

**SUPPLY CHAIN MANAGEMENT**

## Foreign Resident Payment Request

**Note:** This option is for **Foreign Residents** requesting non-PO payments such as honoraria, stipends, and travel reimbursements. To register, you must have a **bank account** and provide the following:

- a. A completed **IRS W-8 form** (not required for travel reimbursement requests).
- b. A **banking document** with your banking details, including:
  - I. Bank name
  - II. Bank Account Number
  - III. Bank Routing Number (Bank ID)
  - IV. International Bank Account Number (IBAN)
  - V. Society for Worldwide Interbank Financial Telecommunications (SWIFT Code)
  - VI. Bank Address (If you have one)
  - VII. Bank Phone number (if you have one)

Ensure all information is accurate and complete to avoid processing delays.

If you are a Foreign Resident, follow the instructions below. If you are a U.S. Resident, refer to the [U.S. Resident Payment Request](#).


Click on the link:

[SCP\\_PUB\\_REG\\_FL \(stanford.edu\)](http://stanford.edu/SCP_PUB_REG_FL)


- a. Click on User Registration
- b. Click on Register now under Register as Foreign Resident Payment Request

**User Registration**


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**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 (October 2018 Form), DUNS number, and an active / current SAM.gov account for your company.  
 [More...](#)


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**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 (October 2021 Form), DUNS number, and an active / current SAM.gov account for your company.  
 [More...](#)

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**US Resident Payment Request**  
 US Residents requesting non-PO payments such as honoraria, stipends, and travel reimbursements should click here to submit an online registration.  
 [More...](#)

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**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.  
 [More...](#)

### A. Step 1 of 6: Welcome

Please disregard the type of entity you represent, as it is auto filled for you as “Business”. Select Next or select Continue from where you left.

