Brown University Supplier and Individual Payee Registration
Instructions for Secure Site

In order to be set up in the University's procurement system which will allow you or your company to receive payments from Brown University, it is required that ***suppliers*** or ***individual payees who are not employed by Brown University,*** register through our secure website. This website is used in place of the IRS Request for Taxpayer Identification Number and Certification form (W-9) and allows us to collect information required by the IRS, as well as additional information that supports the University's reporting and compliance requirements.

If a Brown University Purchase Order is being issued to you or your company, please be sure to review the University's standard terms & conditions which can be found on our website: http://www.brown.edu/Administration/Purchasing/documents/PurchasingOrderandContractTermandConditions2-25-14.pdf

Form Instructions:
All sections must be completed and the form must be completed by the individual registering or, by an authorized company representative if a business is being registered.
If this form is being completed for a business, it is recommended that it be completed by the business manager or accounting office.

If you are a foreign national, whether or not you have a US tax identification number, you will need to work with your Brown University contact to complete any additionally required paperwork.

Section 1: Payee's General Information

For First and Last Name sections, indicate the name of the primary contact person. This name will be used as the payee for payments if there is no Business name submitted in the next section.

If you will be paid as an individual, be sure that the name is entered as it appears on your social security card or other Federal tax documents. The University's 1099 submission to the IRS must match the information the IRS has on file for a tax ID number or a social security number.

Business Name Section:

If you are being paid *as an individual*, type in N/A in the Business Name field.

It is important to ensure that the name and the tax identification number being reported are accurate and will match IRS records.

- *Business Name: An organization should enter the name on its charter or other legal*

documents that created the organization. Do not abbreviate names.

- *DBA (doing business as) Enter your DBA name in the Business Name block.*

Permanent Address:

Please indicate your permanent legal address. If you have an address that is outside of the United States, please select N/A in the State field and Zip or Postal Code field if it does not apply.

Address for Invoice Payments:

Please be sure to include your remittance address if it is different from your permanent address.

The remittance address is the address that payments will be sent to if you have not elected to receive payment through the EFT/ACH option (available after July 1, 2013). This address must match the address that payments are to be sent to according to your invoice.

If you have an address that is outside of the United States, please select N/A in the State field and Zip or Postal Code field if it does not apply.

Website URL: - for businesses, please provide your website link

Email for Purchase Order: - If a Purchase Order is being issued, this is the email address that the University's Purchase Order will be sent to. An email address is required.
Enter N/A in this field the issuance of a Purchase Order does not apply.

Section 2: Payee's Business Information:

Suppliers registering as Corporations or Partnerships must provide a Federal Employer's Identification Number (FEIN).

Individuals or Suppliers (Sole Proprietors) who do not have a FEIN must provide their social security number or ITIN.

If you do not have a United States Tax ID number, select "none of the above" and follow the next steps.

If your entity type is not listed, please type in the appropriate entity type (for example: 501(c)3).
Primary Business: - please describe the primary business you are engaged in if you are providing goods or services to Brown University.

Brown Department: - please provide the name of the department you are working with at Brown University. You may also include a Brown University contact person.

It is important to ensure that the tax identification number being reported are accurate and will match IRS records.

For businesses indicating that they are certified in any of the categories listed , please email a copy of the certification to suppliermanagement@brown.edu or fax it to 401-863-5432. (Please do not email documents that contain your tax identification number or social security number).

Payment Terms: - for those providing goods or services to Brown - select a payment term.
If no payment term is selected, the default is Net 30.

Brown's procurement process provides the option of being paid through an ACH (automated clearing house) transaction. These electronic payments to your bank will be paid within 5 days once our Accounts Payable office receives your invoice. There are no discounts taken by Brown for ACH electronic payments and this will be the University's preferred method of payment. Be sure to complete the Account Information section if you choose ACH as the payment method.

For the University's standard payment terms of Net 30 or Net 15 with a 2%, payments will continue to be made by check.

Certifications Section:
Please be advised that by submitting this information, you are agreeing that the information provided is true and correct and that you acknowledge that this process is being used in place of the IRS W-9 form.

Account Information:
Be sure to complete this section if you choose to have electronic payments directly deposited into your U.S. Bank Account.

Please note that there are sections that are required fields. These are indicated by the symbol *. If that section does not apply to your situation, please type N/A in that block.

Please remember to click the submit button.