

GA@WORK

Register as a Prospective Supplier in GA@WORK Marketplace for Suppliers

DESCRIPTION

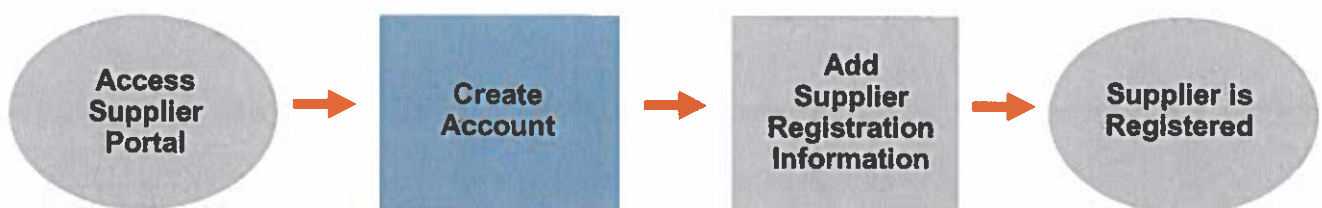
This guide will show a *Supplier* how to *Register as a Prospective Supplier* in *GA@WORK Marketplace for Suppliers*.

OVERVIEW

The key Steps in the process are below:

1. Access the **GA@WORK Marketplace for Suppliers**.
2. Click **Create Account**.
3. Add **Supplier Registration Information**.
4. Supplier is registered in the **GA@WORK Marketplace for Suppliers**.

Business Process:



Disclaimer: Due to regular system updates, the screens and features in GA@WORK may differ slightly from those shown in this job aid. For questions or assistance, please contact the Help Desk.

Register as a Prospective Supplier (Part 1 of 49)

INSTRUCTIONS

1. Enter your **Email**.
2. Click **Next**.

The screenshot shows the GA@WORK logo with a power button icon for the 'O'. Below the logo is the text "Marketplace for Suppliers" in blue and "Registration | Bidding | Contracts" in black. A dashed line separates the header from the form. The form has a label "Enter your email to Login/Create Account" and a language dropdown set to "English". A red box labeled "1" highlights the email input field, and a red box labeled "2" highlights the "Next" button.

3. Click **Create Account**.

The screenshot shows the same GA@WORK registration page. The email input field is empty. Below it is a message box that says "Looks like you don't have an account yet. Click 'Create Account' to register." The "Email" label is visible. A dashed line separates the form from the footer. A red box highlights the "Create Account" button at the bottom.

Register as a Prospective Supplier (Part 2 of 49)

INSTRUCTIONS

4. Click **Continue with Registration**.

Note: *Supplier Registration* support documents are hyperlinked to the left side.

GA@WORK

Marketplace for Suppliers

Registration | Bidding | Contracts

[Registration Checklist](#)[Registration FAQ](#)[Registration Tutorial](#)

Welcome to Supplier Registration

English ▼

Lets get started with supplier registration.

Please review the help documents that are hyperlinked to the lefthand side if you need additional help or click "continue registration" to create your account.

If you have any questions or feedback on the registration process, please call Procurement Helpdesk at:

(404) 657-6000 or email: TUIT_procurementhelp@doas.ga.gov

[Continue With Registration](#)

Register as a Prospective Supplier (Part 3 of 49)

INSTRUCTIONS

5. Enter the **Legal Company Name***.

Note: Complete all *Required** fields.

6. Select **Employer Identification Number as Tax ID Number Type (US Only)**.

7. Enter a **Tax Id***.

8. Enter a **DUNS Number** (optional).

Create Account

[Registration Tutorial](#)

English ▼

Lets get started with supplier registration.

Fields marked with a ★ are required to complete registration

What company are you with?

5

Legal Company Name ★

6

Tax ID Number Type (US Only) ●

7

Tax Id ★

8

DUNS Number

Register as a Prospective Supplier (Part 4 of 49)

INSTRUCTIONS

9. Enter a **First Name***.
10. Enter a **Last Name***.
11. Enter a **Title** (optional).
12. Enter a **Phone Number***.
13. Select the **Preferred Time Zone***.

Note: The *Preferred Time Zone* will default to *EDT/EST* if not selected.

The screenshot shows a 'Create Account' registration form. At the top, there is a 'Create Account' title, a 'Registration Tutorial' link, and a language dropdown set to 'English'. Below this is a message: 'Lets get started with supplier registration.' and a note: 'Fields marked with a ★ are required to complete registration'. A dashed line separates the header from the main form area. The section is titled 'Your Contact Info'. It contains several input fields: 'First Name ★' (callout 9), 'Last Name ★' (callout 10), 'Title' (callout 11), and 'Phone Number ★' (callout 12). The phone number field has an 'ext.' placeholder. Below the phone number field is a note: 'International phone numbers must begin with +'. At the bottom is a dropdown for 'Preferred Time Zone ★' (callout 13), which currently shows 'EDT/EST - Eastern Standard Time (US/Eastern)'.

