
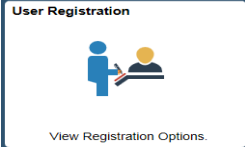



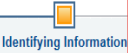
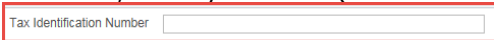
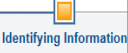

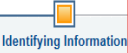

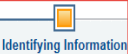
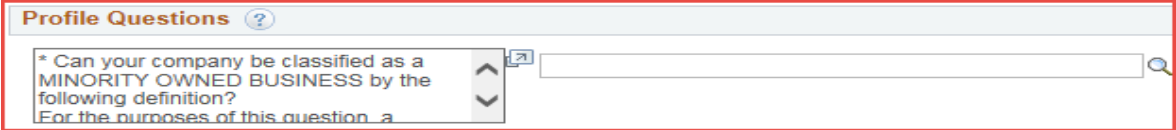

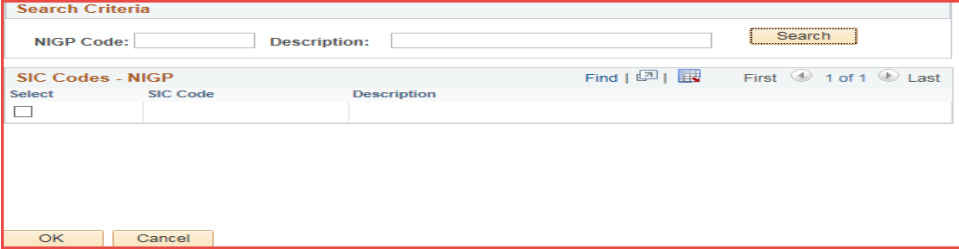
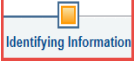
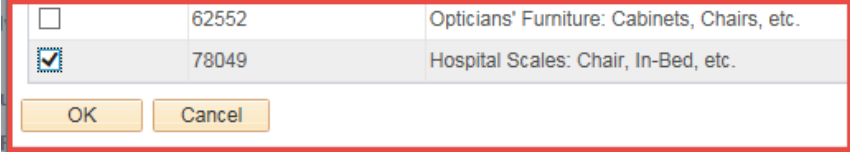
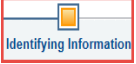
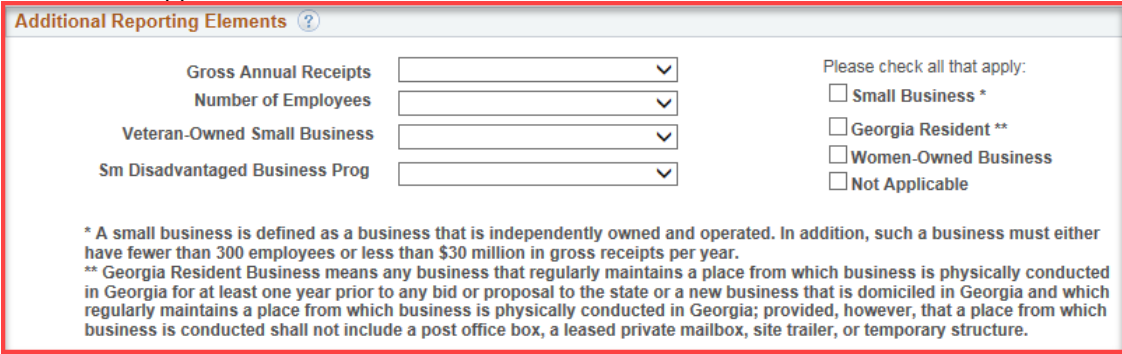
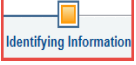
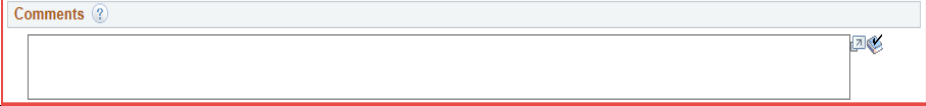
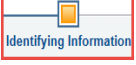
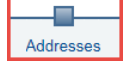
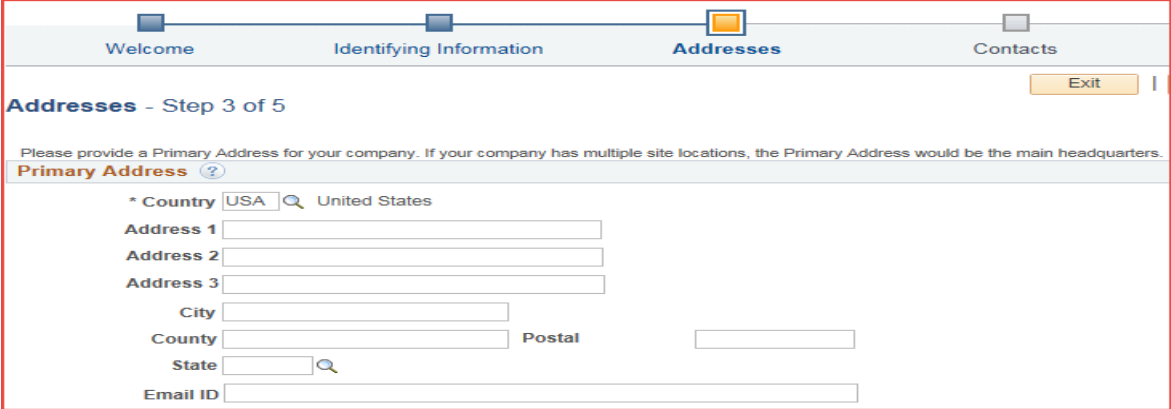
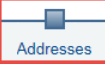
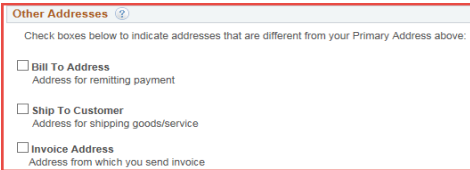
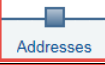
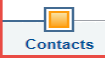


