

FOREIGN VENDOR QUESTIONNAIRE - version 05.15.13

- Answer ALL of the below questions before sending to Bill Parsley for approval/next steps.
- You may need to contact the vendor to determine answers for some items.
- Send the completed W8 form with the below answered questions

As a reminder, foreign vendor information should be obtained and response received from the System Office for every purchase made with a foreign vendor prior to purchasing and/or paying the vendor (even if past approval was received for items previously purchased from the same vendor).

1. Who are you paying?

a. Name and location/country?	
b. Are they a foreign individual? Foreign company? Foreign government? Foreign exempt organization?	
c. Do they have any US locations?	
d. Do they have a TIN/EIN/ITIN? If so, was it a match to the IRS? (Attach the TIN matching print out).	

2. What are you paying for?

a. How much is the payment for? Have you already received an invoice? If so, please attach it with the other documentation. If not, please provide as much back-up as possible that provides information on the exact purchase.	
b. Goods or service? If you are purchasing a good, are there services included (i.e., installation), and how and where will those services be performed (are they performed anywhere in the US)?	
c. Consulting fee? How will services be delivered? In person and in what country? Over the internet? Via e-mail?	
d. Travel reimbursement? Are they providing original receipts?	
e. Software in a box?	
f. Software license fees? Is this a one-time license purchase or an annual renewal? Is it a limited purchase or perpetual? Is the software downloaded onto our servers? Please provide any terms & conditions, contracts or other documentation that relates to the software/license purchase.	
g. Website subscription (i.e. to be able to access data)? Please describe what the subscription will provide.	
h. Shipping and freight? Are these specifically broken out on the purchase order or contract?	
i. Prizes and awards?	

3. Any other notes or concerns with this vendor?

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