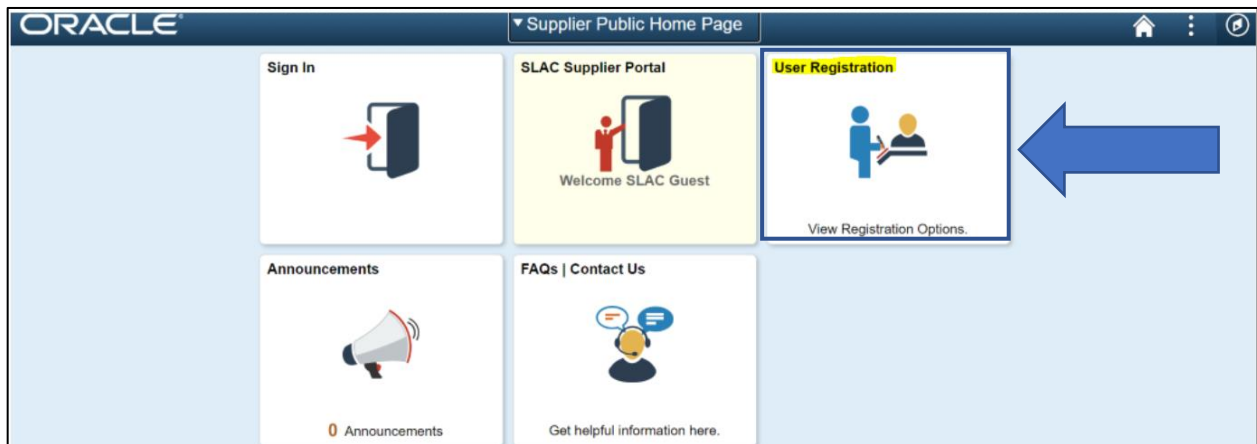


Foreign Resident Payment Request

User Guide

If you are a Foreign Resident, start at step 1 of this User Guide. If you are a U.S. Resident, refer to the [U.S. Resident Payment Request User Guide](#).

1. From the SLAC [Supplier Public Home Page](#), please click on the “**User Registration**” tile.



2. Choose and click the Foreign Resident Payment Request “Register Now” button.

Note: This option is for foreign residents requesting non-PO payments such as honoraria, stipends and travel reimbursements. You must have a bank account to register and are required to provide a completed [IRS W-8 form](#) (unless you are requesting a travel reimbursement).

The screenshot shows a web page titled "User Registration" with a dark blue header. The page content is organized into four sections, each featuring a handshake icon and a "Register now" button:

- Register as US Supplier:** US Suppliers click here to submit an online registration to become an approved Supplier. Requirements for all SLAC suppliers are current W9 (November 2017 Form), DUNS number, and an active / current SAM.gov account for your company. Includes a "More..." link.
- Register as Foreign Supplier:** Foreign Suppliers click here to submit an online registration to become an approved Supplier. Requirements for all SLAC suppliers are current W8 (July 2017 Form), DUNS number, and an active / current SAM.gov account for your company. Includes a "More..." link.
- U.S Resident Payment Request:** US Residents requesting non-PO payments such as honoraria, stipends, and travel reimbursements should click here to submit an online registration. Includes a red note: "You must have a U.S. bank account to register, and are required to provide a completed IRS W-9 form." and a "Less..." link.
- Foreign Resident Pymnt Request:** Foreign Residents requesting non- PO payments such as honoraria, stipends, and travel reimbursements should click here to submit an online registration. Includes a red note: "You must have a bank account to register, and are required to provide a completed IRS W-8." and a "Less..." link.

A blue arrow points to the "Register now" button in the "Foreign Resident Pymnt Request" section, which is also highlighted with a blue border.

3. Please disregard the type of entity you represent, as it is auto filled for you as "Business". Click "Next"

Welcome - Step 1 of 6

Complete all pages. Use navigation buttons to move between steps or "Save for Later" to save your work. You will need to provide a valid email address and create a password (min of 8 characters, incl. 1 capital letter, 1 number and 1 special character)

If you have any questions or feedback on the registration process, please email: travel@slac.stanford.edu

Please disregard the type of entity you represent, it is auto filled for you as "Business".

