



# The University of Georgia

## Vendor Profile Form

For U.S. Entities / U.S. Citizens ONLY

Completed form can be scanned and emailed to vendor@uga.edu or faxed to 706-542-6767

**If you are providing a social security number, you MUST fax this form to UGA. DO NOT email this form if it contains a social security number.**

For assistance with completion of this form, please contact vendor@uga.edu or call 706-542-2786 for Part A questions or 706-542-2361 for Part B questions

### SECTION A: COMPLETE PARTS I-2 FOR ALL INDIVIDUALS & VENDORS

#### Part A-1 Tax Identification Substitute W-9 Form

Business Type:

- Check One:  \*Individuals enter: Full name as entered on tax return and Social Security Number
- \*Sole Proprietors enter: Business Owners name on tax return, Business or Trade Name (DBA) a sole proprietorship may have a "DBA name", but the legal name is the owners name and Owner's Social Security # or FEI/EIN #
- \*Partnerships enter: Name or Partnership, Partnership's Name as listed on tax return and FEI /EIN#
- \* Corporation or Exempt enter: Full name as listed on tax return and FEI /EIN#
- \* Non US Resident Aliens and Non US Companies (go directly to Part A-3)

Please provide your Legal Business Name as used on your Tax Return

Legal Business Name\*: \_\_\_\_\_

FEI /EIN# \_\_\_\_\_ - \_\_\_\_\_

D/B/A Name: \_\_\_\_\_

SSN # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Do you or your company accept purchase orders Yes No

Purchase Order Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Purchase Order e-Mail \_\_\_\_\_ Purchase Order Fax # \_\_\_\_\_

Request for Quotes/ Bids Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Remit to Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

1099 Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

The IRS limits the 1099 address to 45 characters / service providers must provide IRS acceptable address for form 1099

#### Part A-2 Certification Under Penalties of Perjury, I Certify That:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding or copy the IRS has notified me that I am not subject to backup withholding.
- I am a U.S. person (including a U.S. resident alien)

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

\_\_\_\_\_  
printed name

If UGA has questions regarding the information contained within the request, how do you prefer to be reached?

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

#### Part A-3 Non US Resident Aliens and Non US Companies

\* Complete IRS Form W&BEN and attach to Page 2 (Part B) of this form. Form W&Ben is available online at <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

See enclosed instructions and definitions

The University of Georgia  
Vendor Profile Form  
U.S. Citizens / US Entities / Non US Entities

**SECTION B: COMPLETE FOR COMPANIES & INDIVIDUALS PROVIDING SERVICES AND GOODS**

(Do not complete when payments are only for expense reimbursement, registration, stipends, royalties, prizes/awards)

**Part B-1 Ownership / SBA Category**

Any person who misrepresents a firm's size status in order to obtain a contract to be awarded under a preference program will be held accountable per FAR clause 52.219-1 (d) (2) (i) through (iii)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> None   |   |  |
| <input type="checkbox"/> Service Disabled Veteran SBA Certified       |   | <i>minority categories</i>                 |
| <input type="checkbox"/> Small Business (State of Georgia Definition) | <input type="checkbox"/> Historically Black College | <input type="checkbox"/> African American  |
| <input type="checkbox"/> Small Business SBA Certified                 | <input type="checkbox"/> Hub Zone SBA Certified     | <input type="checkbox"/> Asian American    |
| <input type="checkbox"/> 8(a) SBA Certified                           | <input type="checkbox"/> Veteran SBA Certified      | <input type="checkbox"/> Hispanic / Latino |
| <input type="checkbox"/> DBE SBA Certified                            | <input type="checkbox"/> Woman Owned                | <input type="checkbox"/> Native American   |
| <input type="checkbox"/> Disadvantaged SBA Certified                  |   | <input type="checkbox"/> Pacific Islander  |

**Part B-2 Types of Products Sold, Manufactured, or Services Provided**

Description:

NIGP Codes: \_\_\_\_\_

**NIGP Codes - National Institute of Governmental Purchasing Community Services Code**

If you know NIGP Codes for the commodities you sell, please list them, or this section can be blank

**Part B-4 Contact Information**

Who can Procurement contact for Sales/Purchase Orders

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ Ext #: \_\_\_\_\_  
e-Mail: \_\_\_\_\_ Toll Free #: \_\_\_\_\_  
Fax: \_\_\_\_\_

Who can Accounts Payable Contact for information

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ Ext #: \_\_\_\_\_  
e-Mail: \_\_\_\_\_ Toll Free #: \_\_\_\_\_  
Fax: \_\_\_\_\_

The University of Georgia strongly encourages vendors to also register with Team Georgia Marketplace. Procurement opportunities from UGA will **ONLY** be sent to vendors that are registered with Team Georgia Marketplace.

Registration is free. Please be prepared to enter your Tax Identification Number, your company address, email address, and phone numbers for yourself and anyone else that you want listed under your company profile. If you are an individual doing business, you'll be using your Social Security number in place of the Tax Identification Number.

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.

## Instructions

### Part A

- **Name** - This will be matched against IRS files using the SSN/FEI number and must agree to their records before a vendor file will be created. **To avoid delays you must use the name as it appears on your tax return**
- **D/B/A Name (Doing Business As)** - Provide your business name as it will be shown on your invoices.
- **Addresses** - Enter addresses as necessary to ensure that purchase orders, payments and requests for quotes are mailed to the appropriate locations.
- **Qualifying Exemption** - If applicable, state the reason for qualifying for an exemption
- **Certification** - Sign and date.
- **Types of Payments** - Indicate the anticipated types of transactions conducted with the University

### Part B

- **Ownership / SBA Category:** This information is required by the University. Refer to the Definitions as necessary and **NOTE THAT THE STATE OF GEORGIA DEFINITIONS DIFFER FROM FEDERAL DEFINITIONS IN SOME RESPECTS**
- **Types of Products** - Indicate the Description and NIGP Codes
- **Contact Information** - Provide information that will assist the University in reaching the appropriate person.

## Definitions

The Federal Government, through Section 129 of Public Law 100-590, Small Business Administration (SBA) Reauthorization Act of 1988, has provided the following guidelines for certification of small business, which will facilitate participation in federal programs and bidding for government-funded contracts.

UGA utilizes these Federal definitions. They are available for review at:

<http://www.busfin.uga.edu/procurement/>

**NOTE** the State of Georgia has certain DIFFERENCES with Federal definitions:

- **Georgia Small Business: Small Business definitions differ between Federal and Georgia certifications. Under Georgia law a small business is defined as a business that is independently owned and operated with fewer than 100 employees and/or less than \$1 million in gross receipts per year.**
- **Georgia Minority-Owned Business: A minority business (or minority business enterprise - MBE) is one that is owned or controlled by one or more minority persons. Owned and controlled means a business which is: (A) a sole proprietorship legitimately owned by an individual who is a minority person; (B) a partnership or joint venture controlled by minority persons and in which at least 51 percent of the beneficial ownership interests are legitimately held by minority persons; (C) a corporation or other entity controlled by minority persons and in which at least 51 percent of the beneficial ownership interests are legitimately held by minority persons. The State of Georgia recognizes five (5) minority groups; African American, Asian American, Hispanic/Latino, Native American, and Pacific Islander.**