

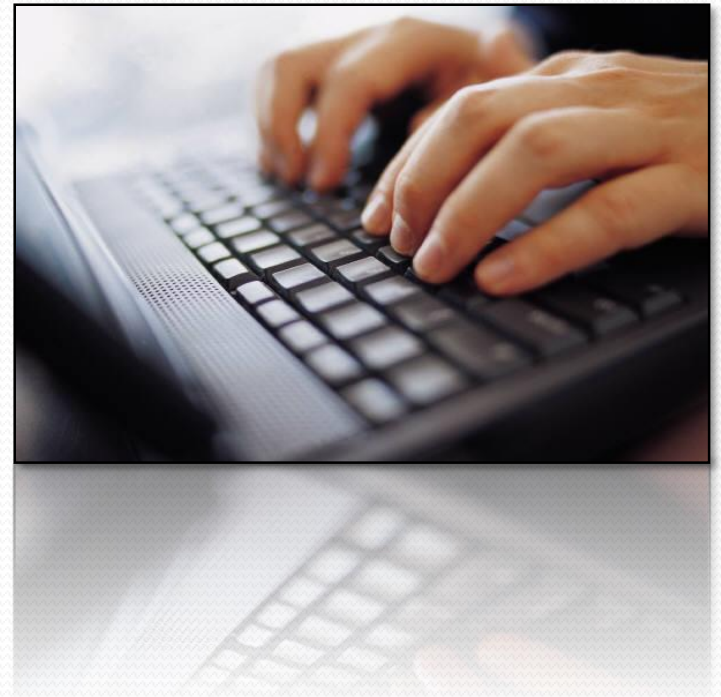
SciQuest Supplier Information Management and Sourcing Basics

