

# Quick Reference Card



## SciQuest

### Supplier Registration Instructions

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### Overview

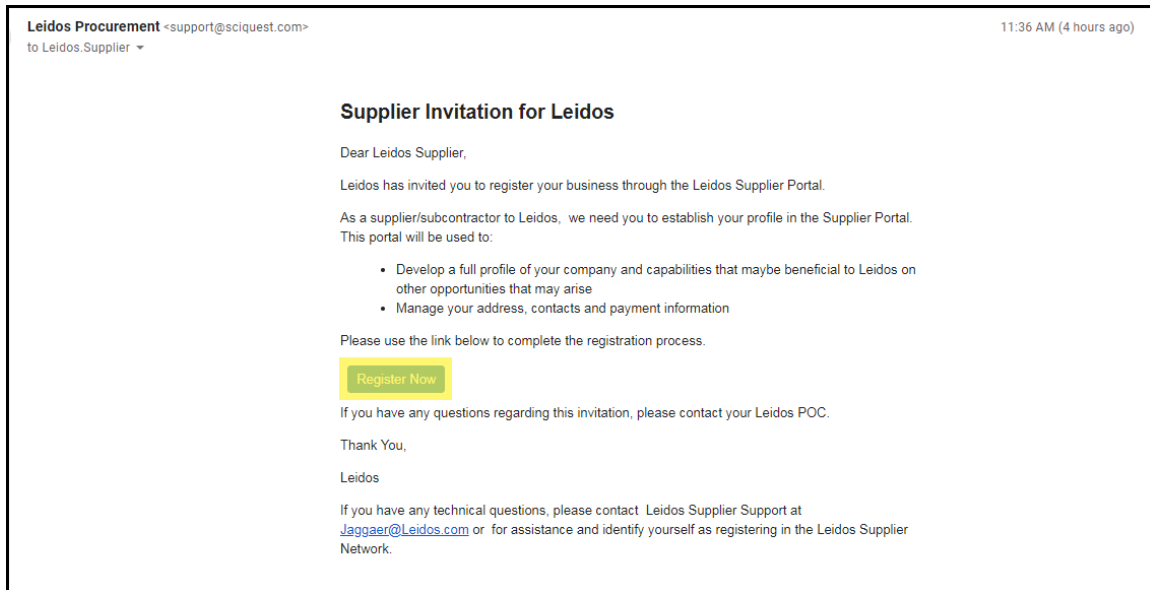
This QRC provides instructions for registering your companies profile in the Leidos Supplier Portal.

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.

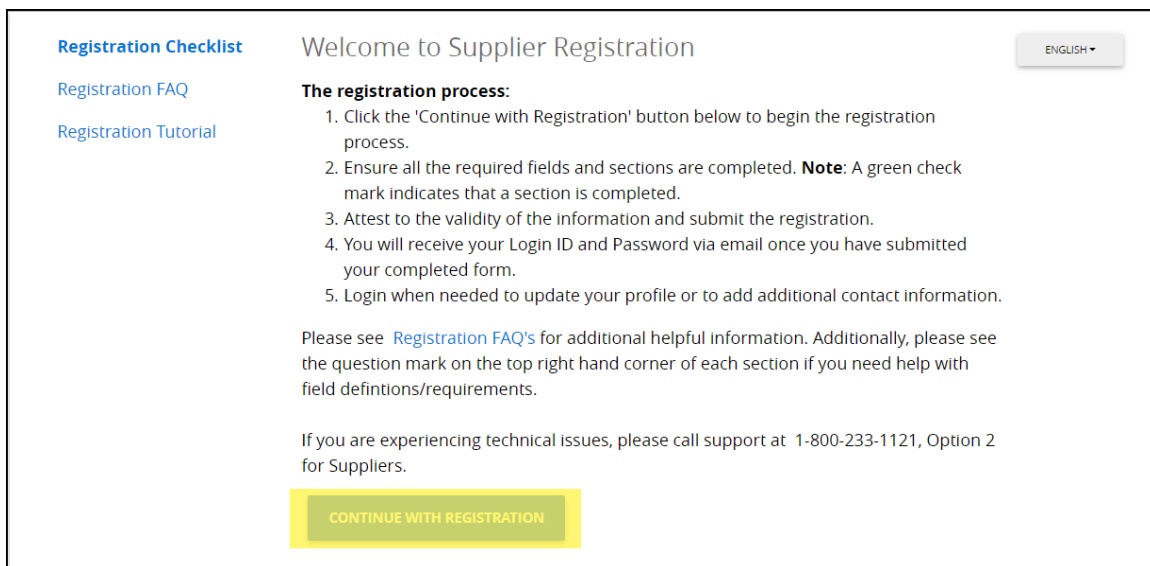
Please be sure to complete all required questions before registration submission. If you do not have all the initial information, you can save changes and come back to complete.

