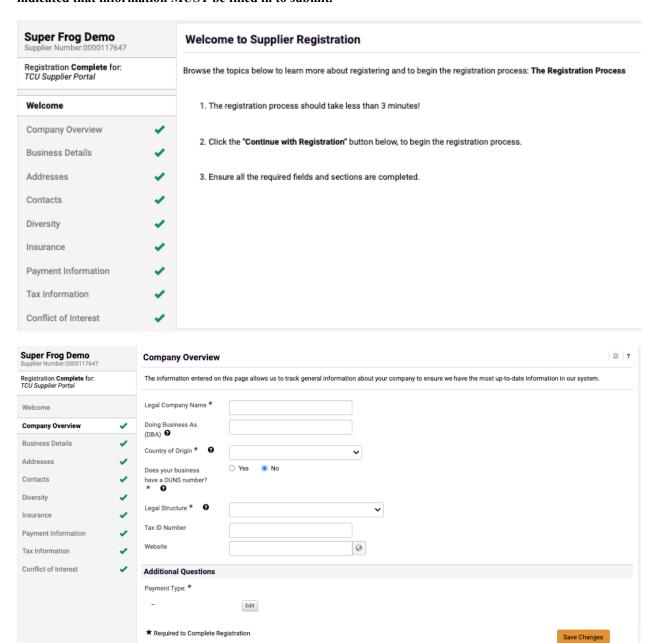
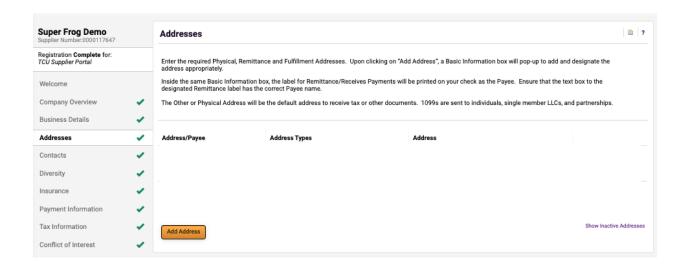
## Supplier's Guide to Using TCU Supplier Portal

Supplier will receive this email (check spam folders if not in primary folder). Supplier will create a login.

The TCU Supplier Portal registration is free. By creating an account, you will go thru a step-by-step registration process to complete your registration.  Information needed to complete the registration process includes:  1. W9 2. W8 (for international suppliers) 3. Contact Name, Phone, Email and Addresses (Remittance and/or 1099)	
4. Certificate of Insurance with coverage limits 5. UNSPSC category codes 6. ACH (Electronic Payment via Direct Deposit) NOTE: The default payment is Check. ACH will be implemented in the future. 7. If applicable, conflict of interest information	
Enter your email to Login/Create Account	English ▼
	Next

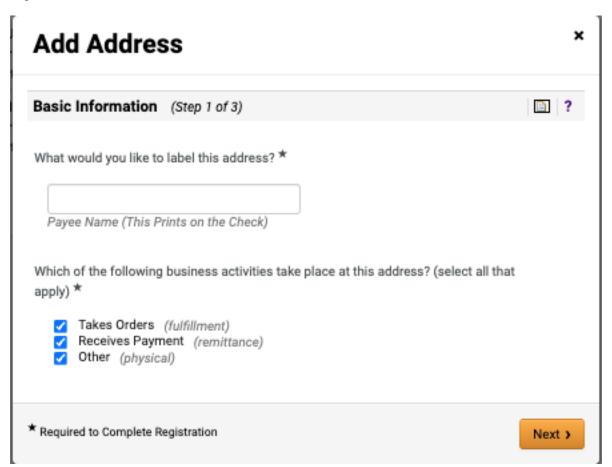
Supplier will fill out all the required information by going to each Tab on the left. If the field has a (\*), that indicated that information MUST be filled in to submit.

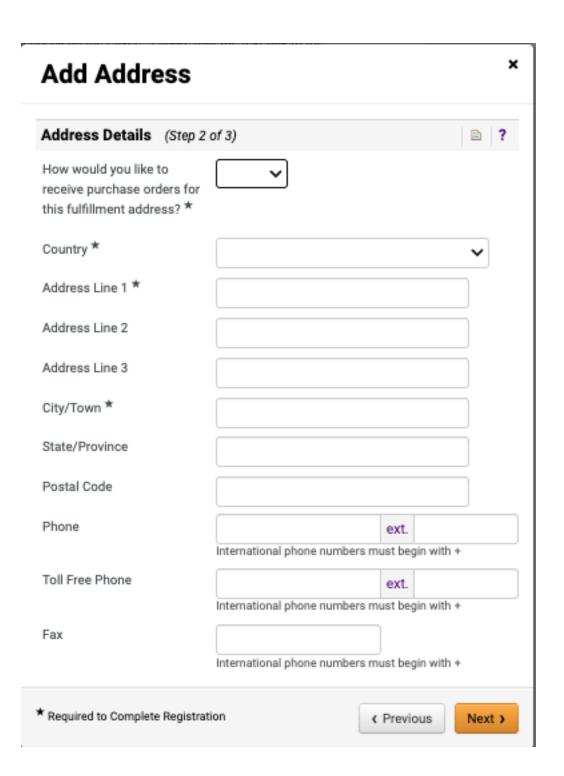




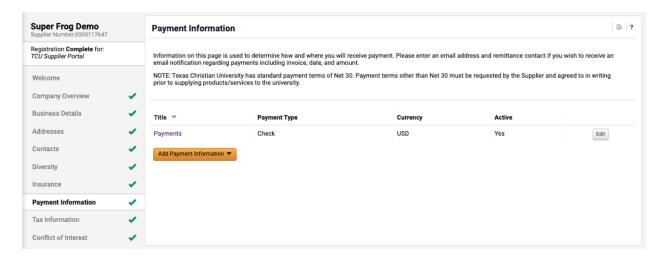
Supplier MUST make note of the first question "text" box and what address is designated as the Remittance address.

Whatever is entered into in this box will be considered the "Payee" name and printed on checks. It is important to confirm this field.





TCU currently pays suppliers via check although TCU is working on eventually converting to ACH in the distant future. If you would like to supply TCU with ACH banking information it can be entered.



## Supplier MUST attach a copy of entities W8/W9 (International)

