



## Supplier User Guide

### Supplier Registration

September 19, 2011



# Supplier Registration Guide

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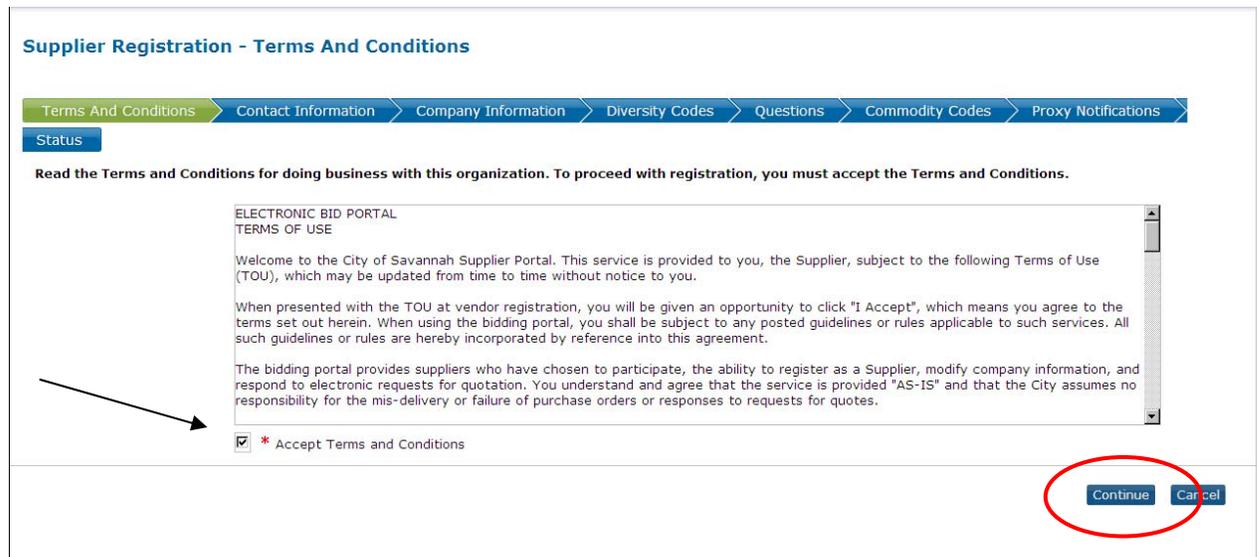
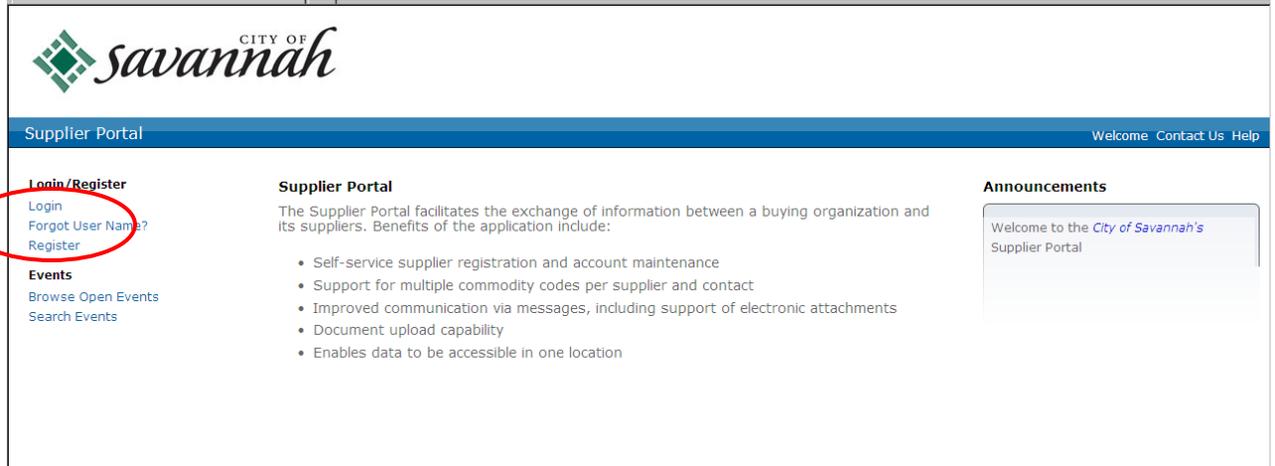
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# Supplier Registration Guide

## Getting Started

*From the portal:*

- Click “Register”.



