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
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

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

Submit

Step 7: Confirmation Page

You have successfully submitted your registration.
Your registration ID:
0000003678
Any email regarding the registration status will be sent to:
godawgs@uga.edu

- 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%20Content/PlayerPackage/index.html?Guid=a1fa0224-d2a0-41d1-817b-584d1a6699b4&bypasstoc=0

Click the “Try It!” button to begin