



# The GW Medical Faculty Associates



## Existing Supplier Training and Navigation

This document contains information related to iSupply existing supplier training and navigation at the MFA. This document is updated on a regular basis.

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## 1. Home Page

The home page is your starting point for accessing all of the information available for your organization. iSupply Portal access can be found on our website, <https://procurement.gwu.edu/existing-supplier-maintenance> If you are new to iSupplyMFA and require assistance navigating the Portal, please contact us at 571-553-0300 or email us at [isupply@mfa.gwu.edu](mailto:isupply@mfa.gwu.edu). Upon registration, the administrator for the organization will receive an email containing their user name and a temporary password. You will need this information to login.

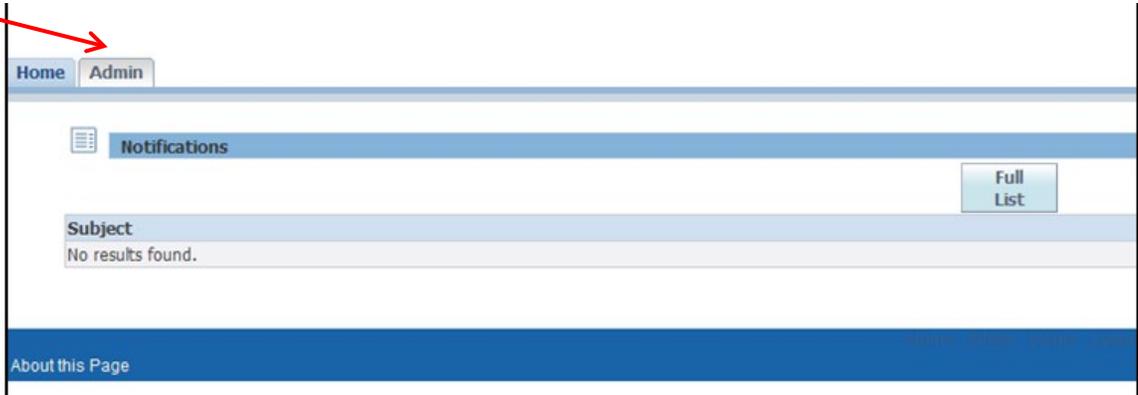
Note: The User Name is always the administrators email address.

The image shows a screenshot of the iSupply Portal login page. At the top, there is a horizontal banner with seven small images of campus scenes. Below the banner is the login form. On the left side of the form, there are two green boxes with black text: "User Name" and "Password". Red arrows point from these boxes to the respective input fields in the form. The "User Name" field is labeled "\* User Name" and has a placeholder "Enter Your User Name". The "Password" field is labeled "\* Password" and has a placeholder "Enter Your Password". Below the password field are "Login" and "Cancel" buttons. Underneath the buttons, there is a green checkmark icon followed by the text: "TIP Logging in to the system constitutes acceptance of the Terms and Conditions. Click here for GW's Terms and Conditions Password Assistance". Below this text is an "Accessibility" dropdown menu set to "None". At the bottom of the form, there is a grey box with the text: "Having problems logging in? Click [here](#) for assistance!". A red arrow points from a green box labeled "Password Assistance" at the bottom of the page to the "here" link in the grey box.

## 2. Navigation Landing Page

Navigator allows you access to your assigned responsibilities. This is currently limited to a single action, but could have future use. Favorites allow you to configure pages you want to return to quickly. Change request to your supplier profile will appear in this section. Select “Admin” to continue to the organizational profile data.

Select  
“Admin”



### 3. General Site Navigation

The General section provides a brief overview of the organization profile information. Sections include organization name, supplier record number, parent organization name (if applicable), DUNS number (if applicable), tax registration number, taxpayer ID, and country of tax registration.

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Organization Name	<b>Supplier information will populate in this section.</b>	DUNS Number
Supplier Number		Tax Registration Number
Alias		Taxpayer ID
Parent Supplier Name		Country of Tax Registration
Parent Supplier Number		

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The Profile Management list on the left side of the screen will help you navigate to the different sections of the organizational data.

The screenshot shows a navigation menu with 'Home' and 'Admin' tabs. Under 'Admin', there is a 'Profile Management' section. A list of items is shown: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, and Banking Details. A red bracket highlights the 'General' and 'Banking Details' items. A callout box points to this bracket with the following text:

**Select each section to navigate through each of the organizational profile areas. We will start with the Organization Section under Company Profile so you can begin verifying your information.**

## 4. Organization Tab

Each field in the organization section can be updated at the discretion of the organization's administrator. You will need to select "Save" to apply the updates to the profile.

