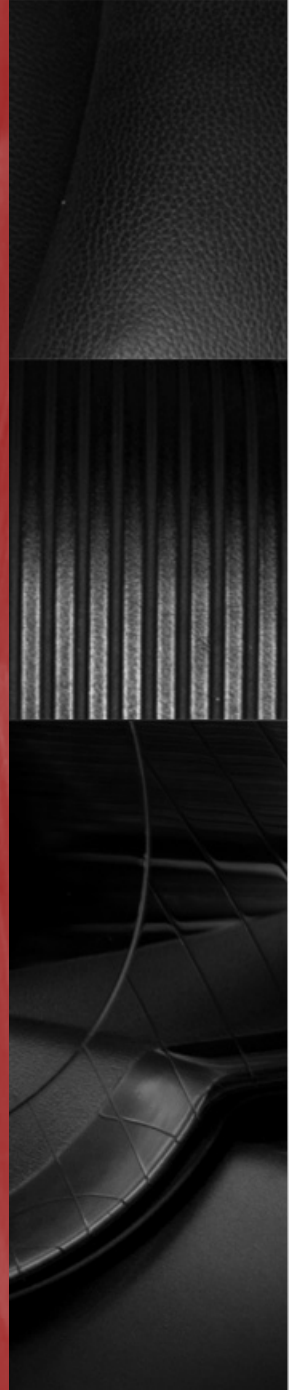


Smart Source

Speaker, Artist, or Performer Job Aid

AP & Procurement Services





Speaker, Artist, or Performer Agreement

The Speaker, Artist, or Performer Agreement has replaced the Speakers Agreement. The process to submit requests for speakers, artists, or performers has been streamlined to provide a simple and efficient agreement, Smart Source form, and supplier registration.

For more information, please visit our [Procurement Processing Payments](#) page.

Speaker, Artist or Performer Agreement

The Speaker, Artist, or Performer Request can be used for the following Service Provider types:

Service Provider Type	Description	Examples
Guest Speaker or Guest Lecturer	Non-Drexel affiliated speakers for University-sponsored events. May not be used for academic courses or for classroom instruction.	<ul style="list-style-type: none">■ Guest Speakers■ Guest Lecturers■ Seminar or Workshop Leaders
Artist	Artists engaged to perform for the University community. Artists employing dangerous methods or materials (e.g., fire) may require a different contract template.	<ul style="list-style-type: none">■ Actors■ Musicians■ Singers■ Live Artists
Performer	Individuals engaged to entertain the University community or who otherwise perform limited services involving cultural or academic enrichment. May not be used for operations, maintenance, or academic instruction services.	<ul style="list-style-type: none">■ Magicians■ Comedians■ DJs■ Dancers



Speaker, Artist or Performer Agreement

Prior to submitting the Speaker, Artist, or Performer Request Form, please ensure:

- The supplier falls within the allowable service types
 - Guest Speaker
 - Artist (actors, musicians, singers, live artist, etc.)
 - Performer (magicians, comedians, DJs, dancers, etc.)
- If employing dangerous methods or materials (e.g. fire, chemicals) may require a different contract template
- May not be used for operations, maintenance, or academic instruction services



Speaker, Artist or Performer Agreement

The following circumstances will cause your request to be returned unprocessed:

- You have not obtained a current, approved tax determination for requests of \$600 or more
- The event has already occurred
- The supplier is not a U.S. citizen or permanent resident whose services are provided in whole or partly in the U.S.
- The supplier is a current or former Drexel student or employee

For more information, please visit our webpage [here](#).

How to process the S.A.P. Request

To process the S.A.P. request:

- **First**, obtain the Speaker, Artist, and Performer agreement form and review the guidelines (found on the Shopping Dashboard in Smart Source, under the Contract Template section)
 - Your speaker, artist or performer should sign the agreement. Procurement Services will sign on behalf of Drexel
 - Ensure the attached contract is only signed by the supplier

Shopping Dashboard [Dashboard Actions](#) [View Another Dashboard](#)

Common Commodity Codes	
Good or Service	Commodity
Check Request Reimbursement Only	99000000
Audio Visual	
- Equipment and Supplies	45000000
- Services	80000000
Education and Training Services	86000000
Environmental Health and Services	77000000
Building/Construction and Maintenance Services	72000000
Financial Products	64000000

Useful Links ?

