## Foreign Supplier/Payee Quick Reference Card

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Foreign Supplier/ Payee</th>
<th>Registration Type</th>
<th>Required Forms to Upload</th>
<th>Registration completed by:</th>
<th>Required Forms to Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Goods/Equipment (without installation, warranty or service contract)</td>
<td></td>
<td>Supplier/Payee Management Form</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|                | Goods/Equipment (with an installation, warranty or service contract) |                    | 1. Supplier/Payee Management Form  
2. W-8BEN or W-8BEN-E  
3. Proof of Insurance |                           |                          |
|                | Services - provided inside or outside of the U.S. |                    | 1. Supplier/Payee Management Form  
2. W-8BEN-E  
3. Proof of Insurance  
4. Additional documentation, for services provided outside of the U.S. |                           |                          |
|                | Independent Contractor - Service provided in U.S. |                    | 1. Supplier/Payee Management Form  
2. W-8BEN  
3. Proof of Insurance  
4. Copy of Visa* |                           |                          |
|                | Independent Contractor - Service provided outside U.S. |                    | 1. Supplier/Payee Management Form  
2. W-8BEN  
3. Proof of Insurance  
4. Independent Contractor Agreement. If the contract is for more than 2 months, the agreement will also be reviewed by the Provost’s Office of International Affairs and Operations. |                           |                          |
|                | Entertainer** - Service provided in U.S. |                    | 1. Supplier/Payee Management Form  
2. W-8BEN, W-8BENE or W-9  
3. Proof of Insurance  
4. Entertainment Agreement  
5. Copy of Visa* |                           |                          |

### 1. Request

- Requests are submitted by the Department Requestor through the Prime Marketplace

### 2. Register

- Registrations are Completed in the Prime Marketplace

### 3. Buy and Pay

- Once Supplier is set up, Department Requestor completes Requisition/Non-PO Payment Request

1. If >$10,000, online Competition Summary must be completed***
2. Copy of contract agreement, if appropriate
3. Copies of competitive bids, if appropriate

### Procurement Services

1. If >$10,000, online Competition Summary must be completed***
2. Independent Contractor Agreement
3. Copies of competitive bids, if appropriate
4. Substantial Presence Test
5. I-94
# Foreign Supplier/Payee Quick Reference Card

<table>
<thead>
<tr>
<th>Non-PO Payment</th>
<th>Required Forms to Upload</th>
<th>Registration completed by:</th>
<th>Required Forms to Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Supplier/ Payee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Honorarium - Service provided in U.S. | 1. Supplier/Payee Management Form  
2. Honorarium Acceptance Form or W-8BEN  
3. Copy of Visa*                                                                                   | 1. Honorarium Acceptance form (re-upload to payment request)  
2. Substantial Presence Test  
3. I-94  
4. Form 8233 (optional)  
5. Supporting Documentation, as required                                                                 |                                                                                                                                                         |
| Honorarium - Service provided outside U.S. | 1. Supplier/Payee Management Form  
2. Honorarium Acceptance Form or W-8BEN                                                                                     | 1. Honorarium Acceptance form (re-upload to payment request)  
2. Supporting Documentation, as required                                                                 |                                                                                                                                                         |
| Limited Engagement - Service provided in U.S. | 1. Supplier/Payee Management Form  
2. W-8BEN  
3. Copy of Visa*                                                                                     | 1. Limited Engagement Agreement for Foreign Nationals  
2. I-94  
3. Supporting Documentation, as required                                                                 | 1. Limited Engagement Agreement for Foreign Nationals (re-upload to payment request)  
2. Supporting Documentation, as required                                                                 |
| Limited Engagement - Service provided outside U.S. | Individual  
1. Supplier/Payee Management Form  
2. Limited Engagement Agreement Form for Foreign Nationals. If the contract is for more than 2 months, the agreement will also be reviewed by the Provost's Office of International Affairs and Operations.  
3. Copy of Visa*                                                                                     | Procurement Services  
1. Limited Engagement Agreement for Foreign Nationals (re-upload to payment request)  
2. Supporting Documentation, as required                                                                 | 1. Substantial Presence Test  
2. I-94  
3. Supporting Documentation, as required                                                                 |
| Non-Qualified Scholarship/ Fellowship (Non-Princeton Sponsored) | 1. Supplier/Payee Management Form  
2. Copy of Visa*  
3. Copy of I-20 or DS-2019                                                                                                                   | 1. Substantial Presence Test  
2. I-94  
3. Supporting Documentation, as required                                                                 | 1. Substantial Presence Test  
2. I-94  
3. Supporting Documentation, as required                                                                 |
| Guest Reimbursement - Service provided inside or outside U.S. | Supplier/Payee Management Form, if Wire or ACH payment                                                                                                       | Supporting Documentation, as required                                                                                                                  | Supporting Documentation, as required                                                                                                                  |
| Moving/Relocation (New Employee Reimbursements) | Individual or Entity  
1. Supplier/Payee Management Form  
2. W-8BEN or W-8BEN-E                                                                                             | Supporting Documentation, as required                                                                                                                  | Supporting Documentation, as required                                                                                                                  |
| Donation | Individual or Entity  
1. Supplier/Payee Management Form  
2. W-8BEN or W-8BEN-E                                                                                             | None                                                                                                                                                | None                                                                                                                                                |
| Alumni Class Payments | Individual or Entity  
Supplier/Payee Management Form                                                                                                                                         | None                                                                                                                                                | None                                                                                                                                                |
## Foreign Supplier/Payee Quick Reference Card

