DeKalb County
GEORGIA

JOURNEY TO PROCUREMENT EXCELLENCE

Supplier Self Registration

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Supplier Self Registration

DeKalb County
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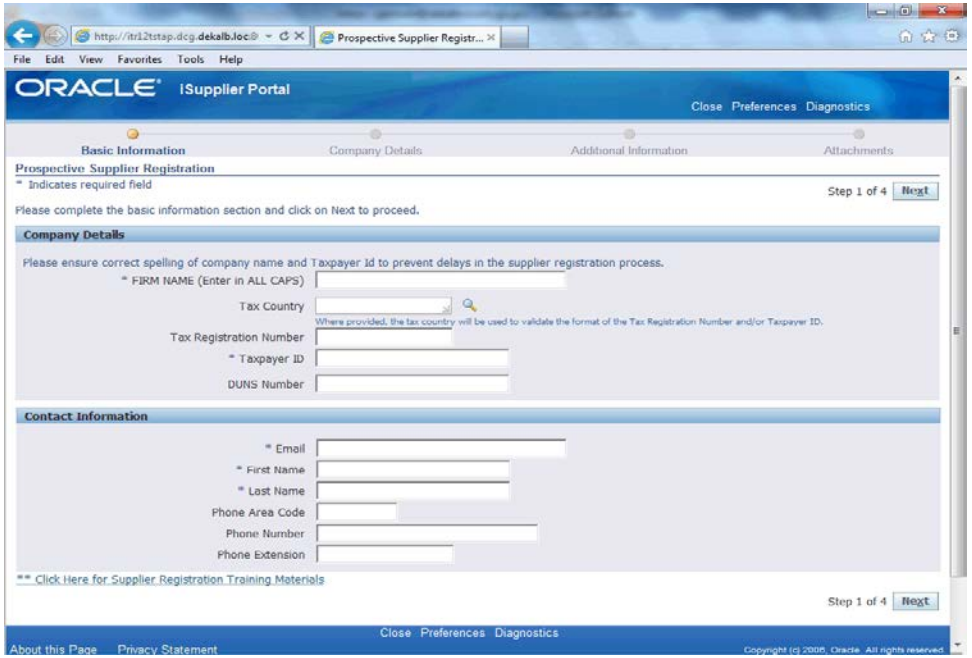
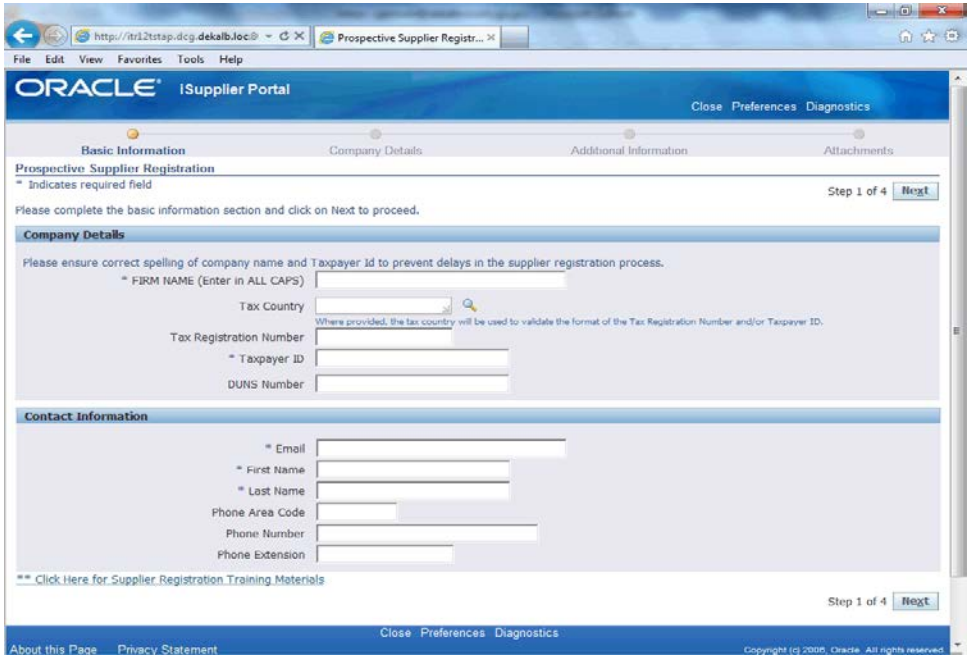


In this course you will learn how to **Register as a Supplier** with DeKalb County.

Supplier Self Registration



Step 1

DeKalb County has developed **Training Materials** to assist you with the transition to iSupplier. This link will take you to the website where all of our training material is stored.

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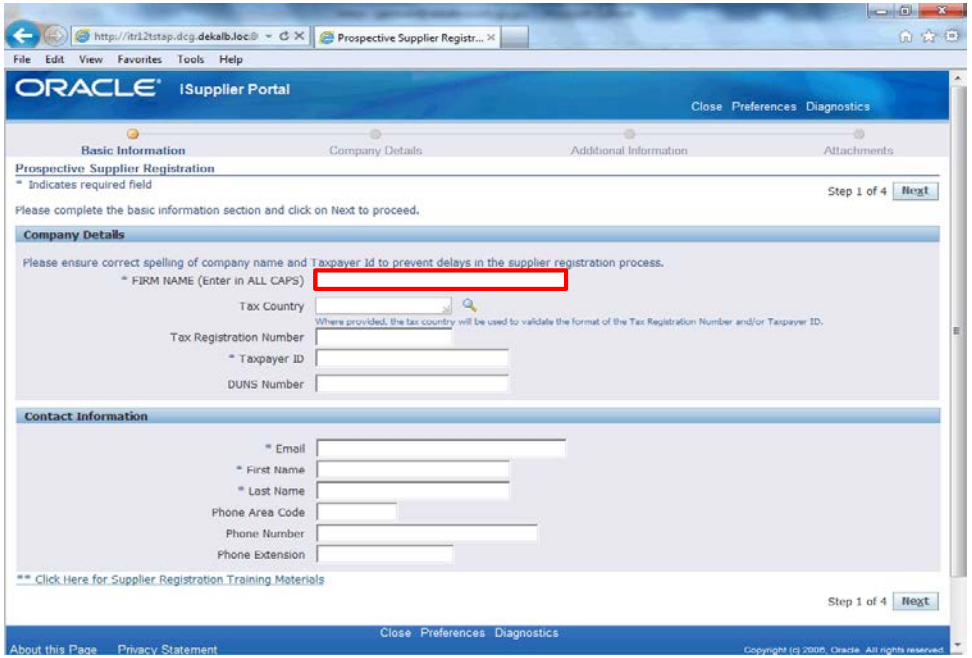

Step 2

In the FIRM NAME field, enter the name of the business you are registering. PLEASE NOTE: You **MUST** enter the business name in **ALL CAPS** to comply with our naming standard.

Here we will enter ***HEMINGWAY'S BOOKS***.

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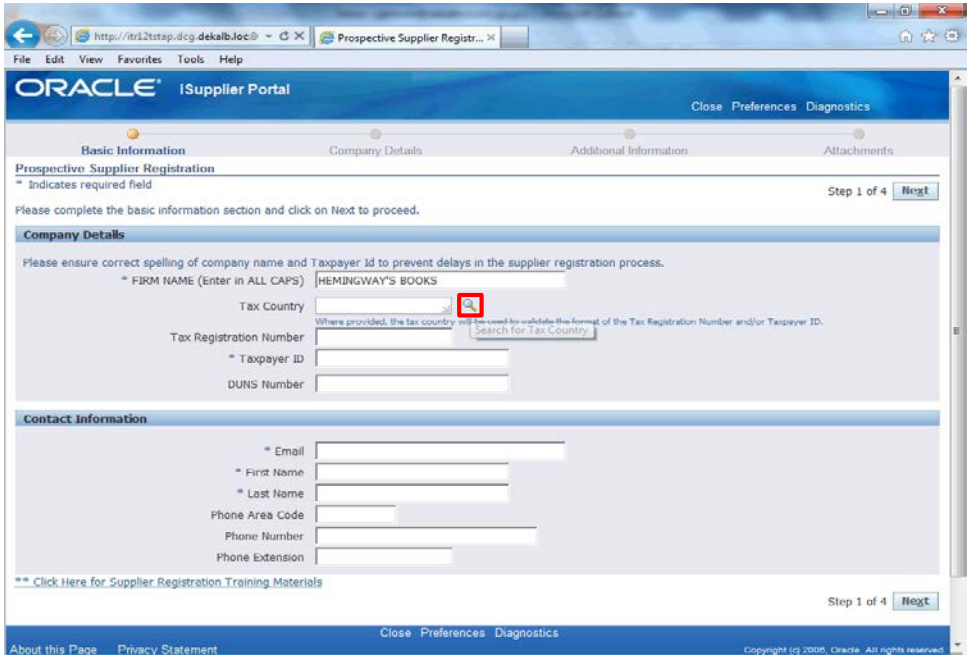

Step 3

Next you will need to select a **Tax Country**. Click on the Magnifying Glass Icon to search.

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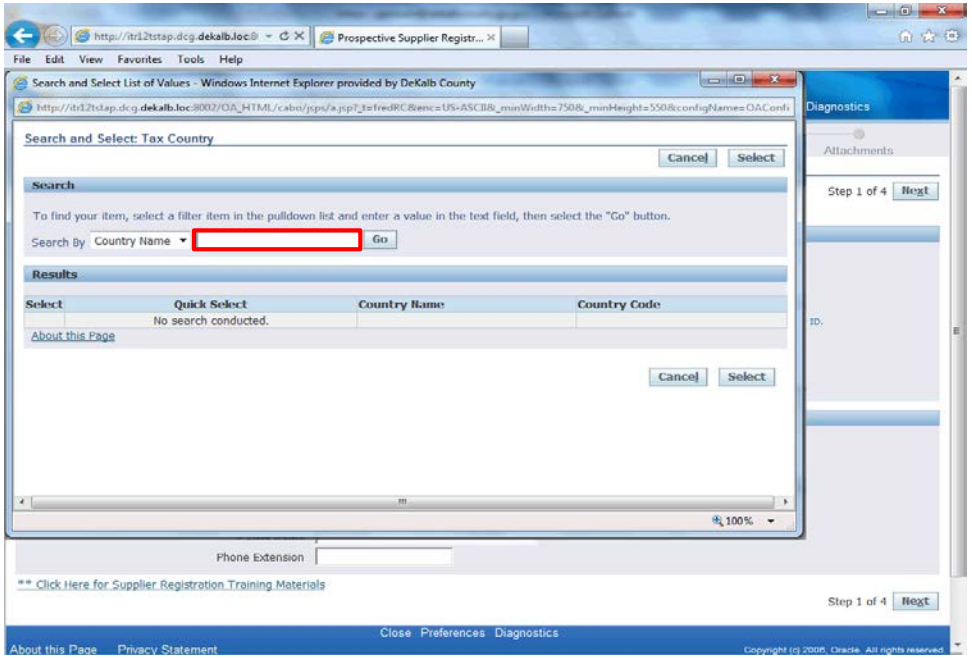

Step 4

In the Search by field, enter the name of the **Tax Country** in which your business is registered.

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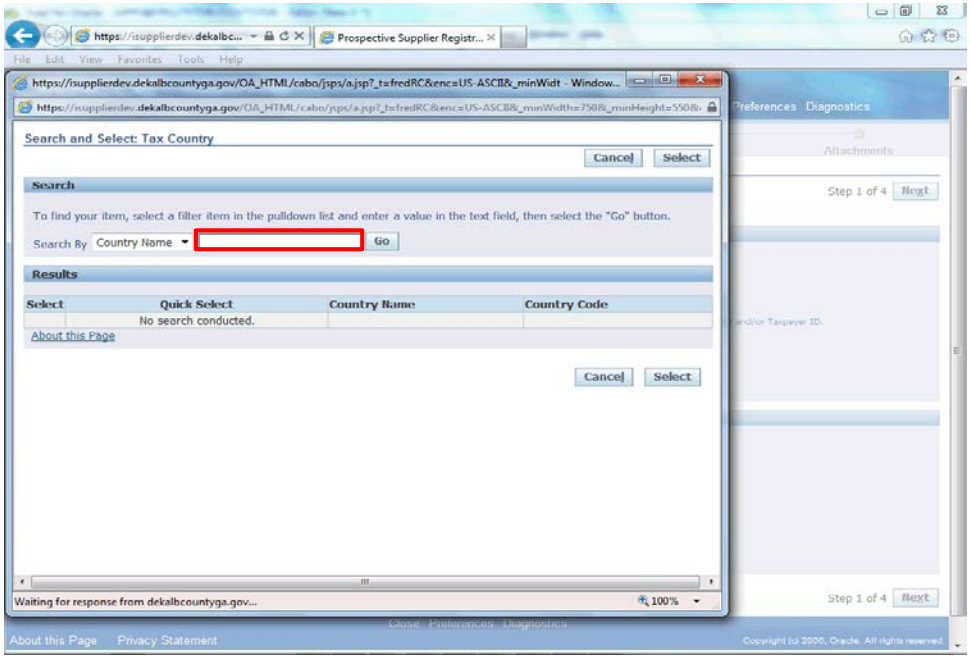

Step 5

Here we will enter ***United States*** and click on **Go**.

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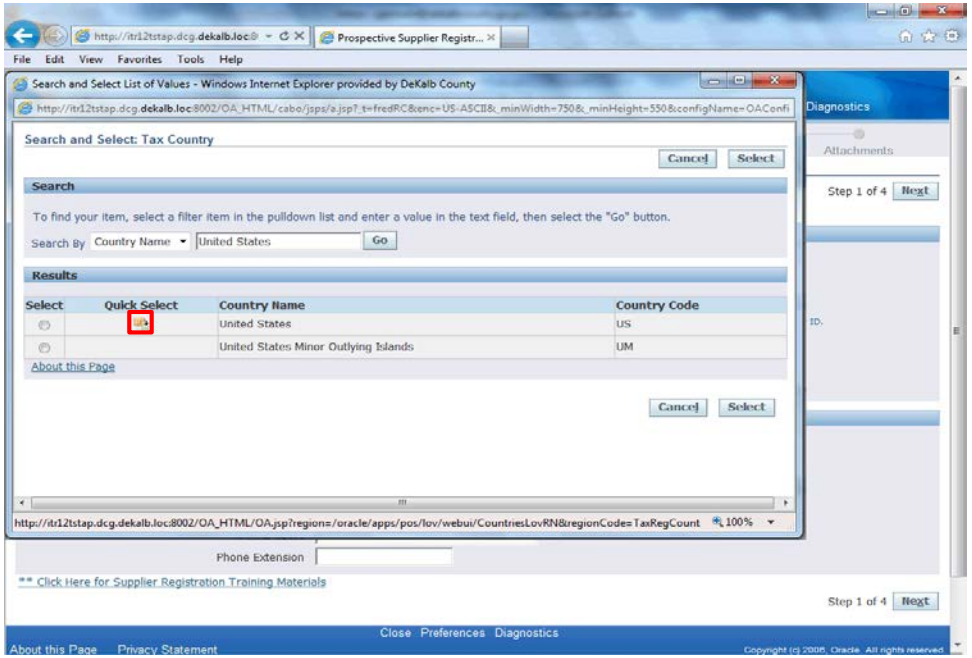

Step 6

The system will return all countries matching your search criteria.

Locate the appropriate country and click on the **Quick Select** icon.

