

## GUIDE FOR SUPPLIERS

Learn to use the HHMI Supplier Portal, powered by apexportal, an application that validates supplier identity, enables supplier self-registration and maintenance, and provides increased efficiency and security in supplier management.

- As a new supplier, you must first receive an invitation to log into the portal and submit your registration.
- As an existing supplier, you must first receive an onboarding email to log into the portal to review, update, and submit your supplier registration profile.

## CONTENTS

<b>Supplier Registration .....</b>	<b>1</b>	<i>Document Upload .....</i>	<i>14</i>
<i>First-Time Supplier Login.....</i>	<i>2</i>	<i>Review and Submit .....</i>	<i>16</i>
<i>Country of Residence .....</i>	<i>4</i>	<b>Accessing HHMI Supplier Portal .....</b>	<b>16</b>
<i>Privacy Notice .....</i>	<i>4</i>	<i>Forgot your Password .....</i>	<i>17</i>
<i>Supplier Agreement.....</i>	<i>4</i>	<i>First Time User / Forgot Username.....</i>	<i>17</i>
<i>Registration Checklist.....</i>	<i>5</i>	<b>Supplier Home Page .....</b>	<b>17</b>
<i>Business Information .....</i>	<i>5</i>	<i>Update Profile .....</i>	<i>18</i>
<i>Business Address.....</i>	<i>8</i>	<i>My Communication .....</i>	<i>18</i>
<i>Business Size.....</i>	<i>9</i>	<i>Update Contact.....</i>	<i>18</i>
<i>Country Specific Tax Information .....</i>	<i>9</i>	<b>Email Notifications.....</b>	<b>18</b>
<i>Company Information .....</i>	<i>11</i>	<b>Need Assistance? .....</b>	<b>19</b>
<i>Account Information (Banking).....</i>	<i>12</i>		

## SUPPLIER REGISTRATION

This section details the steps required to complete the supplier registration process as a new or existing supplier.

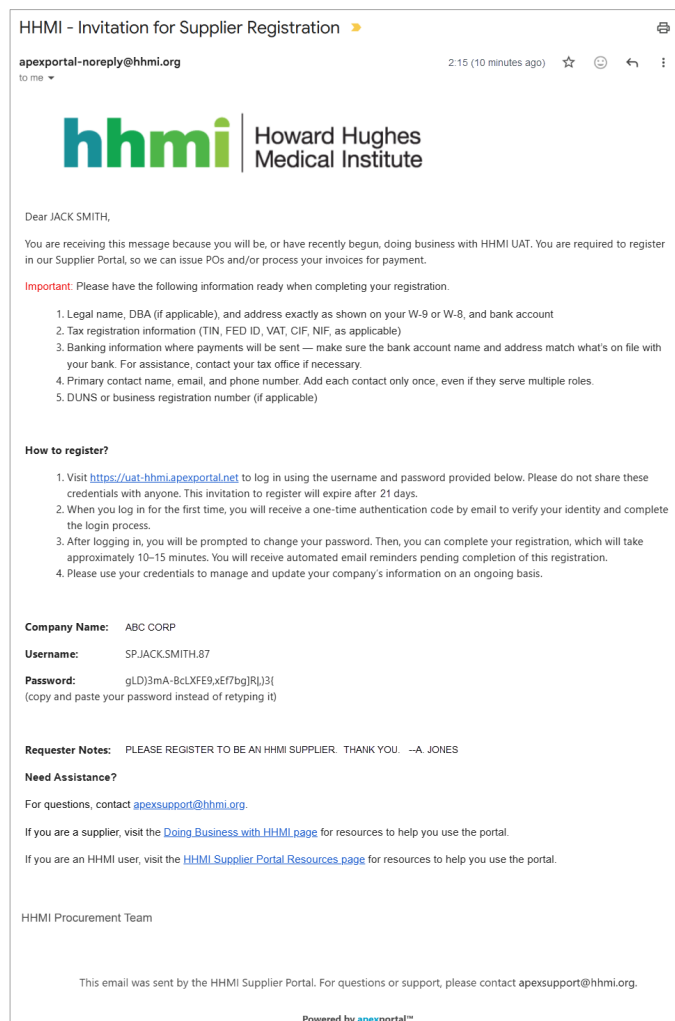
**Important:** When the supplier completes their registration, they are advised to provide the following information to ensure successful validation and registration in the HHMI Supplier Portal. If any of the information is not met, they may receive an email requesting more information.

1. Legal name, DBA (if applicable), and address exactly as shown on your W-9 or W-8, and bank account. All spelling, abbreviations, and punctuations should be consistent.
2. Tax registration information (TIN, FED ID, VAT, CIF, NIF, as applicable)
3. Banking information where payments will be sent — make sure the bank account name and address match what's on file with your bank. For assistance, contact your tax office if necessary.
4. Primary contact name, email, and phone number. Add each contact only once, even if they serve multiple roles.
5. DUNS or business registration number (if applicable)

## FIRST-TIME SUPPLIER LOGIN

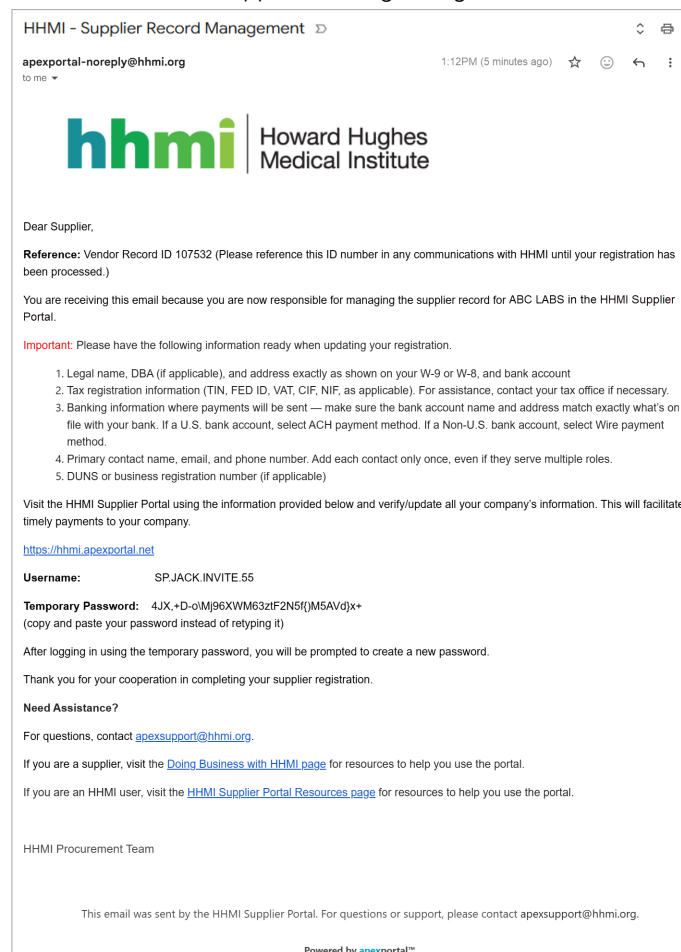
1. Receive an email from [apexportal-noreply@hhmi.org](mailto:apexportal-noreply@hhmi.org) and follow the detailed instructions to log into your account. Your username and temporary password are provided. Copy and paste the temporary password exactly and make sure not to include a space before or after the password.

As a new supplier, you will receive the **Invitation for Supplier Registration** email.



Once in the portal, you will **enter** all required supplier registration information.

As an existing supplier, you will receive the **Supplier Record Management** email once you have agreed to be converted to a supplier-managed registration.



Once in the portal, you will **review and update as needed**, all details of your existing supplier registration profile.

If you are an existing supplier and are interested in managing your supplier profile in the portal, contact [apexsupport@hhmi.org](mailto:apexsupport@hhmi.org).

## Foreign Supplier Language Support

Foreign suppliers can access the HHMI Supplier Portal in their preferred language. To do this, open your internet browser settings, locate the translation tool, and select your desired language for portal navigation.

2. Enter passkey (optional)

**We recommend setting up a passkey** ⓘ

Passkeys are a substitute for passwords that provide faster, easier, and more secure sign-ins. Unlike passwords, passkeys are always strong and phishing-resistant and stored in user's device. These include smart phones, USB Keys, Face ID and Windows Hello.

**Enter Passkey Device Name**

Device Name  **Register Device**

Device Name	Created Date
<input type="text"/>	<input type="text"/>

**Submit** **Skip**

3. Configure security questions.

**Step: 1**

**Please configure the Security Questions**

You can change the question from the dropdown

What was your childhood nickname?  \*

What school did you attend for sixth grade?  \*

What is your pets name?  \*

**Submit**

4. Change password

**Strong Password requirements**

Must be between 14 and 50 character(s) long with 'no spaces'

Must contain at least 1 numeric character(s)

Must contain at least 1 upper case character(s)

Must contain at least 1 lower case character(s)

Must not be the same as the 'Username'

Must contain at least 1 of the following special character(s) (no other special characters are allowed):  
- + ( ) \* , : [ { } \ |

Current Password:  \*

New Password:  \*

Re-enter Password:  \*

**Change Password** **Cancel**

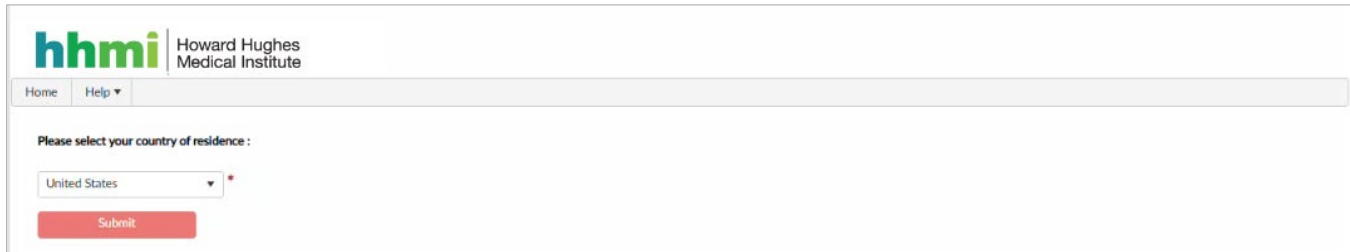
Password must:

- Be 14-50 characters in length with no spaces
- Contain at least
  - ☐ 1 numeric character
  - ☐ 1 upper case character
  - ☐ 1 lower case character
  - ☐ 1 of the following special characters:  
- + ( ) \* , : [ { } \ |  
(no other special characters are allowed)
- Not be the same as the 'Username'
- Not be the same last 10 passwords

Password expires in 60 days.

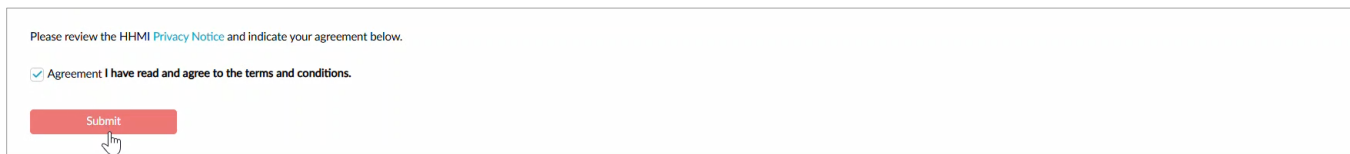
For assistance, reference: [Forgot Password](#), [First time user / Forgot Username](#), or reach out to your HHMI Contact to resend your credentials or contact [apexsupport@hhmi.org](mailto:apexsupport@hhmi.org).

## COUNTRY OF RESIDENCE



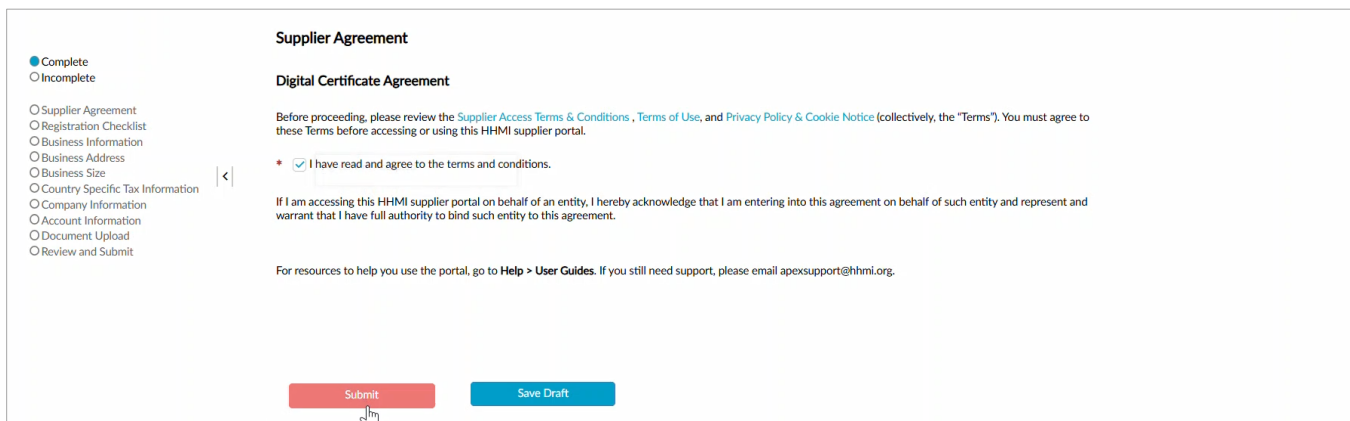
Select Supplier's **country of residence**. Default value is United States.