<table>
<thead>
<tr>
<th>Foreign Supplier/ Payee</th>
<th>Registration Type</th>
<th>Required Forms to Upload</th>
<th>1. Request</th>
<th>2. Register</th>
<th>3. Buy and Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Payment</td>
<td>Entity</td>
<td>Supplier/Payee Management Form</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>
<tr>
<td>(Visas, Permits, Taxes)</td>
<td></td>
<td></td>
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<tr>
<td>Institutional Payment</td>
<td>Entity</td>
<td>Supplier/Payee Management Form</td>
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<td></td>
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<tr>
<td>(Other Universities, Schools, Banks)</td>
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<tr>
<td>Utilities</td>
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<tr>
<td>Lease Payment</td>
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<tr>
<td>Prize/Award (Non-Princeton) - Student enrolled in U.S. institution</td>
<td>Individual</td>
<td>Supplier/Payee Management Form</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>1. Supplier/Payee Management Form</td>
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<td></td>
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<td>2. W-8BEN</td>
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<td></td>
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<td>3. Visa - F1 Visa needs I20 and I94; J1 Visa needs DS2019 and I94</td>
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</tr>
<tr>
<td>Prize/Award (Non-Princeton) - Student enrolled outside U.S.</td>
<td>Individual</td>
<td>Supplier/Payee Management Form</td>
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<td></td>
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<td>1. Supplier/Payee Management Form</td>
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<td>2. W-8BEN</td>
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<tr>
<td>Royalty/Copyright</td>
<td>Individual</td>
<td>Supplier/Payee Management Form</td>
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<tr>
<td></td>
<td>or Entity</td>
<td></td>
<td>1. Supplier/Payee Management Form</td>
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<tr>
<td></td>
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<td></td>
<td>2. W-8BEN or W-8BENE</td>
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</tbody>
</table>

**Updates**

| Existing Supplier (cannot be invited) has a change to profile information | Individual or Entity | Complete Supplier Request Form, include supplier number and contact email. | | | |
|                                                                         |                      | Attach required documents for supplier type, as above. | | | |

- *Based on Visa type, additional documentation may be needed. If individual is on a Visa waiver program, we need to provide a confirmation of ESTA (Electronic System for Travel Authorization) in lieu of the Visa.* If individual is on a Visa waiver program, we need to provide a confirmation of ESTA (Electronic System for Travel Authorization) in lieu of the Visa. Refer to the Legal to Pay document for additional Visa instructions.

- **Supporting documentation will depend on whether there is an agent, manager or group (domestic or international). For Entertainers performing services inside or outside of the U.S., contact Karen Murphy Gordon.**

- **The Competition Summary is part of the requisition and must be filled out as part of the requisition process for purchases over $10,000.**