

VENDOR PROFILE INSTRUCTIONS

(To request a vendor number as an individual in the UGA database)

Creating a UGA Vendor Profile

If you have not previously done so, you will need to set up a vendor account with UGA in order to be reimbursed. If you have forgotten your vendor number, please contact UGA IDM (coalitionsupport@uga.edu) and they can send it to you.

Please go to the following webpage and follow the on screen instructions: <https://suppliers.uga.edu>

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Select the entity represented – **Individual**. Click **Next**.

The screenshot shows a web form with a progress bar at the top containing six steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, and Submit. The 'Welcome' step is active. Below the progress bar are 'Exit', 'Previous', and 'Next' buttons. The main content area is titled 'Welcome - Step 1 of 6' and contains the following text:

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://our.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)

At the bottom of the form are 'Exit', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with a red box. A legend at the bottom left indicates '* Required field'.

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Not all fields have to be completed. Only the following fields are required:

- **Tax Identification Number:** Enter **Social Security Number**
- **Entity Name:** Enter Your **Full Name**
- **Profile Question:** Enter the word '**Services**' into the profile question text box. *Note: no need to list any particular services, the word 'Services' will suffice.*

The screenshot shows the 'Identifying Information' step (Step 2 of 6) of a vendor profile setup. The navigation bar at the top includes 'Welcome', 'Identifying Information' (highlighted), 'Addresses', 'Contacts', 'Payment Information', and 'Submit'. Below the navigation bar are 'Exit', 'Previous', and 'Next' buttons. The main content area contains a section titled 'Unique ID & Company Profile' with a help icon. It includes fields for: '* Tax Identification Number' (with 'Social Security Number' entered), '* Entity Name' (with 'Full Name' entered), 'Additional Name (D.B.A. Name)', and 'http://URL' (with 'Open URL' text). There is an 'Add Attachment' link. Below this is the 'Profile Questions' section with a help icon and a text area containing 'Services'. At the bottom is a 'Comments' section with a large text area. At the very bottom are 'Exit', 'Previous', and 'Next' buttons, with the 'Next' button highlighted with a red box. A legend at the bottom left indicates '* Required field'.

Enter your SSN, Name, and answer Profile Question – the other boxes in section one may remain blank.

Click Next.

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Complete ALL address information. You do not have to provide multiple addresses for remit to and/or purchase order address.

The screenshot shows the 'Addresses' step (Step 3 of 6) of a vendor profile setup. The navigation bar at the top includes 'Welcome', 'Identifying Information', 'Addresses' (highlighted), 'Contacts', 'Payment Information', and 'Submit'. Below the navigation bar are 'Exit', 'Previous', and 'Next' buttons. The main content area contains a section titled 'Primary Address' with a help icon. It includes a '* Country' dropdown menu (set to 'USA') and a search icon. Below this are fields for 'Address 1', 'Address 2', 'Address 3', 'City', 'County', 'Postal', 'State' (with a search icon), and 'Email ID'. These fields are enclosed in a red box. Below this is the 'Other Addresses' section with a help icon. It includes a note: 'Check boxes below to indicate addresses that are different from your Primary Address above:'. There are two checkboxes: 'Remit To Address' (with subtext 'Address for remitting payment') and 'Purchase Order Address' (with subtext 'Address to which purchase orders will be dispatched'). At the bottom are 'Exit', 'Previous', and 'Next' buttons, with the 'Next' button highlighted with a red box.

Complete ALL address information – this tells our accounts payable office where to mail your reimbursement check. Home addresses are preferred.

Email ID should be an email address that is preferred for communication.

Click Next.

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Click **Add Contact**. A new window will appear.

Contacts - Step 4 of 6

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

* Required field

Complete ALL contact information. Items marked with an asterisk are required. You do not have to change the contact type.

Add Contacts

Contact Information ?

* First Name Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

Complete ALL contact information – this tells our accounts payable office how to contact you with any questions. Email ID should be an email address that is preferred for communication.

Click Ok.

The Add Contact window will disappear.

Click Next.

Contacts - Step 4 of 6

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

Company Contacts ?

