THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

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

Form and Submissions

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

Domestic

- Supplier Registration Form, including banking information
- Current (required version) IRS form W-9, domestic - all sections of the form are required; must be signed and dated pen-to-paper or with a digitally approved electronic signature. See form instructions for assistance.
- Submit these forms through our Procure-to-Pay portal: https://isupply.gwu.edu/register
  Exemptions - Only payments to individuals not providing GW with goods or services are exempt from registering through the iSupplyGW Portal. The following exemptions should email the current (required version) IRS W-9 form and a copy of the Supplier Registration Form to isupplygw@gwu.edu: Athletic Officials, Endowments, Garnishments, and Rent and Utility suppliers.

International

- Supplier Registration Form, including international banking information
- Current (required version) IRS form W-8BEN or W-8BEN-E, international - must be completed, signed and dated pen-to-paper or with a digitally approved electronic signature. See form instructions for assistance.
- Email to isupplygw@gwu.edu.

Supplier Diversity Initiative Program

The University voluntarily maintains a Supplier Diversity Initiative Program as part of its efforts to increase participation with diverse business enterprises (DBEs). DBEs are defined as follows:

Diverse Business Definitions

Woman-Owned Business Enterprise (WBE): An organization that is at least 51 percent owned, controlled and administered by a woman or women who are U.S. citizens. (Note: Controlled is defined as exercising the power to make policy decisions. Operated is defined as actively involved in day-to-day management.)

Veteran Business Enterprises (VBE): A VBE is defined as a veteran who has served in the active military, naval or air services and who was discharged or released under conditions other than dishonorable. Active duty service is defined as active duty in the United States Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and at place home and abroad. A veteran or group of veterans must have 51% ownership and control of the business.

Disabled Veteran Business Enterprise (DVBE): Any veteran that was disabled during active duty service and received a rating letter qualifies for being classified as a Disabled Veteran Business Enterprise. A similar 51% ownership and control of the business is applied to businesses owned by service-disabled veterans.

Service Disabled Veteran: A Service Disabled Veteran Business (SDV) must be at least 51% owned, operated and controlled by a veteran with a service connected disability of at least 10% and must be certified by the U. S. Department of Veteran Affairs or the Department of Defense.

Small Business Enterprise (SBE): A business independently owned, operated and in accordance with the definitions and size standards established by the SBA, available at http://www.sba.gov/size. The most common size standards are listed in the following section.

Small Disadvantaged Business Concern (SDB): Small disadvantaged business concern means a small business concern that is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one of these entities, that has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and that meets the requirements of 13 CFR 124.

Women-Owned Small Business Concern (WOSB): Women-owned small business concern means a small business concern which is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

Historically Underutilized Business Zone Small Business Concern (HUBZone): A qualified HUBZone small business concern is an organization that is a small business enterprise (SBE), is located in an historically underutilized business zone (HUBZone), is owned and controlled by one or more U.S. citizens and has at least 35 percent of employees residing in a HUBZone. A HUBZone is an area that is located in one or more of the following:

• A qualified census tract (as defined in section 42(d)(5)(C)(i)(1) of the Internal Revenue Code of 1986);
• A qualified non-metropolitan county that is: not located in a metropolitan statistical area (as defined in section 143(k)(2)(B) of the Internal Revenue Code of 1986), and a) in which the median household income is less than 80 percent of the non-metropolitan State median household income, or b) that based on the most recent data available from the Secretary of Labor, has an unemployment rate that is not less than 140 percent of the statewide average unemployment rate for the State in which the county is located;
• Is within the external boundaries of an Indian reservation.

HUBZone enterprises must certify as such with the U.S. Small Business Administration (SBA) and payments to HUB Zone enterprises are reported on the annual Subcontracting Government report.

Veteran-Owned Small Business
Is a small business that is at least 51% owned by one or more veterans or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more veterans. (Veteran-Owned Small Business)

Service-Disabled Veteran-Owned Small Business
Means a small business that is at least 51% owned, operated and managed by one or more service-disabled veterans. In the case of any publicly owned business, at least 51% of the stock must be owned by one or more service-disabled veterans and whose management and daily business operations are controlled by one or more service-disabled veterans or in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. A Service-disabled veteran is defined in 38 U.S.C. 101(2) with a disability that is service-connected. (Service-Disabled Veteran-Owned Small Business

GW seeks to achieve its diversity efforts through primary and second-tier suppliers. All primary suppliers must submit a plan with their bids, indicating how they intend to use diverse enterprises as their second-tier suppliers. Each plan will be evaluated based on good-faith efforts and will consider the following factors:

• Availability of diverse suppliers who can provide the goods and services requested in the bid documents
• Competitiveness of the prospective second-tier suppliers

The use of local diverse businesses strengthens our commitment to our community. In all cases, however, it is expected that the suppliers meet the criteria relating to the price, service, and delivery. Supplier diversity will be reviewed as part of all contract awards. Ultimately it will be left to the discretion of the primary supplier as to which second-tier suppliers it uses.

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Supplier Information

Business/Individual Name	Tax Payers Identification Number (EIN or SSN)		
Mailing Street Address (if different from tax form)	City	State/Country	Zip/Postal Code

Contact Information

Individual Name	Telephone	E-Mail
Sales Contact	Telephone	E-Mail

GW Contact

Department Contact Name	Department Contact E-Mail Address

Terms and Payment Information

Default payment terms: **NET 30**

Type of account: SAVINGS ☐ or CHECKING ☐ (check or mark one)

***IMPORTANT FOR FOREIGN BANK ACCOUNTS**

Does the bank account provided accept USD?

☐ YES or ☐ NO

Submit invoices only to invoice@gwu.edu

Submit inquiries to: P2P@gwu.edu or call 571-553-0247

Payment Method

☐ ACH (only for US bank)

☐ Wire (for international banking)

ACH and WIRE Payment Instructions

Name of Bank or Financial Institution	
Bank Account Beneficiary Name	
Routing Number / SWIFT(BIC)	
Local Bank Account Number / IBAN (Int'l Bank Acct)	
Intermediary Bank Name (if applicable)	
Intermediary Bank Number (if applicable)	
Intermediary SWIFT Code (if applicable)	
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. The country provided on this form must match the country in which the bank account is located.

Supplier Signature

Signature	Title	Date

If you are an international supplier, please send the completed form and applicable Tax forms to iSupplyGW@gwu.edu for processing. Signature must be a digitally certified electronic signature with date or pen-to-paper wet signature. Contact the ISupplyGW Team for assistance 571-553-0300 or email iSupplyGW@gwu.edu.