

SLAC Payee Registration

Getting Started Helpful Information

- What is a Payee?
 - A payee is a person receiving a tax reportable payment
- Who should register here?
 - Anyone receiving a Stipend or Honoraria should register on this site.
- What do I need to get started?
 - For Automated Clearing House (ACH) direct deposit payments you will need your bank account and routing numbers
 - Your Social Security Number
 - For Honoraria only, you will need a completed W-9 IRS Tax Form
- Where can I find a W-9 IRS Tax Form?
 - Please visit the IRS webpage for the form and instructions:
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Where can I find my bank account and routing number?
 - The bank routing number is exactly nine digits in length and is generally the first nine-digits in the lower left section of your check. The first two-digits of the routing number will begin with 01 through 12 or 21 through 32. View [sample check](#) for help in identifying routing and account numbers.
 - If you are unsure, contact your Bank to verify.
- Who do I contact for help?
 - If you have questions, please contact ap@slac.stanford.edu.

Welcome Page.

1. Go to [Registration Page](#)¹

2. Select NEXT

Note: The BUSINESS radial button is selected, the Individual radio button has been disabled. Your payee (non-supplier) status will be identified in a later step.

Favorites ▾ Main Menu ▾ > SLAC ▾ > Register Suppliers Home Sign out

ORACLE

Welcome Identifying Information Addresses Contacts Payment Information Submit

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Welcome - Step 1 of 6

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please call the application processing service center at:
650-926-2296
or email:
Suppliers@slac.stanford.edu

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SLAC National Accelerator Laboratory enforces Using Strong Passwords

- * A strong password must be at least 8 characters long.
- * It should not contain any of your personal information, specifically your real name, user name, email or even your company name.
- * It should contain characters from the four primary categories, including: uppercase letters, lowercase letters, numbers, and characters.

Select an activity below: ?

Start a new registration form

What type of entity do you represent?

Business

Individual

Continue from where you left

Exit | Previous Next

* Required field

1. https://erp-fsprdext.slac.stanford.edu/psp/fsprdext_1/SUPPLIER/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Action=U&SUP_OB_TEMPLATE_ID=SUPPLIER

Identifying Information.

1. Tax Identification Number: Provide your Social Security Number
2. Entity Name: Enter your Legal Name
3. Entity Organization Type: Choose from Honoraria or Stipend based on the reason for the payment
4. Add Attachment: For Honoraria only, attach a completed and signed IRS W-9 Form.

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ORACLE

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

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Identifying Information - Step 2 of 6

Unique ID & Company Profile ?

* Tax Identification Number	<input type="text"/>	
* Entity Name	<input type="text"/>	Add Company Logo
* Entity Organization Type	<input type="text"/>	Add Attachment
Additional Name	<input type="text"/>	
http://URL	<input type="text"/>	Open URL

Profile Questions ?

Add Attachment.

1. Upload: Honoraria only, attach the IRS W9 Tax Form,
2. Return to continue on the main registration page.

Note: Old versions will not be accepted, the latest version can be found on the IRS site:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Identifying Information - Step 2 of 6

Unique ID & Company Profile ?

Add Attachment

Attached File	Attachment Description	Upload	View
1		Upload	View

Honoraria Only: Attach IRS W9 Form

Profile Questions.

1. Complete the Profile Questions by entering Not Applicable "NA" or "No".

Note: These questions are used for supplier contractors and are not applicable to payees.

Profile Questions ?

Payees: Enter "Not Applicable" or "No" for each question

* Description of Product Services(Please use Short Description)	Not Applicable
* Is your Company listed in SAM(www.sam.gov) ?	No
CA License: (Only if Applicable)	Not Applicable
* Are you a Small Business? If 'Yes' you are required to complete "Additional Address" Box below.	No
Are you exempt from backup withholding? If 'No', please attach a completed W-9 form. The W-9 Form available at http://www.irs.gov/pub/irs-pdf/fw9.pdf .	No
Do you have NAICS codes? If 'Yes', please enter NAICS codes in the box "Standard Industry Codes".	<input checked="" type="radio"/> No <input type="radio"/> Yes

Skip these sections

1. Select NEXT to continue.

Standard Industry Codes

US - NAICS Codes

Description



Add SIC Code



Additional Reporting Elements

HUBZone Program

: If applicable, select one



Size of Small Business

: If applicable, select one



Veteran-Owned Small Business

: If applicable, select one



Sm Disadvantaged Business Prog

: If applicable, select one



Other Preference Programs

: If applicable, select one



Please check all that apply:

Emerging Small Business

Women-Owned Business

Veteran

Disabled

Comments



Exit

← Previous

Next →

* Required field

Addresses.

1. Primary Address: Enter your address where tax statements will be sent.
2. Remit To Address: If you prefer checks to be mailed to a different location, such as a local address.
3. Select NEXT to continue.

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

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Addresses - Step 3 of 6

Primary Address ?

* Country United States

Address 1

Address 2

Address 3

City

County Postal

State

Email ID

Permanent Address

Other Addresses ?