## PRIVACY NOTICE



Click on **Privacy Notice** and review terms. Navigate back to the portal and click on **Agreement** checkbox and **Submit**.

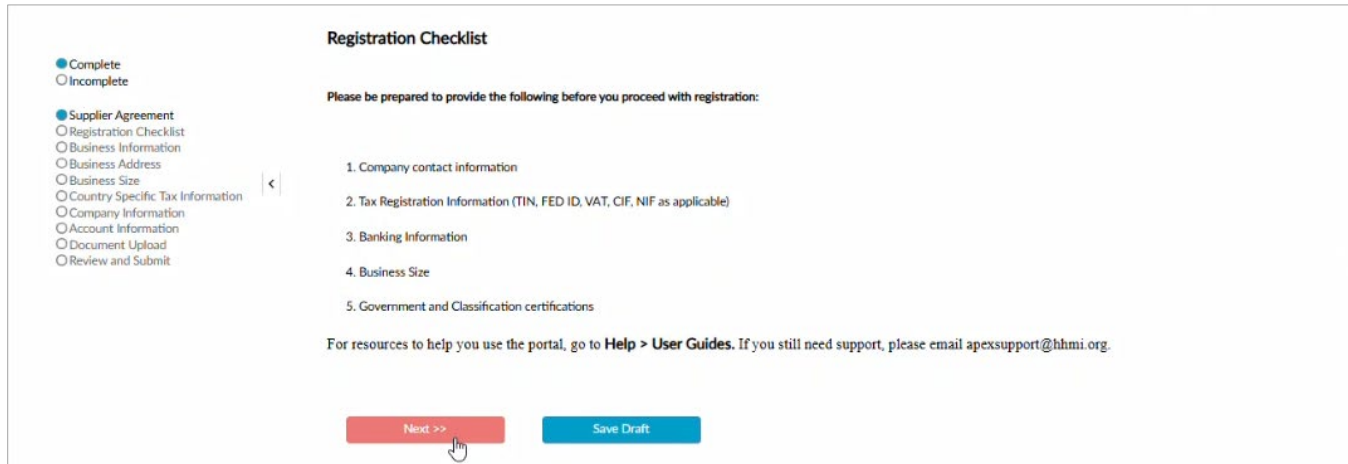
## SUPPLIER AGREEMENT



All of the information gathered during this process will be used to create the Supplier's applicable tax documents.

1. Click on each HHMI terms and policy link and review content.
2. Click on **Agreement** checkbox and click **Submit**.

## REGISTRATION CHECKLIST



**Registration Checklist**

● Complete  
○ Incomplete

● Supplier Agreement  
○ Registration Checklist  
○ Business Information  
○ Business Address  
○ Business Size  
○ Country Specific Tax Information  
○ Company Information  
○ Account Information  
○ Document Upload  
○ Review and Submit

Please be prepared to provide the following before you proceed with registration:

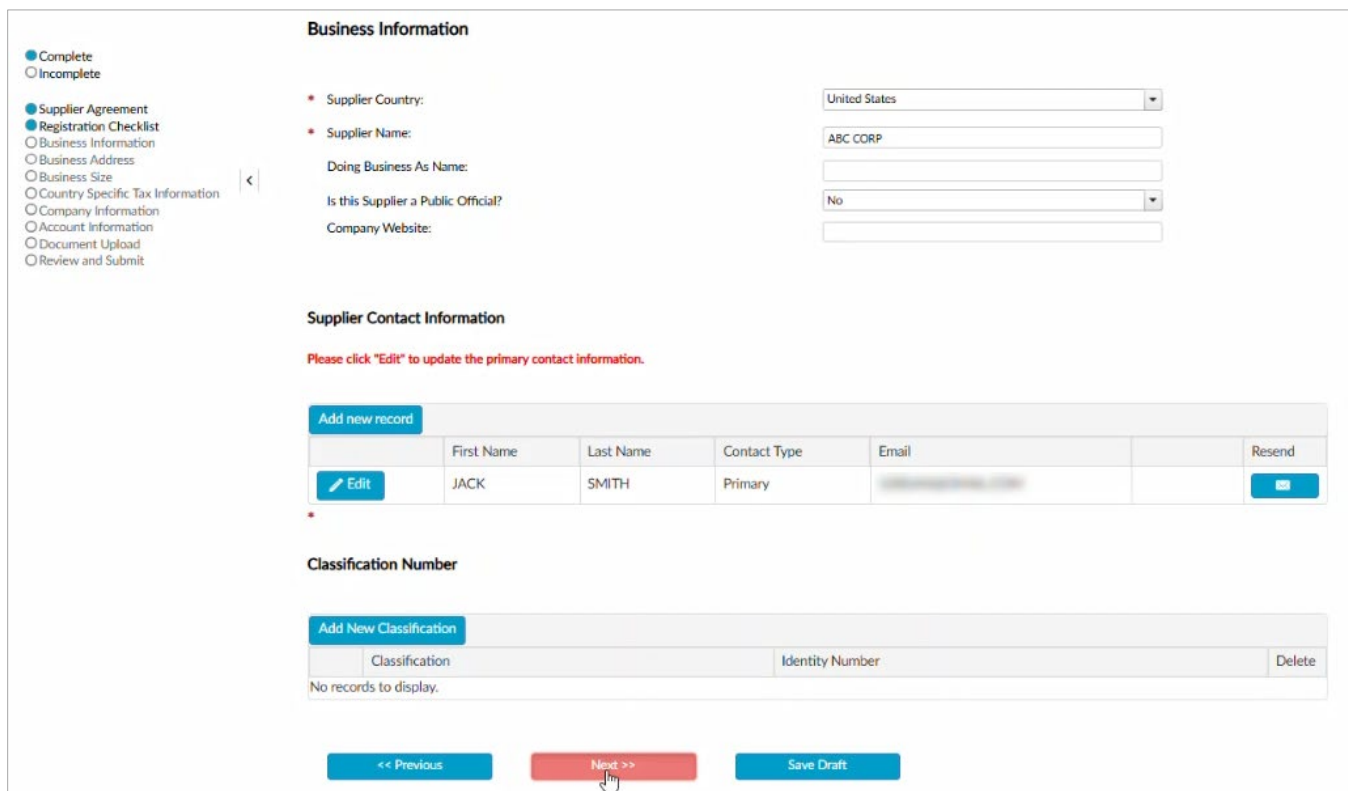
1. Company contact information
2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable)
3. Banking Information
4. Business Size
5. Government and Classification certifications

For resources to help you use the portal, go to **Help > User Guides**. If you still need support, please email [apexsupport@hhmi.org](mailto:apexsupport@hhmi.org).

