

Term/Acronym	Definition
<b>AP Student System - PeopleSoft</b>	The UMass Student Financials in PeopleSoft where student payments for (domestic students: reimbursements, etc.) is processed. Note that due to tax implications, foreign students are created as suppliers within Buyways for payments.
<b>Business Purpose</b> (for supplier requests)	Used to capture the type of purchase / payment you want to make to the supplier you are inviting i.e., goods, honorarium, services, etc.
<b>Country of Tax Residence</b>	Non-US citizens are considered as nonresidents of the US for US Tax purposes unless one meets either of these two conditions. You are a resident of the United States for tax purposes if you meet either the <u>green card test</u> or the <u>substantial presence test</u> for the calendar year (January 1 – December 31).
<b>DBA</b>	Stands for "doing business as" and this represents a company or individual running a business under a different name than their legal name.
<b>Description of Purchase</b>	A description of what you/UMass will be purchasing/paying the supplier (for services rendered or goods obtained).
<b>Domestic Individual</b>	A person that is located within the United States and has a US Taxpayer Identification Number (TIN).
<b>Employee Vendor Code</b>	A number assigned to employees so that refunds and / or human subject payments can be processed through PeopleSoft.
<b>Entity</b>	A business entity is any organization created and registered to conduct a business. Per the IRS, the most common ones are: <u>Sole Proprietorship</u> , <u>Partnership</u> , <u>Limited Liability Company or LLC</u> , <u>Corporation</u> , etc.
<b>Foreign Source Payment</b>	This occurs when all the supplier's services are performed outside the US. The supplier will not be subject to IRS withholding and/or reporting. Supplier does not need a US Tax ID number (TIN).
<b>Fulfillment Address</b>	A fulfillment address is a physical address, an email or fax (optional) where supplier purchase orders can be sent.
<b>Garnishment Supplier</b>	A number assigned to an employee so that funds owed to a third party can be taken through payroll.
<b>Glacier</b>	Glacier is a secure online Nonresident Alien (NRA) tax compliance system that foreign individuals use to provide their immigrant and tax data.

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<b>Honorarium</b>	<p>A token payment to bestow recognition to an individual for services they provided, for which payment is not required. Honoraria are typically used to help cover costs for volunteers or guest speakers.</p> <p>Note the following:</p> <ul style="list-style-type: none"> <li>• <b>For foreign vendors:</b> Services conducted in the US are subject to IRS 30% withholding and reported automatically to IRS if no treaty benefits exist between US and the foreign country and if no ITIN is provided if an individual.</li> </ul>
<b>Insurance Certificate</b>	A Certificate of Insurance (COI) is a statement of coverage issued by the company that insures your business.
<b>Jaggaer</b>	This is the manufacturer of the UMass eProcurement Platform, BuyWays.
<b>Jaggaer ID</b>	A number assigned by Jaggaer to suppliers that functions in conjunction with the UMass Supplier Number.
<b>Proxy</b>	A proxy is a request to UPSt to assist with supplier-set up where the supplier is not able to carry out this function.
<b>Purchase Order (PO) Email</b>	The email address that is listed for a supplier where Purchase Orders (PO) are sent for processing. This is also the same as their fulfillment email address.
<b>Registration Status</b>	This shows what stage or status of the supplier registration. This status is dependent on the supplier or UPST activities. This is not campus related.
<b>Registration Type</b>	Registration Type captures the type of supplier you want to add to the UMass system i.e., domestic individual, entity, or foreign supplier (both individual and entity) (for supplier request)
<b>Remittance Address</b>	The address that suppliers have provided UMass to send their payments to. Remittance address can be a PO Box or other physical addresses.
<b>Royalties and Software Licenses</b>	Payments for the right to use one's work / license and is subject to IRS withholding and reporting. Royalties from copyrights, patents, and oil, gas and mineral properties are taxable as ordinary income.

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<b>Sourcing Only Profile</b>	An unsolicited profile created solely to participate in UMass sourcing/bid opportunities.
<b>Sponsor</b>	Sponsors are entities that are set-up in the PeopleSoft Grants system, we provide them a service and they pay us. They are created and managed by the UMass Controller's Office: <a href="#">Grant and Non-sponsored Request Form</a>
<b>Student Vendor Code</b>	A number assigned to a student so that a payment can be processed through AP PeopleSoft. This is primarily done for domestic students. Foreign students are paid through BuyWays.
<b>Request Status</b>	Details the status of a Supplier Request Form . This needs to be completed and approved before the supplier can be contacted to complete their profile within the UMass Supplier Portal
<b>Supplier Requester (BuyWays Role)</b>	This is the BuyWays role required by UMass staff that want/need to have the ability to request for the supplier to be added or updated in the BuyWays system
<b>Tax Residency (US)</b>	You are a resident of the United States for tax purposes if you meet either the <a href="#">green card test</a> or the <a href="#">substantial presence test</a> for the calendar year (January 1 – December 31).
<b>UMass Supplier Number</b>	A unique supplier number assigned to a supplier approved and registered as a UMass Supplier.
<b>UMass Supplier Portal</b>	The UMass Supplier Portal is the BuyWays section where suppliers can manage their information through self-service.
<b>US Sourced</b>	Item being purchased or services provided are done domestically within the United States.
<b>W8</b>	Used primarily by entities and individuals to claim foreign status or treaty benefits. Several types of W8 exist: <ul style="list-style-type: none"> <li>W-8BEN: Most common form used for individuals.</li> <li>W-8BEN-E: is used only if the income is effectively connected with a US trade or business</li> </ul>
<b>W9</b>	Form used for Domestic Individuals and Entities to provide their US tax information i.e., Taxpayer Identification Number (TIN).
<b>Workflow Assignee</b>	This is the team that is currently responsible for a specific action being performed in the supplier request approval process.