

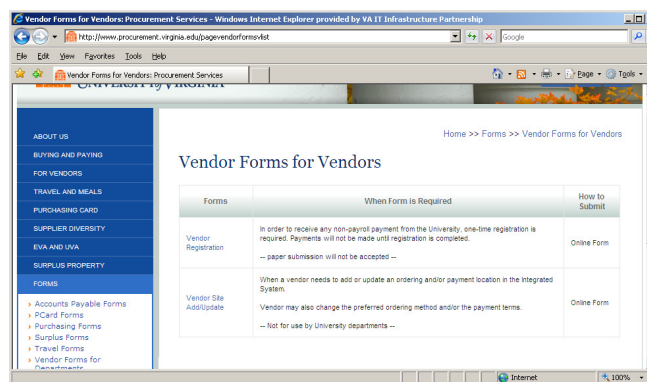
How to Register with the University of Virginia for Reimbursement of Travel Expenses and Workshop Registration Fee Refunds from UVA TTA

These instructions only apply for first time payments to you or your organization from the University of Virginia. If you are already registered as a payee with the University, no further action is required. However, you must supply UVA TTA with the exact name under which you are registered so that our accounting staff can look you up in the system. If you are unsure if you are registered with the University as a payee or how you are registered, you should contact UVA Procurement Office at 434-924-4212 for assistance. Further information about Vendor/Payee registration at the University of Virginia can also be found at <http://www.procurement.virginia.edu/pagevendors>

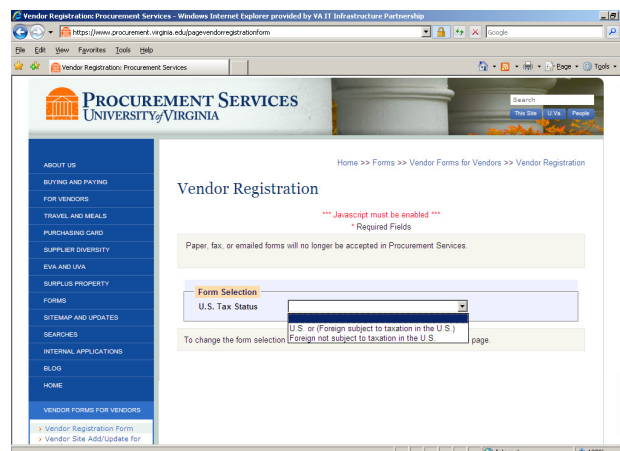
Do not confuse this process with registration with UVA as a supplier of services to UVA TTA – such as a workshop instructor or meals provider – which is not covered here. Contact UVA TTA staff for assistance to register as a supplier of services. These instructions are only for travel reimbursement and refunds.

Step 1: Determine who the payee will be. If it is an individual (as for a travel reimbursement) you must register as an “individual”. If the payee is an organization – such as a business or a government agency – you must register as a “Business Firm/Government Entity”, not as an individual. The distinction is important as different information is required to complete your registration.

Step 2: Using your Internet browser go to <http://www.procurement.virginia.edu/pagevendorformsvlist>:

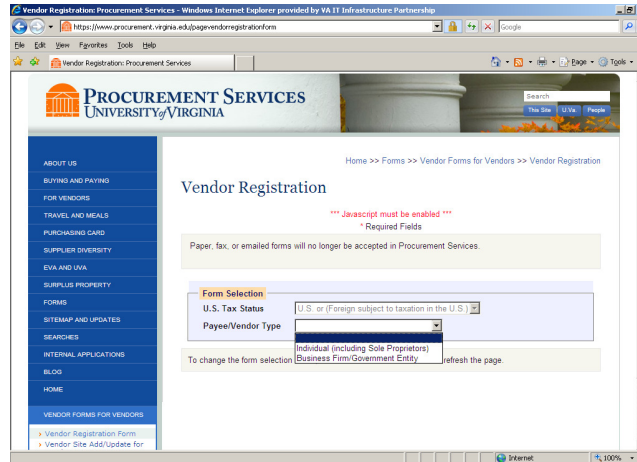


Step 3: Click on “Vendor Registration” (first option under “Forms” in “Vendor Forms for Vendors” table) and the following window appears:



Select the correct entry from drop down box for U.S. Tax Status. (Most likely it will be U.S. or (Foreign subject to taxation in the US.))

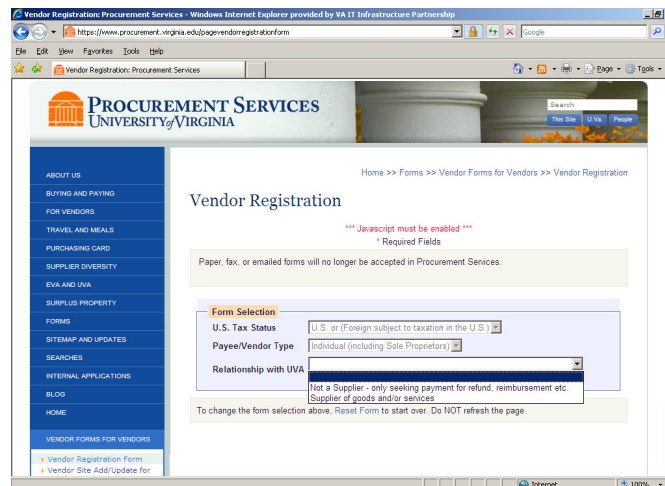
Step 4: Another drop down box appears:



