SUPPLIER REGISTRATION POLICY

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

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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
Documented 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
iSupplyGW Registration Handbook
Supplier Registration Package
iSupplyGW Registration Site
GW Supplier Code of Conduct
Related Information

Uniform Guidance 2 CFR 200
1099 Tax Reporting and Withholding Policy
Conflict of Interest Policy for Non-Faculty Employees
Standard Purchase Order Terms & Conditions
Supplier Selection Memo
Worker Classification and Payment Policy
Federal Government System for Award Management (SAM)
Federal Acquisition Regulations

Contacts

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<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement</td>
<td>202-994-2500</td>
<td><a href="mailto:precure@gwu.edu">precure@gwu.edu</a></td>
</tr>
<tr>
<td>iSupplyGW Program</td>
<td>571-553-0300</td>
<td><a href="mailto:isupplygw@gwu.edu">isupplygw@gwu.edu</a></td>
</tr>
<tr>
<td>Tax Department</td>
<td>571-553-8313</td>
<td><a href="mailto:tax@gwu.edu">tax@gwu.edu</a></td>
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</tbody>
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Document History

- **Last Reviewed Date:** April 25, 2017
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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.*