

**IMPORTANT PROCUREMENT AND PAYMENT INFORMATION FROM THE  
UNIVERSITY OF GEORGIA**

The University of Georgia is implementing a new procure to pay system and **must** obtain information from all vendors. Please complete the attached Vendor Profile form to assist with this transition and to ensure that purchasing and payment transactions with your organization are processed properly. This information is **required** in order for the University to ensure that vendor files are complete and accurate.

Please find the following attachments:

- Vendor Profile
- Instructions for Preparing the Vendor Profile

The Vendor Profile must be completed and returned to the University prior to January 1<sup>st</sup>, 2009. Please return the documents using one of the following methods:

**Preferred method:**

**Scan the documents and send them to this e-mail address: [vendor@uga.edu](mailto:vendor@uga.edu)**

Alternate methods:

Fax the documents to 706-542-6767.

Mail to:

University of Georgia  
Accounts Payable Department  
Room 302 Business Services Building  
424 East Broad Street  
Athens, Georgia 30602-4214

If you have any questions about Section A, please contact Chuck Moore or Jennifer Collins in Accounts Payable at 706-542-2786. If you have any questions about Section B, please contact Annette Evans or Chad Cox in Procurement at 706-542-2361.



**The University of Georgia  
Vendor Profile Form  
For U.S. Entities / U.S. Citizens ONLY**

Non US resident aliens and non US companies/organizations GO DIRECTLY To Part A-5

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

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 1-4 FOR ALL INDIVIDUALS & VENDORS**

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

*Note: Due to State and Federal reporting requirements, if your company operates under a FEI, UGA requires vendors to utilize their FEI number.*

*SSN should only be used if you are an individual doing business with UGA and have no FEI*

Name\*: \_\_\_\_\_ FEI # \_\_\_\_\_ - \_\_\_\_\_

D/B/A Name: \_\_\_\_\_ SSN # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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 #
- \* Partnerships enter: Name of Partnership, Partnership's Name as listed on tax return and FEI #
- \* Corporation or Exempts enter: Full name as listed on tax return and FEI #

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

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

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

Request for Quotes/ Bids 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 Qualifying Exemption**

- Corporation. There is NO exemption for medical, healthcare payments or legal services
- Tax Exempt Entity under 501(a), 501 (c)(3) or IRA
- A State, the District of Columbia, a possession of the United States or any political subdivision or agency
- The United States or any of its agencies or instrumentalities
- A foreign government or an international organization in which the U.S. participates under a treaty or act of Congress

**Part A-3 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 © 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

**Part A-4 Types of Payments that the University will make to this vendor**

- Awards & Prizes
- Fellowship/Stipends/Training
- Reimbursable expense for non employee
- Registration
- Attorney
- Goods/Supplies/Utilities
- Health/Medical supplier
- Rents
- Royalties
- Honorarium
- Guest lecturer (1 or 2 classes/lecturers only)
- Repairs/maintenance
- Services

**Part A-5 Non US Resident Aliens and Non US Companies**

\* Complete IRS Form W8BEN and attach to Page 2 (Part B) of this form. Form W8Ben 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**  
**US 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, registrations, 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"/> Service Disabled Veteran SBA Certified	<input type="checkbox"/> Historically Black College	<input type="checkbox"/> <i>minority categories</i> African American
<input type="checkbox"/> Small Business (State of Georgia Definition)	<input type="checkbox"/> Hub Zone SBA Certified	<input type="checkbox"/> Asian American
<input type="checkbox"/> Small Business SBA Certified	<input type="checkbox"/> Veteran SBA Certified	<input type="checkbox"/> Hispanic / Latino
<input type="checkbox"/> 8(a) SBA certified	<input type="checkbox"/> Woman Owned	<input type="checkbox"/> Native American
<input type="checkbox"/> DBE SBA Certified		<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> Disadvantaged SBA Certified		

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

Description: \_\_\_\_\_  
\_\_\_\_\_

NIGP Codes: \_\_\_\_\_  
NIGP Codes can be found at: <http://statepurchasing.doas.ga.gov>, then search "NIGP Codes"

**Part B-4 Contact Information**

**Procurement's Contact Info:**

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

**Accounts Payable's Contact Info:**

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 with Team Georgia Marketplace will allow you to receive bid solicitations after January 20, 2009 when the use of the State of Georgia's current Vendor Registration System is discontinued. You will continue to receive bid solicitations from UGA under the current system until January 19, 2009.

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 Webpage under "Team Georgia Marketplace Supplier Services." Please read all the information prior to clicking on the registration link. To register, go to <http://pur.doas.ga.gov/TeamGeorgia/docs/TeamGeorgiaMarketplaceSupplierServices.pdf> or <http://statepurchasing.doas.ga.gov>

## 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 businesses, 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** that 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, Pacific Islander.