REGISTERING AS A VENDOR

(*For Invited Vendors Only)

VIRGINIA COMMONWEALTH UNIVERSITY
Office of Procurement Services

www.realsource.vcu.edu
Let’s Get Started!

AUDIENCE
This manual is for use of VCU vendors who have been specifically "invited" by VCU to register in the RealSource system. Vendors are on-boarded to the RealSource portal only after they have been selected to receive a VCU contract or purchase order or need to submit invoices to VCU.

Vendors who wish to do future business with VCU may register instead in the Commonwealth of Virginia's vendor master portal via the "Register Now" tab at: https://eva.virginia.gov/index.html. VCU utilizes this portal when searching for vendors or conducting sourcing events for upcoming procurements.

BROWSER COMPATABILITY
RealSource has no known web-browser compatibility issues. However, if you experience web-browser issues, please try to first access the tool using another web-browser before contacting VCU.

BEFORE YOU BEGIN
Before registering your organization, please have the following information accessible:

- Addresses (Fulfillment, Remittance, Physical)
- Phone Number, Emails, Any contact information
- Commodities and Services provided
- Diversity information
- Tax information (Tax ID Number)
- Basic Business information (Legal Structure, Number of Employees, etc.)
Please use the Table of Contents to navigate through the registration process. If at any
time you only need help with specific step, please select the topic below.

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HOW TO REGISTER AS A VENDOR

INVITATION

As a VCU vendor, registering in RealSource is quick and easy. Below are instructions for completing your registration through the Virginia Commonwealth University (VCU) Vendor Portal.

When a VCU department invites you to register, you will receive the following email from:

realsource@sciques.com

If your registration profile times out or you need to leave VCU’s vendor portal at any time during the registration process, you may access your profile at:


1. Select the icon to access your profile in RealSource and begin the registration process.

2. The Vendor Registration welcome message will display.
INTRODUCTION

Need help with Vendor Registration?

VCU has provided a list of Registration FAQs. Please select the link in the portal to view our frequently asked questions. You may also visit our project website.

Once you have selected the icon, VCU contact information is displayed in the bottom left of every corner of RealSource under the icon.

1. Select the icon to create your account in RealSource.

After selecting the icon you will redirected to the Vendor Registration area of the portal to create your RealSource Vendor Profile.
Enter the appropriate information in each field (* = required field)

2. Contact Information:

- First Name*
- Last Name*
- Phone Number*
- Preferred Time Zone*

3. Login Information:

- Email*
- Confirm Email*
- Password*
- Re-enter Password*
- Account Recovery Question*
- Answer*
- Confirm Answer*
4. Once each required field is completed, select the CREATE ACCOUNT icon.

After selecting the CREATE ACCOUNT icon, you will then be redirected to the Welcome to Supplier Registration area of the portal demonstrated below.

5. Verify your legal company name.

- This is the business name that will appear on all solicitation responses, purchase orders and payments. If your company’s legal name is different from the one displayed in the email invitation you receive, please correct it here.

6. Verify the information and select the Next icon.

- After selecting the Next icon, you will be redirected to the next step titled Company Overview.
STEP 1-COMPANY OVERVIEW (Step 1 of 6)

Enter the following company information. Complete all applicable fields, required fields are noted with an asterisk (*) as seen below.

1. Company Overview
   - Doing Business As (DBA)
   - Country of Origin (*)
   - Legal Structure (*) If you are an international supplier, please choose Non-US Based Entity from the Legal Structure menu. The Tax ID Number field will then become optional.
   - Tax ID Number (*)
2. Additional Questions

- Respond to each of the additional questions
- Before proceeding, verify the information provided and select the icon. Remember any field with an asterisk (*) requires a response.

After selecting the icon, you will be redirected to the next step titled Business Details.
STEP 2: BUSINESS DETAILS (Step 2 of 6)

The information you provide on this page will be used to help determine the size and goods your company provides.

3. Business Details

- Enter the year your firm was established (*)
- Enter the correct number of employees (*)
4. Products and Services

- Commodity codes (*): Commodity codes are used to determine, what goods or services a company provides. Select all commodity codes by choosing the icon. More than one commodity code may be added to the field. An example of the search function for commodity codes is below.

5. Additional Questions

- Enter the Total Revenue/Receipts for the most recent 4 Quarters for your organization (*)

Below, an example of a completed form for the Business Details portion of the registration process is shown.
6. Verify the provided information and select the Next icon.

After selecting the Next icon, you will be redirected to the next step titled Addresses.
STEP 3: ADDRESSES (Step 3 of 6)

Enter the following addresses for the organization. Vendors are required to enter fulfillment, physical and remittance addresses.

