



PennState

PaymentWorks

NEW SUPPLIER REGISTRATION

Foreign Entity Supplier

Office of Central Procurement
PSUsuppliers@psu.edu

SUMMARY

This document is used to provide examples and guidance for some of the questions that US entities will see as they progress through the registration process.

This captures most of the required questions, indicated on the form by a red asterisk (*).

There may be additional questions that appear based on the selections made.

If at any time you need to exit the application, you may hit Save and Exit at the bottom of the page. Once ready to complete the application, you may resume where you left off.

General Help:

For assistance with registering, please visit the General Help link below or contact psusuppliers@psu.edu.

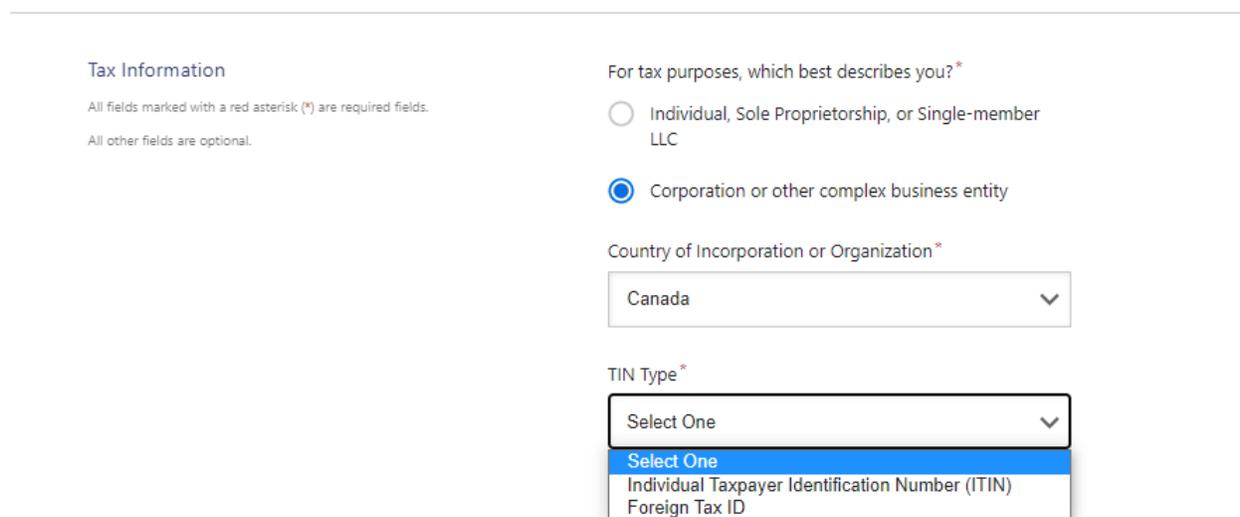
<https://community.paymentworks.com/payees/s/topic/0TO3k000001uFcNGAU/completing-your-registration>

Submitting a Support Ticket:

<https://community.paymentworks.com/payees/s/contactsupport>

In the first section, you will need to select Corporation or other complex business entity and choose your Country of Incorporation or Organization. Select the applicable TIN type.

- If your country is not listed, please submit a ticket with PaymentWorks [here](#).



Tax Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

For tax purposes, which best describes you? *

Individual, Sole Proprietorship, or Single-member LLC

Corporation or other complex business entity

Country of Incorporation or Organization *

Canada

TIN Type *

Select One

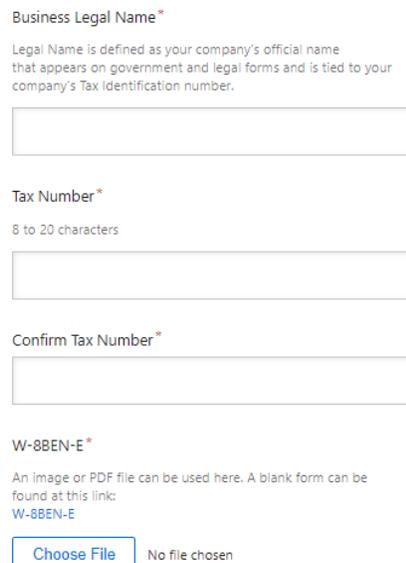
Select One

Individual Taxpayer Identification Number (ITIN)

Foreign Tax ID

Enter your company's legal business name, your company's tax number, and upload your company's completed W-8BENE form. Click [here](#) if you need to complete a W-8BENE form.

- If your country does not have a tax identification number, please submit a ticket with PaymentWorks [here](#).



Business Legal Name *

Legal Name is defined as your company's official name that appears on government and legal forms and is tied to your company's Tax Identification number.