**Next >>** **Save Draft**

1. Be prepared with the required information listed on the **Registration Checklist**.  
Note: A checklist (on the left) is provided to show the steps completed (blue dot), and those still requiring information to finalize the process (white dot).
2. Once you've gathered all the required documents, click **Next** on the **Registration Checklist** to access the **Business Information** screen.

## BUSINESS INFORMATION



**Business Information**

● Complete  
○ Incomplete

● Supplier Agreement  
● Registration Checklist  
○ Business Information  
○ Business Address  
○ Business Size  
○ Country Specific Tax Information  
○ Company Information  
○ Account Information  
○ Document Upload  
○ Review and Submit

\* Supplier Country: United States

\* Supplier Name: ABC CORP

Doing Business As Name:

Is this Supplier a Public Official? No

Company Website:

**Supplier Contact Information**

Please click "Edit" to update the primary contact information.

**Add new record**

	First Name	Last Name	Contact Type	Email		Resend
<b>Edit</b>	JACK	SMITH	Primary			<b>Resend</b>

**Classification Number**

**Add New Classification**

Classification	Identity Number	Delete
No records to display.		

**<< Previous** **Next >>** **Save Draft**

Enter (or review and update if needed) all information from the top to the bottom of the screen. The **Supplier Country**, **Supplier Name**, and **Contact Information** are pre-populated based on the information provided by your HHMI Contact. Note the **Supplier Country** selection will customize the remaining information requested. Fields marked with an \* are required.

If, at any point during the entry of the information, you need to complete the registration at a later date, click **Save Draft**. This will save a copy that can be accessed at the next login.


Field	Description
Supplier Country	Select the country where the supplier is located
Supplier Name	Name as it appears on W-9/W-8 or Invoice
Doing Business As Name	Enter alias company name
Is this Supplier a Public Official?	Is this supplier a federal, state, or local public government official (as determined under IRC Section 4946(c)), or the family member of a public government official (as determined under IRC Section 4946(d))?  Please note: A public official is defined under <a href="#">IRC Section 4946(c)</a> and refers to specific individuals serving in governmental roles. A governmental entity (i.e. any part of a city, state, local municipality) cannot be a "public official" for the purposes of this question.
Company Website	Enter a valid website URL (i.e. http://companyname.com)

## Supplier Contact Information

### Supplier Contact Information

Please click "Edit" to update the primary contact information.

Add new record

	First Name	Last Name	Contact Type	Email
	JACK	SMITH	Primary	

### Contact Information

Add each contact only once, even if they serve multiple roles (e.g., sales, accounts receivable, etc.).

\* Contact Type: Primary

Roles: Supplier Admin

\* First Name: JACK

\* Last Name: SMITH



\* Email ID:

\* Confirm Email ID:

Preferred Language: English

Country: United States

Add new record

	Type	Country Code	Number	Extension	Delete
	Primary	United States			

Ok Discard

### Contact Information

Add each contact only once, even if they serve multiple roles (e.g., sales, accounts receivable, etc.).

\* Contact Type: Select a value...

Roles: Select a value...

\* First Name:

\* Last Name:



\* Email ID:

\* Confirm Email ID:

Preferred Language: English

Country: United States

Add new record

	Type	Country Code	Number	Extension	Delete
	Primary				

Ok Discard

Enter (or review and update if needed) supplier contact information.

- **Contact Information:** This is pre-populated based on information provided by your HHMI Contact. **First name, last name, email address**, and a contact **phone number** are required. Initial contact entered is the primary contact.
  - Clicking on the **Edit** button will open the **Contact Information** window where changes can be made to the existing information.
  - Clicking on the **Add new record** button will open the **Contact Information** window where information can be entered for the new contact.
    - Add each contact only once, even if they serve multiple roles (e.g., sales, accounts receivable, etc.).
- Each contact listed should have a unique contact name and email address. Duplicate contacts listed will create an error in the registration process.
- Select Role = **Supplier Admin** for contact to be able to maintain and update all supplier profile information.

Note other roles applicable for HHMI:

- **Supplier Registration** to view and edit all of the pages in the registration.
- **Supplier View Registration** allows read-only access to the supplier profile – for secondary users

## Classification Number

As optional, enter (or review and update if needed) the supplier's **Classification Number**.

1. Click on the **Add New Classification** button
2. Select **Classification Agency**.  
Note additional fields will display based on your selection.
3. Enter information and click **Ok**.

Once all **Business Information** has been entered (or reviewed and updated), click **Next** to move to **Business Address**.



## BUSINESS ADDRESS

**Business Address**

● Complete  
○ Incomplete

● Supplier Agreement  
● Registration Checklist  
● **Business Information**  
○ Business Address  
○ Business Size  
○ Country Specific Tax Information  
○ Company Information  
○ Account Information  
○ Document Upload  
○ Review and Submit

In order to add/edit your Registered Address, please click the **Edit** button associated with the Registered address. If you have any other remittance address(es) or payee name(s), then click **Add New Record** to enter the information. **Please review and ensure addresses are active and valid.**

If you are adding multiple addresses, please ensure the correct remittance addresses are associated with the all the bank accounts in the **Account Information** section.

**Add new record**

Address Type	Address	City	State	Country	Delete
<b>Edit</b> BUSINESS				USA	

<< Previous   Next >>   Save Draft

- On the **Business Address** screen, click **Edit** next to the **Address Type**. Business address is required to proceed and there can only be one Business Address, which cannot be deleted, but can be updated.

Additional addresses can be added if needed.

If needed, the address **Country** can be changed only in [Business Information](#).

- Enter (or review and update if needed) address information and click **Ok**.
  - Address Type** is defaulted to **BUSINESS** address.
  - Fill out all fields as needed.  
Note: If the Supplier has a PO Box, enter PO Box and the number in **Address 1** field.

**Address Information**

\* Address Type: BUSINESS

\* Address Purpose: REMIT

\* Country: United States

\* Address 1: 100 Broadway

Address 2:

District/Country:

\* Postal Code: 10005

City/Town:

\* State/Province: New York

Phone Number: ( ) - -

Ok Discard

- An address validation to the postal service will occur. The portal will autocorrect city, state, and zip code if two of the three are correct. Select the suggested address if correct and click **Ok**.

**Choose an Address**

apexanalytix suggested address

☒ 100 BROADWAY, NEW YORK, NY, USA - 10005-1983

User entered address

☐ 100 BROADWAY, NY, USA - 10005

Ok

- The **Address Information** screen reappears, and the updated address displays. Click **Ok**.
- If you need to add another address, click **Add new record** button.
- Once all addresses have been added (or reviewed and updated), click **Next** to move to **Business Size**.



## BUSINESS SIZE

Complete

Incomplete

Supplier Agreement

Registration Checklist

Business Information

Business Address

Business Size

Country Specific Tax Information

Company Information

Account Information

Document Upload

Review and Submit

### Business Size

Please select your business size.