The screenshot shows a web form titled "Organization" with several sections:

- Organization Section:** Includes input fields for D-U-N-S Number, Legal Structure (with a search icon), Principal Name, Year Established, Incorporation Year, Control Year, and a text area for Mission Statement. On the right, there are input fields for Chief Executive Name, Chief Executive Title, and Principal Title.
- Total Employees Section:** Includes input fields for Organization Total and Corporate Total, and dropdown menus for Organization Total Type and Corporate Total Type.
- Tax and Financial Information Section:** Includes input fields for Tax Registration Num (with a VAT Number link), Fiscal Year End (with a dropdown and a checkbox for Federal Agency), Analysis Year, Currency Preference (with a search icon), Annual Revenue, and Potential Revenue (with a note "For next fiscal year.").

**Select "Save" to apply updates. Next, move to the Address Section to verify if that information there is correct.**

## 5. Address Tab

The address book section allows the administrator to review, remove, and create new address locations for the organization. Selecting the trash can icon to the right of the address will remove the address from the organizations profile. Selecting “Create” at the top of the page will open a new form that will allow you to create a new site location.

Select “Create” to add a new site.

Address Book			
Create			
Address Name ^	Address Details	Country	Remove
CAROL STREAM-02	PAYMENT PROCESSING CENTER P.O. BOX 5292 CAROL STREAM, IL 60197-5292	United States	
CAROL STREAM-03	PAYMENT PROCESSING CENTER PO BOX 6549 CAROL STREAM, IL 60197-6549	United States	

Select the trash can icon to remove a site.

This is the form the administrators will fill out to create a new site location for the organization. Required fields are noted with an asterisk (\*). It is also necessary to select the site type. Site types are:

- Payment address
- Purchasing address
- RFQ only address



Be sure to check all that apply to that site and select “Save” at the top left of the page.

Admin: Profile Management: Address Book >

Create Address

\* Indicates required field

Supplier Name

\* Address Name

TIP Please use a format of CITY-01

Country

\* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* City/Town/Locality

County

State/Region

Province

Supplier Number 110769

\* Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

RFQ Only Address

Cancel Save

Required fields “\*”

Select “Save” to apply update.

Select “All That Apply”.

## 6. Contact Directory Tab

The contact directory section allows the creation of new organizational contact, update of current contact information, and user access removal. Select the trash icon to remove an administrator. Select the create button on the top left of the screen to add a new administrator. Minimum requirements for administrators include first name, last name, and email address. Keep in mind administrators should have signing authority for the organization as they will have access to update electronic banking information.

Select "Create" to add a new administrator to the organizations profile.

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Corinne	Calaf		ccalaf@GWU.EDU	Current	✓			
Example	Example	202 994-2500	example@dell.com	Current				

Contact Directory : Inactive Contacts

Select the trash icon to remove an administrator.

This is the form the administrators will fill out to create a new site location for the organization. Required fields are noted with an asterisk (\*).

Create Contact  
\* Indicates required field

Contact Title	<input type="text"/>	Phone Area Code	<input type="text"/>
First Name	<input type="text"/>	Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text"/>	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Fax Number	<input type="text"/>
Contact Email	<input type="text"/>		
Url	<input type="text"/>		

Required fields "\*" }

Cancel! Apply

Select "Apply" to save update.

## 7. Business Classification Tab

MFA recognizes individuals, sole proprietors, corporations, partnerships, government agencies, and exempt organizations. If you are interested in being considered for opportunities as a MFA supplier, we encourage you to read about our Policies, Code of Conduct, and Current Business Opportunities below. You will then have the opportunity to register your company using our secure iSupplyGW database by following the procedures in the upcoming sections. Information collected by MFA details your business classification along with the types of goods and services the organization offers helping us identify potential suppliers who may be invited to participate in MFA's sourcing/bid selection process. The Information you provide is frequently accessed by MFA Buyers to identify capable suppliers as new needs and requirements arise.

