

**SUPPLY CHAIN MANAGEMENT**

## U.S. Resident Payment Request

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

- a. A completed **IRS W-9 form** (not required for travel reimbursement requests).
- b. A **banking document** with your U.S. banking details, including:
  - I. Bank name
  - II. Bank Account Number
  - III. Bank Routing Number (Bank ID)
  - IV. Bank address
  - V. Bank phone number

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

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


Click on the link:

[SCP PUB REG FL \(stanford.edu\)](#)


- a. Click on User Registration
- b. Click on Register now under Register as US 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.

**Bidder/Supplier Registration**

Welcome   Identifying Information   Addresses   Contacts   Payment Information   Submit

Exit   < Previous   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](mailto:travel@slac.stanford.edu)

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**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

Exit   < Previous   **Next >**

## B. Step 2 of 6: Identifying Information

### 1. Unique ID & Company Profile:

- a. Social Security Number
  - I. Input without dashes (e.g., 123456789). The social security number is required to match the information on W-9 exactly (if a W-9 form is required).
- 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-9 Form exactly (if a W-9 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 U.S. 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 U.S. resident seeking travel reimbursement, click on the magnifying glass located on the right side of box 1 and select "Not Applicable."

- a. A W-9 form is **not** required for travel reimbursements.
- b. Banking documentation **is required**

**Bidder/Supplier Registration**

- Entity Name: Input your legal name  
 - Entity Organization Type: Travel (Payment for travel expenses), Stipend (Financial support to students), Honorarium (Payment to speakers/participants at SLAC)

**Unique ID & Company Profile**

\* Social Security Number

\* Entity Name

\* Entity Organization Type

Additional Name

http://URL  [Open URL](#)

[Add Attachment](#)

**Profile Questions**

\* If you are a U.S. resident and requesting an Honorarium or Stipend as a form of payment, click on the magnifying glass located on the right side of the field and select

**Comments**

**Bidder/Supplier Registration**

- Entity Name: Input your legal name  
 - Entity Organization Type: Travel (Payment for travel expenses), Stipend (Financial support to students), Honorarium (Payment to speakers/participants at SLAC)

**Unique ID & Company Profile**

\* Social Security Number

\* Entity Name

\* Entity Organization Type

Additional Name

http://URL  [Open URL](#)

[Add Attachment](#)

**Profile Questions**

\* If you are a U.S. resident and requesting an Honorarium or Stipend as a form of payment, click on the magnifying glass located on the right side of the field and select

**Look Up List**

Question ID: 250

List Line Number: =

List Item: begins with

[Search](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 | < < 1-3 of 3 > >

List Line Number	List Item
1	Yes
2	No
3	Not Applicable

**Comments**

### 3. Add Attachment(s)

Documents needed are W-9 Form dated March 2024 (if applicable) and Bank Documents.

- a. To attach W-9 Form and Banking Document, click on [Add Attachment](#)
- b. Upload your W-9 Form dated March 2024 (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. Bank Address (If you have one)
  - V. Bank Phone number (if you have one)

**Bidder/Supplier Registration**

- Entity Name: Input your legal name  
- Entity Organization Type: Travel (Payment for travel expenses), Stipend (Financial support to students), Honorarium (Payment to speakers/participants at SLAC)

**Unique ID & Company Profile**

\* Social Security Number

\* Entity Name

\* Entity Organization Type

Additional Name

http://URL  [Open URL](#)