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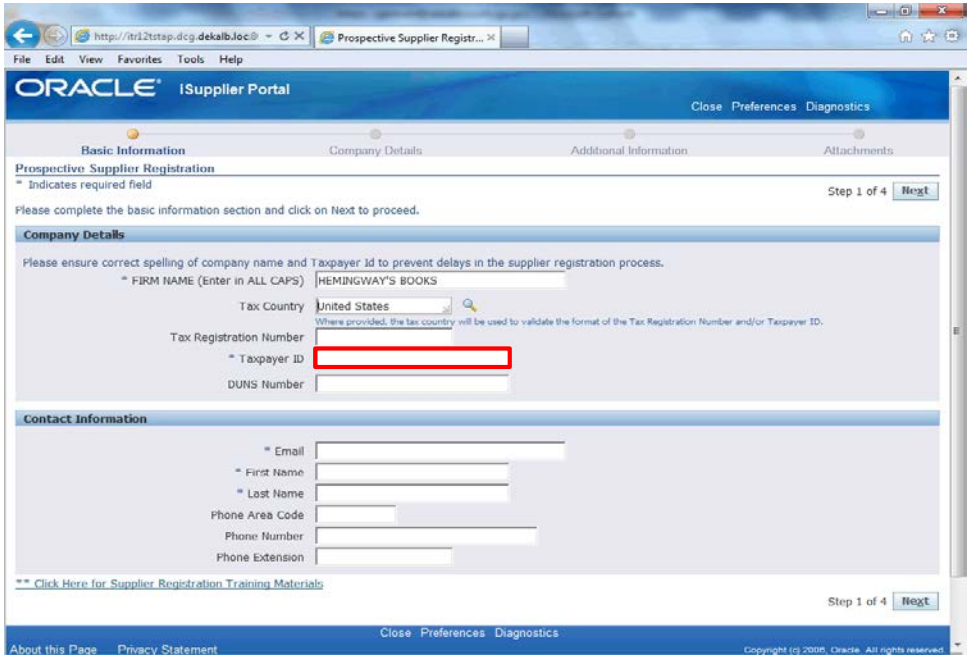

Step 7

Next, enter your **MANDATORY** Taxpayer ID. Here we will enter ***999-99-9999***.

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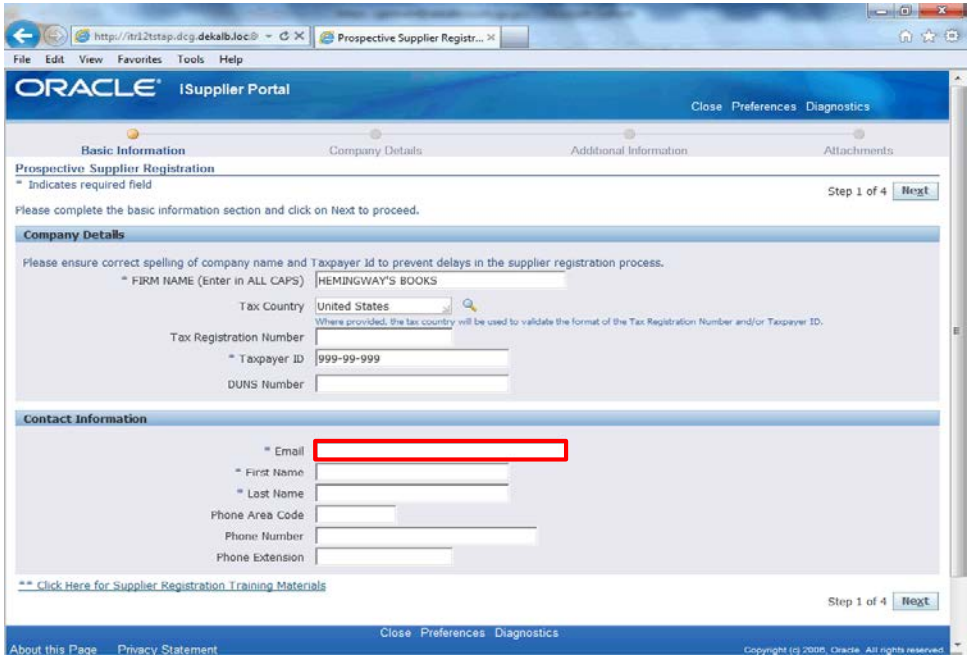

Step 8

Next, enter an **email address** for your primary contact for your business. Hint: you will have an opportunity to add other contacts as needed.

Here we will enter ***hemingwaybooks@gmail.com***

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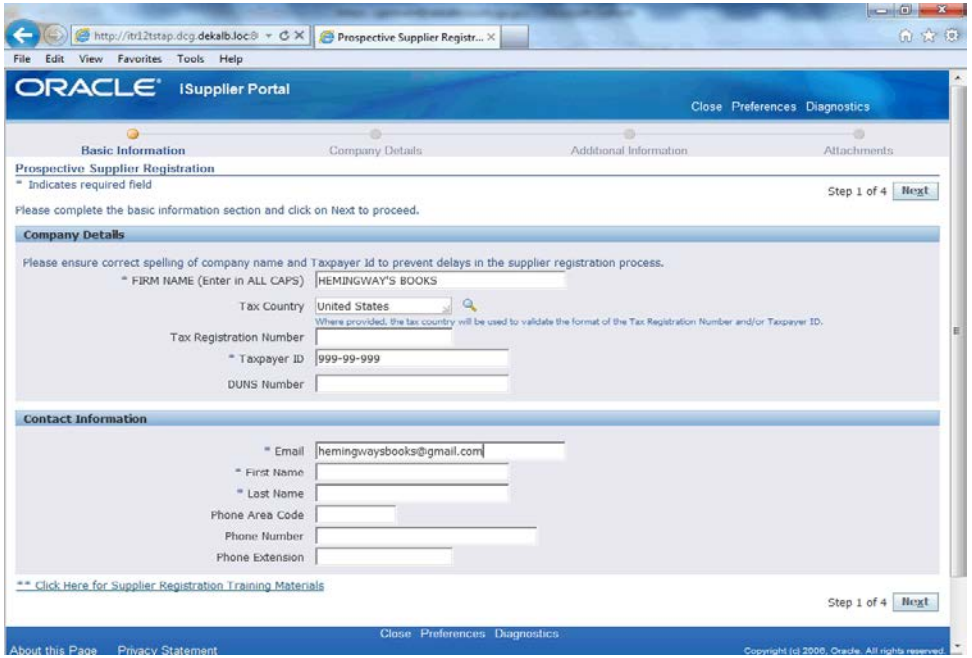

Step 9

Enter the First Name of the contact.

Here we will enter ***Joanna***.

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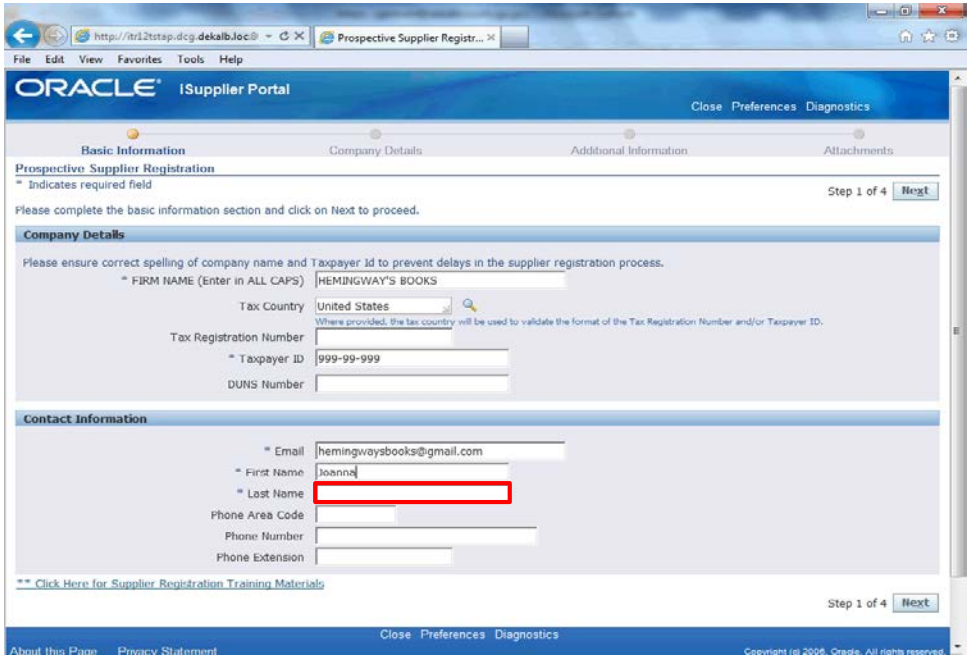

Step 10

Enter the Last Name of the contact.

Here we will enter ***Hemingway***.

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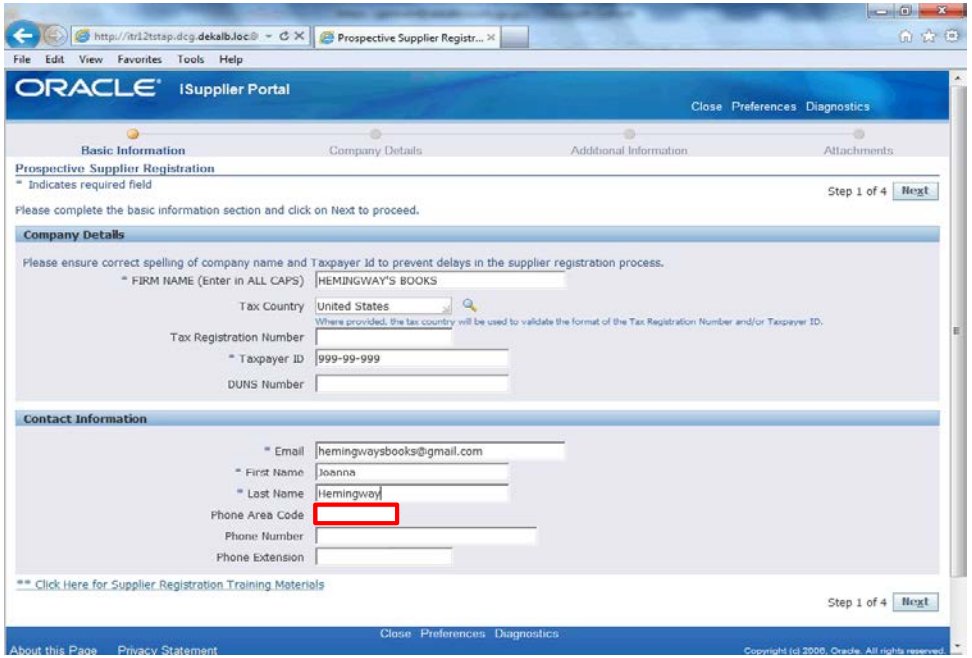

Step 11

You can optionally enter a phone number for your contact. First, enter a Phone Area Code.

Here we will enter ***404***.

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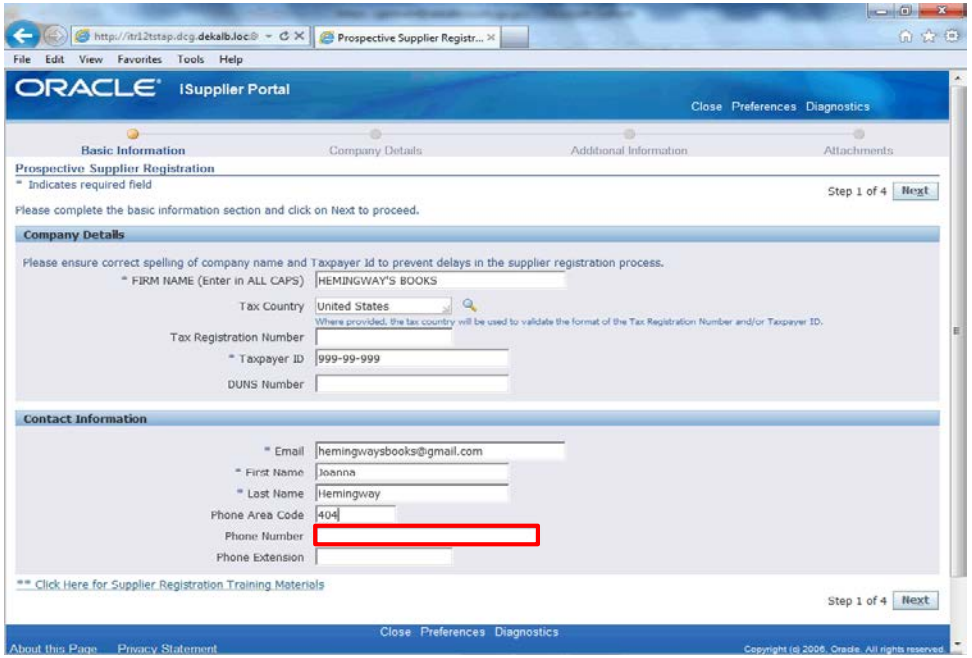

Step 12

Continue entering your contact's phone number.

Here we will enter ***222-1212***.

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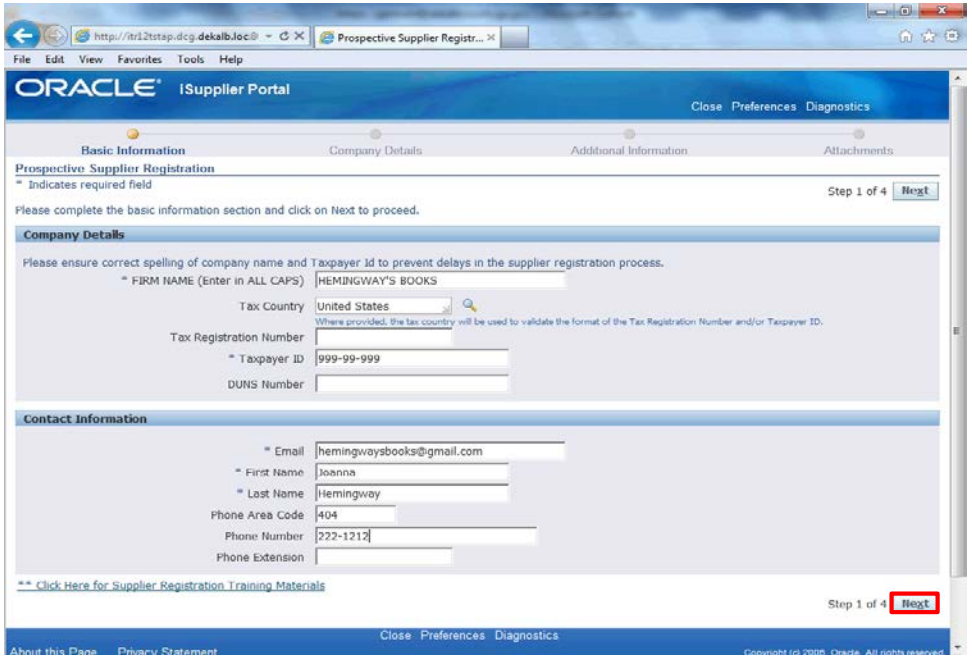

Step 13

To continue, click on the **Next** button.

