Supplier Registration for Individuals

Questions? Please email DOSBO@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.)
  - The registration process is different for companies
Step 1: Visit suppliers.uga.edu

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<th>Action</th>
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<td>Open your web browser and navigate to suppliers.uga.edu.</td>
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<tr>
<td>The UGA Suppliers Registration home page is displayed.</td>
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<tr>
<td>You will be asked whether you are registering as a business or an individual.</td>
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<td>Click the <strong>Individual</strong> option.</td>
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**Note:** If you are an international supplier, you will be unable to register via suppliers.uga.edu. Please send your completed W-8 form to the OneSource Service Desk at onesource@uga.edu to complete the supplier registration process.

- Individual (Non-Employee Travel, Stipends, Fellowships, Refunds, Research Participants)

Click the Next button.

Next

*If you are an international student that does not have a social security number or ITIN, please contact DOSBO@uga.edu to be registered as a supplier.*
Step 2: Enter Identifying Information

The Identifying Information page is displayed.

On this page, you will provide your name, as well as your Tax Identification Number (SSN).

**Identifying Information** - Step 2 of 6

- Enter your **Social Security Number** into the **Tax Identification Number** field.
- Enter your **name** into the **Entity Name** field.
- Enter appropriate information into the **Profile Questions** field.
- If you would like to insert any additional notes with the registration, enter appropriate information into the **Comments** field.

Click the **Next** button to proceed to the next section.
Step 3: Enter Addresses

The Addresses page is displayed.

You will provide your primary address as well as any necessary additional addresses.

**Addresses** - Step 3 of 6

Enter appropriate information into the **Address 1** field.

Use any of the additional fields as necessary.

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<th>Address 3</th>
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Enter appropriate information into the **City** field.

Enter appropriate information into the **County** field.

Enter appropriate information into the **Postal** field.

Enter appropriate information into the **State** field.

Enter your primary email address into the **Email ID** field.

To send the payments to somewhere other than the primary address, click the **Remit To Address** option to enter another address.

- Remit To Address
  - Address for remitting payment

If you have an alternative address at which you will receive purchase orders, click the **Purchase Order Address** option to enter another address.

- Purchase Order Address
  - Address to which purchase orders will be dispatched.

Click the **Next** button to proceed to the next section.
Step 4: No Completion Needed on Contacts Page

The Contacts page is displayed. If you work for a company, this is where you would enter the contact information for your company’s Accounts Payable and/or Purchasing representative.

**Contacts** - Step 4 of 6

To create a new contact, click the **Add Contact** button.

![Add Contact]

Complete the displayed fields as appropriate.

Click the **OK** button.

![OK]

To add another contact, click the **Add Contact** button again.

![Add Contact]

To proceed to the next section, click the **Next** button.

![Next]
Step 5: Enter Payment Information

The **Payment Information** page is displayed. You will enter the requested banking information in the fields below.

**Payment Information - Step 5 of 6**

To select a preferred payment method, click the **Payment Method** list.

If you wish to get paid by **Electronic Check**, click the **Automated Clearing House** list item.

Enter appropriate information into the **Bank Name** field.

Enter appropriate information into the **Branch Name** field.

To designate the type of the account, click the **Account Type** list.

Select the appropriate account type from the list.

Enter the **Routing Number** into the **Bank ID** field.

Enter your **Account number** into the **Bank Account Number** field.

*If you do not select “Automated Clearing House” your reimbursement check will be sent to the address input on the address page.*

Do not add any attachments in this section. After you have put in your account information, you can click “Next” to proceed.
Step 6: Complete Registration & Save Supplier ID

To review the terms of agreement, click the Terms of Agreement link.

Terms of Agreement

After reviewing the terms of agreement, click the Return button.

Return

After reviewing the terms of agreement, click the Click to accept the Terms of Agreement below checkbox.

☑️ Click to accept the Terms of Agreement below.

Click the Submit button.

Submit

A confirmation page is displayed.

You have completed the steps to register an individual as a supplier through suppliers.uga.edu.

End of Procedure.

Save the Supplier ID given to you in an accessible place to include on reimbursement forms.