Quick Reference Card

SciQuest
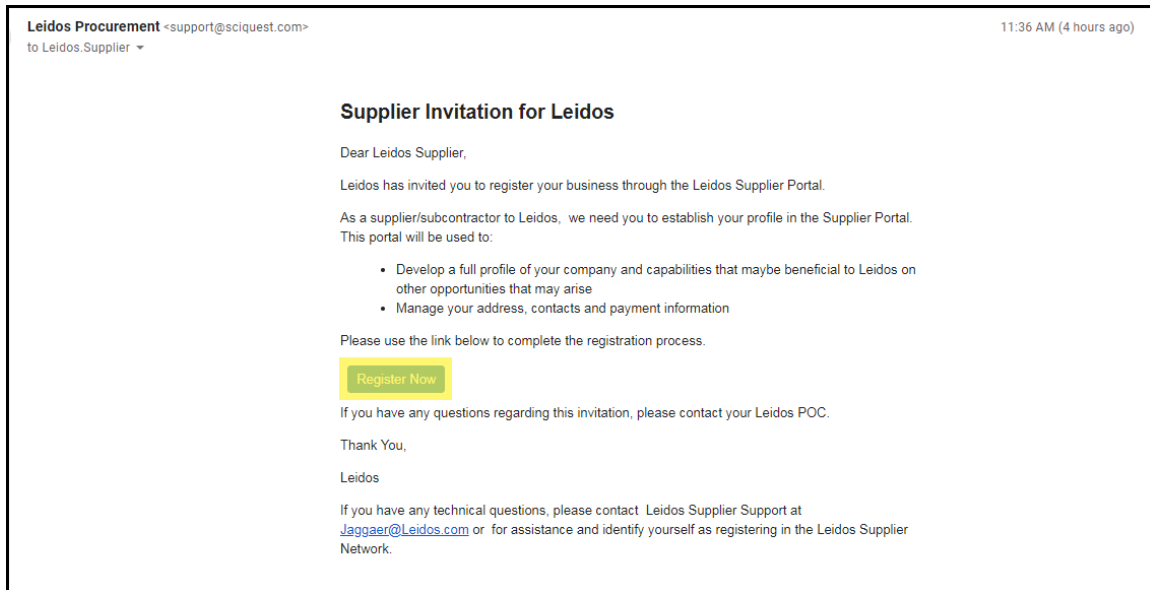
Supplier Registration Instructions

Overview

This QRC provides instructions for registering your companies profile in the Leidos Supplier Portal.