Register as a Prospective Supplier (Part 5 of 49)

INSTRUCTIONS

14. Enter **Confirm Email**.*

Note: *Email** will auto-populate with data from Step 3.

15. If applicable, check **I am a user in need of accessibility assistance**.

16. Check the **Terms and Conditions**.

17. Check the **I am human** box.

18. Click **Create Account**.

Note: *Terms and Conditions* and the *Captcha* checkbox are required to be checked before creating an account.

The screenshot shows a registration form titled "Your Login". It contains the following elements:

- A text input field for email, highlighted with a red box and a red circle containing the number 14.
- A label "Email ★" below the first input field.
- A second text input field for "Confirm Email", also highlighted with a red box and a red circle containing the number 14.
- A label "Confirm Email ★" below the second input field.
- A checkbox labeled "I am a user in need of accessibility assistance", highlighted with a red box and a red circle containing the number 15.
- A section header "Terms and Conditions" in blue text.
- A checkbox labeled "I have read and accepted JAGGAER's [Terms and Conditions](#)", highlighted with a red box and a red circle containing the number 16.
- A checkbox labeled "I am human", highlighted with a red box and a red circle containing the number 17.
- An hCaptcha logo with the text "hCaptcha Privacy - Terms" next to it.
- A red "Create Account" button at the bottom, highlighted with a red box and a red circle containing the number 18.

Register as a Prospective Supplier (Part 6 of 49)

INSTRUCTIONS

19. Review the **Account Validation Sent Via Email** notification.

Note: *Account Validation Email* will be sent to the Email address provided during Supplier Registration (Step 14).

Account Validation Sent Via Email

Thank you for starting the registration process with State of Georgia DOAS.

You will receive an email to validate your email address and with instructions to continue your registration.

You can now close this window.

Register as a Prospective Supplier – Registration (Part 7 of 49)

INSTRUCTIONS

20. Review registration email and click **Complete Registration Now**.

Supplier Registration for State of Georgia DOAS (TUIT)

Dear [REDACTED]

Thank you for starting the registration process with the State of Georgia's GA@WORK Marketplace for Suppliers. Please click the "Complete Registration Now" link below to continue your registration process.

[Complete Registration Now](#)

Please remember, your supplier profile is not complete until you finish all required fields on the registration form and click the submit button on the last tab. If you need to leave the form and complete the registration at a later date, please be sure to save your information before exiting. Once your profile is submitted completely, you will receive a confirmation email that your company was successfully registered.

Company: [REDACTED]

Email: [REDACTED]

Thank You,

State of Georgia DOAS (TUIT)

Register as a Prospective Supplier (Part 8 of 49)

INSTRUCTIONS

21. Click **Confirm**.

GA@WORK

Marketplace for Suppliers

Registration | Bidding | Contracts

Set Password Link Sent Via Email

Your email address was validated.

Important: You will receive an email from JAGGAER containing a link to set your password. Setting your password is required to log in on the next page.

[Confirm](#)

22. Review confirmation notification and **Open Email**.

Set Password Link Sent Via Email

Your JAGGAER Supplier Account was created successfully.

IMPORTANT: You will receive an email from JAGGAER containing a link to set your password.

You can now close this window.

Register as a Prospective Supplier (Part 9 of 49)

INSTRUCTIONS

23. Open email and click **Change supplier account password** hyperlink and set a password.

Dear [REDACTED],

Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with more protection.

As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 72 hours:

[Change supplier account password](#).

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

Register as a Prospective Supplier (Part 10 of 49)

INSTRUCTIONS

24. Enter a **New Password**.

25. Re-enter the password to **Confirm Password**.

26. Click **Set Password**.

Set JAGGAER Global Identity Password

English US ▾

New Password

24

Confirm Password

25

×

 Minimum of 12 characters

×

 Must be different from email

×

 Minimum of 1 special character (not A-Z, a-z, or 0-9)

×

 Minimum of 1 number

×

 Minimum of 1 lowercase letters

×

 Minimum of 1 uppercase letters

×

 Passwords must match

26

Set Password

Register as a Prospective Supplier (Part 11 of 49)

INSTRUCTIONS

27. Review Terms and Conditions

28. Click **Accept**.

Terms and ConditionsEnglish US ▾

27

JAGGAER

SUPPLIER ACCESS TERMS

EFFECTIVE DATE: 24 September 2021

Your access to and use of the Solutions made available by JAGGAER, LLC and its subsidiaries ("JAGGAER" or "we") is subject to these Supplier Access Terms ("Supplier Terms").

