

PROCESS DOCUMENT

# Supplier Portal Registration

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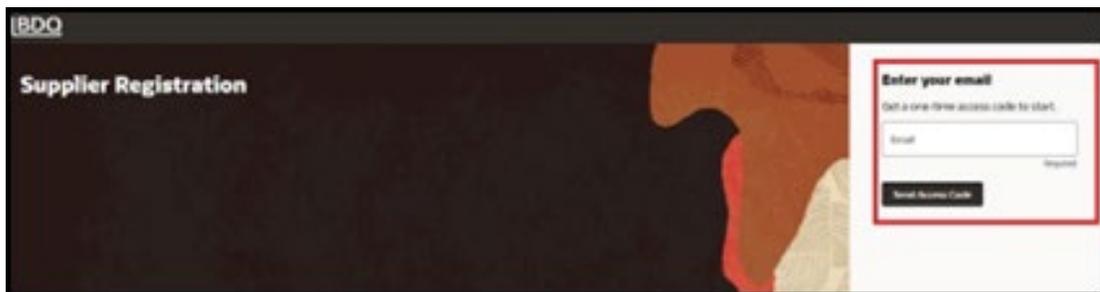
# Register to Become a Supplier

Supplier Registration is simple. Follow the steps below for details.

## INSTRUCTIONS/NAVIGATION

### Obtain Access

1. Navigate to the Supplier Registration page through the URL you received via email when you were either referred or requested access via BDO.com.
2. Enter your email to receive an access code
3. Select Send Access Code



4. Obtain Access Code from your email

*Note: This process runs at the top of every hour, so it will not be available immediately. Check your email when that first occurs to find the access code*



5. Enter Access Code
6. Select Continue

## Complete Company Details

1. Input the following information (fields with an asterisk are required):
  - a. Company Name (As is on tax document)\*
  - b. Website
  - c. Country\*
  - d. Taxpayer ID
  - e. Tax Registration Number
  - f. D-U-N-S Number
  - g. Organization Type\*
  - h. Supplier Type
  - i. Note to BDO Approver (Things to include):
    - i. Who, if anyone, you are already working with in BDO
    - ii. Helpful background information
    - iii. Why you want to become a BDO supplier, if applicable
  - j. Confirm Consent - select in dropdown\*
  - k. MSME Registration Number
  - l. GHG Supplier Type - select in dropdown
  - m. Non-Profit - clarify in dropdown
2. Attach a copy of a **valid W8 / W9** - this is required
3. Select **Continue**

The screenshot shows the 'Company Details' section of the BDO Supplier Registration process. The form includes the following fields and sections:

- Company Name** (required)
- Website**
- Country** (required)
- Taxpayer ID**
- Tax Registration Number**
- D-U-N-S Number**
- Organization Type** (required)
- Supplier Type** (required)
- Note to Approver** (text area)
- Additional Information:**
  - Supplier to confirm that consent** (dropdown, required)
  - MSME Registration Number** (text field, required)
  - GHG Supplier Type** (dropdown, required)
- Drag and Drop:** (text area for document upload)

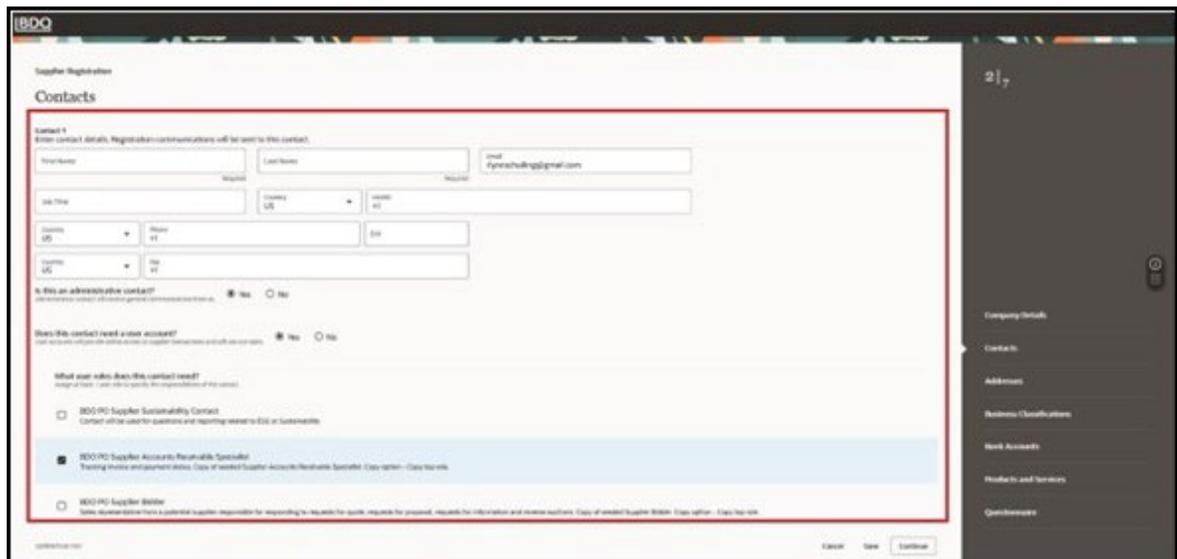
A red box highlights the **Continue** button at the bottom right of the form.

