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## Supplier Registration Handbook

This document contains information related to Supplier Registration and Maintenance at The George Washington University. This document is updated on a regular basis.

## Table of Contents

1. Introduction .....	4
1.1 Section Objectives .....	4
1.2 iSupplyGW Division Responsibilities.....	4
1.3 Supplier Responsibilities .....	4
1.3.1 Domestic Suppliers .....	4
1.3.3 International Suppliers .....	4
1.3.4 Students and Employees .....	4
1.4 Division/School Responsibilities.....	4
1.4.1 Registering Domestic Suppliers .....	4
1.4.2 Registering International Suppliers.....	5
2. Registration.....	5
2.1 Section Objectives .....	5
2.2 Types of Registrations .....	6
2.2.1 New Supplier – Domestic .....	6
2.2.2 New Supplier - International .....	6
2.2.3 Existing Supplier – Domestic .....	6
2.2.4 Existing Supplier – International .....	6
2.2.5 Honorarium – Domestic and International.....	6
2.2.6 Payment/Refund Request – Domestic and International.....	6
2.2.7 Travel and Entertainment Reimbursement – Non-GW Employee .....	6
2.2.8 T&E Reimbursement – GW Employee and Students .....	7
2.2.9 Garnishments .....	7
3. Supplier Maintenance Documents and Forms.....	7
3.1 Section Objectives .....	7
3.2 Types of Documents and Forms with Accessibility Links .....	7
3.2.1 W-9, current version – for domestic individuals and organizations. ....	7
3.2.2 .....	7
3.2.3 Supplier Registration Form, current version – for all new international suppliers. ....	7

3.2.4	Workers Classification Review Form – This document is to be completed by the GW hiring department; for domestic individuals seeking to provide services. This document and special exemptions can be found on the Tax Department Website.....	7
3.2.8	Endowment Spending Request is used when charging to an endowment. This process is managed by GW Treasury Management department.....	8
3.3	Document and Form Retention.....	8
3.3.1	Document Storage.....	8
3.3.2	Required Forms and Documentation Expiration .....	8
4.	Registration Procedures.....	8
4.1	Section Objectives .....	8
4.2	Service Level Agreements .....	8
4.2.1	First-in First-Out .....	8
4.2.2	RUSH Requests .....	8
5.	Contact Information .....	8

## 1. Introduction

### 1.1 Section Objectives

This document is intended for internal George Washington University (GW) Staff and Faculty and discusses the processes and procedures to register and receive payment from the GW. When required the necessary forms are noted and links provided, documents are referenced in section 3. Registration takes place in several formats. Please be sure to review the sections applicable to the supplier type. The University utilizes a procurement card or a Single Use Account method of payment, at its sole discretion, for purchase order transactions. Supplier shall accept these expedited methods of payment upon request of the University, and will do so at no additional charge to the University.

### 1.2 iSupplyGW Division Responsibilities

The responsibilities of the iSupplyGW Team are to assist with supplier set-up and modifications in accordance with [GW Tax and policy guidelines](#). This includes the service level agreement along with exceptional support to our internal/external customers and Suppliers.

### 1.3 Supplier Responsibilities

#### 1.3.1 Domestic Suppliers

Domestic Suppliers are required to register using the self-service [iSupplyGW Portal](#). Required documentation: W-9 and [Supplier Registration form](#) with banking.

#### 1.3.3 International Suppliers

International Suppliers are required to fill out the supplier registration packet and provide the appropriate IRS W-8 form. These documents can be emailed to [isupplygw@gwu.edu](mailto:isupplygw@gwu.edu) or faxed to 571-553-8526

#### 1.3.4 Students and Employees

Updates to student and employee records must be made through GWeb/Banner. Students being paid through Concur Expense, must add their banking to their Concur profile.

### 1.4 Division/School Responsibilities

#### 1.4.1 Registering Domestic Suppliers

Domestic Suppliers should be directed to the [iSupplyGW Portal](#) or to contact

the iSupplyGW Helpdesk at [isupplygw@gwu.edu](mailto:isupplygw@gwu.edu) or 571-553-0300.