## Creating Your Account

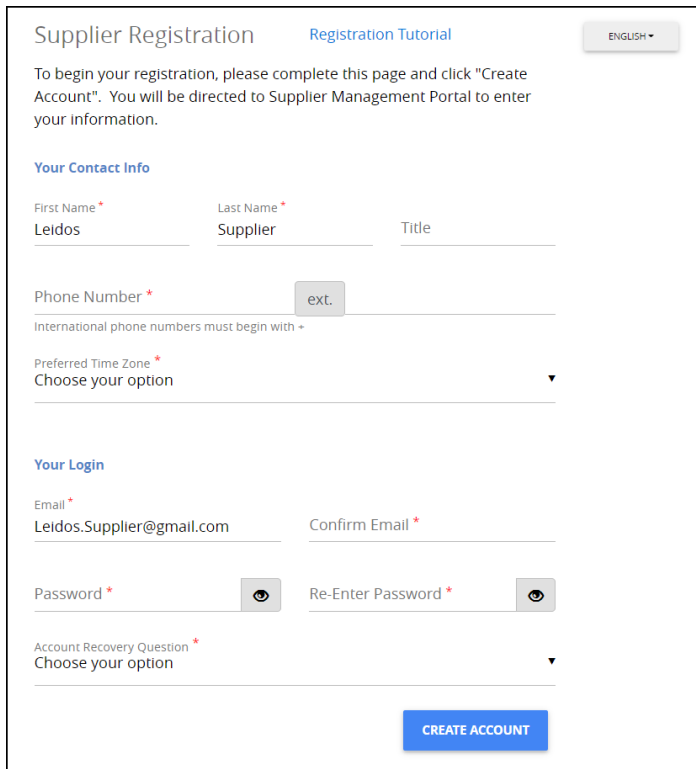
1. Activate your account from the email notice you received. Click Register Now.



2. Continue with Registration from the Welcome Screen.



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



The image shows a 'Supplier Registration' form. At the top, there's a title 'Supplier Registration' with a link to 'Registration Tutorial' and a language dropdown set to 'ENGLISH'. Below this is an introductory paragraph: 'To begin your registration, please complete this page and click "Create Account". You will be directed to Supplier Management Portal to enter your information.'

The form is divided into two main sections: 'Your Contact Info' and 'Your Login'.

**Your Contact Info:**

- First Name \*: 'Leidos'
- Last Name \*: 'Supplier'
- Title: (empty)
- Phone Number \*: (empty) with an 'ext.' button.
- International phone numbers must begin with +
- Preferred Time Zone \*: 'Choose your option' (dropdown menu)