## B. Step 2 of 6: Identifying Information

### 1. Unique ID & Company Profile:

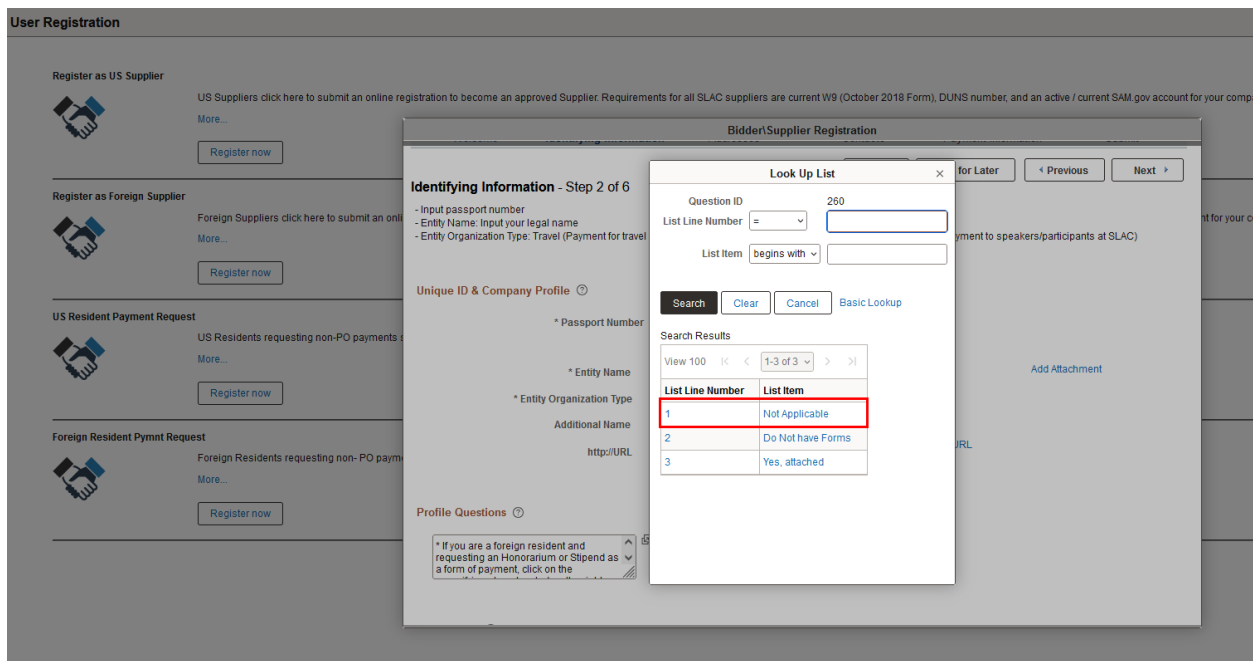
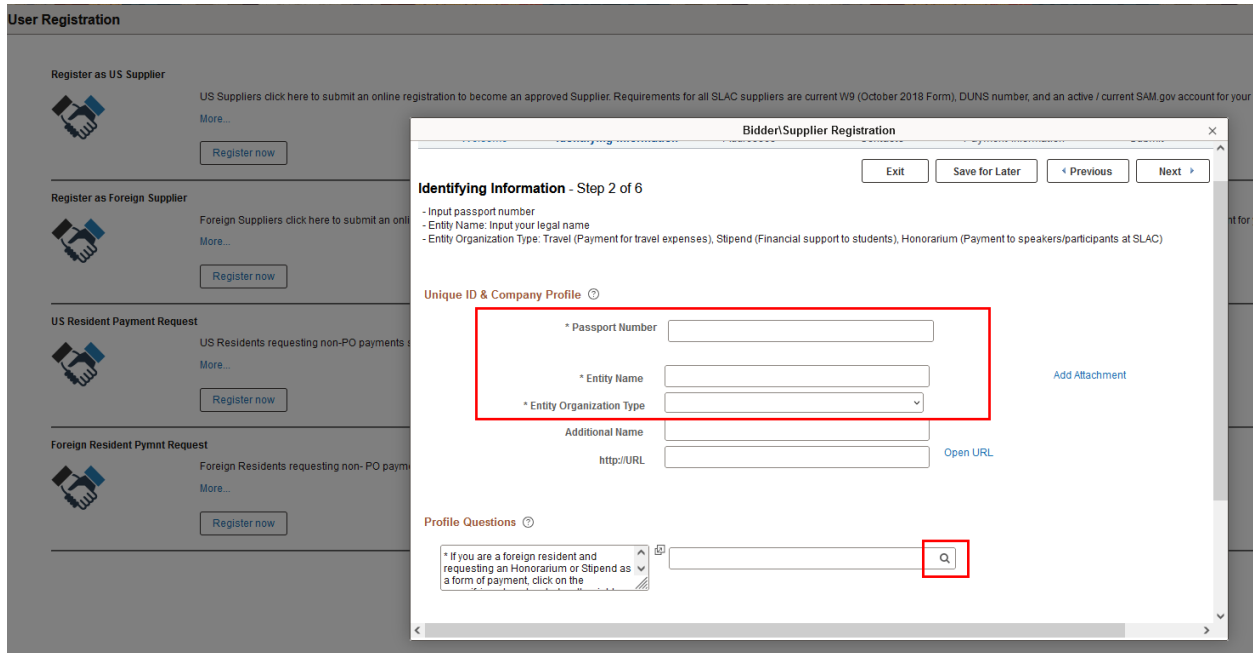
- a. Passport Number
  - I. Input without dashes (e.g., 123456789A).
- b. Enter Entity Name: Enter your legal name. The character limit is 35, if you need more than 35 characters (including spaces) continue to the *Additional Name* field.
  - I. Do not enter any special characters, this includes; “, & .”
  - II. Character limitation is 35 or less, this includes spaces
  - III. Name is required to match W-8 Form exactly (if a W-8 form is required).
- c. Choose Entity Organization Type: Based on the payment request, choose one of the following:
  - **Travel:** Reimbursements for travel expenses that cannot be processed through Concur.
  - **Stipend:** A financial support provided to individuals undergoing training or learning, not considered compensation for work performed.
  - **Honorarium:** A voluntary payment made as a gesture of goodwill and appreciation to speakers or participants in special SLAC events.

### 2. Profile questions:

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.”

If you are a foreign resident seeking travel reimbursement, click on the magnifying glass located on the right side of box 1 and select “Not Applicable.”