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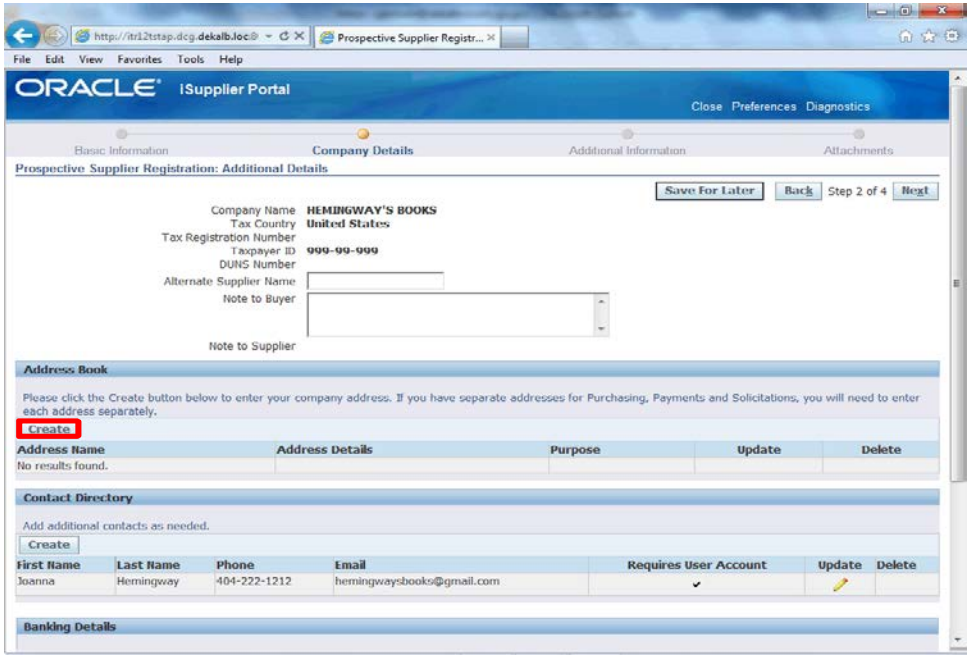
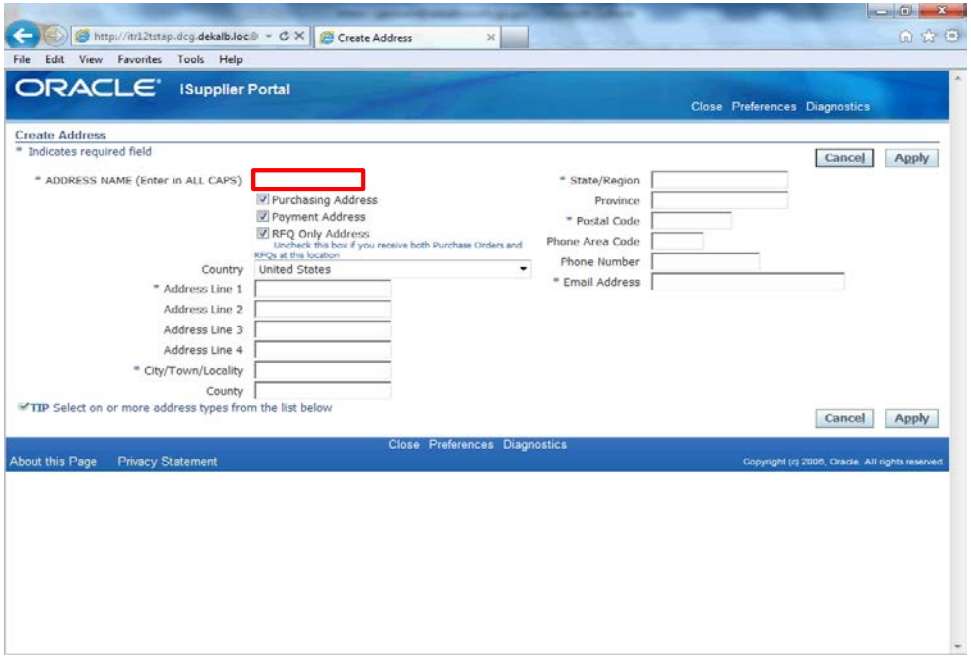


Step 14

Next, you will add address information for your business. Click on the **Create** button to continue.

Supplier Self Registration



Step 15

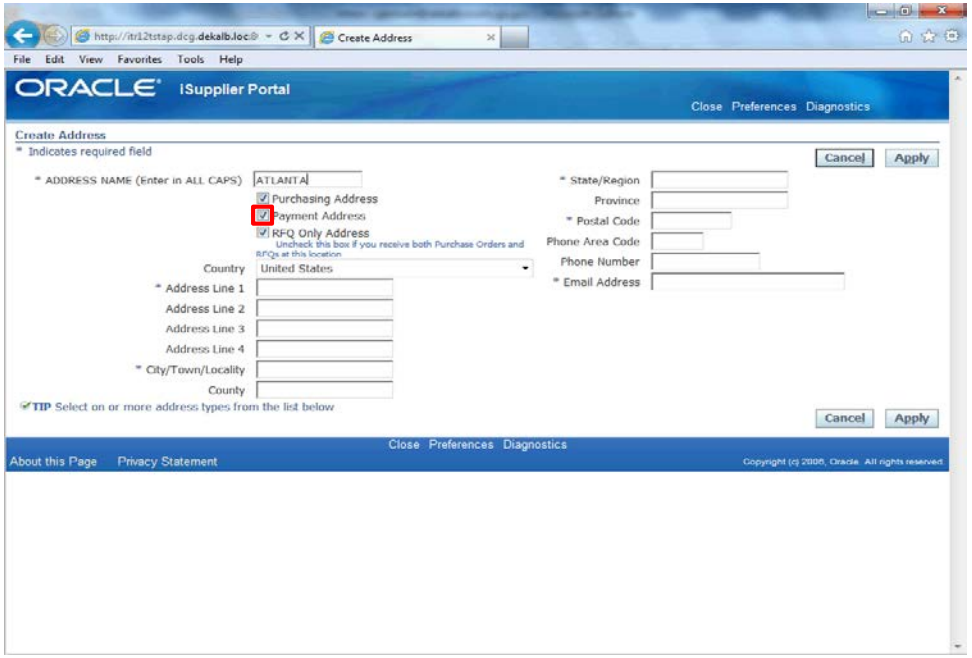
In the Create Address page, you will enter the details about your business' various addresses. Note: if you have separate addresses for your Purchase Orders, Payments and RFQ/ Solicitations, you may create multiple addresses and indicate their respective site purposes.

If you have a single location, you can create a single address and indicate that it is a purchasing and payables site. ***Note:*** If you leave RFQ Only Site checked, it will override your settings for Purchasing Site and the system will not allow purchase orders to be issued to this site. Please only leave this box checked if it is a true RFQ Only site, and not a combination of RFQ Only and Purchasing site.

For this demo, we will create separate Purchasing and Payment Addresses.

When you create an address, you MUST enter the **Address Name** in ***ALL CAPS***. Here we will enter ATLANTA.

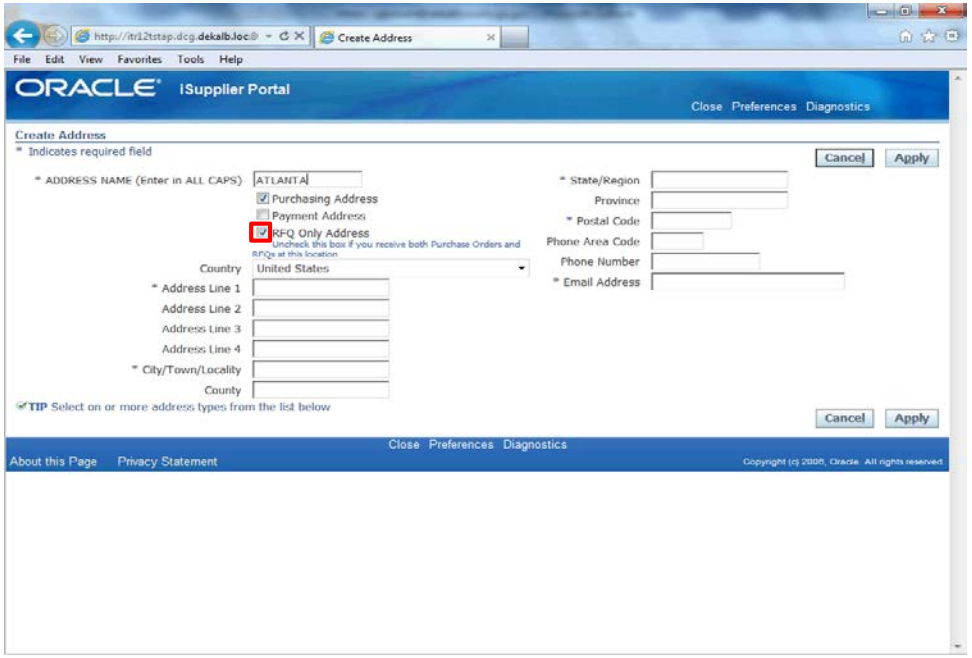
Supplier Self Registration



Step 16

Since this is a Purchasing Address only, we will **uncheck** the ***Payment Address*** flag.

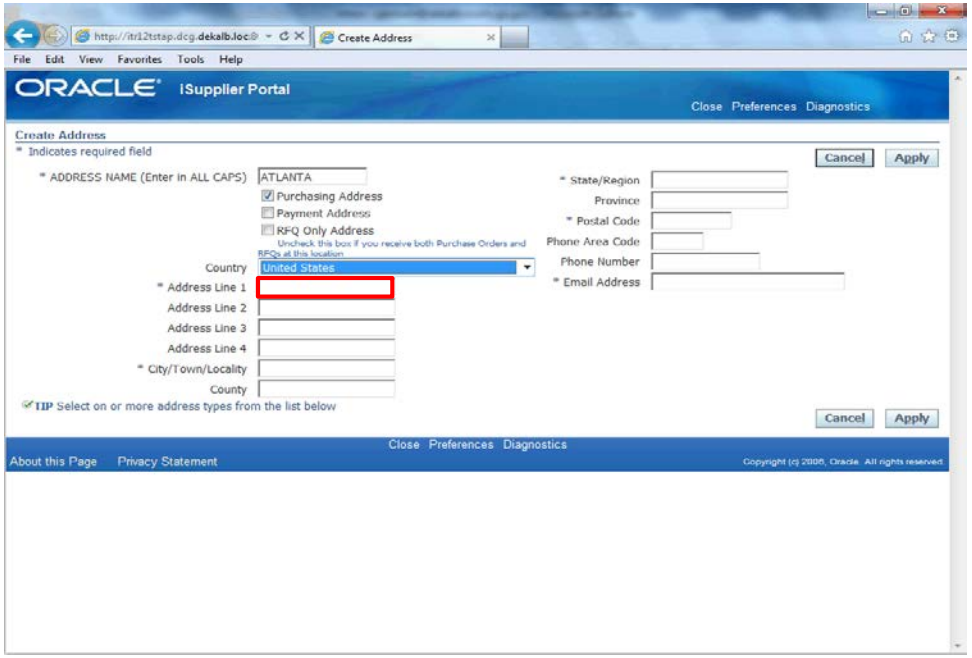
Supplier Self Registration



Step 17

Next we will uncheck the **RFQ Only Address** box.

Supplier Self Registration

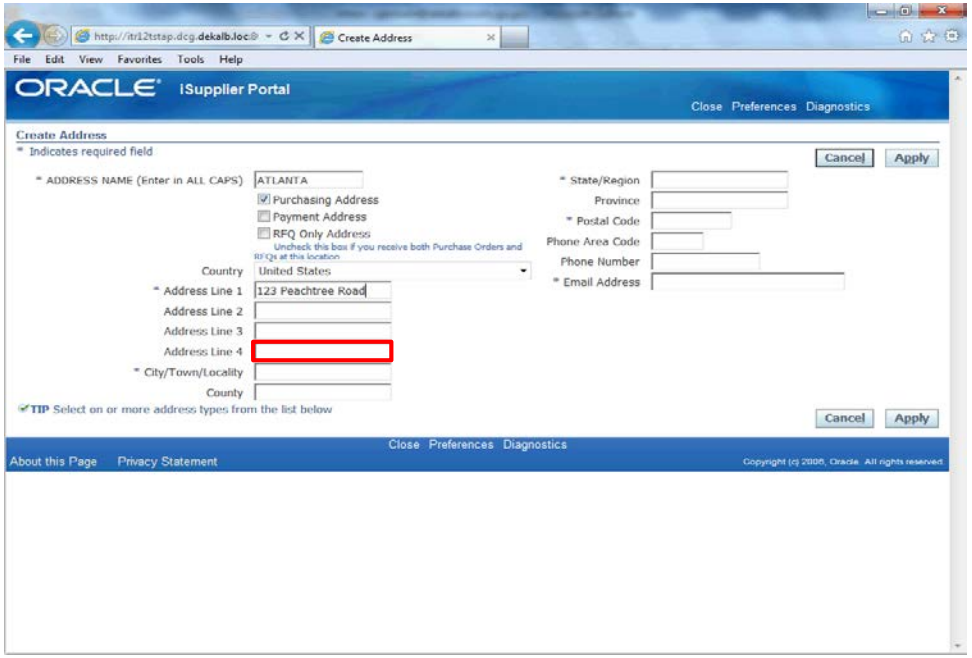


Step 18

Enter your address information starting with **Address Line 1**. You can provide additional information in Address Lines 2-4.

Here we will enter ***123 Peachtree Road***.

Supplier Self Registration

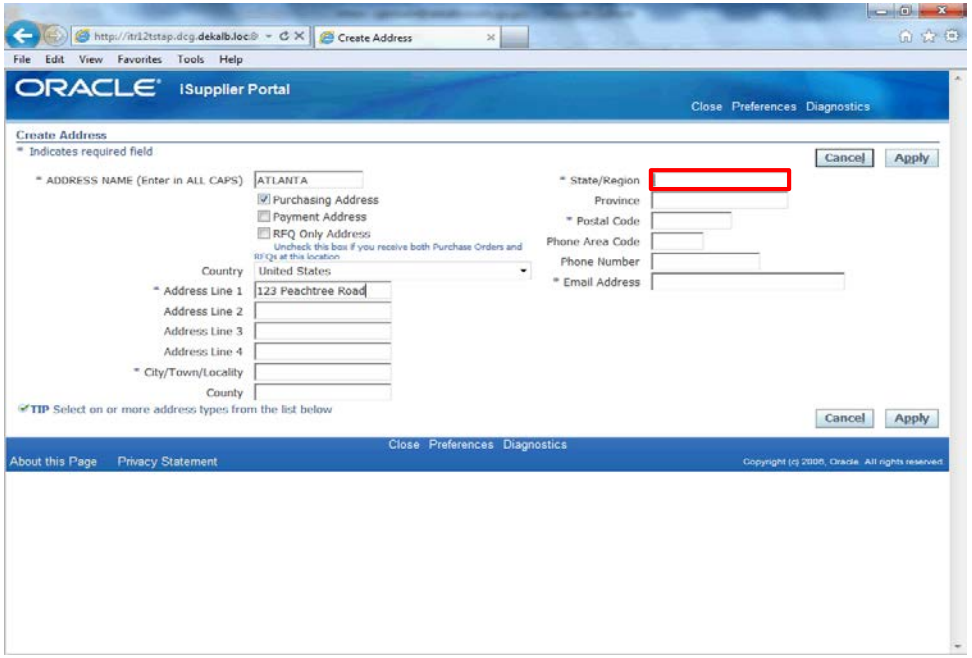


Step 19

Next, click in the **City/Town/Locality** field. Enter the name of the city where you are located.

Here we will enter ***Atlanta***.

Supplier Self Registration



Step 20

Next, click in the **State/ Region** field. Enter the name of the State where you are located.