Tax Number *

8 to 20 characters

Confirm Tax Number *

W-8BEN-E *

An image or PDF file can be used here. A blank form can be found at this link: [W-8BEN-E](#)

[Choose File](#) No file chosen

Enter your company's DUNS number or Unique Entity ID (UEI) if applicable. Once you select one of the below options, a box will appear where you may enter the information.

if applicable

Data universal numbering system (DUNS)

Unique Entity ID (UEI)

For example, if you are adding a Duns number, the DUNS box will appear. If your company does not have either of these numbers, you may skip this section.

Data universal numbering system (DUNS)

Unique Entity ID (UEI)

DUNS

Enter your company's business name or doing business as (DBA) name here and proceed with entering your company's information. Please note: The email address you list in this section will be the contact person listed on file. There are other places on this application to list additional emails.

Company Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Business Name or DBA *

Business Name or DBA is defined as the name your company uses to present itself to the public. This name may not necessarily be tied to your Tax Identification Number.

Telephone Number *

 ext.

Preferred Email *

Website

Description of Goods or Services

Enter your company's corporate headquarters address in this section.

Primary Address

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Country*

Street 1*

Street 2

City*

Province*

▲ This field is required

Zip / Postal Code*

Enter your company's payment remittance location in this section. If your company has more than one remittance location, you may add the additional locations in your PaymentWorks portal. If your company's remittance location is the same as the headquarters address, you may select the "Same as Primary Address" box.

Remittance Address

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Same as Primary Address

Country *

Street 1 *

Street 2

City *

State *

Zip / Postal Code *

In this section, enter International Entity as the supplier category and list the appropriate NAICS and Cage codes if applicable. If not applicable, enter N/A in these sections.

Additional Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Please contact psusuppliers@psu.edu if you have questions related to the Additional Information section of the registration.

Supplier Category*

Please choose a selection that best applies to you

If at any point an individual is classified as an employee to be paid via Payroll Services, they will be prompted to not proceed with the online enrollment. If that happens, they should contact psusuppliers@psu.edu for further direction

NAICS Codes*

<https://www.naics.com/>

Please enter the NAICS codes that indicate the types of goods you will be providing.
Input N/A if these do not apply

Cage Codes*

<https://cage.dla.mil/>

Please enter the Cage codes that apply. Input N/A if these do not apply

Answer 'yes' or 'no' to whether or not your company is registered in Sam.gov.

Additional Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Are you registered in SAM.GOV?*

[SAM.gov site](https://sam.gov)

If awarded a Purchase Order via Federal Funds a Supplier will be required to register with SAM.GOV *

Answer if your company accepts purchase orders or not. If you answer 'yes' to this field, you will be asked to review our insurance requirements, upload your insurance documents, and list the contact information for your accounts receivable and sales group. If you answer 'no' to this section, you will be taken directly to the conflict on interest questions.

Additional Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Purchase Order Information

Do you accept Purchase Orders?*

▲ This field is required

Answer the conflict-of-interest questions and be sure to answer the following section on behalf of yourself and any other employees of your company.

Additional Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Conflict of Interest Information

Instructions for Conflict of Interest section

If you are registering as an individual, please answer the following section on behalf of yourself only.

If you are registering on behalf of your company, please answer the following section on behalf of yourself and any other employees of your company.

Does any Penn State employee hold any paid position or serve as an officer or director of this company?*

Does any Penn State employee serve as an officer, partner, or director of this company?*

Is any immediate family member (spouse or dependent child) of a Penn State employee a partner, sole proprietor, or have an ownership interest of 10% or more in this company?*

Does any member of a Penn State Board of Trustees immediate family (spouse or dependent child) have an ownership interest of 10% or more in this company?*

If you answer 'yes' to any of the conflict-of-interest questions, be sure to answer the additional questions about the Penn State employee:

Does any Penn State employee hold any paid position or serve as an officer or director of this company?*

Name of current University employee *

Department where employee works *

Enter your company's payment information. If your company is in Canada, you may select check payment, if preferred. All other suppliers located outside of the United States must be paid via Wire.

Payment Information

Bank Location *

Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.

Enter your company's bank information and be sure to upload one of the acceptable banking files:

Banking Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Bank Name *

Name on Account *

Account Number *

Confirm Account Number *

Account Type *

Routing Number *

SWIFT Code

Bank Validation File *

An image or PDF file can be used here containing one of the following:

- Letter on company letterhead
- Voided check
- Voided deposit slip
- Letter from your bank
- Copy of a bank account statement

No file chosen

You may additionally list an email address for payment notifications and must select that you agree to PaymentWorks automatically depositing monies into your account

Email Address for Payment Notifications *

Bank Authorization *

Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account

I Agree

Lastly, you must enter your bank's address.

Bank Address

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Country*

Street 1*

Street 2

City*

State*

Zip / Postal Code*

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Once the mandatory fields are answered, you may submit the application for review.



***Thank You for choosing to become a supplier
with Penn State University!***