



Additional Instructions for a Sourcing Bidder

- The **first person** registering with a Tax Identification Number will create a User ID and receive the system generated password for the corresponding Tax Identification Number. Please write down your User ID. The system generated email will only include the password.
- You may also add more contacts and create a User ID for each contact. The system will generate the password to email addresses you entered for the contacts, but **you** must communicate the User ID to any contact that you add.
- After registering you are **strongly encouraged** to sign into Team Georgia Marketplace Supplier Services using your system generated password and change your password and answer security questions. You may update your information at any time.
- When you choose NIGP codes, choose those which specifically define your business. 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.
- Be sure to complete the description field where it is posted. For example, after a name insert a title in the description field - sales person. On the "add a new address" in the description field, add a description, for example – warehouse. Even though this is not a mandatory field, this will help you later when you want to search for a specific person or address.
- 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.

Before registering, you may want to print a Quick Reference Guide or watch a training clip to help you through the process. Check out these and other resources by following this link.

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

Register in Team Georgia Marketplace between 7 a.m. and 7 p.m. daily.

>> [Team Georgia Marketplace](#)

>> [Return to Team Georgia Supplier Services](#)