

## New Supplier Registration for Foreign Supplier

Before starting your Supplier Registration at SLAC you first must register with DUN & Bradstreet (DUNS) and System for Award Management (SAM).

- DUNS
  - o Register with DUNS: <https://fedgov.dnb.com/webform/>
- SAM

Ensure that your company has registered with SAM.gov. You may call SAM.Gov directly at International: 334-206-7828. You may also go to the website and navigate through 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 [www.slac.stanford.edu](http://www.slac.stanford.edu) and select **Supplier** under Resources. Then go to [BECOME A SUPPLIER](#) or enter <https://suppliers.slac.stanford.edu/become-slac-supplier> and select **SLAC Registration**.

- Click on *User Registration*
- Click on *Register now* under **Register as Foreign Supplier**

### Welcome

Select the type of entity you represent - **Business** or **Individual**

- Click **Next**

### Identifying Information

Under Unique ID & Company Profile complete the following fields:

- Enter DUNS number (Make sure 9 digits are entered). If you don't have a DUNS Number register with DUNS at: <https://fedgov.dnb.com/webform/>
- Select Add Attachment and upload the following documents:
  - o W-8 Form
  - o 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
- Entity Name (Enter exactly as shown on W-8 form)
- Choose Entity Organization Type as Foreign
- Enter Additional Name if available
- Enter web address

### Complete Profile Questions

- Is your company registered with SAM.gov ([www.sam.gov](http://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?
  - o 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)

#### Standard Industry Codes

- Enter your NAICS code(s).

#### Additional Reporting Elements

- Select the Type of Contractor - Foreign
- Select any additional company information that applies

Review your information to make sure all information is correct

Click 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 point of contact information
- Add billing or Account Receivable 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

- Check the Enable Email Payment Advice box and enter the email address that you'd like to receive remittance advice

- 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
- Click Submit