It is your responsibility to determine the correct business size.

- Small** = No more than 1,500 employees and a maximum of \$38.5 million average annual revenue.
- Medium** = 1,500–2,000 employees with average annual revenue – nonprofit – between \$38.5 million and \$1 billion.
- Large** = Exceeds a medium-sized business in number of employees and revenue.

If you are classifying as a small business, you must adhere to the guidelines set forth by the Small Business Administration. For details on whether you qualify, please visit [Small Business Administration \(SBA\)](#).

Business Size

Select a value...

<< Previous

Next >>

Save Draft

As optional, select the Supplier's appropriate **Business Size** and click **Next**.

## COUNTRY SPECIFIC TAX INFORMATION

Complete

Incomplete

Supplier Agreement

Registration Checklist

Business Information

Business Address

Business Size

Country Specific Tax Information

Company Information

Account Information

Document Upload

Review and Submit

### Country Specific Tax Information

\* Tax Reporting Country:

United States

\* Business Entity Type:

Select a value...

\* Tax Document Type:

W9 Form

\* Is a 1099 Supplier?

Select a value...

HHMI collects tax classification information to determine whether your payments may be reportable on IRS Form 1099.

You may be reportable and may need to select YES, if:

- You are a **sole proprietor, partnership, or LLC** taxed as such.
- You provide **services** (not just goods or products).
- You are a **U.S.-based individual or business**.
- You are **not** incorporated (unless you are a law firm or medical provider).

You may NOT be reportable and may need to select NO, if:

- You are a **C-Corporation**, an **LLC** taxed as a corporation, or **S-Corporation** (except law firms or medical providers).
- You are a **foreign entity** (outside the U.S.).
- You only sell **products or goods**, not services.
- You are a tax-exempt organization or a **governmental entity**.

Add New Tax Information

If Your Tax Identification Failed Validation

	Country	Tax Type	Tax Id Number	Validation	
<div>Edit</div>	United States	EMPLOYER IDENTIFICATION NUMBER			<div>Delete</div>

### Additional Tax Information

#### W-9 Exemptions Information

Exempt payee code (if any):

Select a value...

List account number(s) here (optional):

Others (See Instructions on W9 Form):

<< Previous

Next >>

Save Draft

1. Select (or review and update if needed) the following:

a. **Tax Reporting Country**. Default value is United States.

Note when country is not U.S., other tax information required will display.

b. **Business Entity Type** →

Note if value = **Others**, also enter any additional information under **Additional Tax Information** section, field: **Others (See Instructions on W9 Form)**. This information should match supplier's W9 form.

c. **Tax Document Type** – auto populates based on **Tax Reporting Country**.

d. **Is a 1099 Supplier?** Yes or No

2. Click **Edit** to enter tax information and click **Ok**. The portal will validate tax information entered.

If tax information needs to be updated, click on the **Delete** button on the previous table view and click on the **Add New Tax Information** button to enter new tax information.

3. If additional tax information is needed, click **Add New Tax Information** button. A new window will display. Select the appropriate Tax Type and enter tax information. Then, click **Ok**.

4. Under **Additional Tax Information**, enter additional information as needed.

5. Once all tax information has been entered (or reviewed and updated), click **Next** and the portal will validate tax information.

Note, if tax information is invalid, the portal will provide guidance on next steps.

For example, if TIN is invalid, a message will display.

If Your Tax Identification Failed Validation

Add New Tax Information

	Country	Tax Type	Tax Id Number	Validation	
	United States	EMPLOYER IDENTIFICATION NUMBER	123456789	TIN Number *****6789 is invalid - TAX NUMBER INVALID	

TIN Number \*\*\*\*\*6789 is invalid, TINtax types with valid numbers are required for country USA. You may continue by clicking Next however an IRS Form 147C (Letter for TIN Validation) must be uploaded before registration can be submitted.\*

## COMPANY INFORMATION

● Complete

○ Incomplete

● Supplier Agreement

● Registration Checklist

● Business Information

● Business Address

● Business Size

● Country Specific Tax Information

○ Company Information

○ Account Information

○ Document Upload

○ Review and Submit

### Company Information

Payment Terms	Payment Method
Net 30 Day	ACH

Edit

1

Page size: 10

1 items in 1 pages

<< Previous

Next >>

Save Draft

1. Default **Payment Terms** is **Net 30 Day** and **Payment Method** is **ACH**.

Update Payment Method if needed. Click **Edit**, select **Payment Method** and click **Ok**.

Company Information

\* Company Code:

Howard Hughes Medical Institute

\* Payment Terms:

Net 30 Day

\* Payment Method:

ACH

ACH

Check

HHMI Internal Use Only - EFT CTX

HHMI Internal Use Only - Manual Payment

Wire

Ok

Payment Method	Description
ACH	An electronic transfer of funds (EFT) from one bank or credit union to another passing through the Automated Clearing House (ACH) network.
Check	Physical check sent by mail to the Supplier.
Wire	An electronic transfer of funds (EFT) that is a direct transfer of funds from one institution to another. Typically for high-value or urgent payments, such as real estate transactions, international business payments, or emergency funds.

Do not select *HHMI Internal Use Only* options (*EFT CTX* and *Manual Payment*).

For any questions on payment terms or payment method, email [apexsupport@hhmi.org](mailto:apexsupport@hhmi.org).

2. When done, click **Next** to move to (Banking) **Account Information**.

## ACCOUNT INFORMATION (BANKING)

☒ Complete
 ☐ Incomplete

☒ Supplier Agreement
 ☒ Registration Checklist
 ☒ Business Information
 ☒ Business Address
 ☒ Business Size
 ☒ Country Specific Tax Information
 ☒ Company Information
 ☐ Account Information
 ☐ Document Upload
 ☐ Review and Submit

### Account Information

By submitting this registration, the Supplier submitting this registration: (i) authorizes HHMI and the financial institution indicated below to deposit all payments due automatically to the account listed below, in accordance with agreed upon payment terms, and agrees that this authority remains in effect until Supplier notifies HHMI in writing (which may be by submission of a new registration form) of change or cancellation, and HHMI has a reasonable opportunity to process the request, (ii) acknowledges that transactions authorized hereunder must comply with U.S. law, and (iii) agrees to be bound by applicable Automated Clearing House or Fedwire rules.

Please use the 'Add Bank Account' button to add bank accounts. At least one bank account is required.

**If you have multiple addresses, please select all applicable remittance addresses to be associated with the bank account from under the Address dropdown values**

Add Bank Account

Bank Name	Country	Currency Type	Account Type	Delete
No records to display.				

\*

<< Previous

Next >>

Save Draft

1. Click on **Add Bank Account**. (or **Edit** to review and update banking information).

You can also click the **Delete** button to delete any existing banking information and then click **Add Bank Account**.

