
From: BusinessAffairs Advisory Forum [<mailto:BAAF-L@LISTSERV.UGA.EDU>] **On Behalf Of** Holley W Schramski
Sent: Thursday, October 04, 2012 4:38 PM
To: BAAF-L@LISTSERV.UGA.EDU
Subject: Online Vendor Registration Available

TO: BAAF members

FROM: Accounts Payable

RE: Online Vendor Registration

In order to comply with various Federal and State reporting requirements, individuals, companies, and organizations that anticipate receipt of a purchase order or check request payment from the University are required to complete the vendor registration process. Vendor registration is needed only one time for each vendor paid by the University.

Previously, vendors utilized the University's paper vendor profile form to complete the registration process. Vendors can now complete the process online at <https://webapps.ais.uga.edu/UVDB-VP>.

The paper vendor profile form will also remain available at http://www.busfin.uga.edu/forms/vendor_profile.pdf

Employees requesting reimbursements will not be required to complete this process. In addition, individuals receiving a customer refund from funds collected (i.e. conference participant that was unable to attend), and research participants receiving a payment equal to or less than \$100 will not be required to complete the registration process.

Questions can be directed to Jennifer Collins at jfinch@uga.edu or Andre Simmons at asimmons@uga.edu.

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