- Read and accept terms and conditions, click **Continue** →

# Supplier Registration Guide

## Enter Supplier Information

**Supplier Registration - Contact Information**

Terms And Conditions > **Contact Information** > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Enter the login and primary contact information for your business.

---

**Become A Supplier - Create An Account**

\* User Name   
\* Password   
\* Confirm Password

---

**Enter Information About Yourself**

Title   
\* Given Name ( First )   
\* Family Name ( Last )   
\* Phone Number  Ext  (international prefix, phone number, extension)  
Mobile Phone  Ext  (international prefix, phone number, extension)  
Fax Number  Ext  (international prefix, fax number, extension)  
\* Email Address   Receive Email Notification

Don't have an email address? Create one here: [Create Email Address](#)

\* = Required

Back Continue Cancel

**Note:** All fields flagged with an asterisk (\*) are required.

- Create your login user name. **Note:** Your login user name is case sensitive and space sensitive.
- Create your password. **Note:** Your password is case sensitive and space sensitive
- Enter information about yourself; required fields are: First Name, Last Name, Phone Number, and e-Mail Address.
- Click **Continue** →

# Supplier Registration Guide

## Enter Your Company Information

**Supplier Registration - Contact Information**

Terms And Conditions > **Contact Information** > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Enter the login and primary contact information for your business.

---

**Become A Supplier - Create An Account**

\* User Name   
\* Password   
\* Confirm Password

---

**Enter Information About Yourself**

Title   
\* Given Name ( First )   
\* Family Name ( Last )   
\* Phone Number   Ext  (international prefix, phone number, extension)  
Mobile Phone   Ext  (international prefix, phone number, extension)  
Fax Number   Ext  (international prefix, fax number, extension)  
\* Email Address   Receive Email Notification

Don't have an email address? Create one here: [Create Email Address](#)

\* = Required

Back Continue Cancel

- Enter information about your company: Required fields are: Company Name, Tax Id Type, Tax Id number, Address line 1, City, State, Postal Code, Country.
- When complete, click **Continue** →

# Supplier Registration Guide

## Select Diversity Codes

*An entity or institution that is certified as at least 51% owned and controlled by one or more minority individuals, or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more minority individuals. The ownership interest must be real, and continuous, and not created solely to meet the minority-owned business or contractor provisions of this Policy.*

**Supplier Registration - Diversity Codes**

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Select the diversity codes which best describe your business. Ethnicity, gender and locality (within Savannah city limits).

Selected Diversity Codes

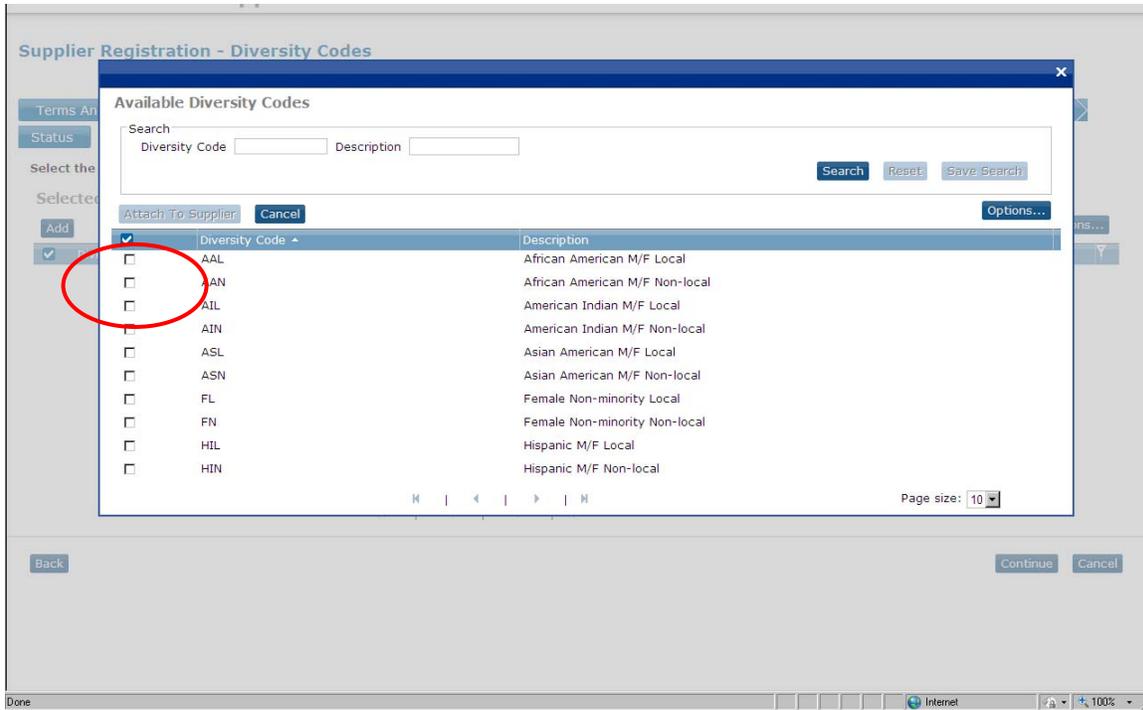
Add Options...

