



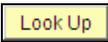
## Maintain Supplier Information

Each **supplier** registering a Tax Identification Number chooses the User ID and creates the password. Please store your User ID and password for easy access. 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	<p>Using your password and User ID, sign in on the Bidder and Supplier Registration page.</p> <p>For security reasons, if you have not already changed your password, please click on Change My Password in the main menu options and follow instructions located in Register as a Supplier Quick Reference Guide.</p>
2	Next, click on the <b>Maintain Supplier Information</b> menu.
3	<p>Click on <b>Addresses</b>. You will see your addresses which were in the Financials Database.</p> <ul style="list-style-type: none"> <li>• Verify the addresses.</li> <li>• To edit any of the addresses, click the <b>Edit</b> button. Then to update your address, delete the information in the yellowed fields and insert updated information.</li> <li>• Click the <b>Save</b> <b>Save</b> button and then the <b>OK</b> button if your added or changed any information.</li> <li>• To delete an address, please call the DOAS Help Desk at 404-657-6000.</li> <li>• To add or update telephone information, click the drop-down arrow beneath <b>Type</b> and select the type of telephone number and then insert the telephone number.</li> <li>• To add additional telephone numbers, click the <b>Add</b> button. To delete a telephone number, click the <b>Delete</b> button.</li> <li>• <b>Hint:</b> <i>It is a good business practice to add a description for each reference. Even though this is not a mandatory field, this will help you later when you want to search for a specific person or address.</i></li> </ul>
4	If you did not add or change any address or telephone information, click <a href="#">Return to Current Address</a> .
5	<p>Click on <b>Add a new Address</b>.</p> <ul style="list-style-type: none"> <li>• Insert the type of address (main, business, shipping, invoice) in the Description field.</li> <li>• Click the  next to <b>Country</b>. Insert the first three letters of the country in the <b>Description</b> field and click the <b>Look Up</b> button.</li> <li>• Then select the country. The address field appears.</li> <li>• Enter the additional address information as follows: <b>Address, City, County (optional), five-digit Postal Code, State</b>.</li> <li>• To add or update telephone information for the added address, click the drop-down arrow beneath <b>Type</b> and select the type of telephone number and then insert the telephone number. To add additional telephone numbers, click the <b>Add</b> button. To delete a telephone number, click the <b>Delete</b> button.</li> <li>• Click the <b>Save</b> <b>Save</b> button and then the <b>OK</b> button.</li> </ul>
6	<p>Return to <b>Maintain Supplier Information</b> to review, update or add contacts to your company.</p> <ul style="list-style-type: none"> <li>• Click on <b>Contacts</b>. You will see the contacts which were in the Financials Database. Make sure there is complete contact for you. If there is not, make sure you add a contact for yourself.</li> <li>• Click on <b>Add a New Contact</b>. Add the information necessary including Description (or Job Title), Name, Email ID, and Telephone.</li> <li>• Click the <b>Save</b> <b>Save</b> button and then the <b>OK</b> button.</li> <li>• You may see other contacts when you access your account. Do not delete other contacts in your company unless you are certain that they are no longer applicable.</li> </ul>

**Quick Reference Guide**  
**Team Georgia Marketplace**



Step #	Do This:
	<ul style="list-style-type: none"> <li>• <i><b>Hint:</b> Contacts added will not receive a User ID or Password, but they will receive sourcing event information via email.</i></li> </ul>
7	<p>Return to <b>Maintain Supplier Information</b> to review, update or add your company's NIGP Codes. NIGP Codes are a Standard Industry Code.</p> <ul style="list-style-type: none"> <li>• Click on <b>Maintain NIGP Codes</b>. You will see your NIGP Codes which were in the Financials Database. Be sure to check them and add or delete as appropriate.</li> <li>• To add an NIGP Code, click on the  button and a new row is inserted. Enter the NIGP Code if you know it or up the Look Up feature.</li> <li>• To look up an NIGP Code click on the  button, type in the first three letters of a word that describes the goods or services provided by your business in the Description Field.</li> <li>• Click the  button, and click the appropriate description in the Description column.</li> <li>• To delete an NIGP Code, click the  button.</li> <li>• Click the <b>Save</b>  button to save the NIGP Code information.</li> </ul>
9	<b>End of Procedure</b>

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