### Domestic Supplier/ Payee Quick Reference Card

<table>
<thead>
<tr>
<th>Domestic Supplier/ Payee</th>
<th>Type of Registration</th>
<th>1. Request</th>
<th>2. Register</th>
<th>3. Buy and Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Requests are submitted by the Department Requestor through the Prime Marketplace</td>
<td>Registrations are completed in the Prime Marketplace</td>
<td>Once Supplier is set up, Department Requestor completes Requisition/Non-PO Payment Request</td>
</tr>
</tbody>
</table>
| Goods/Equipment Services | Entity              | None - Supplier / Payee will be invited to register | Supplier/ Payee | 1. If >$10,000, online Competition Summary must be completed  
2. Copy of contract agreement, if appropriate  
3. Copies of competitive bids, if appropriate |
| Independent Contractor   | Individual          | None - Supplier / Payee will be invited to register | Supplier/ Payee | 1. Honorarium Acceptance  
2. Supporting Documentation, as required  
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| Entertainer              |                     |            | Supplier/ Payee | None |
| Honorarium               |                     |            | Supplier/ Payee | 1. Honorarium Acceptance  
2. Supporting Documentation, as required |
| Limited Engagement       |                     | Supplier/ Payee Management Form, if Wire or ACH payment | Procurement Services | Supporting Documentation, as required |
| Non-Qualified Scholarship/ Fellowship  
(Non-Princeton) | Individual or Entity | 1. Supplier/Payee Management Form  
2. W-9 | Supplier/ Payee | None |
| Guest Reimbursement      |                     |            | Supplier/ Payee | None |
| Moving/Relocation  
(New Employee Reimbursements) |                     |            | Supplier/ Payee | None |
| Donation                 |                     |            | Supplier/ Payee | None |
| Alumni Class Payments    |                     |            | Supplier/ Payee | None |
| Government Payments  
(Visas, Permits, Taxes)  |                     | Supplier/ Payee Management Form | Procurement Services | None |
| Institutional Payment  
(Other Universities, Schools, Banks) |                     | 1. Supplier/Payee Management Form  
2. W-9 | Supplier/ Payee | None |
| Union Dues               |                     |            | Supplier/ Payee | None |
| Utilities                |                     |            | Supplier/ Payee | None |
| Lease Payment            |                     |            | Supplier/ Payee | None |
| Prize/Award (Non-Princeton) |                     |            | Supplier/ Payee | None |
| Royalty/Copyright        | Individual or Entity | None - Supplier / Payee will be invited to register | Supplier/ Payee | None |

### Updates

- **Supplier has previously completed a profile**
  - **Individual or Entity**
  - Supplier should log back in to profile to complete updates

- **Existing Supplier (can be invited as outlined above) has a change to profile information, has not yet been invited**
  - **Individual or Entity**
  - Complete Supplier Request Form, include supplier number and contact email.
  - Supplier will be invited to register. No forms required.

- **Existing Supplier (cannot be invited as outlined above) has a change to profile information, has not yet been invited**
  - **Individual or Entity**
  - Complete Supplier Request Form, include supplier number and contact email.
  - Attach completed Supplier/Payee Management Form and W-9.

- **Supplier has been invited but declines to complete profile (Exception process - may require approval)**
  - **Individual or Entity**
  - Complete new Supplier Request Form and attach:  
    1. Supplier/Payee Management Form  
    2. W-9  
    3. Certificate(s) of Insurance (as required)