Online Course

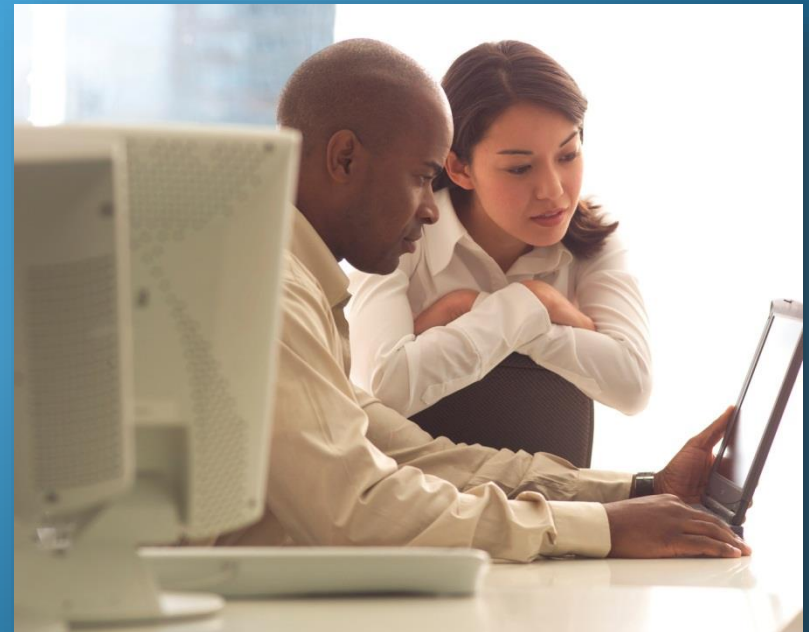


Lesson One:
Registering in SciQuest Supplier Information
Management and Sourcing

Lesson Two:
Logging In and Updating Information



Lesson One:
Registering in SciQuest
Supplier Information
Management and Sourcing



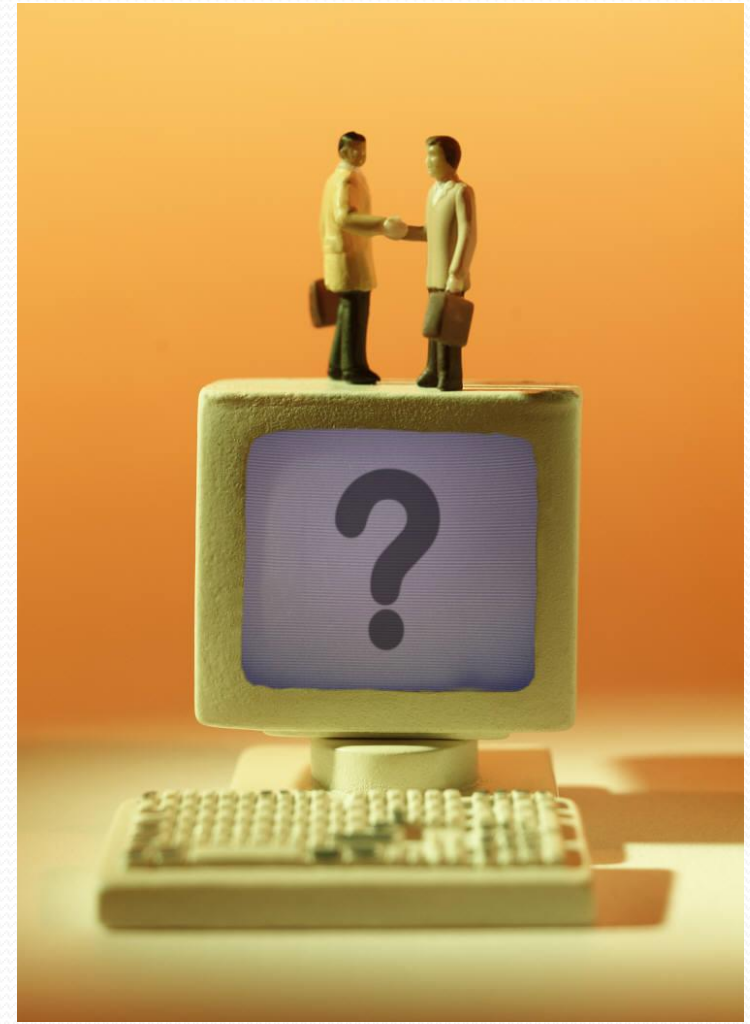
Lesson One Objectives

- Register your organization as a Supplier in SciQuest Supplier Information Management and Sourcing
- Learn how to do business with AHA as a Supplier
- Gain knowledge about SciQuest Supplier Information Management and Sourcing



What is SciQuest Supplier Information Management and Sourcing?

SciQuest Supplier Information Management and Sourcing is a web-based system that automates and simplifies the bidding process. **SciQuest** enables easier distribution of bidding opportunities and details, along with rapid follow-up communication when needed.



How to do business with AHA

To conduct business with the Atlanta Housing Authority, you must first register as a Supplier. Registering puts you in our database so we can send you notifications about bids and so that you can bid on contracts.



How Long Does It Take to Register?

Registration will take you no more than 20 minutes.
Make sure you allot enough time to complete all of the registration pages.



What Do I Need to Register?

Our registration process gathers information about your company, such as:

- Contact information
- Financial and banking information
- Diversity certifications
- Locations and addresses

In the next slide, we provide a checklist of items that you need to complete registration quickly and efficiently. We also provide a softcopy of the checklist that you can download and print from the AHA internet site.

Please take a moment to gather these items before you begin the registration process.

Registration Checklist

- Dun and Bradstreet Number (DUNS)
- North American Industry Classification System (NAICS) codes. Know the commodities your company provides
- Financial information
- Company contacts: You need the information of the individual in your company who will communicate with AHA
- Federal Employer ID/ EIN/TIN
- Type of company (LLC, Sole Proprietor)



Registration Checklist Continued

- Diversity information and certifications
- Does your company employ former AHA employees or family members that are current employees
- Is the company Minority, Women, or Section 3 certified.
- Tax information
 - The original password AHA e-mailed to you
- Signed W-9 form

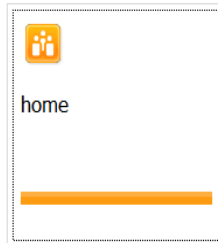


http://www.atlantahousing.org/

Type <http://atlantahousing.org> here.

New Tab

Your most popular sites



home

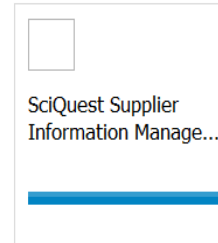
A rectangular tile with a white background and a thin border. It features an orange icon of three people in the top left corner. Below the icon, the word "home" is written in a simple font. At the bottom of the tile, there is a solid orange horizontal bar.

home
<http://theinsider/Pages/home.aspx>



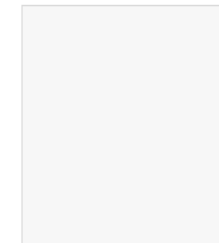
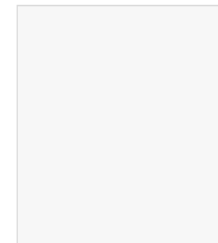
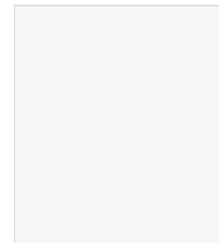
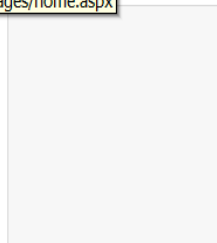
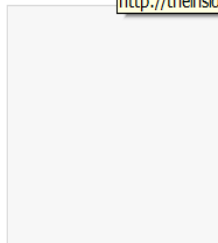
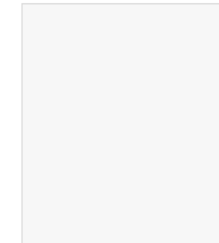
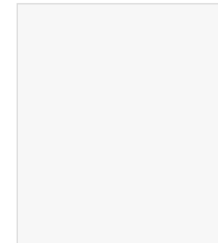
AHA


