

# Supplier Registration for Individuals



Office of the  
Dean of Students  
*Student Affairs*

**UNIVERSITY OF GEORGIA**

Questions? Please email [DOSBO@uga.edu](mailto: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](mailto: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=71a31466-02d5-4eb4-b93e-5533f7b33598](https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=71a31466-02d5-4eb4-b93e-5533f7b33598)
- 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](mailto:OneSource@uga.edu)
- If you have any questions about this, feel free to ask us at [DOSBO@uga.edu](mailto:DOSBO@uga.edu)

# Steps for Individuals Registering as a UGA Supplier

# Step 1: Visit [suppliers.uga.edu](https://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](mailto: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: [?](#)

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

\* Entity Name  [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.

### 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

Please enter a Primary Address for the supplier. Please enter any additional Remit to Addresses below in the "Other Addresses" section.

**Primary Address** ?

\* Country  United States

Address 1

Address 2

Address 3

City

County  Postal

State  Georgia

Email ID

**Other Addresses** ?

Check boxes below to indicate addresses that are different from your Primary Address above:

**Remit To Address**  
Address for remitting payment

**Purchase Order Address**  
Address to which purchase orders will be dispatched.

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




# Step 4: Add Contact

Please add any applicable Accounts Payable and/or Purchasing contact information for the supplier.

**Company Contacts** ?

You have not added any contact information to your application. Click "Add Contact" button to add new contact information.

**Add Contact**



Add Contacts ✕

**Contact Information** ? Help

\* First Name   Primary Contact

\* Last Name

Title

\* Email ID

\* Telephone  Ext

Fax Number

Contact Type  ▼

- **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](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

Bank Name

Branch Name

Bank ID Qualifier   Account Type **Check Acct** ▼

Bank ID

Bank Account Number

DFI Qualifier

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.

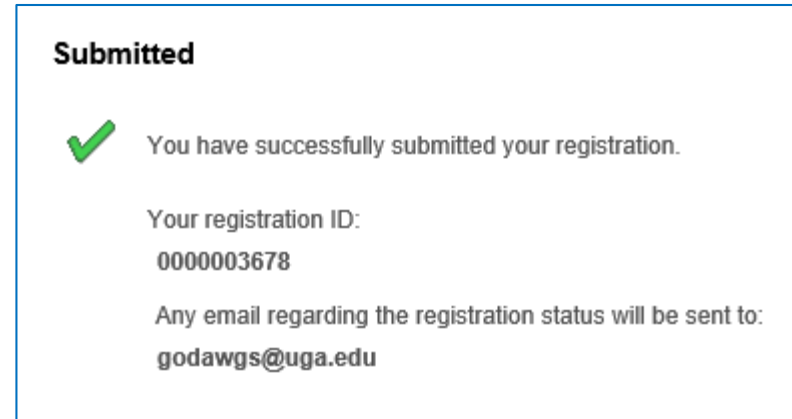
[Terms of Agreement](#)

Review

Submit



# Step 7: Confirmation Page



- 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](mailto: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=71a31466-02d5-4eb4-b93e-5533f7b33598](https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=71a31466-02d5-4eb4-b93e-5533f7b33598)

Click the “Try It!” button to begin