- a. A W-8 form is **not** required for travel reimbursements.
- b. Banking documentation **is required**

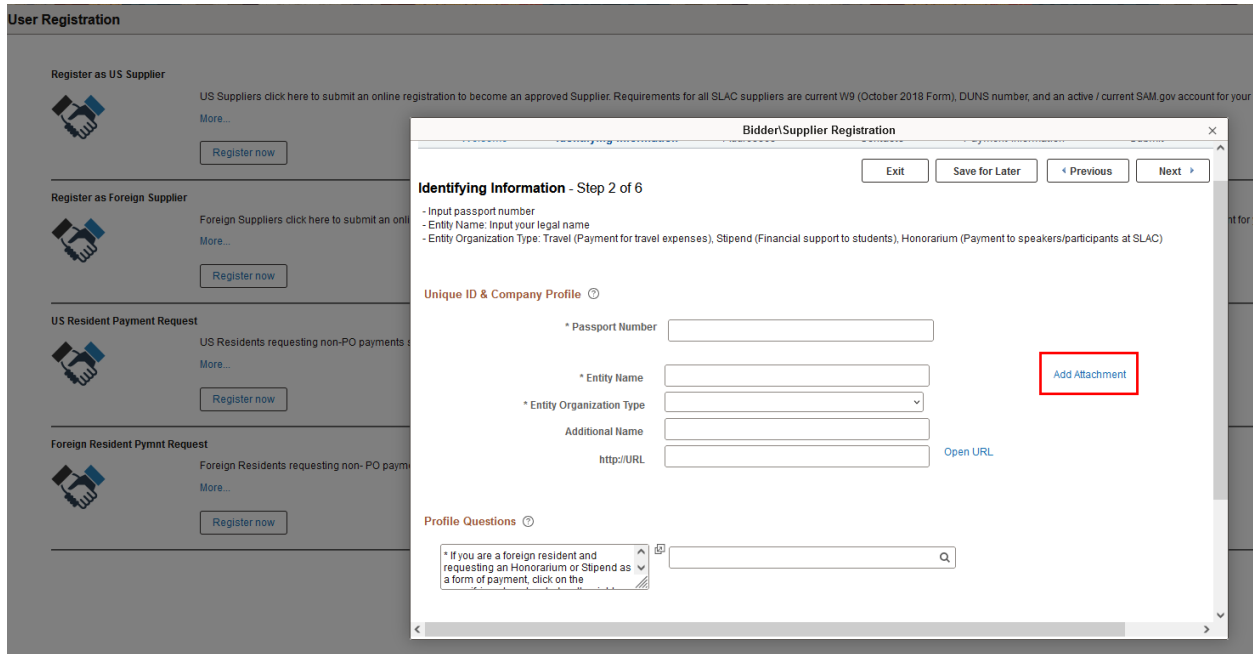


### 3. Add Attachment(s)

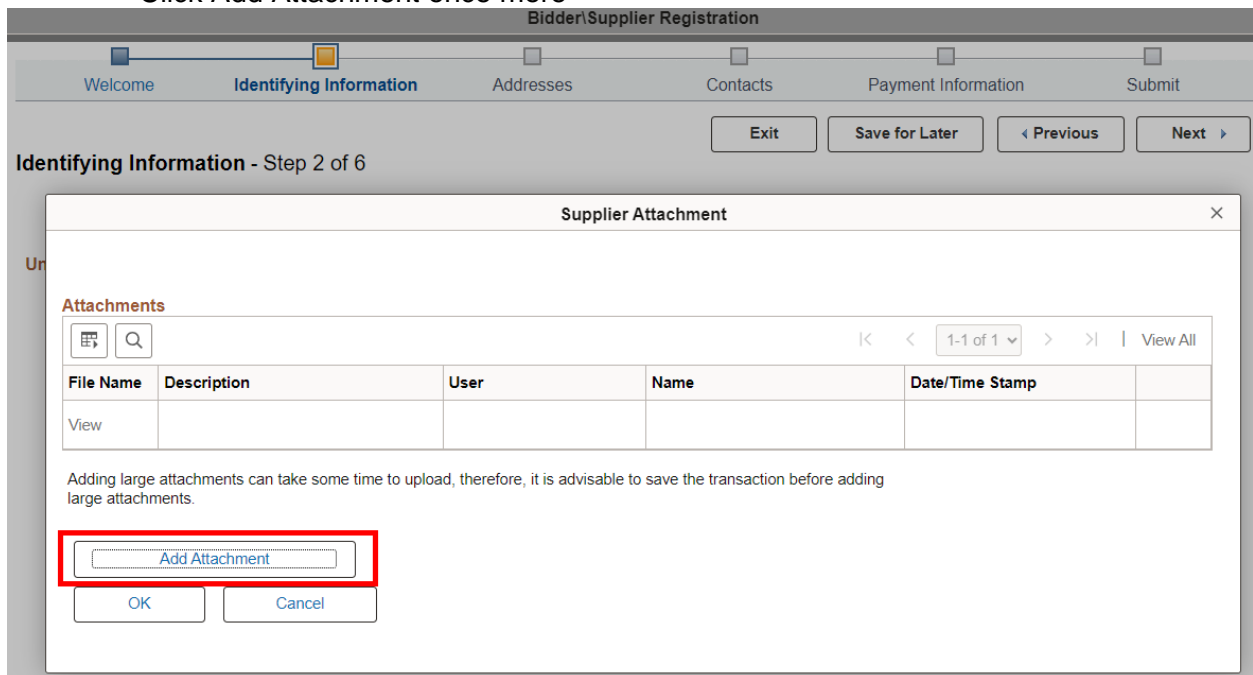
Documents needed are W-8 Form dated October 2021 (if applicable) and Bank Documents.

