FOR NON-PO TRANSACTIONS:

- A performer who is a new supplier to the payables system
  Provided that there is a MIPV/departmental performance contract, then you simply need full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- A performer who is in the system, but needs an address update
  Same as above (note that if there is some sort of discrepancy with the info on file, then you WILL be asked for the W-9 to clear up any questions/confusion).

- Performers can be paid non-PO on an MIPV as long as there is a performance contract provided.

- An honorarium recipient who is a new supplier to the payables system
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- An honorarium recipient who is in the system, but needs an address update
  Same as above (note that if there is some sort of discrepancy with the info on file, then you WILL be asked for the W-9 to clear up any questions/confusion).

- There is an EXCEPTION made for Steve Langley (Hopkins) for ensembles performances and Catherine LaTouche (Music), a contract is not needed for these MIPVs.

- A performer who is in the system, but needs an address update
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- A UPNE royalty recipient who is a new supplier to the payables system
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- A UPNE royalty recipient who is in the system, but needs an address update
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- A Tech Transfer royalty recipient who is a new supplier to the payables system
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- A Tech Transfer royalty recipient who is in the system, but needs an address update
  Same as above (note that if there is some sort of discrepancy with the info on file, then you WILL be asked for the W-9 to clear up any questions/confusion).

- An individual being paid on a MIPV for other non-PO payments such as a referee, an official, or a judge who is a new supplier to the payables system
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- An individual being paid on a MIPV for other non-PO payments such as a referee, an official, or a judge who is in the system, but needs an address update
  Same as above (note that if there is some sort of discrepancy with the info on file, then you WILL be asked for the W-9 to clear up any questions/confusion).

- These are often employees, or ex-employees and are OK to pay through AP. These are funds related to the discovery/sale of copyrighted items such a new drug. Lisa Ford will annually process MIPV payments to those individuals involved in the initial research and development

- A company who is a new supplier to the payables system
  The company W-9 and Supplier Classification form.

- A company who is in the system, but needs an address update
  If it’s just a payment address update, no paperwork needed. If they’ve physically relocated, you will need a new W-9 and the Supplier Classification form.

- A company who is in the system, but needs an address update
  The company W-9 and Supplier Classification form.

- The company will need a new W-9 and the Supplier Classification form.

- EXCEPTIONS TO THIS ARE conference registrations, advertising, memberships, subscriptions or charitable/fundraising donations. Then you can simply provide the invoice copy to Procurement.

- A secondary office branch or a payment PO, lockbox, or different department are all examples of where you do NOT need the paperwork.

- FYI-Procurement may ask for the W-9 for donations.

NOTE - For income related payment to students and employees, these need to go through Payroll, not AP, this is with the exception of UPNE book royalties or Tech Transfer royalties.

It is always best to verify questionable items with Jeannette Crary as she is the individual trained to process foreign payments. The next tab contains some quick reference tools though.

FOR NON-PO TRANSACTIONS:

- A performer who is a new supplier to the payables system
  Provided that there is a MIPV/departmental performance contract, then you simply need full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- A performer who is in the system, but needs an address update
  Same as above (note that if there is some sort of discrepancy with the info on file, then you WILL be asked for the W-9 to clear up any questions/confusion).

- Performers can be paid non-PO on an MIPV as long as there is a performance contract provided.

- An honorarium recipient who is a new supplier to the payables system
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- An honorarium recipient who is in the system, but needs an address update
  Same as above (note that if there is some sort of discrepancy with the info on file, then you WILL be asked for the W-9 to clear up any questions/confusion).

- There is an EXCEPTION made for Steve Langley (Hopkins) for ensembles performances and Catherine LaTouche (Music), a contract is not needed for these MIPVs.

- A performer who is in the system, but needs an address update
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- A UPNE royalty recipient who is a new supplier to the payables system
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- A UPNE royalty recipient who is in the system, but needs an address update
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- A Tech Transfer royalty recipient who is a new supplier to the payables system
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- A Tech Transfer royalty recipient who is in the system, but needs an address update
  Same as above (note that if there is some sort of discrepancy with the info on file, then you WILL be asked for the W-9 to clear up any questions/confusion).

- An individual being paid on a MIPV for other non-PO payments such as a referee, an official, or a judge who is a new supplier to the payables system
  Full legal name, address and social security # to be filled out in vendor maintenance sheets. W-9 is strongly preferred, but not absolutely required.

- An individual being paid on a MIPV for other non-PO payments such as a referee, an official, or a judge who is in the system, but needs an address update
  Same as above (note that if there is some sort of discrepancy with the info on file, then you WILL be asked for the W-9 to clear up any questions/confusion).

