

# Supplier Registration for Individuals

Why do I need to register as a supplier?

- If you are a UGA student that needs to be reimbursed for an approved club expense
- If you are an individual who is providing an approved service for a club (ex. Ref, videographer)
- Please note, the registration process is different for companies. If you have a company that needs to register as a supplier, please email Recsports.uga.edu for more information

## 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 <a href="mailto:onesource@uqa.edu">onesource@uqa.edu</a> 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.

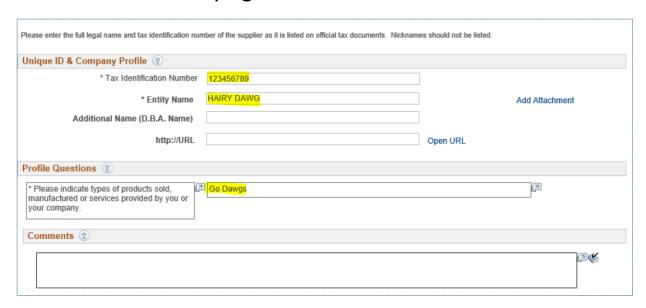
The University of Georgia strongly encourages suppliers to also register with Team Georgia Marketplace. Notification of procurement opportunities with UGA that are posted on the Georgia Procurement Registry will automatically be sent to vendors that are registered with Team Georgia Marketplace.

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

Select an activity below: ②
 Start a new registration form
 What type of entity do you represent?

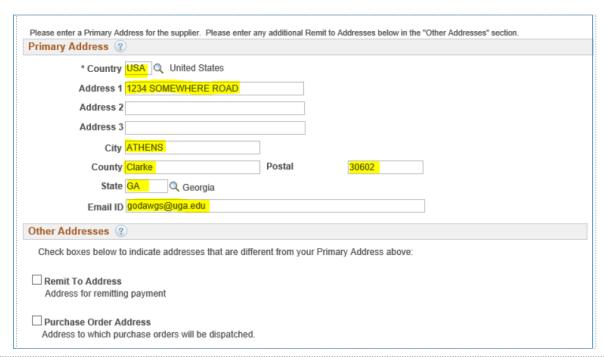
 Business (Includes: Partnerships, Sole Proprietors, Self Employed, Independent Contractors, etc.)
 Individual (Non-Employee Travel, Stipends, Fellowships, Refunds, Research Participants)

# STEP 2: Enter Identifying Information



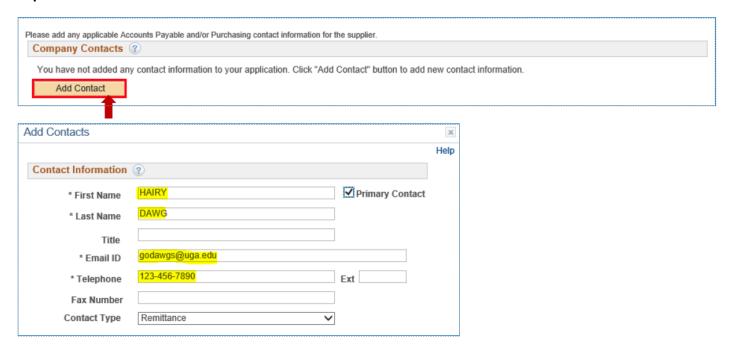
- Tax Identification Number is where you put your Social Security Number
- Entity Name is where you put your personal name (how you want it printed on the check)

### Step 3: Enter Addresses



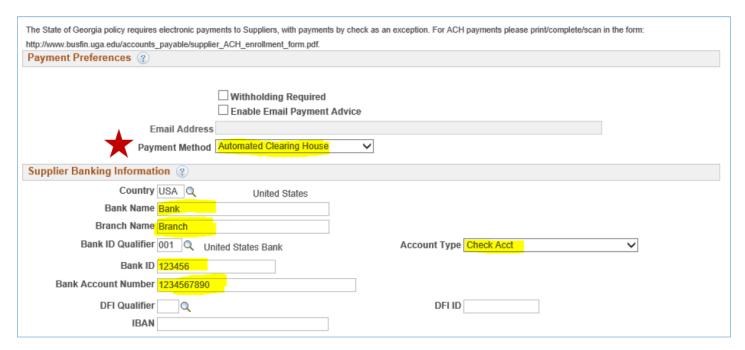
Primary Address should include your personal address where you would like checks
or tax information to be sent

#### Step 4: Add Contact



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

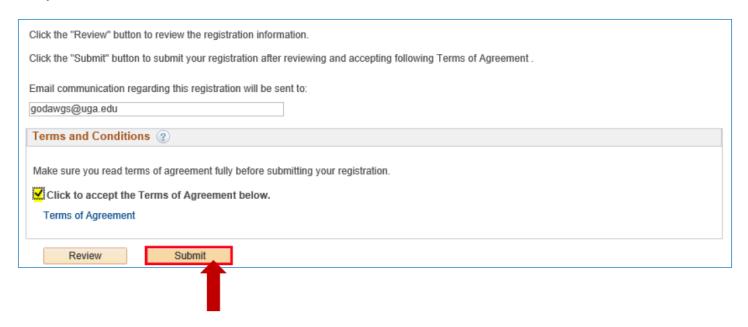
### Step 5: Add Payment Information



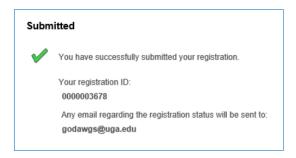
Select Automated Clearing House if you wish to be paid by electronic check

· Select System Check if you wish to receive a check via mail

#### Step 6: Terms and Conditions



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

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

https://training.onesource.uga.edu/UPK\_Training/OneSourceOL/Publishing%2oContent/PlayerPackage/index.html?Guid=a1fa0224-d2a0-41d1-817b-584d1a6699b4&bypasstoc=0

Click the "Try It!" button to begin