HOW TO REGISTER AS A SUPPLIER

There are two ways for suppliers to register:
1. Individuals register by completing a one-page form that is accessed through DocuSign.
2. Companies register through a secure portal by responding to the questions and attaching requested documents, such as W9's.

If you run into issue contact Julie Miller: Julie.L.Miller@asu.edu or (602)496-0748

Boiler Plate Language to Send to Potential Editors/Editing Services

1. For Individuals you can send this one:

Dear __________,

Arizona State University (ASU) has implemented a new Financial Management System (FMS). In order to receive payment from ASU for services provided, you must register in the new FMS.

Select the appropriate link from the two options:

Domestic: If your tax status is: U.S. Citizen, Permanent Resident or Resident for U.S. tax purposes, view instructions here and use this link to register.

International: If you are an international citizen and have not yet passed your residency test for U.S. tax purposes, view instructions here and use this link to register.

ASU is unable to process payments to suppliers until this registration step is complete.

If you have any questions, please email Supplier Admin.

Thank you,

2. For Companies (LLC, Inc., Co.), you can send this one:

Dear _______________,

Arizona State University (ASU) has implemented a new Financial Management System (FMS) and your ACTION IS REQUIRED in order to start or continue doing business with ASU.

In order to receive payment for goods or services provided to ASU, you must register your business in the new FMS.
By selecting the Register Now Link, you will be routed to a secure website to complete the registration process. Please have pertinent tax documents and contact information readily available as you go through the registration steps.

**ASU is unable to process payments to suppliers until this registration step is complete.**

For additional assistance in completing the registration process, please review the supplier registration documentation [here](#).

If you have any questions pertaining to registration, please email Supplier Admin.

Thanks,