



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Executive Director, Procurement and
Travel Services
Responsible Office: Procurement and
Travel Services
Last Revised Date: December 31, 2016

SUPPLIER REGISTRATION

Policy Statement

Individuals, sole proprietors, companies and organizations interested in doing business with the university must register through the [iSupplyGW](#) online registration system. In order to transact business with the university, suppliers must agree to abide by the university's [Standard Purchase Order Terms & Conditions](#) as well as the [Supplier Code of Conduct](#). When acquiring goods and services under federally sponsored programs, the university will not contract with a vendor who is currently either debarred or suspended from doing business with the federal government. Payments shall not be made to a supplier until the applicable supplier registration forms have been received and approved by the university.

Reason for Policy

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, and tax reporting.

Who is Governed by this Policy

Suppliers, faculty and staff

Table of Contents

Policy Statement	1
Reason for Policy	1
Who is Governed by this Policy	1
Table of Contents	1

Policy	2
Definitions	2
Forms	2
Related Information	2
Contacts	3
Document History	3
Who Approved This Policy	3

Policy

To aid the university in complying with applicable federal and local laws and regulations, prospective suppliers must register with the university by completing an online registration at [iSupplyGW](#), or by the completion of documentation in accordance with the type of payment requested as outlined in the [iSupplyGW Supplier Registration Handbook](#). Both the handbook and additional registration information can be found on the Procurement website under [Doing Business with GW](#). All suppliers must complete the required IRS forms as defined in the [iSupplyGW Supplier Registration Handbook](#).

Definitions

Supplier Registration Packet: Documentation required for all international and exempt individuals and companies wishing to perform services for or provide goods to GW. For further information see the [iSupplyGW Registration Handbook](#).

Forms

[Supplier Registration Form](#)

Related Information

[1099 Tax Reporting and Withholding Policy](#)

[Conflict of Interest Policy for Non-Faculty Employees](#)

[Federal Acquisition Regulations](#)

[Federal Government System for Award Management \(SAM\)](#)

[GW Supplier Code of Conduct](#)

[iSupplyGW Registration Handbook](#)

[iSupplyGW Registration Site](#)

[Standard Purchase Order Terms & Conditions](#)

[Supplier Selection Memo](#)

[Uniform Guidance 2 CFR 200](#)

[Worker Classification and Payment Policy](#)

Contacts

Contact	Telephone	Email
Procurement and Travel Services	202-994-2500	precure@gwu.edu
iSupplyGW Program	571-553-0300	isupplygw@gwu.edu
Tax Department	571-553-8313	tax@gwu.edu

Document History

- **Last Reviewed Date:** March 19, 2018
- **Last Revised Date:** December 31, 2016
- **Policy Origination Date:** Not Available

Who Approved This Policy

Beth Nolan, Senior Vice President and General Counsel

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all [university policies](#), are located on the [Office of Compliance and Privacy's](#) home page.