A rectangular tile with a white background and a thin border. It features a small, empty square icon in the top left corner. Below the icon, the letters "AHA" are written in a simple font. At the bottom of the tile, there is a solid blue horizontal bar.



SciQuest Supplier
Information Manage...

A rectangular tile with a white background and a thin border. It features a small, empty square icon in the top left corner. Below the icon, the text "SciQuest Supplier Information Manage..." is written in a simple font. At the bottom of the tile, there is a solid blue horizontal bar.



 Discover other sites you might like

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Click here.



Families

CHOOSING WHERE THEY'D LIKE TO LIVE

LEARN MORE 



Doing Business with AHA

SEE LATEST RFPs AND OTHER OPPORTUNITIES

LEARN MORE 



Housing Choice

RESOURCES FOR PROPERTY OWNERS

LEARN MORE 



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 NOTICES 

- [+] Auditor gives Atlanta Housing Authority a clean financial review
- [+] Loretta Young Walker joins Atlanta Housing Authority's board of commissioners
- [+] Barney Simms Retires from AHA
- [+] WABE Report on AHA CEO
- [+] Feds consider cap on housing officials' salaries after some pay packages – including Glover's of AHA – considered too high

 FAMILIES

- Applying for an apartment
- Quality of Life Initiative
- Housing Choice property listings
- Metro area agencies
- Frequently asked questions

MORE 



 MOVING TO WORK (MTW) DOCUMENTS

- Amended and Restated MTW Agreement
- FY 2014 MTW Annual Implementation Plan
- FY 2012 MTW Annual Report

MORE 



 VIDEO



75 Years of Transformation



Revitalized Choices For Seniors



From Despair to Hope



Save the Children



Atlanta Housing Authority

NEIGHBORHOOD REVITALIZATION

QUALITY OF LIFE INITIATIVE

DOING BUSINESS WITH AHA

HOME

FAMILIES

ABOUT US

MEDIA

HOUSING CHOICE

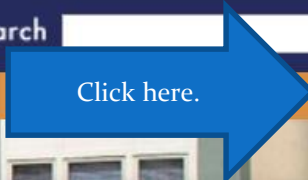
CAREERS

CONTACT US



Search

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Register or Update Vendor

Current Opportunities

E-Verify Requirements

Project Based Rental Assistance

Types of Services AHA Procures

Contact

DOING BUSINESS WITH AHA : Current opportunities

Click on the description of any RFP/IFB for an overview of that contracting opportunity.



AHA no longer provides copies of solicitations and/or addenda. It is the responsibility of the interested party to download the solicitation and relevant addenda from this Web site.



TITLE	TYPE	NUMBER	DUE DATE AND TIME	Addenda / Issue Date
-------	------	--------	-------------------	----------------------

There are currently no RFPs or IFBs in the system.

[See list of solicitations](#) recently awarded or under review.

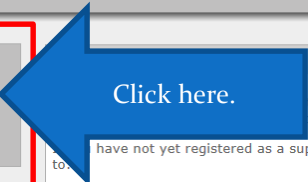
Working with AHA offers new opportunities to use your know-how, develop new markets and expand existing ones. And you'll be working with one of the nation's most celebrated leaders in the affordable housing industry.



Date of authorization: June 1, 2011
Company ID: 419307

CONTACT

- Welcome
- Supplier Registration
- Bid Opportunities
- Links



Welcome to the City of Atlanta Georgia's (AHA) Business Registration Portal. If you are a new supplier, please log in to the right.

If you have not yet registered as a supplier, please consider doing so. As an AHA supplier, you will be able to:

- Participate in [Bid Opportunities](#)
- Update Supplier information
- View frequently asked questions (FAQs)

Supplier Login

Login ID:

Password:

[Forgotten Your Login ID/Password?](#)

Are you a new user? [Register Here](#)

Supplier Login

Login ID:

Password:

[Forgotten Your Login ID/Password?](#)

Are you a new user? [Register Here](#)



Business Management Portal

Doing Business with AHA

Home Print

- Welcome
- Supplier Registration**
- Bid Opportunities
- Links

Supplier Registration

The registration process

1. In order to become a supplier eligible to do business with AHA, complete this registration form in its entirety and submit it.
2. You will receive your Login ID and Password via email once you have submitted your form.
3. Update your profile and add additional contacts as you deem appropriate.