Here we will enter ***GA.***

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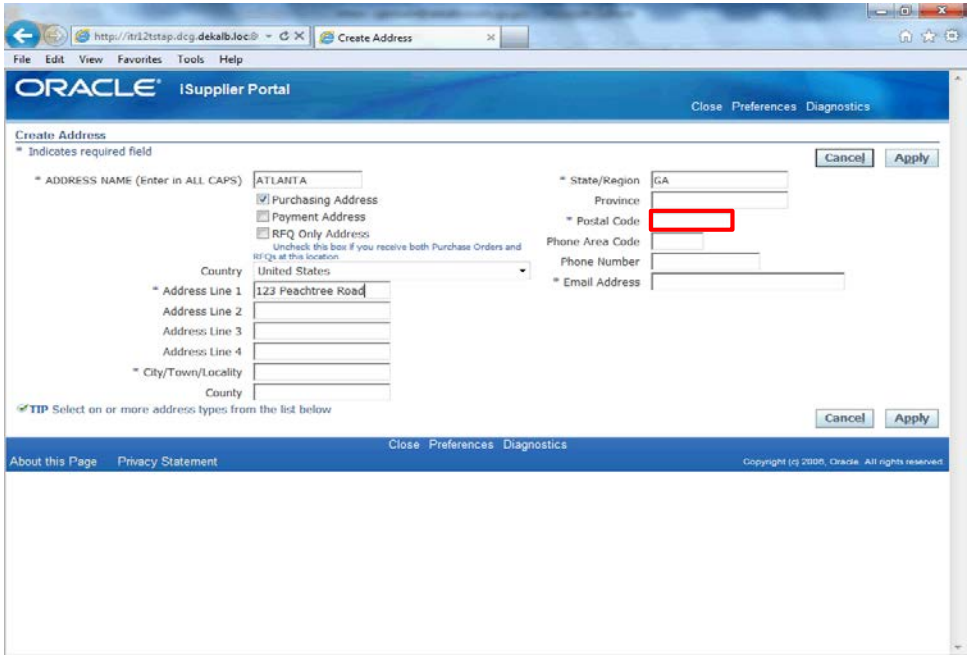
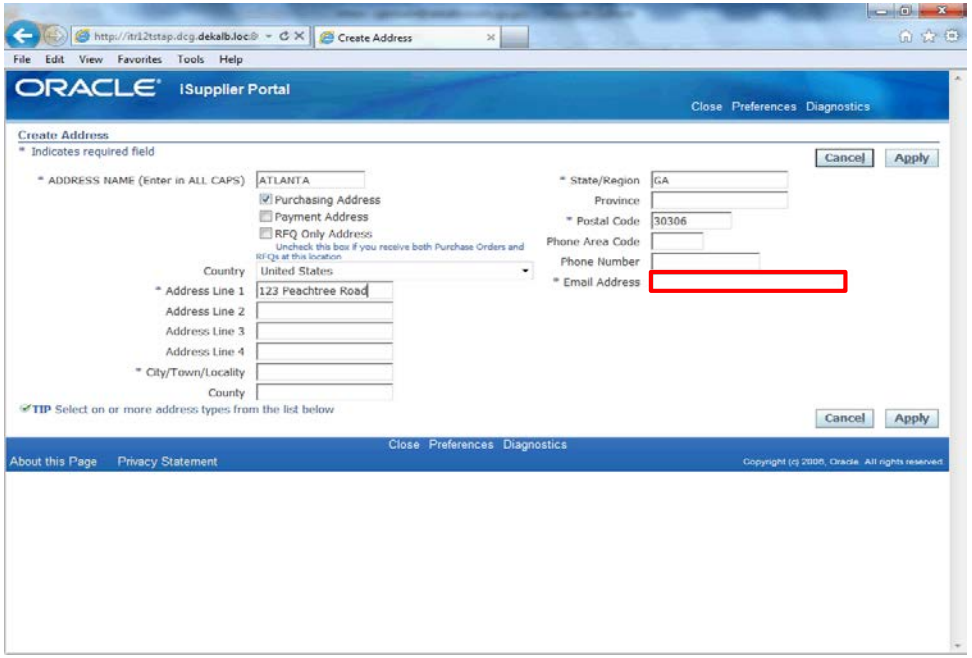


Step 21

Next, click in the **Postal Code** field to enter the zip code where you are located.

Here we will enter ***30306.***

Supplier Self Registration



Step 22

Next, click in the **Email Address** field to enter an email address for this location.

Here we will enter ***hemingwaypo@gmail.com.***

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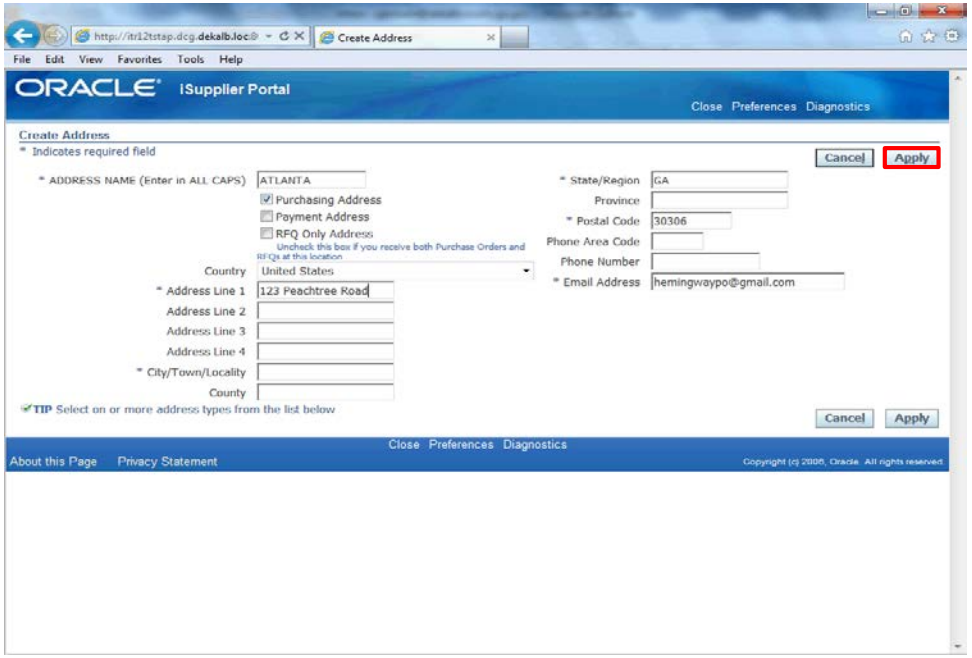

Step 23

Click on **Apply** when you have entered all of your address information.

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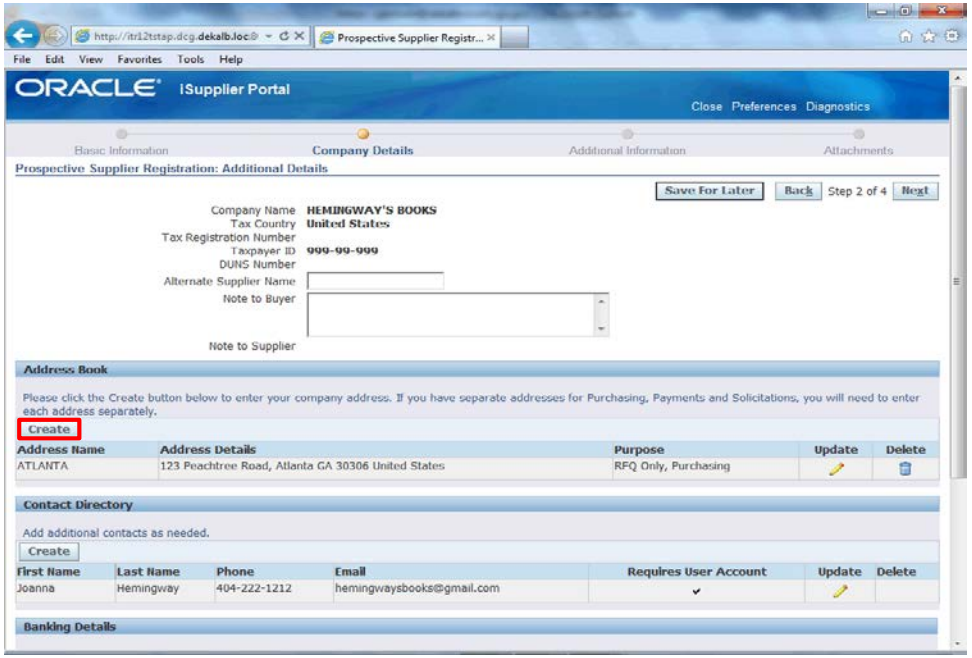
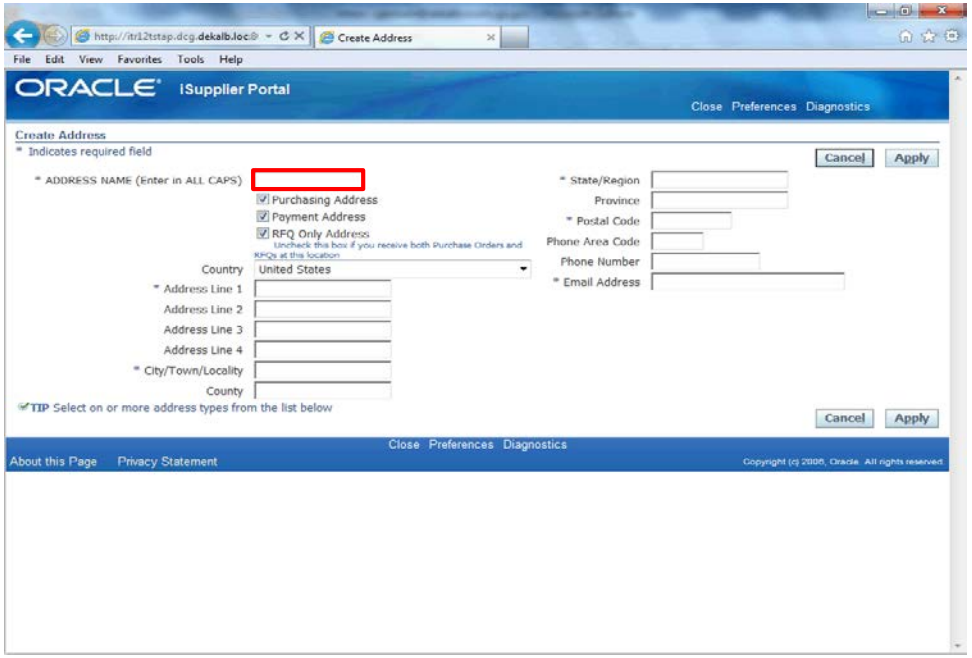


Step 24

Next, we will enter another address for our Payables site. Click on the **Create** button to proceed.

Supplier Self Registration

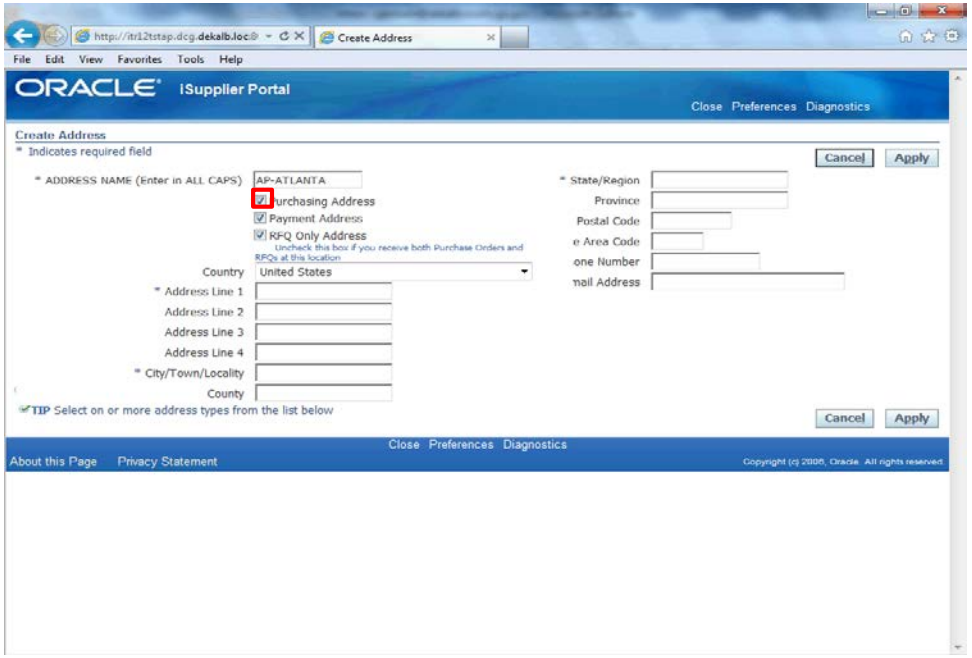


Step 25

Here we will create a separate Payment Address.

When you create an address, you MUST enter the **Address Name** in ***ALL CAPS***. Here we will enter **AP-ATLANTA**.

Supplier Self Registration



Step 26

Next we will uncheck the **Purchasing Address** box.

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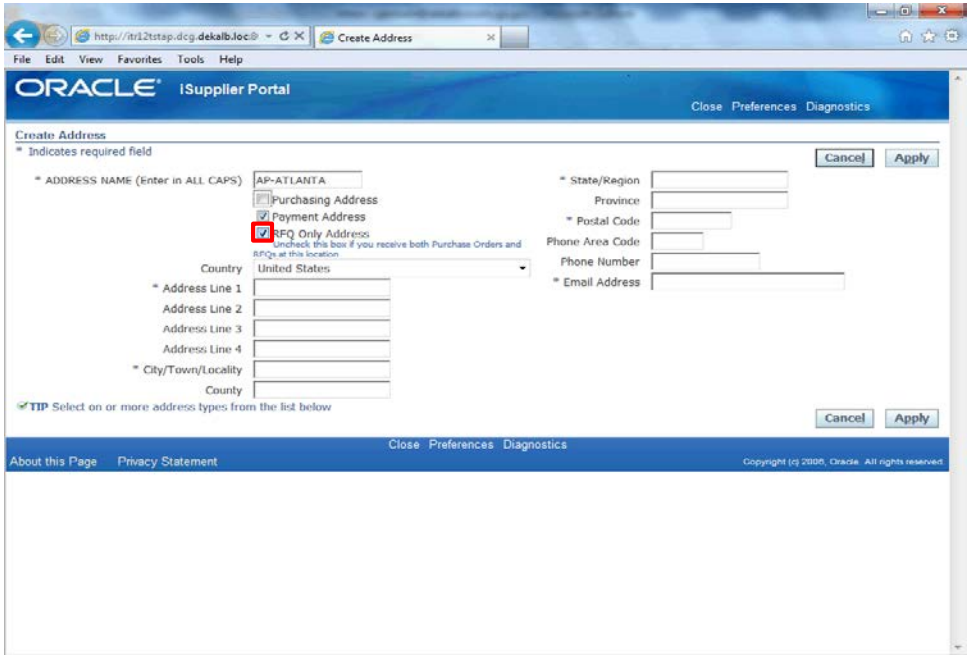

Step 27

Next we will uncheck the **RFQ Only Address** box.

