

Supplier Registration for Individuals



UNIVERSITY OF
GEORGIA

Student Affairs

Business Office

Questions? Please email SABO@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 SABO@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://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=149300>
- This page offers step by step instructions with photos to detail how to register as an individual

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 SABO@uga.edu

Steps for Individuals Registering as a UGA Supplier

Step 1: Visit suppliers.uga.edu

For the purposes of this registration, the company or individual completing the process will be referred to as the supplier.

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 businesses 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.

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. For assistance with completion of this form, please contact onesource@uga.edu or call 706-542-0202.

Unique ID & Company Profile ?

* Tax Identification Number

* Entity Name [Add Attachment](#)

Additional Name

http://URL [Open URL](#)

Profile Questions ?

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

Comments ?

[Exit](#) | [Previous](#) [Next](#)

* Required field

- **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. For assistance with completion of this form, please contact onesource@uga.edu or call 706-542-0202.

Primary Address ?

* Country United States

Address 1

Address 2

Address 3

City

County Postal

State

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.

Exit | Previous Next

- **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. For assistance with completion of this form, please contact onesource@uga.edu or call 706-542-0202.

Company Contacts ?

You have not added any contact information to your application. Choose "Add Contact" 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 requires electronic payments to suppliers, with payments by check as an exception. Automated Clearing House (Direct Deposit) is the preferred method of payment.

Payment Preferences ?

Withholding Required
 Enable Email Payment Advice

Email Address

★ Payment Method **Automated Clearing House** ▼

Supplier Banking Information ?

Country

Bank Name

Routing Number

Bank Account Number

- ★ • 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

Select 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:

Terms and Conditions [?](#)

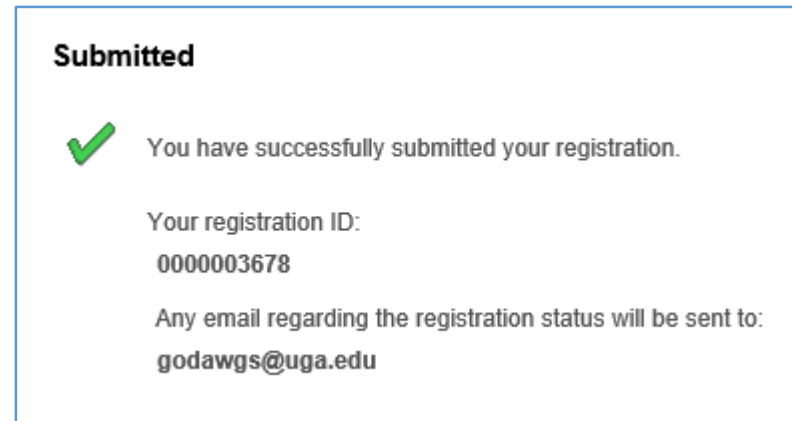
Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)



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 Student Affairs Business Office at SABO@uga.edu if you have any additional questions

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

<https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=149300>

Navigate by clicking each step under the 'Instructions' field!