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	JOHN SMITH	123/456-7891	Primary Address

Add Contact

* Required field

There are two methods to get reimbursed – **Automated Clearing House** (ACH, direct deposit) or **System Check** (paper check) Select your preference from the **Payment Method** drop-down menu.

If you choose **System Check**, leave remaining fields blank and click **Next** to continue.

If you choose the **Automated Clearing House** option, you will need to **enter in your Bank ID (routing) number and your Bank Account Number**. No other fields are required. You will, however, need to print, complete, and scan an additional form found [here](#) and attach it to this page using the **Add Attachment** link at the bottom of this page (*see form instructions below*).

Welcome Identifying Information Addresses Contacts **Payment Information** Submit

Exit | Previous Next

Payment Information - Step 5 of 6

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://busfin.uga.edu/accounts_payable/supplier_ACH_enrollment_form.pdf and attach.

Payment Preferences

Withholding Required
 Enable Email Payment Advice

Email Address _____

Payment Method _____

Supplier Banking Information

Country USA United States
Bank Name _____
Branch Name _____
Bank ID Qualifier 001 United States Bank Account Type _____
Bank ID Routing Number
Bank Account Number Account Number
DFI Qualifier _____ DFI ID _____
IBAN _____

Attachments

[Add Attachment](#)

Exit | Previous **Next**

*Required Field

If you are a withholding or 1099 supplier, select the **Withholding Required** check box. (Typically, this is left unchecked.)

Enable Email Payment Advice should be checked if you wish to receive payment stubs via email. Provide an email address in the space provided.

If choosing the **Automated Clearing House** option, you will need to complete the **Supplier ACH form** (shown right). The form can be found online [here](#). Please complete the form, sign in the appropriate place, scan it, and attach it to the **Payment Information** page using the **Add Attachment** link (shown above). Be sure to also scan and attach a voided check/deposit slip.

Click Next.

UNIVERSITY OF GEORGIA

Supplier ACH

Forward completed forms by June 1, 2016 to:
The University of Georgia Accounts Payable Department
Attn: Supplier Registration
424 East Broad Street
Athens, GA 30602

NAME		BUSINESS NAME/BUSINESS/PROPERTY NAME	
MAIN ADDRESS		REMIT TO ADDRESS (Same as MAIN ADDRESS)	
CITY, STATE, & ZIP CODE		CITY, STATE, & ZIP CODE	
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
CONTACT NAME		TAXPAYER ID NUMBER (EIN)	
ADDITIONAL INFORMATION			
BANK NAME		ACH Account Type (SAVINGS CHECKING)	
BANK ADDRESS		BANK CITY, STATE, & ZIP CODE	
BENEFICIARY NAME ON ACCOUNT		EMAIL FOR REMITTANCE NOTIFICATION	
ROUTING ABA		ACCOUNT NUMBER	
TELEPHONE NUMBER	FAX NUMBER		
SIGNATURE	PRINT NAME	TITLE	DATE

Please include a voided check/deposit slip.

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Ensure your email address is correct and **click accept**. Submit application once completed.

The screenshot shows a multi-step registration process. At the top, a progress bar includes steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, and Submit (which is highlighted with a yellow square). Below the progress bar, the title is 'Submit - Step 6 of 6'. There are three buttons: 'Exit', 'Previous', and 'Next'. The main content area contains instructions: 'Click the "Review" button to review the registration information.' and 'Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .'. Below this is a text input field for an email address. A 'Terms and Conditions' section is expanded, showing a checkbox labeled 'Click to accept the Terms of Agreement below.' which is checked. Below the checkbox is a link for 'Terms of Agreement'. At the bottom of the form are two buttons: 'Review' and 'Submit', with the 'Submit' button highlighted with a red box. At the very bottom, there are 'Exit', 'Previous', and 'Next' navigation buttons.

Ensure email address is correct.

CLICK ACCEPT.

CLICK SUBMIT.

After your profile is processed, you will be issued a vendor number. This number should be included on UGA reimbursement paperwork in the future. If you forget or lose your vendor number, contact UGA IDM (coalitionsupport@uga.edu) and they can look it up for you.