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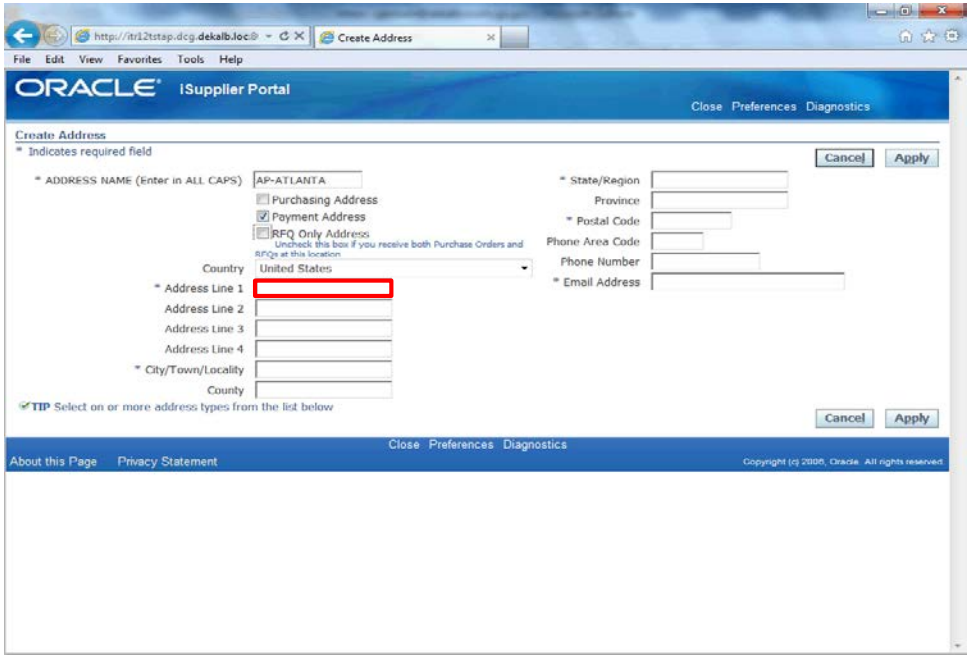

Step 28

Enter your address information starting with **Address Line 1**. You can provide additional information in Address Lines 2-4.

Here we will enter ***599 Dunwoody Road***.

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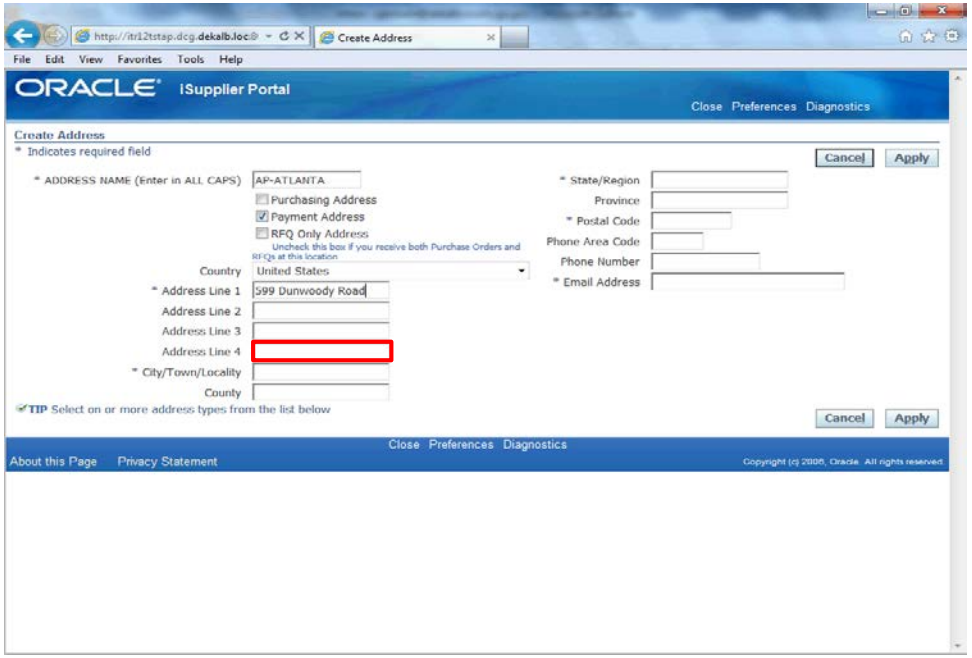

Step 29

Next, click in the **City/Town/Locality** field. Enter the name of the city where you are located.

Here we will enter ***Dunwoody***.

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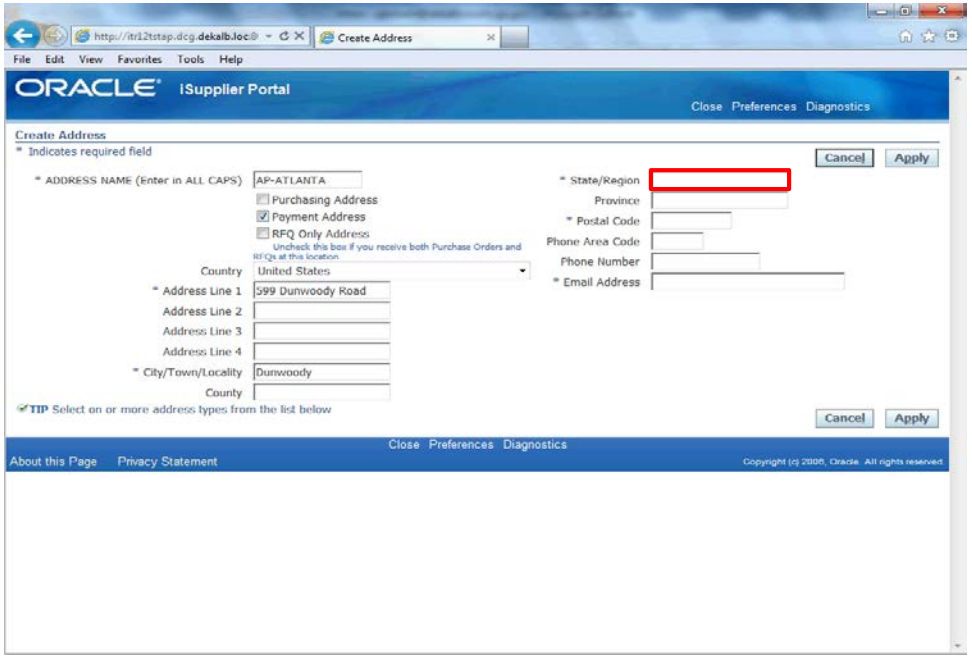

Step 30

Next, click in the **State/ Region** field to enter the name of the State where your business is located.

Here we will enter ***GA***.

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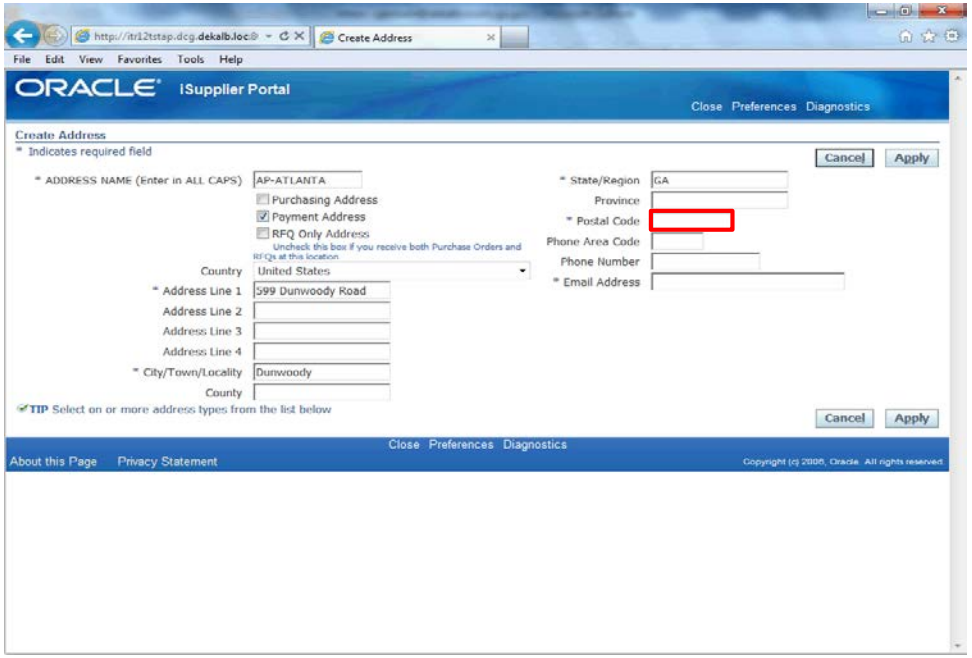
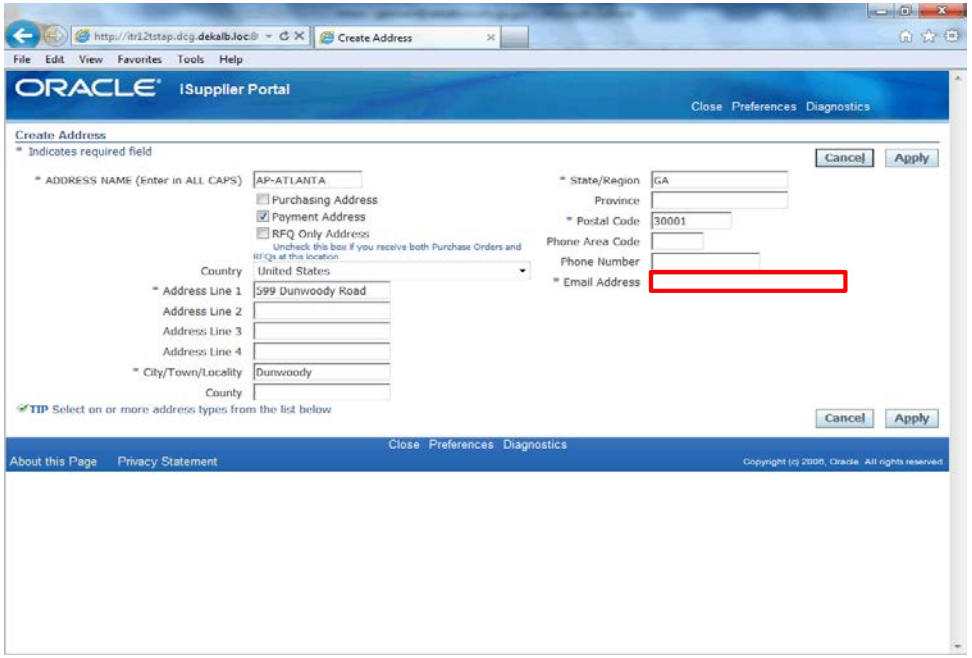


Step 31

Next, click in the **Postal Code** field to enter the zip code where you are located.

Here we will enter ***30001.***

Supplier Self Registration

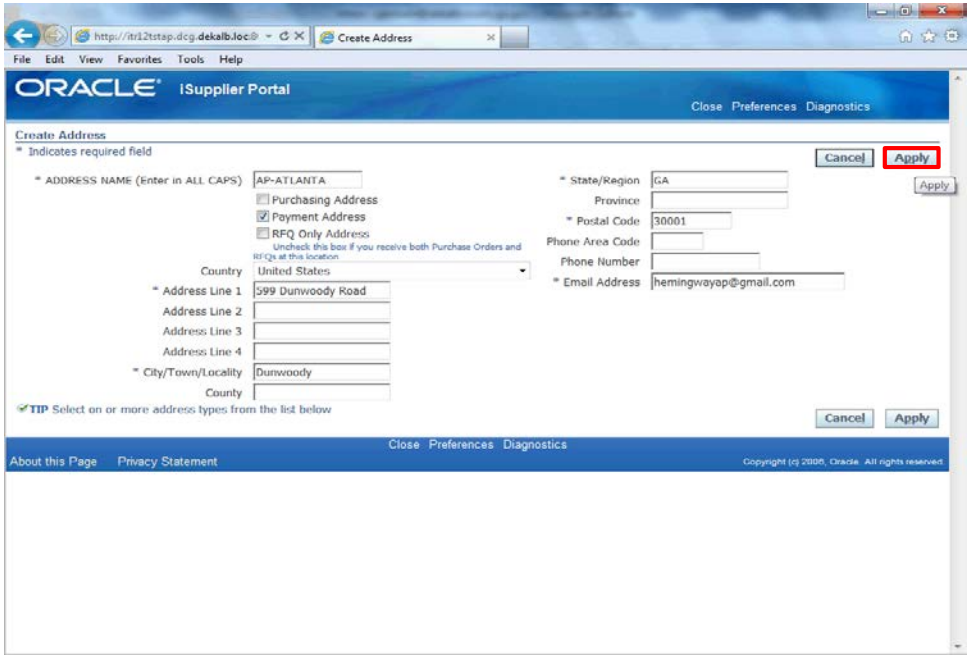


Step 32

Next, click in the **Email Address** field to enter an email address for this location.

Here we will enter ***hemingwayap@gmail.com.***

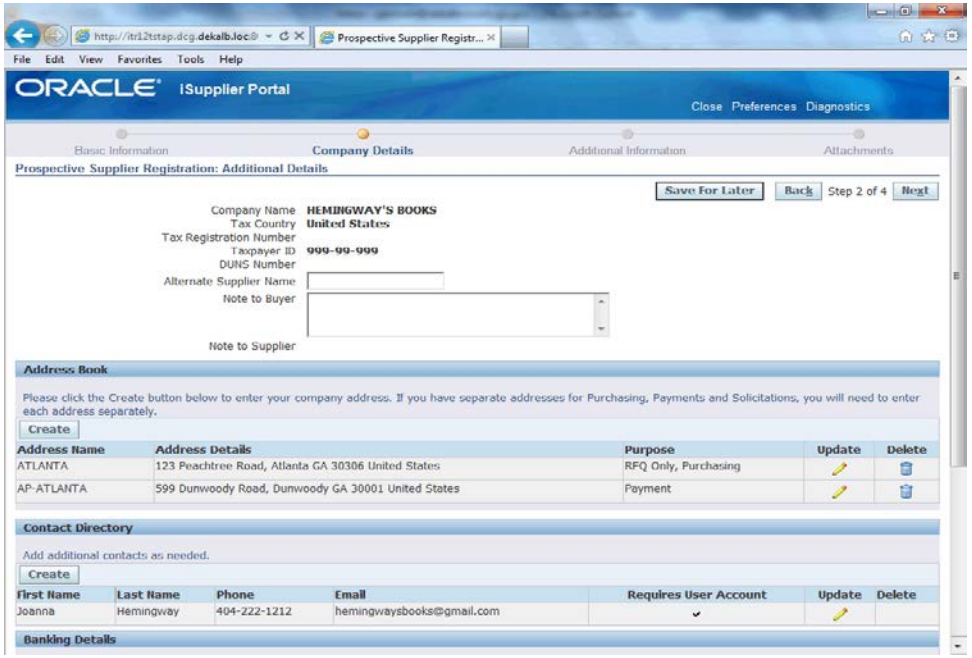
Supplier Self Registration



Step 33

Click on **Apply** when you have entered all of your address information.

Supplier Self Registration



Step 34

Once you have completed your address set up, you can proceed to create additional **Contacts** and add **Banking** details.

Here we will **scroll down** to proceed.

