

Registration Submission

SHARE Supplier Job Aid

This registration is for NEW 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) on

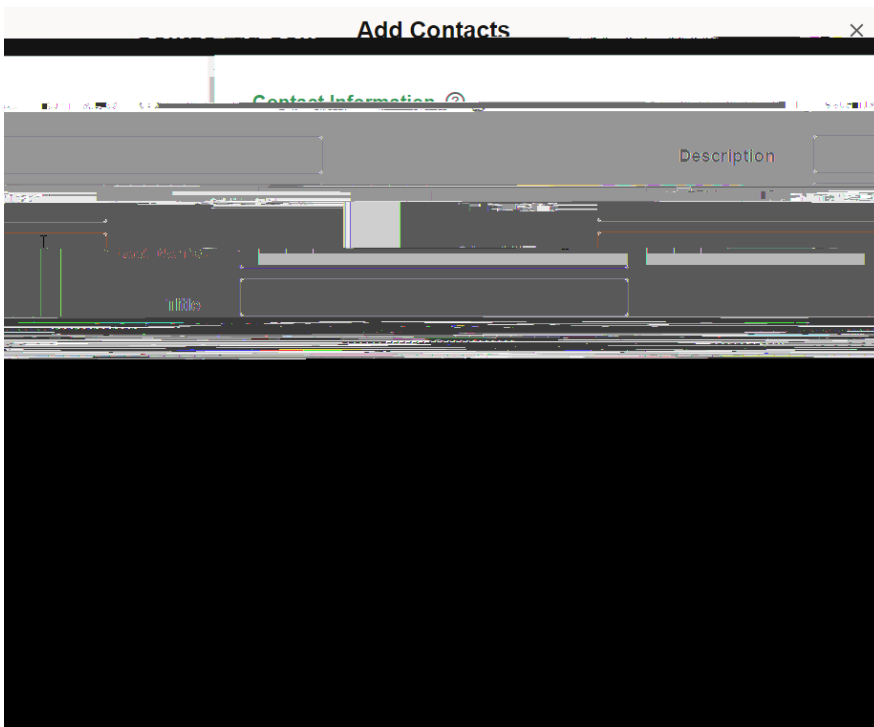
2. Profile Questions

- A. Exempt payee code: If applicable
- B. Exemption from FATCA or Yig code: If applicable
- C. Inviting Ins Yu Yon: Please select the ins Yu Yon 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

Step4: Contacts

1. CompanyContacts

- a. Click on add contact.
- b. Please fill out the contact information.
- c. The FirstName, LastName, Email ID, and Telephone Number must be entered.



Step5: Payment Information

1. Payment Preferences

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

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

The screenshot shows a web form with navigation buttons at the top: 'Exit', 'Save for Later', 'Previous', and 'Next'. Below these are several input fields. A prominent message says 'Please select 1099 Reportable if'. There are two checkboxes: one for '1099 Reportable' and another for 'Select to receive email payment notification'. Below these is an 'Email Address' field. At the bottom, there is a 'Payment Method (please select ACH or System Check)' dropdown menu.

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

The screenshot shows the 'Supplier Banking Information' section of the form. It contains several input fields for bank details, including fields for account numbers and routing numbers. There are also checkboxes for 'ACH' and 'System Check' payment methods.

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 con