



sav e PRO

Supplier Registration Guide

2012



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## Background

October 1, 2011, the City of Savannah (the “City”) began migrating from Web-Bids to a new e-procurement system called Supplier Portal. This migration required all previous suppliers and all new suppliers to register on this new system. The Supplier Portal system is an electronic procurement system that automates the exchange of information between the City, its suppliers, and end users. All vendors desiring to do business with the City **must register online** through this new system.

This new system has many advantages:

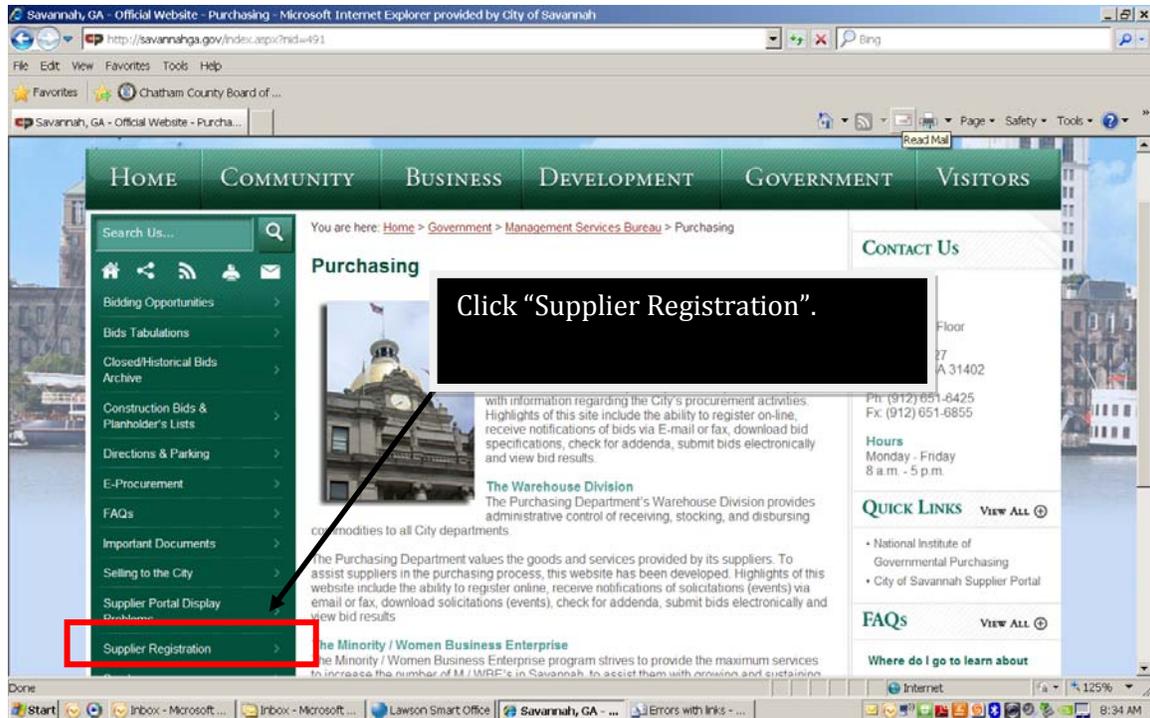
- It automates and expedites the procurement process.
- It allows suppliers to register electronically.
- It supports multiple Commodity Codes per supplier and contact information.
- It provides web access to review, read and respond to bid opportunities.
- It offers an online question and answer service.
- It supports electronic attachments.

To be notified about bidding opportunities with the City, you must be registered as a supplier by going on the  web page and clicking on Bidding Opportunities & Supplier Registration.

To reach the Supplier Portal, access it from the  web page.

# Step 1: Getting Started

To start registering as a supplier, Click “Bid Opportunities and Supplier Registration” on the City of Savannah’s Purchasing Home Page.



## Step 2: Start Registering

Supplier Portal - Microsoft Internet Explorer provided by City of Savannah

https://purchasing.savannahga.gov/Improc/SourcingSupplier/controller.srvlet?dataarea=Improc&c...