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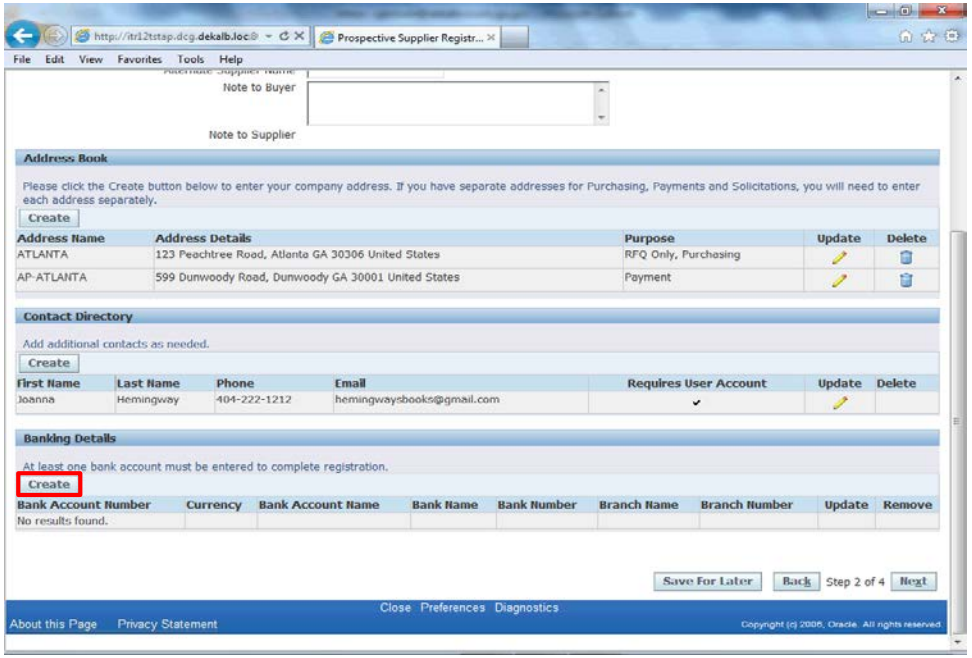

Step 35

To add **Banking Details**, click on the **Create** button to continue.

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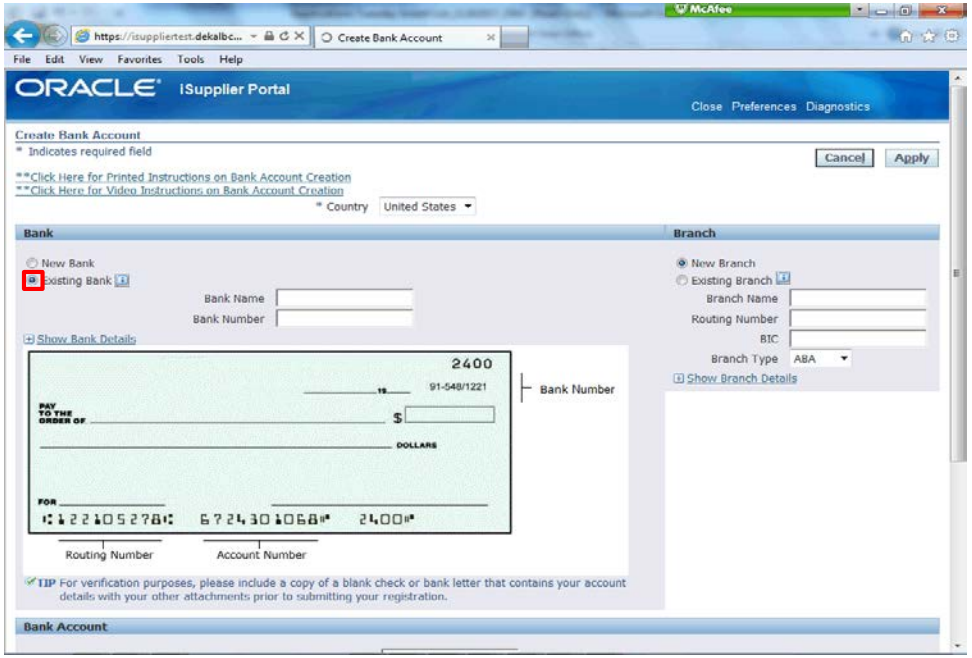

Step 36

In this example, we will select a Bank that is already set up in the system. .

Click on the Information **(i)** bubble to read the **tip** on using a New or Existing Bank.

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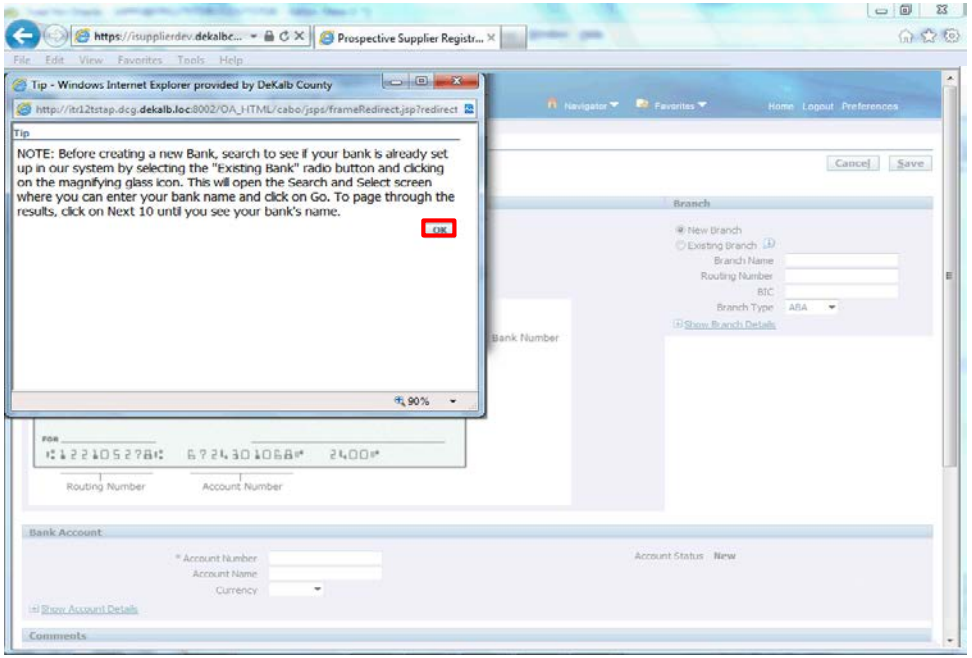

Step 37

The tip provides details about searching to see if your bank is already set up in the system. When you have finished reading the Tip, Click the **OK** button.

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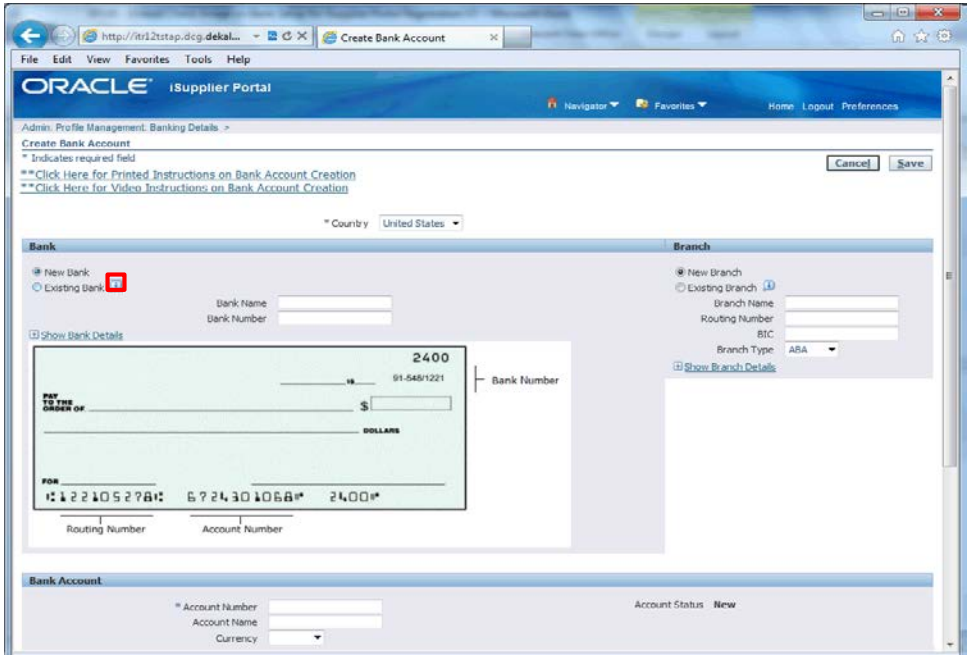

Step 38

In this example, we will follow the suggestion in the tip and search for our bank by clicking on the **Existing Bank** option.

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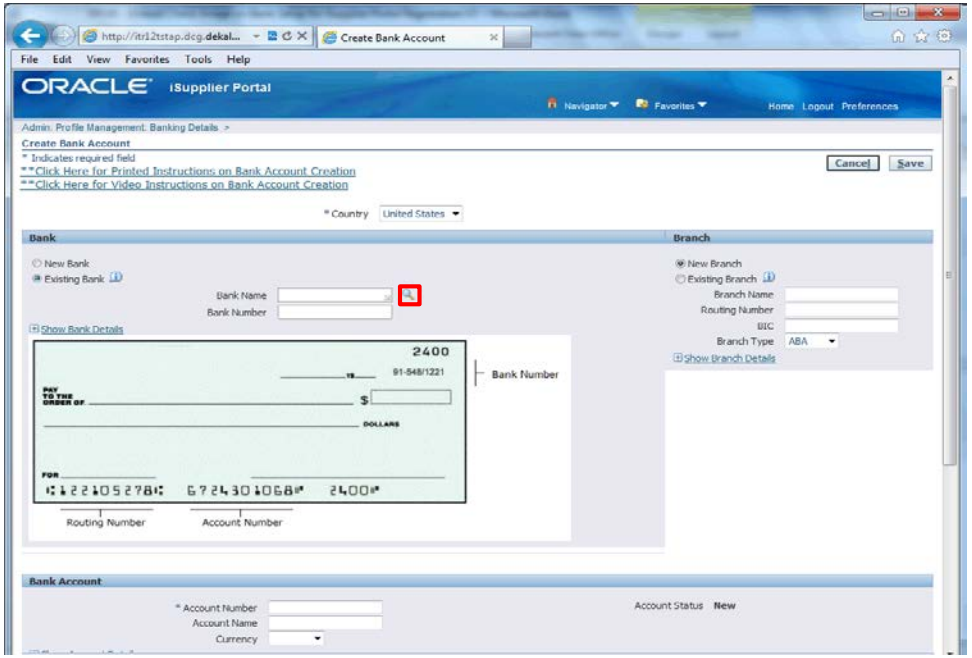

Step 39

Click the **Search for Bank Name** button.

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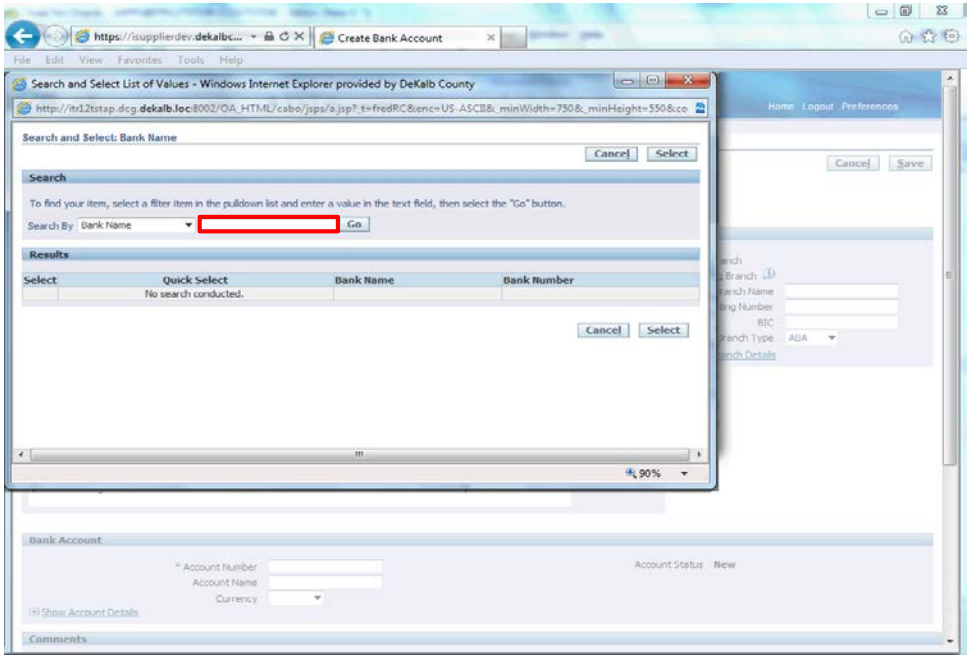

Step 40

Click in the **Search By** field.

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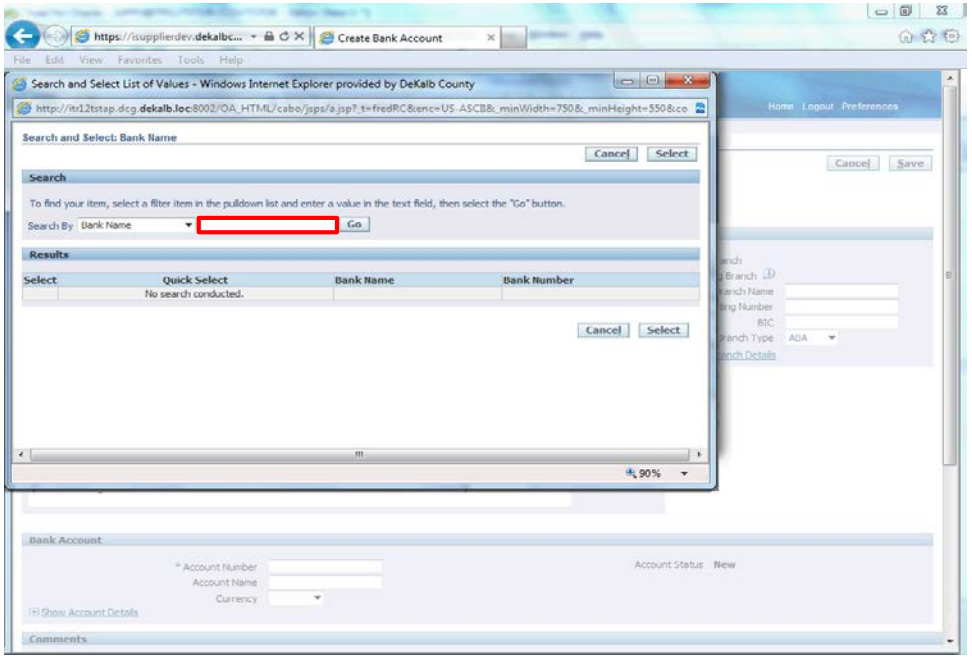

Step 41

Enter the Bank Name into the **Search By** field. Here we will enter "bank of america".

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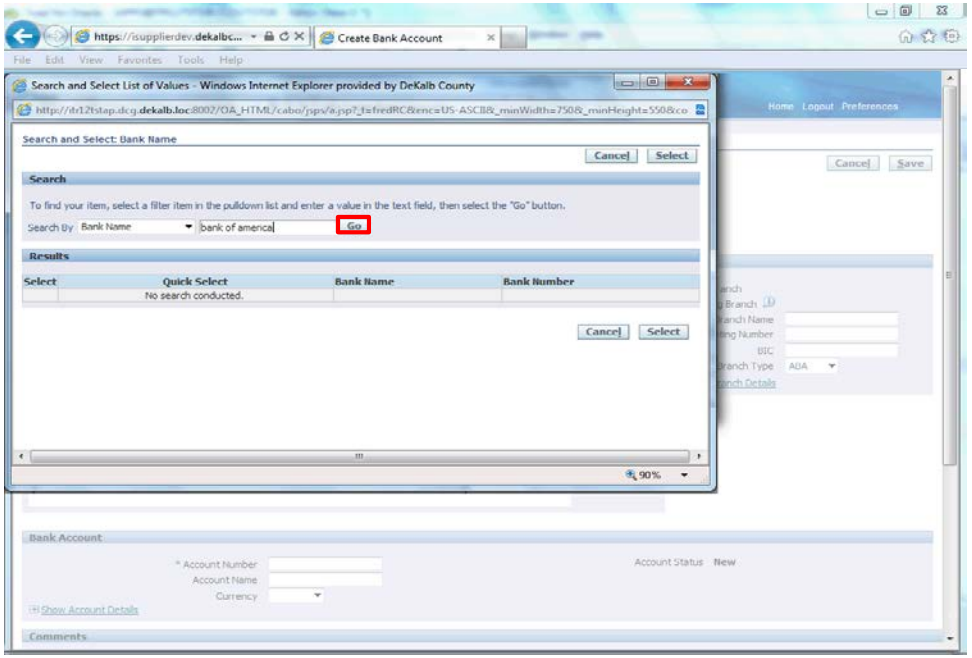

Step 42

Click on the **Go** button.

