NEW SUPPLIER REGISTRATION

US Entity Supplier

Office of Central Procurement
PSUsuppliers@psu.edu
Welcome!

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

This document 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 you are 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:
For technical assistance, please submit a Support Ticket with Payment Works.

https://community.paymentworks.com/payees/s/contactsupport
Select that you are registering as a Corporation.

Enter your business name as you report on your taxes. If you are using a DBA, you may enter that further down the form.

Select the classification as you report on your taxes.
Note: We cannot advise on which one to select. Please consult your tax preparer.
Select Yes and PaymentWorks will generate an electronic W-9 for your record. Only select No if you already have one completed and signed that you would prefer to use and upload.

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**Tax Information**

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

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**Generate Electronic W-9**

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

- Yes
- No

**Form W-9 Certifications**

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

**Tax ID Type**

- The Tax ID number shown on this form is my correct taxpayer identification number

**Backup Withholding**

- I am not subject to backup withholding because:
  - (a) I am exempt from backup withholding, or
  - (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
  - (c) the IRS has notified me that I am no longer subject to backup withholding.

**Citizenship**

- I am a U.S. citizen or other U.S. person

**Certification Instructions**

You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II on page 3 of the IRS form W-9 (https://www.paymentworks.com/api/files/paymentworks/IRS_W9_blank_form.pdf)
Tax Information

If you have a DUNS or UEI, enter it here. If not, do not make a selection.

Company Information

Enter your name as you would like it printed on checks even if you prefer ACH direct deposit payment.

Also provide a valid phone number and email.

Note: PaymentWorks will call this phone number to validate banking information. It is best to use a number at which you can be easily accessed. It cannot go through an automated system.
Provide your legal, physical address as it would be listed on your W-9.

Provide an address if you would like to receive payment and 1099s to a different location from above. (A PO Box for example.)
Read the question and provide the most appropriate response(s).
If none of them apply, you must select “None of these statements are true”
These fields require an answer. If they are not applicable, type “N/A.”

If you select “Yes,” additional fields will populate should you wish to have the purchase order emailed to a preferred email account and if the address listed on the purchase order is different than the primary.

**Additional Information**

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

**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

Enter Text Here *

**Cage Codes**

https://cage.dla.mil/ Please enter the Cage codes that apply. Input N/A if these do not apply

Enter Text Here *

**Are you registered in SAM.GOV?**

**SAM.gov Site**

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

Select an Option *

**Purchase Order Information**

**Do you accept Purchase Orders?**

Select an Option *

Yes

**Please provide your email address for purchase order delivery**

Enter Email Here *

**Which address should be listed on the purchase order?**

Select an Option *
The acknowledgement is just to say that you are aware we have insurance requirements. For most suppliers that do not operate on university property, these requirements are usually not applicable. For specific questions regarding insurance, please contact the Insurance Program Manager in the Risk Management Office.

Please enter contact information for people in these roles.
If you answer “Yes” to the Federally or State diverse questions, a list will populate for you to select your designation. For each designation you select you will be able to upload any certificates or documents that corroborate your status. This is not required but will accelerate the verification process.
Read the questions and provide the most appropriate response.

Use the comment box to explain any of the Conflict of Interest questions you may have answered with “Yes” or any other information on the form you feel may need to be clarified.

Select ACH if you would like to receive direct deposit to a US Bank.
Provide bank account information for ACH payment. This must be a beneficiary bank and not an intermediary.

Note: the name on this application needs to appear on the bank account.

A bank validation document must be provided.

Read the statement and check the box if you agree for Penn State to deposit money into your account.
What’s Next?

Once your application is submitted, it will be reviewed by PaymentWorks for accuracy then go through a second review by the Penn State Supplier Team. The review process generally takes a few days, but timing will vary depending on accuracy of the information provided and current application volume. If you have any questions about the process, please email PSUsuppliers@psu.edu.

Thank you!