

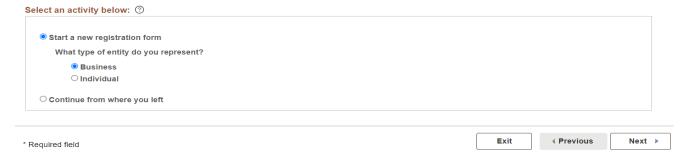
Registration Submission SHARE Supplier Job Aid

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.

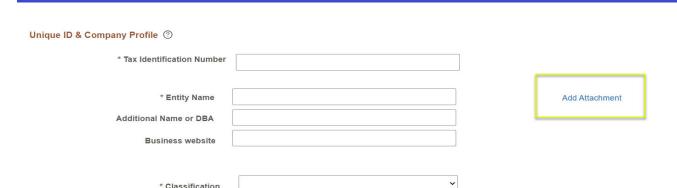
Step 1. Welcome

- A. What type of entity do you represent?
 - a. Please select one of the following Business or Individual.



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.



2. Profile Questions

Shared Services Center

- 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

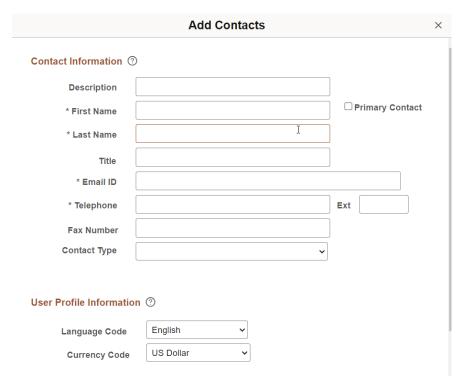
Other Addresses

- a. Remit address for remitting payments, if different than the primary address.
- b. Invoice address, if different than the primary address.



Step 4: Contacts

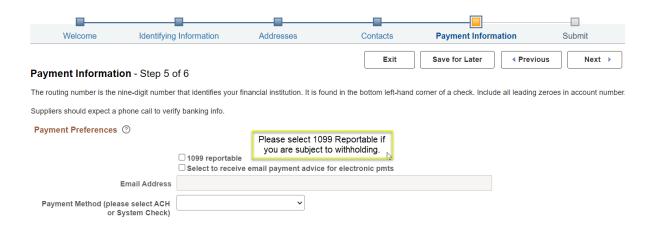
- 1. Company Contacts
 - a. Click on add contact.
 - b. Please fill out the contact information section.
 - c. The First Name. Last Name, Email ID, and Telephone Number must be entered.



Step 5: Payment Information

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

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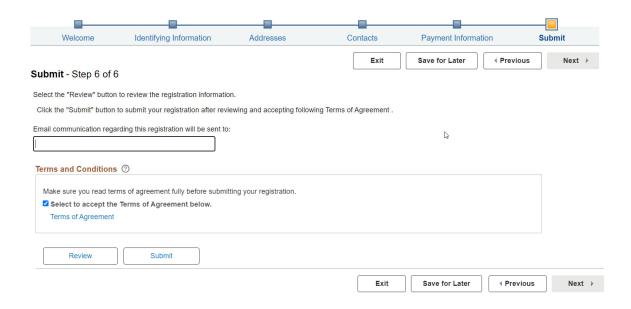


- b. Select the box to receive email payment notifications.
 - i. Enter the email address for you to receive notifications.
- c. Payment Method: Only select Automated Clearing House (ACH) or System Check
- 2. Supplier Banking Information
 - a. Fill out the banking information.



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.



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.

