
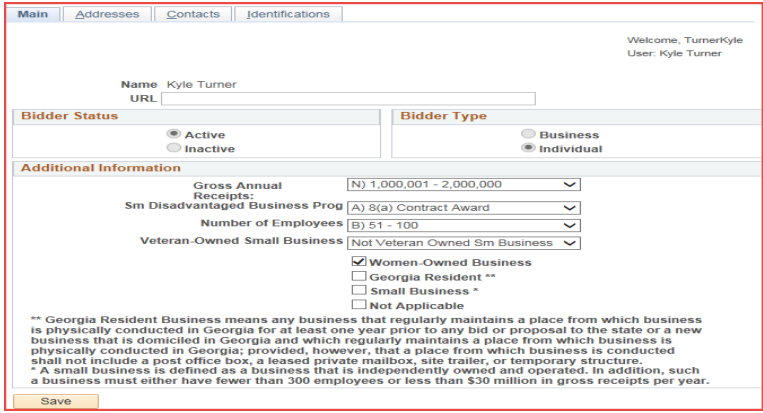

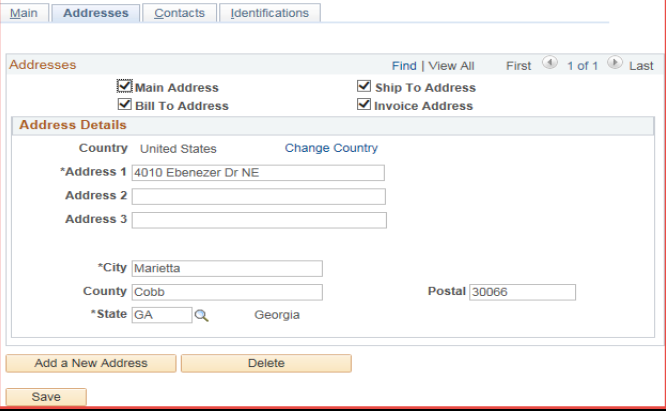
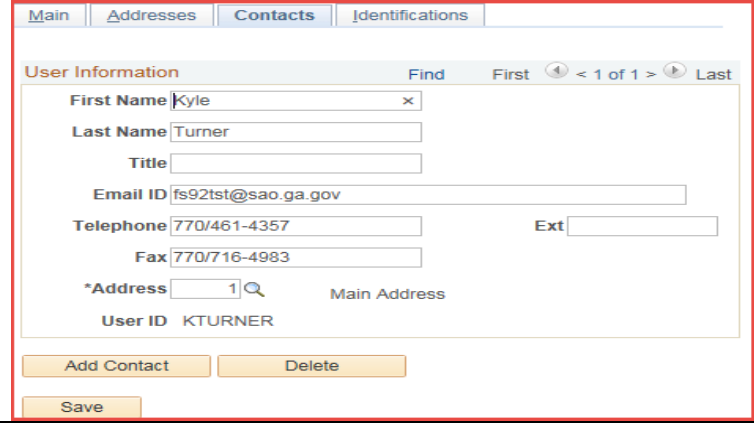


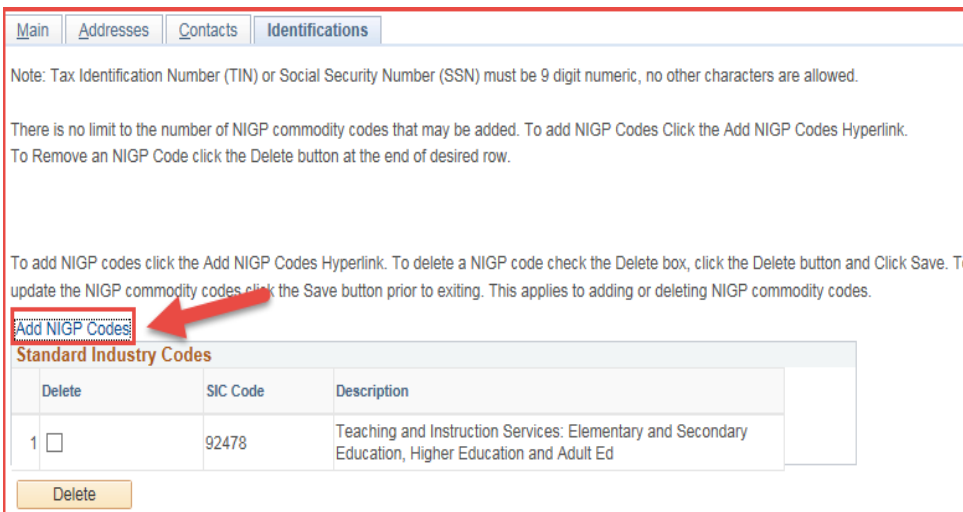
## Maintain Bidder Information

\*\*You are responsible for your information including your **NIGP** codes, **email address**, and all other **contact** information.