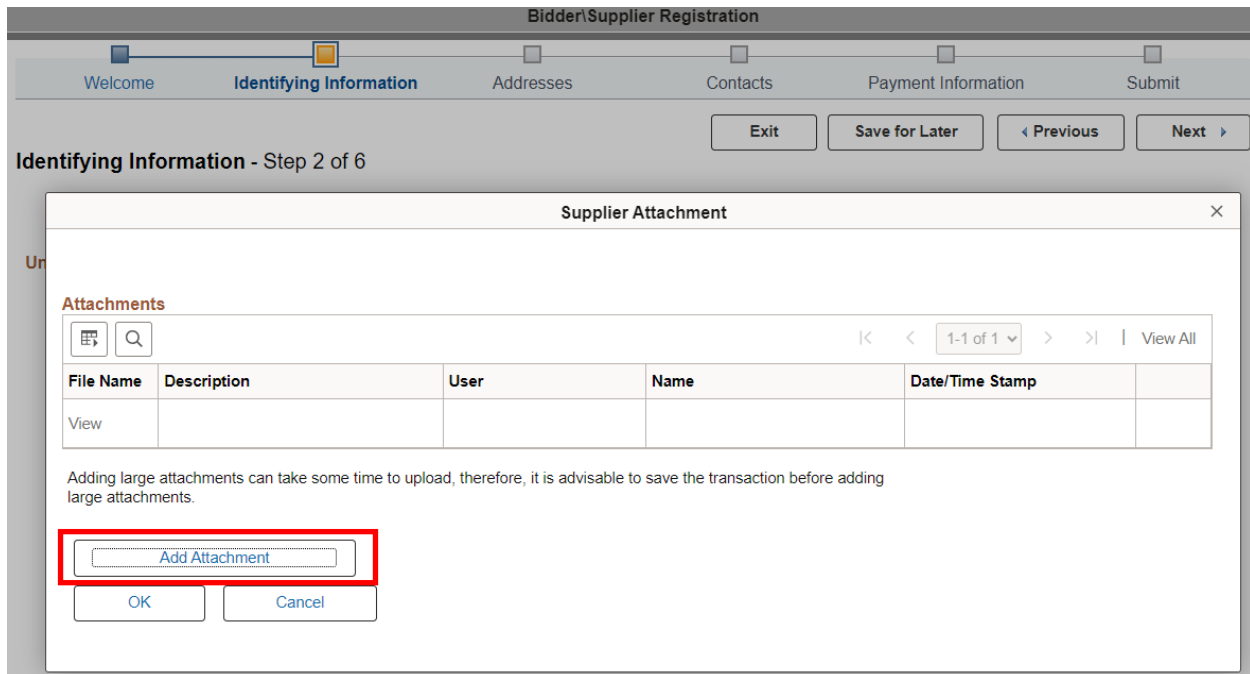
**Add Attachment**

**Profile Questions**

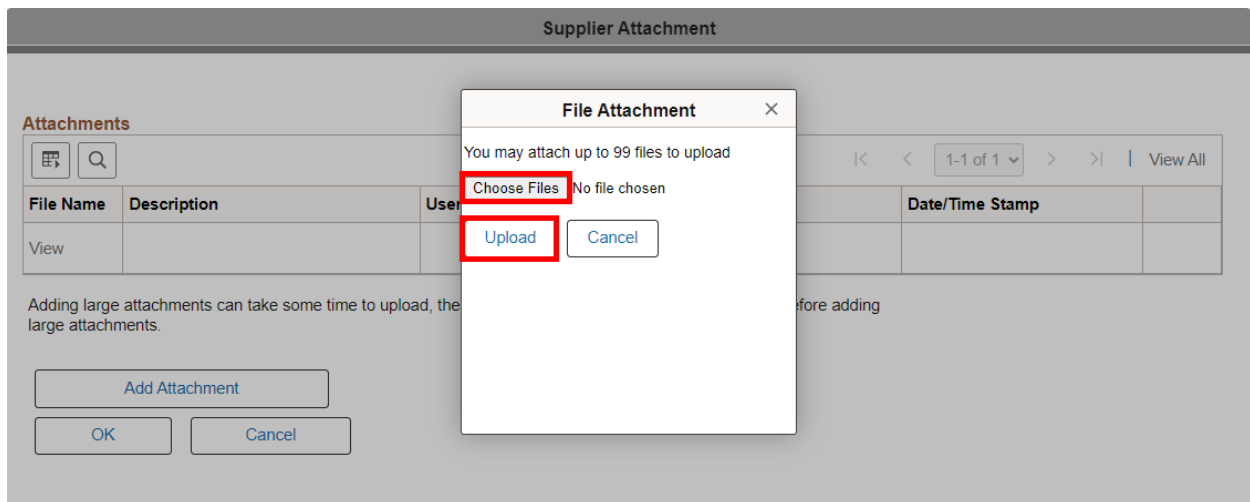
\* If you are a U.S. resident and requesting an Honorarium or Stipend as a form of payment, click on the magnifying glass

**Comments**

- 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

- Do not enter any special characters, this includes; “, & .”
- Character limitation is 35 or less, this includes spaces
- Primary Address must match the address on W-9 Form (if applicable).
- Add additional addresses if applicable

- a. **Address 1:** Start with your house number, followed by the street name. If you have an apartment number, include it at the end of your street address on the same line, using "Apt" if applicable.
- b. **City:** Enter the name of the city where you reside.
- c. **Zip Code:** Provide your ZIP code in the **Zip + 4 Code** format (e.g., 94025-7015). If you don't know your +4 extension, you can look it up [here](#).
- d. **State:** Use the magnifying glass icon next to the state field to select the state that corresponds to your address.
- e. **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**

**Bidder/Supplier Registration**

**Addresses - Step 3 of 6**

- Address 1: List your house number and street name  
 - Postal: List your 5-digit zip code followed by a dash (-) and four zeros (0000) e.g., 95112-0000  
 - Enter City and State  
 - Enter your primary email ID for payment notifications  
 - Click Next

**Primary Address**

\* Country

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:

#### 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-9 (if a W-9 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. **Rate Type:** Select Current Rate
  - ❖ Ensure that your User ID and password are secure and easy for you to remember.