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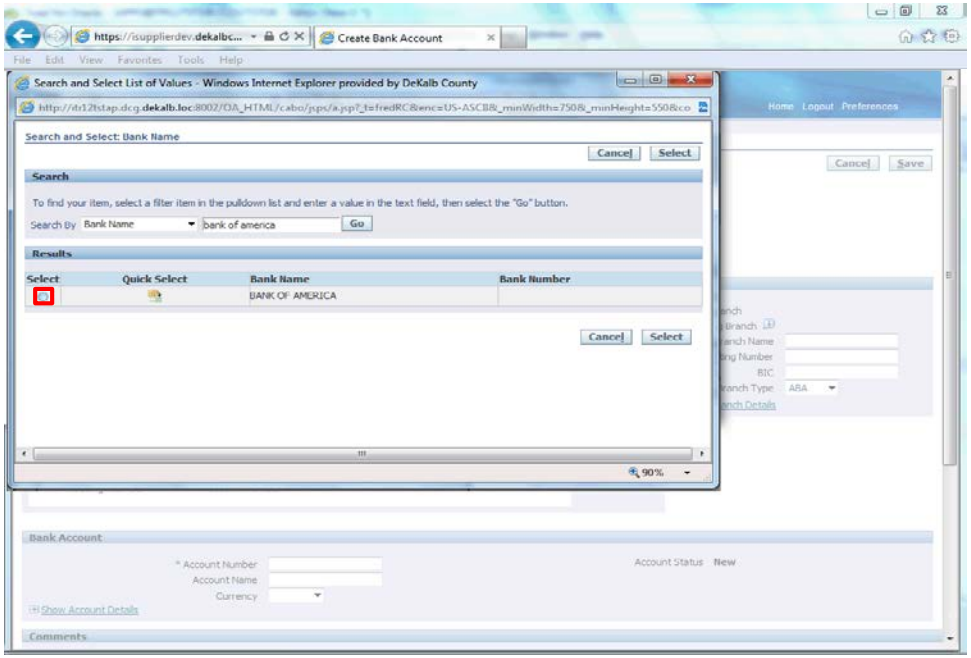
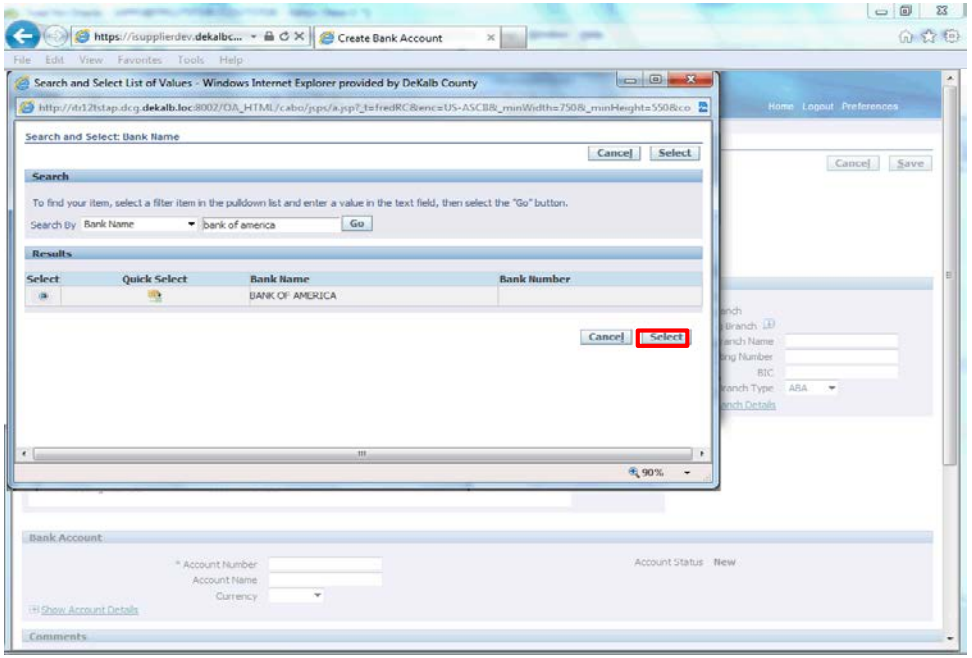


Step 43

Click the **Select** button next to BANK OF AMERICA.

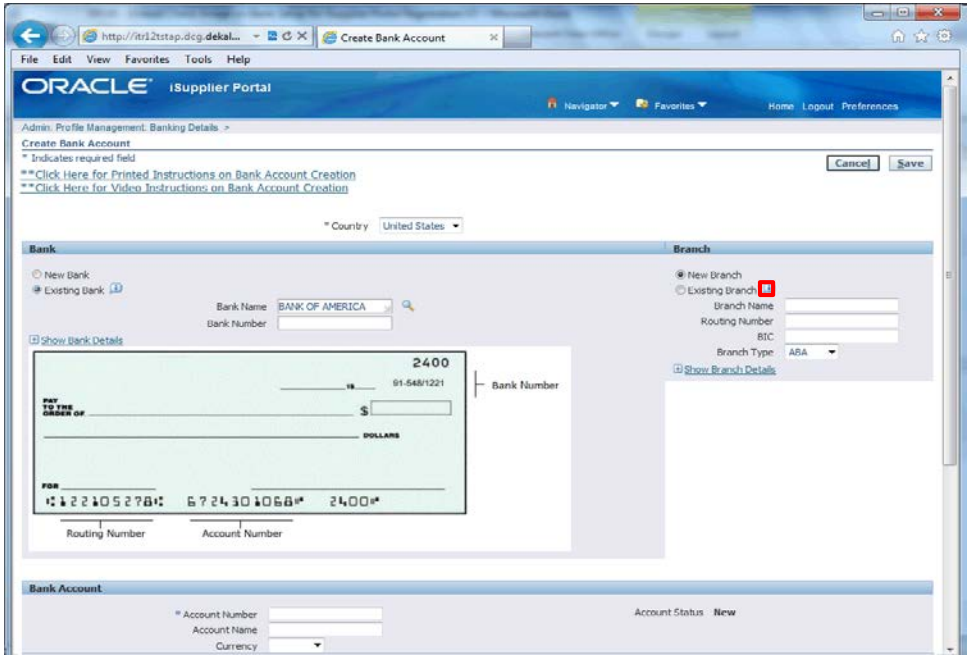
Supplier Self Registration



Step 44

Click the **Select** button.

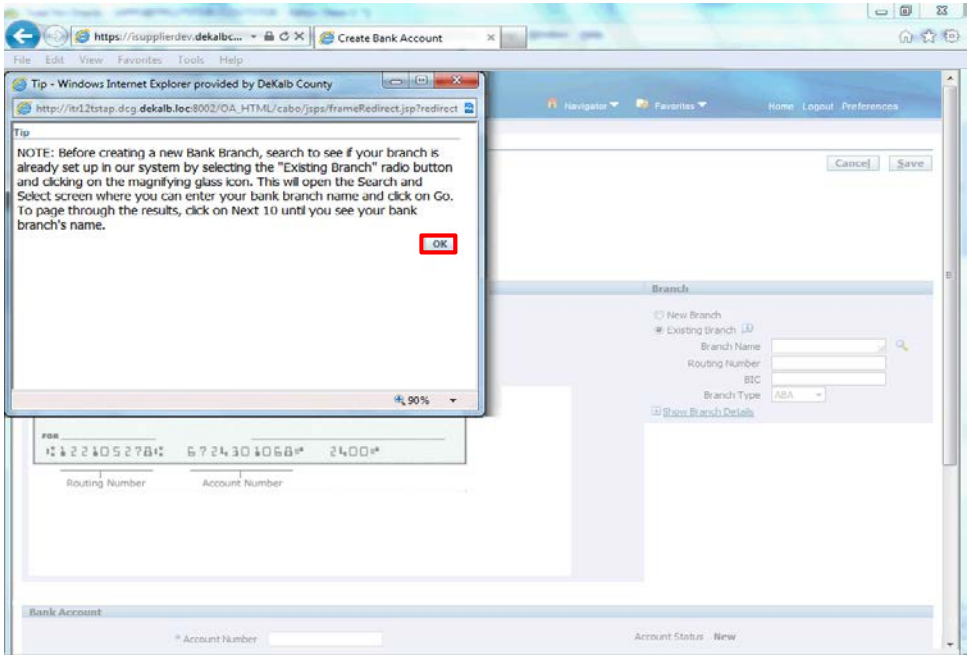
Supplier Self Registration



Step 45

Click on the Information **(i)** bubble to read tip on using a New or Existing Branch.

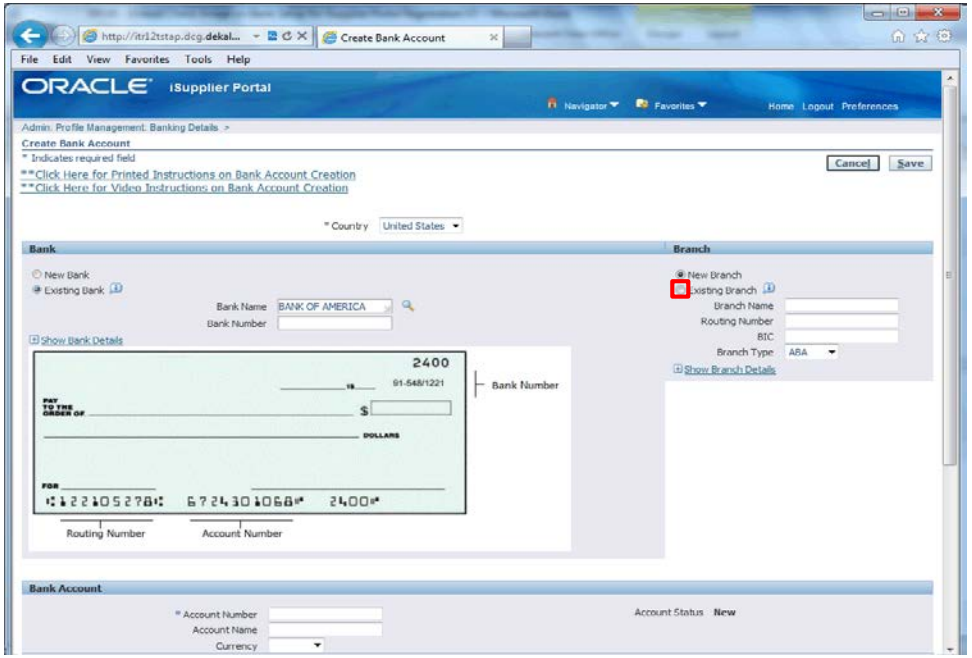
Supplier Self Registration



Step 46

After reading the Tip, Click the **OK** button.

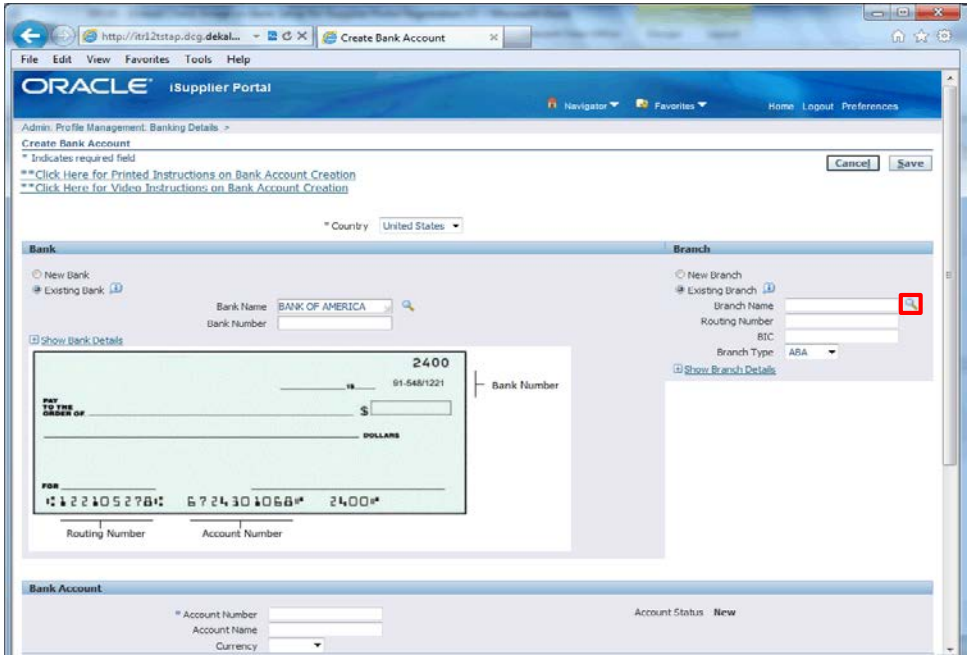
Supplier Self Registration



Step 47

In this example, we will follow the suggestion in the tip and search for our branch by clicking the In this example, we will follow the suggestion in the tip and search for our branch by clicking the **Existing Branch** option.

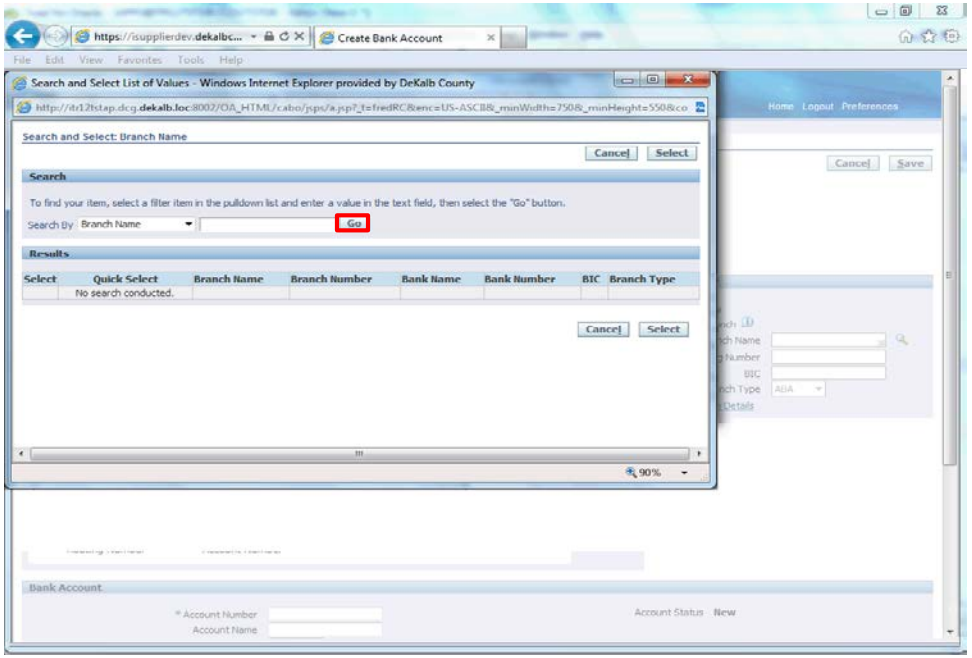
Supplier Self Registration



Step 48

Click the **Search for Branch Name** button.