Step	Do This:
1	Using your password and User ID, sign in on the Bidder/Supplier Self Service portal: <a href="https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?">https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?</a>
2	To review or modify your company information, click <b>'Your WorkCenter' tile &gt; Company Profile'</b> link. The <b>Main MENU OPTION</b> under Company profile screen displays. <div data-bbox="191 590 1224 919" data-label="Image">  </div>
3	To add or amend your company website information, enter your web address in the <b>Company URL</b> field. <div data-bbox="203 1018 961 1428" data-label="Image">  </div>
4	To add or amend the <b>Additional Information:</b> Gross Annual Receipts, Sm Disadvantaged Business Prog., Number of Employees and/or Veteran Owned Small Business, click the drop-down arrow and select the option that applies. <div data-bbox="203 1528 873 1877" data-label="Image">  </div>

5	To add or amend the <b>Additional Information:</b> Women Owned Business, Georgia Based and/or Small Business. click the check box next to each that applies.
6	Click the <b>Save</b> button.
7	On the <b>Address</b> tab, you can update current address. To do this, delete the information in the fields and insert the updated information. Click the ' <b>save</b> ' button to save the changes.
	
8	<p>You can add additional addresses to your profile. To do this, click the <b>Add a New Address</b> button. Enter the additional address information as follows: <b>Address, City, County (optional), State</b> and five-digit <b>Postal</b> Code. Indicate type of address by clicking in the appropriate check box. You will need to deselect that address type on the primary address. Click the <b>Save</b> button.</p>
9	<p>Click the <b>Contacts</b> tab. You can review, update or add additional contacts for your company. To update current contact information, delete the information in the fields and insert the updated information. You can also enter information, such as a FAX number, not previously entered. Click the '<b>Save</b>' button.</p>
	
10	<p>To add additional contacts, click the <b>Add Contact</b> button. Enter additional contact information including First Name, Last Name, Title, Email ID, Telephone, User ID and Address. A system generated password will be displayed to you. Hint: You will need to click on magnifying glass to select the address type (Main, Bill To, Ship To or Invoice) for each added contact. (Hint: Inform each contact of the User Id and Password. They will not be sent by email.) Click the <b>Save</b> button.</p>

- 11 To add additional **NIGP** codes that identify your type of business, click the **Identifications Tab** and then click on the Add NIGP Code link. (SIC codes are Standard Industry Codes and NIGP codes are the government specific codes we use.)
- Click on the magnifying glass to look up NIGP codes.
  - In the Description column, enter a single word or part of a word that describes the goods or services your company provides. Click the **Look Up** button.
  - Click the appropriate description in the Description column.
  - To delete a previously selected **NIGP** Code, click the **delete** (*trash can symbol*). The NIGP codes will be the same for all contacts within a company. Check with others before deleting NIGP codes that others in your company need to do business.
  - Click the **Save** button.



Main | Addresses | Contacts | **Identifications**

Note: Tax Identification Number (TIN) or Social Security Number (SSN) must be 9 digit numeric, no other characters are allowed.

There is no limit to the number of NIGP commodity codes that may be added. To add NIGP Codes Click the Add NIGP Codes Hyperlink. To Remove an NIGP Code click the Delete button at the end of desired row.

To add NIGP codes click the Add NIGP Codes Hyperlink. To delete a NIGP code check the Delete box, click the Delete button and Click Save. To update the NIGP commodity codes click the Save button prior to exiting. This applies to adding or deleting NIGP commodity codes.

**Add NIGP Codes**

Delete	SIC Code	Description
1 <input type="checkbox"/>	92478	Teaching and Instruction Services: Elementary and Secondary Education, Higher Education and Adult Ed

Delete