iSupplier Registration

1. Click on the iSupplier Registration link.

2. Enter the required information in the fields marked by an asterisk (*) and then click on the Next button.

3. Under Address Book, click on the Create button.

Before you begin entering your company address please note:

- There must be at least two addresses listed in your registration: 1) a tax address (which is required and is the address from your official tax form), 2) a payment address and/or 3) a purchasing address. For clarity, the payment address is the location that you desire to receive your payments, while the purchasing address is the location that you desire to receive orders.

- Each address must have a unique name attached to it—the tax address should have the name TAX, while the payment and/or purchasing addresses can be the city name followed by a number (Ex: BIRMINGHAM1, BIRMINGHAM2, etc).

- The email address that you enter for each location should be the email where you desire notices be sent, whether that is tax forms (for the tax location) or purchase orders (for the purchasing location).
4. Enter the required information in the fields marked by an asterisk (*).

5. Select the address type by checking either:
   - the Payment Address box (for remit–to/payments),
   - the Purchasing Address box (for Purchase Orders), or
   - both boxes if one location will serve both purposes.

   **Note:** If you are entering a tax location, leave all checkboxes blank.

   - Payment Address
   - Purchasing Address
   - RFQ Only Address

   *Location is Payment (Remit-To) only.

   - Payment Address
   - Purchasing Address
   - RFQ Only Address

   *Location is Purchasing only (for Purchase Orders).

   - Payment Address
   - Purchasing Address
   - RFQ Only Address

   *Location is both Payment (Remit-To) and Purchasing (Purchase Orders).

6. Click on the **Apply** button.

7. The new address is listed under **Address Book**.

   **Note:** To add another address, click on **Create** again and follow the previous steps.
8. To setup additional users for the iSupplier portal, go to Contact Directory and click on Create.

9. Enter the required information, check the Create User Account For The Contact box and then click on Apply.

10. Click Next.

11. Under Attachments, click on Add Attachment to upload the completed versions of the forms listed at the bottom of the screen.

12. After attaching the required documents, click on the Submit button.
13. You will receive a system-generated confirmation as well as an email confirmation after submission.

14. Once registration is approved by UAB, all users (the one who submitted the registration and any requested additional users) will receive separate registration confirmation emails with their assigned usernames and passwords.