2. Enter (or review and update if needed) the **Banking Information** for electronic (ACH and Wire) payments.

- **Address:** The supplier address tied to the bank account. Each address on file is required to have a bank account assigned. Multiple addresses can be tied to the same account.
- **Bank Country:** The country where the bank is located.  
Note if bank country is not U.S., bank information fields required will change.
- **Payment Currency:** Select the currency for payment.
- **ABA Routing Number:** A nine-digit code at the bottom of negotiable instruments to identify the financial institution on which it was drawn.  
Note: Banking validation will occur for the ABA Routing Number and auto-populate some banking fields. If failure occurs, a message will appear. Please verify number and re-enter.
- **Bank Swift Code:** The code is used to uniquely identify banks and financial institutions globally. These codes are used when transferring money between banks, in particular for international wire transfers.

Banking Information

If you have multiple addresses, please select all applicable remittance addresses to be associated with this bank account from under the Address dropdown values

\* Address: All items checked

\* Bank Country: United States

Payment Currency: US Dollar

ABA Routing Number:

Bank Swift Code:

\* Account Number:

\* Account Holder: ABC CORP

\* Bank Name: JPMORGAN CHASE BANK, N.A.

Bank Street Name: 383 MADISON AVE

Bank City: NEW YORK

Bank County/District:

Bank State/Region: New York

Bank Postal Code: 10179-0001

\* Account Type: Checking


\* Remit Email Address:

Remit Email Address 2:

Remit Email Address 3:


Do you have Intermediary Banking? No

Ok Discard

- **Account Number:** The account number provided by the financial institution. Note, if account number is already entered and it needs to be updated, click the pencil icon . You will be prompted to enter the previous bank account number in order to update it.
- **Account Holder:** The company name on the bank account, or individual permitted to access the bank account.
- **Bank Name:** The name of the financial institution.
- Bank Address – **Bank Name, Street Name, City, County/District, State/Region, Postal Code** where the bank is located.
- **Account Type:** The type of banking account: **Checking** or **Savings**.
- **Remit Email Address:** The email address where all Remit correspondences are submitted. Enter up to 3 Remit email addresses.
- **Do you have Intermediary Banking?** Select Yes, if supplier is using an intermediary financial institution, a bank that acts on behalf of the beneficiary bank. Payments will reach the intermediary bank before being credited to the beneficiary. If no intermediary is used, the supplier can skip this portion.

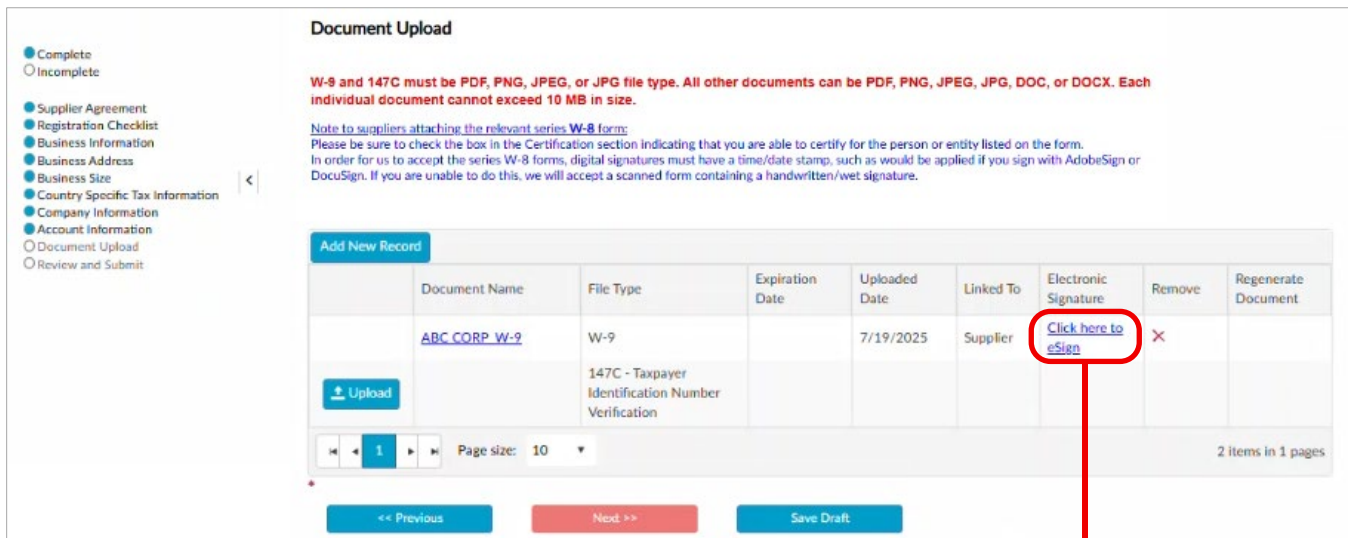
3. Click **Ok** when complete to return to the **Account Information** screen.

4. Click **Next** to move to **Document Upload**. The portal will re-validate banking information.

Note: If you click the  icon on the Banking Information window without entering the banking information, the portal will display a message stating that accounts and banks must be valid. The portal will not allow any additional information to be entered until validation is complete. Once the information is available, click **Edit** to add the required information. The portal will re-validate and allow you to move forward.

## DOCUMENT UPLOAD

The **Document Upload** section is where all required documents will be displayed. Some documents are auto created by the portal and others will need to be uploaded. Make sure all documents are available on your local PC to access and upload to the registration.



**Document Upload**

W-9 and 147C must be PDF, PNG, JPEG, or JPG file type. All other documents can be PDF, PNG, JPEG, JPG, DOC, or DOCX. Each individual document cannot exceed 10 MB in size.

Note to suppliers attaching the relevant series W-8 form: Please be sure to check the box in the Certification section indicating that you are able to certify for the person or entity listed on the form. In order for us to accept the series W-8 forms, digital signatures must have a time/date stamp, such as would be applied if you sign with AdobeSign or DocuSign. If you are unable to do this, we will accept a scanned form containing a handwritten/wet signature.

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove	Regenerate Document
ABC CORP W-9	W-9		7/19/2025	Supplier	<a href="#">Click here to eSign</a>	X	
	147C - Taxpayer Identification Number Verification						

2 items in 1 pages

### Auto created W-9 document

For U.S. based suppliers, the W-9 will be shown in the document listing when a Supplier creates the registration.

