


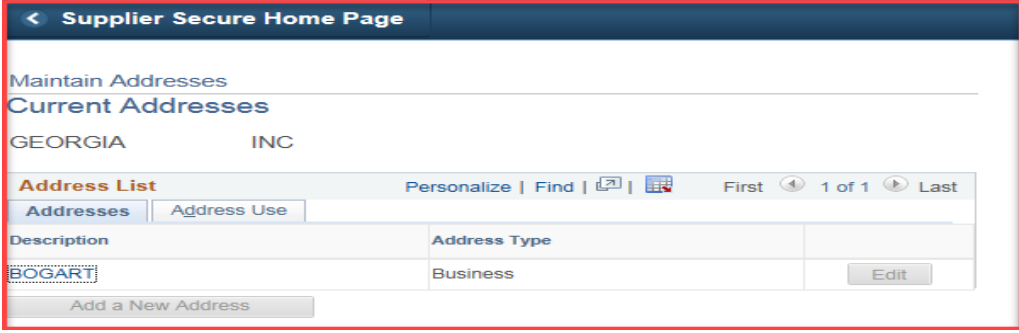

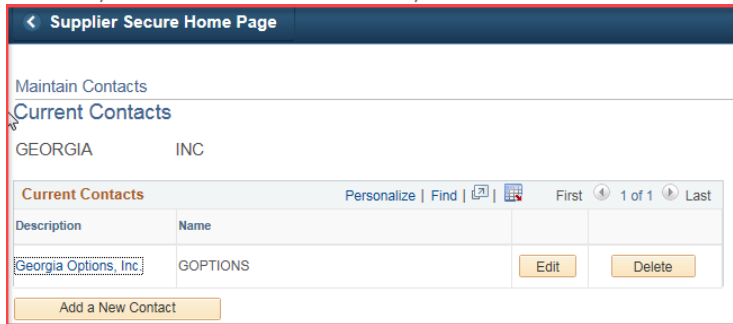


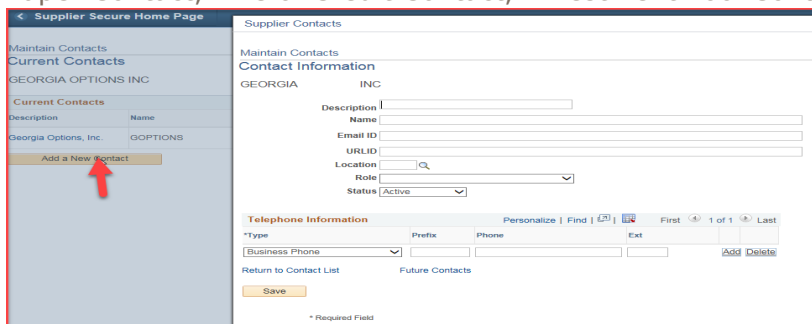
## Maintain Supplier Information

Step #	Action
	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.
1	<p>Click Sign In tile on the Bidder/Supplier Self Service supplier portal:  <a href="https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDING_PAGE.GBL?">https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDING_PAGE.GBL?</a></p> 
2	Enter User ID.
3	Enter Password.
4	<p>Click on <b>'Your WorkCenter'</b> tile.</p>  
5	<p>Under <b>Maintain Company Information &gt; Addresses</b>. You will review your addresses which were in the Financials Database. Verify the addresses. To edit, update, add and/or delete any of the addresses, please email <a href="mailto:procurementhelp@doas.ga.gov">procurementhelp@doas.ga.gov</a> and include your contact name, phone number, and Tax ID number. You will have to leave one address in the system.</p> 
6	Click Return to Current Address to go back. Or click on 'Home' icon on top right corner. 
7	<p>To review, update or add contacts to your company. (* The contact added with this process will not allow them the login access. To login to system contact must be registered via 'Add New User' link.)</p> <ul style="list-style-type: none"> <li>Click on <b>'Your WorkCenter' tile &gt; Maintain Company Information &gt; Contacts</b>. You will see the list of contacts which were in the Financials Database. Make sure there is a contact for you. If there is not, make sure you add a contact for yourself.</li> <li>Click the <b>Save</b> button.</li> </ul>

Hint: Contacts added will not receive a User ID or Password, but they will receive sourcing event information via email. If you don't want them to receive sourcing event emails, then designate the ROLE as one of the following: Billing Contact, Accounts Payable, Commercial Paper Contact, Line of Credit Contact, Investment Pool Contact, or Broker.

