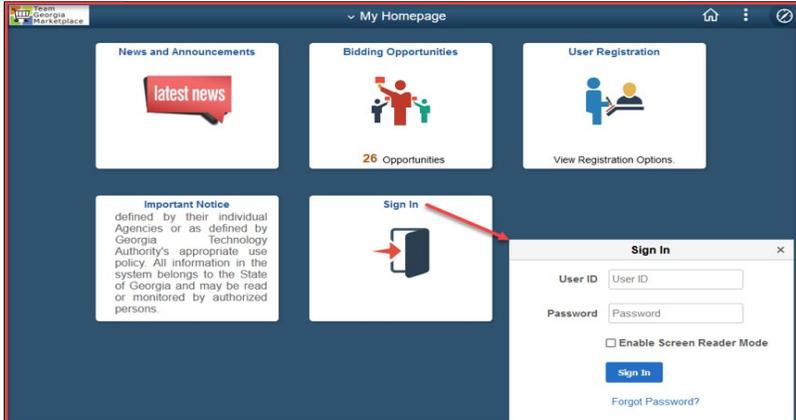
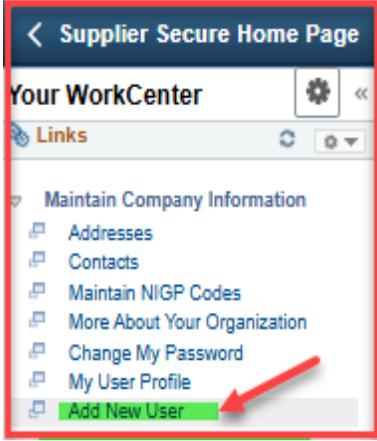
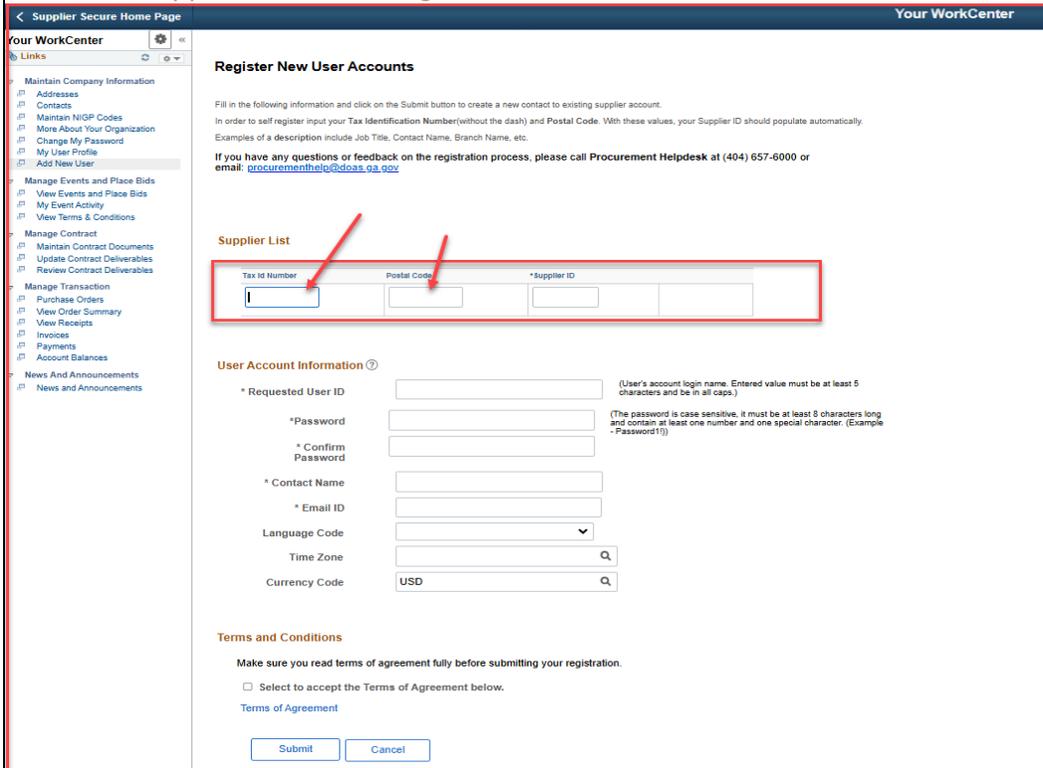


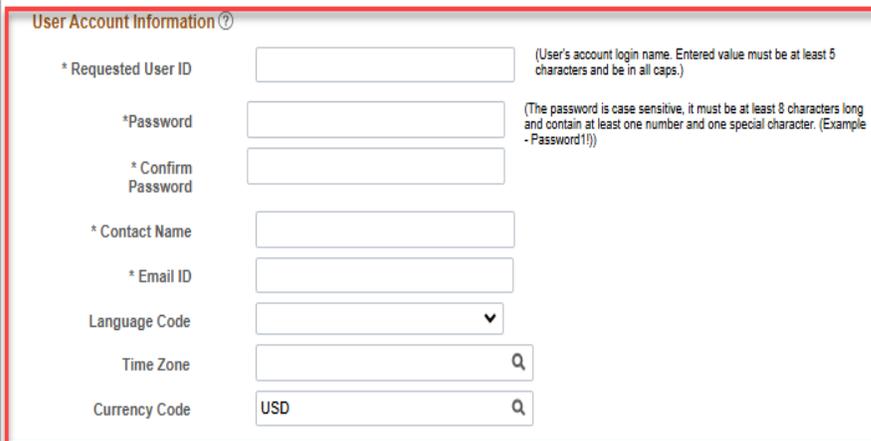
## Maintain Supplier Information

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 'Your WorkCenter' tile.</p> 
5	<p>Under <b>Maintain Company Information</b>&gt; Click on <b>Add New User</b>.</p> 

6 Fill out the top two fields 1st Tax ID Number hit the (tab key) 2nd Postal Code hit the (tab key) 3rd field- Supplier ID will auto generate.



7 Add required details:  
User ID must be 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 one special character. (Example - Password1!). Followed by confirm password field.  
Add first and last name in Contact Name field.  
Add contact's email address. (\* Please validate the email to avoid receiving the state communications)  
Select Language.  
Select the Time Zone.  
Select Currency Code.



8 Once all information added. review and accept Terms and Conditions. Click on SUBMIT button to

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](#)

End