



PennState

PaymentWorks

NEW SUPPLIER REGISTRATION

US 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:

For technical assistance, please submit a Support Ticket with Payment Works.

<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.

Enter your company's legal business name, your company's EIN, and select the applicable tax classification.

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*

United States ▼

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.

EIN*

9 digits, no dashes or spaces

Confirm EIN*

Tax Information

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

All other fields are optional.

Tax Classification*

This can be found on section 3 of your W-9.

Choose One ▼

- Choose One
- C Corporation
- S Corporation
- Partnership
- Trust/Estate
- LLC taxed as C Corporation
- LLC taxed as S Corporation
- LLC taxed as Partnership
- Other

Yes

No

You may opt to have Payment Works generate a W-9 on your behalf or you may upload your own copy of your company's W-9. If you choose to have the W-9 generated on your behalf, be sure to review the backup withholding message to see if it is applicable.

Tax Information

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

All other fields are optional.

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](#)

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.

Tax Information

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

All other fields are optional.

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 *

 (814) 555-5555 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*
United States

Street 1*

Street 2

City*

State*
Select a State

Zip / Postal Code*

In this section, enter US Entity as the supplier category.

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

Choose One
Choose One
US Individual
International Individual
US Entity
International Entity
Choose One

For 1099 reasons, please disclose if you will be receiving a payment for any of the following options.

Additional Information

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

All other fields are optional.

1099 Tax Information for Entities

Is your company being paid for any of the following?*

- Royalties or broker payments in lieu of dividends or tax-exempt interest
- Rents
- Services performed by someone who is not your employee
- Prizes and awards
- Other income payments
- Medical and healthcare payments
- Crop insurance proceeds
- Cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish
- Cash paid from a notional principal contract to an individual or partnership or estate
- Payments to an attorney
- Any fishing boat proceeds
- Nonemployee compensation (self-employment income)
- None of these statements are true

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.

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.dia.mil/>

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

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 *

Choose One 

Answer “yes” or “no” to whether or not your company accepts purchase orders.

If you answer “no” you will continue to the Diversity Information questions. If you answer “yes” you will need to review our insurance information, list the email address where purchase orders should be sent, and if applicable, list your company’s AR and sales contact information.

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

Purchase Order Information

Do you accept Purchase Orders?*

Please provide your email address for purchase order delivery*

Insurance Information

Please review the following and acknowledge*

<https://purchasing.psu.edu/insurance-requirements> I have read the Penn State Insurance Requirements

Insurance Document Upload

 No file chosen**Accounts Receivable Contact Information**

Accounts Receivable Contact Name

Accounts Receivable Contact Phone Number

 + ext.

Accounts Receivable Contact Email

Additional Information

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

Sales Contact Information

Sales Contact Name

Sales Contact Phone Number

 + ext.

Sales Contact Email

Answer “yes” or “no” to the Diversity question. If you answer “yes” to the Federally Certified Diverse Business, please disclose which certification applies to your business. You may choose more than one option if applicable.

Additional Information

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

All other fields are optional.

Diversity Information

Are you a Federally certified diverse business? *

Federal Diversity Information

Select applicable Federal diversity certifications *

▲ This field is required

Please check all that apply

- 8(a) Black American
- 8(a) Hispanic American
- 8(a) Native American (Includes Alaskan Natives, Native Hawaiians & Native Americans)
- 8(a) Asian Pacific American
- 8(a) Subcontinent Asian American
- LGBTBE (LGBT-Owned Business)
- Hub Zone (Historically Under-Utilized Small Business)
- MBE (Minority Business Enterprise)
- SDB (Small Disadvantaged Business)
- SDVOSB (Service-Disabled Veteran-Owned Small Business)
- VOSB (Veteran-Owned Small Business)
- WBE (Women Business Enterprise)
- WOSB (Women-Owned Small Business)
- Ability One
- Small Business Enterprise (SBE)
- Large Business Enterprise (LBE)

Answer “yes” or “no” to if your business is certified disadvantaged in Pennsylvania.

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

All other fields are optional.

Are you a State of Pennsylvania certified disadvantaged business?*

Yes

State of Pennsylvania Diversity Information

Select applicable State of Pennsylvania certifications*

Please check all that apply

- SBE (Small Business Enterprise)
- Large Business Enterprise (LBE)
- DBE (Disadvantaged Business Enterprise)
- ACDBE (Airport Concession-DBE)
- HUB (Historically Underutilized Business)

Answer “yes” or “no” for the conflict-of-interest questions. Complete this section on behalf of yourself and your company’s employees.

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?*

Choose One

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

Choose One

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?*

Choose One

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?*

Choose One

If you answer “yes” to any of the conflict-of-interest questions, be sure to list the employees name and the PSU department where the employee works.

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 payment information.

Payment Information

Bank Location*

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

- Choose One
- US Bank
- International Bank

If you use a US Bank, you may be paid via ACH, Wire, and Check. If you select international bank, you may be paid via Wire and Check. ACH is not an option. Select your preferred payment method.

Payment Method for Payees with a US Bank Account*

- Choose One
- ACH
- Wire
- Check

Add your banking information.

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*

If you choose to be paid electronically, you will be asked to provide the below information. Be sure to provide a valid bank file.

Banking Information

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

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

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

You will then be asked to add 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*

Once completed, you may hit Submit to have your application reviewed.

Submit

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