

# Northwestern | FINANCIAL OPERATIONS

## INTERNATIONAL VENDOR STATEMENT CONFIRMING LOCATION OF SERVICES TO BE PERFORMED *(For International Independent Contractors & Suppliers Only)*

**Signee, please complete:**

Individual's Name\*: \_\_\_\_\_

Business Entity Name\*: \_\_\_\_\_

Country Business Entity  
is Located\*: \_\_\_\_\_

Order Number: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

By signing, you confirm the following in your individual capacity or as representative of the business entity named above:

The following services were or will be performed **in the USA or outside of the USA** by myself or the business entity I represent:

*(Select all that apply)*

In    Outside  
USA    USA

In    Outside  
USA    USA

Installation of equipment or software

Services as an Artist or Performer

Provide copyrights, licenses (including software licenses)

Other Services: (describe)  
\_\_\_\_\_

Provide right of use of a product subject to royalty payments

None Apply

**Outside of the USA**, services were or will be conducted in the following country\*:

\_\_\_\_\_

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date\*

**Send completed form and direct any questions to:**

Gary Ernsteen  
Assistant Manager Transaction Processing  
[g-ernsteen@northwestern.edu](mailto:g-ernsteen@northwestern.edu)

Northwestern University  
Accounts Payable  
Phone: 847.491.2781  
Fax: 847.491.4738