File Edit View Favorites Tools Help

Supplier Portal

**Supplier Portal**

Welcome Contact Us Help

**Login/Register**

- Login
- Forgot User Name?
- Register

**Events**

- Browse Open Events
- Search Events

**Supplier Portal**

The Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- Improved communication via messages, including support of electronic attachments
- Document upload capability
- Enables data to be accessible in one location

**Announcements**

ATTENTION ALL SUPPLIERS, BIDDERS, CONTRACTORS, VENDORS!

YOU MUST RE-REGISTER AS A SUPPLIER ON THIS WEBSITE!

YOU MUST BE REGISTERED AS A SUPPLIER TO SUBMIT BIDS TO THE CITY OF SAVANNAH.

Done Trusted sites 100%

## Step 3: Terms and Conditions

The screenshot shows a web browser window displaying the 'Supplier Registration - Terms And Conditions' page. The browser title is 'Supplier Registration - Terms And Conditions - Microsoft Internet Explorer provided by City of Savannah'. The address bar shows the URL: <https://purchasing.savannahga.gov/Inproc/SourcingSupplier/Im?panel=TermsAndConditions&service>. The page header includes the City of Savannah logo and the text 'Supplier Portal'. Below the header, there is a navigation menu with buttons for 'Terms And Conditions', 'Contact Information', 'Company Information', 'Diversity Codes', 'Questions', 'Commodity Codes', 'Proxy Notifications', and 'Status'. The 'Terms And Conditions' button is highlighted. The main content area contains the text: 'Read the Terms and Conditions for doing business with the City of Savannah. To proceed with registration, you must accept the Terms and Conditions.' Below this text is a scrollable area containing the 'TERMS OF USE' document. A black callout box with white text says 'Click "Accept Terms and Conditions" and click "Continue" to accept.' with arrows pointing to the 'Accept Terms and Conditions' checkbox and the 'Continue' button. The 'Accept Terms and Conditions' checkbox is highlighted with a red box. The 'Continue' button is also highlighted with a red box. The footer of the page includes the text: 'Powered by Landmark (Patent Pending). Copyright (c) 2005-2012 Lawson Software. All Rights Reserved.' and a 'Trusted sites' icon.

Read the Terms and Conditions for doing business with the City of Savannah. To proceed with registering, you must click "Accept Terms and Conditions".

## Step 4: Contact Information

Supplier Registration - Contact Information - Microsoft Internet Explorer provided by City of Savannah

https://purchasing.savannahga.gov/Inproc/SourcingSupplier/Im?panel=TermsAndConditions&service...

Supplier Registration - Contact Information

**Supplier Portal**

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

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

- Create your login username. **Note:** Your login username 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. **Note:** Disregard first field in Phone Number section.
- Click **“Continue”**.

## Step 5: Company Information

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

- Enter information about your company. Required fields are: Company Name, Tax Id Type, Tax Id Number, Address Line 1, City, State, Postal Code, and Country.
- When complete, click **“Continue”**.

## Step 6: Diversity Code

**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	

Click "Add" to view the Diversity Codes.

Back Continue Cancel

## Step 6.1: Select a Diversity Code (if applicable)

The screenshot shows a web application window titled "Supplier Registration - Diversity Codes". Inside, there is a sub-dialog box titled "Available Diversity Codes". At the top of this sub-dialog is a search bar with two input fields: "Diversity Code" and "Description". Below the search bar are buttons for "Search", "Reset", and "Save Search". Underneath the search bar are buttons for "Attach To Supplier" and "Cancel". The main part of the sub-dialog is a table with the following columns: "Diversity Code" and "Description". The table contains the following rows:

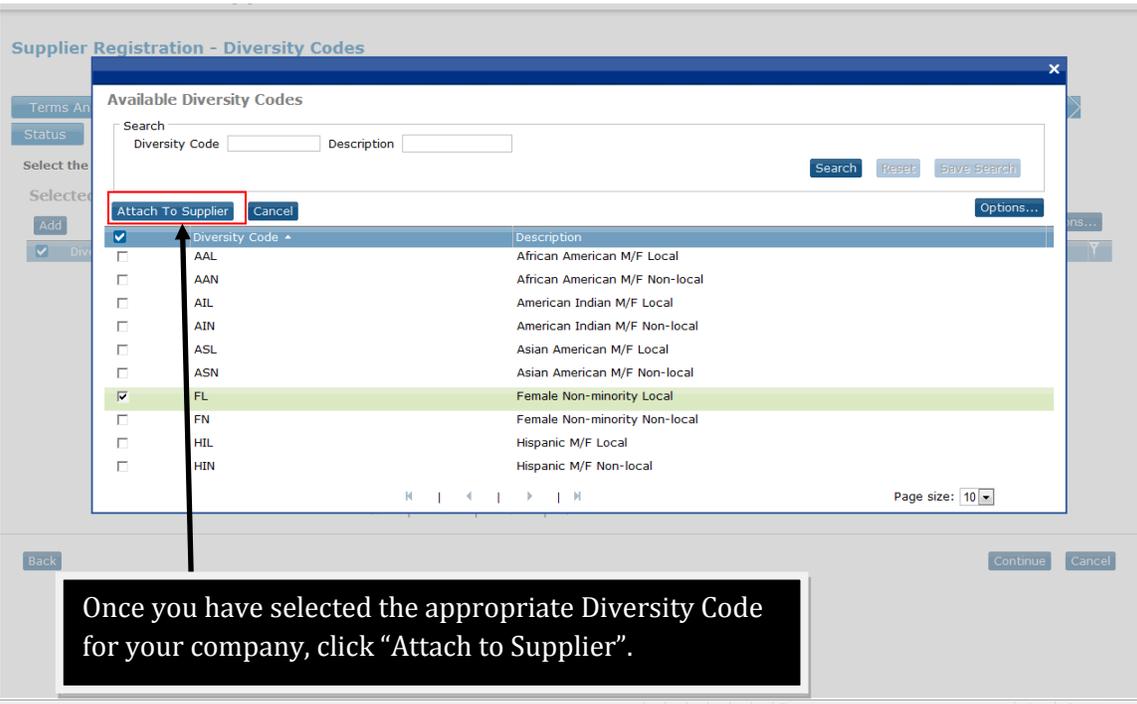
Diversity Code	Description
<input type="checkbox"/> AAL	African American M/F Local
<input type="checkbox"/> AAN	African American M/F Non-local
<input type="checkbox"/> AIL	American Indian M/F Local
<input type="checkbox"/> AIN	American Indian M/F Non-local
<input type="checkbox"/> ASL	Asian American M/F Local
<input type="checkbox"/> ASN	Asian American M/F Non-local
<input type="checkbox"/> FL	Female Non-minority Local
<input type="checkbox"/> FN	Female Non-minority Non-local
<input type="checkbox"/> HIL	Hispanic M/F Local
<input type="checkbox"/> HIN	Hispanic M/F Non-local

At the bottom right of the sub-dialog, there is a "Page size" dropdown menu set to "10". Below the sub-dialog, there are buttons for "Back", "Continue", and "Cancel". An arrow points from a text box below to the table in the sub-dialog.

Select appropriate Diversity Code for your company (if applicable).

Note: You can only select one.

## Step 6.2: Attach your Diversity Code (if applicable)



Supplier Registration - Diversity Codes

Available Diversity Codes

Search  
Diversity Code  Description

Diversity Code	Description
<input checked="" type="checkbox"/>	AAL African American M/F Local
<input type="checkbox"/>	AAN African American M/F Non-local
<input type="checkbox"/>	AIL American Indian M/F Local
<input type="checkbox"/>	AIN American Indian M/F Non-local
<input type="checkbox"/>	ASL Asian American M/F Local
<input type="checkbox"/>	ASN Asian American M/F Non-local
<input checked="" type="checkbox"/>	FL Female Non-minority Local
<input type="checkbox"/>	FN Female Non-minority Non-local
<input type="checkbox"/>	HIL Hispanic M/F Local
<input type="checkbox"/>	HIN Hispanic M/F Non-local

Page size: 10

Back

Once you have selected the appropriate Diversity Code for your company, click "Attach to Supplier".

## Step 6.3: Completing Attachment of your Diversity Code (if applicable)

**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...

<input checked="" type="checkbox"/>	Diversity Code	Description
No data		

⏪ | ⏩

Back Continue Cancel

When complete click "Continue".

## Step 7: Supplier Questions and Forms

### Supplier Registration - Questions

Answer all questions. Download forms by clicking the blue underlined link. Fill out forms and reattached them here.

Note: All questions with (\*) are required.

any. An \* before the question indicates that an answer is required.

