Registration Submission

SHARE Supplier Job Aid

This registration is for <u>NEW</u> suppliers doing business with the University System of Georgia. To continue please click the Register as Supplier link in the supplier registration email.

NOTE: USG employees, students, and student employees cannot use this process for vendor registration.

Step 1. Welcome

    A. What type of entity do you represent?

        a. Please select one of the following Business or Individual.

Select an activity below: ⓘ

- ⦿ **Start a new registration form**
  - **What type of entity do you represent?**
    - ⦿ **Business**
    - ○ **Individual**
- ○ **Continue from where you left**

* Required field

[Exit] [◀ Previous] [Next ▶]

Step 2. Identifying Information

    1. Unique ID & Company Profile

        A. Tax Identification Number – Please provide an EIN or SSN depending on whether you are operating as a business or an individual.

        B. Entity Name - The Entity Name MUST match the IRS records for your tax filing, whether business or individual.

        C. Additional Name - If applicable, enter a Doing Business As Name

        D. Business Website- Please enter a web address if applicable.

        E. Classification – Please select the correct tax classification as you have indicated on the W-9.

        F. Please attach your completed W-9 (located on the right of the screen) – You must attach a W-9. It must be the most current version.
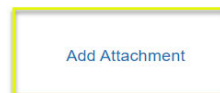
Unique ID & Company Profile ⊙

* Tax Identification Number [_____]

* Entity Name [_____]

Additional Name or DBA [_____]

Business website [_____]

Add Attachment

* Classification [_____ ▾]

2. Profile Questions
    A. Exempt payee code: If applicable
    B. Exemption from FATCA reporting code: If applicable
    C. Inviting Institution: Please select the institution that sent the supplier invitation.
    D. Are you primarily a supplier of services? Answer Yes or No
    E. Please select all services that you expect to receive payment for. Please select the services that apply.
    F. Will you be selling supplies, goods, or merchandise to USG? Answer Yes or No

Federal Tax classifications that are subject to withholding include Individual/sole proprietorship or single-member LLC, Partnership, and LLC taxed as Partnership.

If you are subject to withholding based on the Federal Tax Classification chosen on the W-9, you must answer yes to either Goods or Services.

If you indicate you are providing services, you must select the type of service.

3. Additional Reporting Elements
    A. Small Disadvantage Business: Select one of the following from the drop-down menu.
    B. Ethnicity Minority: Select one of the following from the drop-down menu.
    C. Number of employees: Select one of the following from the drop-down menu.
    D. Veteran-owned business: Select one of the following from the drop-down menu.
    E. Please check all that apply: Emerging Small Business, Women-Owned Business, Minority Owned Business, Georgia Resident Business

Step 3: Addresses

1. Primary Address
    a. Provide your street address, city, state, and zip code.
    b. Enter Email
2. Other Addresses
    a. Remit address for remitting payments, if different than the primary address.
    b. Invoice address, if different than the primary address.

Step 4: Contacts

1. Company Contacts
   a. Click on add contact.
   b. Please fill out the contact information section.
   c. The First Name. Last Name, Email ID, and Telephone Number must be entered.

Add Contacts   ×

Contact Information ⑦

Description	_____
* First Name	_____ ☐ Primary Contact
* Last Name	_____
Title	_____
* Email ID	_____
* Telephone	_____ Ext _____
Fax Number	_____
Contact Type	_____ ⌄

User Profile Information ⑦

Language Code	English ⌄
Currency Code	US Dollar ⌄

Step 5: Payment Information

1. Payment Preferences
   a. 1099 reportable- please select if you are subject to withholding.

Federal Tax classifications that are subject to withholding include Individual/sole proprietorship or single-member LLC, Partnership, and LLC taxed as Partnership.

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

Exit | Save for Later | ◀ Previous | Next ▶

Payment Information - Step 5 of 6

The routing number is the nine-digit number that identifies your financial institution. It is found in the bottom left-hand corner of a check. Include all leading zeroes in account number.

Suppliers should expect a phone call to verify banking info.

Payment Preferences ⓘ

Please select 1099 Reportable if you are subject to withholding.

☐ 1099 reportable
☐ Select to receive email payment advice for electronic pmts

Email Address [   ]

Payment Method (please select ACH or System Check) [▾]

b. Select the box to receive email payment notifications.
   i. Enter the email address for you to receive notifications.
c. Payment Method: Only select Automated Clearing House (ACH) or System Check

2. Supplier Banking Information
   a. Fill out the banking information.

Supplier Banking Information ⓘ

Bank Name [   ]

Name on Account [   ]

Account Type [▾]

Routing / ABA Number [   ]

Bank Account Number [   ]

*Required Field

Exit | Save for Later | ◀ Previous | Next ▶

Step 6: Submit

1. Please review that the information you provided is correct.
   a. Enter your email address.
   b. Read the Terms of Agreement.
   c. Select the box to accept the Terms of Agreement.

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

Exit   Save for Later   ◀ Previous   Next ▶

Submit - Step 6 of 6

Select 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 terms of agreement fully before submitting your registration.

☑ **Select to accept the Terms of Agreement below.**

Terms of Agreement

[Review]   [Submit]

Exit   Save for Later   ◀ Previous   Next ▶

NOTE: Once the registration is submitted, you will receive an email confirmation from donotreply@usg.edu. Please be sure to check your junk or spam folders.

**There is a save for later option if you need to save the registration and come back later to finish. If you save for later, please follow these steps.

1. When you select save for later you will receive an email with a registration ID.
2. Continue from where you left: This can be selected on the first page of the registration portal when you have started the registration but are unable to finish.
3. Enter the registration ID from the email in the Registration ID section.
4. Then enter in the Tax Identification Number and you will be able to start where you left off.

Select an activity below: ⓘ

○ **Start a new registration form**

● **Continue from where you left**

   * **Registration ID**   [R00026] ▶

   * **Tax Identification Number**   [   ]

Forgot your registration ID?

* Required field

Exit   Save for Later   ◀ Previous   Next ▶