

## The George Washington University Supplier Registration Form

### Instructions to Suppliers of the George Washington University (GW)

Most U.S. based suppliers should submit a supplier registration request via GW's [iSupplyGW Portal](#). International or selected domestic individual, company, or organization may receive purchase orders and/or payments from GW, the suppliers must register by completing the necessary forms. Employees and students receiving refunds, prizes, awards, and travel advances/reimbursements are not required to submit supplier registration forms.

### Covered Supplier

- Selected domestic individuals, companies, or organizations
- International individuals, companies, or organizations

### Forms

The following forms must be submitted prior to all domestic and international individuals, companies, or organizations perform services or provide goods to GW.

- [Supplier Registration Form](#), including banking
- IRS for [W-9](#), domestic all sections of the form are required; signed and dated. See form instructions for assistance  
(or)
- IRS form [W-8BEN](#) or [W-8BEN-E](#), international signed and dated. See form instructions for assistance.

### Submission

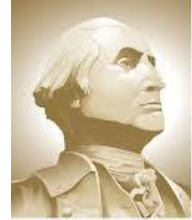
- E-Mail to [iSupplyGW@gwu.edu](mailto:iSupplyGW@gwu.edu)
- Fax to 571-553-8523
- Call for assistance: 571-553-0300
- Visit our [website](#) for more information

### Supplier Diversity Initiative Program (MBE/WBE).

The University voluntarily maintains a Supplier Diversity Initiative Program as part of its efforts to increase participation of minority and women vendors (MBE/WBE). GW seeks to achieve this goal through primary and second-tier suppliers. All primary suppliers must submit a plan with their bids, indicating how they intend to use minority and women owned vendors as their second-tier suppliers. Each plan will be evaluated based on good-faith efforts and will be considered the following factors:

- Availability of minority/women vendors who can supply the goods and services requested in the bid documents
- Competitiveness of the prospective second-tier suppliers

The use of local minority and women owned businesses strengthen our commitment to the local community. In all cases, however, it is expected that the vendors meet the criteria relating to the price, service, and delivery. Supplier diversity will be one, but not the sole consideration in all contract awards. Ultimately it will be left to the discretion of the primary supplier as to which second-tier suppliers it uses. When a contract is awarded, the supplier is required to maintain its second-tier effort to submit monthly on its progress.



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Supplier Information			
Business/Individual Name		Tax Payers Identification Number (EIN or SSN)	
Mailing Address (if different from tax form)		City	State/Country Zip Code
Contact Information			
Accounts Receivable	Telephone	Fax	E-Mail
Sales Contact	Telephone	Fax	E-Mail
GW Contact			
Department Contact Name		Department Contact E-Mail Address	
Terms and Payment Information			
Default payment terms: NET 30		Payment Method	
List prompt payment discount terms _____		ACH (preferred)	
Submit invoices to <a href="mailto:acctspay@gwu.edu">acctspay@gwu.edu</a> (or)		Wire	
Accounts Payable 45155 Research Place Suite 205 Ashburn, VA 20147		Check	
Submit inquiries to: <a href="mailto:apcustsv@gwu.edu">apcustsv@gwu.edu</a> or call 571-553-0247			
ACH and WIRE Payment Instructions			
Name of Bank or Financial Institution			
Bank Account Name			
SWIFT/Routing Number			
Bank Account Number			
Remittance E-Mail Address			
By signing this form I/We authorize GW and the financial institution indicated above to deposit all payments due automatically in accordance with agreed upon payment terms. This authority will remain in effect until I/We notify GW in writing of its cancellation.			
Supplier Signature			
Signature		Title	Date
Please send the completed supplier registration form and applicable Tax forms to <a href="mailto:iSupplyGW@gwu.edu">iSupplyGW@gwu.edu</a> for processing.			
Contact the iSupplyGW Team for assistance: 571-553-0300 or E-Mail <a href="mailto:iSupplyGW@gwu.edu">iSupplyGW@gwu.edu</a>			