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

Remit To Address
Address for remitting payment

Invoice Address
Address from which you send invoice

**Optional:
Address for check payments**

Exit | Previous Next

Add Contact.

1. Select ADD CONTACT to set up a username and login for your account.

Note: Use at least one upper case, one lower case, and one number in your Username and Password.

2. Select OK to return to the Contacts page, select NEXT to continue.

Add Contacts

Contact Information ?

* 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

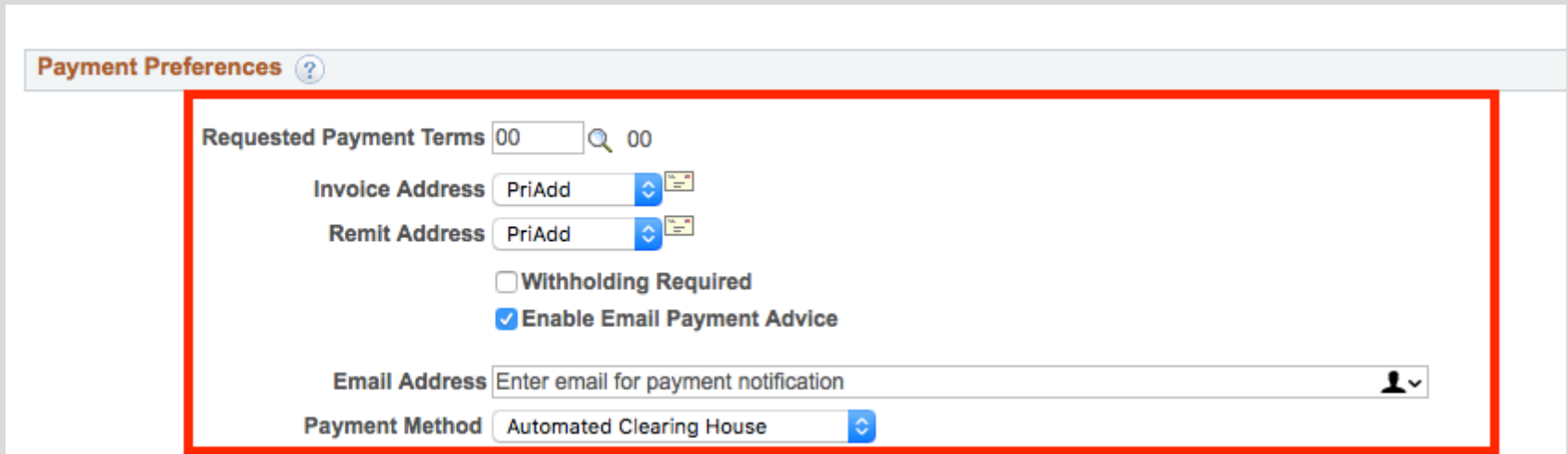
Time Zone

Currency Code US Dollar

OK Cancel

Payment Preferences.

1. Request Payment Terms: In order to ensure timely payment, select “00” Payment Terms.
2. Remit Address: If you entered an alternate Remit address, ensure it is selected here.
3. Enter Address: Enter your email address to receive notification of payment.
4. Payment Method: Select “Automated Clearing House” if you want to be paid by electronic direct deposit.



Payment Preferences ?


Requested Payment Terms 00 🔍 00

Invoice Address PriAdd ▾ ⓘ

Remit Address PriAdd ▾ ⓘ

Withholding Required

Enable Email Payment Advice


Email Address Enter email for payment notification  ▾

Payment Method Automated Clearing House ▾

Banking Information and Address.


1. For Automated Clearing House (ACH) Direct Deposit Payments: enter only the information highlighted in the blocks below.
2. Bank ID Qualifier = 001
3. Bank ID = Routing Number
4. Branch ID is optional

Supplier Banking Information

Country 

Bank Name

Branch Name

Bank ID Qualifier 


Bank ID

Branch ID

Account Type

Bank Account Number


Check Digit

DFI Qualifier 

DFI ID

IBAN

Bank Address

* Country 


Address 1

Address 2

Address 3

City

County Postal

State 

Bank Phone

Prefix


Phone


Ext


Fax


Skip these sections

1. Select NEXT to continue.

Standard Industry Codes 

US - NAICS Codes	Description
<input type="text"/> 	
<input type="button" value="Add SIC Code"/>	

Additional ID Numbers 

Type	SetID	ID Number
<input type="text"/> 		<input type="text"/>
<input type="button" value="Add ID Number"/>		

Comments

Comments

|

*Required Field

Submit.

1. Enter your email for follow-up communication
2. Accept the Terms of Agreement.

Exit | ◀ Previous Next ▶

Submit - Step 6 of 6

Click 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:

Terms and Conditions [?](#)

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review Submit

Exit | ◀ Previous Next ▶

Submit.

1. Select Submit and your registration will be reviewed and approved by Accounts Payable.

Note: For questions or assistance, please send an email to AP@slac.stanford.edu.

Submit - Step 6 of 6

Click 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:

test@test.edu

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review

Submit

Exit

Previous

Next