The MFA also maintains a Supplier Diversity Program (MBE/WBE) as part of its efforts to increase participation of minority and women vendors (MBE/WBE). MFA seeks to achieve this goal through primary and second-tier suppliers. All primary suppliers must submit a plan with their bids, indicating how they intend to use minority and women owned vendors as their second-tier suppliers. Each plan will be evaluated based on good-faith efforts and will be considered the following factors:

- Availability of minority/women vendors who can supply the goods and services requested in the bid documents
- Competitiveness of the prospective second-tier suppliers

The use of local minority and women owned businesses strengthen our commitment to the local community. In all cases, however, it is expected that the vendors meet the criteria relating to the price, service, and delivery. Supplier diversity will be one, but not the sole consideration in all contract awards.

The business classification section area provides the organization the opportunity to provide self-certify in the areas of diversity and size status of the organization. Multiple selections are acceptable. Certificate numbers and expiration dates are not required. Note: All individuals can be classified as Small Business. Select “Save” to apply updates.

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified: \_\_\_\_\_ By: \_\_\_\_\_

TIP Date format example: 18-Aug-2016

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Associations	<input type="checkbox"/>				
Certified 8(a) Business	<input type="checkbox"/>				
DC - Development Enterprise Zone	<input type="checkbox"/>				
DC - Disabled Veteran Owned	<input type="checkbox"/>				
DC - Disadvantaged Business	<input type="checkbox"/>				
DC - Local Business	<input type="checkbox"/>				
DC - Long-time Resident	<input type="checkbox"/>				
DC - Resident Owned	<input type="checkbox"/>				
DC - Small Business	<input type="checkbox"/>				
DC - Veteran Owned	<input type="checkbox"/>				
Disabled Owner Business	<input type="checkbox"/>				
Education Institutions (Public, non-profit)	<input type="checkbox"/>				
Governmental Entities	<input type="checkbox"/>				
HubZone Business	<input type="checkbox"/>				
Medium/Large Business	<input type="checkbox"/>				
Minority Owned Business	<input type="checkbox"/>				
Service-Disabled Veteran Owned	<input type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Small Disadvantaged Business	<input type="checkbox"/>				
Veteran Owned Business	<input type="checkbox"/>				
Women Owned Business	<input type="checkbox"/>				

**Check all that apply.**

**Select “Save” to apply update.**

## 8. Products and Service Tab

The products and services section allows the organization to provide specific details as to what types of goods and services will be provided to the university. MFA uses this information to better categorize and advertise the organizations offerings to our internal groups.

Select the Add button

Select  
"Add".

Select Code	Products and Services	Date Added	Approval Status
No results found.			

Searching for product and service codes can be done by code number or by browsing the code description. Populate the number or partial description and Select "Go". Note: Use the "%" sign when conducting a description search. This will help populate broader search results.

Step 3: Check all that apply.

Select Code	Description
<input type="checkbox"/>	961-02 Administrative Services, All Kinds (Incl. Clerical, Secretarial Services, etc.)
<input type="checkbox"/>	915-01 Advertising Agency Services
<input type="checkbox"/>	952-07 Alcohol and Drug Testing Services
<input type="checkbox"/>	915-05 Answering/Paging Services
<input type="checkbox"/>	906-00 Architectural Services, Professional
<input type="checkbox"/>	907-00 Architectural and Engineering Services, Non-Professional
<input type="checkbox"/>	915-09 Audio/Video Production services Complete

Step 3:  
Check  
all that  
apply.

Step 1: Enter partial description.

Step 2: Select "Go".

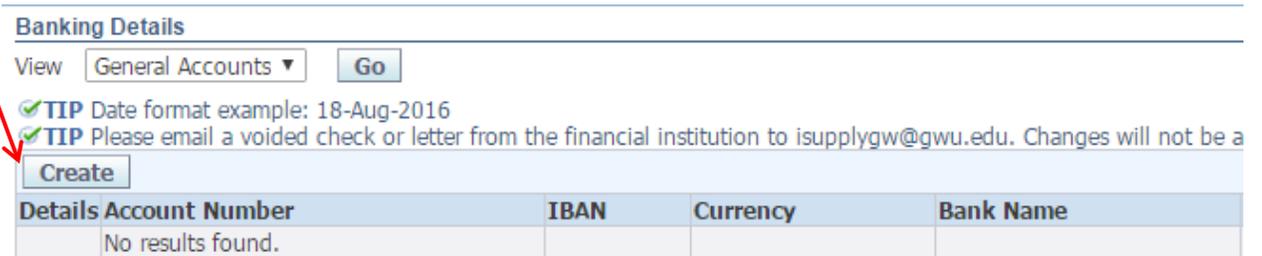
Step 4: Select "Apply" to save update(s).

