

Supplier Registration User Guide

YORK 



Supplier Registration User Guide

Overview

York University has implemented the Supplier Management Portal within Sm@rtBuy, enabling current and prospective Suppliers to create and maintain their company information.

Registration in York's University's new Supplier Management Portal is essential, as it ensures compliance with University requirements for payment of goods and services. It also streamlines ordering, invoicing, and payment processes, resulting in more efficient and timely transactions. Additionally, the portal provides a secure platform for managing supplier profiles.

Please note that access to register on the York University Supplier Portal is by invitation only. Suppliers cannot self-register without a formal email invitation from York University.

The following instructions are intended to help you as a Supplier to register your business with York University. Supplier registration via our supplier portal is quick and easy. Refer to the [Quick Reference Guide](#) for a quick overview of the process or refer to the detailed instructions below.

Important: If you are an existing supplier of York University, your company information has been pre-populated on the Supplier Registration portal. You are still required to review and update/change the pre-populated information and **Save Changes**.

Supplier Registration - Company

An invitation to register will be sent from yorkuniversity@scquest.com to the supplier email on file, which contains the URL/Link to complete the Supplier Registration. Please check your spam folder if you cannot find the invitation in your inbox

How To Register

- **Step 1:** In the email invitation, click the **Register Now** button to start the process.

Supplier Invitation for York University Supplier Portal

Dear 17207611 Canada Inc.,

York University Supplier Portal has invited you to register as a potential supplier. Our supplier network is a best-in-class Supplier Registration and eProcurement system that provides a one-stop, complete solution for buyer and supplier interaction.

Becoming a York University Supplier Portal network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users in your site, and more.



Thank You,

York University Supplier Portal

If you have any technical questions, please contact at or for assistance and identify yourself as registering in the York University Supplier Portal Supplier Network.

- **Step 2:** On the Welcome to Supplier Registration page, select Continue with Registration



[Registration Checklist](#)
[Registration FAQ](#)
[Registration Tutorial](#)

Welcome to Supplier Registration

English ▼

Welcome to York University Supplier Registration

1. To begin the registration process, select the "Continue with Registration" button below.
2. Ensure all the required fields (*) and sections are completed.
3. Carefully review, certify and submit the registration.
4. You will receive your log in credentials via secured email, once your registration is approved.
5. Suppliers can manage/update company information through the Registration portal as needed*required

[Continue With Registration](#)

- **Step 3:** Enter your Company contact information as well as the phone number, email address.

Supplier Registration

[Registration Tutorial](#)

English ▼

As you go through the additional registration pages, provide as much information about your company as possible, even if it's not required. The additional information you enter will help us include your company appropriately in bids for goods and services.

Your Contact Info

First Name *	Last Name *

Title

	ext.
Phone Number *	

International phone numbers must begin with +

EDT/EST - Eastern Standard Time (US/Eastern)

- Acknowledge the Terms and Conditions and acknowledge the CAPTCHA challenge, then click “Create Account” to proceed.

[Terms and Conditions](#)

☐ I have read and accepted JAGGAER's [Terms and Conditions](#) *

☐ I am human


[Privacy - Terms](#)

Create Account

- Set your Password.

Set JAGGAER Global Identity Password

English US ▾

smtest011@yorku.ca

New Password

Confirm Password

✖ For security reasons, your password cannot be changed in less than 1 day.

- ✖ Minimum of 12 characters
- ✖ Must be different from email
- ✖ Minimum of 1 special character (not A-Z, a-z, or 0-9)
- ✖ Minimum of 1 number
- ✖ Minimum of 1 lowercase letters
- ✖ Minimum of 1 uppercase letters
- ✖ Passwords must match

Set Password

- **Step 4:** Once the account is created, you will be logged in York University’s Supplier Portal. Navigate through the various Sections on the left navigation pane and fill out the required information in each Section.

Required fields are marked with a star ★ icon. For more information click on the question mark ? icon.

- **Step 5: Welcome** page: enter/update your **Legal Company Name**. Select **Next** to navigate to the next page and **Save Changes** to save the data entered.