Fulfillment address: Address where the Purchase Order (PO) will be received.

Physical address: The firm’s main street location.

Remittance address: Address in which the payment will be received. This must also match the address on the invoice.

If for any reason the remittance address changes, vendors must update their vendor profile within RealSource before any payments will be processed.

1. Select the **Add Address** icon to begin the process to add addresses. Another window will appear.
2. Basic Information

- The address “label” is the naming preference (as shown in the example). If the address added is the Main Office, add that information here.

- Select which activities take place at this location. If the address is the same for all of the activities, select each field (i.e. Takes Orders (fulfillment), Receives Payment (remittance), Other (physical). If not, remove the field that does NOT participate in those activities different address.

- Verify the provided information and select the icon.

After selecting the icon, another window will pop out to add additional address information.
3. Address Details

- Enter the following address information. Complete all applicable fields, required fields are noted with an asterisk (*) as seen below. Once completed, the form should look similar to the screen below.
4. Primary Contact For This Address

- Enter the following address information. Complete all applicable fields, required fields are noted with an asterisk (*) as seen below.

- Contact Labels are the naming preference for the contact. If the contact added is the Owner or President, add that information here.

5. Select the [Save Changes] icon to complete the address section of the vendor profile.

Once selecting the [Save Changes] icon, the portal will return to the original viewing screen.
6. If needed, add any additional addresses by selecting the Add Address icon, then repeat steps 1-4 for STEP 3: ADDRESSES. Once all addresses are visible in the portal, select the Next icon.

After selecting the Next icon, you will be redirected to the next step titled Contacts.
STEP 4: CONTACTS (Step 4 of 6)

Enter the following contact information. Complete all applicable fields, required fields are noted with an asterisk (*) as seen below.

1. To add contact information for other users, select the **Add Contact** icon.

2. Add any additional contacts if needed by selecting the **Add Contact** icon and entering the basic information. Once all contact labels are visible in the portal, select the **Next** icon.

After selecting the **Next** icon, you will be redirected to the next step titled *Diversity*.
STEP 5: DIVERSITY (Step 5 of 6)

VCU is committed to the establishment, preservation and strengthening of small, women, and minority-owned businesses. If your firm has been certified with any of the federal or Commonwealth of Virginia certification designations below, please select each.

Please complete the Diversity section of the vendor registration.

1. Diversity
   - Select the [Add Diversity Classifications] icon to begin. If the firm is not a diverse vendor, this may also be indicated in this section.

Once selecting the [Add Diversity Classifications] icon, the following screen will appear within the portal.

2. Diversity Classifications
   - No Classification
     - If you are not a diverse vendor, please indicate this by selecting the “Does Not Qualify As A Diverse Supplier.” **Foreign vendors must** also chose this option as this classification only applies to domestic vendors.

Federal and Diversity Classifications
   - Select the Federal and State Diversity Classifications that applies to your organization.
3. Select the __Done__ icon to return to the Diversity main page.

Once selecting the __Done__ icon, the following screen will appear within the portal.

4. Select the __Next »__ icon to continue the registration process.

After selecting the __Next »__ icon, you will be redirected to the next step titled __Tax Information__. 
STEP 6: TAX INFORMATION (Step 6 of 6)

As a vendor, your business is required to provide a copy of your tax document (W9, W8, etc.). You may choose to use the pre-populated document that has been completed by RealSource based on the information you have provided in the registration.

1. Tax Information

   - To add the tax document please select the icon and complete the pop-up form.
2. Add Tax Document

Once you have filled the form and attached the document select the icon.

Once you have selected the icon, you are redirected back to the main page. Presented below, you will find the added tax information.
3. Select the **Proceed to Certify and Submit** icon.

After selecting the **Proceed to Certify and Submit** icon, you will move to the *Certify & Submit* portion of registration. This is the final step.
CONCLUSION

1. Certify & Submit
   
   • Please *carefully* read all of the information presented above.
   
   • If all information looks “ok,” check (√) the Certification* field to certify that all information provided is accurate for your organization.

2. Once the above section is completed, select the icon.

After selecting the icon, your RealSource Vendor Profile is complete.
Congratulations, your VCU Vendor Profile is now complete.

You will receive a confirmation email from VCU RealSource notifying your organization that the registration profile is now complete.

The Vendor Support team at VCU will review your registration profile and contact your organization if any additional information is needed.

Contact Us:

Email: realsource@vcu.edu

Phone: 804-828-0889

Website: www.realsource.vcu.edu