How to Register as an AHA Supplier

The registration process begins by clicking "Register" link at the bottom of the Supplier Login box to the right. This will take you to a registration form, which must be filled out completely in order for you to become a supplier eligible to do business with AHA.

The person registering your business must be authorized to register on behalf of your company. This person must also be prepared to provide the following information requested on the form:

- Federal Employer Identification Number (FEIN)
- Type of goods and/or services you offer
- Business contact information
- Diversity information (if applicable)

FAQ

Q: I am a current contractor/vendor with AHA. Do I need to register?

A: Yes. We are automating our registration and sourcing database and require that all suppliers - new and old - register through this system.

Q: If the Primary Contact for my company is no longer employed by us, what should I do?

A: Please send a message to AMS@atlantahousing.org letting us know that you need to change the contact information. We will deactivate the old user name and send you a new login ID with a temporary password. Then you will be able to log in, create a new password and add the new contact information.

Q: I have read the FAQ list and still have questions. Is there anyone else I can contact?

A: If your questions are technical, please contact technicalsupport@sciqwest.com. If your questions are about AHA or the registration process, please contact us at AMS@atlantahousing.org. Include your name, company name and phone number along with your question.

Begin Registration

New users may select Register to create your username to register as an AHA Supplier. Existing users may select Login.

- [Register](#)
- [Login](#)



Business Management Portal

Doing Business with AHA

Home Print

- Company Information**
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Certify and Submit

Company Information

Legal Structure

Company Name

DBA

Federal Employer ID Number

Preparer's Contact Information

User Name

Email

First Name

Last Name

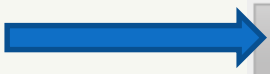
Title

Phone
Country Code, Area Code, Phone Number, Extension

Fax
Country Code, Area Code, Fax Number

Company Website

Save & Continue



- Company Information**
- Business Biography**
- Conflict of Interest**
- Company Addresses**
- Diversity Information**
- Tax Forms**
- Certify and Submit**



Business Management Portal

Doing Business with AHA

Home Print

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Company Information

Legal Structure

Company Name

DBA

Federal Employer ID Number

Please enter Federal ID Number (FEIN). Note: You can provide your Social Security (SSN) for Sole Proprietor.

Preparer's Contact Information

User Name

Email

First Name

Last Name

Title

Phone
Country Code, Area Code, Phone Number, Extension

Fax
Country Code, Area Code, Fax Number

Company Website

Save & Continue

Business Management Portal

Doing Business with AHA

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Company Information

Legal Structure	Individual/Sole Proprietor
Company Name	Supply Unlimited
DBA	
Federal Tax ID Type	Social Security Number
Social Security Number	111-11-1111
Are you exempt from backup withholding?	No

Preparer's Contact Information

User Name	
Email	
First Name	
Last Name	
Title	
Phone	1 [] [] [] [] Country Code, Area Code, Phone Number, Extension
Fax	1 [] [] [] [] Country Code, Area Code, Fax Number
Company Website	

- Company Information**
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- Conflict of Interest
- Company Addresses
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Company Information

Legal Structure	Individual/Sole Proprietor
Company Name	Supply Unlimited
DBA	
Federal Tax ID Type	Social Security Number
Social Security Number	111-11-1111
Are you exempt from backup withholding?	No

Preparer's Contact Information

User Name	
Email	
First Name	
Last Name	
Title	
Phone	1 [] [] [] [] Country Code, Area Code, Phone Number, Extension
Fax	1 [] [] [] [] Country Code, Area Code, Fax Number
Company Website	

Save & Continue



- Company Information
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Company Information

Legal Structure	Individual/Sole Proprietor
Company Name	Supply Unlimited
DBA	
Federal Tax ID Type	Social Security Number
Social Security Number	111-11-1111
Are you exempt from backup withholding?	No

Preparer's Contact Information

User Name	SciQuest
Email	supplier@sciquest.com
First Name	Sci
Last Name	Quest
Title	Owner
Phone	1 111 1111111
	Country Code, Area Code, Phone Number, Extension
Fax	1
	Country Code, Area Code, Fax Number
Company Website	http://sciquest.com

Save & Continue

To... technicalsupport@sciqest.com

Cc...

Subject: Supplier Registration Password for Atlanta Housing Authority

Dear [Kaleb Love](#),

Thank you for starting the registration process with the Atlanta Housing Authority.

Below you will find your system generated password information. Please remember, your supplier profile is not complete until you finish all required fields on the registration form and click the submit button on the last tab. If you need to leave the form and complete the registration at a later date, please be sure to save your information before exiting.