Diversity Code	Description
No data available	

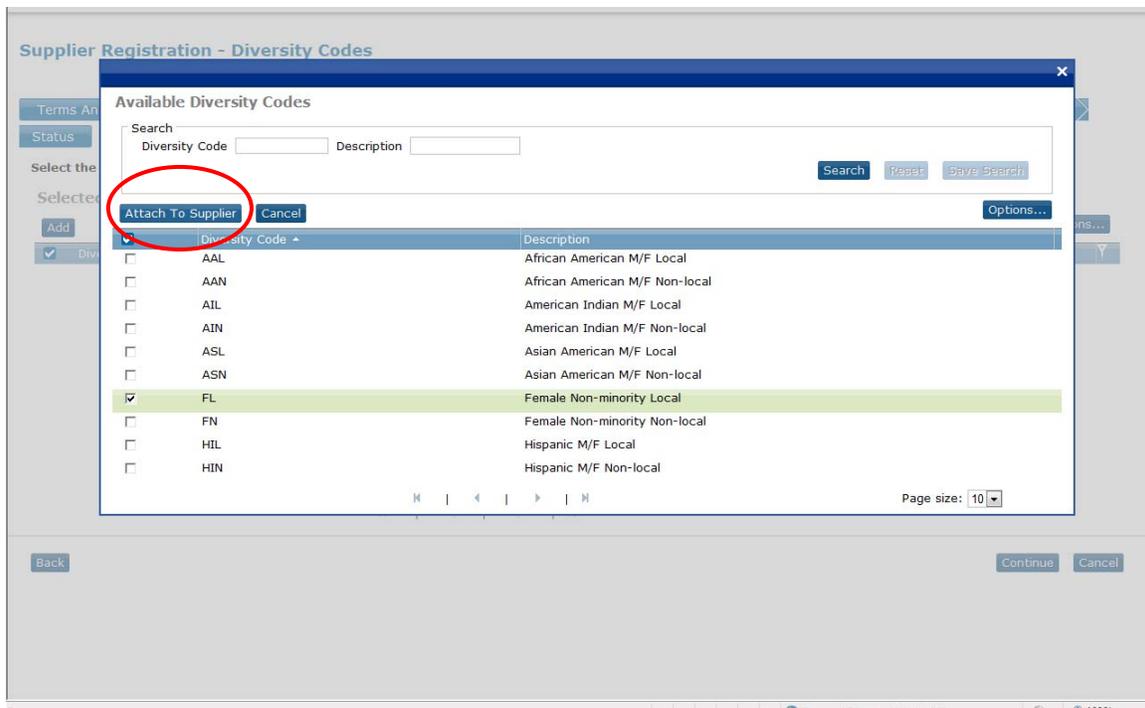
Back Continue Cancel

- Select the Add Button

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- Select the appropriate code(s). Only one should be selected.



- Select Attach to Supplier

# Supplier Registration Guide

**Supplier Registration - Diversity Codes**

Terms And Conditions > Contact Information > Company Information > **Diversity Codes** > Questions > Commodity Codes > Proxy Notifications

Status

Select the diversity codes which best describe your business. Ethnicity, gender and locality (within Savannah city limits).

Selected Diversity Codes

Add Options...

Diversity Code	Description
<i>No data available</i>	

⏪ | < | > | ⏩

Back Continue Cancel

Done Internet 100%

- When complete, click **Continue** →

# Supplier Registration Guide

## Answer Supplier Questions

**Supplier Registration - Questions**

Terms And Conditions > Contact Information > Company Information > Diversity Codes > **Questions** > Commodity Codes > Proxy Notifications

Status

Answer the following questions related to your company. An \* before the question indicates that an answer is required.

1. Have you completed and attached the Employment Verification Affidavit form? The form is attached and must be submitted with your registration. This form must be completed by the supplier prior to receiving an award of a contract. This form must be submitted one time only.

As required under Senate Bill 529 - "Georgia Security and Immigration Compliance Act" of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the "Employment Eligibility Verification (EEV) Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit the attached "Contractor Affidavit and Agreement."

[EEV Form.doc](#)

Answer

Attach Document  Browse...

2. Have you completed and attached the Systematic Alien Verification for Entitlements form? The form is attached and must be submitted with your registration prior to receiving an award of a contract.

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal Systematic Alien Verification for Entitlements (SAVE) Program. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the SAVE form prior to receiving any City contract. The affidavit is attached for your completion. Please attach to your supplier registration. This only has to be completed once.

[SAVE Form.doc](#)

Answer

Attach Document  Browse...

Back Continue Cancel

- Answer all Required questions, then click **Continue** →
- All questions with an asterisk (\*) are required.

# Supplier Registration Guide

## Select Your Commodity Codes

**Supplier Registration - Commodity Codes**

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > **Commodity Codes** > Proxy Notifications

Status

Select the commodity codes for which you want to get future bid notifications.

