

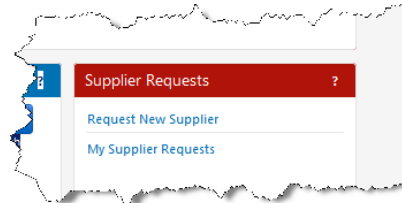
REGISTRATION OF FOREIGN SUPPLIER/PAYEE

Supplier/payee setup in Penn Marketplace is determined by immigration and U.S. residency tax status. Under U.S. tax laws, all non-U.S. citizens and non-permanent resident aliens are considered to be either "resident aliens" or "nonresident aliens" for tax purposes. If you need assistance in determining Resident or Nonresident Alien status in the U.S., please visit the [Internal Revenue Service website](#) to perform the substantial presence test.

For additional questions, please contact the Tax Office via the [Tax Help Desk](#) or 215-898-6291.

FOREIGN SUPPLIER/PAYEE HANDLING

- Confirm that the supplier/payee is not already active in the system by using the "Search for a Supplier" function in Penn Marketplace.
- Administrators should submit a standard Request New Supplier, which results in an invite being sent to the supplier/payee. The supplier/payee will self-register and complete a supplier profile. Click [here](#) for the Quick Reference Guide about how to request a supplier to be onboarded. Please use the actual title of the QRG. It will be easier to locate when someone links through to the item or website.
- Independent Contractor Forms and Limited Engagement Agreement must be completed and signed prior to submitting a supplier request.



Existing Suppliers/Payees and Wire Payment

- Suppliers/Payees already in BEN and have been automatically converted into Penn Marketplace need to enter banking information for wire payments as part of the supplier registration process. The School/Center representative should contact [Supplier Support](#) to request that the supplier/payee is invited to register in Penn Marketplace.
- For assistance when entering banking information on behalf of the supplier/payee or if intermediary bank information needs to be added, the School/Center should contact [Accounts Payable](#).

- Payments to foreign suppliers should be made in U.S. dollars. If there are appropriate business reasons to procure goods/services requiring payment in foreign currency, please use the PDA-FC form located here; <https://www.finance.upenn.edu/search/site/pda-fc>. Please ensure that the vendor is active AND registered in Penn Marketplace with the proper banking information.

Supplier Registration Instructions

PO Supplier

The prospective supplier/payee must complete all of the required fields in the application (including acceptance of the University's Purchase Order (PO) Terms and Conditions) and upload the completed [W-8 Series Form](#).

Note: PO Suppliers cannot be onboarded by Proxy. More information about the proxy registration process is available [here](#).

Non-PO Supplier

Upon receipt of the request, Purchasing Services will validate the correct designation of the request for the Non-PO Supplier. The designated representative will receive an email with instructions to register on the Penn Marketplace portal. Suppliers will then complete all of the required fields and upload the [W-8 Series Form](#).

Proxy Registration can be used for Non-PO Supplier by exception. This

Are you acting as a proxy on behalf of this new payee/supplier? (Proxy is an action where you, as the requester, become the delegate on the behalf of payee/supplier and should only be used in rare instances) *

Yes No

▼ Proxy Registration Information

Please note that suppliers onboarded through proxy registration will only be paid via check.

would only be viable if the foreign supplier accepts checks at a domestic address.

☞ This is not a recommended payment method for foreign suppliers/payees. Encourage suppliers/payees to register/add their banking information so they can benefit from payment by wire.

During registration suppliers are asked for the following documentation:

- Services performed outside the United States.
 - o Certification of Foreign Source Income,
- Services performed inside the United States.
 - o Passport (individuals only)

Supplier registrations are reviewed and approved by Penn’s Tax and International Operations Office before Purchasing Services approves the new supplier.

Non-PO Payment Request

Additional Attachments Required

Foreign Supplier/Payee Documentation Requirements			
Forms Documentation	Supplier Request	Supplier Registration	Non-PO Payment Request
W-8	YES (proxy)	YES	NO
Certification of Foreign Source Income	YES (proxy - Services performed outside the U.S.)	YES (Services performed outside the U.S.)	NO
Foreign National Information Form	NO	NO	YES (Services performed inside the U.S.)
Passport	YES (proxy)	YES (Services inside the U.S.)	NO
Stamp of Entry (I-94)	NO	NO	YES (Services performed inside the U.S.)
Invoice	NO	NO	YES

Foreign proxy registrations should be limited to an exception such as a language barrier. Supplier/payee will be paid by check. Visit the AP website for information on setting up foreign proxy suppliers/payees for wire.

 **Warning: DO NOT attach a W-9, W-8, etc.**

If you have an additional attachment to provide, use this field to upload it. DO NOT ATTACH ANY CONFIDENTIAL INFORMATION (W-9, W-8, etc.)

No File Attached

One more attachment is supported on this form, via this field, if you have more to provide beyond what has already been requested. DO NOT ATTACH ANY CONFIDENTIAL INFORMATION (W-9, W-8, etc.)

No File Attached

For payment status or additional questions, Contact
 BEN Helps (215-746-4357) or
 E-mail: DoFAPSupp@pobox.upenn.edu