The information provided in your supplier registration allows Leidos to capture your company's capabilities and offerings for supplier identification and potential sourcing opportunities. Note that registration is not a guarantee of future work or approval as a supplier.
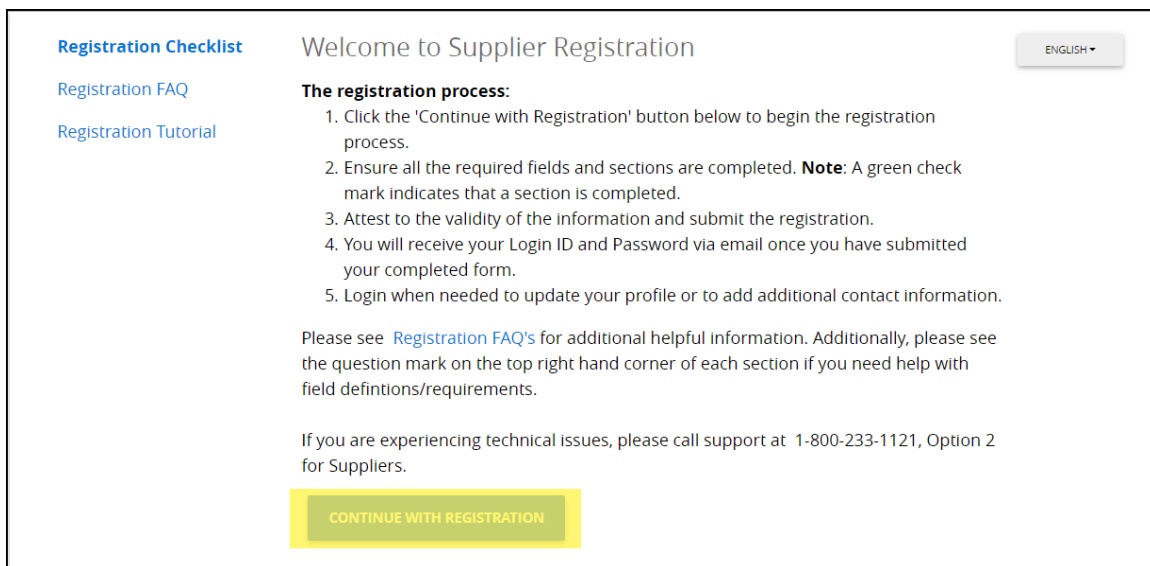
Please be sure to complete all required questions before registration submission. If you do not have all the initial information, you can save changes and come back to complete.
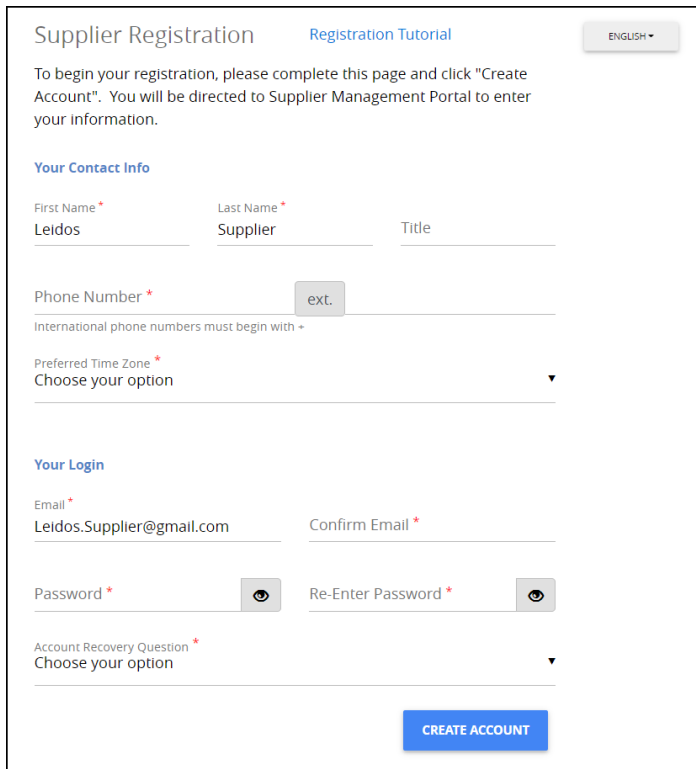
Creating Your Account

1. Activate your account from the email notice you received. Click Register Now.

Leidos Procurement <support@sciquest.com>
to Leidos.Supplier ▾

11:36 AM (4 hours ago)

Supplier Invitation for Leidos

Dear Leidos Supplier,

Leidos has invited you to register your business through the Leidos Supplier Portal.

As a supplier/subcontractor to Leidos, we need you to establish your profile in the Supplier Portal. This portal will be used to:

- Develop a full profile of your company and capabilities that maybe beneficial to Leidos on other opportunities that may arise
- Manage your address, contacts and payment information

Please use the link below to complete the registration process.

Register Now

If you have any questions regarding this invitation, please contact your Leidos POC.

Thank You,

Leidos

If you have any technical questions, please contact Leidos Supplier Support at Jaggaer@Leidos.com or for assistance and identify yourself as registering in the Leidos Supplier Network.

2. Continue with Registration from the Welcome Screen.

Registration Checklist

Registration FAQ

Registration Tutorial

Welcome to Supplier Registration

ENGLISH ▾

The registration process:
1. Click the 'Continue with Registration' button below to begin the registration process.
2. Ensure all the required fields and sections are completed. **Note**: A green check mark indicates that a section is completed.
3. Attest to the validity of the information and submit the registration.
4. You will receive your Login ID and Password via email once you have submitted your completed form.
5. Login when needed to update your profile or to add additional contact information.

