

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	Click Sign In tile on the Bidder/Supplier Self Service supplier portal: https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDING
	PAGE.GBL?
	w Kasanga v My Homepage ŵ ⋮ ⊘
	News and Announcements Bidding Opportunities User Registration
	latest news
	View Registration Options.
	Important Notice Sign In defined by their individual Agencies or as defined by Georgia Tachandony
	Authority's appropriate use policy. All information in the system belongs to the State User ID User ID
	or Georgia and may be read or monitored by authorized persons. Password Password
	Enable Screen Reader Mode
	Sign ta Forget Password?
2	Enter User ID
3	Enter Password.
4	Click on 'Your WorkCenter' tile.
	News and Announcements Bidding Opportunities Your WorkCenter
	latest news
	10 Sust
	US EVEIIS
5	Under Maintain Company Information> Click on Add New User
0	
	Supplier Secure Home Page
	Your WorkCenter
	Maintain Company Information
	P Addresses
	Contacts Maintain NIGP Codes
	More About Your Organization
	Change My Password



6	Fill out the top	two fields 1st Tax ID Number hit the (tab key) 2nd Postal Code hit the (tab key)
	3rd field- Supp	olier ID will auto generate.
	Supplier Secure Home Page four WorkCenter	Your WorkCenter
	Links O O Maintain Company Information	Register New User Accounts
	Addresses Contacts Maintain NIGP Codes	Fill in the following information and click on the Submit button to create a new contact to existing supplier account. In order to self-resister input your Tax Mentification Number(without the dash) and Postal Code. With these values, your Supplier ID should populate automatically.
	More About Your Organization Change My Password My User Profile	Examples of a description include Job Tifle, Contact Name, Branch Name, etc. If you have any questions or feedback on the registration process, please call Procurement Helpdesk at (404) 657-6000 or
	Manage Events and Place Bids	emai: <u>procurementhelp@doas.ga.gov</u>
	My Event Activity View Terms & Conditions Manage Contract	
	Maintain Contract Documents Update Contract Deliverables Review Contract Deliverables	Supplier List
	Manage Transaction Purchase Orders View Order Summary	
	View Receipts Invoices Payments	
	Account Balances News And Announcements News and Announcements	User Account Information () User's account login name. Externed value must be at least 5 User's account login name. Externed value must be at least 5
		Consider a star be in an equity Che password Che password is case showed in an equity
		* Confirm Password
		* Contact Name
		Language Code
		Time Zone Q
		Terms and Conditions
		Select to accept the Terms of Agreement below.
		Terms of Agreement
		Submit Cancel
7	Add required a	lotaile
/	User ID must	he at least 5 characters and be in all caps.
	The Password	is case sensitive, it must be at least 8 characters long and contain at least one
	number and o	ne special character. (Example - Password1!). Followed by confirm password field.
	Add first and l	ast name in Contact Name field.
	Add contact's	email address. (* Please validate the email to avoid receiving the state
	Select Langua	ae.
	Select the Tim	e Zone.
	Select Currence	cy Code.
	lloor & count is for	matice (0)
	User Account infor	(User's account login name. Entered value must be at least 5
	* Requested Use	r ID characters and be in all caps.)
	*Passv	(The password is case sensitive, it must be at least 8 characters long and contain at least one number and one special character. (Example
	* Con	- rassword ())
	Passv	vord
	* Contact N	ame
	* Ema	il ID
	Language C	ode 🗸
	Time Z	one Q
	Currency C	ode USD Q
	L	
8	Once all infor	mation added. review and accept Terms and Conditions. Click on SUBMIT button to

Quick Reference Guide Team Georgia Marketplace



save the contact.	
Terms and Conditions Make sure you read terms of agreement fully before submitting your registration. Select to accept the Terms of Agreement below. Terms of Agreement Submit Cancel	
End	