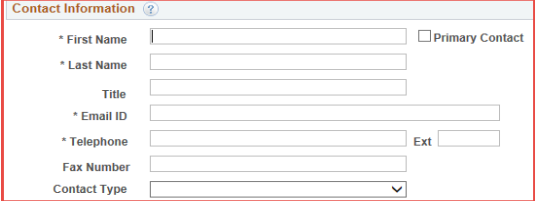

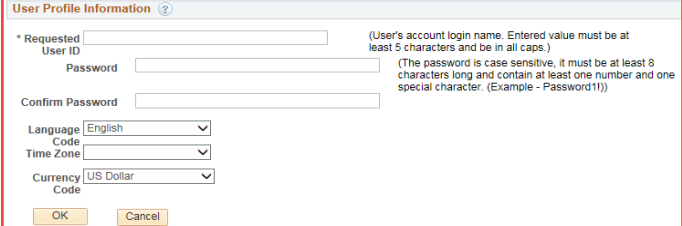

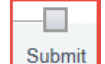


## Register as a Sourcing Bidder

Stage	Action:
	<p>Visit Supplier Portal link:  <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></p> 
	<p>Click on 'User Registration' tile.</p> 
	<p>Click on 'Register now' under Bidder Registration.</p> 
	<p>If registering as an individual, select Individual or leave the default type of entity as Business. Leave type of bidding activities as 'Both' and Click 'Next'.</p> 
	<p>If registering as a business, enter your TIN in the Tax Identification Number field. If registering as an individual, enter your SSN. (Hint: Do not use dashes or space!)</p> 
	<p>Enter your company name in the Entity Name field. If registering as an individual, enter your full name in this field. *</p> 
	<p>Enter company's website URL if any in the field 'http://URL'.</p> 
	<p>Click on magnifying glass to open the look up list for Minority Owned Business classification. (* No need to further filter 'Look Up List' as we have only 6 options listed.) Select the appropriate minority classification.</p> 

	<p>Select <b>Add NIGP Codes</b> below Standard Industry Code field, to search and add NIGP Codes that identify your type of business. The NIGP codes will be the same for all contacts within a company. After entering search criteria, click 'Search'.</p> <p>Hint: To prevent timeout, please add only one NIGP code during registration process. Once registered, after logging in, you may add as many codes as desired as there is no limit on number of NIGP codes that can be added.</p> <p>Hint: When searching by NIGP Code, be sure you enter NIGP code, not SIC code. When searching by Description, enter a single word or partial word.</p> 
	<p>Select appropriate NIGP codes and click 'OK'.</p> 
	<p>Select Additional Reporting Elements information. These are required fields.</p> <ol style="list-style-type: none"> <li>Click on drop down and select appropriate option for 'Gross Annual Receipts'.</li> <li>Click on drop down and select appropriate option for 'Number of Employees'.</li> <li>Click on drop down and select appropriate option for 'Veteran-Owned Small Business'.</li> <li>Click on drop down and select appropriate option for 'Sm Disadvantaged Business Prog'.</li> <li>Please check all that apply for Small Business, Women-Owned Business, Georgia Resident or Not Applicable.</li> </ol> 
	<p>Please skip 'Comments' section as the bidder registration does not need any approval.</p> 
	<p>Click 'Next'.</p>
	<p>Enter at least one primary address. Add Line 1, City, State, Postal are required fields. May enter general email for the company though this field is not required here. (The email address listed under this section will not get any sourcing email notification.)</p>