**User Registration**

**Bidder/Supplier Registration**

Progress: Welcome | Identifying Information | Addresses | **Contacts** | Payment Information | Submit

**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**

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

[Add Contact](#)

\* Required field

Buttons: Exit, Save for Later, Previous, Next

**User Registration**

**Add Contacts**

**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

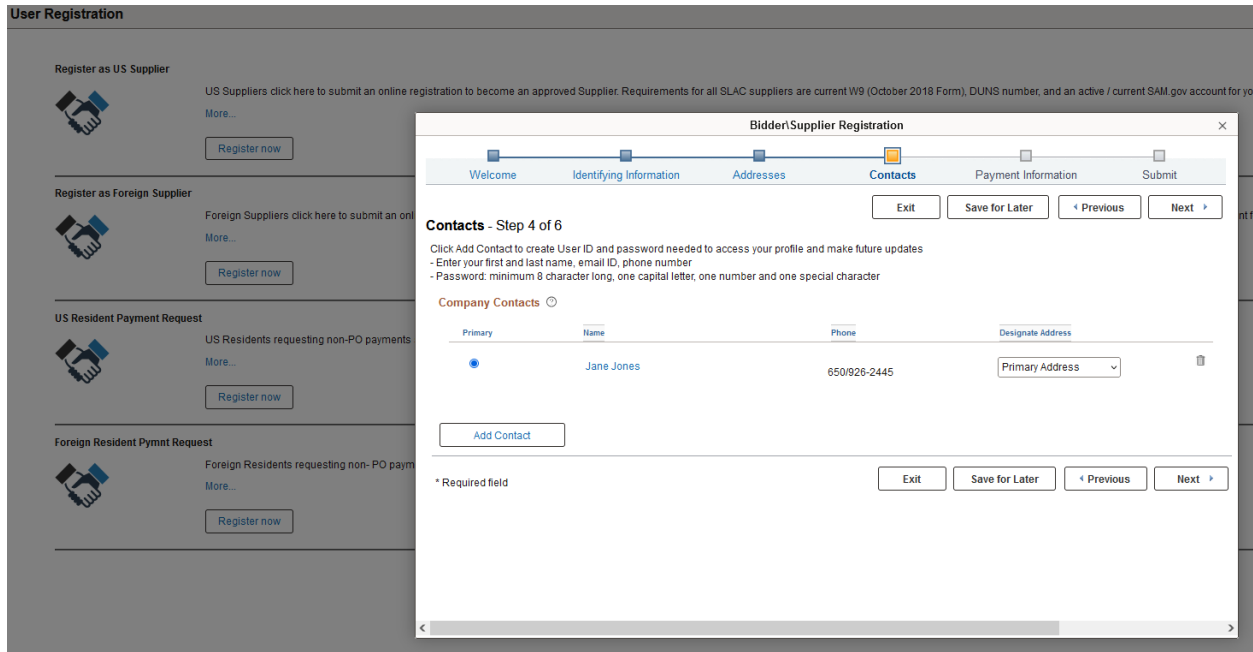
Time Zone:

\* Currency Code: US Dollar

\* Rate Type:

