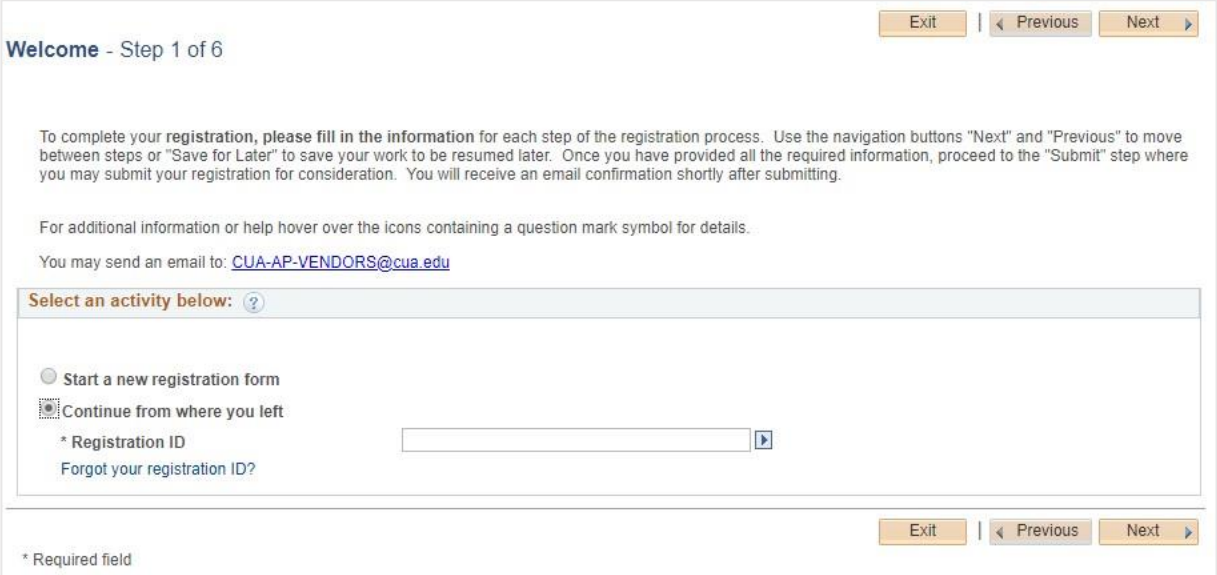
More information

Modify your registration information by selecting option "continue from where you left" and providng your registration id and tax id

If you have any question or feedback regarding your registration ID [redacted], please email the Supplier Relationship Manager at CUA-AP-VENDORS@cua.edu.

Thank you,
Procurement and Payment Services,
The Catholic University of America.

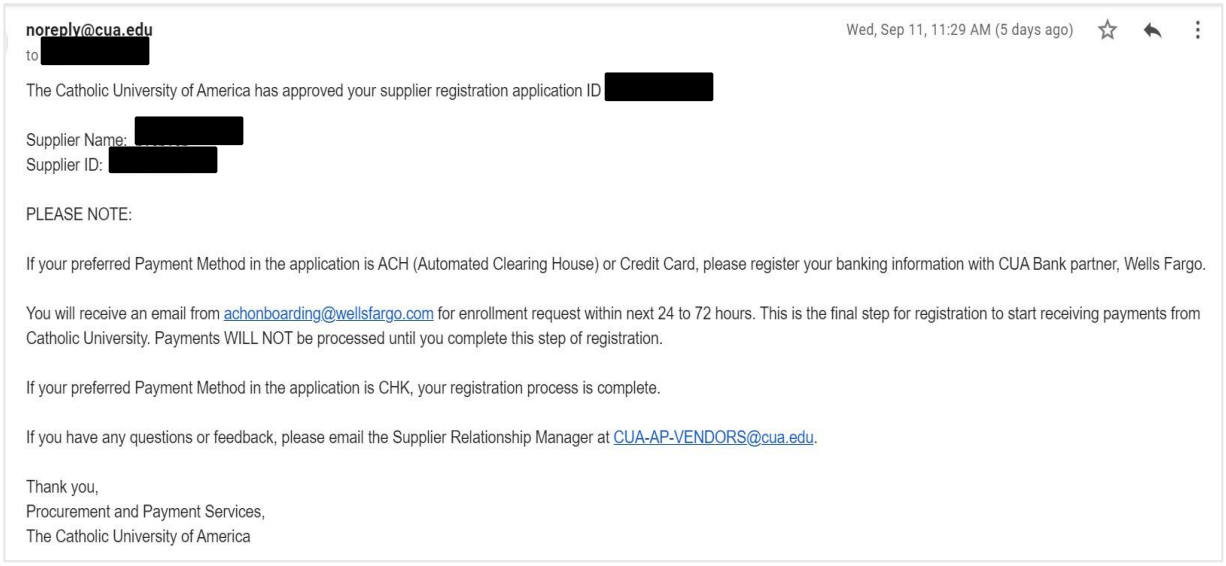
b. Click on the link shared in the email, select **"Continue from where you left"**, and provide your registration and tax id.



c. Your details should be prefilled based upon your previous submissions. Fill in the requested details and submit the application again.

C. Registration Approval

a. You will receive the following email once the application is approved.



noreply@cua.edu Wed, Sep 11, 11:29 AM (5 days ago)
to [redacted]

The Catholic University of America has approved your supplier registration application ID [redacted]

Supplier Name: [redacted]
Supplier ID: [redacted]

PLEASE NOTE:

If your preferred Payment Method in the application is ACH (Automated Clearing House) or Credit Card, please register your banking information with CUA Bank partner, Wells Fargo.

You will receive an email from achonboarding@wellsfargo.com for enrollment request within next 24 to 72 hours. This is the final step for registration to start receiving payments from Catholic University. Payments WILL NOT be processed until you complete this step of registration.

If your preferred Payment Method in the application is CHK, your registration process is complete.

If you have any questions or feedback, please email the Supplier Relationship Manager at CUA-AP-VENDORS@cua.edu.

Thank you,
Procurement and Payment Services,
The Catholic University of America

If you preferred Payment Method is:

CHECK - Your approval process is completed and you can begin to provide Services.

ACH or Virtual Card - You will need to register your banking information at our banking partner, Wells Fargo. You will receive an email from achonboarding@wellsfargo.com for enrollment within the next 24 to 72 hours. Once registered successfully at Wells Fargo, you can begin to provide Services.

Please contact CUA-AP-VENDORS@cua.edu if you have any suggestions and feedback for the manual as well as the registration process.