

**Welcome to being a Supplier/Independent Contractor (IC) with VSU!** If you haven't worked for a state entity before, this process will be unfamiliar. Please use this guide to assist you with the steps required to become an IC for us, as it is likely different than you have experienced at or with other places. It is a two-part process that involves you and the department you will be hired in, working collaboratively with both **HUMAN RESOURCES (229 333-5709)** and **PROCUREMENT (229 333-5708)** to complete a set of steps culminating in a purchase order. Everything must be complete before you can start work and be paid!

# Human Resources

## Step 1 DOS Determination of Status

- The requestor (your hiring department) will send you a DOS Form.
- Review Section II (Questions 1-6) regarding your relationship with OneUSG universities.
- The requestor may call to verify information verbally instead of sending a form.
- It is important to verify this so your tax information is correct - you cannot receive a 1099 and W-2 from VSU in the same year.

*\* Note this entire process is ONLY for ICs being paid as individuals under a SSN, NOT as businesses under a TIN/EIN. If you are paid under a TIN/EIN, please notify your hiring department and HR immediately.*

## Step 2 MSA Monetary Service Agreement

- The requestor will send a MSA for you to review and sign. As a legal contract, review carefully.
- Make sure your LEGAL NAME is listed as it must match the name on your background check and the supplier name in ePRO (this is the name on your social security card).
- Make sure your email address is correct, as this is where the background check link will be sent.
- The MSA can be signed physically or digitally such as via Adobe Certificates or DocuSign, which require a password, but cannot have an electronic signature (because anyone can type a name in cursive font).

## Step 3 HR Instructions

- Once the requestor sends the DOS and MSA to Human Resources, you will receive an instruction email from HR. This will come from a valdosta.edu email address with instructions for your background check.
- Background checks are done through a third-party (Accurate Background, Inc.) and the invite email will come from [customer\\_service@accurate.com](mailto:customer_service@accurate.com).
- The Accurate email invite link is ONLY VALID for 10 DAYS before the link expires.

## Step 4 Accurate Background Check

- Please make sure to use the link in the email within 10 days of receiving it.
- Enter your information correctly to avoid delays.
- Legal name, date of birth, SSN, and address MUST be correct on the consent form.
- Check your email regularly in case Accurate attempts to contact you for additional information. You may not begin working until your background check is complete and needing additional information is a frequent cause of delay.

# Procurement

## Step 1 Invitation to PaymentWorks

- If you are a new supplier for VSU, you will receive a PaymentWorks invitation.
- PaymentWorks is a secure entity that is used to establish new suppliers and for existing suppliers to update information.
- Complete registration as quickly as possible to avoid delays in beginning work.
- Watch for follow-up emails and act on any directions provided.

## Step 2 Validation Process Call

- During the validation process, you will receive a call from our Shared Services Center (SSC) in Sandersville, GA. Please answer promptly and provide the needed information.
- If you fail to answer the call, they will leave a voicemail and you must follow the directions in the voicemail in order to complete the processing in PaymentWorks.

## Step 3 PO Purchase Order

- Once the supplier identification is set up in PaymentWorks, and the DOS and MSA is processed, a Purchase Order (PO) is issued.
- You will receive an email that includes an authorized Purchase Order from VSU Procurement. This authorizes you to work!
- Please review to ensure all information is correct.

## Step 4 You can officially begin your work with VSU!