



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

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

## SUPPLIER REGISTRATION POLICY

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### Policy Statement

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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.

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### Reason for Policy

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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.

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### Who is Governed by this Policy

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Suppliers, Faculty and Staff

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## Policy

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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](#).

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## Definitions

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<b>Supplier Registration Packet</b>	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 <a href="#">iSupplyGW Registration Handbook</a> .
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## Forms

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- [iSupplyGW Registration Handbook](#)
- [Supplier Registration Package](#)
- [iSupplyGW Registration Site](#)
- [GW Supplier Code of Conduct](#)

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## Related Information

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[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](#)

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## Contacts

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

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## Document History

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- **Last Reviewed Date:** April 25, 2017
  - **Last Revised Date:** December 31, 2016
  - **Policy Origination Date:** Not Available
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## Who Approved This Policy

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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.*