New Supplier Registration for Foreign Supplier

Before starting your Supplier Registration at SLAC, you first must register with System for Award Management (SAM).

- Ensure that your company has registered with SAM.gov. For assistance, you may call SAM.Gov directly at U.S. Toll Free: 866-606-8220. You may also go to the website and navigate the additional options for assistance at Federal Service Help Desk Knowledge Base

New Supplier Registration at SLAC

To register as a new supplier at SLAC:

- Go to User Registration or enter “https://erp-fsprdext.erp.slac.stanford.edu/psc/fsprdext/SUPPLIER/ERP/c/SCP_PUBLIC_MENU_FL .SCP_PUB_REG_CMP_FL.GBL” in the address bar.
- Click on Register now under Register as Foreign Supplier

Welcome (Step 1 of 6)

Select the type of entity you represent - Business or Individual

- Click Next

Identifying Information (Step 2 of 6)

Under Unique ID & Company Profile, please complete the following fields:

- Select Add Attachment and upload the following documents:
  - W-8 Form
  - Banking Information is required for all new registrations. Please attach one of the following official bank documents: bank information on your company letterhead, a letter from your bank, voided check, or bank statements.
- SAM.gov Unique Entity ID (12 alphanumeric characters long)
- Entity Name (Enter exactly as shown on W-8 form)
- Select “Foreign” as Entity Organization Type
- Enter Additional Name (if applicable)
- Enter web address

Profile Questions

- Is your company registered with SAM.gov (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)

Standard Industry Codes
- Enter your 6-digit NAICS code(s) as listed on your SAM.gov registration

Additional Reporting Elements
- Select “Foreign” as Type of Contractor
- Select any additional company information that applies

Review your information to make sure all information is correct
- Click Next

Addresses (Step 3 of 6)
- Select Country
- Enter Primary Address (MUST match the address on W-8 Form)
- Add additional addresses if applicable
- Click Next

Contact (Step 4 of 6)
- Add Main Point of Contact information
- Add Billing / AR Point of Contact
- Add additional contacts if applicable. If you will be a contact person for your company, please make sure you list yourself as a contact on the registration.
- Click Next

Payment Information (Step 5 of 6)
- Check the Enable Email Payment Advice box and enter the email address that you would like to receive remittance advice at
- 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
- Click Next

Submit (Step 6 of 6)

- Verify Email Address for registration communications
- Enter password for re-access
- Check the box to acknowledge terms of agreements
- Click Submit