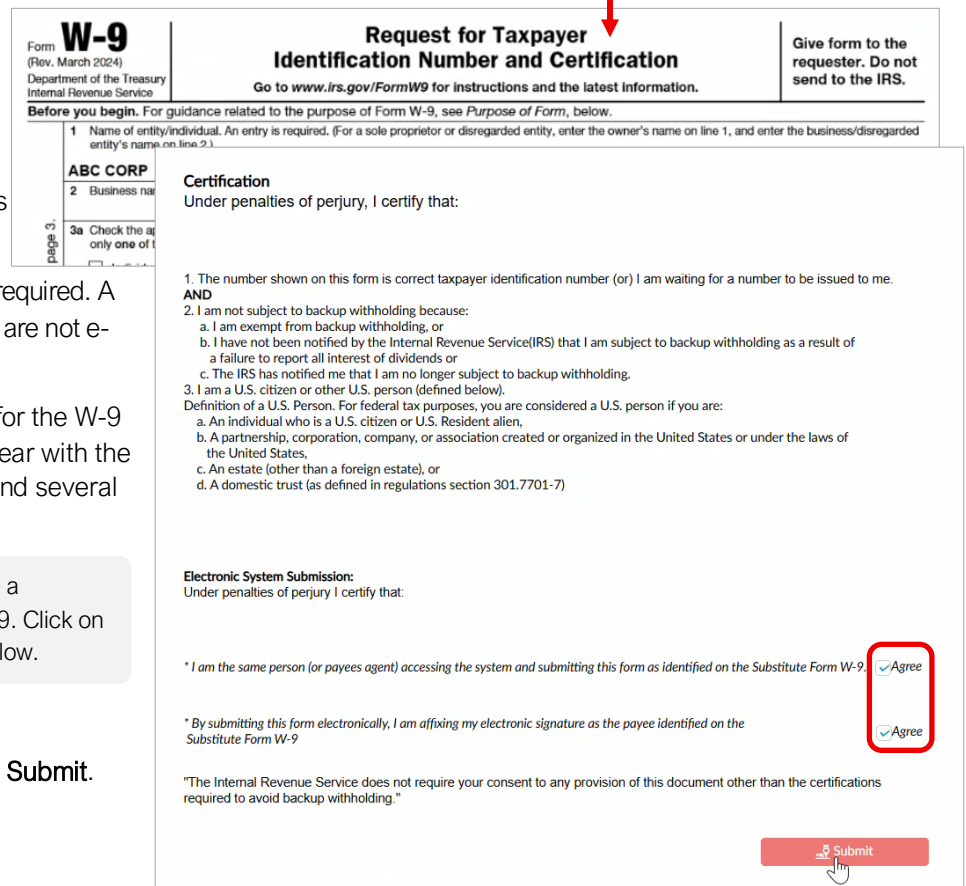
This was auto created as the information was being populated through the prior steps.

Be sure all documents are e-signed where required. A warning will appear if any of the documents are not e-signed.

- Click on the link, **Click here to eSign** for the W-9 document. A pop-up window will appear with the electronic version of the document, and several checkboxes.

Note: For existing suppliers, you may see a **Regenerate** button to auto-create the W-9. Click on it if you choose and follow instructions below.

- Review the entire document.
- Click on **Agree** on each box and then **Submit**.



**Form W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

ABC CORP

2 Business name

3a Check the appropriate box only one of the following

**Certification**  
Under penalties of perjury, I certify that:

1. The number shown on this form is correct taxpayer identification number (or) I am waiting for a number to be issued to me.  
**AND**  
2. I am not subject to backup withholding because:  
a. I am exempt from backup withholding, or  
b. I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest of dividends or  
c. The IRS has notified me that I am no longer subject to backup withholding.  
3. I am a U.S. citizen or other U.S. person (defined below).  
Definition of a U.S. Person. For federal tax purposes, you are considered a U.S. person if you are:  
a. An individual who is a U.S. citizen or U.S. Resident alien,  
b. A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,  
c. An estate (other than a foreign estate), or  
d. A domestic trust (as defined in regulations section 301.7701-7)

**Electronic System Submission:**  
Under penalties of perjury I certify that:

\* I am the same person (or payee agent) accessing the system and submitting this form as identified on the Substitute Form W-9. ☒ Agree

\* By submitting this form electronically, I am affixing my electronic signature as the payee identified on the Substitute Form W-9. ☒ Agree


"The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding."

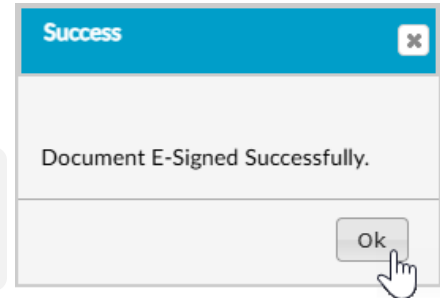
**Submit**



4. A pop-up window will display. Click **Ok**.


After agreeing to the terms of the document, the **Electronic Signature** column will show the supplier's contact who e-signed the document.

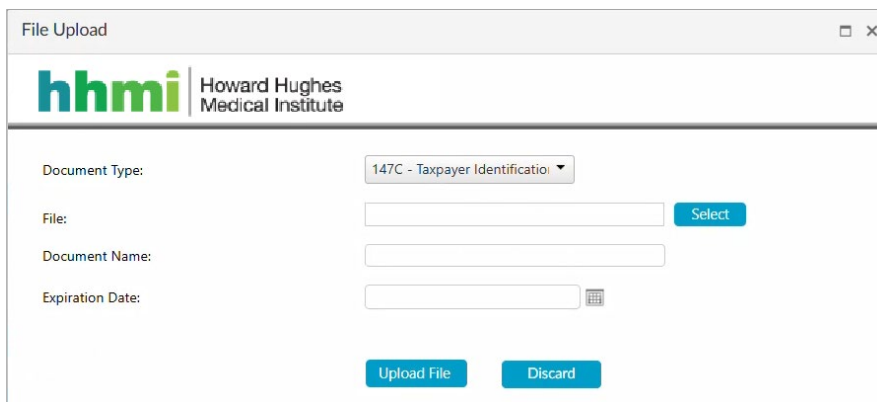
Note: If you prefer to upload the file instead, click  for the W-9 on the **Document Upload** page. A pop-up window will appear; **Would you like to delete this record?** Click **Yes** and follow steps to upload document.



## Upload document

Note: The portal requires uploaded files to be under 10MB in size. As a suggestion, if you have a file that exceeds this requirement, you can try and save it as a PDF file and upload it.

1. On the **Document Upload** page, click the  button for the document to upload.
2. On the **File Upload** window, populate the following information.
  - a. **Document Type**: Select the type of document from the dropdown menu.
  - b. **File**: Click **Select** and attach the document from the local desktop machine.
  - c. **Document Name** (optional): Title the document.
  - d. **Expiration Date** (optional): Notate if there is an expiration to the document.  
Note expiration date is required for the W-8 document.



3. Click **Upload File**
4. After uploading each document, it will appear in the file box.
5. Repeat the upload process for each document required.  
Note, if a required document has not been uploaded, a warning will appear with the name(s) of the documents still needed.
6. After all required (and optional) documents are uploaded, click **Next** to continue to **Review and Submit**.