Click Next.

Select an activity below: ?

Start a new registration form
What type of entity do you represent?

Business
 Individual

Continue from where you left

* Required field

4.

Passport Number: Input without dashes (e.g., 123456789A)

Entity Name: Input your legal name (e.g., Mark Jones)

Entity Organization Type: Based on the payment request, choose one of the following:

- **Travel-** Reimbursements for travel expenses that cannot be paid via Concur.
- **Stipend-** A stipend is given to support someone while undergoing training or learning and isn't considered compensation for work performed.
- **Honorarium-** A one-time gratuitous payment made as a gesture of goodwill and in appreciation to speakers or participants in special SLAC events.

Under Profile Questions:

Box 1-

- If you are a foreign resident and requesting an Honorarium or Stipend as a form of payment, click on the magnifying glass located on the right side of box 1 and select **"Yes."**
 - Attach a completed [IRS \(Internal Revenue Service\) W-8 BEN form](#) by clicking **"Add attachment"** in the Unique ID & Company Profile section.
 - You can obtain a blank W-8 BEN form from the IRS website [here](#). For IRS instructions on how to complete a W-8 BEN form, please [click here](#).
- If you are a foreign resident and requesting travel reimbursement, click on the magnifying glass located on the right side of box 1 and select **"Not Applicable."**
 - A W-8 BEN form is not required for travel reimbursement.

The screenshot displays the 'Identifying Information - Step 2 of 6' section of the application. It features a navigation bar with tabs for 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information', and 'Submit'. Below the navigation bar, there are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area includes instructions for inputting passport number, entity name, and organization type. The 'Unique ID & Company Profile' section contains input fields for passport number, entity name, organization type, additional name, and a URL, along with 'Add Attachment' and 'Open URL' buttons. The 'Profile Questions' section is highlighted with a blue arrow labeled 'Box 1', pointing to a magnifying glass icon. A 'Look Up List' pop-up window is visible on the right, showing search results for 'Question ID 250' with three rows: 'Yes', 'No', and 'Not Applicable'.

How to add attachments:

- Select “Add attachment” in the Unique ID & Company Profile section.
- Select Upload
- Select Choose File and then select upload to attach the document
- To attach more documents select “+”
- To delete a row select “-”

Identifying Information - Step 2 of 6

-Input passport no.
Entity Name: Input your full legal name
-Entity Organization Type: Choose one of the following:
Travel/Stipend/Honorarium
-Q1-Add attachment to attach the W8 form for Foreign citizens
-Q2: Add attachment to attach your document.

Unique ID & Company Profile ?

* Passport Number
* Entity Name
* Entity Organization Type
Additional Name
http://URL [Open URL](#)

Add Attachment

Attachment Description	Attached File	Upload	View
1		<input type="button" value="Upload"/>	<input type="button" value="View"/> <input type="button" value="+"/> <input type="button" value="-"/>

Add Attachment

File Attachment

No file chosen

Add Attachment

File Attachment

Foreign Resident ...uide 3.24.21.docx

Attach more documents select +
To delete a row select -

5.

Primary Address – Only the yellow highlighted areas below need to be completed.

- **Country:** Click the magnifying class next to the box labeled country and select the country that correlates with your address.
- **Address 1:** List your house number first followed by the name of the street. If you have an apartment number this will go at the end of your street address, but on the same line. Sometimes this will be referred to “Apt.”
- **City:** Provide the name of the City or province in which you reside.
- **Postal:** List your postal code
- **State:** Click the magnifying class next to the box labeled state and select the state that correlates with your address.
- **Email ID:** Enter your primary email address in this section. All notifications regarding this payment request will be sent to this email address, please ensure accuracy.
- **Click Next**

Addresses - Step 3 of 6

Exit Save for Later Previous Next

--Primary Address should consist of at least Address 1, City, and State, Valid ZIP+4 with format 99999-9999.
--Visit "https://tools.usps.com/go/zip-code-lookup.htm" to find ZIP+4 code for the address.

Primary Address ?