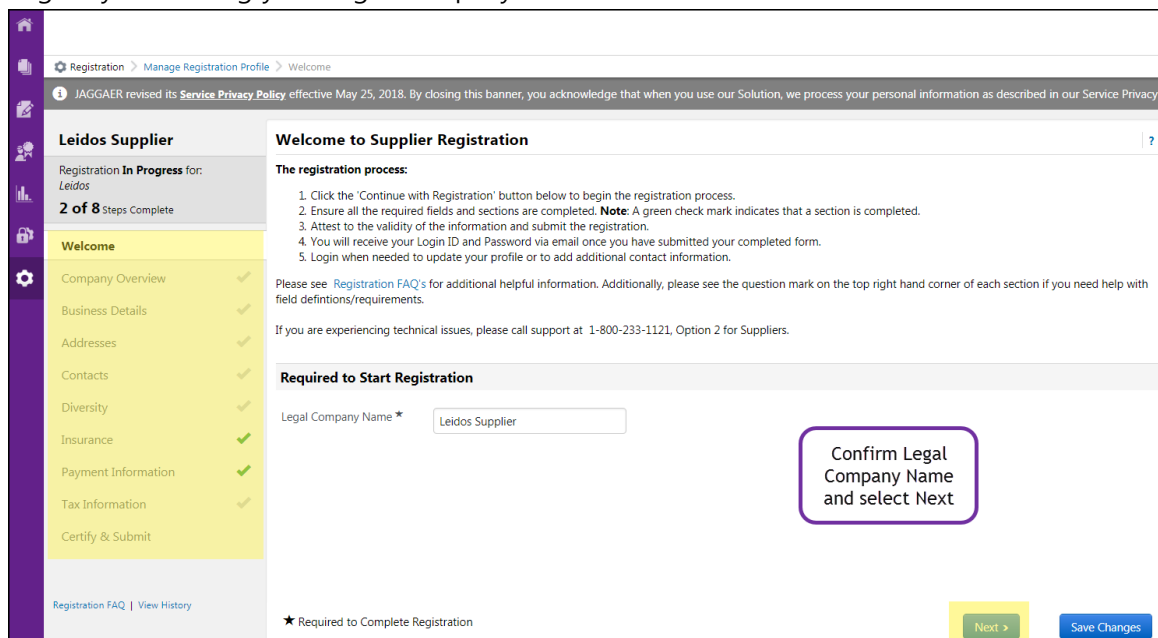
**Your Login:**

- Email \*: 'Leidos.Supplier@gmail.com'
- Confirm Email \*: (empty)
- Password \*: (empty) with an eye icon to toggle visibility.
- Re-Enter Password \*: (empty) with an eye icon to toggle visibility.
- Account Recovery Question \*: 'Choose your option' (dropdown menu)

At the bottom right, there is a blue button labeled 'CREATE ACCOUNT'.

## Completing the Supplier Profile

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



The image shows the 'Supplier Profile Management' page. At the top, there's a breadcrumb trail: 'Registration > Manage Registration Profile > Welcome'. Below this is a banner for JAGGAER's revised Service Privacy Policy effective May 25, 2018.

**Leidos Supplier**

Registration In Progress for: Leidos  
2 of 8 Steps Complete

**Welcome**

Company Overview ✓  
Business Details ✓  
Addresses ✓  
Contacts ✓  
Diversity ✓  
Insurance ✓  
Payment Information ✓  
Tax Information ✓  
Certify & Submit

**Welcome to Supplier Registration**

**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 definitions/requirements.

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

**Required to Start Registration**

Legal Company Name \*: 'Leidos Supplier'

**Confirm Legal Company Name and select Next**

★ Required to Complete Registration

Registration FAQ | View History

Next > Save Changes

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

Registration > Manage Registration Profile > Company Overview

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

**Leidos Supplier**

Registration In Progress for: Leidos

2 of 8 Steps Complete

Welcome

**Company Overview**

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

Registration FAQ | View History

**Company Overview**

Information provided in this section allows Leidos to capture your company's overview for supplier identification and sourcing purposes. Please be sure to select the correct Legal Structure. This action will update the remainder of your profile fields, terms and questions to fit your entity more appropriately.

**Sole Proprietor Individuals/Single Member LLCs**

Sole Proprietor Individuals or Single Member LLCs must select "Individual/Sole Proprietor/Single Member LLC" in the Legal Structure drop down. This will allow individuals to include an EIN or SSN as the Tax ID number. As you complete your registration, please select "NA" or "None" for required questions that do not apply.

