CITY OF *savannah*
PURCHASING

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.
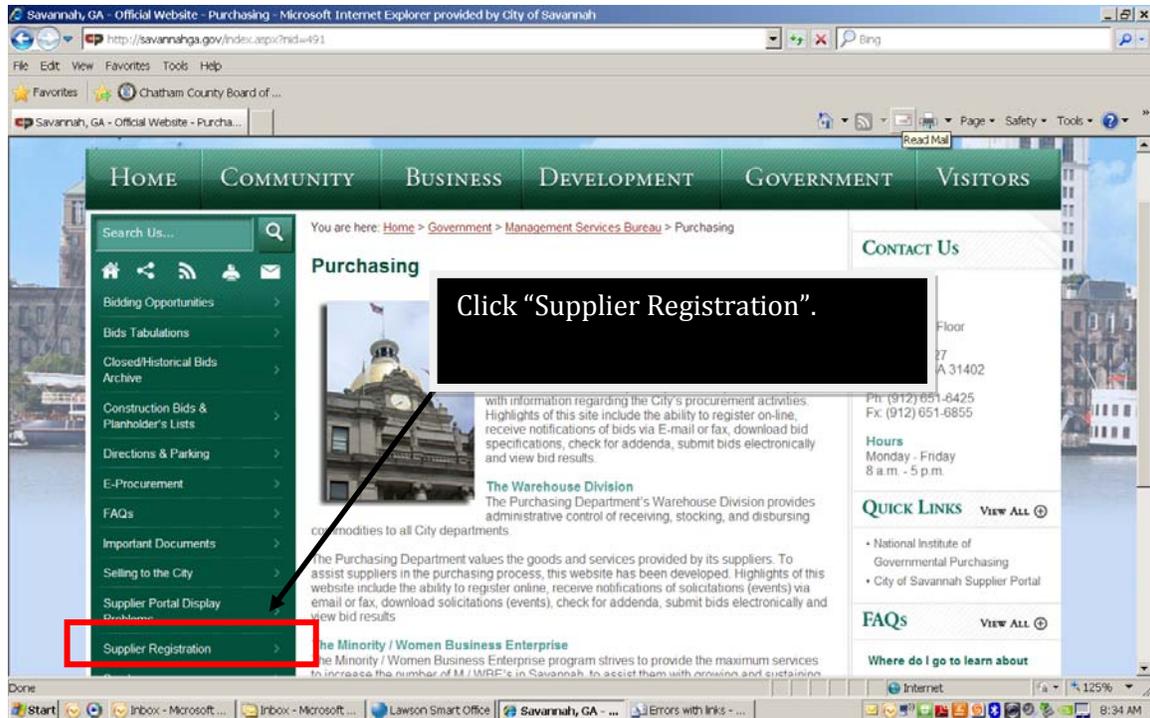
This new system has many advantages:

- 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 savPRO web page and clicking on Bidding Opportunities & Supplier Registration.

To reach the Supplier Portal, access it from the savPRO 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

Step 3: Terms and Conditions

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

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)

Supplier Registration - Diversity Codes

Available Diversity Codes

Search
Diversity Code [   ] Description [   ]
Search Reset Save Search

Attach To Supplier Cancel Options...

	Diversity Code ▲	Description
☐	AAL	African American M/F Local
☐	AAN	African American M/F Non-local
☐	AIL	American Indian M/F Local
☐	AIN	American Indian M/F Non-local
☐	ASL	Asian American M/F Local
☐	ASN	Asian American M/F Non-local
☐	FL	Female Non-minority Local
☐	FN	Female Non-minority Non-local
☐	HIL	Hispanic M/F Local
☐	HIN	Hispanic M/F Non-local

Page size: 10

Back   Continue   Cancel

Done   Internet   100%

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

Note: You can only select one.

Step 6.2: Attach your Diversity Code (if applicable)

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)

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.

Company Information > Diversity Codes > **Questions** > Commodity Codes > Proxy Notifications

...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 ...st be completed by the supplier prior to receiving an award of a contract. This form must be submitted one time

...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.) 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

Done   Internet   100%

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.

