REGISTRATION FOR FOREIGN SUPPLIERS

Reference guide on how to register as a supplier for the University of Washington

Non-U.S./Foreign Supplier Registration

All prospective non-U.S./foreign country suppliers will complete the Foreign Supplier Registration form. The link to the form will be emailed to you by UW Supplier Administrators. To begin the registration:

1. Select the Sign In icon located on the top right corner of the screen, and you will be prompted to Create Account for your business.
   - Once the login and password are created, a verification email is sent which must be used to log in and complete the registration.
   - Please ensure the following information is available before proceeding
     o Business information, U.S. and country of incorporation Taxpayer Identification Numbers; a current signed and dated IRS Tax Form (W-8 series or 8233) can also be attached during this registration but is not required.

Note: The account email must be unique to your company and shared, business-related emails work best; do not use an individual email when creating your UW business account unless you are registering as a foreign individual or contractor and do not have a shared, business-related email.
2. Once verified, please log in, and click **Home** to continue; read the **Registration Instructions**, **Important** tips and **Notes**, the select **Register**. Note that only fields which include a red asterisk (*) are required.

**Note:** Suppliers must disclose any UW employment or affiliation history prior to registering or conducting any business.

**Note:** Once a registration has been submitted, select **Application History** to review previous applications.
3. On the **Business Information** step, enter your **Business Name**, select **Foreign Supplier** for the Type, include the **Supplier Group** that best describes your goods and/or services; include the **Doing Business As** name or trade name, if applicable.

- If your company has a Doing Business As (DBA) or trade name, select Yes to the question “Do you have a DBA (Doing Business As) name?” and then enter the DBA/trade name as shown on Part 1, Item 3 on Form W-8BEN-E.

**Note:** *Business Name must match the name on the bank account used for wire payments.*
Scroll down and complete the remaining applicable fields about the business. **Taxpayer Identification Numbers in this section are not required**, but should be included if they apply to your company or you as an individual contractor.

4. Enter the **Foreign Taxpayer Identification Number** and the **Country of Organization**.
   - If applicable, also enter the **U.S. Taxpayer Identification Number** and **U.S. TIN Type**
   - If you are registering as a foreign individual/contractor (instead of a business), provide your **Country of Citizenship**

5. Select the company/business **Entity** and **Business Type** that best fits your reason for registering as a UW supplier
   - If you are registering as a foreign business, provide the **GIIN**, if known
   - If you are registering as a foreign individual/contractor, provide your **Date of Birth**

**Note:** *If additional details or forms are required to issue payment, you will be contacted by UW.*
Scroll down and complete the section for payment types and payment currencies related to future payments from University of Washington (UW).

6. First select all Accepted Payment Types from the listed options, then select the preferred payment option as the Default Payment Type.

7. Select USD (U.S. Dollar) for both the Accepted Currencies and Default Currency; USD is the only option on this form, however, foreign currency payments may be available in some cases, once registration is completed.

**Note:** Banking information for payments by wire transfer is entered in a later step.
Scroll down and complete the Business Contact Details section for the business phone, email address, website (if applicable), and business addresses; these will be used to issue purchase orders and remit payments by paper check, or as a business reference for wire transfer payments.

8. **Check the box to Add Primary Phone** and **enter the main business Phone Number** in the required fields, enter the **Email Address** which UW can use to issue purchase orders, a Website URL (if applicable), followed by the **Remit To Address** for invoices and payments (even if selecting the Wire transfer option).
   - Enter the **Purchase Order Address** if different from the remittance address; this could be the W-8 permanent (physical) address, a corporate address, or the procurement/order placement location.

9. Click **Next**
10. On the **Banking and Payments** step, provide the business **Beneficiary Account Details** for **wire transfer** payments in USD, then click **Next**; attach the Bank Verification Letter later in the Attachments step.

**Note:** Must match wire transfer information printed on invoices for payment to be issued.

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**Note:** Please provide information for all fields noted as **required** by the red asterisk (*) in the Account Details for the bank, which are specific to each country. Typically **required** are:

- **Account Number OR IBAN**
- **Bank Identification Code** (also known as **BIC** or **SWIFT**)

**Intermediary bank** details can be placed in the **Bank Instructions** area.
The Contact Information step is for the contact information for the person completing and submitting the form.

11. First select the Country, enter your Given Name (First Name) and Family Name (Surname or Last Name), then the email account which was used to create your registration login as the Applicant’s Email, then click Next.
12. Upload supporting documentation in this **Attachments** section, then click **Next**; attachments are **required**, and should include:

- **IRS W-8 form**: required when services are performed within the United States; assistance with forms and requirements can be found on the university’s website: [https://finance.uw.edu/tax/foreign_payee](https://finance.uw.edu/tax/foreign_payee)

- **Wire transfer details** provided on a **Bank Verification Letter**, which most banks will provide for the account on the bank’s letterhead, or on your company/personal letterhead

⚠️ **Note**: Attachments using **.PDF format** and a size of less than 5MB work best.

⚠️ **Note**: **Picture files of IRS Form W-8 such as .JPG, .PNG or .TIFF files cannot be uploaded and must be converted to an alternate file type (such as .PDF) to attach successfully.**
13. Please read the **UW Disclaimer**.

14. **Select the checkbox** to **Accept UW Disclaimer**, type your name into the **Signature** field, then click **Next**.
15. On the **Summary** page, please review the information entered; click **Back** to make changes if needed; when all details are correct, click **Submit**.

Note: When the form is successfully submitted, a message that says “Congratulations – Your request has been submitted” appears; **log in to check status in two workdays** on the **Home** page.
Next Steps:

- Please allow approximately two business days for processing by University of Washington (UW)

- **Keep your login and password available through the registration process;** it can be used to check Registration Status, which is available on the Home page once the registration has been submitted

- **Submitted** registrations still pending review will show a status of **In Progress**; the applicant can click the blue View Application button if needed

- **Returned** registrations will show **Update Application** when additional action is required, and a Reason the form was returned; click the blue **Update Application** button to make edits based on the Reason and **re-submit**
  - This will occur if information needs to be verified but the attachment was not included to verify it, such as the IRS Form W-8 or the Bank Verification Letter

- **Denied** registrations show a status of Denied and a Reason the form was denied; this is rare, and typically occurs because a supplier record already exists with the University of Washington files

- **Approved** registrations will show Approved for the Registration Status; the Applicant’s Email account, entered in the Contact Information step, will also receive an automated email with additional information and any next steps, when applicable
  - **Approved means the registration process is complete,** and the supplier record is available for UW business, including issuing purchase orders and making payments for submitted invoices by mailed check or wire transfer, if bank details were provided in the Banking and Payments step