- a. To attach W-8 Form and Banking Document, click on [Add Attachment](#)
- b. Upload your W-8 Form dated October 2021 (if applicable)
- c. Upload your Banking Information on Company or Bank letterhead
  - ❖ An attached bank document is required for Travel reimbursement and non-PO payments such as honoraria and stipend. The bank document must include:

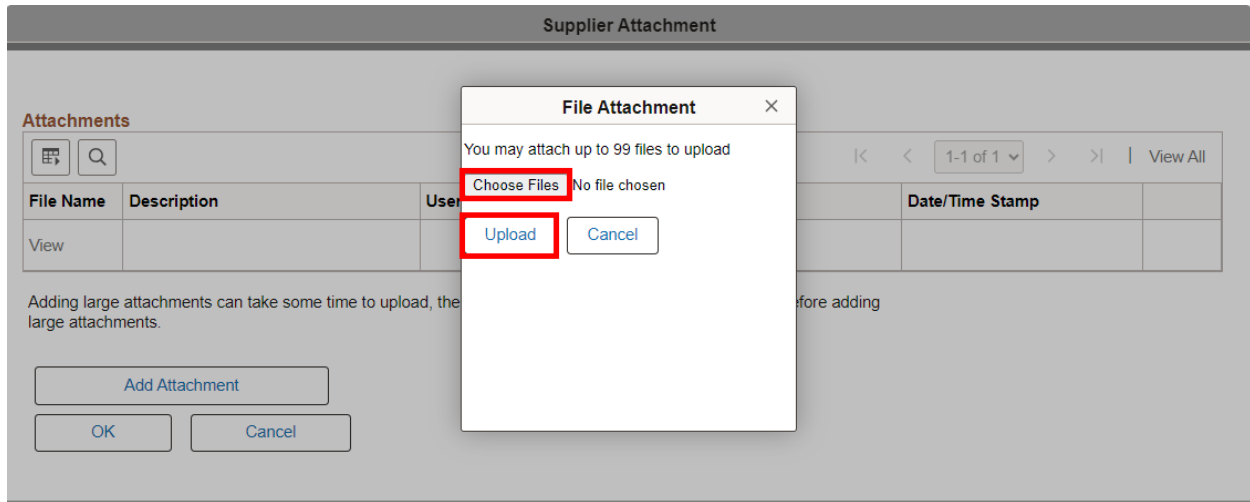
- I. Bank Name
- II. Bank Account Number
- III. Bank Routing Number (Bank ID)
- IV. International Bank Account Number (IBAN)
- V. Society for Worldwide Interbank Financial Telecommunications (SWIFT Code)
- VI. Bank Address (If you have one)
- VII. Bank Phone number (if you have one)



- Click Add Attachment once more



- Click on Choose Files and then click on Upload



- Repeat the process to add a second attachment, such as a banking document

### C. Step 3 of 6: Addresses

1. All Addresses
  - a. Do not enter any special characters, this includes; “, & .”
  - b. Character limitation is 35 or less, this includes spaces
  - c. Limit 2 Address Lines ONLY. **Do not enter information in Address Line 3 or Address Line 4** (if applicable)
  - d. Primary Address must match the address on W-8 Form
  - e. Add additional addresses if applicable
  - f. **Email ID:** Enter your primary email address. All notifications regarding your payment request will be sent to this email, so ensure it is accurate.