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Step 8.1: Searching for a Commodity Code
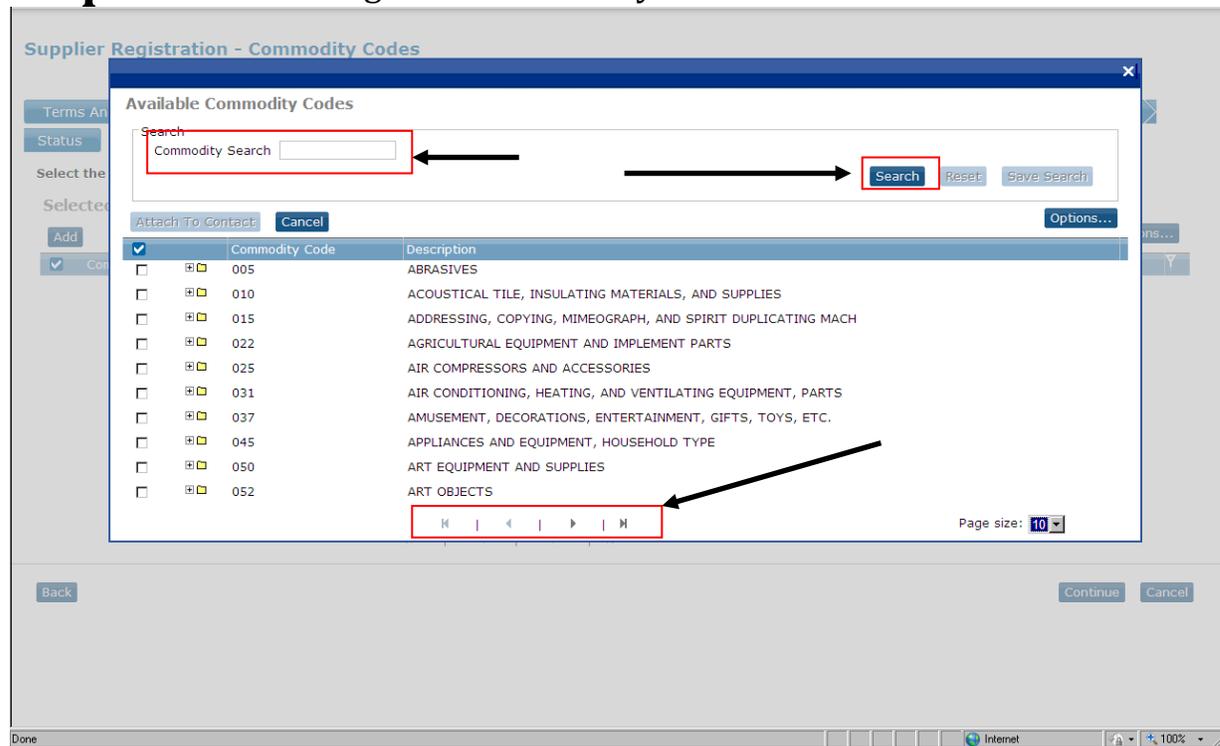
To find the Commodity Code(s), you may:

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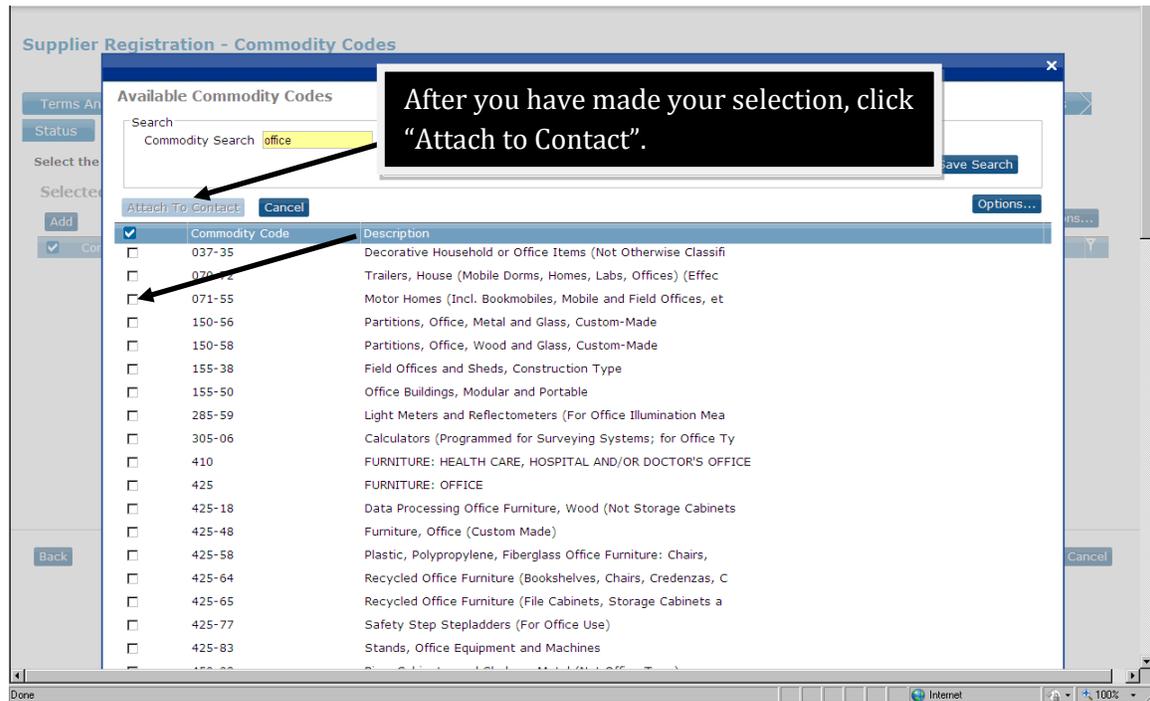
To select the Commodity Code(s), click in the box to the left of the appropriate Commodity Code(s) and click "**Attach to Contact**" in the upper left hand corner of this screen.