## 9. Banking Details Tab

The banking section allows the organization to maintain electronic payment information. The designated administrator can add new banking and remove banking that is no longer part of the organization.

Select the create button to add new banking

Select "Create" to add new direct deposit information.



Banking Details

View

TIP Date format example: 18-Aug-2016  
 TIP Please email a voided check or letter from the financial institution to isupplygw@gwu.edu. Changes will not be a

Details	Account Number	IBAN	Currency	Bank Name
No results found.				

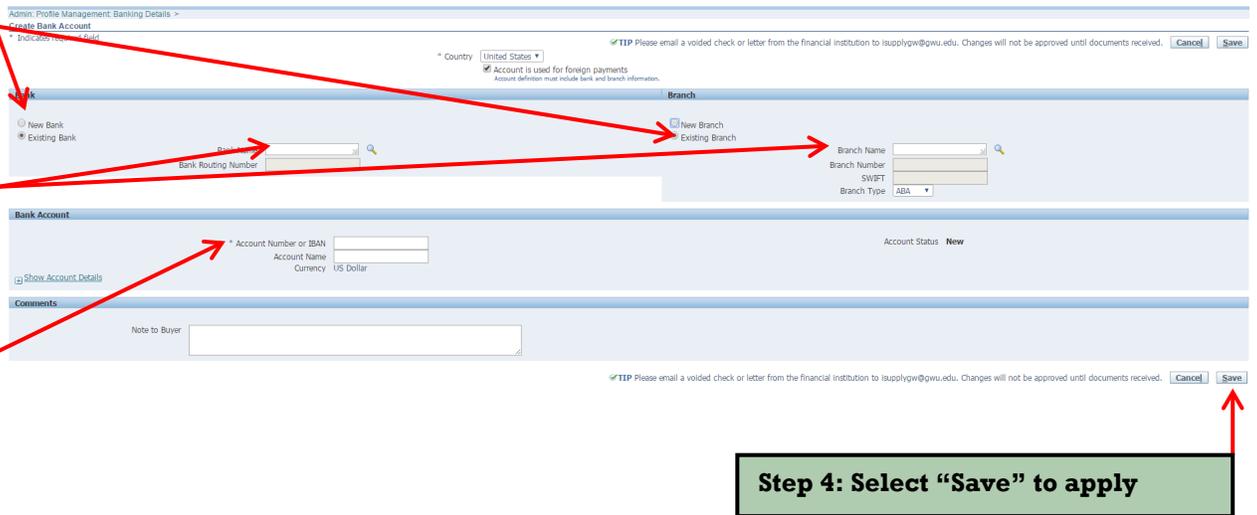
Our database is preloaded with all domestic banks. Select the "Existing Bank" radio button. In the bank name field, key in your bank routing number. It is helpful to use the format %#####%. Then select the magnifying glass to search our database.

This should populate the full name and routing number of your financial institution. Please keep in mind that bank routing numbers contain 9 digits. Follow the same process for populating the branch name. The last step is to key in your account number. You have an option of adding an account name for reference, this step is optional.

Step 1: Change selection to Existing Bank.

Step 2: Populate bank routing number.

Step 3: Populate Bank account number.



Admin: Profile Management Banking Details >

Create Bank Account

New Bank  
 Existing Bank

Country   TIP Please email a voided check or letter from the financial institution to isupplygw@gwu.edu. Changes will not be approved until documents received.

Account is used for foreign payments  
Account definition must include bank and branch information.

Branch

New Branch  
 Existing Branch

Bank Routing Number

Branch Name

Branch Number

SWIFT

Branch Type

Bank Account

Account Number or IBAN

Account Name

Currency

Account Status

Show Account Details

Comments

Note to Buyer

TIP Please email a voided check or letter from the financial institution to isupplygw@gwu.edu. Changes will not be approved until documents received.

Step 4: Select "Save" to apply

Note: To complete the update you are required to fax or email a copy of a voided check or the [ACH Form](#).

Our email address is [isupplyGW@gwu.edu](mailto:isupplyGW@gwu.edu) and our fax number is 571-553-8526.

## **10. Contact Us**

For questions or assistance with the iSupply Portal, please call our helpdesk at 571-553-0300 or you can email us at [isupply@mfa.gwu.edu](mailto:isupply@mfa.gwu.edu). You can also visit our website at any time for the most up-to-date supplier information, <https://procurement.gwu.edu/doing-business-GW>.