* Country USA United States

Address 1

Address 2

Address 3

City

County Postal

State

Email ID

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address
Address for remitting payment

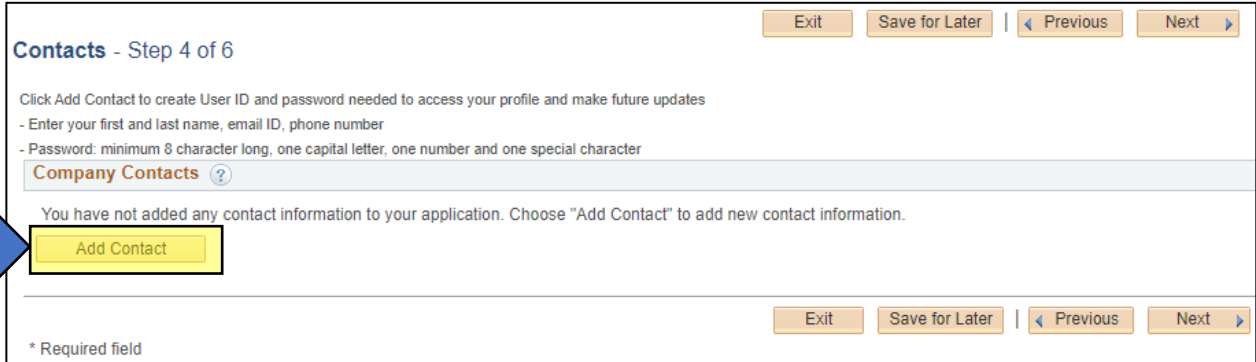
Invoice Address
Address from which you send invoice

Exit Save for Later Previous Next

Primary email address

6. Please click "Add Contact" to fill out your information and to create a User ID and password.

The User ID and the password is needed for you to access your profile to make necessary modifications and updates.



Contacts - Step 4 of 6 Exit Save for Later Previous Next

Click Add Contact to create User ID and password needed to access your profile and make future updates

- Enter your first and last name, email ID, phone number
- Password: minimum 8 character long, one capital letter, one number and one special character

Company Contacts ?

