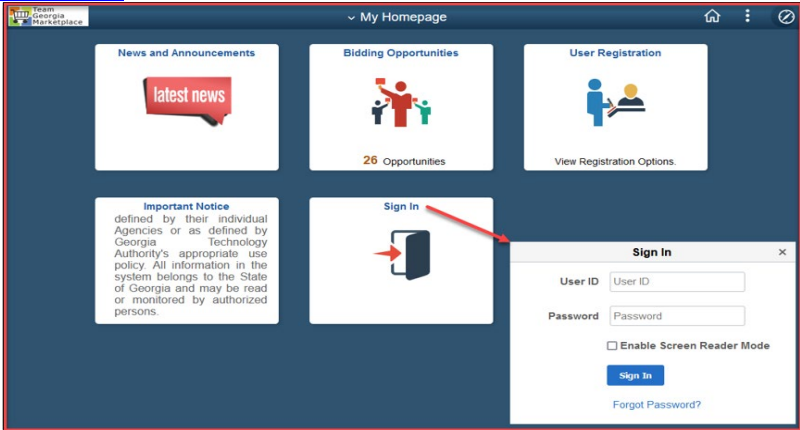

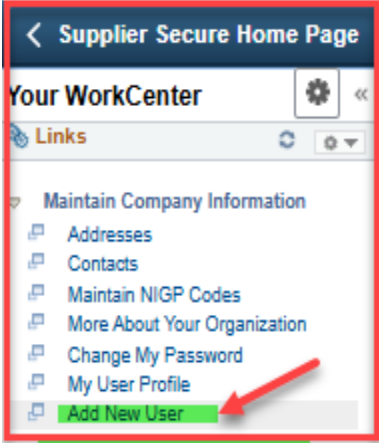
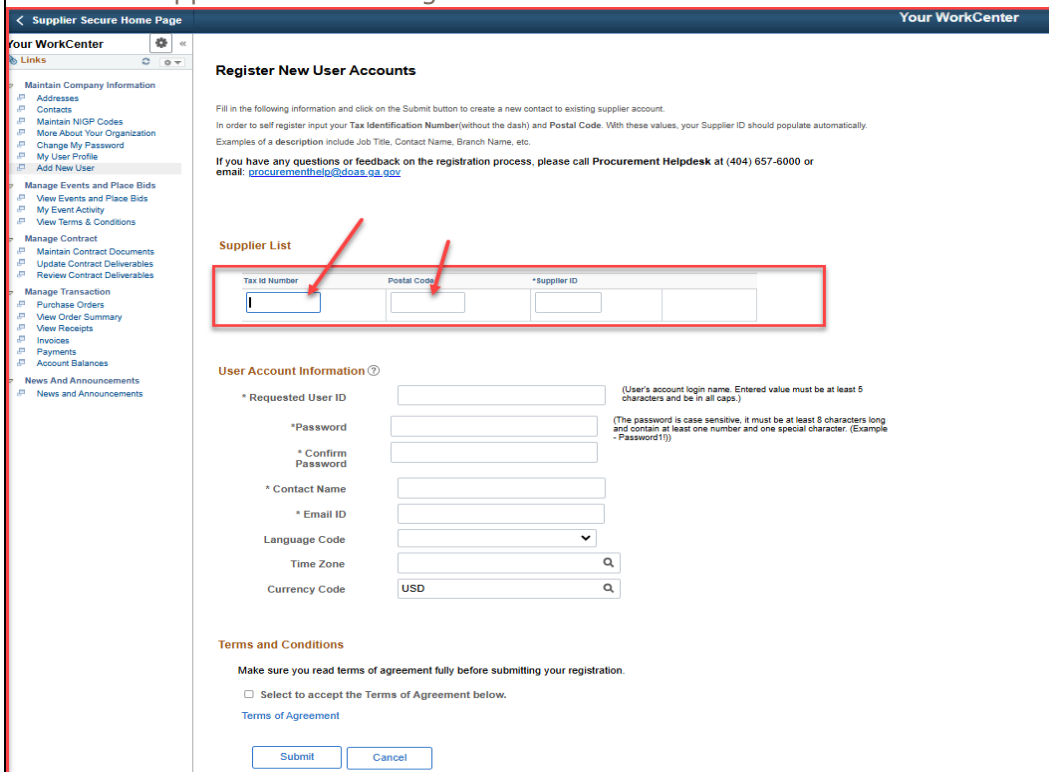


Supplier: Add New User

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: https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDING_PAGE.GBL?</p> 
2	Enter User ID.
3	Enter Password.
4	<p>Click on 'Your WorkCenter' tile.</p> 
5	<p>Under Maintain Company Information> Click on Add New User.</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.



Supplier Secure Home Page Your WorkCenter

Register New User Accounts

Fill in the following information and click on the Submit button to create a new contact to existing supplier account.
In order to self register input your Tax Identification Number(without the dash) and Postal Code. With these values, your Supplier ID should populate automatically.
Examples of a description include Job Title, 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 email: procurementhelp@doas.ga.gov

Supplier List

Tax ID Number	Postal Code	*Supplier ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

User Account Information

* Requested User ID (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. (Example - Password1!))

* Confirm Password

* Contact Name

* Email ID

Language Code

Time Zone

Currency Code

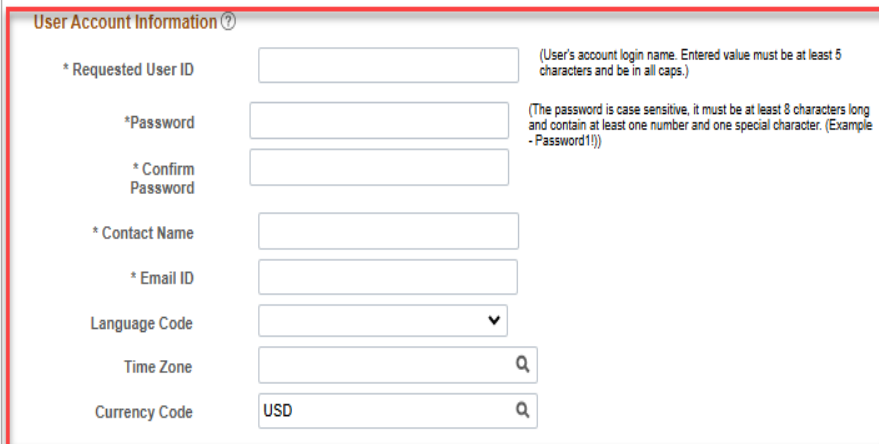
Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

☐ Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

- 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.



User Account Information

* Requested User ID (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. (Example - Password1!))

* Confirm Password

* Contact Name

* Email ID

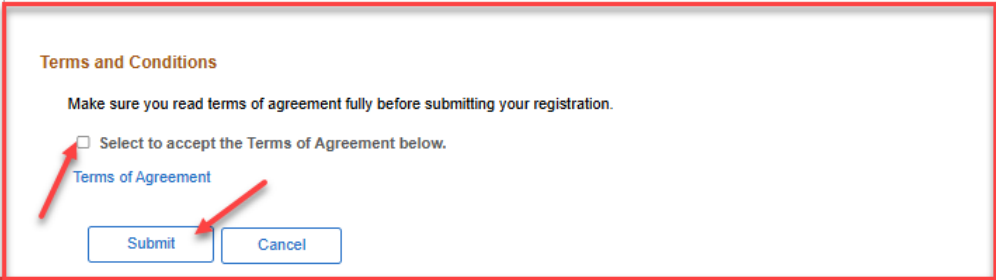
Language Code

Time Zone

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](#)

[Submit](#) [Cancel](#)

End