New Supplier Registration for US Supplier

Click on the link:

[Become a SLAC supplier | Suppliers (stanford.edu)](#)

- Click on User Registration
- Click on Register now under Register as US Supplier
- Select for Business or Individual
- Click next

Identifying Information

- Enter DUNs number (Make sure 9 digits are entered)
    - Register with DUNS: https://fedgov.dnb.com/webform/
    - Ensure that your company has registered with SAM.gov: SAM.gov | Home
    - You may call SAM.Gov directly U.S. Toll Free: 866-606-8220
      You may also find the full SAM User Guide, Quick Start Guides, Helpful Hints, and Webinars on the SAM HELP tab. Contact the SAM.gov Service Desk to search for answers on-line or request additional help:

      GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal

      The registration pages are between pages 23-109, however, it will be helpful to go through the user guide for additional information.

- Enter a Unique Entity Identifier number. You may obtain this number from SAM.gov when you register, SAM.gov | Entity Registrations
- Ensure you have registered to receive All Awards when registering with SAM.gov
- Add attach of your company's W-9 Form
- Attach a bank document is required for new supplier registration. It can be the letter from the supplier contains bank information or letter from the supplier's bank. To attach, there will be blue letters at the top right-hand side of the page. It will be in the same area as where you attached your W-9. Press the (+) sign to add additional document.
    - Bank name
    - Bank Account Number
    - Bank Routing Number (Bank ID)
    - Bank Address (If you have one)
    - Bank Phone number (if you have one)
- USA Tax Identification Number (Make sure 9 digits are entered)
- Entity Name (Enter exactly as shown on W-9 form)
- Choose Entity Organization Type
- Enter Additional Name if available
- Enter web address

- Is your company registered with SAM.gov to receive All Awards (www.sam.gov)? (Yes or No)
- Is your company's account with SAM.gov (www.sam.gov) active and is all of the information current on their website? (Yes or No)
- Did you attach the current W9? This registration will only be approved if a current W9 is attached.
- Will Supplier be providing goods only, services only or both?
  - To select an answer, click on the magnifying glass icon to the right of the text box
- If services are provided, will supplier be performing services in California? (Yes or No)
- Enter your NAICS code.
- Select the Type of Contractor
- Select any additional company information that applies
- Review your information to make sure all information is correct
- Select Next

Addresses

- Enter Primary Address (MUST match the address on W-9 Form)
- Enter +4 zip code to the zip code (If you do not know your +4, enter your address in this link : https://tools.usps.com/go/ZipLookupAction_input)
- Add additional addresses if applicable
- Select Next

Contact

- Add main contact information
- Select Next
- Enter

Payment Information

- Select Payment Method
- Enter Bank Name
- Leave Bank ID Qualifier as 001 for USA
- Bank ID (Routing Number)
- Choose Account Type
- Enter Bank Account Number
- Enter Bank Address
- Enter Bank Phone if available

Submit

- Verify Email Address for registration communications
- Enter password for re-access

- Check the box to acknowledge terms of agreements
- Select Submit