**Non-US Based Entities**

Any entity from a country other than the U.S. must select "Non-US Based Entity" in the Legal Structure drop down. This will replace US requirements with non-US based requirements. As an example, the Tax ID Number field is no longer required.

**Need More Help?** Please note the following:

- Questions identified by the asterisk are required.
- All required questions allow you to select "None" or "Not Applicable" if the question does not apply.
- Click on the question mark icon next to the questions for more clarification.
- Blue question marks on the top right hand corner of the screen allow to locate field definitions.

Doing Business As (DBA) ?

Country of Origin \* ?

Does your business have a DUNS number? \* ? ☐ Yes ☐ No

Legal Structure \* ?

Tax ID Number \*

Website

★ Required to Complete Registration

Complete information and select Next

< Previous Next > Save Changes

- 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](http://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.

The screenshot shows the Leidos Supplier Business Details registration page. The top navigation bar includes the Leidos logo, user name 'Mary Hong', and a search bar. A banner at the top right indicates 'JAGGAER revised its Service Privacy Policy effective May 25, 2018'. The left sidebar contains a navigation menu with icons and labels: 'Welcome', 'Company Overview', 'Business Details' (highlighted), 'Addresses', 'Contacts', 'Diversity', 'Insurance', 'Payment Information', 'Tax Information', and 'Certify & Submit'. The main content area is titled 'Business Details' and contains the following sections:

- Registration In Progress for: Leidos**  
2 of 8 Steps Complete
- Need More Help?** Please note the following:
  - Questions identified by the asterisk are required.
  - All required questions allow you to select "None" or "Not Applicable" if the question does not apply.
  - Hover over the gray question mark icon next to the questions for more clarification.
  - A blue question mark on the top right hand corner of the screen allow to locate field definitions.
- Year Established \***  
1968 (with a calendar icon and 'YYYY' placeholder)
- Number of Employees \***  
40,000 (with a question mark icon)
- Annual Revenue/Receipts**  
Please enter total revenue/receipts information for the past three years.  
For currencies, please select USD for registration purposes. Alternative currency requests will be handled at the award level with your procurement representative.
- Currency**  
USD (dropdown menu)
- 2017 Annual Revenue/Receipts**  
[Input field] USD
- 2016 Annual Revenue/Receipts**  
[Input field] USD
- 2015 Annual Revenue/Receipts**  
[Input field] USD

- 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.

**leidos** Mary Hong 0.00 USD Search (Alt+Q) Logout

Business Details

### Sales Territories

Is Your Business a Local Supplier? ☒ Yes ☐ No

Is Your Business a National Supplier? ☒ Yes ☐ No

U.S. Service Area 3 States And Territories Selected [Edit](#)

International Service Area - [Edit](#)

### Products and Services

Please select NAICSs that best fit your services. It is to the supplier's benefit to complete this field as we may utilize this as a data point for future sourcing opportunities.

NAICS Codes <sup>\*</sup>

**Primary NAICS Code Selected** [Edit](#)

541990 - All Other Professional, Scientific, and Technical Services [Remove](#)

**1 Secondary NAICS Codes Selected** [Edit](#)

541618 - Other Management Consulting Services [Remove](#)

Commodity Codes [Edit](#)

101310 (Services - Engineering & Science - Aerospace Engineer) [Remove](#)

101312 (Services - Engineering & Science - Atmospheric Scientist) [Remove](#)

101313 (Services - Engineering & Science - Chemical Engineer) [Remove](#)

Keywords

700 characters remaining

### Additional Questions

Please add any Quality System Certifications currently held by your organization <sup>\*</sup>

AS9100 [Edit](#)

Please select any U.S. Government customers applicable for past performance <sup>\*</sup>

Department of Defense [Edit](#)

Please select any DOD Customers applicable for past performance

- [Edit](#)

Please select any DOT Customers applicable for past performance <sup>\*</sup>

None [Edit](#)

Please list any other U.S. Government customers applicable for past performance

Please list any U.S. Commercial customers applicable for past performance

<sup>\*</sup> Required to Complete Registration

[Previous](#) [Next](#) [Save Changes](#) [Need Help?](#)

- 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.

