

New Supplier Registration for US 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 U.S. Toll Free: 866-606-8220. 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 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 US 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-9 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.
- USA Tax Identification Number (Make sure 9 digits are entered with no dash)
- Entity Name (Enter exactly as shown on W-9 form)
- Choose Entity Organization Type
- Enter Additional Name (if applicable)
- Enter web address

Complete 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 W9? This registration will only be approved if a current W9 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 California? (Yes or No)

Standard Industry Codes

- Enter your NAICS code(s)

Additional Reporting Elements

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

Review your information to make sure all information is correct

Click 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
- Click 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
- 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
- Click Next

Submit

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