Once you have successfully completed your profile, you will receive a confirmation email that your company was successfully registered.

Company:

Supply Unlimited

Email:

kaleb.love@atlantahousing.org

Password:

zdx2h338

You may login at <https://suppliers.uit.sciquest.com/AHA> to review and update your registration information and change your password.

If you have questions about this process, please contact AHA at [AHA phone number], or AMSHelpDesk@atlantahousing.org.

If you have any technical questions, please feel to contact our data service provider, SciQuest at 1-800-233-1121, Option #3 or send an e-mail to technicalsupport@sciqest.com and identify yourself as registering in the Atlanta Housing Authority network.

Regards,

Atlanta Housing Authority

07 Aug 2013

Record Password!

It is very important that you record the system-generated password that you receive in an email from AHA. Even if you change this password for system access, it remains your eSignature for the W9 form that you upload later on. Record the password somewhere accessible and save the email.



Business Management Portal

Doing Business with AHA



- Company Information
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Business Biography

State of Incorporation

Select the state in which your firm has filed the appropriate documentation to legally operate as a corporation. For individuals, sole proprietors and partnerships, select the state where the majority of your business activity is conducted.

[Click here and select one State.](#)

NAICS Codes

The North American Industry Classification System ("NAICS") is an industry recognized coding system that groups similar goods and services. **Your selection of the appropriate NAICS codes that aligns with your business is very important in receiving notifications of upcoming contracting opportunities.** AHA utilizes NAICS codes to identify suppliers for contracting opportunities and as an aid in its vendor outreach efforts.

[Click here and select up to 10 NAICS codes](#)



- Company Information
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Business Biography

State of Incorporation

Select the state in which your firm has filed the appropriate documentation to legally operate as a corporation. For individuals, sole proprietors and partnerships, select the state where the majority of your business activity is conducted.

Click here and select one State.

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia (selected)**
- Hawaii
- Idaho

NAICS Codes

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- Florida
- Georgia (selected)
- Hawaii
- Idaho

NAICS Codes

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Click here and select up to 10 NAICS codes

- 484210: Used Household and Office Goods Moving
- 484220: Specialized Freight (except Used Goods) Trucking, Local (selected)
- 484230: Specialized Freight (except Used Goods) Trucking, Long-Distance
- 485: Transit and Ground Passenger Transportation
 - 486: Pipeline Transportation
 - 487: Scenic and Sightseeing Transportation
 - 488: Support Activities for Transportation
- 49: Transportation and Warehousing
 - 491: Postal Service
 - 491110: Postal Service (selected)
 - 492: Couriers and Messengers
 - 492110: Couriers and Express Delivery Services (selected)
 - 492210: Local Messengers and Local Delivery (selected)
 - 493: Warehousing and Storage

Previous Save Progress Save & Continue

- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia (selected)
- Hawaii
- Idaho

NAICS Codes

The North American Industry Classification System ("NAICS") is an industry recognized coding system that groups similar goods and services. **Your selection of the appropriate NAICS codes that aligns with your business is very important in receiving notifications of upcoming contracting opportunities.** AHA utilizes NAICS codes to identify suppliers for contracting opportunities and as an aid in its vendor outreach efforts.

Click here and select up to 10 NAICS codes

Please select a **six digit NAICS code that matches** your company's capabilities and offerings. You will need to expand the categories until you reach an appropriate six digit code.

Search By Keyword

- 339940: Office Supplies (except Paper) Manufacturing
- 424120: Stationery and Office Supplies Merchant Wholesalers
- 424130: Industrial and Personal Service Paper Merchant Wholesalers
- 453210: Office Supplies and Stationery Stores

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Conflict of Interest Certification

For purposes of this section, the following terms shall have the meanings ascribed below:

- **AHA employee** means persons who work at AHA as a full time, part time, temporary or contract employee.
- **Current** means as of the date that this disclosure is made.
- **Former** means within the last 12 months from the date of this disclosure.
- **Interest** means any interest that may yield monetary or other material gain or benefit.
- **Immediate family member** means spouse, mother, father, brother, sister, child (whether related as a "half" or "step" relative, e.g., half-brother or stepchild) partner or a significant other living in the same household.
- **Public official** means any public official, member of the local governing body or State or local legislator, members of or delegate to the Congress of the USA or resident commissioner.
- **Resident Commissioner** means an individual appointed to oversee a territory or possession of the U.S. Please respond to each question by circling the applicable response.

Please respond to each question by selecting the applicable response.

AHA Employee Disclosures

Do you employ a current or former AHA employee or any immediate family member of a current or former employee of AHA?

No Yes

Do any current or former AHA employees or immediate family members of current or former AHA employees have a direct or indirect interest in your business?