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

Bill 529 - "Georgia Security and Immigration Compliance Act" of 2006, O.C.G.A. Section 2, Article 3 13-10-91, requires 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

Note: You must answer these questions for your registration to be complete.

## Step 8: Select a Commodity Code

**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	

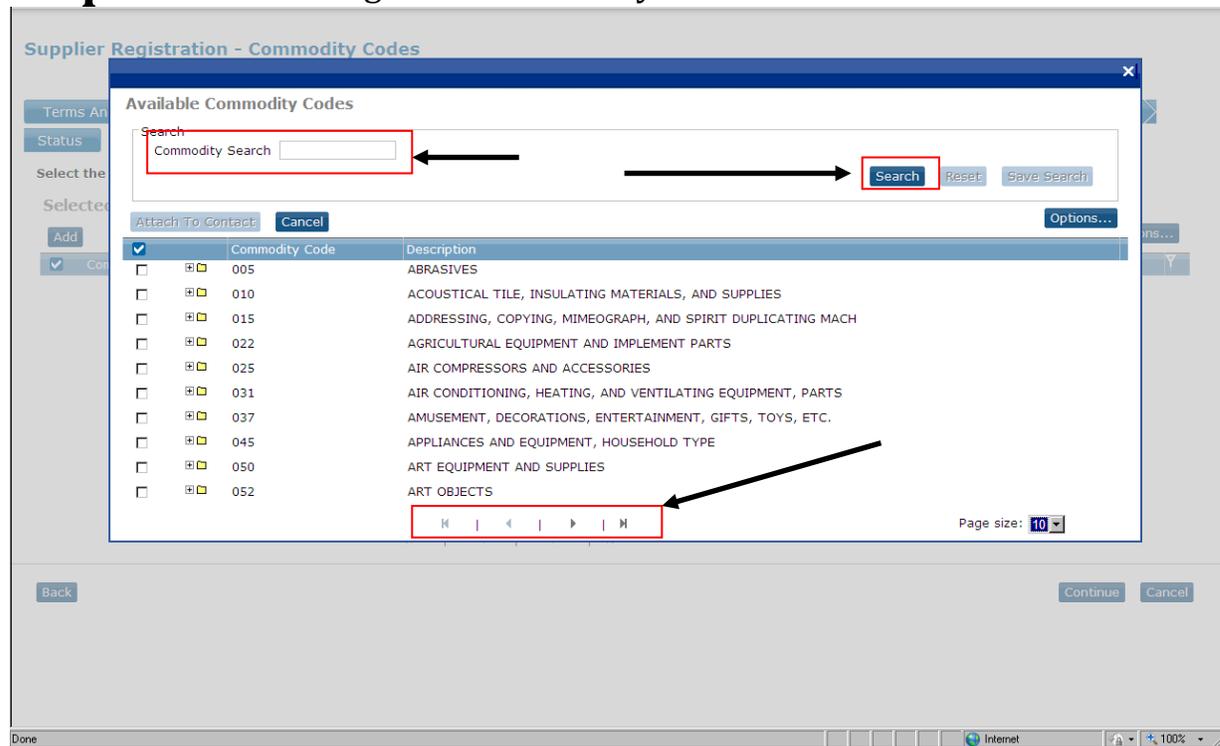
Click "Add" to view the Commodity Codes.

Back Continue Cancel

**Note:** You must select a Commodity Code to receive notifications and to complete your registration. 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.

- Click "**Add**" to view and select the Commodity Code(s) for which you would like to receive future bid notifications.

