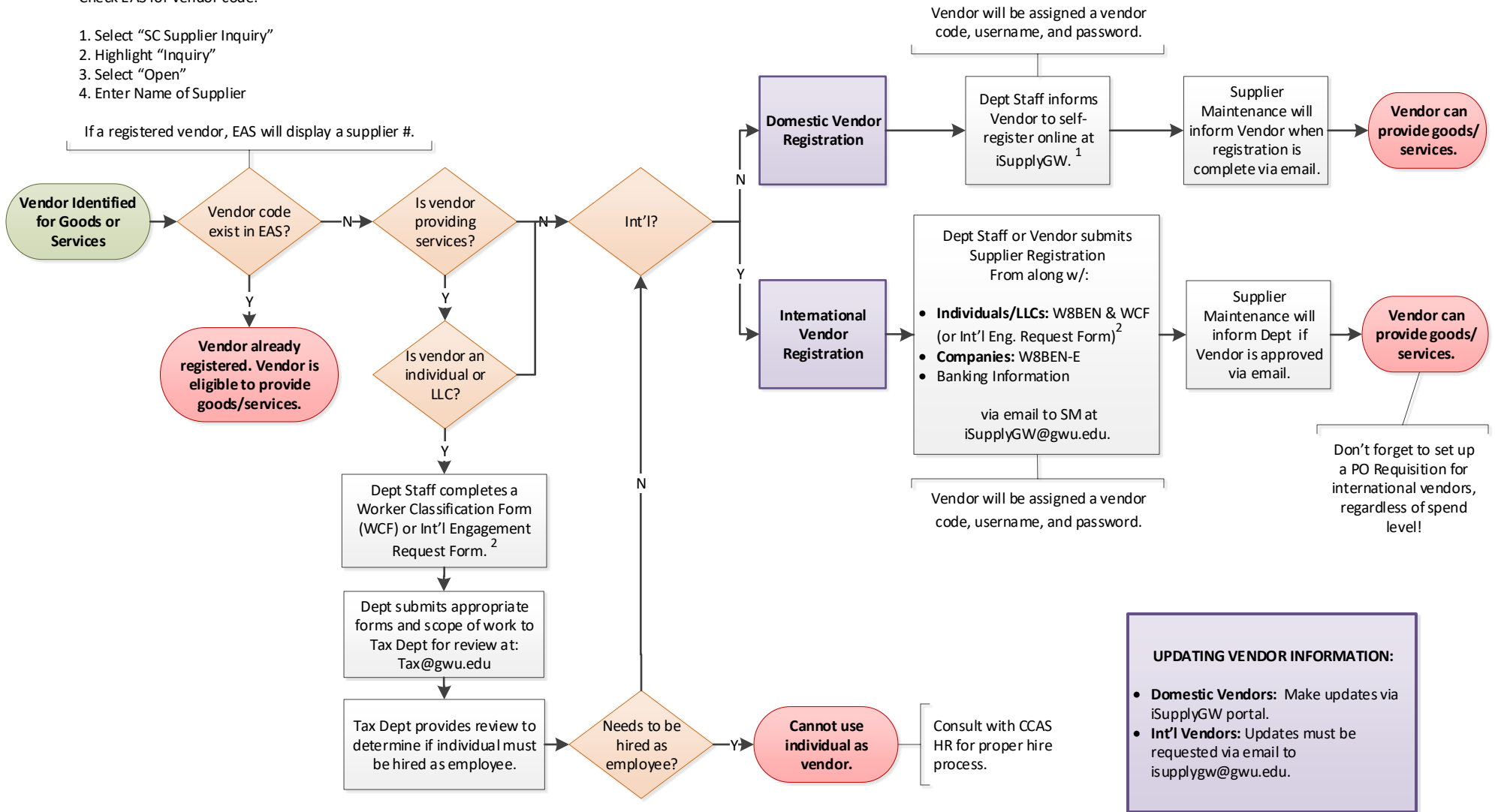


Vendor Registration Process

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 #.



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/zaxdzs1251/f/downloads/WCF_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>.

iSupply GW Registration Portal

iSupplyGW Registration Handbook

WCF & Int'l Hire Info