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

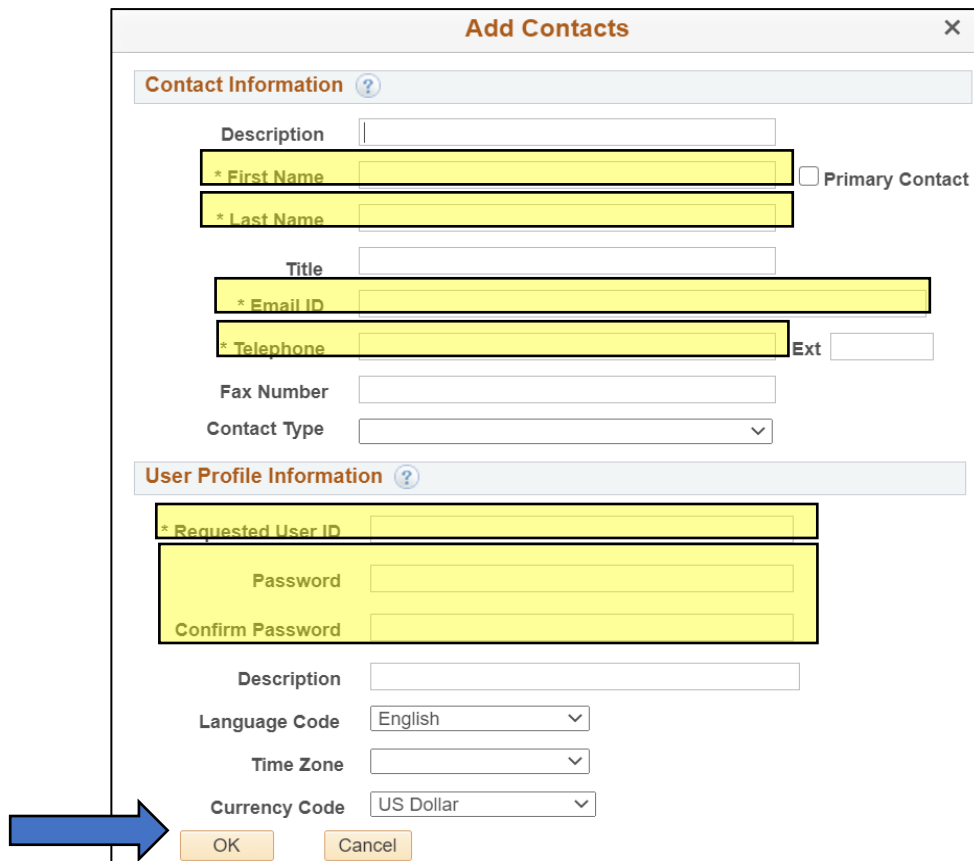
Add Contact

Exit Save for Later Previous Next

* Required field

Only the yellow highlighted areas below need to be completed.

- Ensure the name provided matches the name on your bank account and W-8.
- **Password requirement:** minimum of 8 characters long, one capital letter, one number and one special character. You will need to create your own User ID and password to complete the Set up.
- **Telephone:** Include the Country code and area code in the telephone number. Example 55 - 21 - XXXX-XXXX.
- **Click OK**
- **Click Next**



Add Contacts X

Contact Information ?

Description

* First Name Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

User Profile Information ?

* Requested User ID

Password

Confirm Password

Description

Language Code English

Time Zone

Currency Code US Dollar

OK Cancel

7. If you do not need to make any changes to your "Contact Information" provided by you in #6 Click **Next**.

Exit Save for Later | Previous Next

Contacts - Step 4 of 6

Click Add Contact to create User ID and password needed to access your profile and make future updates
- Enter your first and last name, email ID, phone number
- Password: minimum 8 character long, one capital letter, one number and one special character

Company Contacts ?

Primary	Name	Phone	Designate Address	
<input checked="" type="radio"/>	Dana Guevarra	650/926-3300	Primary Address	

Add Contact

Exit Save for Later | Previous **Next**

* Required field

8. Only the yellow highlighted areas below need to be completed.

Payment Preferences:

- Check Enable Email Payment Advice
 - **Email ID:** Enter the email address where you want to receive payment notifications.

For the field "Payment Method" Select Wire Transfer Only.

Supplier Banking Information:

- **Country:** Select the Country your bank is located in.
- **Bank Name:** Insert the name of your banking institution.
- **Bank ID:** Leave Blank.
- **Bank ID Qualifier:** Populates automatically based on country selection.
- **DFI Qualifier:** Select SWIFT code or relevant DFI Qualifier code.

Look Up DFI Qualifier
Select one of the following values:
01 Transit Number
02 Swift ID/BIC
03 CHIPS Participant ID
04 Canadian Bank Branch/Institute
05 CHIPS Universal ID
ZZ Mutually Defined

- **DFI ID:** Enter your bank SWIFT code number if selected 02 – Swift in the DFI Qualifier field. (Your bank institution will have this information)
- **IBAN:** Enter your bank IBAN number. (Your bank institution will have this information)
- **Bank Account Number:** Input your bank account number. You can also find your account number on your monthly bank statement.
- **Account Type:** Select from the drop-down list the type of account that correlates with the bank account number provided.

Bank Address
* Country AUS Australia
* Address 1
Address 2
* City
* Postal
* State

Bank Phone
Prefix
Phone
Ext
Fax

URL Information

URLID	Description		
1		+	-

*Required Field

Exit Save for Later | Previous **Next**

Bank Address

- **Country:** Click on the magnifying glass next to Country to select the country your bank account is held in.
- **Address 1:** List the street number for the banking institution first followed by the name of the street.
- **City:** Fill in the city for your banking institution.
- **Postal:** List your bank branch's postal zip code
- **State:** Click the magnifying glass next to the box labeled state and select the state that correlates with your bank address
- **Click Next**

9. Terms and Conditions

- Input the password you set up in [Step 7](#).

Submit - Step 6 of 6

Exit Save for Later | Previous Next

- Input the password you set up
- Click on the hyperlink to Read the Terms of Agreement
- Check Select to accept the Terms of the Agreements below

Select the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

Please provide password for re-access in case we should need more information from you to complete the registration process.
*Password

- Click on the hyperlink “[Terms of Agreement](#)” to read the Terms of Agreement

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review Submit

- Check ✓ “Select to accept the Terms of the Agreements below” box.

