

# Instructions for All Foreign Suppliers

The University at Buffalo requires all foreign payment recipients (entities and individuals) to be registered in our supplier database.

Our registration process requires the submission of the following documents which will serve as confirmation of your business identity and will become part of your official supplier record: 1) **W-8 form** (*chosen from the links provided below*)  
2) **Order Preferences, Sourcing & Contact form** (*located at the bottom of this document*)

**No financial transaction (PO - Contract - Payment) can proceed until we receive both documents.**

U.S. IRS **W-8** Form options: (*We suggest that you consult with your accountant to determine which form to complete.*)

- Provide authorized signature where required - electronic signatures are acceptable.
- Submit the completed form to the requestor - not to the IRS.

<a href="#">W-8BEN Instructions</a> <a href="#">W-8BEN Form</a>	<b>Used primarily by individuals</b> to claim foreign status or treaty benefits. It is also used by an individual to claim treaty benefits for royalty/passive income.
<a href="#">W-8BEN-E Instructions</a> <a href="#">W-8BEN-E Form</a>	<b>Used primarily by entities</b> to claim foreign status or treaty benefits. It is also used by an entity to claim treaty benefits for royalty/passive income.
<a href="#">W-8ECI Instructions</a> <a href="#">W8-ECI Form</a>	<b>Used primarily by the payee or beneficial owner</b> indicating that their income is (or is deemed to be) effectively connected with the conduct of a trade or business within the United States.
<a href="#">W-8EXP Instructions</a> <a href="#">W-8EXP Form</a>	<b>Used by the following entities to claim exemption from tax withholding:</b> Foreign Governments, International Organizations, Foreign Tax-Exempt Organizations, Foreign Private Foundations, Governments of US Possessions, or Foreign Central Banks of Issue.
<a href="#">W-8IMY Instructions</a> <a href="#">W-8IMY Form</a>	<b>Used primarily by a Foreign Intermediary, a Withholding Foreign Partnership, or a Withholding Foreign Trust.</b>

*We request that you complete the following portion of this document in its entirety.  
Submit the completed document to the requestor.*

## Order Preferences, Sourcing & Contact Form

### ORDER PREFERENCES:

Name of Foreign Organization or Individual:

Phone Number:

Fax Number:

Website: <http://www>.

Submit PO's to address listed on the W-8 form

Remit payment to address listed on the W-8 form

Submit PO's via email to this address:

Remit payment to this address:

Submit PO's to this address:

**SOURCING:** Do you have an office, factory or base of operation in the US? Yes No  
Do you conduct regular business in the US? Yes No

**CONTACT:** (*Person authorized to represent vendor and provide information. \* This is required information.*)

\* Name:

Title:

\* Email Address:

Phone: