



**IMPORTANT INFORMATION FROM CARNEGIE MELLON
UNITED STATES SUPPLIER INFORMATION FORM**

Carnegie Mellon operates its financial systems using Oracle Public Sector Financial applications. In order to add you (individual or sole proprietor) or your company to our supplier database (and ultimately to create a check or an Electronic Funds Transfer in either your or your company's name), the following forms need to be completed and returned to us. Purchase orders and payments/checks cannot be created or issued until we receive the enclosed forms with, at a minimum, the "required" fields properly completed.

- 1) United States Supplier Information Form **INSTRUCTIONS** - Attached (**PLEASE, do NOT return these instruction pages**)
- 2) United States Supplier Information Form – Attached (**RETURN REQUIRED**)
- 3) Electronic Fund Transfer (EFT) Payment Setup Form (if applicable, please type)
- 4) W9 Form (United States) – Reference below listed website (**RETURN REQUIRED**, as applicable)

Note: If you are an existing supplier updating your information, please be sure to select the 'New Information for Existing Supplier' box at the beginning of the Domestic Supplier Information Form.

Unless instructed otherwise, please return your completed forms to:

Carnegie Mellon University
(Department & Person Name at CM)
5000 Forbes Avenue
Pittsburgh, PA 15213
Fax: (412) [dep't. fax number]

Questions related to our purchasing policies, procedures and supplier database should be directed to Procurement Services at (412) 268-4309, or reference our website at:
http://www.cmu.edu/procurementservices/Suppliers/supplierforms_suppliers.htm

Thank you for your participation.

Carnegie Mellon Procurement Services

Enclosures

Carnegie Mellon

Official Use Only:	Is this supplier in the EPLS? <input type="checkbox"/> Yes <input type="checkbox"/> No
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UNITED STATES SUPPLIER INFORMATION FORM

New Supplier
 New Information for Existing Supplier
 (Submit with appropriate W9 form found at:
<http://www.irs.gov/formspubs/index.html> or <http://www.cmu.edu/finance/forms>)

RETURN TO:
 Carnegie Mellon University
 5000 Forbes Avenue, Pittsburgh, PA 15213
 Attn: _____
 [Department & Person Name]

Federal law requires Carnegie Mellon to provide "Taxpayer Reporting Information" (1099/1042 forms) to the Federal Government and payee on certain types of payments. All fields in bold are required, unless specified. Please type or print.

1. SUPPLIER

Legal Name (Must match Line 1 of W-9 to avoid backup withholding.) _____

Federal Tax ID or Social Security _____

DBA (Doing Business As, if applicable) _____

DUNS Number _____

NAICS # _____ (Go to www.census.gov/epcd/www/naics.html) U.S. Census Bureau NAICS
(REQUIRED for ALL SUPPLIERS doing business with Carnegie Mellon – Use 2007 NAICS Search)

Is Payee a US Citizen? Yes No If no, Foreign National Information Form For Non-Employees Required.
 (<http://www.cmu.edu/finance/forms>) (search here)

Type of Organization (select all applicable)

- | | |
|--|---|
| <input type="radio"/> Individual (Social Security Number)* | <input type="radio"/> Incorporated (Federal ID No.) |
| <input type="radio"/> Sole Proprietor (Federal ID No.)* | <input type="radio"/> Legal Services |
| <input type="radio"/> Limited Liability Company* | <input type="radio"/> Medical Services |
| <input type="radio"/> Partnership (Federal ID No.) | <input type="radio"/> S Corporation |
| <input type="radio"/> Non-Profit Organization (Federal ID No.) | <input type="radio"/> Hotel |
| <input type="radio"/> Government Entity (Federal ID No.) | |

Supplier Diversity Information

- (See Instruction Sheets)
- Women-owned (WBE)
- Veteran-owned
- Service Disabled Veteran-owned
- HUB Zone
- HBCU / MI
- Disadvantaged (DBE)/Minority (MBE)
 (Continue Below)

Business Size (select one)

- Large Business Concern
- Small Business Concern

** (Note: Individuals and Sole Proprietors must complete the Independent Contractor Checklist. This form is available at:
<http://www.cmu.edu/finance/forms/procurement/index.html>)*

Please check the Disadvantaged Business Entity classification below, if applicable:

- Black American Native American Asian American Hispanic American Other _____
 (Misrepresentation – Reference: Small Business Program Representations – FAR Part 52.219-[d][2])

Are you Central Contractor Registration Certified: Yes No (www.ccr.gov) Attach copy of Certification

Are you SBA Certified: Yes No Please attach a copy of Supplier Diversity Certification and the name of the certifying agency. Certifying Agency: _____

Has your company been included on the List of Parties Excluded from Federal Procurement Programs within the last 3 years?

