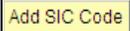
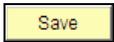


Maintain Bidder Information

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.

Step	Do This:
1	Using your password and User ID, sign in on the Bidder/Supplier Self Service. For security reasons, please be sure to change your password from the system generated password. Click on Change my Password in the main menu options and follow instructions in the Register as a Sourcing Bidder Quick Reference Guide.
2	To review or modify your company information, click the Manage Events and Place Bids link. Click the My Bidder Profile My Bidder Profile link. The Main profile screen displays.
3	To add or amend your company website information, enter your web address in the Company URL field.
4	To add or amend the Additional Information: Gross Annual Receipts, Sm Disadvantaged Business Pr, Number of Employees and/or Veteran Owned Small Business, click the arrow and make a selection. This is Optional.
5	To add or amend the Additional Information: Small Business, Women Owned Business and/or Georgia Based, click the check box next to each. This is Optional.
6	Click the Save button. 
7	On the Address tab, you can update your current address. To do this, delete the information in the yellowed fields and insert the updated information. Click the Save  button.
8	You can add additional addresses to your profile. To do this, click the Add a New Address  button. Enter the additional address information as follows: Address, City, County (optional) , five-digit Postal Code. Indicate type of address by clicking in the appropriate check box. You will need to deselect that address type on the primary address. <ul style="list-style-type: none"> Click the Save  button.
9	<ul style="list-style-type: none"> Click the Contacts Contacts tab. Here you can review, update or add additional contacts for your company. To update current contact information, delete the information in the yellowed fields and insert the updated information. You can also enter information, such as a FAX number, not previously entered. Click the Save  button.
10	To add additional contacts, click the Add Contact  button. Enter additional contact information including First Name, Last Name, Title, Email ID, Telephone, User ID and Address . <i>Hint: You will need to click on the  to select the address type (Main, Bill To, Ship To or Invoice) for each added contact.</i> <i>Hint: Remember to inform each contact of the User Id selected.</i> <ul style="list-style-type: none"> Click the Save  button.
11	To add additional NIGP codes that identify your type of business, click the Identifications Tab and then click on the Add SIC Code  button. (SIC codes are Standard Industry Codes and NIGP codes are the government specific codes we use.) <ul style="list-style-type: none"> Click on the  to look up NIGP codes Enter the first few letters in the Description column, click the Look Up  button, and Click the appropriate description in the Description column. To delete a previously selected NIGP Code, click the . 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 in order to do business. Click the Save  button.

>> [Return to Team Georgia Marketplace Training Resources](#)