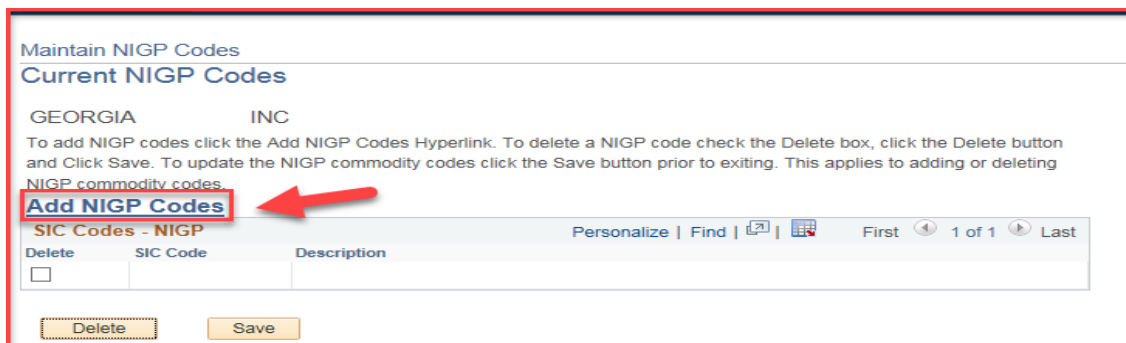


- 8 Click on **Add a New Contact**. Add the information necessary including Description (or Job Title), Name, Email ID, and Telephone. Click on save.  
Hint: Contacts added will not receive a User ID or Password, but they will receive sourcing event information via email. If you don't want them to receive sourcing event emails, then designate the ROLE as one of the following: Billing Contact, Accounts Payable, Commercial Paper Contact, Line of Credit Contact, Investment Pool Contact, or Broker.



- 9 You may review other contacts when you access your account. Do not edit/delete other contacts in your company unless you are certain that they are no longer applicable. Click on save to save updated information.

- 10 Click on **'Your WorkCenter' tile > Maintain Company Information > Maintain NIGP Codes** to review, update or add your company's NIGP Codes. NIGP Codes are a Standard Industry Code



When you choose NIGP codes, choose those which specifically define your business. 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. Be sure to review them and add or delete as appropriate.  
To add an NIGP Code, click on Add NIGP Codes, and a new window to search NIGP Codes will open. Enter the NIGP code if you know it or type in the first three letters of a word that describes the goods or services provided by your business in the Description Field. Click Search button and select the appropriate NIGP Code in the Description list. Click OK to go back.

Click the Save button to save the NIGP Code information.

**Search NIGP Codes**

This screen is used to find and select the NIGP commodities codes that you can provide to the State of Georgia. You may search by NIGP Code and/or Description. The Description search is recommended.

In the NIGP codes field, type in a partial or whole NIGP commodity code number and click the Search button. All codes containing that number will be displayed.

In the Description field, type in a partial or whole keyword and click on the Search button. All codes and descriptions containing that keyword will be displayed.

After the results are displayed, click the select option for the NIGP commodity code(s) that best describes the goods or services of your company. Click the OK button to return and continue.

**Search Criteria**

NIGP Code: 42015      Description:      Search

**SIC Codes - NIGP**      Find | [icon] | [icon]      First 1 of 1 Last

Select	SIC Code	Description
<input type="checkbox"/>	42015	Courtroom Furniture: Chairs, Tables, etc.

OK      Cancel

11 To delete any NIGP Code from the list, select the NIGP Code and click on Delete. Click the Save button to save the NIGP Code information.

**Maintain NIGP Codes**

**Current NIGP Codes**

GEORGIA      INC

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**

**SIC Codes - NIGP**      Personalize | Find | [icon] | [icon]      First 1-7 of 7 Last

Delete	SIC Code	Description
<input type="checkbox"/>	42084	Schoolroom Furniture, Metal: Cabinets, Chairs, Desks, etc.
<input type="checkbox"/>	42086	Schoolroom Furniture; Plastic, Polypropylene, Fiberglass Type: Cabinets, Chairs, Desks, etc., Includ
<input type="checkbox"/>	42088	Schoolroom Furniture, Wood: Cabinets, Chairs, Desks, etc.
<input checked="" type="checkbox"/>	42506	Chairs, Metal
<input checked="" type="checkbox"/>	42507	Chairs, Wood
<input type="checkbox"/>	42560	Posture Chairs, Ergonomic
<input type="checkbox"/>	42564	Recycled Office Furniture: Bookshelves, Chairs, Credenzas, Computer Furniture, Desks, Tables, Hutche

Delete      Save

12 Click on 'Your WorkCenter' tile > Maintain Company Information> More About Your Organization to review the Financial Database contains information which you may have provided about your company when a contract or purchase order was created. You may update the information by clicking the drop-down arrow for Small Disadvantaged Business Program, Veteran Owned Business, Gross Annual Receipts and Number of Employees. Check appropriate check box to update information related to Women- Owned Business, Georgia Resident, Small Business. Click on **save** to save the changes.

**More About Your Organization**

**Additional Information**      Supplier ID 0000003000  
SetID STATE

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**More About Your Organization**

Sm Disadvantaged Business Prog: **(D) SDB Price Evaluation Adjust**

Veteran-Owned Small Business: Other Veteran Owned Sm Bus

Gross Annual Receipts: (N) 1,000,001 - 2,000,000

Number of Employees: (B) 51 - 100

Women-Owned Business  
 Georgia Resident \*\*  
 Small Business \*  
 Not Applicable

\*\* Georgia Resident Business means any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.  
\* A small business is defined as a business that is independently owned and operated. In addition, such a business must either have fewer than 300 employees or less than \$30 million in gross receipts per year.

Save