



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Executive Director, Procurement
Responsible Office: Procurement
Origination Date: Not Available
Last Amended Date: July 25, 2007

SUPPLIER REGISTRATION POLICY

Policy Statement

Individuals, sole proprietors, companies and organizations interested in becoming or maintaining their status as a supplier of goods and/or services to the university must register with the university by completing and signing certain forms, and must agree to abide by the university's [Standard Purchase Order Terms & Conditions](#). Payments cannot be made to a supplier until the applicable Supplier Registration forms have been received by Supplier Maintenance for processing.

Reason for Policy/Purpose

This policy is necessary to maintain compliance with various federal and local requirements, including but not limited to those relating to anti-kickback, anti-terrorism, debarment, equal opportunity, lobbying, tax reporting, and use of minority businesses.

Who Needs to Know This Policy

Faculty and staff

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SUPPLIER REGISTRATION POLICY

Policy/Procedures

In order to aid the university in complying with applicable federal and local laws and regulations, prospective suppliers must register with the university by completing and signing certain forms as set forth below. Prospective suppliers must also agree to abide by the university's [Standard Purchase Order Terms & Conditions](#).

1. Independent contractors providing goods and services, individuals or sole proprietors receiving honoraria, and students receiving a service payment, must register as a supplier as follows:
 - a) Complete IRS Form W-9
 - b) Provide the Workers Classification Review form which is completed by the university department requesting the goods or services
 - c) Complete the Supplier Registration Form
2. Companies and organizations registered *in the United States* must register as follows:
 - a) Complete IRS Form W-9
 - b) Complete the Supplier Registration Form
3. Companies and organizations registered *outside the United States* must register as follows:
 - a) Complete the Supplier Registration Form
 - b) Complete W-8BEN IRS Form
 - c) Complete all required forms as identified by the Tax Department. (The university department requesting the goods or services must consult with the Tax Department to determine tax status and forms required.)
4. Individuals or entities receiving honoraria are governed by the applicable section of the [Worker Classification and Payment Policy](#).

All necessary forms are available in the [Supplier Registration Package](#). All supplier information must be sent to Procurement at supmaint@gwu.edu, or faxed to (703) 726-4266, or mailed to 45155 Research Place, 2nd Floor, Ashburn, VA 20147.

Forms

[Supplier Registration Package](#)

SUPPLIER REGISTRATION POLICY

Website Address for This Policy

[GW University Policies](#)

Contacts

Subject	Contact	Telephone
Questions	Procurement http://financeoffice.gwu.edu/procurement/	(703) 726-4600
	Tax Department www.gwu.edu/~tax	(202) 973-1000

Related Information

[1099 Tax Reporting and Withholding Policy](#)
[Conflict of Interest Policy for Non-Faculty Employees](#)
[Federally-Debarred Suppliers Policy](#)
[Standard Purchase Order Terms & Conditions](#)
[Supplier Selection Policy](#)
[Worker Classification Policy: Independent Contractor v. Employee Status](#)

Copeland "Anti-Kickback" Act (18 U.S.C. §874) as supplemented by Department of Labor Regulations (29 CFR Part 3)
[Federal Government Excluded Parties Listing System \(EPLS\)](#)
[Federal Government System for Award Management \(SAM\)](#)
[Federal Acquisition Regulations](#) (generally)
[OMB Circular A-110](#)

Who Approved This Policy

Beth Nolan, Senior Vice President and General Counsel
Louis H. Katz, Executive Vice President and Treasurer

History/Revision Dates

Origination Date: Not Available
Last Amended Date: July 25, 2007
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