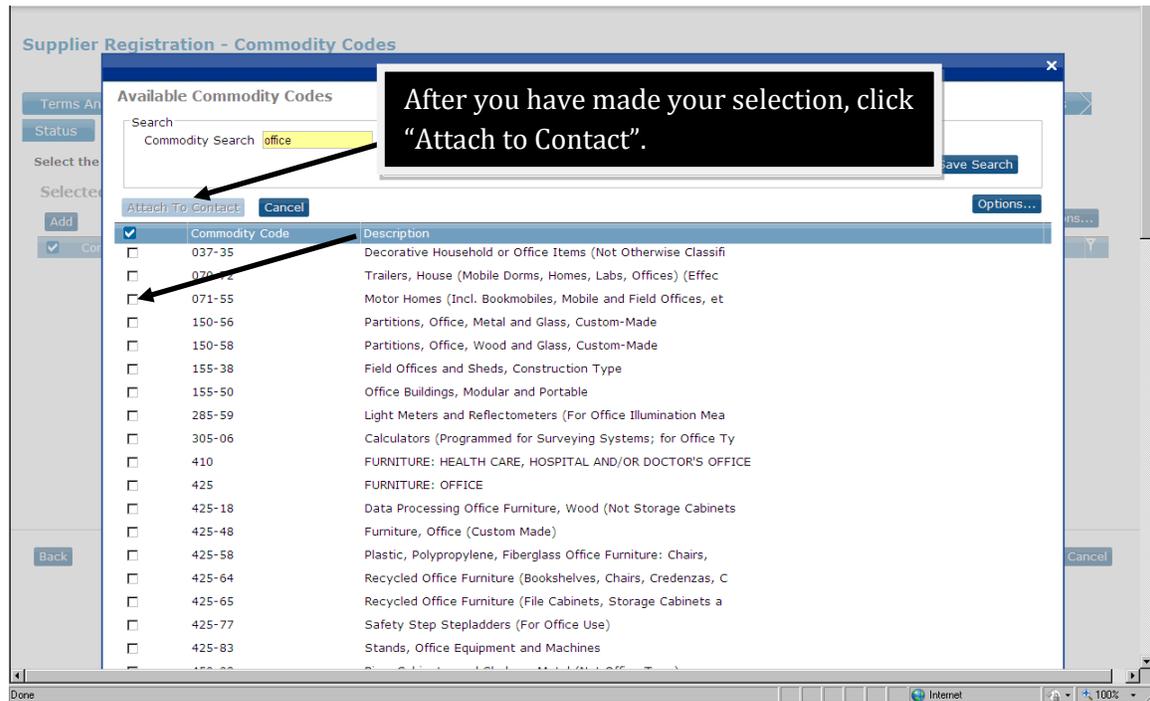
## Step 8.1: Searching for a Commodity Code



To find the Commodity Code(s), you may:

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

## Step 8.2: Selecting and Attaching a Commodity Code



To select the Commodity Code(s), click in the box to the left of the appropriate Commodity Code(s) and click "**Attach to Contact**" in the upper left hand corner of this screen.

## Step 8.3: Selecting Additional Commodity Codes

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...

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

Page size: 10

Back Continue Cancel

The system will return you to the “Selected Commodity Codes” screen where you can view previously selected Commodity Code(s).

- Additional Commodity Code(s) may be selected by clicking “**Add**” located in the upper left hand corner of this screen. The system will reopen the select box.
- Locate additional Commodity Codes and click the box to the left of the desired Commodity Code(s).
- Click “**Attach to Contact**” to update
- When finished, click “**Continue**”.