	
	<p>Please check appropriate check box if your Bill To, Ship To and Invoice addresses are different from your primary address and enter appropriate address details.</p> 
	<p>Click 'Next'.</p>
	<p>Begin creating your user account by clicking 'Add Contact'.</p> 
	<p>Add First Name, Last Name, Title, Email ID, Telephone, Fax Number (if applicable), Contact Type for User under Contact Information. Please leave 'Primary Contact' field unchecked as it will automatically apply as primary contact. (Depending on the contact title selected, the email address listed under this section may not get any sourcing email notification.)</p> 
	<p>Enter User ID. Enter password into 'Password' and 'Confirm Password' field. 'Language' and 'Currency Code' are defaulted to 'English' and 'US Dollar'. May select 'Time Zone'. Click "OK" at the bottom of the page. By default, Contact will be assigned to Primary address.</p> 
	<p>To create accounts for other users, click "Add Contact" otherwise click 'Next'.</p>
	<p>Click the "Review" button to review the registration information. Click the "Submit" button to submit your registration after reviewing and accepting Terms of Agreement.</p>

REVIEW
Submit

Terms of Agreement

Click to accept the Terms of Agreement below:

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

[Terms and Conditions](#)

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.

Click the "Review" button to review the registration information.

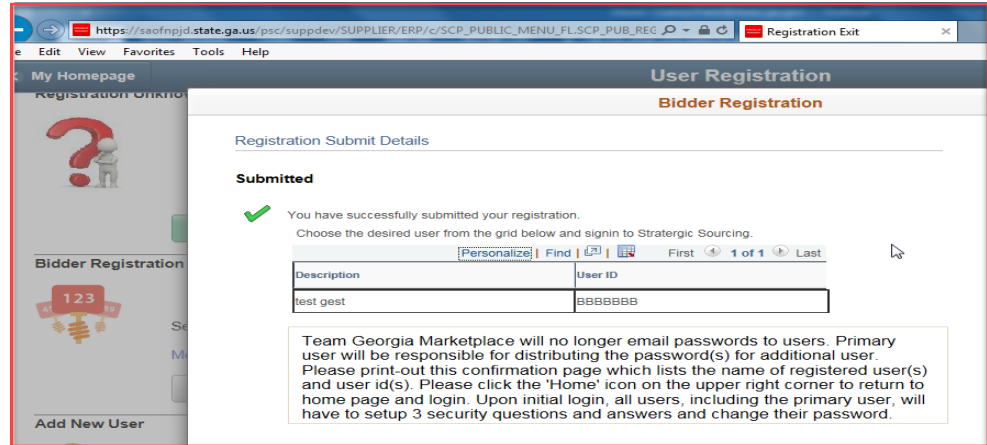
Make sure you read the terms and conditions fully before continuing.

Submit - Step 2 of 2
EXIT
PREVIOUS
NEXT

Welcome
notification gntfndeb
aseesbba
Contact
Submit

 Submit

User will get on-screen confirmation.



The screenshot shows a web browser window with the URL [https://saofnpjd.state.ga.us/psc/suppdev/SUPPLIER/ERP/c/SCP\\_PUBLIC\\_MENU\\_FL\\_SCP\\_PUB\\_REG](https://saofnpjd.state.ga.us/psc/suppdev/SUPPLIER/ERP/c/SCP_PUBLIC_MENU_FL_SCP_PUB_REG). The page title is "User Registration" and the sub-header is "Bidder Registration". The main content area is titled "Registration Submit Details" and shows a "Submitted" status with a green checkmark. A message states: "You have successfully submitted your registration. Choose the desired user from the grid below and sign in to Strategic Sourcing." Below this is a table with two columns: "Description" and "User ID". The table contains one row with the description "test gest" and the user ID "BBBBBBB". At the bottom of the page, there is a note: "Team Georgia Marketplace will no longer email passwords to users. Primary user will be responsible for distributing the password(s) for additional user. Please print-out this confirmation page which lists the name of registered user(s) and user id(s). Please click the 'Home' icon on the upper right corner to return to home page and login. Upon initial login, all users, including the primary user, will have to setup 3 security questions and answers and change their password."

End of Procedure.