**User Registration**

**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 (October 2018 Form), DUNS number, and an active / current SAM.gov account for your company.  
 More...  
 Register now

**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 W9 (October 2018 Form), DUNS number, and an active / current SAM.gov account for your company.  
 More...  
 Register now

**US Resident Payment Request**  
 US Residents requesting non-PO payments to be made to a US bank account.  
 More...  
 Register now

**Foreign Resident Payment Request**  
 Foreign Residents requesting non-PO payments to be made to a foreign bank account.  
 More...  
 Register now

**Bidder/Supplier Registration**

**Addresses - Step 3 of 6**

- List your house number and street name  
 - Enter City and State/Province  
 - Postal: List your postal code  
 - Enter your primary email ID for payment notifications  
 - Click Next

**Primary Address** ⓘ

\* Country  France

Address 1

Address 2

Address 3

Post Office

City  Postal

Department

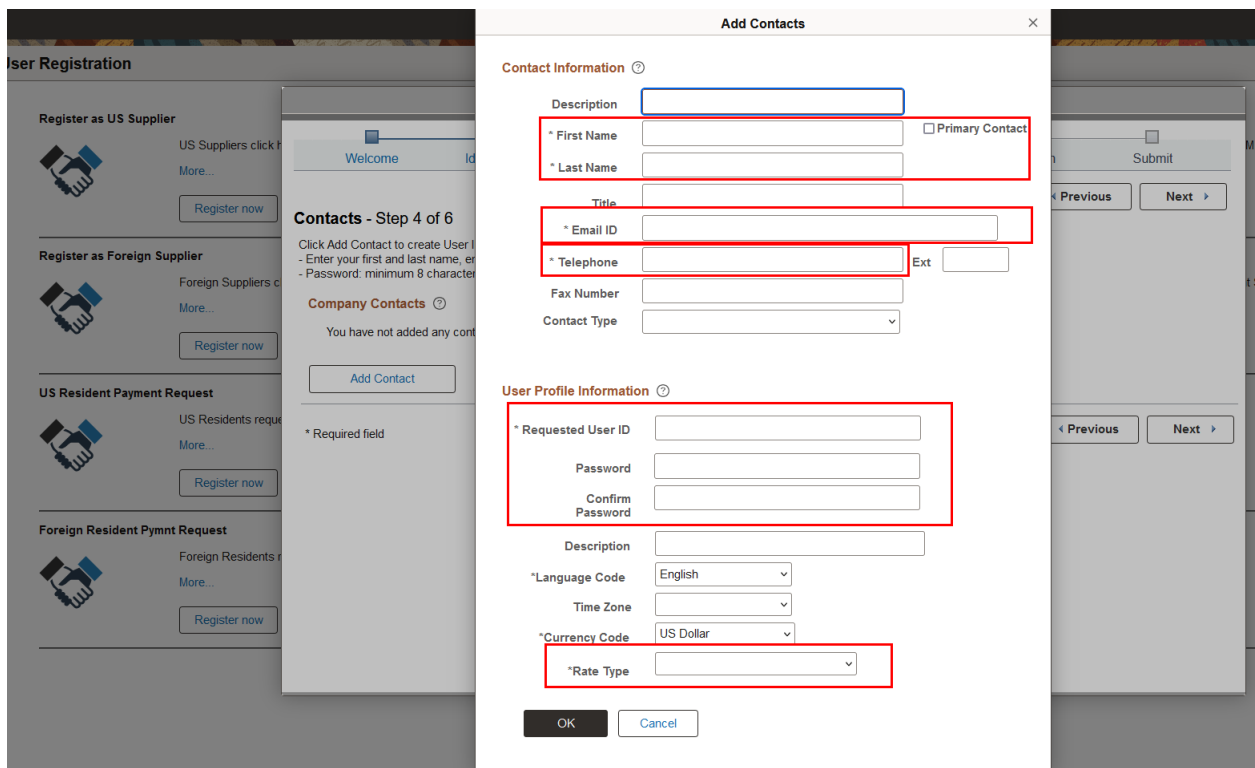
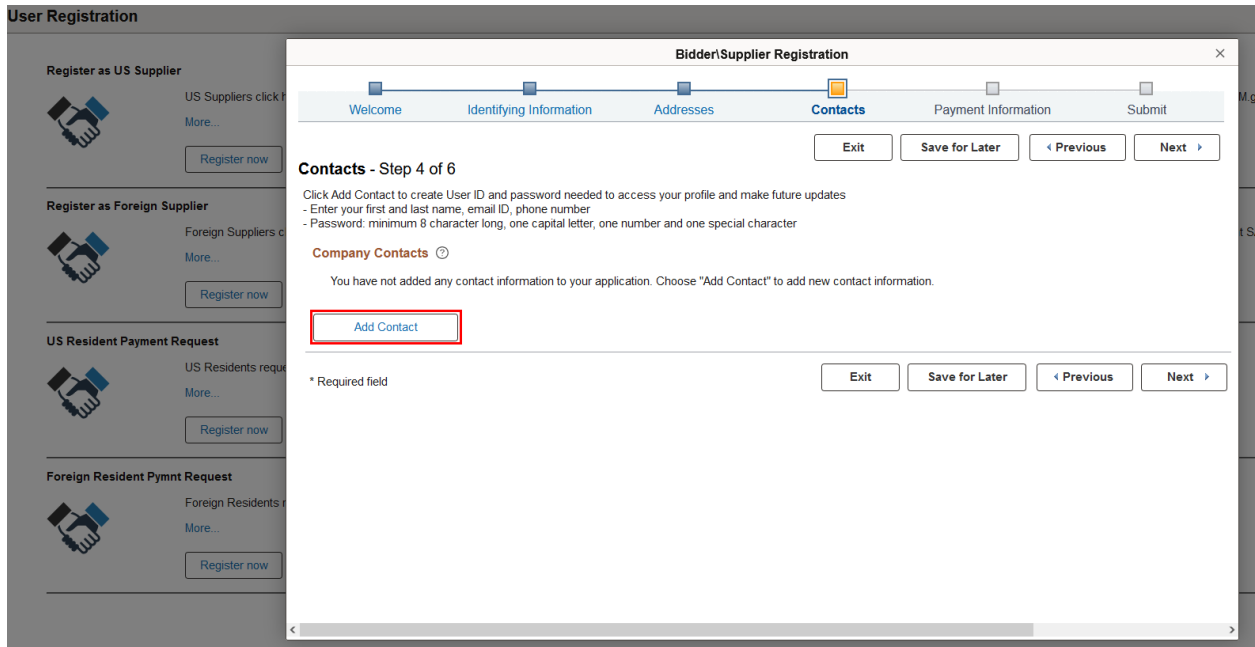
Email ID

