



**Accounts Payable**  
*Finance & Administration*  
**UNIVERSITY OF GEORGIA**

**Vendor Profile Form**  
**For U.S. Entities / U.S. Citizens ONLY**

Vendor registration can be completed online at <https://vendors.uga.edu/UVDB-VP/home.seam>  
 Completed form can be scanned and emailed to [vendor@uga.edu](mailto: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](mailto: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 W8BEN and attach to Page 2 (Part B) of this form. Form W8BEN is available online. Individuals should complete the W8BEN at <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>. Entities should complete the W8BEN at <https://www.irs.gov/pub/irs-pdf/fw8bene.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

**What is a Small Business? According to the Small Business Administration (SBA),** A small business is not dominant in its field of operation and qualifies as a small business concern under Title 13, Code of Federal Regulations, part 121 (13 CFR 121). SBA has established size standards for all for-profit economic activities as they are described under the North American Industry Classification System (NAICS). Size standards are critical in the government-contracting process because they ensure a “level playing field” for competition among small businesses of varying sizes. They also apply to other SBA programs, such as its Loans & Grants and Technology (SBIR/STTR) Programs. Please refer to <http://www.sba.gov/size-standards-tool?ms=fp> for assistance in determining if your business qualifies as a small business.

While UGA utilizes and recognizes Federal definitions, it should be noted that **the State of Georgia has certain DIFFERENCES with Federal definitions.**

**Within Georgia, a Small Business is** defined as a Georgia resident business which is independently owned and operated. In addition, such business must have either fewer than 300 employees or less than \$30 million in gross receipts per year. Georgia resident business means any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure. (Official Code of Georgia Annotated §50-5-121).

**Georgia Minority-Owned Business:** A Minority Business enterprise means a small business concern which is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this state (Official Code of Georgia Annotated §50-5-131). The State of Georgia recognizes five (5) minority groups; African American, Asian American, Native American, Hispanic/Latino, and Pacific Islander .