Yes No (Ref: <http://www.epls.gov/>)

Other Certifications: _____ (Attach copy of Certification)

2. GENERAL

Description of product or services being offered to Carnegie Mellon, and their location: _____

(e.g. – Manufacturer of Electron Microscopes delivered to Qatar, or Service Provider of Team Training Programs in Pittsburgh, PA)

Company Web Site: _____

Year Established _____

Number of Employees _____

Gross Annual Sales Awards _____

Terms: FOB Delivered, Net 30 unless otherwise acknowledged by an authorized signatory for Carnegie Mellon University.

Does any individual employed by Carnegie Mellon University have a significant interest in your business? Yes No

If yes, please provide the Employee Name and describe the relationship: _____

3. BUSINESS ADDRESSES

ADDRESS/LOCATION 1

ADDRESS/LOCATION 2 (if applicable)

Line 1 _____

Line 1 _____

Line 2 _____

Line 2 _____

City _____

City _____

State/Zip _____

State/Zip _____

County _____

County _____

Is ADDRESS 1:

Payment Receiving Site? Yes No

Purchasing Site? Yes No

Is ADDRESS 2:

Payment Receiving Site? Yes No

Purchasing Site? Yes No

Telephone Number _____

Telephone Number _____

Fax Number _____

Fax Number _____

4. CONTACTS

Primary Contact Name _____

Sales Rep. Contact Name _____

E-mail Address _____

E-mail Address _____

Telephone Number _____

Telephone Number _____

Fax Number _____

Fax Number _____

5. Name of Carnegie Mellon employee with whom you've been speaking: _____

6. PAYMENT

a) Does your company accept credit card payments? Visa American Express MasterCard

b) Will you accept electronic fund transfers? Yes No

If yes, complete and submit the Electronic Funds Transfer (EFT) Payment Setup Form attached.

Note: Payments made in US Dollars

7. SIGNATURE & CERTIFICATION

I certify that the number shown on this form is my correct Taxpayer Identification Number and all other responses provided herein, including vendor classifications, are true and accurate. I will contact Carnegie Mellon if there is a change in the data or relationship with the University.

Signature of Authorized Representative

Date

Telephone Number

Name (Printed or Typed)

Title

E-mail address

Internal Carnegie Mellon Departmental Use Only: (to be filled out by Carnegie Mellon Departmental Buyer)

Please select the appropriate set of books where this supplier is to be added, based on Oracle String charged.

US Qatar Australia

CM Department is required to fill this section out prior to any input into the Supplier Database

Domestic Supplier Information Form Instructions and Definitions

Do Not Return This Sheet

SECTION 1 - (Each part of Section 1 is required in order to be entered into the Carnegie Mellon automated payment system.)

NAICS - North American Industrial Classification System (www.census.gov/epcd/www/naics.html): Use the 2007 NAICS Search box in the top-left hand corner of the page to find your six digit NAICS code (e.g. 711130 = Musical Groups & Artists, 923110 = Administration of Education Programs, etc.)

NON-PROFIT ORGANIZATION: Any organization not conducted or maintained for the purpose of making profit. This category includes but is not limited to sheltered workshops, universities, colleges, and local, state and federal governments.

LARGE BUSINESS CONCERN: Any organization/business that is larger than a SMALL BUSINESS CONCERN.

SMALL BUSINESS CONCERN: (a) The SBA establishes small business size standards on an industry-by-industry basis. (See 13 CFR 121.) (b) Small business size standards are applied by-- (1) Classifying the product or service being acquired in the industry whose definition, as found in the **North American Industry Classification System (NAICS) Manual** (available via the Internet at <http://www.census.gov/epcd/www/naics.html>) best describes the principal nature of the product or service being acquired.

WOMAN-OWNED SMALL BUSINESS CONCERN means a small business concern-- (a) Which is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (b) Whose management and daily business operations are controlled by one or more women.

VETERAN-OWNED SMALL BUSINESS CONCERN means a small business concern-- (a) Which is at least 51 percent owned by one or more veterans; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans; and (b) Whose management and daily business operations are controlled by one or more veterans.

SERVICE DISABLED VETERAN-OWNED SMALL BUSINESS CONCERN means a small business concern-- (a) Which is at least 51 percent owned by one or more service disabled veterans; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more service disabled veterans; and (b) Whose management and daily business operations are controlled by one or more service disabled veterans.

HUBZone Small Business Concern means a small business that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration. The acronym HUBZone stands for a Historically Underutilized Business Zone, which is an area located within one or more qualified census tracts, qualified non-metropolitan counties, or lands within the external boundaries of an Indian reservation.

HBCU/MI: A historically Black College or University/ Minority Institution.