14874285 Canada Inc
Supplier Number:0002055193

Registration In Progress for:
York University Supplier Portal
2 of 10 Steps Complete

Welcome

- Company Overview ▲
- Business Details ▲
- Addresses ✓
- Contacts ✓
- Insurance ▲
- Payment Information ▲
- Diversity Classification ▲
- Bookstore Vendor Info... ▲
- Building Ontario Busin... ▲
- Declaration of Conflict... ▲
- Certify & Submit

[Registration FAQ](#) | [View History](#)

Welcome to Supplier Registration

Welcome to York University Supplier Registration

1. To begin the registration process, select the "Continue with Registration" button below.
2. Ensure all the required fields (*) and sections are completed.
3. Carefully review, certify and submit the registration.
4. You will receive your log in credentials via secured email, once your registration is approved.
5. Suppliers can manage/update company information through the Registration portal as needed/required.

Required to Start Registration

Legal Company Name ★

★ Required to Complete Registration

[Next >](#) [Save Changes](#)

- **Step 6:** Company Overview: Provide the name you are Doing Business As (if other than your company's Legal Name), select a Country of Origin for your business, indicate if your company has a DUNS number.

Select "YES" to the GST/HST Registration Number question, if your company is registered to collect GST/HST on your invoice.

Supplier Test Company
Supplier Number:0002055193

Registration In Progress for:
York University Supplier Portal
2 of 10 Steps Complete

Welcome

- Company Overview** ▲
- Business Details ▲
- Addresses ✓
- Contacts ✓
- Insurance ▲
- Payment Information ▲
- Diversity Classification ▲
- Bookstore Vendor Info... ▲
- Building Ontario Busin... ▲
- Declaration of Conflict... ▲
- Certify & Submit

[Registration FAQ](#) | [View History](#)

Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Doing Business As (DBA)

Country of Origin ★

Does your business have a DUNS number? ★ ☐ Yes ☒ No

Website

Additional Questions

Full Legal Name of Owner/Principal/Chair/CEO ★

GST/HST Number: Required for suppliers operating in Canada. For more information, please visit: [Canada Revenue Agency \(CRA website\)](#)
As for the SIN/SSN reference, please replace this wording with "Small Supplier"
Small Supplier: Small supplier who does not have a GST/HST number and meets the requirements for small supplier status (i.e. yearly earnings are less than \$30,000). For more information, please visit the [Canada Revenue Agency website – Small Suppliers](#)

Do you have a GST/HST Registration #? ★

★ Required to Complete Registration

[< Previous](#) [Next >](#) [Save Changes](#)

- **Step 7:** Business Detail: Enter the requirement information including one or more NAICS Codes and Commodity Codes related to your area of business. Optionally, you can provide some additional information about your business in this section.

Supplier Test Company
Supplier Number:0002055193
Registration In Progress for:
York University Supplier Portal
3 of 10 Steps Complete

Welcome
Company Overview

Business Details
Addresses
Contacts
Insurance
Payment Information
Diversity Classification
Bookstore Vendor Info...
Building Ontario Busin...
Declaration of Conflict...
Certify & Submit

Registration FAQ | View History

Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Year Established ★

Number of Employees

Business Description ★

Products and Services
NAICS Codes ? No Primary NAICS Code Selected
Commodity Codes -

★ Required to Complete Registration

➤ **Step 8: Address:** Click the Add Address button to provide one or more addresses representing Fulfillment and Remittance addresses.

- Fulfillment Address: for Purchase Order fulfillment centres
- Remittance Address: location/address that receives payment.

*In the “Addresses” section, each **Remittance address** must be entered with a corresponding **Fulfillment address**. If an address is for both fulfillment and remittance, ensure to **select both checkboxes on the Add Address page**. If address is not same for fulfillment and remittance, add fulfillment and remittance addresses separately.*

Select **Add Address** to add both the fulfillment and remittance addresses

Supplier Test Company
Supplier Number:0002055193
Registration In Progress for:
York University Supplier Portal
4 of 10 Steps Complete

Welcome
Company Overview
Business Details
Addresses
Contacts
Insurance
Payment Information
Diversity Classification
Bookstore Vendor Info...
Building Ontario Busin...
Declaration of Conflict...
Certify & Submit

Registration FAQ | View History

Addresses

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Address Label	Address Types	Address	
Address1	Fulfillment (Primary) Remittance (Primary)	4700 Keele Street Toronto, Ontario, M3J 1P3 Canada	Edit
Fulfillment Address2	Fulfillment	4701 Keele Street Toronto, Ontario, M3J 1P3 Canada	Edit
Remittance Address2	Remittance	100 Rolling Hills Lane Toronto, Ontario, M1K 3C7 Canada	Edit

Show Inactive Addresses

Provide all the Address information on the Address Page.

