

Registering for the York University Supplier Network is important. It provides a safe and secure way to create and maintain your supplier profile, while helping to streamline purchase orders, invoicing, and payments for faster and more efficient transactions.

1. Open the Registration Email Invitation sent from noreply@yorku.ca, and click Register Now to access the York University Supplier Registration Welcome Page.
2. After reviewing the tutorial, checklist and FAQ on the Supplier Registration Welcome page, click Continue with Registration.

3. Add Contact and Login information to create the Supplier Portal Account. Ensure to review and accept the Terms and Conditions before proceeding. Select Create Account.

4. Create a strong password and complete Two-Factor Authentication (2FA) to secure your account. You will use the login information to access your account, make changes or updates to your information in the future, so make sure to keep it for future use. Click Login.

5. Once you are in the Supplier Portal, complete all required sections listed in the left navigation pane (Company Overview, Business Details, Addresses, Contacts, Insurance, Payment Information, Diversity Classification, Bookstore Vendor information-for York University's Bookstore vendor only, Building Ontario Business Initiative Act - BOBIA, Declaration of Conflict) required by York University to complete the registration process.

- Fields marked with a star icon ★ are mandatory and must be completed. Fields with a Question Mark icon ? include additional helper text.
- In the Addresses section, each Remittance address must have a corresponding Fulfillment address. If both addresses are the same, select both checkboxes; if they are different, enter each address separately.
- In the Payment section, each Remittance address must be associated with a payment method.
- The BOBIA section is mandatory for all suppliers due to university legislative requirements and must be completed before submission.

6. ▲ indicates the section is incomplete. Ensure that there is a green check mark ✓ next to all sections in the left navigation pane before submitting.

7. Go to the Certify and Submit section, check the certification checkbox and select Submit. This notifies York University that your registration is complete and ready for review.

Once your registration is reviewed and approved, your supplier account will be activated and eligible to receive purchase order from York University.