



Supplier Application Form General Registration Instructions

- 1) **For Supplier Registration.** [Click Here.](#)
- 2) **Email & Password.** If you are a returning supplier and have already registered, type your Email address and Password and click Login for secure account login.
If you are a supplier that has not yet registered, click on the "Create Account" button to create your account.
- 3) **Welcome to Supplier Registration.** Click "Continue with Registration" to begin the registration process.
- 4) **Company Information.** Legal Company Name is required information. On the Tax ID Type, use the drop down box to select Federal ID Number or Social Security Number. Your Tax Id and DUNS Number are optional information.
- 5) **Contact Information.** First Name, Last Name and Phone Number are all required information. Your Title is optional information.
- 6) **Login Information.** You must provide an email address and you must confirm that email address. Additionally, you must create a password and you must confirm that password. Email, Email Confirmation, Password, Confirmation of Password are all required information.
- 7) **Security Information.** Select your security question from the drop down menu and type in the answer. A security question and answer is required information.
- 8) **Security Check.** Select your security check.
- 9) **Create Account.** Click on "Create Account"
- 10) **Supplier Registration.** The next screen will say "Thank you for starting the registration process with TBR Central Office. Please check your email inbox for instructions on how to complete the registration process."
- 11) **Complete Registration Now.** The email you receive will be sent by SciQuest Support and you will click on the "Complete Registration Now" link.
- 12) **Submit.** Then click "Submit"
- 13) **Email Address Validated.** Once your email address has been validated you will be taken to the Secure Account Login page.
- 14) **Password.** Type in your password
- 15) **Login.** Click Login
- 16) **Welcome to Supplier Registration.** Click Next to continue. If you have done business with any TBR institution in the past, you should notice that some of your company information is already in place. Please verify the information that is in place, correct any information that is outdated and/or incorrect and information that is requested.
- 17) **Company Overview.** The first page is the Company Overview page.
- 18) **Doing Business As (DBA).** You can type a name here if you do business in a name other than the legal name of your business. This is optional information.
- 19) **Country of Origin.** Use the drop down menu to select your country of origin. This information is optional.
- 20) **Does your business have a DUNS number?** This is required information, so you must answer this question. If you say yes, then you are required to provide the DUNS number.
- 21) **Legal Structure.** The legal structure of your company is required information.
- 22) **Tax ID Number.** The tax ID Number is required information here.
- 23) **Website.** If you have a website, you can list it here. This is optional information.
- 24) **Which Tennessee Board of Regents School would you like to do business with?** Select all that apply? Select the schools that are in your sales area. This is required information.
- 25) **Next.** Click Next

- 26) **Business Details.** The next page is the Business Details page.
- 27) **Number of Employees.** Provide the number of employees at your business or firm. This is required information.
- 28) **Business Description.** Provide a brief description of your business.
- 29) **Annual Revenue/Receipts.** Enter information for the past 3 calendar years. This information is required and cannot be null.
- 30) **Business Ownership.** Select
- 31) **Products and Services.** Click on the edit button and select the Commodity Code(s) that you do business with. When finished selecting commodity codes, select Done. This is required information.
- 32) **Additional Questions.** Does the vendor currently hold any TBR, UT, State of Tennessee, Cooperative, or General Services Administration (GSA) Contracts? Select Yes or No. If yes, enter the contract information. This is required information.
- 33) **Next.** Click Next.
- 34) **Addresses.** The next page is the Addresses page. Fulfillment and Remittance addresses are required to be complete
- 35) **Add Address.** You will be asked what you would like to label this address. This is a required question.
- 36) **Which of the following business activities take place at this address?** Select all that apply. This is required information.
- 37) **Add Address (Step 2).** Fill in the following required information (Country, Address, City/Town, State, & Postal Code) You may also fill in the following optional information (Phone, Fax).
- 38) **Next.** Click Next.
- 39) **Add Address (Step 3).** In step 3 of 3 of Add Addresses you have the opportunity to add additional contact types, such as: Other (physical), Catalog, Corporate, Customer Care, Sales, Technical and PO Failure. For each contact you add, you must include a Contact Label, First Name, Last Name, Email and Phone.
- 40) **Contacts.** The next page is the Contacts page.
- 41) **Save Changes.** Click on Save Changes
- 42) **Next.** Click Next.
- 43) **Diversity.** The next page is the Diversity page. We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization.
- 44) **Diverse Supplier?** The first diversity question is whether your business qualifies as a diverse supplier? It is mandatory that this question is answered. You must answer yes, No/Non-US based or Decline to Answer.
- 45) **Add Diversity Classification.** If you answer yes, your business does qualify as a diverse supplier and new drop down box will appear, entitled "Add Diversity Classification". The four choices on the drop down menu include: Small Business Enterprise (SBE), Minority Business Enterprise (MBE), Service Disabled Veteran (SDVB) or Woman Business Enterprise (WBE).
- 46) **Minority Business Enterprise (MBE).** If you select Minority Business Enterprise (MBE) from the drop down menu, then you will see an Ethnicity drop down menu.
- 47) **Ethnicity Drop Down Menu.** From the ethnicity drop down menu you will see African American, Asian American, Hispanic American, Native American, or Asian Pacific American
- 48) **Certifying agency.** Program will ask if you are certified by a certifying agency.
- 49) **Next.** Click next
- 50) **Terms and Conditions.** Go to bottom of page to agree with the Term & Conditions. At the bottom of the Terms and Conditions is a box to check if you agree to the above Terms and Conditions.
- 51) **Next.** Click next
- 52) **Certify & Submit.** The next page is the Certify & Submit page.
- 53) **Preparer's Initials,** Name, Title and certification are all required.
- 54) **Thank you for Registering.** The last page thanks you for registering