Supplier Registration

**Introduction**
This registration is intended for suppliers who are engaged to provide goods or services to Brown. It is a method to collect information from the supplier such as tax detail, payment terms, contact - phone & email, to identify diversity suppliers & local businesses.

In order for the University to make payments to suppliers it is necessary to have the form completed and submitted to Purchasing. This includes all purchasing and payment transactions. The Purchasing Office is the point of contact for the supplier setup in Workday. The **Student Payee Registration Form** is to be used to register students who are receiving prizes, fellowships or awards.

**Policy Statement**
Brown University requires all suppliers to complete an online supplier registration process. This process allows Brown University to collect required business and tax information that support the University’s reporting and compliance requirements and serves as a substitute IRS W-9 form for the University.

**Responsibilities**
University departments engaging new suppliers should refer the supplier to the Purchasing website to complete the registration process.

New suppliers, or suppliers wishing to update their information are required to complete the registration process.

**Procedures**
**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**.

**Forms/Instructions**
- ![Instructions for Student Payee Registration Form](#)
- ![Instructions for Online Supplier Registration](#)

**Student Payee Registration Form**
**Supplier Registration Form**
Policy Owner **Approved by** Director, Insurance & Purchasing Services

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**Revision Date:** Thu, 2017-10-12 10:21