WHEN YOU USE THE SOLUTIONS, YOU REPRESENT AND WARRANT TO JAGGAER THAT YOU ARE AUTHORIZED AND AGREE TO THESE SUPPLIER TERMS ON BEHALF OF YOUR ORGANIZATION. IF YOU DO NOT ACCEPT, THEN DO NOT USE THE SOLUTIONS.

1. DEFINITIONS

In these Supplier Terms:

"Customer" means the legal or natural person that enters into a separate written agreement with JAGGAER for access to and use of the Solutions.

"JAGGAER Information" means information, graphics, artwork, text, photographs, video, audio, trademark, logo and other content (but not Supplier Data) displayed or otherwise contained in the Solutions, including information about the Solutions, technology or interface features of the Solutions, communications, notices and updates by or to JAGGAER, and data related to or derived from operating and monitoring access to and use of the Solutions.

"Solutions" means the software-as-a-service applications and related services that JAGGAER makes available to Customers. When we refer to Solutions in these Supplier

Decline

Accept

28

Register as a Prospective Supplier (Part 12 of 49)

INSTRUCTIONS

29. Click **Continue**.

Password Set Successfully



Your password has been set.

Continue

30. Enter your **Password**.

31. Click **Login**.

Login Using JAGGAER Global Identity

English US ▾

Password

[Forgot Password?](#)



30

Login

31

Register as a Prospective Supplier (Part 13 of 49)

INSTRUCTIONS

32. Select a method to receive a One-Time Code.

Note: Only one method can be selected to receive the code. Follow Steps 33 – 37 if selecting *Send to Email Address on Record*. Skip to Steps 38 - 42 if selecting *Use a Mobile Authenticator Application* or skip to Steps 43 - 50 if selecting *Use a Mobile Phone Number*. Once completed, skip to Step 51.

One-Time Code Delivery Method

English US ▼

Select a method to receive a One-Time Code. This code will be used to verify your identity.

- ☐ Send to Email Address on Record
- ☐ Use a Mobile Authenticator Application
- ☐ Use a Mobile Phone Number

Register as a Prospective Supplier (Part 14 of 49)

INSTRUCTIONS

33. Select **Send to Email Address on Record**.

34. Click **Login**.

One-Time Code Delivery Method

English US ▾

Select a method to receive a One-Time Code. This code will be used to verify your identity.

☒ **Send to Email Address on Record** 33

☐ Use a Mobile Authenticator Application

☐ Use a Mobile Phone Number

Login 34

Back

Register as a Prospective Supplier (Part 15 of 49)

INSTRUCTIONS

35. Receive and make note of the **One-Time Code**.

Note: The *Verification Code* is only valid for 20 minutes.

Dear [REDACTED] Supplier,

Your verification code is:

and is valid for 20 minutes.

36. In **GA@WORK Marketplace**, enter your **One-Time Code***

37. Click **Submit**.

Note: Skip to *Step 51* to continue.

One-Time CodeEnglish US ▾

A One Time Code will be sent to your email to verify your identity before you can receive codes on your new device.

One-Time Code *

Submit

Register as a Prospective Supplier (Part 16 of 49)

INSTRUCTIONS

38. Select **Use a Mobile Authenticator Application**.

39. Click **Login**.

One-Time Code Delivery Method

English US ▾

Select a method to receive a One-Time Code. This code will be used to verify your identity.

☐ Send to Email Address on Record

☒ Use a Mobile Authenticator Application 38

☐ Use a Mobile Phone Number

Login 39

Back

Register as a Prospective Supplier (Part 17 of 49)

INSTRUCTIONS

40. Enter **One-Time Code***.

41. Enter **Device Name** (optional).

42. Click **Submit**.

Note: Skip to *Step 51* to continue.

Mobile Authenticator Setup English US ▾

Step 1
Install one of following applications on your mobile:

- Microsoft Authenticator
- Google Authenticator
- FreeOTP

Step 2
Open the application and scan the barcode.
[Unable to scan?](#)

Step 3
Enter the one-time code provided by the application and click Submit to finish the setup.
One-Time Code *
 40

Device Name
 41
Provide a Device Name to help you manage your OTP devices.

42

Register as a Prospective Supplier (Part 18 of 49)

INSTRUCTIONS

43. Select **Use a Mobile Phone Number**.

44. Click **Login**.

One-Time Code Delivery Method

English US ▾

Select a method to receive a One-Time Code. This code will be used to verify your identity.

☐ Send to Email Address on Record

☐ Use a Mobile Authenticator Application

☒ Use a Mobile Phone Number 43

44

Register as a Prospective Supplier (Part 19 of 49)

INSTRUCTIONS

45. Select **Country**.*
46. Enter **Mobile Phone**.*
47. Click **Submit**.

One-Time Code

English US ▾

In order to verify your account details, JAGGAER will send a One Time Code to your mobile phone

Mobile Phone *

45

Select Country ▾

XXXXXXX

46

Example: +1 0000000

Submit47

Use Other Authentication Method

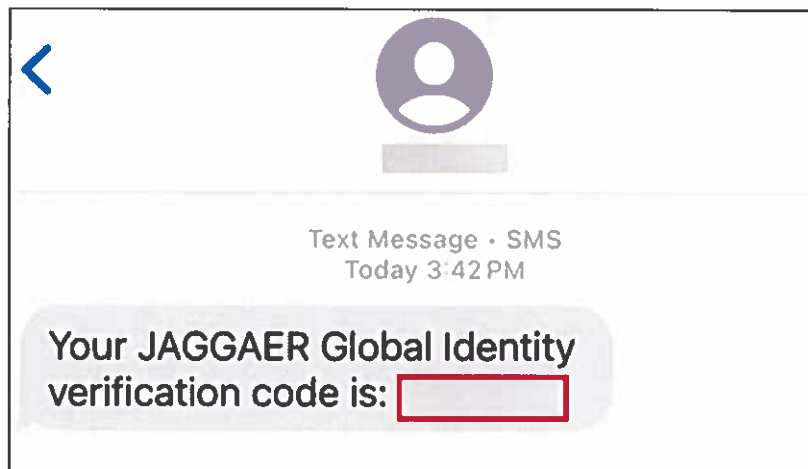
Back to Login

Register as a Prospective Supplier (Part 20 of 49)

INSTRUCTIONS

48. Review **Verification Code** sent to **Mobile Phone**.

Note: Message will be received from *JAGGAER Global Identity*.



49. Enter **One-Time Code***.

50. Click **Submit**.

Note: Skip to *Step 51* to continue.

A screenshot of a web form titled "One-Time Code" in the top left. In the top right, it says "English US" with a downward arrow. The main text reads "Enter the one-time code sent to your mobile phone ***** and click on Submit to continue" with an information icon. Below this is a blue link "Resend Code". The form has a label "One-Time Code *" above a large white input field with a red border. To the right of the input field is a red circle with the number "49". Below the input field is a blue "Submit" button with a red border. To the right of the button is a red circle with the number "50".

Register as a Prospective Supplier (Part 21 of 49)

INSTRUCTIONS

51. Review the **Legal Company Name***.

Note: Ensure your *Legal Company Name* matches *Line 1* of *Form W-9*.

52. Click **Next**.

Note: Click *Save Changes* if you need to complete the registration later.

Welcome to Supplier Registration

Registration In Progress for:
State of Georgia DOAS
0 of 5 Steps Complete

Welcome

- Company Overview ▲
- Business Details ▲
- Addresses ▲
- Contacts ▲
- Self Reported Supplier De... ▲
- Certify & Submit

Registration FAQ | View History

Lets get started with supplier registration.
Please review the help documents that are hyperlinked to the lefthand side if you need additional help or click "continue registration" to create your account.

If you have any questions or feedback on the registration process, please call Procurement Helpdesk at (404) 657-6000 or email: TUIT_procurementhelp@doas.ga.gov

Required to Start Registration

Legal Company Name * 51

★ Required to Complete Registration

52
Next >

Register as a Prospective Supplier (Part 22 of 49)

INSTRUCTIONS

- 53. Enter **Doing Business As (DBA)**.
- 54. Select **Country of Origin***.
- 55. Review auto-populated **Tax ID Number***.

Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system. If you run into any issues or have any questions please contact Jaggaer support at [1-800-233-1121](tel:1-800-233-1121) or submit a ticket [here](#).

Doing Business As
(DBA) ?

53

Country of Origin *

?

54

Tax ID Number *

55

?

Register as a Prospective Supplier (Part 23 of 49)

INSTRUCTIONS

56. Select **Entity Type***
57. Enter **Company Phone Number***
58. Enter **Company Email Address***
59. Click **Next**.

Company Overview ?

Additional Questions

Entity Type ★

56

Company Phone Number ★

57

Company Email Address ★

58

★ Required to Complete Registration

59 Next > Save Changes

Register as a Prospective Supplier (Part 24 of 49)

INSTRUCTIONS

60. Click **Edit** to add **Commodity Codes**.

Note: *Commodity Codes* (NIGP Codes) are optional, but at least one or more *Commodity Codes* related to your business offerings is required to receive bid notices by email and to display your company on the Georgia Procurement Registry. If you do not wish your information to be displayed publicly or receive email notifications of bid opportunities, please leave the commodity codes section blank and skip to *Step 65. To Remove Commodity Code*, click *Remove* next to it.

Business Details

Use this screen to search and select NIGP commodity codes for the goods or services your company provides to the State of Georgia. Searching by Description is recommended.