No Yes

AHA Board of Commissioners Disclosures

Do you employ current or former officers or members of AHA's Board of Commissioners or any immediate family members of AHA's Board of Commissioners?

No Yes

Are you or any person employed by your business current officers or members of AHA's Board of Commissioners?

No Yes

Do any current officer or member of AHA's Board of Commissioners or immediate family members or current or former members of AHA's Board of Commissioners have a direct or indirect interest in your business?

No Yes

Public Officials Disclosures

Do you employ current or former public officials or any immediate family members of public officials?

No Yes

Do any current or former public officials have a direct or indirect interest in your business?

No Yes



Business Management Portal

Doing Business with AHA

- Company Information
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Company Addresses By Location

Please use the "Add Location" button to add the physical and remit address. If you have an additional location to add, please click the "Add Location" button below, if not, select Save and Continue

Add Location

Previous

Save Progress

Save & Continue



Business Management Portal

Doing Business with AHA

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Location Information

Location Name

Location Description

Purchase Order Delivery Method

Email Address

Default Location

Effective Date

< << August 2013 >> >

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today's Date: 8/7/2013
Clear Date



- Company Information
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- Certify and Submit

Modify Location Addresses and Contacts

Location Name

Headquarters

Location Description

Purchase Order Delivery Method

Email

Email Address

abc@abccompany.com

Default Location

Effective Date

01 Aug 2013 ...

Add Address

Please use the 'Add Address' button to add at least one physical and one remit address.

Please use the 'Add Contact' button to add at least one contact.

Add Contact

Submit

For Company Address information, we will add:

- One Physical Address
 - One contact for this physical address
- One Remit Address
 - One contact for this remit address

We can use the same location address for the physical and remit addresses.

We can also use the same contact for both addresses.

Let's try it!





- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Certify and Submit

Modify Location Addresses and Contacts

Location Name
Location Description

Purchase Order Delivery Method

Email Address
Default Location
Effective Date

Add Address

Please use the 'Add Address' button to add at least one

Please use the 'Add Contact' button to add at least one

Add Contact

Submit

Location Address ✕

Address Type

Street Address
 PO Box Address

Contact Name

Email

Address 1

Address 2

Address 3

City

Country

State/Region

Zip/Postal Code

Effective Date ...

Visit the [USPS](#) website for additional information.

Add Address

Location Address ✕

Same As

Address Type

Street Address
 PO Box Address

Contact Name

Email

Address 1

Address 2

Address 3

City

Country

State/Region

Zip/Postal Code

Effective Date ...

Visit the [USPS](#) website for additional information.

Add Address

- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
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Modify Location Addresses and Contacts

Location Name

Location Description

Purchase Order Delivery Method

Email Address

Default Location

Effective Date ...

Maximum address types have been reached please deactivate an address of the type you wish to add.

[Add Address](#)

Address	Type	Status	Manage
Kaleb Love katrina.love@atlantahousing.org 230 John Wesley Dobbs Avenue Atlanta, GA, 30326, US	Physical	Active	▼ Manage
Kaleb Love katrina.love@atlantahousing.org 230 John Wesley Dobbs Avenue Atlanta, GA, 30326, US	Remit	Active	▼ Manage

Please use the 'Add Contact' button to add at least one contact

[Add Contact](#)

[Submit](#)





Business Management Portal

Doing Business with AHA

- Company Information
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Modify Location Addresses and Contacts

Location Name
Location Description

Headquarters

Purchase Order Delivery Method
Email Address
Default Location
Effective Date

Add Address

Address

Abernathy Cornwell
abc@abccompany.com
203 John Wesley Dobbs Ave.
Atlanta, GA, 30326, US

Location Contact

Contact Type Physical

Email abc@abccompany.com

First Name Abernathy

Last Name Cornwell

Title Office Manager

Phone 1 333 3333333
Country Code, Area Code, Phone Number

Fax 1 ...
Country Code, Area Code, Fax Number

Effective Date 7/29/2013 ...

Add Contact

Please use the 'Add Contact' button to add at least one contact.

Add Contact

Submit

Status

Active

- Company Information
- Business Biography
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Modify Location Addresses and Contacts

Location Name

Location Description

Purchase Order Delivery Method

Email Address

Default Location

Effective Date ...

Maximum address types have been reached please deactivate an address of the type you wish to add.

[Add Address](#)

Address	Type	Status	Manage
Kaleb Love katrina.love@atlantahousing.org 230 John Wesley Dobbs Avenue Atlanta, GA, 30326, US	Physical	Active	<input type="button" value="▼ Manage"/>
Kaleb Love katrina.love@atlantahousing.org 230 John Wesley Dobbs Avenue Atlanta, GA, 30326, US	Remit	Active	<input type="button" value="▼ Manage"/>

Name Title	Contact Type Email	Phone Fax	Status	Manage
Kerry Love Legal	Remit katrina.love@atlantahousing.org	1(404)7779311	Active	<input type="button" value="▼ Manage"/>
Kaleb Love Office Manager	Physical katrina.love@atlantahousing.org	1(404)8177438	Active	<input type="button" value="▼ Manage"/>



- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Certify and Submit

Diversity Information

Self-Certification Information

Please check the appropriate box(es) below and follow the prompts.

- Minority Business Enterprise (MBE)
- Woman Business Enterprise (WBE)
- Section 3 (S3)

- Minority business enterprise is a business that is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, whose management and daily operations are controlled by one or more such individuals.
- Women-owned business enterprise is a business that is at least 51 percent owned by a woman or women who are U.S. citizens who also control and operate the business.
- Section 3 refers to a Section 3 business concern which means a business concern (1) that is 51 percent or more owned by section 3 residents; or (2) whose permanent, full-time employees include persons, at least 30 percent of whom are currently section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or (3) that provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) and (2) of this definition. 24 CFR § 135.5.

Self-Certification

I hereby certify that I have reviewed the diversity classifications and their descriptions above.

If checked, I am certifying that the classifications apply to me or my business.

If unchecked, I certify that they do not apply to me or my business.

I Agree

Previous

Save Progress

Save & Continue

Checklist Reminder

Remember your registration checklist from earlier? We listed a good bit of things that you needed to successfully complete registration.

As we move forward, make sure you have the following items from that list:

- System-generated password
- Signed W-9 form if you are not authorized to sign



- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Certify and Submit

Tax Forms

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Please either complete your Esignature if you have authority to do so or upload a

Form **W-9** **Request for Taxpayer Identification Number**
 (Rev. December 2011)
 Department of the Treasury
 Internal Revenue Service

Name (as shown on your income tax return)
 ABC Company

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/Sole proprietor C Corporation S Corporation

Signature

OR

W9 Form
[Click here to download W9 Form](#)

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be assigned to me).
2. I am not subject to backup withholding because:
 - a. I am exempt from backup withholding, or
 - b. I have been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. citizen or other U.S. person (defined below).

An individual who is a U.S. citizen or U.S. resident alien.

Address (number, street, and apt. or suite no.)

230 James Wesley Dobs Ave.

City, state, and ZIP code

Atlanta

Georgia

30326

List account number(s) here (optional)

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" field. For individuals, this is your social security number (SSN). However, for a sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 4.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be assigned to me).
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are not required to report all interest and dividends on your tax return. For real estate transactions, interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an IRA, or other payments, you are not required to sign the certification, but you must follow the instructions on page 4.

Sign Here	Signature of U.S. person ► Harry Potter
------------------	---

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN to the person requesting it (the

Note. If a requester does not have your TIN, you must provide it to this Form W-9.

Definition of a U.S. person. An individual who is considered a U.S. person if:

- An individual who is a U.S. citizen or resident alien.
- A partnership, corporation, or other organization in the U.S.
- An estate (other than a foreign estate).
- A domestic trust.

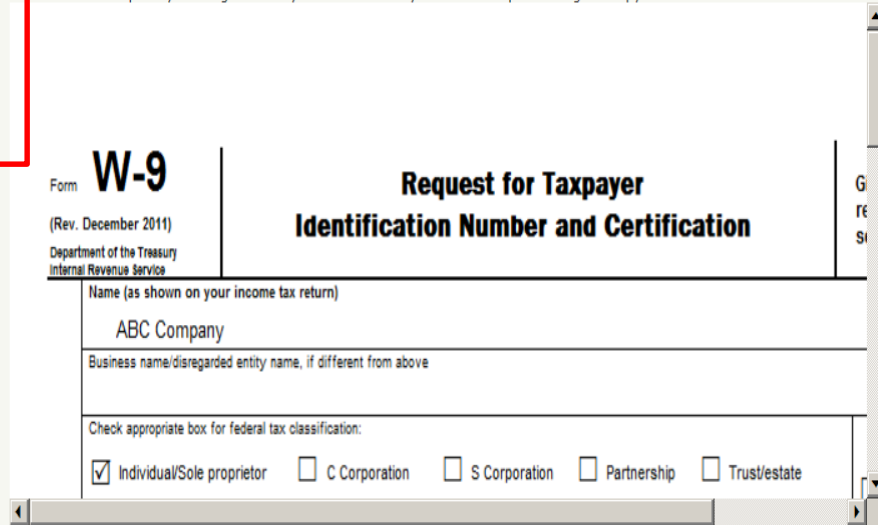
Special rules for backup withholding.

- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Certify and Submit

Tax Forms

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Please either complete your Esignature if you have authority to do so or upload a signed copy of the W9 tax form.



Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)
ABC Company

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/Sole proprietor C Corporation S Corporation Partnership Trust/estate

Signature

OR

W9 Form

[Click here to download W9 Form](#)

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **AND**
2. I am not subject to backup withholding because:
 - a. I am exempt from backup withholding, or
 - b. I have been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
 - c. The IRS has notified me that I am no longer subject to backup withholding, **AND**
3. I am a U.S. citizen or other U.S. person (defined below).

An individual who is a U.S. citizen or U.S. resident alien.

Choose File to Upload

Libraries Documents Sourcing Director eLearning Course Images Search Images

Organize New folder

- Favorites
 - Desktop
 - Downloads
 - Recent Places
- Libraries
 - Documents
 - Music
 - Pictures
 - Videos
- AHA6-27
 - Local Disk (C:)
 - PersistentDataDisk
 - SystemDisposableE
 - klove (\\ahafile\Use

Documents library

Images

Arrange by: Folder

Name	Date modified	Type
RegForm_CoInfo01	8/1/2013 1:10 PM	PNG image
RegForm_ContactInfo	8/1/2013 1:31 PM	PNG image
RegForm_FieldNotes	7/31/2013 5:27 PM	PNG image
Register Here	7/31/2013 3:46 PM	PNG image
Registration Menu	8/1/2013 1:43 PM	PNG image
RegistrationInstructions	7/31/2013 3:52 PM	PNG image
State of Incorporation	8/5/2013 12:27 PM	PNG image
Tax Form Page	8/5/2013 2:51 PM	PNG image
W9 Form	8/5/2013 3:10 PM	PNG image
w9	8/5/2013 4:39 PM	Adobe Acr

File name: w9 All Files (*.*)

Open Cancel

ABC Company
Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

Individual/Sole proprietor C Corporation S Corporation Partnership Trust/estate

Signature

OR

W9 Form

[Click here to download W9 Form](#)
C:\Users\klove\D



Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **AND**
2. I am not subject to backup withholding because:
 - a. I am exempt from backup withholding, or
 - b. I have been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
 - c. The IRS has notified me that I am no longer subject to backup withholding, AND
3. I am a U.S. citizen or other U.S. person (defined below).
 - An individual who is a U.S. citizen or U.S. resident alien
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States
 - An estate (other than a foreign estate) or
 - A domestic trust (as defined in regulations section 301.7701-7)

Electronic System Submission

Under penalties of perjury I certify that:

- * I am the same person (or payee's agent) accessing the system and submitting this form as identified on the Substitute Form W-9.
- * By submitting this form electronically, I am offering my electronic signature as the payee identified on the Substitute Form W-9 and I am in agreement with the State of Delaware to accept and process this transaction in electronic form.

"The Internal Revenue Service does not require your consent to any provision of this document other than the certifications requires to avoid backup withholding."



Business Management Portal

Doing Business with AHA

- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Certify and Submit

Certify and Submit

By typing your initials in the box below, you are (i) acknowledging that you are authorized to complete this registration, (ii) acknowledging that it is the Supplier's responsibility to ensure company information is accurate and that company information is kept current and (iii) certifying that the information provided in this registration process is true and correct as of the date of this certification and that there are no known conflicts of interests as defined herein.

Please note that knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Information

Preparer's Initials	<input type="text" value="SS"/>
Preparer's Name	<input type="text" value="Silas"/>
Preparer's Title	<input type="text" value="Sugarhill"/>
Preparer's Email Address	<input type="text" value="ve@atlantahousing.org"/>

Today's Date

I certify that all information provided is true and accurate.



Registration Complete!

Congratulations! You successfully registered as a Supplier with the Atlanta Housing Authority.



Summary

In this lesson, you learned how to successfully register your company with the Atlanta Housing Authority.

In the next lesson, you learn how to:

- Log in to SciQuest Supplier Information Management and Sourcing
- Update company, contact, and password information

Next, answer a few questions about what you learned.

Check Your Knowledge



Which of the following items is not necessary for registering with AHA?

- A. Federal Employer ID
- B. NAICS codes
- C. Microsoft Word**
- D. A Printer

Check Your Knowledge



You must add both a physical and a _____ address during registration.

- A. Email
- B. Remit**
- C. Current
- D. Expired

Check Your Knowledge



The NAISC codes are _____ digit codes.

A. Three

B. Six

C. Nine

D. Twelve

You just completed **Lesson One: Registering in SciQuest Supplier Information Management and Sourcing.**

The next eLearning lesson for this course is:

- Lesson Two: Logging In and Updating Information