- These are often employees, or ex-employees and are OK to pay through AP. These are funds related to the discovery/sale of copyrighted items such a new drug. Lisa Ford will annually process MIPV payments to those individuals involved in the initial research and development

- A company who is a new supplier to the payables system
  The company W-9 and Supplier Classification form.

- A company who is in the system, but needs an address update
  If it’s just a payment address update, no paperwork needed. If they’ve physically relocated, you will need a new W-9 and the Supplier Classification form.

- A company who is in the system, but needs an address update
  The company W-9 and Supplier Classification form.

- The company will need a new W-9 and the Supplier Classification form.

- EXCEPTIONS TO THIS ARE conference registrations, advertising, memberships, subscriptions or charitable/fundraising donations. Then you can simply provide the invoice copy to Procurement.

- A secondary office branch or a payment PO, lockbox, or different department are all examples of where you do NOT need the paperwork.

NOTE - For income related payment to students and employees, these need to go through Payroll, not AP, this is with the exception of UPNE book royalties or Tech Transfer royalties.
FOR PO TRANSACTIONS:

- For any individual receiving payment on a PO invoice, if they are a new supplier to the eProcurement system (paid by a legal name or a DBA)

  During PO creation, you will need a minimum of their W-9 and the IC (Independent Contractor) or Consultant Form. The Supplier Classification Form may be needed, it's usually best to just ask for it. Sometimes you do not know how someone is categorized till you see their full paperwork, especially with a DBA (Doing Business As). Keep in mind that the IC/Consultant form is considered an internal document by Procurement, so wherever possible (and when applicable), you should also have a more detailed agreement attached to the PO. For small scale work, the internal document is sufficient.

  Individuals MUST follow the State of NH Criteria to determine whether they are "truly" an independent contractor vs an employee. http://www.dartmouth.edu/~control/docs/procurement/indcont8-12.pdf For any new individuals, this needs to be part of setting up the PO. This is done to protect Dartmouth from audit findings/fines that could result if we categorize them improperly.

  If you have a foreign individual, who also happens to be providing the work from a foreign place, then there are no tax implications (with the exception of payments such as royalties). The paperwork required is still the same, but these can be processed in-house without needing to forward it to AP for special processing. Otherwise foreign payments should be sent to AP for processing.

- For any individual receiving payment on a PO invoice, if they are in the eProcurement system but need an address update (paid by legal name or as a DBA)

  If it's just a payment address update, no paperwork needed. If they've physically relocated, you will need a new W-9 and the Supplier Classification form.

  A secondary office branch or a payment PO/lockbox, or different department are all examples of where you do NOT need the paperwork.

- For any individual receiving payment on a PO invoice, FOR GOODS NOT SERVICES, if they are a new supplier to the eProcurement system

  During PO creation, you will need their W-9 and the Supplier Classification Form, regardless of the fact that they are an individual, not a company (see notes to right). If it's just a payment address update, no paperwork needed. If they've physically relocated, you will need a new W-9 and the Supplier Classification form.

  A secondary office branch or a payment PO/lockbox, or different department are all examples of where you do NOT need the paperwork.

- For any company who is a new supplier to the system

  During PO creation, you will need their W-9 and the Supplier Classification form. If it's just a payment address update, no paperwork needed. If they've physically relocated, you will need their W-9 and the Supplier Classification form.

  A secondary office branch or a payment PO/lockbox, or different department are all examples of where you do NOT need the paperwork.

BE AWARE OF INSURANCE REQUIREMENTS WHEN CREATING PO'S FOR BOTH INDIVIDUALS AND COMPANIES ALIKE- SEE

FOREIGN COMPANIES AND INDIVIDUALS ARE A SEPARATE MATTER WHEN IT COMES TO PAPERWORK NEEDED.

A SUPPLIER IN AP IS NOT THE SAME AS A SUPPLIER IN PROCUREMENT. A SUPPLIER IN AP THAT HAS NEVER HAD A PO

FOR ANY INDIVIDUAL PROVIDING A SERVICE, YOU MUST DETERMINE WHETHER THEY *ARE* AN INDEPENDENT

W-9'S ARE ALWAYS STRONGLY PREFERRED, BUT NOT ABSOLUTELY REQUIRED (FOR NON-PQ ITEMS) UNLESS THERE IS

TYPICALLY HONORARIA CANNOT BE GIVEN TO A COMPANY, BUT IF IT HAPPENS TO BE A SOLE PROPRIETORSHIP, IT IS