

New Supplier Registration for Foreign Supplier

Click on the link:

[SCP_PUB_REG_FL \(stanford.edu\)](#)

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

Identifying Information

- Ensure that your company has registered with SAM.gov: [SAM.gov | Home](#) for a Unique Entity Identifier number. You may obtain this number from SAM.gov when you register: [SAM.gov | Entity Registrations](#)
- Add attach of your company's W-8
- 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-8. Press the (+) sign to add additional document.
 - Bank name
 - Bank Account Number
 - Bank Routing Number (Bank ID)
 - IBAN
 - SWIFT Code
 - Bank Address (If you have one)
 - Bank Phone number (if you have one)
- Entity Name (Enter exactly as shown on W-8 form)
- Choose Entity Organization Type as Foreign
- Enter Additional Name if available
- Enter web address
- Is your company registered with SAM.gov for a UEI Number(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 W-8? This registration will only be approved if a current W-8 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 the USA? (Yes or No)
- If services are provided in the USA, will supplier be performing services in California? (Yes or No)
- If services are provided, will supplier be performing services in California? (Yes or No)
- Enter your NAICS code.
- Select the Type of Contractor to be Foreign
- Select any additional company information that applies
- Review your information to make sure all information is correct
- Select Next

Addresses

- Select Country
- Enter Primary Address (MUST match the address on W-8 Form)
- Add additional addresses if applicable
- Select Next

Contact

- Add main contact information
- Select Next
- Enter

Payment Information

- Select Payment Method
- Select Country
- Enter Bank Name
- Leave Bank ID Qualifier as 001 for USA
- Bank ID (Routing Number)
- Choose Account Type
- Enter Bank Account Number
- Select DFI Qualifier, to view the options, click on the magnifying glass icon
- Enter DFI Qualifier (SWIFT)
- Enter IBAN if applicable
- 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