



The University of Georgia

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

Vendor registration can be completed online at <https://webapps.ais.uga.edu/UVDB-VP/home.seam>

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 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
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.