## Step 9: Proxy Notification

Supplier Registration - Proxy Notifications

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

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Proxy Notifications

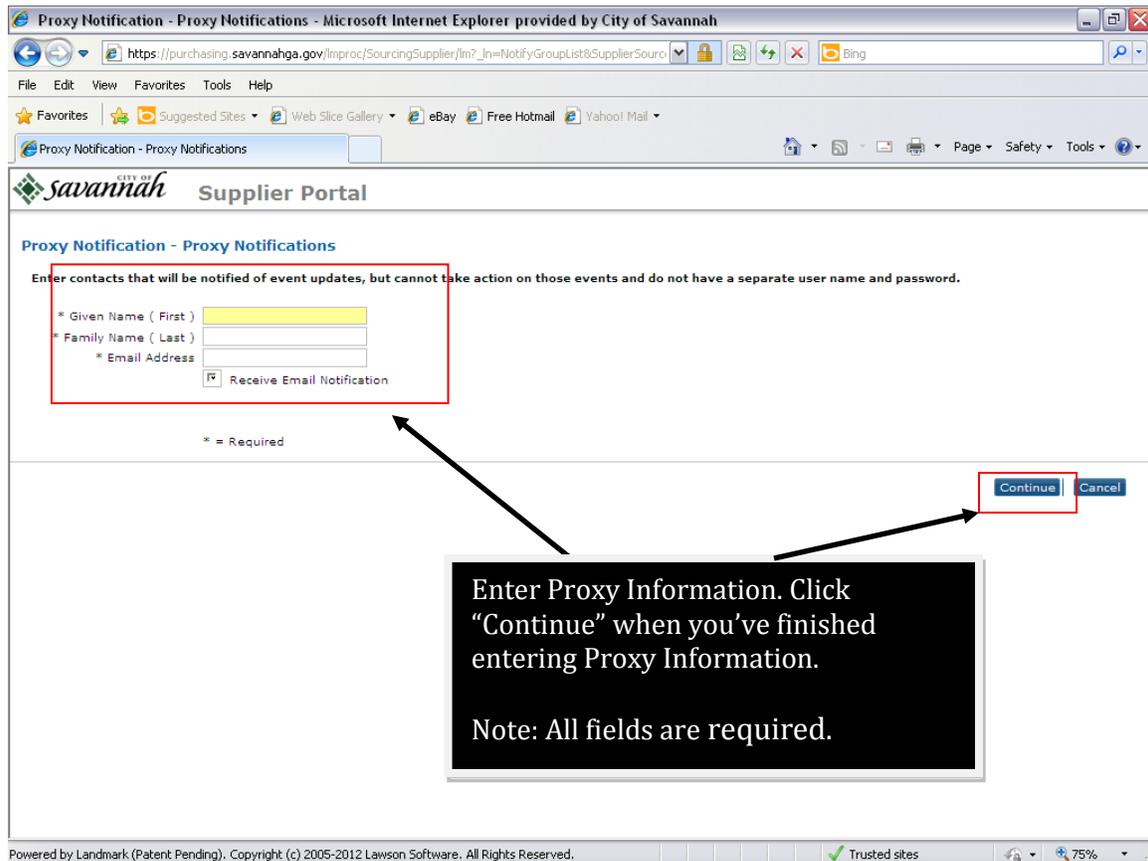
<input checked="" type="checkbox"/>	First Name	Last Name	Email Address	Receive Notifications?
No data available				

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If you are going to search for and respond to events, you may want to designate a proxy. A proxy is a person who receives a copy of a Supplier Contact's messages.

- A Supplier Contact might choose to designate a proxy, for example, before an extended absence when the Supplier Contact may not have immediate access to e-mail or the Web.
- An office support person who has been set up as a proxy can monitor events and let the Supplier Contact or a colleague know that a bid opportunity exists. **Note:** A proxy cannot submit event responses.

## Step 9.1: Enter Proxy Information



Proxy Notification - Proxy Notifications - Microsoft Internet Explorer provided by City of Savannah

https://purchasing.savannahga.gov/Inproc/SourcingSupplier/In?...In=NotifyGroupList&SupplierSourc...

File Edit View Favorites Tools Help

Proxy Notification - Proxy Notifications

**Supplier Portal**

**Proxy Notification - Proxy Notifications**

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

\* Given Name ( First )

\* Family Name ( Last )

\* Email Address

Receive Email Notification

\* = Required

Enter Proxy Information. Click "Continue" when you've finished entering Proxy Information.

Note: All fields are required.

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## Step 10: Status

### 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 your registration.

Congratulations you have completed registration!!!!



## Appendix A: Purchasing Definitions

**Amendment:** A changes, revisions or modifications to an event.

**Commodity Codes:** A system of words and numbers designed to identify and list commodities or services by classes and sub-classes.

**Diversity Codes:** A system of words and letters designed to identify the ownership classifications of a company or organization that wishes to do business with the City of Savannah.

**Event:** An event is an Invitation to Bid, Request for Information/Proposal or Request for Quote that is made available by accessing the  web page and clicking on Bidding Opportunities & Supplier Registration.

**Invitation to Bid:** A formal request to prospective suppliers soliciting price quotations or bids; contains, incorporates by reference, the specifications or scope of work and all contractual terms and conditions.

**Proposal:** An offer submitted by a perspective supplier in response to an Invitation to Bid, Request for Information/Proposal or Request for Quote by a purchasing entity.

**Proxy:** A proxy is a person who receives a copy of a Supplier Contact's messages.

**Request for Proposal/ Information:** All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals.

**Request for Quote:** A informal solicitation or request for information, where oral or written quotes are obtained from suppliers, without formal advertising or receipt of sealed bids.