The screenshot shows the 'Vendor Registration' page in a web browser. The page title is 'Vendor Registration: Procurement Services - Windows Internet Explorer provided by VA IT Infrastructure Partnership'. The URL is 'https://www.procurement.virginia.edu/page/vendorregistrationform'. The page features the University of Virginia Procurement Services logo and a navigation menu on the left. The main content area is titled 'Vendor Registration' and includes a warning: '*** Javascript must be enabled ***' and 'Required Fields'. Below this, a message states: 'Paper, fax, or emailed forms will no longer be accepted in Procurement Services.' The 'Form Selection' section contains three dropdown menus: 'U.S. Tax Status' (with options 'U.S. or (Foreign subject to taxation in the U.S.)'), 'Payee/Vendor Type' (with options 'Individual (including Sole Proprietors)' and 'Business Firm/Government Entity'), and 'Relationship with UVA' (with options 'Not a Supplier - only seeking payment for refund, reimbursement etc.' and 'Supplier of goods and/or services'). A 'refresh the page' button is located to the right of the 'Payee/Vendor Type' dropdown. The browser's status bar shows 'Internet' and '100%' zoom.

Choose the type of Payee/Vendor Type. For travel reimbursement this most likely is an “Individual (including Sole Proprietors)”. For workshop fee refund, it may be a “Business Firm/Government Entity” OR an “Individual” depending on how you paid for the workshop and who will be getting reimbursed. Make sure to make the correct choice.

Step 5: Another drop down box appears:



The screenshot shows the 'Vendor Registration' page in a web browser, similar to the previous one. The page title is 'Vendor Registration: Procurement Services - Windows Internet Explorer provided by VA IT Infrastructure Partnership'. The URL is 'https://www.procurement.virginia.edu/page/vendorregistrationform'. The page features the University of Virginia Procurement Services logo and a navigation menu on the left. The main content area is titled 'Vendor Registration' and includes a warning: '*** Javascript must be enabled ***' and 'Required Fields'. Below this, a message states: 'Paper, fax, or emailed forms will no longer be accepted in Procurement Services.' The 'Form Selection' section contains three dropdown menus: 'U.S. Tax Status' (with options 'U.S. or (Foreign subject to taxation in the U.S.)'), 'Payee/Vendor Type' (with options 'Individual (including Sole Proprietors)' and 'Business Firm/Government Entity'), and 'Relationship with UVA' (with options 'Not a Supplier - only seeking payment for refund, reimbursement etc.' and 'Supplier of goods and/or services'). A message below the dropdowns reads: 'To change the form selection above, Reset Form to start over. Do NOT refresh the page.' The browser's status bar shows 'Internet' and '100%' zoom.

Select your relationship with UVA. For travel reimbursement and refund payments you will be registering as “Not a Supplier – only seeking payment for refund, reimbursement, etc.”

Step 6: Another drop down box appears:

Vendor Registration: Procurement Services - Windows Internet Explorer provided by VA IT Infrastructure Partnership

https://www.procurement.virginia.edu/page/vendorregistrationform

PROCUREMENT SERVICES UNIVERSITY OF VIRGINIA

Home >> Forms >> Vendor Forms for Vendors >> Vendor Registration

*** Javascript must be enabled ***
* Required Fields

Paper, fax, or emailed forms will no longer be accepted in Procurement Services.

Form Selection

U.S. Tax Status: U.S. or (Foreign subject to taxation in the U.S.)

Payee/Vendor Type: Individual (including Sole Proprietors)

Relationship with UVA: Not a Supplier - only seeking payment for refund, reimbursement etc.
Research Participants, please select "Not a Supplier"

Citizenship Status: [Dropdown menu]

To change the form selection

- U.S. Citizen
- U.S. Permanent Resident (Green Card Holder) or Resident Alien
- Non-Resident Alien (working in the U.S.)

Select the appropriate citizenship status.

Step 7: If you are registering as an “Individual” (see Step 4), the form expands (only part of the screen shown) and appears as below:

Vendor Registration: Procurement Services - Windows Internet Explorer provided by VA IT Infrastructure Partnership

https://www.procurement.virginia.edu/page/vendorregistrationform

Vendor Registration: Procurement Services

Home Address - Where UVA will send payment

Name * [Field]
Address * [Field] Address 2 [Field]
City * [Field] State * [Field]
Postal Code * [Field] Country * USA
Contact Name * [Field] Contact Phone * [Field]
Email Address [Field] Fax [Field]

W9 Information

W9 Status Selected -- US Citizen
SSN or ITIN (Individual Taxpayer Identification Number) (No dashes, e.g. 123456789) [Field]

Submitter Information

By submission of this form the submitter confirms that he/she is the individual payee named above.

Name * [Field] Email * [Field]

Note: Upon successful submission of this form a confirmation page will be displayed. If you do not see the confirmation page after pressing the submit button, your submission was not successful. Please resubmit.
A copy of this form submission will be sent to the submitter email address.

Submit

Step 7a: If you are registering as a Business Firm/Government Entity (see Step 4), the form expands (only part of the screen shown) and appears as below.

Complete all required sections and click on the Submit button at the bottom of the form. Shortly afterwards you should receive an e-mail confirmation of your registration with UVA.

Step 8: Please forward your confirmation e-mail to UVA TTA at elo2v@virginia.edu so that we know how/when you registered. This will greatly speed up your travel reimbursement or refund.

Step 9: Travel reimbursement is obtained by completing a University of Virginia Travel Workbook. In most cases UVA TTA staff will complete this for you and send it to you for your signature.

Step 10: Workshop fee reimbursements do not require submission of any forms. UVA TTA staff will provide the UVA accounting office with sufficient information once you have registered with UVA for payment. Reimbursement can take 4-6 weeks from submission of the refund request.

Contact Info for UVA TTA

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