SMALL DISADVANTAGED BUSINESS CONCERN means an offerer that represents, as part of its offer, that it is a small business under the size standard applicable to the acquisition; and it has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B; and

- (i) No material change in disadvantaged ownership and control has occurred since its certification;
- (ii) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
- (iii) It is identified, on the date of its representation, as a certified small disadvantaged business (SDB) concern in the database maintained by the Small Business Administration (Central Contractor Registration [CCR] <http://www.ccr.gov/>);

Definitions of DBE business classifications are as follows:

Black American: All persons having origin in any of the African racial groups.

Native American: All persons having origins in any of the original peoples of North America, including American Indian, Alaskan Native, Aleut or Native Hawaiian.

Asian American: All persons whose origins are in India, Pakistan or Bangladesh, Japan, China, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territory of the Pacific Islands, the Northern Mariana Islands, Laos, Cambodia, Taiwan or the Philippine Islands.

Hispanic American: All persons of Mexican, Puerto Rican, Cuban, Central, Latin or South American, Portuguese or other Spanish culture of origin.

SECTION 2 - The fields in bold are required.

SECTION 3 - At least one address is required.

SECTION 4 - Required.

SECTION 5 - Required.

SECTION 6 - Complete as applicable.

SECTION 7 - Required. The United States Supplier Information Form must be signed by an authorized representative of the company or the individual providing the service(s) if not a corporate legal entity.

Do not fill in any information in the box used for Internal Carnegie Mellon Departmental Information.

Carnegie Mellon

5000 Forbes Avenue
Pittsburgh, PA 15213-3890

Electronic Funds Transfer (EFT) Payment Setup Form

Carnegie Mellon is implementing globalization initiatives and is now offering payment options in US dollars as well as and campus local currencies to its international suppliers that wish to receive payment for goods and services through electronic funds transfer. The advantage to this form of payment is funds are electronically deposited directly into your company's designated bank account through ACH (Automated Clearing House). For your company to begin receiving payments electronically, please complete the accompanying form. We encourage your participation!

EFT Options

- **CCD+(CCP)** – Cash Concentration/Disbursement – Payment is issued electronically to your company's bank, but remittance advice is transferred via another medium. Your remittance advice options are as follows: **(NOTE: You may only choose 1 option)**
 - **EMAIL** – Remittance Advice is emailed to a designated address that your company provides. This email address can be a group list.
 - **MAIL** – Remittance Advice is mailed to a designated address that your company provides.
 - **FAX** – Remittance Advice is faxed to a designated fax number that your company provides.

(For US Dollar payments initiated from a US bank only)

- **CTX** – Corporate Trade EXchange – Payment and Remittance Advice are issued electronically to your company's bank. Your bank then provides you with notification/remittance information regarding the payment.
 - **NOTE:** It is recommended that you verify with your bank on their capabilities to handle this type of electronic information.

Carnegie Mellon's Accounts Payable department is available Monday through Friday, 9:00 am – 5:00 pm EST. Please address any questions to Terri Burner 412-268-1016. It is your responsibility to notify us if there are any changes to the information on the EFT form.

We look forward to hearing from you!

Kathy Proch
Associate Controller
voice: (412) 268-5158
Fax: (412) 268-7068

Carnegie Mellon

5000 Forbes Avenue
Pittsburgh, PA 15213-3890

Official Use Only:

US International

Electronic Funds Transfer (EFT) *(Please type and fill out completely)*

Payment Setup Form

Request Type (check one):

Initiate Alter

Supplier Information

Supplier Name (please type or print): _____

Supplier Address (City, State, Zip): _____

Supplier Country: _____

Contact Name/Phone: _____

Email Address (required): _____

Bank Information

Bank Name: _____

Bank Address (City, State, Zip): _____

Bank County: _____

Account Name: _____

Bank Routing Number (Domestic only): _____

BSB Number (International only): _____

Bank Account Number: _____

S.W.I.F.T. Code (8 or 11 characters, International only): _____

Bank Account Type: ___ Checking ___ Savings

Currency Type: _____

Remittance Options

• CCD+ (CCP) Payments (Please select only one)

EMAIL - Receive Remittance Advice via EMAIL

Remittance Email Address: _____

MAIL - Receive Remittance Advice via MAIL

Address/City/State/Zip (if different from above): Please provide 'ATTN TO' Contact

FAX - Receive Remittance Advice via FAX

Remittance Fax # / 'ATTN TO' Contact: _____

(For US Dollar payments initiated from a US bank only)

• CTX Payments

Do not route (remittance contained in electronic file)

Authorized Signatory*: _____ Date: _____

Print Name: _____ Title: _____

Telephone #: _____