



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

Policy Statement

Individuals, companies and organizations must be set up in UGA's supplier 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 register as a supplier. Once a supplier has been added to the supplier database and assigned a supplier number, departments will be able to reference the supplier number on purchase requisitions, payment requests, and journal vouchers.

Reason for policy

Completion of the supplier profile supports institutional compliance 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 supplier profile 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 by individuals, companies, and organizations with information found on the IRS website.

Other information is included in the registration process to meet additional reporting requirements and to ensure accuracy in the payment process.

Procedures

The University of Georgia has an electronic registration system for suppliers. The electronic registration process allows suppliers to register in the University's Supplier Database completely online (preferred method). However, if a supplier cannot register online, a supplier 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.

International suppliers should complete the Supplier Registration Form and submit it, along with IRS tax form [W-8BEN](#), to vendor@uga.edu or by fax at 706-542-6767.

To receive a purchase order through UGAmart, a supplier must be established in the supplier database. Only suppliers 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 supplier has been set up in UGAmart and is available for use.)

Employees should not register as suppliers. Employee reimbursements are processed via expense reports in the Expenses module of the Financial Management System.

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

Forms/Instructions

[Supplier Registration Website](#)

[Supplier 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 Finance Division

Policy Owner: [Accounts Payable](#)

Policy Contact: Wesley Bargo

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

[Supplier Registration](#)

[UGAmart](#)

[Payments to Internationals Website](#)

FAQs

Question 1? Do I need to add the supplier number to a UGAmart requisition?

Answer 1: No

Question 2? How will I know if my supplier 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 supplier is synced to UGAmart, the supplier will show up in search results.

Related information

[UGAmart FAQs](#) – see pages 2 and 3

Date Reviewed: 02/01/2018

[Petty Cash Purchases](#)

Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 04/17/2020

Date of Last Review:
Date of Approval:
Previous Version of Policy: