Supplier Registration for Individuals

Office of the
Dean of Students
Student Affairs
UNIVERSITY OF GEORGIA

Questions? Please email DOSBO@uga.edu and we will be happy to help!

Why do I need to register as a supplier?

- If you are a UGA student that needs to be reimbursed for an approved organization expense

- If you are an **individual** who is providing an approved service for an organization (ex. Photography, DJ, etc.)

- Please note, the registration process is different for companies. If you have a company that needs to register as a supplier, please email DOSBO@uga.edu for more information

Step-By-Step Tutorial

- If you would like additional information or a step-by-step tutorial on how to register as a supplier, use this link:

- https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=a1fa0224-d2a0-41d1-817b-584d1a6699b4&bypasstoc=0

- Once you click the link, click the "Try It!" button at the top center of the page and this will walk you through the required fields

International Students & Suppliers

- If you are an international student that does not have a Social Security Number or US Tax ID, you need to fill out the **IRS W-8BEN** form found here:

  https://www.irs.gov/forms-pubs/about-form-w-8-ben

- Once this form is completed, please scan and email it to OneSource@uga.edu

- If you have any questions about this, feel free to ask us at DOSBO@uga.edu

Steps for Individuals Registering as a UGA Supplier

Step 1: Visit suppliers.uga.edu

Suppliers wishing to do business with the University of Georgia must first complete the supplier registration process. For assistance with completion of this form, please contact onesource@uga.edu or call 706-542-0202.

Note: If you are seeking payment from the University of Georgia and are an international supplier, you must attach the applicable W-8 form to this request or you will not be approved for addition to the supplier database.

The University of Georgia strongly encourages suppliers to also register with Team Georgia Marketplace. Notification of procurement opportunities with UGA that are posted on the Georgia Procurement Registry will automatically be sent to vendors that are registered with Team Georgia Marketplace.

Registration information is located on the State of Georgia's Purchasing Web page under Team Georgia Marketplace Supplier http://pur.doas.ga.gov/TeamGeorgia/docs/TeamGeorgiaMarketplaceSupplierServices.pdf or http://statepurchasing.doas.georgia.gov. Please route all questions or issues regarding TGM registration to the DOAS HelpDesk at 404-657-6000.

Select an activity below: ⑦

◉ Start a new registration form

What type of entity do you represent?

◉ Business (Includes: Partnerships, Sole Proprietors, Self Employed, Independent Contractors, etc.)

◯ Individual (Non-Employee Travel, Stipends, Fellowships, Refunds, Research Participants)

Step 2: Enter Identifying Information

Please enter the full legal name and tax identification number of the supplier as it is listed on official tax documents. Nicknames should not be listed.

Unique ID & Company Profile ⓘ

* Tax Identification Number   123456789

* Entity Name   HAIRY DAWG   Add Attachment

Additional Name (D.B.A. Name)

http://URL   Open URL

Profile Questions ⓘ

* Please indicate types of products sold, manufactured or services provided by you or your company.   Go Dawgs

Comments ⓘ

- **Tax Identification Number** is where you put your Social Security Number
- **Entity Name** is where you put your personal name (how you want it printed on the check)

Step 3: Enter Addresses

- **Primary Address** should include your personal address where you would like checks or tax information to be sent

Step 4: Add Contact

- **Contact Information** should include your personal contact information for receiving payments (not your organization or advisor contact info)

Step 5: Add Payment Information

The State of Georgia policy requires electronic payments to Suppliers, with payments by check as an exception. For ACH payments please print/complete/scan in the form:

http://www.busfin.uga.edu/accounts_payable/supplier_ACH_enrollment_form.pdf.

Payment Preferences (?)

☐ Withholding Required
☐ Enable Email Payment Advice

Email Address

Payment Method [Automated Clearing House ▼]

Supplier Banking Information (?)

Country [USA] 🔍   United States

Bank Name [Bank]

Branch Name [Branch]

Bank ID Qualifier [001] 🔍   United States Bank   Account Type [Check Acct ▼]

Bank ID [123456]

Bank Account Number [1234567890]

DFI Qualifier [ ] 🔍   DFI ID [ ]

IBAN [ ]

- Select **Automated Clearing House** if you wish to be paid by electronic check
- Select **System Check** if you wish to receive a check via mail

Step 6: Terms and Conditions

Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

godawgs@uga.edu

Terms and Conditions (?)

Make sure you read terms of agreement fully before submitting your registration.
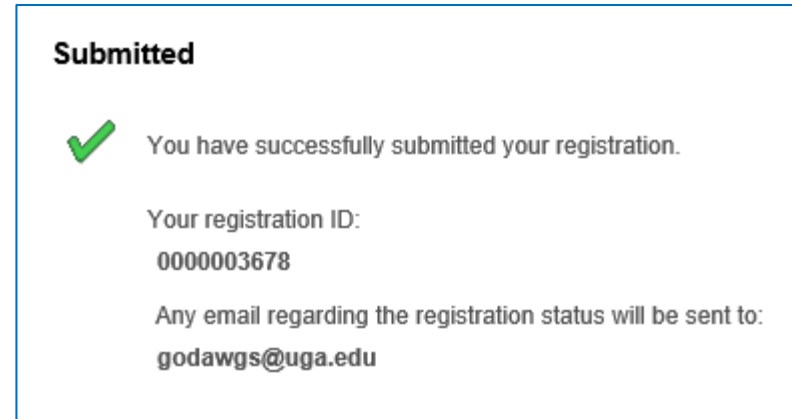
☑ Click to accept the Terms of Agreement below.

Terms of Agreement

Review   Submit

Step 7: Confirmation Page

Submitted

✔ You have successfully submitted your registration.

Your registration ID:
0000003678

Any email regarding the registration status will be sent to:
godawgs@uga.edu

- You will receive an email immediately following registration verifying that the registration process is complete

- Within 48 hours, Accounts Payable will send you a second email that provides your Supplier ID

- Save your Supplier ID so that you can use this on your reimbursement forms

Questions?

Please contact the Dean of Students Business Office at DOSBO@uga.edu if you have any additional questions

You can also use this link for a step-by-step tutorial:

https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=a1fa0224-d2a0-41d1-817b-584d1a6699b4&bypasstoc=0

Click the "Try It!" button to begin