**Commodity Codes**

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

computer

Search

**0 Selected Codes**

Showing 1 - 20 of 233 Results

Results Per Page 20 Sort by: Best Match Page 1 of 12

Commodity Code	Description
101010	Services - Airborne Services - Aircraft Leases
101011	Services - Airborne Services - Airborne Operations
101012	Services - Airborne Services - Aircraft Cleaning
101013	Services - Airborne Services - Aircraft Maintenance
101014	Services - Airborne Services - Aircraft Support
101015	Services - Airborne Services - Aircraft Teaming
101016	Services - Airborne Services - Other Airborne Services
101110	Services - Call Center / Help Desk - Tier 1 - Call Agents
101111	Services - Call Center / Help Desk - Tier 2 - Business Application SMEs
101112	Services - Call Center / Help Desk - Tier 3 - Application Development SMEs
101113	Services - Call Center / Help Desk - Other Call Center / Help Desk
101210	Services - Computer & Technical - Algorithm Optimization
101211	Services - Computer & Technical - Application Testing
101212	Services - Computer & Technical - Cloud Services
101213	Services - Computer & Technical - Data Management
101214	Services - Computer & Technical - Database Administrator
101215	Services - Computer & Technical - Database Support

Done Close

- 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.

**Leidos Supplier**

Registration In Progress for:  
Leidos  
**2 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

**Addresses** ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

**Addresses**

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

A Remittance and Physical (listed as "other") address type will be required to submit. Remittance addresses must be provided as it will appear on the invoice.

**Required Information**  
The following address types are required to complete registration:

- Physical
- Remittance

No addresses have been entered

Add Address

Hide Inactive Addresses

< Previous   Next >

- i. Click 'Add Address' button

**Add Address**

**Basic Information** (Step 1 of 3)

What would you like to label this address? \*

Headquarters

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) \*

☒ Receives Payment (remittance)

☒ Other (physical)

\* Required to Complete Registration

Next >

- 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

Postal Code

92110-000

9 digit zip code required

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 type(s) to apply

☒ Other (physical)
☐ 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

9

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

**Leidos Supplier**

Registration **In Progress** for:  
Leidos

**3 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

**Contacts** ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

**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.

A Sales, Remittance, and Physical (listed as "other") contact type will be required to submit. A remittance point of contact should be listed for each remittance address.

Required Information

The following contacts are required to complete registration:

- Sales

Contact Label	Contact Types	Name	Email	
John	Remittance (Primary) Other (Primary)	Smith, John	mary.c.tran@leidos.com	<div>Edit</div>
<div>Add Contact</div> <div>Catalog</div> <div>Remittance</div> <div>Sales</div> <div>Technical</div> <div>Other</div>				

Show Inactive Contacts

< Previous

Next >

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

Contact Label	Contact Types	Name	Email	
John	Remittance (Primary) Other (Primary)	Smith, John	mary.c.tran@leidos.com	<div>Edit</div>
Sales Executive	Sales	Johnson, Jane	mary.c.tran@leidos.com	<div>Edit</div>
<div>Add Contact</div>				

Show Inactive Contacts

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.