Please see Registration FAQ's for additional helpful information. Additionally, please see the question mark on the top right hand corner of each section if you need help with field defintions/requirements.

If you are experiencing technical issues, please call support at 1-800-233-1121, Option 2 for Suppliers.

CONTINUE WITH REGISTRATION

3. Create your log in account by completing the required information.

Completing the Supplier Profile

1. Begin by confirming your Legal Company Name and select Next.

2. **Company Overview:** Complete all the required information.

i. **Doing Business As (DBA):** If applicable, please add your DBA company name.

ii. **Country of Origin:** Should be the country you use for tax purposes.
(US Citizens and Permanent Residents should select "United States")

iii. **DUNs:** Select 'Yes' if your company has a DUNs number. For more information on DUNs numbers, please access www.dnb.com.

    i. If Yes, a pop up should appear requesting your DUNs number.

    ii. If no, please select 'No' and move to the next.

iv. **Legal Structure:** Please select the appropriate legal structure for your entity. It is critical that you select the correct one as registration questions will be tailored based on your selection.

v. **TAX Identification Number (TIN):** A valid TIN, or equivalent, is required. Failure to provide one, or an incorrect number will result in your registration failing.

    i. Non-US Based Entities – may enter foreign entity registration.

    ii. Independent Consultants – may enter social security numbers in lieu of a TIN.

3. **Business Details**: Complete all the required fields.

i. **Year Established:** Please enter year established
ii. **Annual Revenue/Receipts:** Please enter annual revenue for the last three years. Enter '0' if you are unable to enter income.

iii. **Sales Territories:** Please select your service areas. This is a required section.

iv. **Product and Services:** Please enter the North American Industry Classification System (NAICS) and Commodity Codes that best represents your company product and services.

  i. **NAICS Code:** One primary NAICS code must be entered – this is required for each registration. Secondary NAICs codes can be entered, if applicable.

ii. **Commodity Codes:** Enter all the Commodity Codes that apply to your business. You can search for particular key words scroll through all the selections. It is to the suppliers benefit to select all that is applicable.

v. **Additional Questions:** Add company certifications and past performance information. If a question does not apply to your entity, select 'None' for your response.

4. **Addresses:** A physical location and remittance address is required to on-board with Leidos. Note the physical location is listed as "other" within the drop down box.

i. Click 'Add Address' button

ii. Enter an address description for the label (e.g., Headquarters, Remittance address, Seattle Office, Defense Division, etc.)

iii. Select the type of address

    i. Receives Payment = select for remittance

    ii. Other = select if this address is a physical location

Add Address ✕

Address Details *(Step 2 of 3)* | ?

Country *
Address Line 1 *   10 Main St.
Address Line 2
Address Line 3
City/Town *   San Diego
State/Province   California
                        9 digit zip code required
Postal Code   92110-000
Phone   858826600   ext.
                        International phone numbers must begin with +
Toll Free Phone   ext.
                        International phone numbers must begin with +
Fax
                        International phone numbers must begin with +

* Required to Complete Registration   ‹ Previous   Next ›

iv.   Complete the address fields. Please note the Postal Code field requires a 9-digit zip.

Add Address ✕

Primary Contact For This Address *(Step 3 of 3)* | ?

You can also update and add Contacts later from the Contacts page.

◉ Enter New Contact   ○ Not Applicable

Select additional contact   ✔ Other *(physical)*
type(s) to apply   ☐ Sales
                                ☐ Technical
Contact Label *
First Name *
Last Name *
Position Title
Email *
Phone *   ext.
                        For international numbers, begin the number with +
Toll Free Phone   ext.
                        For international numbers, begin the number with +
Fax
                        For international numbers, begin the number with +

* Required to Complete Registration   ‹ Previous   Save Changes

v. Jaggaer will prompt you to add the primary contact associated to the address.

vi. Add additional contacts as needed by selecting the 'Add Contacts' button. Note a sales contact will also be required to complete registration.

5. **Diversity Information:** Select the applicable socio-economic status. Supplier diversity/socio-economic classifications assist Leidos in identifying business partners throughout the sourcing and acquisition process including Small Businesses teaming partners. Please add your company socio-economic classification status as certified in SAM.gov to ensure correct registration set up and Federal reporting.

