



Procurement Services

Instructions for Departments: Business Transactions with Foreign Suppliers

All foreign suppliers are required to complete the **W-8BEN-E** form. In addition to the W-8BEN-E, departments are strongly encouraged to have foreign suppliers complete **Form P**. If departments do not submit Form P, they should provide the supplier information included in the form. Please review Form P on the Procurement Services website for the information required from the supplier.

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

- The supplier will be required to submit a **W-8BEN-E**, **Form P**, and invoice or quote on the supplier's letterhead (strongly encouraged) to the department. The department will then forward all of the paperwork to **Procurement Services** to obtain a supplier number.

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

- The supplier will be required to submit a **W-8BEN-E** and invoice, quote, or software agreement (strongly encouraged) on the supplier's letterhead to the department. The department will then forward all of the paperwork to **UCF Global** for approval, after which **Procurement Services** will create a supplier number.