

Office of the Controller – New Foreign Supplier Approval & Payment Process

Effective immediately, the Office of the Controller has implemented a new process for approving and paying foreign suppliers. Departments are to follow the instructions provided below concerning foreign suppliers.

1. All new foreign suppliers will be approved by Procurement Services and all existing foreign suppliers are now in **“Approved”** status in Financials. Foreign suppliers will no longer be inactivated after each payment. University departments will no longer need to request supplier approval from Tax Compliance (tax@fiu.edu) in order to enter a contract into TCM (Total Contract Manager), create a Purchase Order, or submit an invoice for payment.
2. Payments to foreign suppliers will be approved by Tax Compliance and Accounts Payable at the **voucher level** using workflow approval in Financials. All supporting documents will need to be attached to the request for payment.
3. **PO invoices** – submit to invoices@fiu.edu. One invoice per PDF file with PO and receipt. (Invoice **and** any additional documentation requested must be scanned into **one single** PDF file).
 - a. The **Non-US Vendor Statement Form** must be included with the invoice for the following scenarios.
 - i. Purchase of goods from outside U.S. soil
 - ii. Services that have not or will not be performed on U.S. soil
 1. For services of \$5,000 or more – provide copy of signed service agreement which must be processed through TCM
 2. For services under \$5,000 – must provide detailed scope of work
 - iii. Rental of real property outside U.S. soil – must provide copy of signed lease agreement
 - iv. Subscriptions to online content or online database access – must provide copy of signed service agreement
 - b. For Services performed by foreign corporations **within the U.S.**, a signed service agreement with a detailed scope of work must be included with the invoice
 - c. Purchase of goods from within U.S. soil only require an invoice and vendor completion of W-8ECI form
 - d. Software license agreements for software to be used with the U.S. always require a signed software agreement and invoice
 - e. Royalty payments always require a signed agreement and invoice
4. **Allowable Unencumbered Payments**
 - a. Electronic unencumbered form – only applies to **Non-conforming purchases**
 - b. Hardcopy unencumbered form – must be submitted to tax@fiu.edu and only applies to ...
 - i. Honorariums
 - ii. Stipends
 - iii. Services performed **outside U.S. soil** and if services are **under \$5,000**. Must provide invoice and detailed scope of work.
5. **Payment turnaround expected to take 5 to 7 business days.**
6. **Additional Information – Foreign Supplier Updates and Registration**
 - a. **Registered Foreign Suppliers**
 - i. To update change of address – submit tax form to vendors@fiu.edu
 1. Non-Resident Individual/Foreign Individual – must submit W-8BEN tax form

2. Foreign Company/Entity – must submit W-8BENE tax form
3. Other tax forms may be requested upon further review of supplier's business status

b. Foreign Supplier Registration

- i. To view and respond online to any posted **solicitations \$75,000 and above**, foreign suppliers will have to register with Jaggaer or be part of the Jaggaer supplier network in order to get a username and password. Click [here](#) to see new Business Opportunities posted on FIU's Public Solicitation Portal hosted by Jaggaer and to register with them.
- ii. To view, respond, and get notified online to any posted electronic Request for Quotation (eRFQ) which are for **purchases under \$75,000**, foreign suppliers will have to register with GovQuote, which is free to sign up and easy to use. Click [here](#) to see eRFQ's posted on FIU's page hosted by GovQuote and to register with them.
- iii. **Non Registered** foreign suppliers currently providing or coordinating to provide goods and/or services to the University must complete the online **Supplier Application** found [here](#).
- iv. Foreign suppliers merely looking for business opportunities should register on Jaggaer and/or GovQuote (sections **(i)** and **(ii)** above). Registering instead on the online **Supplier Application** (section **(iii)** above) will cause their application to be denied.
- v. Questions concerning supplier registration should be addressed to vendors@fiu.edu