

Supplier Registration for Individuals

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

Select individual

Step 2: Enter Identifying Information

- 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

- 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

- Accept

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!