- [Procurement Fiscal Year End Webpage](#)
- [Drexel Procurement Services](#)
- [Procurement Contact List](#)
- [Smart Source Job Aids](#)
- [Drexel Accounts Payable](#)
- [Drexel Tax Office](#)

Contract Templates ?

- [Contract Templates](#)

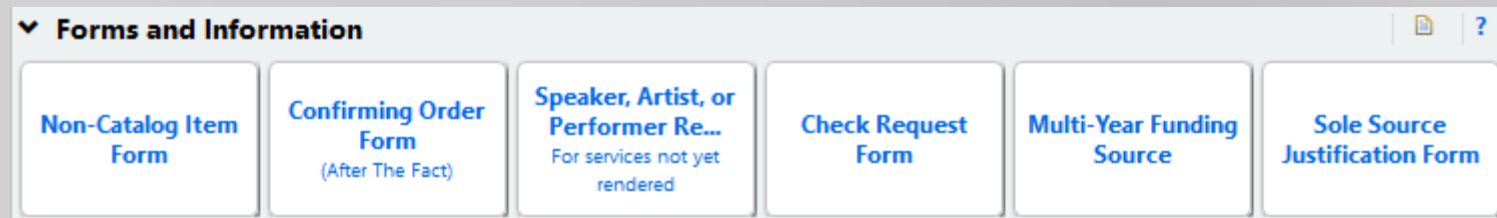
System Message

No System Issues

How to process the S.A.P. Request




To process the S.A.P. request:

- ***Second***, select the S.A.P. Request form in Smart Source under the Forms and Information section



How to process the S.A.P. Request

- The form has five sections: *Instructions*, *Suppliers*, *Attachments*, *Form Fields*, and *Review and Submit*; it will automatically open to the Instructions section
- Click **Next** button at the bottom of the screen to continue
 - As you complete each section, the checkmark will turn green

Speaker, Artist, or Performer	Instructions
Form Number 3467037	<u>Prior to submitting this request, please ensure:</u> <ul style="list-style-type: none">• The supplier falls within the allowable service types<ul style="list-style-type: none">◦ Guest Speaker◦ Artist (actors, musicians, singers, live artist, etc.)◦ Performer (magicians, comedians, DJs, dancers, etc.)• If employing dangerous methods or materials (e.g. fire, chemicals) may require a different contract template• May not be used for operations, maintenance, or academic instruction services
Purpose Procurement Request	
Status Preview	
Instructions	<u>The following circumstances will cause your request to be returned unprocessed:</u> <ul style="list-style-type: none">• You have not obtained a current, approved tax determination for requests of \$600 or more• The event has already occurred• The supplier is not a U.S. citizen or permanent resident if services will be provided within the U.S.• The supplier is a current or former Drexel student or employee
Suppliers 	
Attachments 	
Form Fields 	
Review and Submit	

How to process the S.A.P. Request

The Suppliers section will display next

- Search for your supplier; if your supplier is already in the system, select the supplier and click **Next**
- If your supplier is not in the system, click on the **Manually Add Supplier** button and provide the name, phone number and email address for your supplier
- Your supplier will not need to provide an invoice; Smart Source creates the invoice

Supplier Please select a fulfillment center below.

[Manually Add Suppliers](#)

Search Registered Suppliers

Supplier

Relationship ▼




Zip Code Within ▼

[Clear](#) [Search](#)

How to process the S.A.P. Request

The Attachment section will display next

- Select Add Attachment; upload your SAP agreement signed only by the supplier, and click **Next**


Speaker, Artist, or Perfor...	Attachments
Form Number 3467037	<i>Please add your attachments below.</i>
Purpose Procurement Request	
Status Preview	Add Attachment
Instructions	
Suppliers 	
Attachments 	
Form Fields 	
Review and Submit	

How to process the S.A.P. Request

The Form Fields section will display next

- This section contains questions regarding the details of your request

Required fields are marked with a ★

Help text is available for any question with a  ; click for more information

- **Type of Service**

- **Description of Services**

Be sure to provide the details of the event: Who, What, Where, When

- **Attach copy of the SAP agreement**

Should only be signed by supplier

- **Total dollar amount \$600 or more**

If so, ensure that you have a current, valid Tax Determination on file

How to process the S.A.P. Request

The Form Fields section will display (con't.)

- **Unit Price**
- **Commodity Code**
- **Date of Engagement**
- **Has the event already occurred?**

If so, your request will not be processed


The request will need to be processed on the Confirming Order form



- **Requested Payment Date**

How to process the S.A.P. Request

The Form Fields section will display (con't.)