Selected Commodity Codes

**Add** Options...

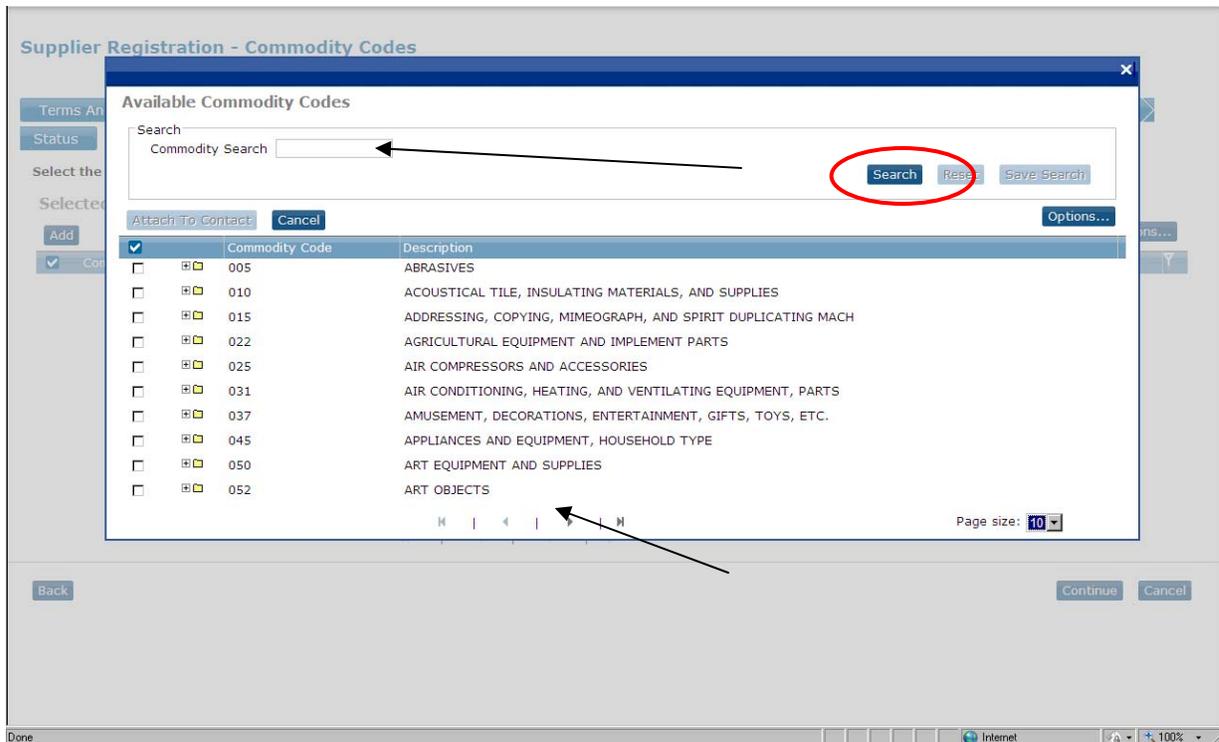
Commodity Code	Description
No data available	

Back Continue Cancel

- To select the Commodity Code(s) for which you would like to receive future bid notifications, click the button labeled “**Add**”
- The system will open a list of available codes.

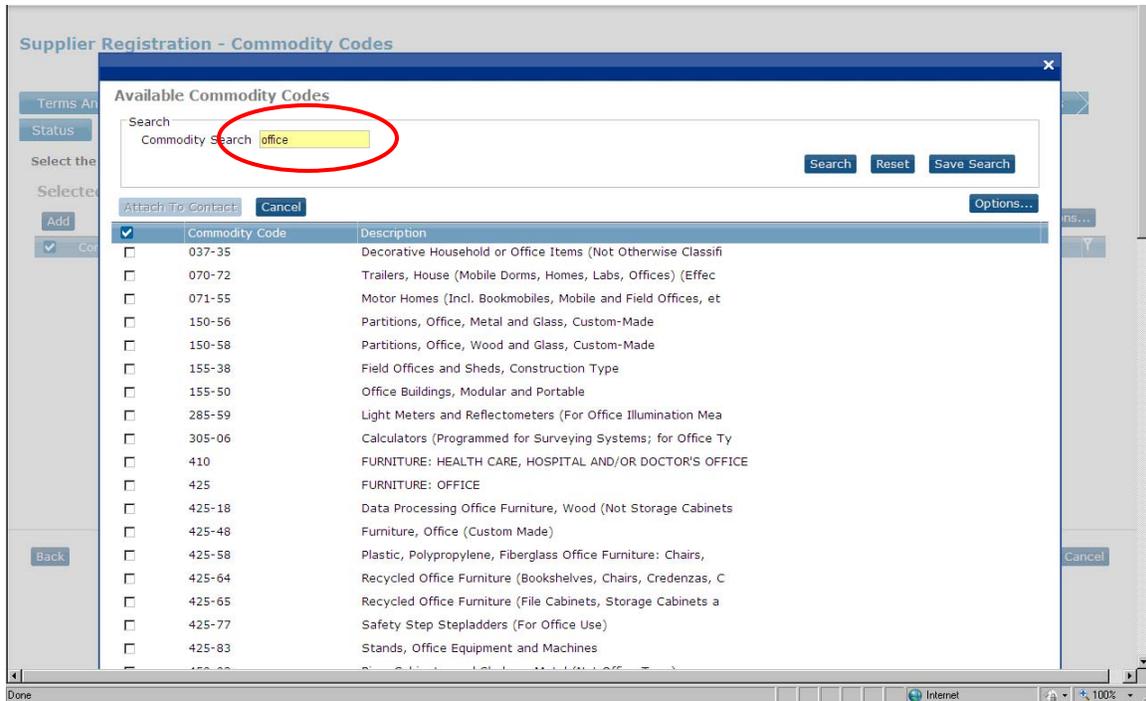
**Note:** You must select a commodity code to receive notifications. And you will only be notified of events that have commodity code classifications matching your setup. However, you may view and respond to any event by selecting browse open events from the home page once your registration is complete.

