

<https://suppliers.uga.edu>

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Welcome Identifying Information Addresses Contacts Payment Information Submit

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Welcome - Step 1 of 6

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](mailto: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://pur.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 (Partnerships, Sole Proprietors, Self Employed, Independent Contractors, etc.)
- Individual (Non-Employee Travel, Stipends, Fellowships, Refunds, Research Participants)

Choose Individual and click Next

Exit | Previous Next

Proceed to next step

\* Required field



Identifying Information - Step 2 of 6

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Enter your social security number (no spaces or hyphens)

Please enter the full legal name and tax identification number of the supplier as it is listed on official tax documents. Nicknames should not be listed.

**Unique ID & Company Profile** ?

\* Tax Identification Number

\* Entity Name  [Add Attachment](#)

Additional Name (D.B.A. Name)

http://URL  [Open URL](#)

Enter your full name here

**Profile Questions** ?

\* Please indicate types of products sold, manufactured or services provided by you or your company.

List "Services"

**Comments** ?

Click Next

Exit | Previous Next

Proceed to next step

\* Required field



Supplier Registration x

Secure | https://suppliers.uga.edu/psc/fs92prd/SUPPLIER/ERP/c/SUP\_OB\_MENU.AUC\_BIDDER\_REGISTR.GBL?Action=U&SUP\_OB\_TEMPLATE\_ID=SUPPLIER

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

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### Addresses - Step 3 of 6

Please enter a Primary Address for the supplier. Please enter any additional Remit to Addresses below in the "Other Addresses" section.

**Primary Address** ?

\* Country USA United States

Address 1

Address 2

Address 3

City

County  Postal

State

Email ID

**Other Addresses** ?

Check boxes below to indicate addresses that are different from your Primary Address above:

**Remit To Address**  
Address for remitting payment

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

Exit | Previous Next

Proceed to next step

javascript:submitAction\_win0(document.win0, #ICSetFieldSUP\_OB\_BID\_REG\_PG3.EOTL\_WZ\_BU...

**List country as USA and complete address with city, county, zip and state listed**

**Include your email!!**

**Click Next**

### Contacts - Step 4 of 6

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

#### Company Contacts ?

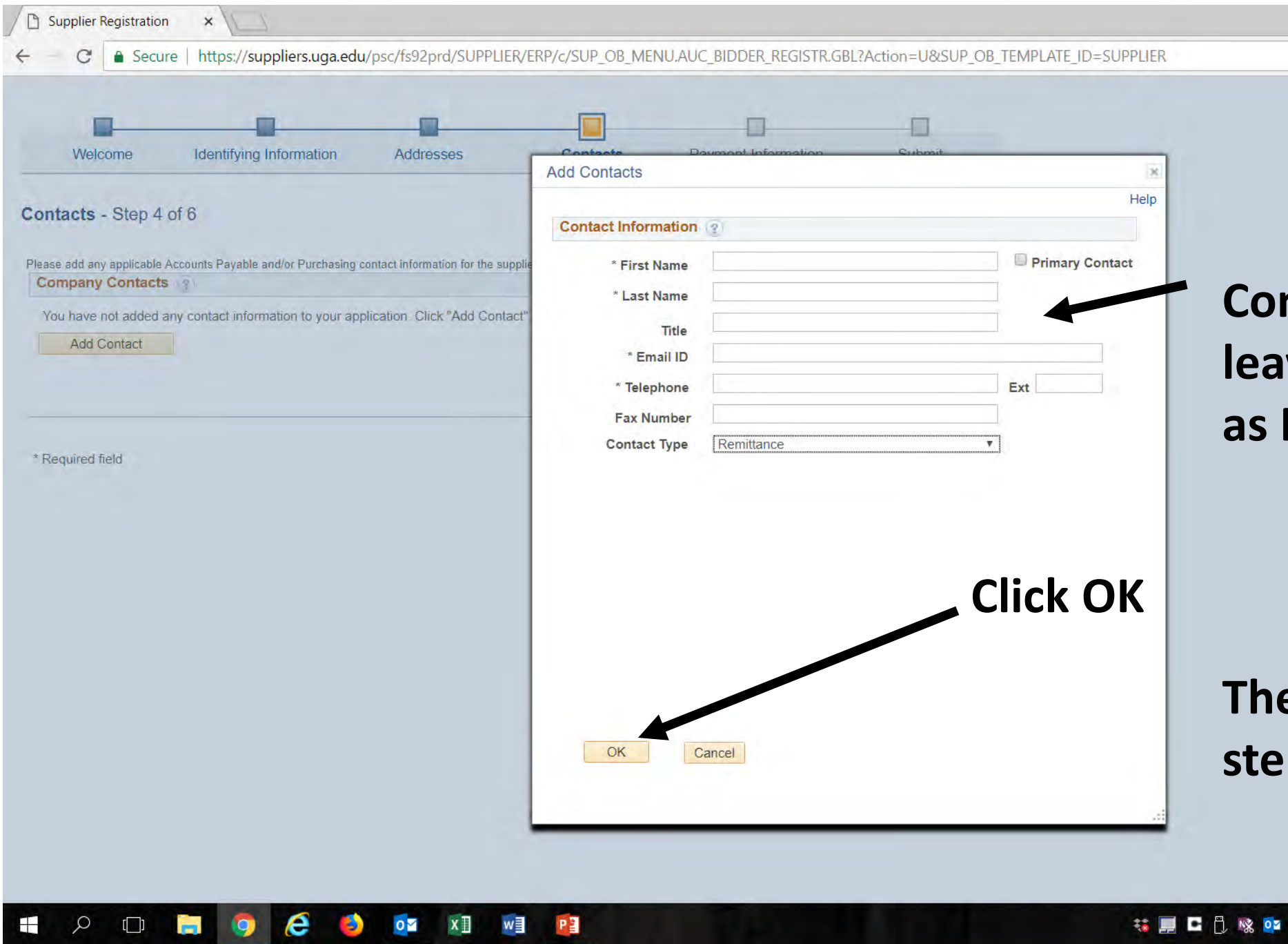
You have not added any contact information to your application. Click "Add Contact" button to add new contact information.

Add Contact

\* Required field

**Click Add Contact**





**Complete information leaving Contact Type as Remittance**

**Click OK**

**Then click Next on the step 4 screen**



**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](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  United States

Bank Name

Branch Name

Bank ID Qualifier  United States Bank

Account Type

Bank ID

Bank Account Number

DFI Qualifier

DFI ID

IBAN

**Attachments** ?

Add Attachment



**If you would like to set up automated payments to your bank account, you can do that here with your banking information. If you would prefer a written check mailed to you, leave this page blank and click Next.**



**Submit - Step 6 of 6**

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:

**Terms and Conditions** ?

Make sure you read the terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review Submit

**Lastly, check the Terms of Agreement box.**

**Click Next to complete!**