UCF Global

Foreign Vendor Flow Chart

Department Needs to Initiate a Foreign Vendor Payment Based on the 4 Most Common Situations

- Department Needs to Reactivate Prior Vendor #
- Department Needs to Setup New Vendor #
- Department Needs to Pay Existing/Active Vendor #
- Department Needs to Pay with PCARD

VISITORS & Non-UCF STUDENTS

Submit FORM C to UCF Global for all vendor payments (excluding UCF students)

- Submit PASSPORT & VISA → Submit W-8BEN FORM
- Submit GREEN CARD → Submit W-9 FORM

COMPANIES (Only Service or Software Providers)

Submit FORM C to UCF Global for all payments to companies/entities

Submit W-8BEN-E FORM

Submit INVOICE/WK ORDER, etc. on letterhead

Submit LICENSING AGREEMENT for software

UCF STUDENTS

Submit FORM D to UCF Global for all vendor payments made to students and student/employees

- Submit PASSPORT & VISA → Submit W-8BEN FORM
- Submit GREEN CARD → Submit W-9 FORM

UCF Global reviews submitted forms

UCF Global asks department for additional forms*

Department submits additional forms* to UCF Global

UCF Global obtains vendor # from F&A or Purchasing (if applicable)

UCF Global sends an approved FORM C/D with vendor #, tax notes and PCard notes to the department

Department attaches approved FORM C/D to requisition for F&A processing

UCF Global asks department for additional tax-related forms* based on tax notes

Department submits additional taxrelated forms* to UCF Global

UCF Global holds forms until corresponding tax assessment is requested by Accounts/Travels Payable

Once vouchers and/or invoices are received from F&A, UCF Global reviews them in order to complete a tax assessment for each foreign vendor payment

UCF Global asks department for additional forms*

Department submits additional forms* to UCF Global

UCF Global instructs F&A to either withhold taxes, assess gross up from department, or pay without withholding taxes

* Additional forms may include:
FORM A
FORM B
FORM 8233
W-8BEN (Treaty-Based)
Entry stamp on passport
I-94
DS-2019/I-20

UCF Global:

Department:

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