Buttons: OK, Cancel

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

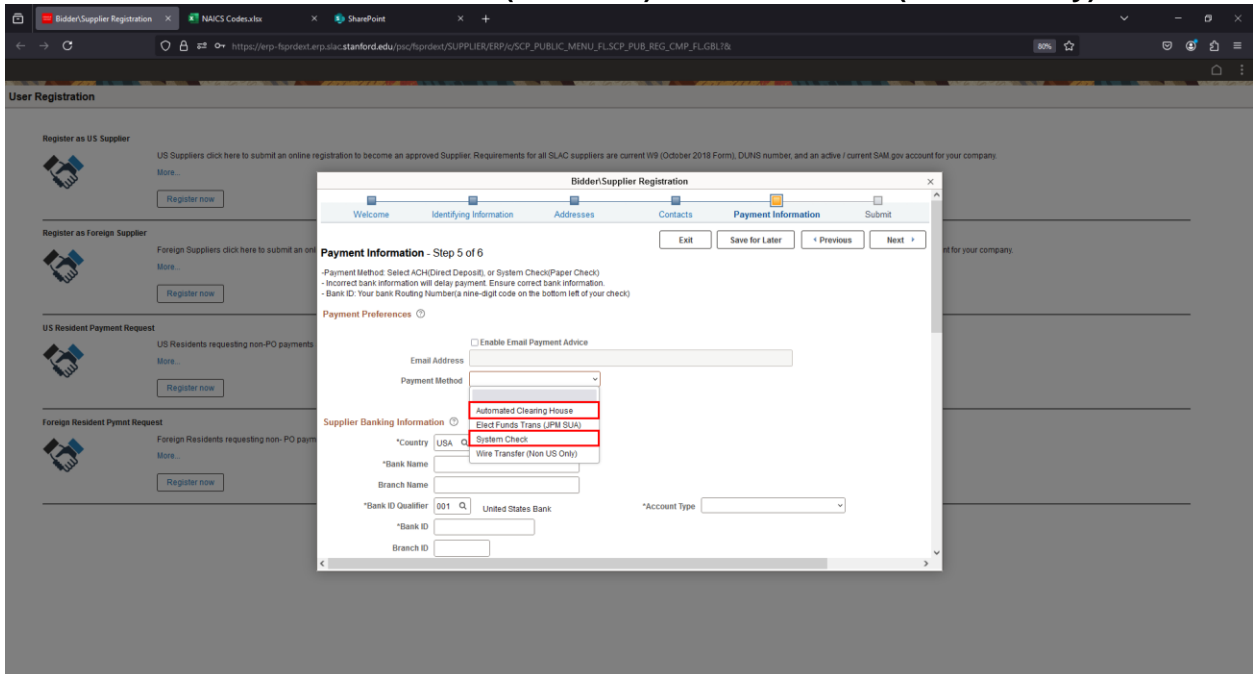


## E. Step 5 of 6: Payment Information

### 1. Payment Preferences

- Payment Method: Select **Automated Clearing House (ACH)**, which is electronic payment/direct deposit and SLAC's preferred method of payment or **Systems Check (Check) For Payment Method**
- Check the box for Enable Email Payment Advice
- Enter Email Address for Payment Advice (to receive notification of payment)

❖ **DO NOT SELECT Elec Funds Trans (JPM SUA) or Wire Transfer (Non-US Only)**





#### 4. 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.

- a. Enter Bank Name
  - I. Do not enter any special characters, this includes: “, & .”
  - II. Character limitation is 35 or less, this includes spaces
- b. Leave Bank ID Qualifier as 001 for USA
- c. Bank ID (Routing Number)
- d. Choose Account Type
- e. Enter Bank Account Number
- f. 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**
- g. Enter Bank Phone if available

The screenshot shows the 'Bidder/Supplier Registration' form. The left sidebar contains navigation options: 'Register as US Supplier', 'Register as Foreign Supplier', 'US Resident Payment Request', and 'Foreign Resident Payment Request'. The main form area is titled 'Supplier Banking Information' and contains the following fields:

- Enable Email Payment Advice
- Email Address
- Payment Method
- \*Country  United States
- \*Bank Name
- Branch Name
- \*Bank ID Qualifier  United States Bank
- \*Account Type
- \*Bank ID
- Branch ID
- \*Bank Account Number
- Check Digit
- DFI Qualifier
- DFI ID
- IBAN
- Bank Address:
  - \*Country  United States
  - \*Address 1
  - Address 2
  - Address 3
  - \*City
  - County
  - \*Postal
  - \*State
- Bank Phone:
  - Prefix
  - Phone
  - Ext
  - Fax

#### 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

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

**Foreign Resident Payment Request**  
Foreign Residents requesting non-PO payments.  
More...  
[Register now](#)

**Bidder/Supplier Registration**

Welcome Identifying Information Addresses Contacts Payment Information **Submit**

[Exit](#) [Save for Later](#) [Previous](#) [Next](#)

**Submit - Step 6 of 6**

- Input the password you set up
- Click on the hyperlink to Read the Terms of Agreement
- Check Select to accept the Terms of 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](#)

[Review](#) [Submit](#)

[Exit](#) [Save for Later](#) [Previous](#) [Next](#)