BDO USA, P.C., a Delaware limited liability partnership, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

BDO is the brand name for the BDO network and for each of the BDO Member Firms.

## Complete Contact and Address Information

1. Input the following information (fields with an asterisk are required):
  - a. First Name\*
  - b. Last Name\*
  - c. Email
  - d. Job Title
  - e. Country
  - f. Mobile Phone Number
  - g. Any additional phone numbers can be added below
  - h. Specify if the contact is an administrative contact  
*Note: There should be at least one user with administrative rights*
  - i. Specify if the contact needs a user account
  - j. Select the Role needed for the contact
2. Select **Continue**



3. Populate your **address**
4. Populate your **contact information** (email and phone number)
5. Select the box for the Contacts associated to the address
6. Select **Continue**

### Select Business Classifications

1. Select any business classification in the dropdown
2. If none apply, select “None applicable”
3. Select Continue

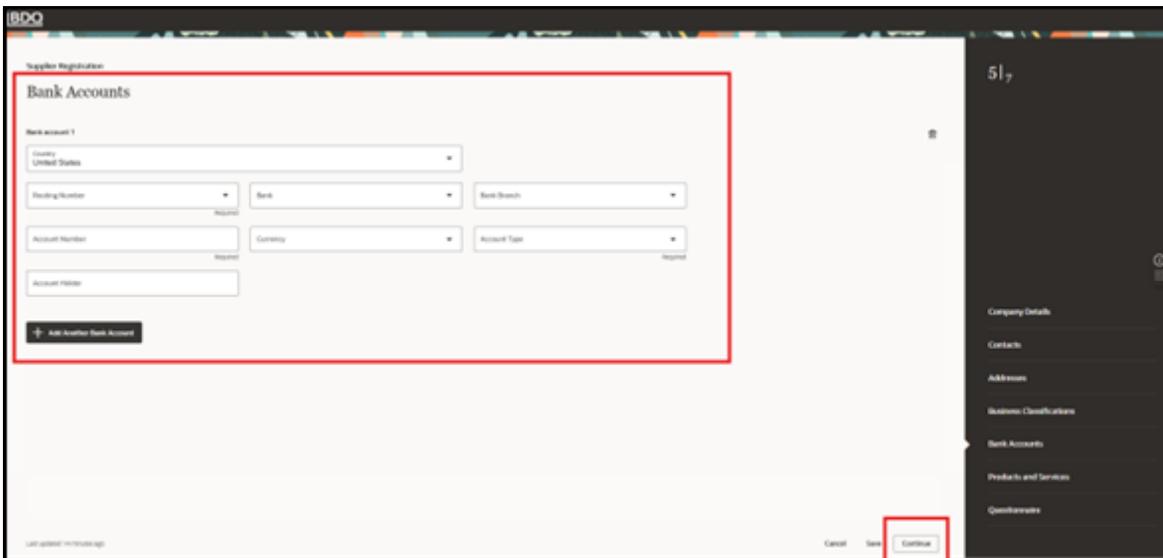
### Enter Banking Information

1. For ACH or Wire Payments, complete the following bank account information (fields with an asterisk are required)
  - a. Routing Number\*

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- b. Bank Name
  - c. Bank Branch
  - d. Account Number\*
  - e. Currency Type
  - f. Account Type\*
  - g. Account Holder
2. If you have another bank account to include, select **“Add Another Bank Account”**
  3. When all accounts are added, press **Continue**



### Complete Questionnaire

1. Complete General Questions (all are required)
2. Select **“Next Section”**

3. Complete Payment Questions (All are required)
4. Select “Next Section”

5. Complete Sustainability questions (All are required)
6. Select “Submit”

Selecting Submit will complete your registration request! You should then be navigated to a screen confirming that your submission was successful.

When you are accepted as a supplier, you will receive an email alerting you of approval.

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