**Other Addresses** ⓘ

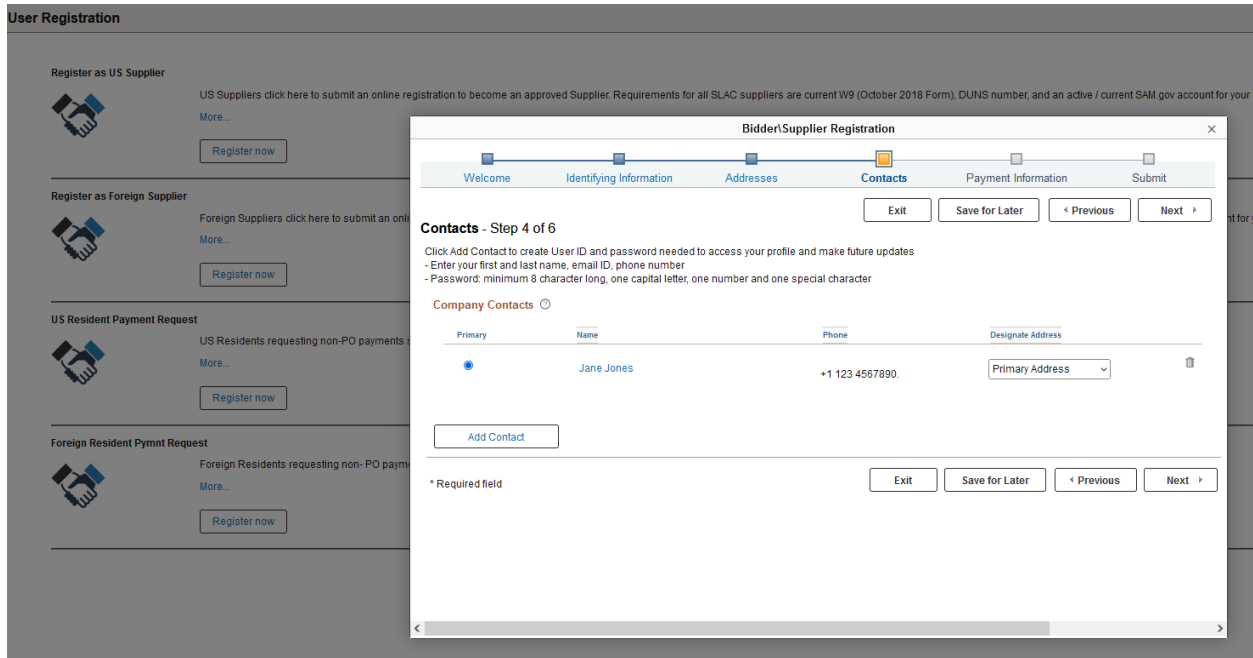
Check boxes below to indicate addresses that are different from your Primary Address above:

#### D. Step 4 of 6: Contact

1. Add Contact: Fill in your information and create a **User ID** and **password**. The **User ID** and **password** will be required to access your profile, allowing you to make necessary modifications and updates as needed.
  - a. First Name: Ensure the name entered matches the name on the bank account and W-8 (if a W-8 form is required).
  - b. Last Name
  - c. Email ID
  - d. Telephone
  - e. Requested User ID: Use your email for the User ID
  - f. 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.
  - g. Currency Code: Keep it at US Dollar
  - h. Rate Type: Select Current Rate
  - ❖ Ensure that your User ID and password are secure and easy for you to remember.



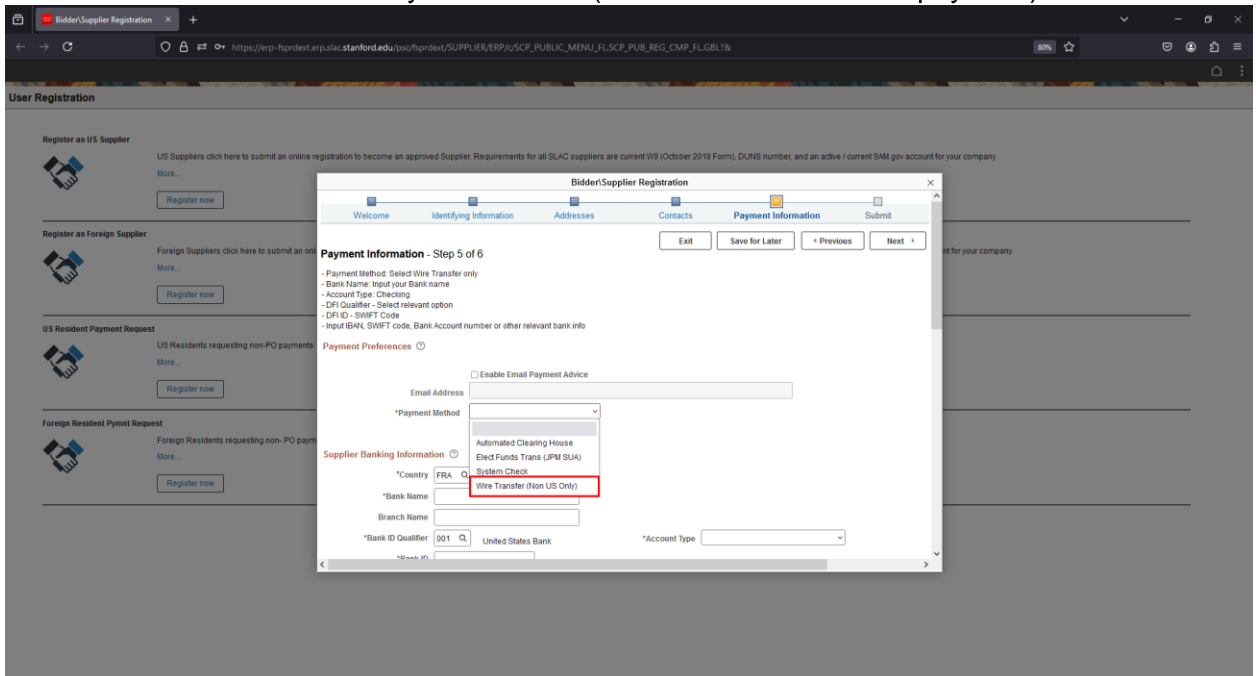
- Once completed, you may choose to add additional contacts or click **Next** to proceed.



