

## Register new user to existing Supplier

Step #	Do This:
1	On the supplier portal, click <b>User Registration</b> tile. To register new contact. Supplier portal Link:
	https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGP
	AGE.GDL?
	User Registration
	Click on <b>Register now</b> link under <b>Add New User</b> .
2	Add New User
	Add New User
	More
	Register now
2	Enter your TIN in the <b>Tax ID Number</b> field. ( <i>Do not use dashes. Hint:</i> If you are a supplier whose
	company is an individual doing business, enter your Social Security number in the Tax Identification Number field.)
	Register New User Accounts Fill in the following information and click on the Submit button to create a Supplier account.
	In order to self register input your <b>Tax identification number</b> (without the dash) and <b>Postal Code</b> . With these values, your Supplier ID should populate automatically.
	Examples of a <b>description</b> include Job Title, Contact Name, Branch Name, etc.
	If you have any questions of reedback on the registration process, please call <b>Procurement Helpdesk</b> at (404) 657-6000 of email: procurementhelp@doas.ga.gov
	Supplier List
	Tax ID Number Postal Code *Supplier ID
	User Account Information @
	* Requested User (User's account login name. Entered value must be at least 5 characters and be in all caps.)
	*Password (The password is case sensitive, it must be at least 8 characters long and contain at least one number and one special character (Fxample - Password 10))
	* Description
	* Email ID
	Language Code English V
	Time Zone Q Currency Code USD Q
	Terms and Conditions
	Make sure you read terms of agreement fully before submitting your registration.
	□ Click to accept the Terms of Agreement below.
	Terms of Agreement
	Submit
-	
3	Enter your <b>five-digit</b> zip code in the <b>Postal Code</b> field.
4	HIT THE TAB KEY ON YOUR COMPUTER OK CLICK IN THE SUPPLIER ID FIEld. The system will pull your Supplier ID number and your company name from stored system data
	Supplier of number and your company name from stored system data.

## Quick Reference Guide Team Georgia Marketplace



5	Enter a self-created user ID (at least five characters IN CAPS with no spaces) in the <b>User ID</b> 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 <b>Description</b> field.
9	Enter your email address in the <b>Email ID</b> 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.