

Domestic Supplier/ Payee Quick Reference Card

		1. Request		2. Register		3. Buy and Pay	
		Requests are submitted by the Department Requestor through the Prime Marketplace		Registrations are Completed in the Prime Marketplace		Once Supplier is set up, Department Requestor Completes Requisition/Non-PO Payment Request	
		Required Forms to Upload		Registration completed by:		Required Forms to Upload	
Domestic Supplier/ Payee		Type of Registration					
Purchase Order	Goods/Equipment	Entity	None - Supplier / Payee will be invited to register	Supplier/ Payee	If >\$5,000, Sole Source Justification or evidence of 3 bids		
	Services				If >\$5,000, Sole Source Justification or evidence of 3 bids		
	Independent Contractor				1. If >\$5,000, Sole Source Justification or evidence of 3 bids 2. Independent Contractor Agreement		
	Entertainer				1. If >\$5,000, Sole Source Justification or evidence of 3 bids 2. Entertainment Agreement		
Non-PO Payment	Honorarium	Individual	None - Supplier / Payee will be invited to register	Supplier/ Payee	1. Honorarium Acceptance 2. Supporting Documentation, as required		
	Limited Engagement				1. Limited Engagement Agreement 2. Supporting Documentation, as required		
	Non-Qualified Scholarship/ Fellowship (Non-Princeton)				None		
	Guest Reimbursement	Individual or Entity	Supplier/Payee Management Form, if Wire or ACH payment	Procurement Services	Supporting Documentation, as required		
	Moving/Relocation (New Employee Reimbursements)						
	Donation				None		
Alumni Class Payments	1. Supplier/Payee Management Form 2. W-9						
Non-PO Payment: Other	Government Payments (Visas, Permits, Taxes)	Entity	Supplier/Payee Management Form		Procurement Services	Supporting Documentation, as required	
	Institutional Payment (Other Universities, Schools, Banks)		1. Supplier/Payee Management Form 2. W-9				
	Union Dues						
	Utilities						
	Lease Payment	Individual	None - Supplier / Payee will be invited to register		Supplier/ Payee		
	Prize/Award (Non-Princeton)						
	Royalty/Copyright		Individual or Entity				
Updates	Supplier has previously completed a profile	Individual or Entity	Supplier should log back in to profile to complete updates		Supplier/ Payee	Same as above	
	Existing Supplier (can be invited as outlined above) has a change to profile information, has not yet been invited		Complete Supplier Request Form, include supplier number and contact email.				
	Existing Supplier (cannot be invited as outlined above) has a change to profile information, has not yet been invited		Supplier will be invited to register. No forms required.				
	Supplier has been invited but declines to complete profile (Exception process - may require approval)		Complete Supplier Request Form, include supplier number and contact email.				
			Attach completed Supplier/Payee Management Form and W-9		Procurement Services		
	Complete new Supplier Request Form and attach: 1. Supplier/Payee Management Form 2. W-9 3. Certificate(s) of Insurance (as required)						