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- To find the Commodity Code(s), you may:
  - Use the **Next Page** option at the bottom to scroll thru the list of codes.
  - Use the **Search** function at the top of page to locate Code(s) by entering either the specific code number or a keyword description
    - To display codes with a description that includes a specific keyword, enter only that word. Example: office

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- To select the code, click in the box to the left of the Code(s) and click **Attach to Contact** in the upper left hand corner of the form. The system will return you to the Selected Commodity Codes form where you can view previously selected Commodity Codes.

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**Supplier Registration - Commodity Codes** Attach To Contact Completed

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > **Commodity Codes** > Proxy Notifications

Status

Select the commodity codes for which you want to get future bid notifications.

**Selected Commodity Codes**

Actions:

Commodity Code	Description
<input checked="" type="checkbox"/> 150-56	Partitions, Office, Metal and Glass, Custom-Made
<input type="checkbox"/> 425	FURNITURE: OFFICE

« | < | > | »

Page size: 10

- To select additional codes, click “**Add**” in left area of the form. The system will reopen the select box.
- Locate additional codes and click the box to the left of the desired Code(s).
- Click “**Attach to Contact**” to update
- When finished, click **Continue** →

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## Select Your Proxy – If Desired

**Supplier Registration - Commodity Codes** Attach To Contact Completed

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > **Commodity Codes** > Proxy Notifications

Status

Select the commodity codes for which you want to get future bid notifications.

Selected Commodity Codes

Actions: Delete Add Options...

<input checked="" type="checkbox"/>	Commodity Code ^	Description
<input type="checkbox"/>	150-56	Partitions, Office, Metal and Glass, Custom-Made
<input type="checkbox"/>	425	FURNITURE: OFFICE

« | < | > | »

Page size: 10

Back Continue Cancel

- If you wish to enter a contact(s) that will be notified of event updates, but will not be able to respond to events (bids) and will not have a separate user name and password.

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## Complete Registration

**Supplier Registration - Status**

**Status**

**Registration status: Complete**  
*Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.*

[Back](#) [Done](#)