#### 1.4.2 Registering International Suppliers

International Suppliers should be directed to the [Doing Business with GW website](#) for forms and instructions. Additional assistance can be found by contacting the iSupplyGW Helpdesk at [isupplygw@gwu.edu](mailto:isupplygw@gwu.edu) or 571-553-0300.

## 2. Registration

### 2.1 Section Objectives

Prospective domestic suppliers seeking to do business with GW should register via the [iSupplyGW Portal](#). Registration lets GW know that the supplier is interested in establishing a business relationship and allows the university to issue purchase orders to the supplier and make payments upon completion of work. Modifications to existing supplier registration records (such as adding banking accounts, changing contact personnel, etc.) are also done through the [iSupplyGW Portal](#).

As part of the vendor registration process, all suppliers are checked against the federal government's SAM.gov system as well as TINcheck.com for a series of validation checks. In addition, when acquiring goods and services under federally sponsored programs, GW will not contract with a vendor who is currently either debarred or suspended from doing business with the federal government. Prior to contract award, and in accordance with federal requirements, the university buyer will check the System for Award Management (SAM.gov) to ensure that the prospective contractor does not have an active exclusion. Results from the SAM.gov search shall be made part of the Purchase Order/Contract documentation. Should a prospective vendor be found to be debarred or suspended by the federal government, Procurement will notify the Compliance and Privacy Office, the Office of the Vice President for Research and the Office of the Comptroller of this finding and place a hold on the supplier's registration within the university's financial system.

Athletic officials and individuals receiving honorariums, reimbursements, garnishments, utility suppliers, rent suppliers and refunds are exempt from the registration process. Please see section 3.2 on how to initiate payments to these types of suppliers.

Foreign companies seeking to register as a perspective supplier should complete a [Supplier Registration Form](#) and the appropriate W-8BEN or W-8BEN-E form as noted in section 1.4.2 above.

**Note:** Suppliers not participating in the purchasing process are exempt from registering through the iSupplyGW Portal. Modified processes are listed by request type below.

## **2.2 Types of Registrations – There are two separate portals. Please choose if you are a new supplier or an existing supplier.**

### **2.2.1 New Supplier – Domestic**

New domestic supplier registration requests are processed through the iSupplyGW Portal. This process must be completed by an authorized representative of the supplier organization. The supplier needs to provide a W-9 and completed [Supplier Registration Form](#) to complete the registration process. Faculty and Staff should direct the supplier to the portal or to iSupplyGW for assistance. Please visit [Doing Business with GW](#) for more information.

### **2.2.2 New Supplier - International**

New international suppliers are required to send the appropriate W-8BEN or W-8BEN-E form and Supplier Registration Packet to [isupplygw@gwu.edu](mailto:isupplygw@gwu.edu) . Please visit [Doing Business with GW](#) for more information.

### **2.2.3 Existing Supplier – Domestic**

Existing domestic suppliers are required to access their profile through the iSupplyGW Portal to make changes. Update to banking requires an updated Supplier Registration form to be emailed to [isupplygw@gwu.edu](mailto:isupplygw@gwu.edu) before changes are approved. Please visit [Doing Business with GW](#). For more information on how to access the portal please email [isupplygw@gwu.edu](mailto:isupplygw@gwu.edu). Phone call verifications for banking updates are required.

### **2.2.4 Existing Supplier – International**

Existing international suppliers should send all organizational profile updates to [isupplygw@gwu.edu](mailto:isupplygw@gwu.edu). Updates should be in the form of a new W-8BEN, invoice, or company letterhead. Please visit [Doing Business with GW](#) for more information. For more information on how to access the portal please email [isupplygw@gwu.edu](mailto:isupplygw@gwu.edu).

