

# SRMC Supply Chain Management

## Desktop Guide

### Supplier Information

#### **Attachment 1 - Guide for Supplier to Complete SRMC Procurement-Forms**

Thank you for your interest in doing business with SRMC. SRMC is always looking to add diversity to our supplier base. You are invited to complete SRMC's procurement forms available on our website, [savannahrivermissioncompletion.com](http://savannahrivermissioncompletion.com) listed under Procurement Forms:

1. **Supplier Information Form (SIF) OSR 46-009**
  - A mandatory form. Please refer to instructions provided on pages 2-4 of the Supplier Information Form (SIF) OSR 46-009
2. **Form W-9: Request for Taxpayer Identification Number and Certification:**
  - A mandatory form. The supplier will need to complete the entire form to be acceptable. The supplier should provide the FEIN that pertains to their business. For more information regarding exceptions, please see [www.irs.gov](http://www.irs.gov). The newest revision of W-9 is not required if a previous revision of the W-9 is on file. When a W-9 is submitted, it is preferred to be on the latest revision available from the Internal Revenue Service which can be found at [www.irs.gov](http://www.irs.gov).
3. **Form W-8BEN-E: Certificate of Status of Beneficial Owner for U.S. Tax Withholding and Reporting:**
  - A mandatory form for non-residents/foreign nationals only. The supplier will need to complete the entire form. The form is used to declare an entity's status as non-resident alien or foreign national who works outside of the United States.
4. **Vendor authorization for Electronic Funds Transfer (EFT) payments form, OSR 46-717:**
  - A mandatory form that should be completed in entirety. All fields are required except for *Vendor FAX Number*. The EFT form must be signed by supplier representatives for Vendor's Accounts Receiving Signature and Vendor's Co-Authorizing Signature to be found acceptable.
  - A supplier may submit a standard credit information letter with their bank information on it, if all information is provided that would otherwise be provided on the EFT form; however, the supplier will still need to provide the EFT form signed and write in see attached.
  - If this form is for a change to an existing authorization, a representative from the Liquid Waste Supply Chain Organization will contact your company to verify the information provided.
5. **Nonresident Taxpayer Registration Affidavit Income Tax With-holding (I-312) Form:**
  - An optional form that allows a nonresident supplier to communicate tax withholding information. The liquid waste contractor is not required to withhold taxes for a nonresident taxpayer who submits an affidavit certifying that they are registered with either the South Carolina Secretary of State or the South Carolina Department of Revenue. That nonresident taxpayer has agreed to be subject to the jurisdiction of the Department and the courts of South Carolina to determine its South Carolina tax liability, including withholding and estimated taxes, along with any related interest and penalties. (South Carolina Department of Revenue, 2018)
  - Requirements to Make Withholding Payments Code Section 12-8-550 requires persons hiring or contracting with a nonresident taxpayer to withhold 2% of each payment made to the nonresident where the payments under the contract exceed \$10,000. However, this section does not apply to payments on purchase orders for tangible personal property when those payments are not accompanied by services to be performed in this state. Code Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the

---

---

# SRMC Supply Chain Management

## Desktop Guide

---

---

---

### Supplier Information

---

total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. (South Carolina Department of Revenue, 2018)

- Form I-312 is not mailed to the SCDOR. It is retained by the company or individual hiring or contracting with the nonresident taxpayer. (South Carolina Department of Revenue, 2018)

#### **System for Award Management (SAM) Registration**

SCM *mandates* all businesses that do business with the liquid waste contractor to be registered in SAM. All contractors are required to be registered in SAM to do business with the federal government. (FAR 52.204-7) By this standard, the liquid waste contractor has made a business decision to extend this requirement to suppliers. To register in SAM, at a minimum, you will need the following information:

U.S. Registrants:

- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e., checking or savings, to set up Electronic Funds Transfer (EFT).

International Registrants:

- Your NATO Commercial and Government Entity (NCAGE) Code. If you don't already have one, you can request an NCAGE Code online for FREE.

For questions regarding your registration or status in SAM, please refer to the *HELP* page of the SAM website under *Learn About Registration Status* or contact the Federal Service Desk, [www.fsd.gov](http://www.fsd.gov). SRMC Supply Chain Management personnel do not have additional access to SAM to aid with registration or status questions.

Once you are registered in our procurement system our Bbuyers have access to your company's information and may choose to include you on bid opportunities. All potential offers are not included on all opportunities. Registration does not imply opportunities will develop in your area of performance.

SRMC Supply Chain Management  
Desktop Guide

Supplier Information

**DESKTOP GUIDANCE APPROVAL(S)**

**Desktop Guidance Reviewed by:  
(Functional Reviewer):**

Ashley Hannah  
Printed Name/Department

Ashley Hannah Digitally signed by Ashley Hannah  
Date: 2023.04.20 13:19:42 -04'00'  
Signature

\_\_\_\_\_  
Date

**Desktop Guidance Approved by:  
(Compliance Manager):**

Gregg Sunshein  
Printed Name/Department

Gregg Sunshein Digitally signed by Gregg Sunshein  
Date: 2023.04.20 13:25:06 -04'00'  
Signature

\_\_\_\_\_  
Effective Date