

Supplier Setup Form Instructions

Thank you for your interest in doing business with McGraw-Hill Education. This form is used to add new suppliers to MHE's supplier master database. The information contained herein will serve as a guide to complete the required supplier setup form. Please note that payments can only, and will only, be issued to suppliers that are in the database with complete information. And as our new setup process is completely housed within DocuSign, you can be confident that your information will remain secure throughout!

Once you have received the welcome email from **MHE AP Vendor via DocuSign**, you will be prompted to **Review and Sign** MHE's supplier setup form by clicking through the **Review Document** link. At this point, if you feel that you are not the correct person to be handling this action, you will be able to reassign the "Envelope" by clicking on **Other Actions** at the top right of the page, and selecting **Assign to Someone Else**. If you are the correct person, please follow the prompts to continue through the process.

General Information

- A) MHE Employee** - If you have ever been employed by McGraw-Hill Education, select Yes. If you select Yes, please choose whether you are a Current or Former employee. If Former, please enter your date of departure.
- B) Individual or Legal Business Name** - Enter the complete Individual or Legal business name. This will be the name as shown on your federal income tax return.
- C) Business/ Disregarded Entity name (DBA)** - Enter if applicable. (DBA= Doing Business As) Certain suppliers may use a business name that is different than the name they use with the IRS.
- D) General Contact Information** - Enter your business's general phone number, fax number, and email address.
- E) Addresses** - Enter your business's physical address, as well as your preferred remittance address, if it differs from the physical address. If you are a non-US-resident alien, please use the foreign address section. Make sure to check if the box at the top of the form if you are located outside of the US.
- F) Contact Person** - Enter the name, title, phone number, and email address of your business's designated contact person (preferably someone with knowledge of your business's receivables).
- G) ARIBA Network** - Select Yes or No for whether your company is registered on the ARIBA Network for Suppliers. If Yes, please enter your 13-digit ARIBA Network ID (AN + 11 Numeric Characters). If No, you can read about the ARIBA Network [HERE](#).

Supplier Classifications

Complete this section with your business's classification status as defined in the [Federal Acquisitions Regulations](#). It is recommended that you register your company with the U.S. System for Award Management. More information can be found [HERE](#). Please select all that apply.

Taxpayer Identification Number

- I) Enter your business's IRS issued Federal Employer Identification Number (FEIN) or a Taxpayer Identification Number (TIN). Individuals must list their Social Security Number (SSN). This will be a nine digit number.
- II) Click the paper clip to attach your business's completed W-8/9. If you do not have a completed W-8/9, click one of the included hyperlinks. You will be redirected to the IRS's website where you will be able to fill out and download the appropriate tax form. The W-8 link will take you to the IRS's W-8 instruction page, which will assist you in determining the proper version of the form to suit your business needs.

Trouble Shooting: If when uploading your tax form, DocuSign states "We cannot process that PDF. XFA-based PDF forms are not supported." Please convert your file to a standard PDF by selecting File > Print > Adobe PDF as the printer option and then saving the new PDF. Upload the new PDF.

Payment Details

- ❖ Select your business's preferred method of receiving payment
- ❖ Please Note: MHE's standard payment terms are NET60 unless one of the offered American Express options are chosen.
- ❖ For Permissions related suppliers, American Express p-card cannot be chosen as an option.
- ❖ For more information on the American Express Buyer Initiated Payment Program click [HERE](#).
- ❖ For EFT - Electronic Fund Transfer/ACH - Automated Clearing House/WIRE payments, please refer to the following:
 - * Select the type of bank account: Checking or Savings.
 - * Enter the base currency of your bank account.
 - * Enter the account holder's name, which must match the source documentation provided to avoid payment rejections. This can be found on your monthly bank statement or printed on your checks.
 - * Enter the bank account number. This can be found on your monthly bank statement or printed on your checks. **Note: For international accounts, please enter an IBAN (International Bank Account Number) in the account number field.**
 - * Enter your ABA/Routing number. This can be found on your monthly bank statement or printed on your checks. **Note: For international accounts, please enter the bank's BIC/SWIFT Code in the named field, leaving the ABA/Routing number field blank.**
 - * Enter the name of your banking institution.
 - * Enter the city, state and country of your banking institution.
 - * Please provide an email address to which you would like to receive remittance information.
 - * Please provide a phone number for your banking institution.

If you have any questions, please contact our Supplier Maintenance Team at MHE.AP.vendor@mheducation.com