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

- Click “Review” to review the registration information

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

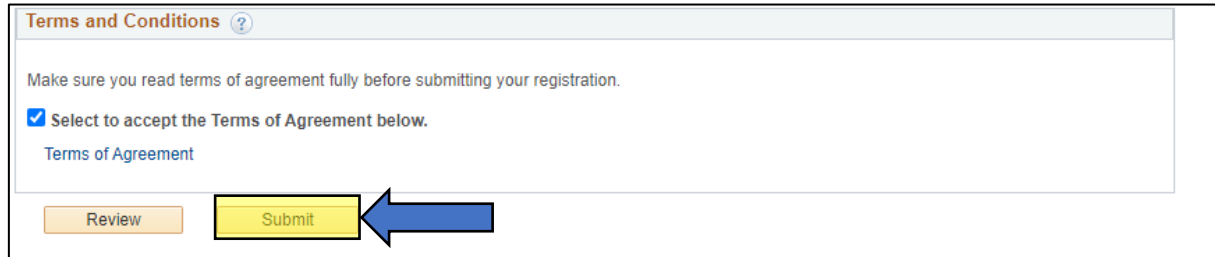
Review Submit

- Click “Return”



The screenshot shows a form titled "Comments" with a question mark icon. Below the title is a large text input area. At the bottom left of the form, there is a yellow "Return" button. A blue arrow points from the left edge of the page towards this button.

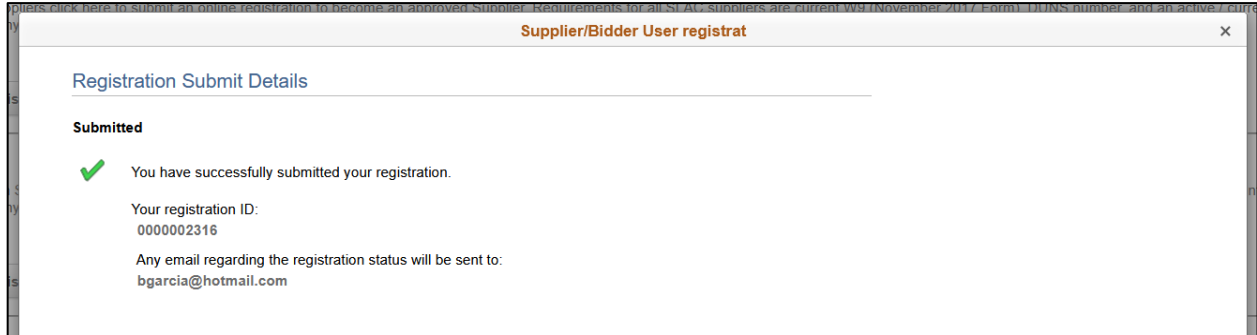
- After reviewing and accepting the Terms of Agreement, click the “Submit” button to submit your registration.



The screenshot shows a form titled "Terms and Conditions" with a question mark icon. The text inside the form reads: "Make sure you read terms of agreement fully before submitting your registration." Below this is a checked checkbox with the text "Select to accept the Terms of Agreement below." and a link for "Terms of Agreement". At the bottom of the form, there are two buttons: "Review" and "Submit". The "Submit" button is highlighted in yellow, and a blue arrow points from the right edge of the page towards it.

10. Registration Submit Details

You should see the screen below if you have successfully submitted your application. Please save the image for your records. You will need your registration ID to log back into your account if changes or updates are needed.



What Happens Next?

- Upon review and approval of this registration, SLAC will reach out to you for supporting documentation (if needed) to process your payment.
- The request will be paid after the supporting documentation is verified and payment is approved.
- Upon approval, an email notification will be sent to the email address you provided during registration) with payment details.

Questions?

Regarding travel reimbursements: Travel@slac.stanford.edu

Regarding Payment: ap@slac.stanford.edu

Regarding lost password or IT challenges: erp-support@slac.stanford.edu