Note: The “How would you like to receive purchase order for the fulfilment address?” Question is important as this information will be used for Purchase order receipt.

Note: For Canadian Postal Codes, the system requires a space between the two segments and capitalization matters.

✕

✱

Address Label

Corporate Address

✱

Which of the Following Business Activities Take Place at this Address?

☒ Takes Orders (Fulfillment)
 ☒ Receives Payment (Remittance)

✱

How would you like to receive purchase orders for this fulfillment address?

Email

▼

✱

Email Address

test@yorku.ca

✱

Confirm Email

test@yorku.ca

✱

Country

Canada

▼

✱

Address Line 1

4747 Keele Street

✱

Address Line 2

✱

Address Line 3

✱

City/Town

Toronto

✱

State/Province

Ontario

▼

✱

Postal Code

M3J 1P3

✱

Phone

4167546321

ext.

✱

Toll Free Phone

ext.

✱

Fax

International phone numbers must begin with +

International phone numbers must begin with +

International phone numbers must begin with +

Show Primary Settings

✱ Required to Complete Registration

Save Changes

Close

➤ **Step 9: Contacts:** Enter the contact information for any individuals at your organization who may provide assistance regarding your organization. This helps ensure we are always contacting the correct individual.

Supplier Test Company

Supplier Number:0002055193

Registration In Progress for:

York University Supplier Portal

4 of 10 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Insurance

Payment Information

Diversity Classification

Bookstore Vendor Info...

Building Ontario Busin...

Declaration of Conflict...

Certify & Submit

Registration FAQ | View History

Contacts

?

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Contact Label	Contact Types	Name	Email	
Rachelle Marfa-Surco	Remittance	Marfa-Surco, Rachelle	test@yorku.ca	Edit
Rachelle Marfa-Surco	Fulfillment	Marfa-Surco, Rachelle	test@yorku.ca	Edit
Rachelle Marfa-Surco	Remittance (Primary) Fulfillment (Primary)	Marfa-Surco, Rachelle	test@yorku.ca	Edit

Add Contact

Show Inactive Contacts

< Previous

Next >

- **Step 10: Insurance:** Click Add Insurance and select the type of insurance your company is required to maintain as a supplier of York University. On the pop-up page, enter the pertinent Insurance details that apply to your business with York University.

Suppliers of York University are required to carry adequate insurance as required. If this section does not apply to you, select “NA” to the WSIB question.

The screenshot displays the 'Manage Registration Profile' page in the York University Supplier Registration Portal. The left sidebar shows the progress of the registration process, with 'Insurance' highlighted. The main content area is titled 'Please add any applicable insurance information for your Organization from the list below. Please select Other and add the required information for the following Insurance Types:'. It lists several insurance types: Environmental Liability, Property (All Risk), Surety (Fidelity Bonds), Builder's Risk, and Wrap Up Liability. Below these, it states 'Please follow the instructions in Additional Information to provide WSIB details.' A dropdown menu is open, showing options: Automobile Liability, Commercial General Liability, Cyber Liability, Employers' Liability, Excess Liability, Professional Liability, Workers' Compensation, and Other. The 'Other' option is selected. Below the dropdown, there is a text input field for 'WSIB Certificate or Clearance Submitted?'. At the bottom of the page, there are buttons for 'Previous', 'Next', and 'Save Changes'.

- **Step 11: Payment Information:** Depending on your location and currency to be paid in, different payment methods may be available to you. Electronic payment or the virtual credit card are preferred payment methods by York University.

In the Direct Deposit section, select the type of payment and upload the required supporting documentation (i.e. Bank Letter or Void Cheque for ACH or EFT payments).

Supplier Test Company
Supplier Number:0002055193

Registration In Progress for:
York University Supplier Portal
5 of 10 Steps Complete

Welcome

Company Overview ☒

Business Details ☒

Addresses ☒

Contacts ☒

Insurance ☒

Payment Information ▲

Diversity Classification ▲

Bookstore Vendor Info... ▲

Building Ontario Busin... ▲

Declaration of Conflict... ▲

Certify & Submit

[Registration FAQ](#) | [View History](#)

Payment Information

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount.

Title	Payment Type	Currency	Active
DirectDeposit	Direct Deposit (EFT/ACH)	CAD	Yes

[Add Payment Information](#)

Additional Questions

Direct Deposit Type: ★

EFT

Attach Voided Cheque/Signed Bank Letter ★

[Select file](#) | [Drop file to attach, or browse.](#)

Credit Card/Payment Plus Information

Payment Plus is a virtual credit card program which York University offers as a payment option to its supplier community in partnership with Bank. Our goal is to leverage the commercial card program in order to improve process efficiencies and to reduce the cost of manual payment processing.

A merchant account is required to accept VPA. The university considers merchant fees a cost of business. The expectation is this fee is not charged back to York University for suppliers to accept VPA as a payment method. Benefits of accepting VPA on an accelerated payment term are available here [\[insert link\]](#).

For more information and benefits of the Payment Plus program, please refer to the Supplier FAQ (see attached file).

[Previous](#) [Next](#) [Save Changes](#)

- **Step 12: Diversity Classification:** Select **YES** from the dropdown if you identify as a diverse supplier and select the classification that applies to you. Note that additional information or procedures may be required to verify Diversity declaration.

Supplier Test Company
Supplier Number:0002055193

Registration In Progress for:
York University Supplier Portal
6 of 10 Steps Complete

Welcome

Company Overview ☒

Business Details ☒

Addresses ☒

Contacts ☒

Insurance ☒

Payment Information ☒

Diversity Classification ▲

Bookstore Vendor Info... ▲

Building Ontario Busin... ▲

Declaration of Conflict... ▲

Certify & Submit

[Registration FAQ](#) | [View History](#)

Diversity Classification

In 2019, York University passed its [Social Procurement Policy](#). The Policy applies to businesses who are more than 51% owned, managed and controlled by persons belonging to an equity-deserving community, is Indigenous-owned, or a social enterprise whose primary purpose is to create social, environmental or cultural impact where at least 50% of its profits are reinvested into that purpose. If you are interested in registering as a Diverse Vendor in accordance with the University's policy, click [here](#).

Please note that this is a separate application and does not affect the University's payment terms.

Are you a Diverse Supplier? ★

YES

★ Required to Complete Registration

[Previous](#) [Next](#) [Save Changes](#)

- **Step 13: Bookstore Supplier Information:** section is only required to be completed by suppliers providing goods or services to the York University Bookstore. Select **YES** if your organization is a Bookstore Supplier and complete the additional information required in this section. Select **NO** in this section if you're not a Bookstore Supplier.

Supplier Test Company
Supplier Number:0002055193

Registration In Progress for:
York University Supplier Portal
7 of 10 Steps Complete

Welcome
Company Overview ✓
Business Details ✓
Addresses ✓
Contacts ✓
Insurance ✓
Payment Information ✓
Diversity Classification ✓
Bookstore Vendor Inf... ▲
Building Ontario Busin... ▲
Declaration of Conflict... ▲
Certify & Submit

[Registration FAQ](#) | [View History](#)

Bookstore Vendor Information

Are you a York University Bookstore Vendor? ★

▼

★ Required to Complete Registration

◀ Previous

Next ▶

Save Changes

- **Step 14:** Business Attestation form: York University has certain legislation requirements that we must follow and as such, this section is required to be completed by current and potential Supplier of goods and services to York University.

Complete the sections highlighted below and ensure the proper responses are entered in this section.

Supplier Test Company
Supplier Number:0002055193

Registration In Progress for:
York University Supplier Portal
8 of 10 Steps Complete

Welcome
Company Overview ✓
Business Details ✓
Addresses ✓
Contacts ✓
Insurance ✓
Payment Information ✓
Diversity Classification ✓
Bookstore Vendor Info... ✓
Building Ontario Busi... ▲
Declaration of Conflict... ▲
Certify & Submit

[Registration FAQ](#) | [View History](#)

Building Ontario Business Initiative Act (BOBIA)

To be completed by an authorized agent of the Vendor:

The authorized agent represents and warrants that pursuant to O. Reg 422/23, it is an Ontario Business (a supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in Ontario, and either has its headquarters or main office in Ontario or has at least 250 full-time employees in Ontario at the time of the applicable procurement process).

Vendor Response: ★

☐ Yes
☒ No

As you have selected "No" in the above response, does your business, pursuant to the Government of Ontario's Procurement Restriction Policy, meet both the following criteria:

1. Has its headquarters or main office in the United States of America
AND
2. Employs less than 250 full-time employees in Canada at the time of the applicable procurement process.
★

No

The authorized agent acknowledges the Vendor understands the instructions and conditions of this request and hereby offers to supply goods or services as per this Quote, and for greater certainty the agent has the authority to submit this Quote on behalf of the Vendor.