Leidos Supplier	Diversity
Registration <b>In Progress</b> for: Leidos <b>7 of 9</b> Steps Complete	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. Learn more about <a href="#">Leidos' Small Business Development Program here</a> .
Welcome	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.
Company Overview	<a href="#">Diversity Section Instructions</a> All suppliers shall incorporate your diversity/socio-economic classification status by following the instructions below.
Business Details	1. Select "Yes"
Addresses	2. Click "Add Diversity Classification" dropdown button
Contacts	3. Select applicable diversity/socio-economic classification status <ul style="list-style-type: none"><li>Small Business Entity (SBE), Large Business, Foreign Vendor, Alaskan Native Corporation, or AbilityOne</li></ul>
<b>Diversity</b>	4. For Small Business Entities (SBE) selection, please complete additional fields: <ul style="list-style-type: none"><li>Confirm you are listed within SAM.gov by selecting "Yes"</li><li>Enter applicable five-character CAGE Code number</li><li>Select applicable Small Business socio-economic classification as certified in SAM.gov</li></ul>
Insurance	<a href="#">Non-US Based Entities</a> Please follow the instructions shown above. Select "Foreign Vendor" as your socio-economic status for step 3.
Payment Information	<b>Any supplier registration with "Decline to Answer" will be rejected.</b>
Tax Information	
Independent Contractor	

- Click 'Add Diversity Classification' dropdown button
- Select applicable diversity/socio-economic classification status
  - Small Business Entity (SBE), Large Business, Foreign Vendor, Alaskan Native Corporation, or AbilityOne
  - For Small Business Entities (SBE) selection, please complete additional fields:
    - Confirm you are listed within SAM.gov by selecting 'Yes'
    - Enter applicable five-character CAGE Code number
    - Select applicable Small Business socio-economic classification as certified in SAM.gov
- 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.

**Leidos Supplier**

Registration **In Progress** for:  
Leidos

**7 of 9** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

**Insurance** ✓

Payment Information ✓

Tax Information ✓

Independent Contractor ✓

Certify & Submit

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

**Insurance**

The insurance requirements set forth in Leidos' standard terms and conditions are provided below for Supplier 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.

**Commercial General Liability**  
Bodily injury per occurrence \$1,000,000  
Property damage per occurrence \$1,000,000  
Aggregate \$2,000,000

**Employer's Liability**  
Bodily Injury \$1,000,000 per accident

**Business Auto Liability (combined single limit)**  
Bodily injury and \$1,000,000 per occurrence  
property damage liability

**Professional Liability/E&O**  
Not less than \$5,000,000 per claim

**Workers Compensation**

- Statutory Obligations

**All Risk Property**

**Other certificate requirements:**

- Leidos to be named Additional Insured for Commercial General liability and Business Automotive Liability
- Waiver of Subrogation shall be granted to Leidos for Worker's Compensation
- Policy shall contain a 30 day cancellation notification to Leidos

No Insurance has been entered.

< Previous

Next >

Save Changes

- 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.

**Insurance** ✓

Payment Information ✓

Tax Information ✓

Independent Contractor ✓

Certify & Submit

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

property damage liability

**Professional Liability/E&O**  
Not less than \$5,000,000 per claim

General liability and business automotive liability

- Waiver of Subrogation shall be granted to Leidos for Worker's Compensation
- Policy shall contain a 30 day cancellation notification to Leidos

No Insurance has been entered.

**Additional Questions**

Please upload your insurance certificate if applicable

Select file

Upload additional documents if applicable

Select file

< Previous

Next >

Save Changes

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.

**Leidos Supplier**

Registration In Progress for: Leidos  
8 of 9 Steps Complete

Welcome  
Company Overview  
Business Details  
Addresses  
Contacts  
Diversity  
Insurance  
**Payment Information**  
Tax Information  
Independent Contractor  
Certify & Submit

Registration FAQ | View History

**Payment Information**

Information on this page is 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.

**ACH payment terms:**

- Leidos deems ACH payments timely if they are received no later than four (4) business days from the Due Date.
- 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.
- For questions concerning ACH setup, contact the Vendor Master Help Desk at [APVendorMaster@leidos.com](mailto:APVendorMaster@leidos.com).

**Wire transfer requirements:**

- 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.
- 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.

Additionally, please navigate to the question mark to the top right hand corner if you have any questions related to field definitions (e.g., Payment Title = this field is for the name describing the account type/location)

Title	Payment Type	Currency	Active	
Direct Deposit	Direct Deposit (ACH)	USD	Yes	<a href="#">Edit</a>
Wire Transfer	Wire Transfer	USD	Yes	<a href="#">Edit</a>
Check	Check	USD	No	<a href="#">Edit</a>

[Add Payment Information](#)

**Additional Questions**

If you have indicated Wire Transfer as a payment method and need to include special instructions for intermediary banks, please attach that documentation here.

