Register as a Supplier and Review your Profile

Step #	Do This:
	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.
1	On the Bidder and Supplier Registration Login screen, click the Register as a Supplier Register as a Supplier link.
2	Enter **1234** in the **Code** field.
3	Enter a self-created user ID (at least five characters with no spaces) in the **User ID** field.
4	Enter the name of the business or your job title in the **Description** field.
5	Enter your email address in the **Email ID** field. This is case sensitive.
6	Enter a password in the PASSWORD field. The password must be in CAPS, it must be at least 8 characters long and it must contain at least one number and one special character. (Example: PASSWORD1!) **Do not use spaces.**
7	Enter your password again in the **Confirm** field.
8	In the Language field, click the drop-down arrow to select English.
9	Type USD in the **Currency** Code field, and press the Tab key.
10	Enter your TIN in the **Tax ID Number** field. **Do not use dashes!** ***Hint:*** *If you are a supplier whose company is an individual doing business, enter your Social Security number in the Tax Identification Number field.*
11	Enter your **five-digit** zip code in the **Postal Code** field.
12	Hit the TAB key on your computer OR click in the Vendor ID field. The system will generate your Vendor ID number and your company name.
13	Click the Create button. The confirmation displays "The new user has been successfully created".
14	Click the **Sign-in as New User** button.
15	You need to change your password immediately after creating it as a security measure. This must be done so you can create the security questions which are important to you if you need to have assistance from the Help Desk. • Click the **Change My Password** Change My Password link.
16	Enter a new self-created password in the **New Password** field. ***Hint:*** *The password must be at least 8 characters and contain one number and one special character, e.g. * or, &, or !*
17	Enter the same password in the **Confirm Password** field. ***Hint****: Next, you will need to set up three security questions in case you forget your password in the future.*
18	Click the drop-down arrow to select the first question.
19	Enter the desired information into the **Response** field.
20	Repeat the last two steps to create the second and third questions and answers.
21	Verify that your email information is correct.
22	Click the **Change Password** Change Password button.
23	Click the **OK** OK button.
24	Click on the **Maintain Supplier Information** menu.

Step #	Do This:
25	Click on **Addresses**. You will see your addresses which were in the Financials Database. Verify the addresses. To edit any of the addresses, click the Edit button. Then to update your address, delete the information in the yellowed fields and insert updated information. To delete an address, please call the DOAS Help Desk at 404-657-6000. To add or update telephone information, click the drop-down arrow beneath **Type** and select the type of telephone number and then insert the telephone number. To add additional telephone numbers, click the Add button. To delete a telephone number, click the Delete button. ***Hint**: 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.* • Click the **Save** Save button and then the OK button if your added or changed any information.
26	If you did not add or change any address or telephone information, click Return to Current Address .
27	Click on **Add a new Address**. • Insert the type of address (main, business, shipping, invoice) in the Description field. • Click the next to **Country.** Insert the first three letters of the country in the **Description** field and click the Look Up button. • Then select the country. The address field appears. • Enter the additional address information as follows: **Address, City, County (optional)**, **five-digit Postal Code, State**. To add or update telephone information for the added address, click the drop-down arrow beneath **Type** and select the type of telephone number and then insert the telephone number. To add additional telephone numbers, click the Add button. To delete a telephone number, click the Delete button. • Click the **Save** Save button and then the OK button.
28	Return to **Maintain Supplier Information** to review, update or add contacts to your company. • Click on **Contacts**. You will see the contacts which were in the Financials Database. Make sure there is a contact for you. If there is not, make sure you add a contact for yourself. • Click on **Add a New Contact**. Add the information necessary including Description (or Job Title), Name, Email ID, and Telephone. • 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. • Click the **Save** Save button and then the OK button. ***Hint:** Contacts added will not receive a User ID or Password, but they will receive sourcing event information via email.*
29	Return to **Maintain Supplier Information** to review, update or add your company's NIGP Codes. NIGP Codes are a Standard Industry Code. 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. • Click on **Maintain NIGP Codes**. You will see your existing NIGP Codes. Be sure to review them and add or delete as appropriate. • To add an NIGP Code, click on the button, and a new row is inserted. Enter the NIGP code if you know it or use the Look Up Feature.

Step #	Do This:
	• 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. • Click the Look Up button, and click the appropriate description in the Description column. • To delete an NIGP Code, click the button. • Click the Save Save button to save the NIGP Code information.
30	The Financial Database contains information which you may have provided about your company when a contract or purchase order was created. If you wish to know your company status in the categories listed below, you'll need to contact the Help Desk at 404-657-6000. Women Owned Business Georgia Based Business Minority Owned Business Small Business Veteran Owned Business Small Disadvantaged Business Program
31	End of Procedure

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