Step 8.3: Selecting Additional Commodity Codes

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

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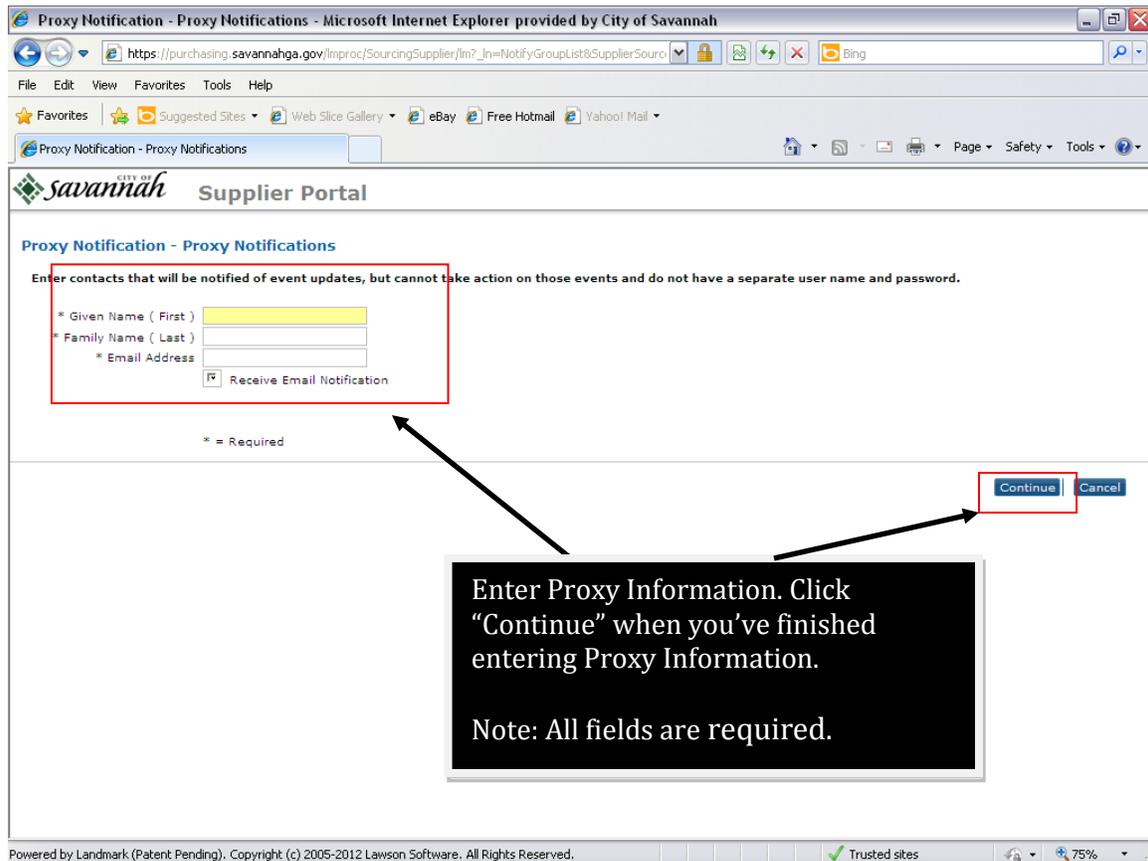
Enter Proxy Information. Click "Continue" when you've finished entering Proxy Information.

Note: All fields are required.

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 **savPRO** 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.