- Click **Done** to complete registration

# Supplier Registration Guide

## Maintain Your Account Information

- To update your account information, click on **Update Account Information**

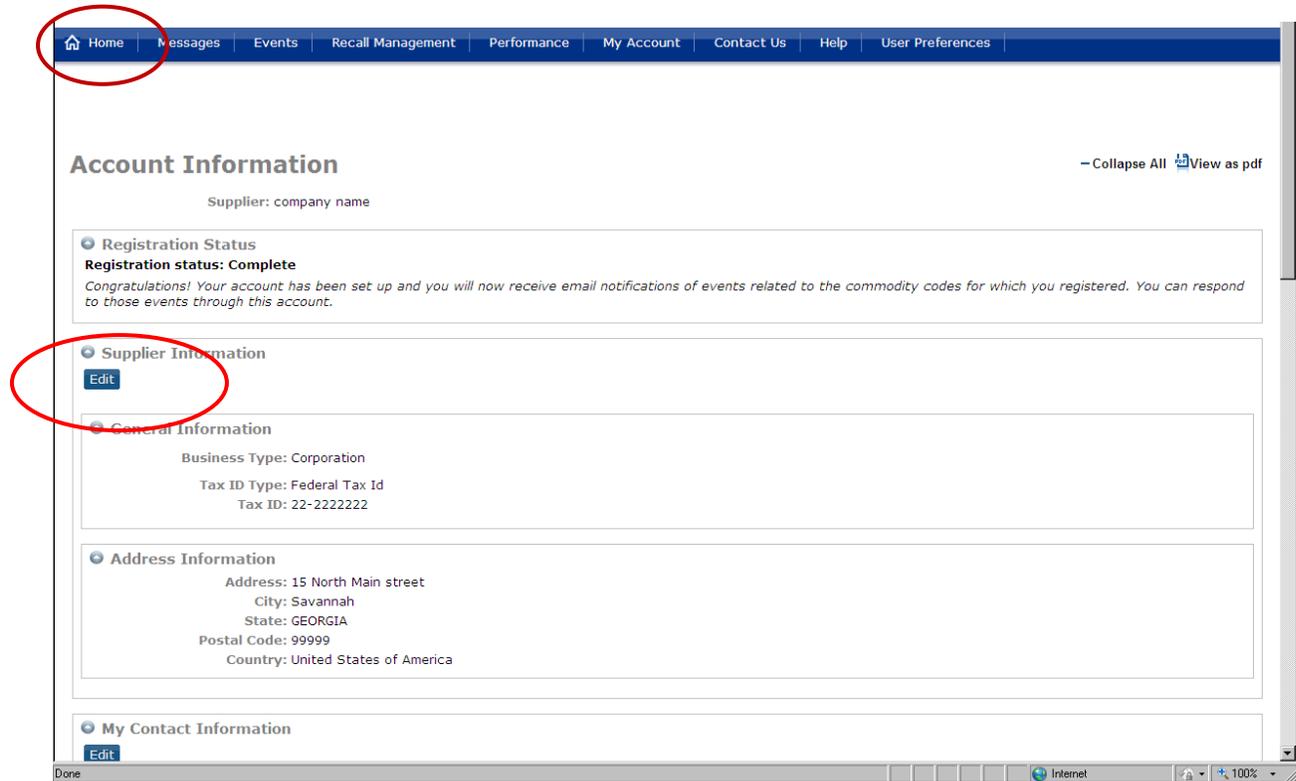
The screenshot shows the City of Savannah Supplier Portal. At the top left is the City of Savannah logo. Below it is a blue navigation bar with the text "Supplier Portal" on the left and "Welcome your name last name Logout Contact Us Help" on the right. The main content area is divided into several sections. On the left is a sidebar with the following categories and links:

- Messages**
  - [Inbox](#)
- Events**
  - [Browse Open Events](#)
  - [Search Events](#)
  - [My Responses](#)
- Performance**
  - [Event Metrics](#)
- My Account**
  - [Update Account Information](#)
  - [Change Password](#)

In the center, there is a table titled "Unread Messages" with columns for "Date", "Title", and "Priority". A "View All" button is located to the right of the table. An arrow points from the "Update Account Information" link in the sidebar to the "Unread Messages" table. On the right side, there is an "Announcements" section with a welcome message: "Welcome to the City of Savannah's Supplier Portal".

- Click **Edit** → to edit the section you need to update.

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- Continue to scroll down the page till you reach your desired area to edit. Click **Edit** →
- After making updates, click **Back** →
- Back will return you to the page with your account information.
- Click **Home** to finish the update process and return to the Main form.