

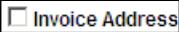
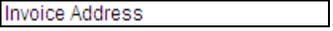
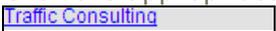
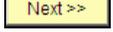
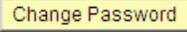


Register as a Sourcing Bidder

Step	Do This:
	<p>The first person registering with a Tax Identification Number will create a User ID and receive the system generated password for the corresponding Tax Identification Number. Please write down your User ID. The system generated email will only include the password.</p> <p>The first person registering may also add more contacts and create a User ID for each contact. The system will generate the password. The final page of registration will display each Contact Name, User ID, and Password. You must convey this information to each contact.</p> <p>Be sure to keep your contact information up-to-date. You are responsible for your information including your NIGP codes, email address, and all other contact information.</p>
1	On the Bidder and Supplier Registration Login screen, click the Register as a Sourcing Bidder link. The <i>Step 1</i> window displays.
2	If registering as a business, leave the default type of bidder as Business. If registering as an individual, select Individual .
3	Click the Selling goods/Services option, <input type="radio"/> Selling goods/Services <ul style="list-style-type: none"> Then click the Next >> button. The <i>Step 2</i> window displays.
4	Enter your company name in the <i>Company Name</i> field. Hint: If registering as an individual you will not see this field.
5	Enter your website address in the URL field. This is Optional.
6	Enter your first name in the First Name field.
7	Enter your last name in the Last Name field.
8	Enter your job title in the Title field, e.g. PRESIDENT. Hint: If registering as an individual you will not see this field.
9	Enter your email address in the Email ID field. This is case sensitive. Hint: Enter your email address as you normally receive emails.
10	Enter your business phone number in the Telephone field.
11	Enter your fax number in the Fax field. This is Optional.
12	Enter a user ID (at least five characters in CAPS with no spaces) in the User ID field.
13	In the Language field, click the drop-down arrow and select English.
14	Click the Time Zone Look up button.
15	Click the correct time zone, e.g. Eastern Time (US) in the Time Zone Description column.
16	Click the Currency Code Look up button.
17	Enter "U" in the Currency Code field, and click the Look Up button.
18	Type USD in the Currency Code field, and press the Tab key. USD
19	Click the Save and Add Another User button if you want to add another Contact and enter the information for the contact in the fields. This is Optional. There is no limit to the number of contacts added. The system will generate a password and display it for you on the final registration page. Please print this page. It is your responsibility to convey the User ID and password to the contact. They will not be emailed to the contact.
20	Click the Next >> button. The Step 3 window displays.
21	Enter your primary address in the Address 1 field.
22	Use the Address 2 and Address 3 fields if necessary.
23	Enter the city name in the City field.
24	Enter the county name in the County field. This is Optional.
25	Enter the state in the State field.

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Step	Do This:
26	Enter your five-digit zip code in the Postal field.
27	Click the  button. The Step 4 window displays.
28	If your company account is handled at a different address, add a checkmark in the  box. Hint: If you only have one business address, do not check this option.
29	Click the  button. The Step 5 window displays.
30	If you checked Invoice Address, enter address information including, street address, city, county, state, and five-digit zip code.
31	Click the drop-down arrow  in the Designate as Contact for list field, and select  .
32	Click the  button. The Step 6 window displays.
33	If registering as a business, enter your TIN in the ID Number field. Hint: If registering as an individual, enter your SSN. Do not use dashes!
34	To select NIGP codes that identify your type of business, click the  button next to the Standard Industry Code field. The NIGP codes will be the same for all contacts within a company.
35	To search for codes, enter the first few letters that best describe your type of business in the Description field.
36	Click the  button.
37	Click the appropriate description in the Description column, e.g.  . <ul style="list-style-type: none"> Click the add row button to insert more codes.
38	To add your business classification, click the  button.
39	Click the appropriate minority classification, and click the  button.
40	If desired, select additional classification information and then click the  button. The Step 7 window displays.
41	Read the State of Georgia terms and conditions, and click the  box to add a checkmark to accept them.
42	Click the Sign in button. Your entered information is stored under Manage Events and Place Bids, click on My Bidder Profile to review your information.
43	As soon as you receive your system generated password, please change it for security reasons. Click the Change My Password  link.
44	Enter the system generated password in the Current Password field.
45	Enter a new self-created password in the New Password field. Hint: The password must be at least 8 characters and contain one number and one special character, e.g. * or, &, or ! It may not contain spaces.
46	Enter the same password in the Confirm Password field. Hint: Next, you'll need to set up three security questions in case you forget your password in the future.
47	Click the drop-down arrow to select the first question.
48	Enter the desired information into the Response field.
49	Repeat the last two steps to create the second and third questions and answers.
50	Verify that your email information is correct.
51	Click the Change Password  button.
52	Click the OK  button.
53	End of Procedure

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