### **2.2.5 Honorarium – Domestic and International**

Honorarium requests are sent directly through Concur Invoice with all appropriate backup attached. The honorarium form and the appropriate tax form, W-9 or W-8BEN or W-8BENE, are required for processing. Banking is required for foreign recipients by using the Supplier Registration Form.

### **2.2.6 Payment/Refund Request – Domestic and International**

Payment and refund requests are submitted directly through Concur Invoice. A payment request form is required, IRS forms and supplier registration packet are optional. For banking, the Supplier Registration Form is required.

### **2.2.7 Travel and Entertainment Reimbursement – Non-GW Employee**

T&E Reimbursement requests for all non-GWU employees are submitted to directly through Concur Invoice. A payment request form is required; IRS

forms and Supplier Registration Packet are optional. For banking, the Supplier Registration Form is required.

#### **2.2.8 T&E Reimbursement – GW Employee and Students**

Employees and students submit T&E expenses through iBuy Expense. Please visit [Expense Reporting](#) for additional information.

#### **2.2.9 Garnishments**

Garnishments are submitted to Payroll Department. GW Payroll Department sends an e-mail to [iSupplyGW@gwu.edu](mailto:iSupplyGW@gwu.edu) with the Organization name and address. A W-9 is helpful.

### **3. Supplier Maintenance Documents and Forms**

#### **3.1 Section Objectives**

This section provides a list of common documents that are required to register the various entities receiving payments from GW. Links to the documents are provided along with other pertinent information.

#### **3.2 Types of Documents and Forms with Accessibility Links**

##### **3.2.1 [W-9](#), current version – for domestic individuals and organizations.**

This form does not expire, however an updated W-9 is required if the organization's name changes.

##### **3.2.2 [W-8BEN](#) or [W-8BEN-E](#), current version – for foreign individuals and organizations.**

This form expires the last calendar day of the third year from the document signature date.

##### **3.2.3 [Supplier Registration Form](#), current version – for all new international suppliers. The ACH or EFT forms are no longer accepted for banking updates.**

##### **3.2.4 [Workers Classification Review Form](#) – This document is to be completed by the GW hiring department; for domestic individuals seeking to provide services. This document and special exemptions can be found on the [Tax Department Website](#).**

This form expires 2 years from the approvers from the document signature date.

##### **3.2.5 [International Engagement Request Form](#) – This document is to be completed by the GW hiring department; for international individuals seeking to provide services. This document and special instructions can be found on the University Human Resources website.**

##### **3.2.6 [Honorarium](#) – for domestic and international individuals.**

**3.2.7 [Payment Request Form](#) - is used for Travel Reimbursements for non-GWU employees.**

**3.2.8 [Endowment Spending Request](#) is used when charging to an endowment. This process is managed by GW Treasury Management department.**

### **3.3 Document and Form Retention**

#### **3.3.1 Document Storage**

Documents are stored as attachments to the supplier record.

#### **3.3.2 Required Forms and Documentation Expiration**

- W-9 – No expiration date
- W-8BEN – expires the last calendar day of the third consecutive calendar year from the document signature date.
- W-8BEN-E - expires the last calendar day of the third calendar year from the document signature date.
- Supplier Registration Form – No expiration date
- Workers Classification Review Form – expires 2 years after signature date

## **4. Registration Procedures**

### **4.1 Section Objectives**

This section provides an understanding of service level agreements between the iSupplyGW Team and our customers’.

### **4.2 Service Level Agreements**

#### **4.2.1 First-in First-Out**

All requests to [isupplygw@gwu.edu](mailto:isupplygw@gwu.edu) will be processed on a first-in first-out basis. The standard processing time is 2 business days.

#### **4.2.2 RUSH Requests**

RUSH request from Accounts Payable will be processed within a 2 hour time frame. This is to accommodate time sensitive payments.

## **5. Contact Information**

**For all inquiries and requests please contact the following:**

[isupplygw@gwu.edu](mailto:isupplygw@gwu.edu) Phone: 571-553-0300