[Select file](#)

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

Please note the following:

- a. ACH Payment Terms:
- Leidos deems ACH payments timely if they are received no later than four (4) business days from the Due Date.
  - 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.
  - For questions concerning ACH setup, contact the Vendor Master Help Desk at [APVendorMaster@leidos.com](mailto: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.

**Leidos Supplier**  
Registration In Progress for:  
Leidos  
8 of 9 Steps Complete  
Welcome  
Company Overview ✓  
Business Details ✓  
Addresses ✓  
Contacts ✓  
Diversity ✓  
Insurance ✓  
Payment Information ✓  
**Tax Information** ✓  
Independent Contractor ✓  
Certify & Submit  
[Registration FAQ](#) | [View History](#)

### 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. (Note: documents larger than 5000 kb will need to be compressed to be successfully loaded.)

**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.

**Non-US Based Entities**  
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](#). If your entity is from a non-US Tax Treaty country, please contact your Procurement Representative to assist you with this process. If a W-9 is still required, please also make sure your Legal Structure, contained in the Business Details Section, is reflected as "Non-US Based" to allow the appropriate Form Series W-8 tax documents to be loaded.

**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
- Part XXX The beneficial owner's signature, date and certification

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	
Supplier 2017 Tax Document	W-9	2017	<a href="#">View Document</a>	<a href="#">Edit</a>

[Add Tax Document](#)

### Additional Questions

Comments

500 characters remaining

Other

Select file

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

### Helpful tips:

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

Leidos Supplier	Independent Contractor
<b>Registration In Progress for:</b> Leidos <b>8 of 9 Steps Complete</b>	<p>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.</p>
Welcome	<p>Do you agree that Leidos will not exercise control or supervision of you, except as to the result of the work only? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Company Overview ✓	<p>Do you agree that you may not be terminated at will by a Leidos employee, but rather any termination is governed strictly by the terms and conditions of the anticipated contract? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Business Details ✓	<p>Do you confirm your classification as an Independent Contractor per IRS guidelines? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Addresses ✓	<p>Do you make your professional services available to the general public on a regular basis? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Contacts ✓	<p>Will you be able to perform required services without training by Leidos (other than an initial briefing)? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Diversity ✓	<p>Will you be in full control of the manner in which the anticipated work with Leidos will be performed? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Insurance ✓	<p>Will you be retained for a capacity other than what you may have held as a former Leidos employee? *</p> <p><input type="text"/></p>
Payment Information ✓	<p>Will you determine how much work or effort needs to be performed? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Tax Information ✓	<p>Will you determine how the work will be performed (or how the result is to be accomplished)? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<b>Independent Contractor</b> ✓	
Certify & Submit	
<a href="#">Registration FAQ</a>   <a href="#">View History</a>	

★ Required to Complete Registration

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

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.

Leidos Supplier		Certify & Submit	
<b>Registration In Progress for:</b> Leidos <b>9 of 9</b> Steps Complete		<p>Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.</p> <p>Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.</p>	
Welcome			
Company Overview	✓	Preparer's Name *	<input type="text" value="Mary Tran"/>
Business Details	✓	Preparer's Title *	<input type="text" value="SCA"/>
Addresses	✓	Preparer's Email Address *	<input type="text" value="mctsupplier1@gmail.com"/>
Contacts	✓	Today's Date	2/12/2019
Diversity	✓	Certification *	<input type="checkbox"/> I certify that all information provided is true and accurate.
Insurance	✓		
Payment Information	✓		
Tax Information	✓		
Independent Contractor	✓		
<b>Certify &amp; Submit</b>			
<a href="#">Registration FAQ</a>   <a href="#">View History</a>		★ Required to Complete Registration <input type="button" value="Submit"/>	

# Managing Your Account

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

**leidos**

Registration > Manage Registration Profile > Insurance

**Leidos-On Boarding**

Registration In Progress for: Leidos

7 of 8 Steps Complete

**Site Administration**

- Manage Users
- Send New User Request
- View Pending User Registrations

**Insurance**

The insurance requirements set forth in Leidos' standard terms and conditions are provided below for Supplier 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 and will be dictated by the negotiated terms of the subcontract.

