

Register new user to existing Supplier

Step #	Do This:
1	<p>On the supplier portal, click User Registration tile. To register new contact. Supplier portal Link: https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?</p> 
2	<p>Click on Register now link under Add New User.</p> 
2	<p>Enter your TIN in the Tax ID Number field. (<i>Do not use dashes. Hint: If you are a supplier whose company is an individual doing business, enter your Social Security number in the Tax Identification Number field.</i>)</p> 
3	<p>Enter your five-digit zip code in the Postal Code field.</p>
4	<p>Hit the TAB key on your computer OR click in the Supplier ID field. The system will pull your Supplier ID number and your company name from stored system data.</p>

Quick Reference Guide Team Georgia Marketplace



5	Enter a self-created user ID (at least five characters IN CAPS with no spaces) in the User ID field.
6	Enter a password in the 'Password' field. The password is case sensitive, it must be at least 8 characters long and contain at least one number and one special character. (Example - Password1!))
7	Enter your password again in the Confirm field.
8	Enter the name of the user in the Description field.
9	Enter your email address in the Email ID field. This is case sensitive.
10	Language Code is defaulted to 'English'.
11	Click on magnifying glass to select Time Zone.
12	Currency Code is defaulted to USD.
13	Click on Terms of Agreement to review.
14	Check the box to click to accept the terms of Agreement.
15	Click on 'Submit'. System will display confirmation on screen.