NIGP Codes are optional, but at least one or more NIGP codes related to your business offerings is required to receive bid notices by email and to display your company on the Georgia Procurement Registry. These codes act as filters, so choosing all applicable codes is recommended. Email delivery is not guaranteed, so continue to check the Georgia Procurement Registry regularly for new solicitations.

NOTE: If you do not wish your information to be displayed publicly or receive email notifications of bid opportunities, please leave the commodity codes section blank.

Search by:

- NIGP Code: Enter a full or partial code and select Search
- Description: Enter a keyword and select Search

Select the code(s) that best reflects the types of goods and/or services offered your company, then click Done to continue.

Products and Services

Commodity Codes	Edit
-----------------	-------------

★ Required to Complete Registration

◀ Previous Next > Save Changes

Register as a Prospective Supplier (Part 25 of 49)

INSTRUCTIONS

61. Select the **Commodity Code**.

Note: Use the search field or browse list to select a *Commodity Code*. Multiple *Commodity Codes* can be selected by clicking on each *Commodity Code*. Click twice to unselect and remove *Commodity Code*.

62. Click **Done**.

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

Search

1 Selected Codes

Showing 1 - 20 of 9338 results

Results Per Page: 20 Sort by: Commodity Code Page 1 of 467

Commodity Code	Description
00505	Abrasive Equipment and Tools

61

62 Done Close

Register as a Prospective Supplier (Part 26 of 49)

INSTRUCTIONS

63. Review added **Commodity Codes**.

Note: A *Commodity Code* can be removed by clicking on *Remove* next to it.

64. Click **Next**.

Business Details

This screen is used to find and select the NIGP commodities codes that you can provide to the State of Georgia. You may search by NIGP Code and/or Description. The Description search is recommended.

In the NIGP codes field, type in a partial or whole NIGP commodity code number and click the Search button. All codes containing that number will be displayed.

In the Description field, type in a partial or whole keyword and click on the Search button. All codes and descriptions containing that keyword will be displayed.

After the results are displayed, select option for the NIGP commodity code(s) that best describes the goods or services of your company. Click the "Done" button to return and continue.

Products and Services

Commodity Codes *	Edit	Remove
00505 (Abrasive Equipment and Tools)		

63

64

★ Required to Complete Registration

Previous Next Save Changes

Register as a Prospective Supplier (Part 27 of 49)

INSTRUCTIONS

65. Click **Add Address**.

Note: The *Step Incomplete* icon will be visible next to the *Addresses* tab until the *Fulfillment* and *Physical* addresses are added. *Fulfillment* and *Physical* address types are required. If *Other (physical)* is selected, follow Steps 66 – 89 or skip to Step 92 if *Takes Orders (fulfillment)* is selected.

Registration In Progress for:
State of Georgia DOAS

2 of 5 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ▲

Contacts ▲

Self Reported Supplier De... ▲

Certify & Submit

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below. Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

Required Information
The following address types are required to complete registration:

- Fulfillment
- Physical

Address Label	Address Types	Address
Add Address		

Register as a Prospective Supplier (Part 28 of 49)

INSTRUCTIONS

66. For **Other (Physical)**, enter **What would you like to label this address?***.

67. Select **Other (physical)**.

68. Click **Next**.

Add Address

Basic Information (Step 1 of 3)

?

What would you like to label this address? *

66

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

67

☐ Takes Orders (fulfillment)

☒ Other (physical)

★ Required to Complete Registration

68

Next >

Register as a Prospective Supplier (Part 29 of 49)

INSTRUCTIONS

69. Select **Country***
70. Enter **Address Line 1***
71. Enter **Address Line 2** or **Line 3** (Only if applicable).
72. Enter **City/Town***
73. Enter **State/Province***
74. Enter **Postal Code***

Add Address

Address Details (Step 2 of 3)

?

Country *	69	
Address Line 1 *	70	
Address Line 2	71	
Address Line 3	71	
City/Town *	72	
State/Province *	73	
Postal Code *	74	

★ Required to Complete Registration

< Previous

Next >

Register as a Prospective Supplier (Part 30 of 49)

INSTRUCTIONS

75. Enter **Phone***.
76. Enter **Toll Free Phone** (optional).
77. Enter **Fax** (optional).
78. Click **Next**.

Add Address ×

Phone ★

75 ext.

International phone numbers must begin with +

Toll Free Phone

76 ext.

International phone numbers must begin with +

Fax

77

International phone numbers must begin with +

★ Required to Complete Registration

◀ Previous

78 **Next ▶**

Register as a Prospective Supplier (Part 31 of 49)

INSTRUCTIONS

79. Check **Enter New Contact** box.
80. Select **additional contact type(s)** to apply (Optional).
81. Enter a **Contact Label***.
82. Enter a **First Name***.
83. Enter a **Last Name***.

Add Address

Primary Contact For This Address (Step 3 of 3)



You can also update and add Contacts later from the Contacts page.