   Please be aware that under 15 U.S.C. 645(d), any person who misrepresents its size status shall (1) be punished by a fine, imprisonment or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

   a. Click 'Add Diversity Classification' dropdown button
   b. Select applicable diversity/socio-economic classification status
       i. Small Business Entity (SBE), Large Business, Foreign Vendor, Alaskan Native Corporation, or AbilityOne
       ii. For Small Business Entities (SBE) selection, please complete additional fields:
           1. Confirm you are listed within SAM.gov by selecting 'Yes'
           2. Enter applicable five-character CAGE Code number
           3. Select applicable Small Business socio-economic classification as certified in SAM.gov
   c. Non-US Based Entities
       Please follow the instructions shown above. Select 'Foreign Vendor' as your socio-economic status for step 3.

6. **Insurance:** The insurance requirements set forth in Leidos' standard terms and conditions are listed in your supplier registration for reference. Prior to award of a subcontract by Leidos (as well as any policy renewal that occurs), a copy of your company's Certificate of Insurance will be required and should be uploaded here. Please note additional or lesser coverage may be required as applicable, which will be dictated by the negotiated terms of the subcontract and will be handled with your associated procurement representative.

d. Please upload a copy of your insurance certificate by selecting the 'Select File' button. This will allow you to load it directly from your desktop.

7. **Payment Information:** Information in this section will be used to determine the method in which your organization will receive payments. Email addresses provided will be used for contact purposes only. Leidos does not email electronic remittance details.

    i.   Select the Add Payment Information button and select the type of Payment method you would like to complete.

Please note the following:

a. ACH Payment Terms:

    i. Leidos deems ACH payments timely if they are received no later than four (4) business days from the Due Date.

    ii. In no event shall Leidos be liable for any special, incidental, exemplary or consequential damages as a result of the delay, omission or error of an electronic credit entry, even if Leidos has been advised of the possibility of such damages.

    iii. For questions concerning ACH setup, contact the Vendor Master Help Desk at APVendorMaster@leidos.com.

b. Wire Transfer Requirements:

i. If your remittance address outside of the United States, including non-US based entities, please select "Wire Transfer" as the payment type below and complete with the Beneficiary information. If there is a corresponding or intermediary bank, also upload the full wire instructions at the option below. Alternative currencies will be handled with the procurement representative at order level.

ii. For all US based entities, please provide ACH or check information. Wire transfers may be elected for advanced payments only and are subject to contract negotiations.

8. **Tax Information:** Tax documentation is used for payment purposes and required based on your organization and/or anticipated performance. Please upload a completed tax document for the current year or previous year below by selecting the 'Add Tax Document Button'. Supplier shall download the corresponding pdf and upload the completed copy for submission.

Helpful tips:

    i.   Document size matters. Any document larger than 5000 kb will need to be compressed before upload.

    ii.   U.S. Entities: Please be sure to upload your completed W-9 tax forms meeting the required fields in the table below.

Required W-9 Fields:	
Line 1 and/or 2	The Taxpayer's Legal Name

Line 3	The Taxpayer's Tax Classification
Line 5	The Taxpayer's address (Number, Street, and Suite)
Line 6	The Taxpayer's address (City, State and Zip code)
Part I	One of the following: Taxpayer's SSN or EIN (also TIN).
Part II	The Taxpayer's signature and Date. Note, must be within 365 days of current date.

iii. Non-US Based Entities: Please be sure to upload your completed W-8 tax forms meeting the required fields in the table below. Non-US based entities from a country with a US Tax Treaty must provide the applicable Form Series W-8 tax document. A list of countries can be found here: https://www.irs.gov/businesses/international-businesses/united-states-income-tax-treaties-a-to-z.

