



## **Instructions for Departments: Business Transactions with Foreign Vendors**

**Form P** is form that should be filled out by foreign vendors who are selling products and commodities ONLY.

If a department is purchasing products/commodities (equipment with no software required) from a foreign vendor:

- Vendor will be required to submit a W-8BEN-E, Form **P** and Invoice or Quote on vendor's letterhead to the department, and then the department will forward all of the paperwork to **Purchasing** for a vendor number.

If a department is ordering services, maintenance agreements, etc. from a foreign vendor:

- Vendor will be required to submit a W-8BEN-E, Form **C** and Invoice/Quote or Software Agreements on vendor's letterhead to the department, and then the department will forward all the paperwork to **International Affairs and Global Strategies (IAGS)** for a vendor number.