

Penn State makes many types of payment to individuals, who are not employees. These range from payments to guest speakers, honorarium, research participants and non-employee awards. In the past, these payments were made without “vendoring” the payees. As part of the improving the supplier/vendor data, which is used for many purposes including required tax reporting, we have started a new procedure with the implementation of SIMBA. All suppliers, including individuals, must be registered through the Supplier Portal before payment can be made. We must maintain consistent and correct supplier/vendor information in SIMBA. We also need to collect a W-9 form from anyone who we will be providing non-employee payments, as required by the IRS. The information in the portal provides the required W-9 information as well as additional information required to classify the supplier appropriately.

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## If we need to pay an individual who is not in SIMBA, how do they register?

**Individuals need to be set up as an FI Vendor in SIMBA.** An FI vendor is a company, organization or individual who normally is paid through the Non-PO invoice (former SRFC). We are requiring registration for all vendors – because once registered, the individual can update their data including banking information for ACH.

You can use the Fiori tile – Display Business Partner - to confirm if an individual is already registered as a vendor. You can search on first name, last name, address (be sure to use asterisks when searching).

Here are links to documents which provide more detail: [Penn State Supplier Registration Guide for Individuals](#) – Word Document. This document walks through each of the fields in the Supplier Portal so the individual can complete the process.

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## The Supplier Portal asks a lot of questions which don't pertain to individuals. It seems like a lot of work to ask individuals every time we need to issue a payment.

Unfortunately, we only were able to create one portal, which is used for both purchasing suppliers and FI vendors, including individuals. There are many questions which are not applicable to individuals. The Penn State Registration Guide for Individuals: <https://www.simba.psu.edu/files/2019/04/Penn-State-Supplier-Registration-Guide-for-Individuals.docx> helps walk the person through the portal questions and indicates what should be entered.

The good news is that once an individual is entered, they do not need to register again. If they register online, they will get a user ID and password so they can manage their information, including banking information if they prefer having their payments direct deposited. (NOTE: This can only be updated by the individual through the portal). Once registered, an individual has a supplier number and can be paid for any service provided to any Penn State unit.

## What if an individual cannot or will not use the Supplier Portal? What do I do in these situations?

First, verify the individual is not already registered by using the Display Business Partner Fiori tile. The most important information we need from someone to put them into SIMBA is the information on the IRS W-9 form, an email address (if they have one) and a phone number. The IRS W-9 information and form can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. We only need the first page completed and returned.

Ask the individual to complete the W-9 form (which asks for name, address, SSN and signature) and provide a phone number and email address if they have one. The individual should send documentation by mail or fax (email is not secure). The unit can then enter the information into the Supplier Portal on behalf of the individual and upload the W-9 form. In the comment section, be sure to enter: Guest Speaker – entered by [xxx4@psu.edu](mailto:xxx4@psu.edu) for (Name of Dept/College/Campus/Admin Unit).

If you are working with an individual who is a foreign national, they will need to provide a W8 or 8233 form to register the individual. Please also review the NON-U.S. Citizen Payment Guidelines at Penn State: <https://guru.psu.edu/resources/decision-tools/non-us-citizen-payment-guidelines/non-us-citizen-payment-guidelines> - which is what is expected at the time of the invoice entry.

Please note that individuals who use the portal to register can select ACH as a payment option. DEPARTMENTS should NOT collect banking information from individuals. Individuals manually registered will be paid by check – we cannot enter ACH information for individuals through the department. Please see Policy AD53 – Privacy Policy: <https://policies.psu.edu/policies/ad53>

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## The individual is in SIMBA, but their address is wrong. What do we do to correct that?

- Ask the individual to update their remit to address in the supplier portal (If their UserID or password has expired, they should email [vendor-reg@psu.edu](mailto:vendor-reg@psu.edu) to have it reset); OR
  - Obtain a new W-9 and submit to [psusupplier@psu.edu](mailto:psusupplier@psu.edu), indicating that it is an address change for an existing supplier.
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NOTE: Social Security Number is Personally Identifiable Information. The W9 should be sent my mail or fax. If email is the only option, the form can be emailed WITHOUT the SSN entered, and then the individual can call the office so that the SSN can be entered on the W9.

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