Requirement	Details
<b>Business Auto Liability (combined single limit)</b>	Bodily injury and property damage liability: \$1,000,000 per occurrence
<b>Professional Liability/E&amp;O</b>	Not less than \$1,000,000 per claim

**Workers Compensation**

- Statutory Obligations

**All Risk Property**

**Other certificate requirements:**

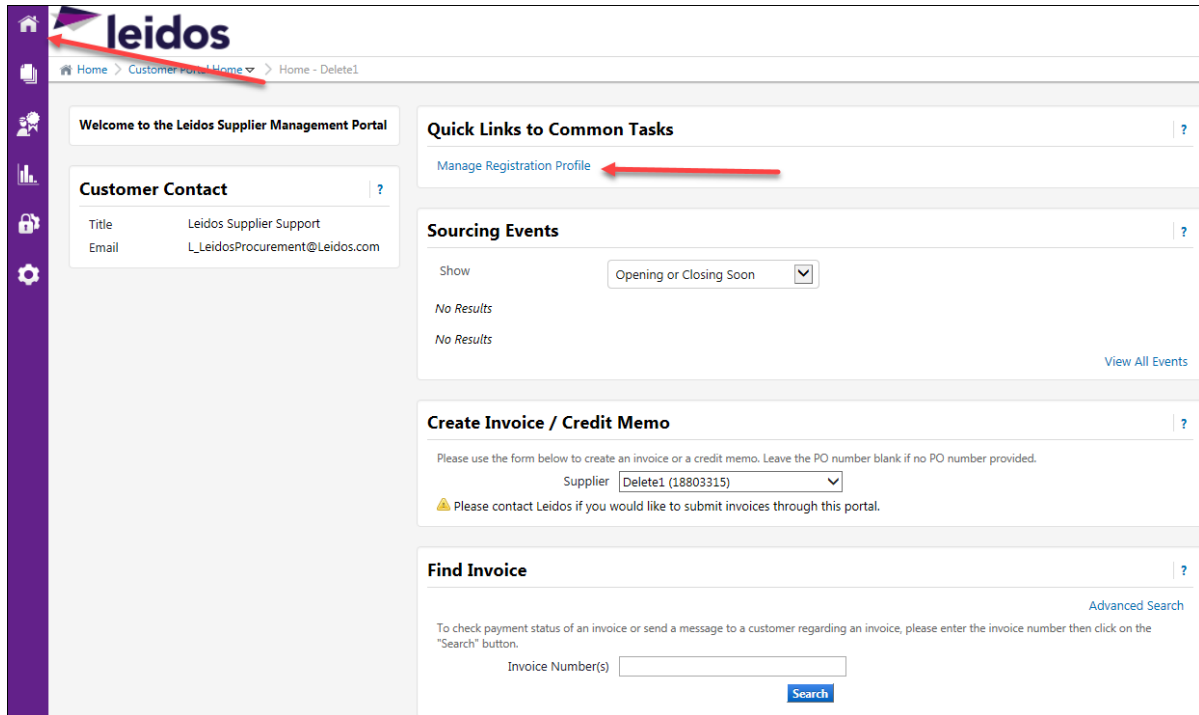
- Leidos to be named Additional Insured for Commercial General liability and Business Automotive Liability
- Waiver of Subrogation shall be granted to Leidos for Worker's Compensation
- Policy shall contain a 30 day cancellation notification to Leidos

**Additional Questions**

Please upload your insurance certificate if applicable

No file selected

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



## Technical Support

If you need technical support, please contact 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.**