## REVIEW AND SUBMIT

Complete

Incomplete

Supplier Agreement

Registration Checklist

Business Information

Business Address

Business Size

Country Specific Tax Information

Company Information

Account Information

Document Upload

Review and Submit

### Review and Submit

To submit this registration, please click the **Submit** button below.

By clicking Submit, the submitting supplier represents that all information provided in this form is correct and that the individual submitting this form has full authority from such supplier to grant this authorization.

For resources to help you use the portal, go to **Help > User Guides**. If you still need support, please email [apexsupport@hhmi.org](mailto:apexsupport@hhmi.org).

<< Previous

Save Draft

Submit

- All sections have now been completed. All sections should have blue dots. If not, please click **Previous** to go back to the section, or click the name of the section to go to it. Note, if you update any information in any of the sections, you will need to proceed through all of the pages by clicking **Next** until you get to the **Review and Submit** page.
- Click **Submit** to submit your registration for HHMI's review. Next, the home page displays and you should receive an email confirming the registration has been submitted for approval.

Note, if you are not ready to submit, click **Save Draft** to complete at a later time.

## ACCESSING HHMI SUPPLIER PORTAL

1. Access the link to the HHMI Supplier Portal from your invitation or onboarding email. The Landing Page of the HHMI Supplier Portal displays. This is where you can log in to the portal and find links to reset your password or have your username and password emailed to the account on file.

hhmi

Howard Hughes Medical Institute

Username

Password

Remember Me?

Log In

Forgot your password?

First time user/Forgot username?

Login with Passkey

Home

Help

Powered by apexportal®

hhmi

Howard Hughes Medical Institute

HHMI Supplier Portal

Terms of Use

Privacy Statement

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2. To log in to the portal, enter your username and password. (Note: If entering system-generated temporary password, it is recommended to copy and paste it instead of retyping it.)
3. Click the **Remember Me** box to save the username. *Uncheck the box if a shared or public computer is being used.*

## FORGOT YOUR PASSWORD

1. Click **Forgot your password?** to have the password reset, and a new password emailed to the address on account.
2. Enter **User Name** for the account to be reset.
3. Enter the characters shown in box.
4. Click on **Submit** to have the new password emailed to the account on file.

Please enter a valid login.

User Name:



Enter the characters shown above.

**Submit**

## FIRST TIME USER / FORGOT USERNAME

1. Click **First time user/Forgot username?** to have the user name and password emailed to the address on account.
2. Enter the **Contact Information** for the account to be reset.  
*This information is required.*
3. Enter three of the four criteria shown for the **Company Information**.  
The **TIN/FEIN/SSN** is required. International users will not have the **TIN/FEIN/SSN** and will need to enter all of the criteria displayed.
4. Enter the characters shown in box
5. If the **UserName lookup failed** error message appears, reach out to your HHMI Point of Contact or email [apexsupport@hhmi.org](mailto:apexsupport@hhmi.org).

For your protection, we need to verify your identity.

Please enter your information below to have your username e-mailed to you.

Is your company within the US? ☒ Yes ☐ No

**Contact Information:**

First Name:

Last Name:

E-mail Address:

**Company Information:**


As part of our enhanced security program, you are required to validate your identity by identifying three out of the four criteria below with TIN/FEIN/SSN being mandatory.

Company Name:

Vendor Number:

TIN/FEIN/SSN:


Bank Account Number:



Enter the characters shown above.

**Submit**

## SUPPLIER HOME PAGE



Howard Hughes Medical Institute

Home Supplier Help

Menu options:

- **Home** – Go to Home page
- **Supplier** – Supplier actions (Update profile, notes)
- **Help** – User guide and HHMI resource links


Welcome JACK SMITH

Powered by **apexportal**


**Welcome to the HHMI UAT Supplier Portal!**

This system allows you to submit and update your company's information to ensure HHMI has the correct information on file. For resources to help you use the portal, go to **Help > User Guides**. For support, please email [apexsupport@hhmi.org](mailto:apexsupport@hhmi.org)


**Quick Apps**



Update Profile



My Communication



Update Contact

Click on your name to change password, preferences, or to log out.

## UPDATE PROFILE

Click on **Update Profile** (or top menu bar: **Supplier > Update Profile**) to review, update, and submit any changes to the supplier registration profile.

Note:

- When you update a specific section in your profile, you will need to proceed through all of the registration pages by clicking on the **Next** button, until you reach the last page, **Review and Submit**, where you will click on **Submit**. Any submitted changes will be validated and sent to HHMI for approval. You will receive email notifications informing you on status.
- If the **Submit** button is not clicked, any changes made through the record will not be transmitted.

## MY COMMUNICATION

Click on **My Communication** (or top menu bar: **Supplier > Update Notes**) to read notes about the status of your registration/profile change and/or any comments/requests for more information from an HHMI employee. You can also add a note by clicking on the **+Add New Record** button. Enter your note and **Submit**. HHMI will receive an email notification.

## UPDATE CONTACT

Click **Update Contact** to change supplier contact details (name, email, or phone). If assigning a new primary contact, enter their information and **Submit**; they will receive a login email. When prompted to complete registration, close the application—only the new primary contact should log in and finish the registration process.

## EMAIL NOTIFICATIONS

The HHMI Supplier Portal sends the following registration/change notifications to the supplier to inform the supplier of the status of their registration.

HHMI Email Subject	Email sent to supplier when:
HHMI – Supplier Registration/Profile Change Submitted	A supplier registration is completed or profile change and has been submitted for approval.
HHMI – Requesting Additional Information	Additional information is needed. Supplier is advised to log into the portal and update their profile and resubmit their registration or change.
HHMI – Supplier Active	The supplier registration or change has been approved. A vendor number is shared as a reference. You may receive 2 email notices.
HHMI - Supplier Registration/Profile Change Rejected HHMI - Supplier Portal – Record Change Rejected	The supplier registration or change is rejected and why. Two email notifications are sent.
HHMI – Supplier Registration Reminder	The supplier registration is pending completion and submission. If no action in 21 calendar days, the registration will expire and no longer be available.
HHMI - Supplier Record Management	The supplier registration has been transferred to the supplier to manage. The assigned supplier contact is provided login information and advised to verify supplier information.
HHMI - Banking Information Updated	Banking information is updated on the supplier profile.

HHMI Email Subject	Email sent to supplier when:
HHMI - Primary Contact Change for Supplier Portal	Supplier is advised the primary contact has been updated and the primary contact is provided login credentials to access the portal.
HHMI Documents are expiring soon	Document(s) are near expiration or have expired.

## NEED ASSISTANCE?

For questions, contact [apexsupport@hhmi.org](mailto:apexsupport@hhmi.org).

Visit the [Doing Business with HHMI page](#) for resources to help you use the portal.