Vendor Registration Process

Check EAS for vendor code:
1. Select “SC Supplier Inquiry”  
2. Highlight “Inquiry”  
3. Select “Open”  
4. Enter Name of Supplier  

If a registered vendor, EAS will display a supplier #.

Vendor Identified for Goods or Services

Vendor code exist in EAS?

N  

Is vendor providing services?

Y  

Int’l?

N  

Is vendor an individual or LLC?

Y  

Vendor already registered. Vendor is eligible to provide goods/services.

Dept Staff completes a Worker Classification Form (WCF) or Int’l Engagement Request Form.

Dept submits appropriate forms and scope of work to Tax Dept for review at: Tax@gwu.edu 

Tax Dept provides review to determine if individual must be hired as employee.

Needs to be hired as employee?

Y  

Consult with CCAS HR for proper hire process.

N  

Cannot use individual as vendor.

Domestic Vendor Registration

Dept Staff informs Vendor to self-register online at isupplyGW. ¹

International Vendor Registration

Dept Staff or Vendor submits Supplier Registration From along w/:

• Individuals/LLCs: W8BEN & WCF (or Int’l Eng. Request Form)²  
• Companies: W8BEN-E  
• Banking Information via email to SM at isupplyGW@gwu.edu.

Vendor will be assigned a vendor code, username, and password.

Supplier Maintenance will inform Vendor when registration is complete via email.

Vendor can provide goods/services.

Don’t forget to set up a PO Requisition for international vendors, regardless of spend level!

UPDATING VENDOR INFORMATION:

• Domestic Vendors: Make updates via iSupplyGW portal.  
• Int’l Vendors: Updates must be requested via email to isupplygw@gwu.edu.

Notes:

1. iSupplyGW registration link: https://isupply.gwu.edu/register. Vendor should be prepared to provide additional documents such as W9, Bank letters, etc. iSupplyGW Hotline: 571-553-0300 iSupplyGW Supplier Registration Handbook: https://procurement.gwu.edu/new-supplier-registration  
2. Worker Classification Form (WCF): required for vendors who are an individual or LLC providing services. WCF needs to be completed by the Dept and NOT the vendor. There are certain exemptions to the WCF that can be found at https://tax.department.gwu.edu/sites/g/files/za9zds1251/f/downloads/WCR_Exemptions%201.28.19.pdf. If services performed will be outside of the US, the International Engagement Request Form and Letter must be completed. Obtaining the required approvals may take some time, so consider this when scheduling the services. For more information: https://hr.gwu.edu/international-hires-and-placements.

For more information, please see Section 2 of the CCAS Staff Manual and Resource Guide.

¹ iSupply GW Registration Portal  
² iSupplyGW Registration Handbook  
³ WCF & Int’l Hire Info