☒ Enter New Contact ☐ Not Applicable 79

Select additional contact type(s) to apply

- ☒ Takes Orders (*fulfillment*)
- ☒ Other (*physical*)
- ☐ Corporate
- ☐ Customer Care
- ☐ Sales
- ☐ Technical

80

Contact Label ★

81

First Name ★

82

Last Name ★

83

Register as a Prospective Supplier (Part 32 of 49)

INSTRUCTIONS

84. Enter a **Position Title** (optional).
85. Enter an **Email***.
86. Enter a **Phone***.
87. Enter a **Toll Free Phone** (optional).
88. Enter a **Fax** (optional).
89. Click **Save Changes**.

Add Address ×

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

Position Title

84

Email ★

85

Phone ★

86

International phone numbers must begin with +

Toll Free Phone

87

International phone numbers must begin with +

Fax

88

International phone numbers must begin with +

★ Required to Complete Registration

◀ Previous

89 Save Changes

Register as a Prospective Supplier (Part 33 of 49)

INSTRUCTIONS

90. Review added **Contact**.

91. Click **Edit**.

Note: To remove *Contact*, click the dropdown arrow then select *Make Inactive* next to it. To *Add Corporate Contact*, skip to *Step 124*.

Contact Label	Contact Types	Name	Email
90	Fulfillment (Primary) Other (Primary)		

91

Edit

Edit

Manage Associated Addresses

Make Inactive

Register as a Prospective Supplier (Part 34 of 49)

INSTRUCTIONS

92. For **Take Orders (fulfillment)**, enter **What would you like to label this address?***.
93. Select **Takes Orders (fulfillment)** for **Which of the following business activities take place at this address?***.
94. Click **Next**.

Add Address

Basic Information (Step 1 of 3)

?

What would you like to label this address? *

92

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

☒ Takes Orders (fulfillment)

☐ Other (physical)

93

★ Required to Complete Registration

94

Next >

Register as a Prospective Supplier (Part 35 of 49)

INSTRUCTIONS

95. Select **Email** for **How would you like to receive purchase orders for this fulfillment address?**

Note: If *Email* is selected, follow *Steps 95 - 97*. If *Fax* is selected, follow *Steps 98 – 99*. If *Mail* is selected follow *Step 100*. Upon completion, skip to Step 101 to complete *Address Details*.

96. Enter an **Email Address**.

97. Enter a **Confirm Email**.

Add Address

Address Details (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address?

Email

95

Email Address

96

Confirm Email

97

Register as a Prospective Supplier (Part 36 of 49)

INSTRUCTIONS

98. Select **Fax** for **How would you like to receive purchase orders for this fulfillment address?**

Note: User can select *Email*, *Fax*, or *Mail*.

99. Enter **Fax Number**.

Add Address

Address Details (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address?

Fax

98

Fax Number

99

International phone numbers must begin with +

★ Required to Complete Registration

< Previous

Next >

Register as a Prospective Supplier (Part 37 of 49)

INSTRUCTIONS

100. Select **Mail** for **How would you like to receive purchase orders for this fulfillment address?**

Note: User can select *Email*, *Fax*, or *Mail*.

Add Address ×

Address Details (Step 2 of 3) ?

How would you like to receive purchase orders for this fulfillment address?

Mail ⬆

★ Required to Complete Registration

◀ Previous Next ▶

Register as a Prospective Supplier (Part 38 of 49)

INSTRUCTIONS

101. Select **Country***
102. Enter **Address Line 1***
103. If applicable, enter **Address Line 2** or **Line 3**.
104. Enter **City/Town***
105. Enter **State/Province***
106. Enter **Postal Code***

Add Address ×

Country *

101

Address Line 1 *

102

Address Line 2

103

Address Line 3

103

City/Town *

104

State/Province *

105

Postal Code *

106

★ Required to Complete Registration

◀ Previous

Next ▶

Register as a Prospective Supplier (Part 39 of 49)

INSTRUCTIONS

107. Enter **Phone***
108. Enter **Toll Free Phone** (optional).
109. Enter **Fax** (optional).
110. Click **Next**.

Add Address ×

Phone ★

107 ext.

International phone numbers must begin with +

Toll Free Phone

108 ext.

International phone numbers must begin with +

Fax

109

International phone numbers must begin with +

★ Required to Complete Registration

◀ Previous Next ▶

Register as a Prospective Supplier (Part 40 of 49)

INSTRUCTIONS

111. Check **Enter New Contact** box.
112. Select **additional contact type(s)** to apply (Optional).
113. Enter a **Contact Label***.
114. Enter a **First Name***.
115. Enter a **Last Name***.