## E. Step 5 of 6: Payment Information

### 1. Payment Preferences

- a. Payment Method: Select **Wire Transfer ONLY**
- b. Check the box for Enable Email Payment Advice
- c. Enter Email Address for Payment Advice (to receive notification of payment)



### 2. Banking Information

Ensure that the bank information entered is accurate and matches exactly with the details provided on your banking document. This includes verifying the account number, routing number, and account holder name to prevent any discrepancies or errors.



Always double-check the information before submitting to ensure accuracy and avoid processing delays.

1. Supplier Banking Information

a. Select Country

b. Enter Bank Name

I. Do not enter any special characters, this includes; “, & .”

II. Character limitation is 35 or less, this includes spaces

c. The Bank ID Qualifier may autofill once you enter in an IBAN (if applicable), if it does not autofill, you may leave it blank or you may enter 001 for U.S. if you receive an error message

d. Bank ID (Routing Number)

e. Choose Account Type

f. Enter Bank Account Number

g. Select DFI Qualifier, to view the options, click on the magnifying glass icon

h. Enter DFI ID (SWIFT Code). Do **NOT** add the XXX listed on the bank information

i. Enter IBAN if applicable

j. Enter Bank Address

I. Do not enter any special characters, this includes; “, & .”

II. Character limitation is 35 or less, this includes spaces

III. **Do not enter information on Address Line 3 or Address Line 4** (if applicable)

k. Enter Bank Phone if available

The screenshot displays the 'Bidder/Supplier Registration' form, Step 5 of 6. The left sidebar shows navigation options: 'Register as US Supplier', 'Register as Foreign Supplier', 'US Resident Payment Request', and 'Foreign Resident Pymnt Request'. The main content area is titled 'Payment Information - Step 5 of 6' and includes instructions: '- Payment Method: Select Wire Transfer only', '- Bank Name: Input your Bank name', '- Account Type: Checking', '- DFI Qualifier: Select relevant option', '- DFI ID - SWIFT Code', and '- Input IBAN, SWIFT code, Bank Account number or other relevant bank info'. Below these are sections for 'Payment Preferences' (with 'Enable Email Payment Advice' checked), 'Supplier Banking Information', and 'Bank Address'. Red boxes highlight the following fields: 'Email Address' and '\*Payment Method' in the Payment Preferences section; '\*Bank Name', '\*Bank ID Qualifier' (with '001' selected), '\*Bank ID', '\*Account Type', '\*Bank Account Number', 'DFI Qualifier', and 'IBAN' in the Supplier Banking Information section; '\*Country' (with 'FRA' selected), 'Address 1', 'Address 2', 'City', and '\*Department' in the Bank Address section. The 'Bank Phone' section at the bottom includes fields for 'Prefix' and 'Phone'.

## F. Step 6 of 6: Review and Submit Registration

1. Select Review to review the information
  - a. Verify Email Address for registration communications
2. Enter password for re-access
3. Read the Terms of Agreement
4. Check the box to Acknowledge Terms of Agreements
5. Submit

The screenshot shows the 'Bidder/Supplier Registration' process at Step 6 of 6. The main window is titled 'Bidder/Supplier Registration' and has a progress bar with steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, and Submit. The 'Submit' step is highlighted. Below the progress bar, there are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The main content area is titled 'Submit - Step 6 of 6' and contains the following instructions:

- Input the password you set up
- Click on the hyperlink to Read the Terms of Agreement
- Check Selected 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

**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](#)

At the bottom of the form, there are two buttons: 'Review' and 'Submit'. The 'Submit' button is highlighted in yellow.