- Is the supplier a U.S. citizen or permanent resident?

If not, you will need to answer whether the services will be totally performed outside of the U.S. If so, your supplier will need to complete a Foreign Source form. The link to this form can be found in the help text available by clicking the question mark icon 

Is the supplier a U.S. citizen or a permanent resident? ★  


No
 Yes

Will the services be totally performed outside the United States? ★

Yes No

Will the services be totally performed outside the United States? ★

Yes No

As you have indicated that your supplier is not a U.S. citizen or a permanent resident and their services will be totally performed outside of the United States, please upload a completed Certification of Foreign Source Income here. This form must be completed by your supplier. The Foreign Source form link is available in the help text. ★ 

No File Attached

How to process the S.A.P. Request

The Form Fields section will display (con't.)

- Will the services be totally performed outside the United States?

If not, the request cannot be processed in Smart Source and must be processed through the Office of Tax Compliance.

Click on the box to acknowledge the request will be returned to you unprocessed.

Reach out to nonresident_tax@drexel.edu for information

Will the services be totally performed outside the United States? ★

Yes No

As you have indicated that your supplier is not a U.S. citizen or a permanent resident and their services will not be totally performed outside of the United States, this request cannot be processed in Smart Source. Please contact the Office of Tax Compliance at nonresident_tax@drexel.edu for information regarding this type of payment or visit <https://drexel.edu/tax/administrators/payments-to-nonresidents> <https://drexel.edu/tax/administrators/payments-to-nonresidents/> ★ ?

I acknowledge this request will be returned unprocessed.



How to process the S.A.P. Request

The Form Fields section will display (con't)

- **Is the supplier a current or recent former student or employee of Drexel University, its subsidiaries, and/or affiliates?**

If the supplier was a student or employee within the current or previous calendar year, your request cannot be processed in Smart Source
Reach out to your [Human Resource Business Partner](#) for assistance

How to process the S.A.P. Request

The Form Fields section will display (con't)

- **Is this a Drexel event, program, or activity that will involve minors?**

If the answer is yes, your requisition will be routed to the Minors on Campus workflow where Drexel's Minors Coordinator will review your request.

For more information, visit [Protection of Minors and Reporting Child Abuse Policy](#). Any questions should be sent to the Minors Coordinator protectionofminors@drexel.edu.

Is this a Drexel event, program or activity, including remote engagements, that will involve minors? Please Note: Matriculated Drexel students under the age of 18 do not count as minors. ★ 🔍 ?

Yes No



How to process the S.A.P. Request

The Form Fields section will display (con't)

- This section contains questions regarding the details of your request; once the questions are completed, click **Next**
 - **By submitting this request, I verify that: I have read the guidelines for use of the SAP agreement and confirm this engagement falls within the acceptable use of the agreement.**

You will need to verify you have read the guidelines for use of the SAP agreement prior to submitting the request

How to process the S.A.P. Request

The Review and Submit section will display next

- This section confirms that all required fields are complete; if everything is complete you can click on **Add and go to Cart**
 - Once the request is added to your cart, you can proceed to checkout and submit your requisition

Speaker, Artist, or Perfor...	Review and Submit	Request Actions	History	?						
Form Number 2025403	✓ Required Fields Complete									
Purpose Procurement Request										
Status Incomplete										
Instructions	<table border="1"><thead><tr><th>Section</th><th>Progress</th></tr></thead><tbody><tr><td>Suppliers</td><td>✓ Required Fields Complete</td></tr><tr><td>Form Fields</td><td>✓ Required Fields Complete</td></tr></tbody></table>	Section	Progress	Suppliers	✓ Required Fields Complete	Form Fields	✓ Required Fields Complete			
Section	Progress									
Suppliers	✓ Required Fields Complete									
Form Fields	✓ Required Fields Complete									
Suppliers ✓										
Form Fields ✓										
Review and Submit										
		← Previous	Add to Favorites	Add and go to Cart						



S.A.P. Request- Helpful Links

If you need further assistance:

- Procurement Services
 - For questions regarding the Speaker, Artist, or Performer agreement or request form, reach out to sourcing@drexel.edu
- Office of Tax Compliance
 - For questions regarding the IC Policy or tax determination process, reach out to taxdept@drexel.edu or visit the [Office of Tax Compliance](#) website
 - For questions regarding the payment to individuals who are not U.S. citizens or permanent residents, reach out to nonresident_tax@drexel.edu