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

☒ Enter New Contact ☐ Not Applicable 111

Select additional contact type(s) to apply

☒ Takes Orders (fulfillment)
☒ Other (physical)
☐ Corporate
☐ Customer Care
☐ Sales
☐ Technical

112

Contact Label ★ 113

First Name ★ 114

Last Name ★ 115

Register as a Prospective Supplier (Part 41 of 49)

INSTRUCTIONS

116. Enter a **Position Title** (optional).
117. Enter an **Email***.
118. Enter a **Phone***.
119. Enter a **Toll Free Phone** (optional).
120. Enter a **Fax** (optional).
121. Click **Save Changes**.

Add Address ×

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

Position Title

116

Email ★

117

Phone ★

118 ext.

International phone numbers must begin with +

Toll Free Phone

119 ext.

International phone numbers must begin with +

Fax

120

International phone numbers must begin with +

★ Required to Complete Registration

◀ Previous Save Changes

Register as a Prospective Supplier (Part 42 of 49)

INSTRUCTIONS

122. Review success notification.

123. Review added **Contact**.

Note: The *Step Incomplete* icon will be visible next to the *Contacts* tab until the *Corporate Contact* is added.

Registration > [Manage Registration Profile](#)

Success Created (Fulfillment,Physical)

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Contacts 122

Registration In Progress for:
State of Georgia DOAS
3 of 5 Steps Complete

Welcome
Company Overview ✓
Business Details ✓
Addresses ✓
Contacts ⚠️
Self Reported Supplier De... ⚠️
Certify & Submit

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Corporate Type: Contact for administrative, contractual, executive-level concerns
Sales Type: Contact for purchases, pricing, quotes, etc.
Technical Type: Contact for technical coordination
Customer Care Type: Contact for resolving issues and service-related inquiries

Required Information
The following contacts are required to complete registration:

- Corporate

Contact Label	Contact Types	Name	Email	
	Fulfillment Other			Edit

123 Add Contact

[Show Inactive Contacts](#)

Previous Next

Register as a Prospective Supplier (Part 43 of 49)

INSTRUCTIONS

124. Click **Add Contact**.

Note: The *Corporate Contact* is a required contact that should be authorized to represent the organization concerning financial matters.

125. Select **Corporate**.

Contacts2

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct Individual. Contacts can be linked to one existing address. Any required contact types are listed below.
Corporate Type: Contact for administrative, contractual, executive-level concerns
Sales Type: Contact for purchases, pricing, quotes, etc.
Technical Type: Contact for technical coordination
Customer Care Type: Contact for resolving issues and service-related inquiries

Required information

The following contacts are required to complete registration:

Corporate

Contact Label	Contact Types	Name	Email	
	Fulfillment			Edit
	Other			

124

Add Contact

Corporate125

Customer Care

Fulfillment

Sales

Technical

Other

Show Inactive Contacts

Previous

Next

Register as a Prospective Supplier (Part 44 of 49)

INSTRUCTIONS

126. Enter **Contact Label***.

127. Corporate will auto-populate as **Which of the following business activities apply to this contact?**

128. Enter **First Name***.

129. Enter **Last Name***.

130. Enter **Position Title** (optional).

131. Enter **Email***.

Add Contact

×

Contact Label ★

126

Which of the following business activities apply to this contact?

Corporate

127

First Name ★

128

Last Name ★

129

Position Title

130

Email ★

131

★ Required to Complete Registration

Save Changes

Close

Register as a Prospective Supplier (Part 45 of 49)

INSTRUCTIONS

132. Enter **Phone***.

133. Enter **Mobile Number** (optional).

134. Enter **Toll Free Phone** (optional).

135. Enter **Fax** (optional).

136. Check the **Create new user account for this contact?** box.

Note: This is only applicable if *Corporate* is selected as the *Contact Type*. If selected, an email inviting the contact to register for an account will be automatically sent to set up login credentials for the contact.

137. Click **Save Changes**.

The screenshot shows a web form titled "Add Contact" with a close button (X) in the top right corner. The form contains several input fields and a checkbox, each highlighted with a red box and a numbered callout:

- Phone ***: A text input field with a red box and callout 132. Below it, a note says "International phone numbers must begin with +".
- Mobile Number**: A text input field with a red box and callout 133. Below it, a note says "International phone numbers must begin with +".
- Toll Free Phone**: A text input field with a red box and callout 134. It includes an "ext." label and a note below: "International phone numbers must begin with +".
- Fax**: A text input field with a red box and callout 135. It includes an "ext." label and a note below: "International phone numbers must begin with +".
- Create new user account for this contact?**: A checkbox with a blue checkmark and a red box with callout 136. The text next to the checkbox is "Create new user account for this contact?".
- Save Changes**: A red button with a red box and callout 137.

At the bottom left, there is a note: "★ Required to Complete Registration". At the bottom right, there is a "Close" button.

