5. Vendor Creation and Maintenance for All Types of Purchasing/Payments

Policy Statement
Individuals, companies and organizations must be set up in UGA’s vendor database in order to receive payment from UGA. With this requirement, individuals, companies, and organizations that anticipate receipt of a purchase order or payment from the University are required to submit a vendor profile form. A vendor profile form is needed only one time for each vendor paid by the University. Once a vendor has been added to the vendor database and assigned a vendor number, departments will be able to reference the vendor number (VN) on all check requests.

Reason for policy
Procurement and Accounts Payable require a vendor profile form in order to comply with various Federal and State reporting requirements. The University must report certain payments to the Internal Revenue Service each year and include the tax identification number of the payees. The vendor profile form provides the University with the information that is required by the IRS on the report, i.e. the payee’s correct name and the tax identification number. The University is assessed financial penalties for reporting incorrect payee information to the IRS. In order to ensure accuracy and avoid fines, the Accounts Payable staff verifies each name and number provided on vendor profile forms with information found on the IRS website.

Other information on the form is needed in order to meet additional reporting requirements and to ensure accuracy in the payment process.

Procedures
The University of Georgia has an electronic registration system for vendors. The electronic registrations system allows for vendors to register in the University’s Vendor Database completely online (preferred method). However, if a vendor cannot register online, a vendor profile form should be completed and signed by non-employee individuals, companies, and organizations. Completed forms can be scanned and emailed to vendor@uga.edu or faxed to 706-542-6767. If a Social Security Number is being provided on the form, the form MUST be faxed to UGA. Forms containing a Social Security Number SHOULD NOT be emailed to UGA.

To receive a purchase order through UGAmart, a vendor must be set up in the vendor database and synced over to UGAmart. Only vendors who indicate that they accept purchase orders and provide a fax or email address for purchase order delivery will be synced over into UGAmart. (See question 2 below for guidance on determining whether a vendor has been set up in UGAmart and is available for use.)

Employees will not be required to submit this form for the initial creation of their vendor number. Instead, a process initiated from within the eCheck Request system will be used for the assignment of employee vendor numbers.

Research participant payments of $100 or less and customer refunds will not require submission of a vendor profile form.

Forms/Instructions
- Vendor Profile Form
- Substitute Form W-8 Honorarium for Non-Resident Aliens

Additional contacts
For Non-Resident Alien Payments, Susan Caldwell, (706) 542-3431

Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President for University Business and Accounting Service

**Policy Owner:** Accounts Payable

**Policy Contact:** Andre Simmons

**Phone Number:** (706) 542-2786

Record Retention

**Research Grant Records**

Number 0472-09-006

The records relate to funded research grant proposals and research activity associated with grant funded projects. Examples of records include: supporting statistics, demographic data, draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, and summary reports.

Retention: Final research report is permanent. All other records: 7 years after the end of the grant period.

**Vendor History Reports**

Number: 0472-03-023

This series is used for quick reference of vendor data, selection, and update pertaining to departmental and college operations. This series may include but is not limited to: reports containing vendor numbers, payee names, invoice numbers, amounts, warrant/voucher numbers, and message comments: copies of purchase orders, requisitions, and product specification receipts.

Retention: Useful life

Policy Appendices

Unified Vendor Database

Electronic Check Request System

UGAmart

Payments to Internationals Website

FAQs

**Question 1?** Do I need to add the vendor number (VN) to a UGAmart requisition?

**Answer 1:** No

**Question 2?** How will I know if my vendor has been synced over/added to UGAmart?

**Answer 2:** In the navigation bar at the top of the screen, click the “vendor management” tab. This tab may also be located in the navigation bar to the far right in the drop-down box, depending upon users’ personal profile setup. In the search area on the next screen, type in the vendor name. Click Go.

If the vendor is synced to UGAmart, the vendor will show up in search results.

Related information

UGAmart FAQs – see pages 2 and 3

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