Required W-8BEN-E Fields:	
Line 1	Name of organization that is the beneficial owner
Line 2	Country of incorporation or organization
Line 4	Chapter 3 Status (Entity Type)
Line 6	Permanent residence address
Line 8 and/or 9b	US Taxpayer Identification Number and/or Foreign TIN
Line 14a	The beneficial owner's country of residence

If your entity is from a non-US Tax Treaty country, please contact your Procurement Representative to assist you with this process.

iv. If you are a Non-US Based Entity and the W-9 box is still required, please make sure "Non-US Based" is selected as your Legal Structure, contained in the Business Details Section. This will allow the appropriate Form Series W-8 tax documents to be loaded.

9. **Independent Contractor:** Pursuant to IRS requirements and Leidos policy LP-CP-1, this section is required for all sole proprietor's to determine eligibility to perform as an independent contractor and/or consultant for Leidos. Please respond to each question diligently and use the help text of each field to obtain a detailed explanation of response requirements.

10. **Certify and Submit:** Once all the sections are completed, you will need to certify and submit the profile. You will see that all the green checkmarks for each section are green. This indicates that no other data is required.

Managing Your Account

1. You can add additional users as necessary. This is accomplished in the Site Administration menu.

2. The Registration Profile can be managed from the Home Page.
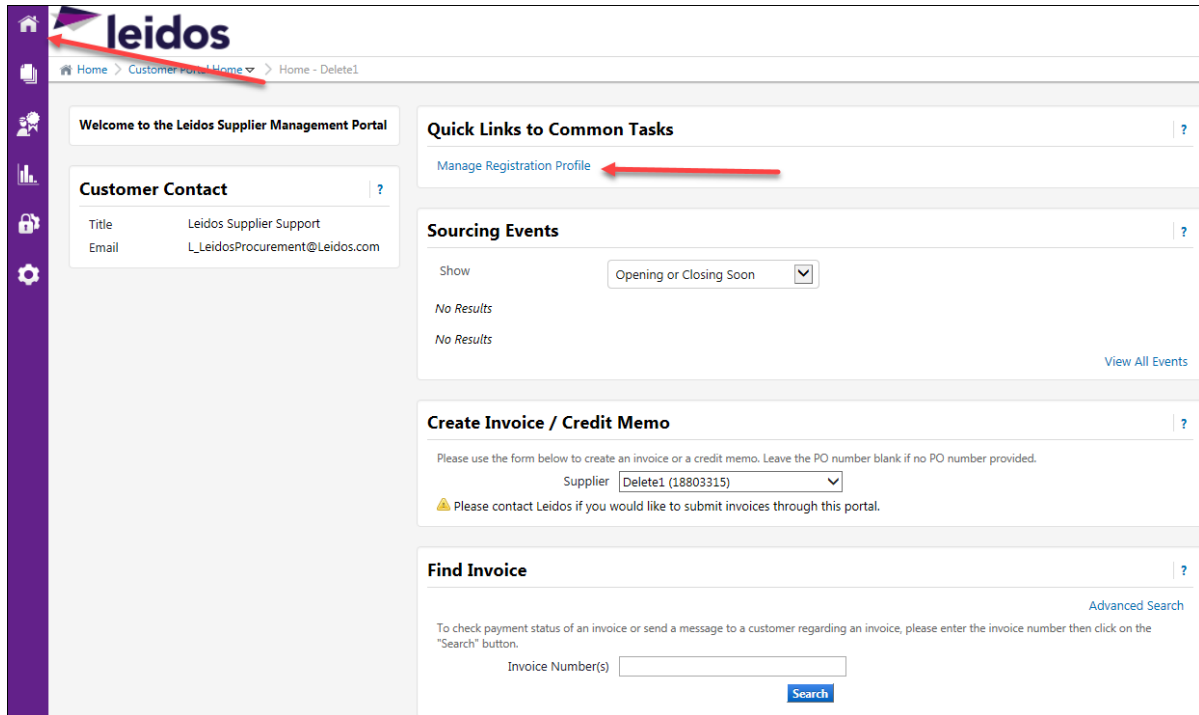
Technical Support

If you need technical support, please contract our Jaggaer Technical Support team at 1-919-276-0511, Option 1 for Supplier Vendors. Our Jaggaer technical support team can assist you with username password reset and resolving technical error notifications.

This concludes the SciQuest Supplier Registration Instructions for Quick Reference Card.