Authorized Agent's Name: ★

★ Required to Complete Registration

◀ Previous

Next ▶

Save Changes

- **Step 15:** Declaration of Conflict of Interest: Each Supplier is required to declare any known or perceived conflict of interest that a supplier and/or its employees may have with York University in this section.

The screenshot shows the 'Declaration of Conflict of Interest' step. On the left, a sidebar lists various sections: 'Supplier Test Company' (Supplier Number: 0002055193), 'Registration In Progress for: York University Supplier Portal' (9 of 10 Steps Complete), and a list of sections with progress indicators (Welcome, Company Overview, Business Details, Addresses, Contacts, Insurance, Payment Information, Diversity Classification, Bookstore Vendor Info, Building Ontario Busin...). The 'Declaration of Conflict of Interest' section is highlighted with a triangle icon. Below the sidebar, the main content area has a heading 'Declaration of Conflict of Interest' and a paragraph explaining the policy. A question asks 'Do you have a real or potential non-arms length relationship with any York employee or Board member?' with a dropdown menu. At the bottom, there are navigation buttons: 'Previous', 'Next', and 'Save Changes'. A red box highlights the dropdown menu.

Supplier Test Company
Supplier Number: 0002055193

Registration In Progress for:
York University Supplier Portal
9 of 10 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ✓

Diversity Classification ✓

Bookstore Vendor Info... ✓

Building Ontario Busin... ✓

Declaration of Conflict... ▲

Certify & Submit

Registration FAQ | View History

Declaration of Conflict of Interest

By policy, York may not acquire goods, materials or services from an employee of York, York's Board of Governors, or any person who is not at arm's length from any employee of York or York's Board of Governors; or from any corporation firm or other business in which an employee or someone who is not at arm's length from an employee of York or York's Board of Governors, is a controlling shareholder or owner without both the full prior disclosure of the conflict of interest and a written waiver of the conflict by the Vice President, Finance and Administration of York or designate.

The term "arm's length" means a relationship which is "conducted between parties that have no corporate or other direct connections, or familial relationship with each other, and thus act each in its own self-interest".

Failure by a Proponent to declare any situation that may be a conflict of interest or a potential or perceived conflict of interest or to obtain a waiver of any such conflict shall be grounds for York to terminate any contract formed without liability and for cause.

Do you have a real or potential non-arms length relationship with any York employee or Board member? ★

★ Required to Complete Registration

Previous Next Save Changes

- **Step 16:** Certify & Submit: add the Preparer's name and email address. Checking the Certification checkbox and selecting the Submit button will complete your submission and send a notification back to York University to begin the review and approval process. Once approved, this account will be able to receive orders and corresponding payment for goods or services rendered to the University.

The screenshot shows the 'Certify & Submit' step. On the left, a sidebar lists various sections: 'Supplier Test Company' (Supplier Number: 0002055193), 'Registration In Progress for: York University Supplier Portal' (10 of 10 Steps Complete), and a list of sections with progress indicators (Welcome, Company Overview, Business Details, Addresses, Contacts, Insurance, Payment Information, Diversity Classification, Bookstore Vendor Info, Building Ontario Busin...). The 'Certify & Submit' section is highlighted with a triangle icon. Below the sidebar, the main content area has a heading 'Certify & Submit' and a form with fields for 'Preparer's Name', 'Preparer's Title', 'Preparer's Email Address', 'Today's Date', and 'Certification'. A red box highlights the 'Preparer's Name', 'Preparer's Title', and 'Preparer's Email Address' fields. At the bottom, there is a 'Submit' button. A red box highlights the 'Submit' button.

Supplier Test Company
Supplier Number: 0002055193

Registration In Progress for:
York University Supplier Portal
10 of 10 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ✓

Diversity Classification ✓

Bookstore Vendor Info... ✓

Building Ontario Busin... ✓

Declaration of Conflict... ✓

Certify & Submit

Registration FAQ | View History

Certify & Submit

Preparer's Name ★ John Smith

Preparer's Title ★ Account Manager

Preparer's Email Address ★ smtest011@yorku.ca

Today's Date 4/4/2026

Certification ★ ☐ I certify that the information provided in this section is valid and accurate.

★ Required to Complete Registration

Submit