Register as a Prospective Supplier (Part 46 of 49)

INSTRUCTIONS

138. Review **success** notification.

139. Review added **Contact**.

Note: The *Step Complete* icon will be visible next to the *Contacts* tab.

140. Click **Next**.

GA@WORK

Registration > Manage Registration Profile

Success (Corporate)

138

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Contacts

Registration In Progress for: State of Georgia DOAS
4 of 5 Steps Complete

Welcome
Company Overview ✓
Business Details ✓
Addresses ✓
Contacts ✓
Self Reported Supplier Details ⚠
Certify & Submit

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Corporate Type: Contact for administrative, contractual, executive-level concerns
Sales Type: Contact for purchases, pricing, quotes, etc.
Technical Type: Contact for technical coordination
Customer Care Type: Contact for resolving issues and service-related inquiries

Contact Label	Contact Types	Name	Email	
	Fulfillment			Edit
	Other			Edit
	Corporate			Edit

Add Contact

139

Show Incoming Contacts

Previous Next

140

Register as a Prospective Supplier (Part 47 of 49)

INSTRUCTIONS

141. Select **Are you a Georgia Resident?***.
142. Select **Gross Annual Receipts***.
143. Select **Number of Employees***.
144. Select **Are you a small business?***.

The screenshot shows a web form titled "Self Reported Supplier Demographics". On the left is a sidebar with a progress indicator "4 of 5 Steps Complete" and a list of steps: "Welcome", "Company Overview", "Business Details", "Addresses", "Contacts", "Self Reported Supplier D...", and "Certify & Submit". The "Self Reported Supplier D..." step is currently active and highlighted. Below the sidebar, there are links for "Registration FAQ" and "View History". The main content area contains several sections with instructional text and dropdown menus. Red circles with numbers 141 through 144 are placed over the dropdown menus for the following questions:

- Are you a Georgia resident? *** (Step 141)
- Gross Annual Receipts *** (Step 142)
- Number of employees *** (Step 143)
- Are you a small business? *** (Step 144)

Instructional text for Step 141: Georgia Resident business refers to (1) any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state OR (2) a new business that is domiciled (maintains primary place of business) in Georgia and which regularly maintains a place from which business is physically conducted in Georgia. A post office box, a leased private mailbox, site trailer or temporary structure alone is NOT Sufficient.

Instructional text for Step 142: We are collecting gross annual revenue and number of employees to determine small business capabilities. This is ONLY to capture data.

Instructional text for Step 143: A small business is defined as a business that is independently owned and operated. In addition, such a business must either have 300 or less employees or \$30 million or less in gross receipts per year.

Register as a Prospective Supplier (Part 48 of 49)

INSTRUCTIONS

145. Select **Are you a Minority Owned Business?***.
146. Select **Are you a Woman Owned Business?***.
147. Select **Are you a Veteran Owned Business?***.
148. Select **Are you a Small Disadvantaged Business?***.
149. Click **Next**.

Self Reported Supplier Demographics

The state of Georgia recognizes five ethnic minority groups: African American, Asian-Pacific American, Asian-Indian American, Hispanic, and Native American. A minority-owned business means a business that is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed, and domiciled within this state (O.C.G.A. Section 50-5-131).

Are you a minority owned business? *

145

A woman-owned business means a business which is owned or controlled by one or more women; authorized to do and is doing business under the laws of this state; paying all taxes duly assessed; and domiciled within this state. "Owned and controlled" means a business which is at least 51% or more owned by one or more women or, in the case of a publicly owned business, at least 51% of all classes or types of the stock is owned by one or more women (O.C.G.A. Section 50-5-131).

Are you a women owned business? *

146

Veteran means an individual who served on active duty with the Army, Air Force, Navy, Marine Corps, Space Force, or Coast Guard for any length of time and did not receive a dishonorable discharge. Veteran also means an individual who served as a reservist or member of the National Guard who was called to federal active duty. (O.C.G.A. Section 50-5-131).

An SDVOSB is a small business that is at least 51% owned and controlled by one or more service-disabled veterans, as defined by the Department of Veterans Affairs.

Are you a Veteran Owned Business? *

147

To qualify as a small-disadvantaged business, the firm must be 51% or more owned and controlled by one or more disadvantaged persons, who are socially and economically disadvantaged and meet the SBA size standards.

Are you a Small Disadvantaged Business? *

148

★ Required to Complete Registration

< Previous **Next >** Save Changes

Register as a Prospective Supplier (Part 49 of 49)

INSTRUCTIONS

150. Review Preparer Details and Today's Date.

Note: *Preparer's Initials, Preparer's Name and Preparer's Email Address* fields will auto-populate but can be edited.

151. Check the **Certification*** box.

152. Click **Submit**.

153. Review **Registration Complete** notification.

Note: It is also possible to access the registration via the *Homepage* then click *Manage Registration Profile*.



You have successfully Registered as a Prospective Supplier.