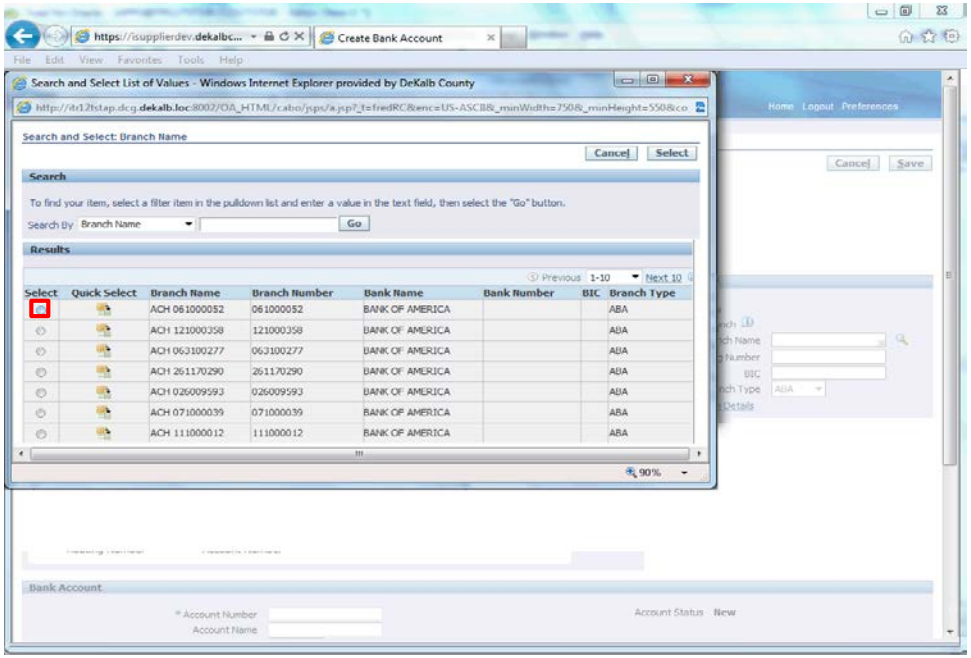
Supplier Self Registration



Step 49

To retrieve all branches for the bank selected, click the **Go** button. You can also search by the Branch Name, Number and other fields.

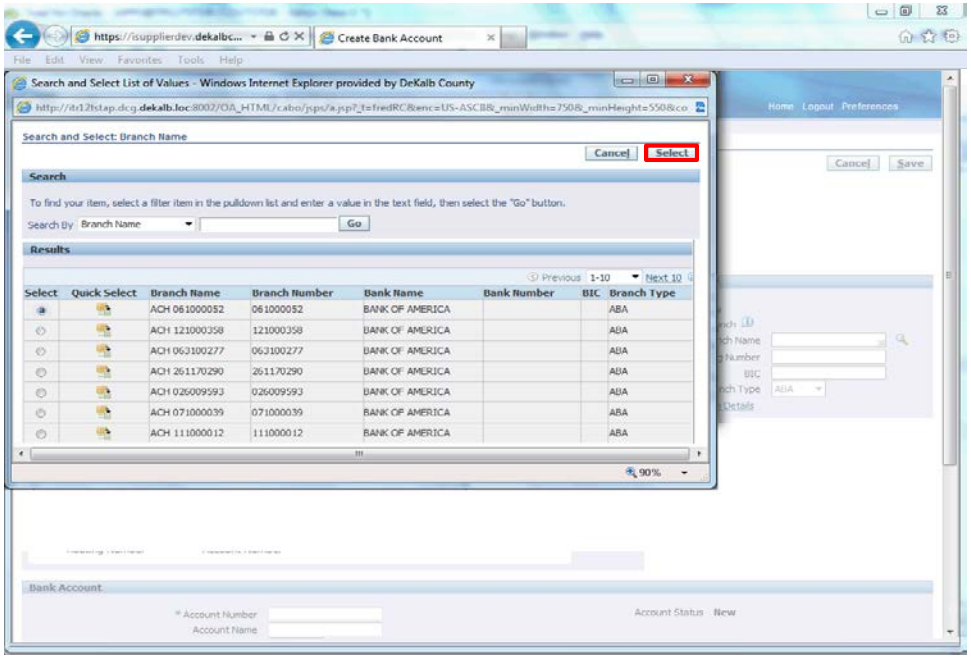
Supplier Self Registration



Step 50

Locate and select the correct branch by clicking on the **Select** button.

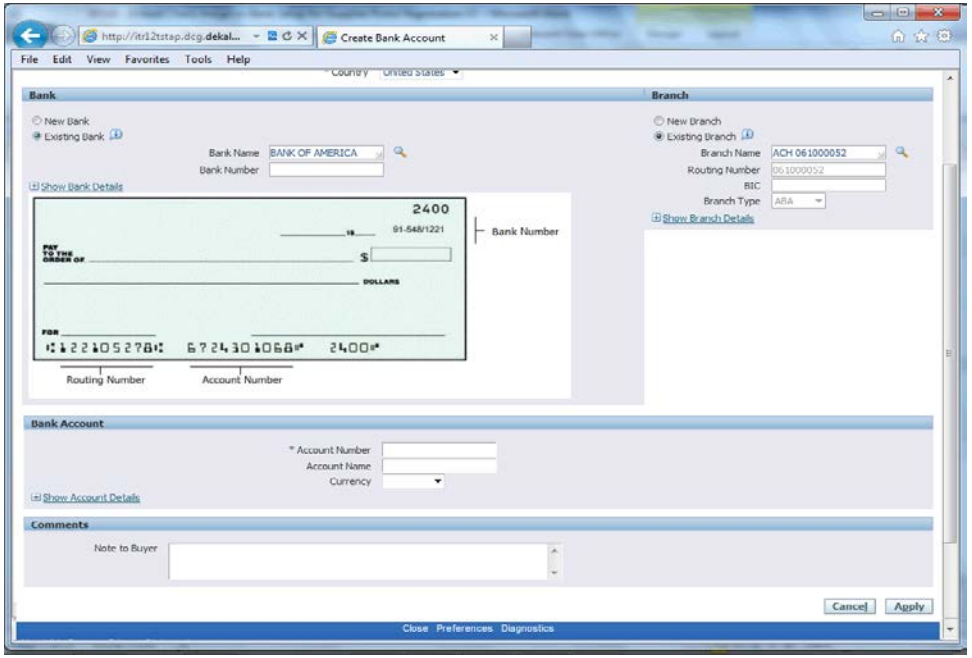
Supplier Self Registration



Step 51

Click the **Select** button.

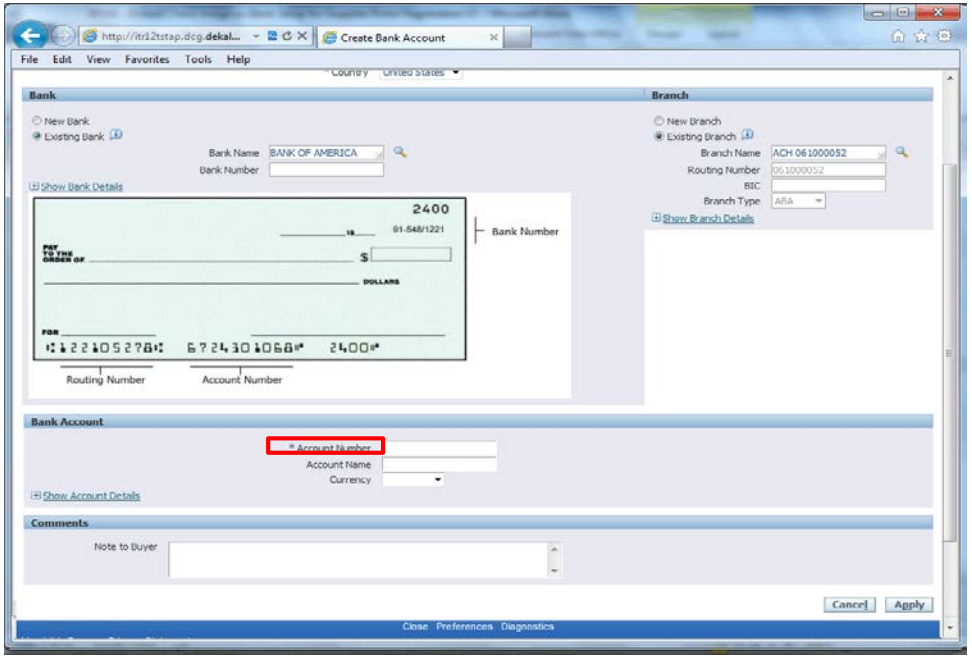
Supplier Self Registration



Step 52

Scroll down to the **Account Number** field.

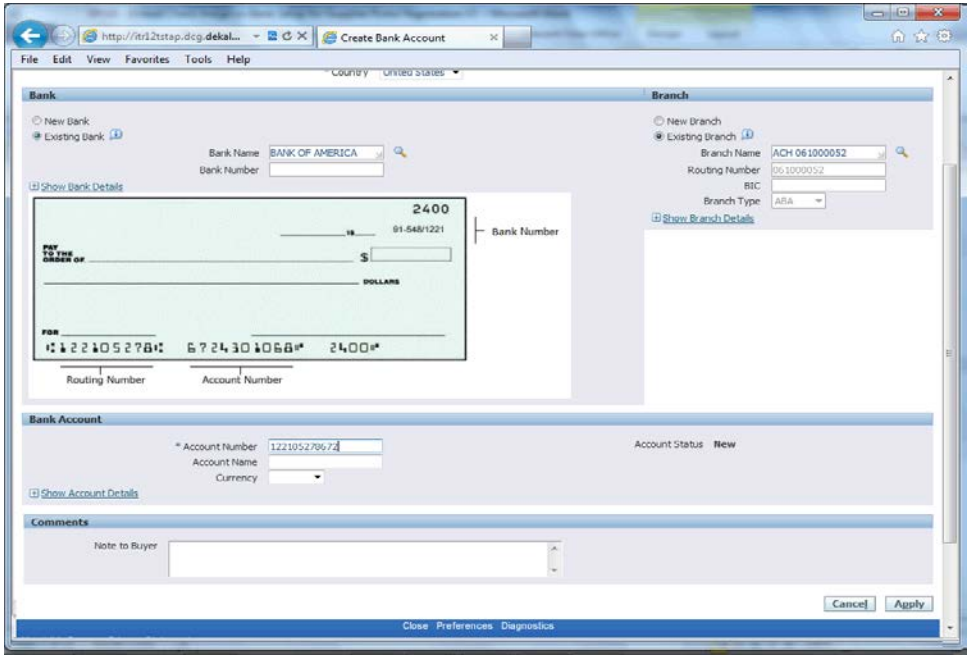
Supplier Self Registration



Step 53

Next we will enter a dummy **account number**, 122105278672

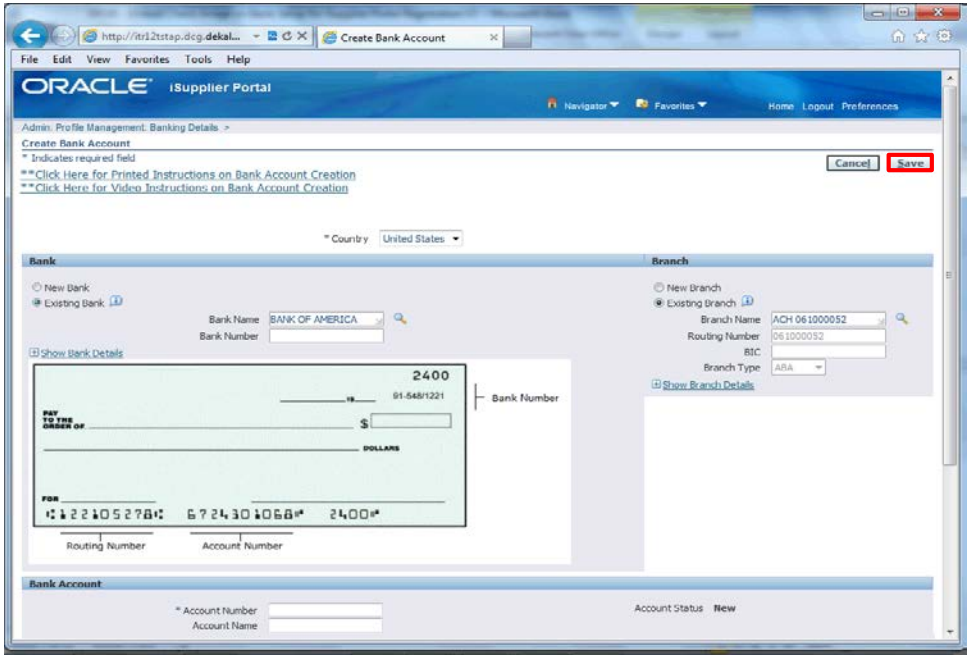
Supplier Self Registration



Step 54

After you have added any additional information you would like DeKalb County to know about your bank, **scroll** up to the top of the page.

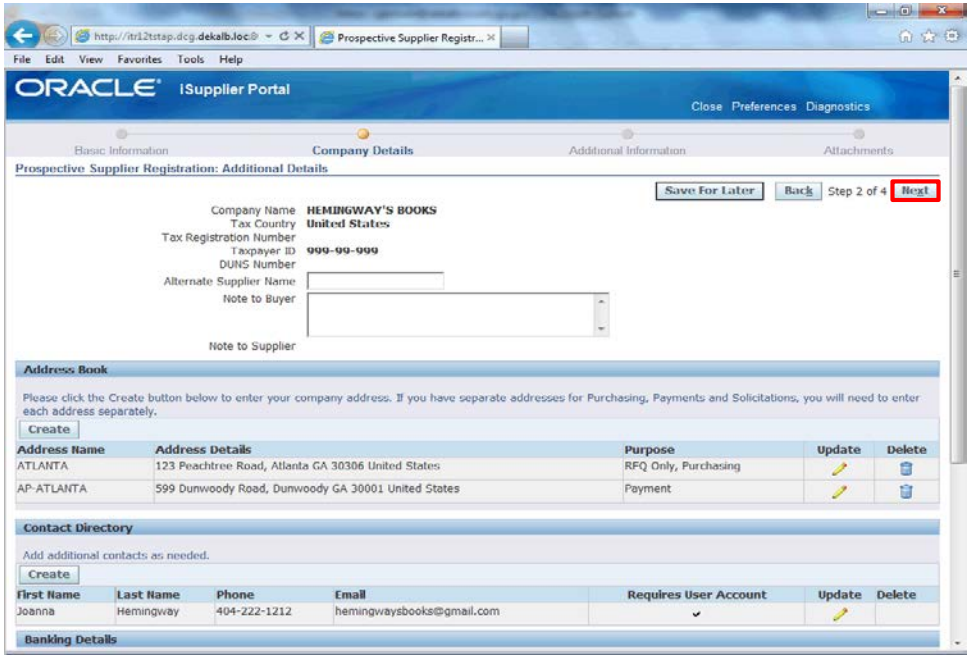
Supplier Self Registration



Step 55

Click on the **Save** button when you are finished.

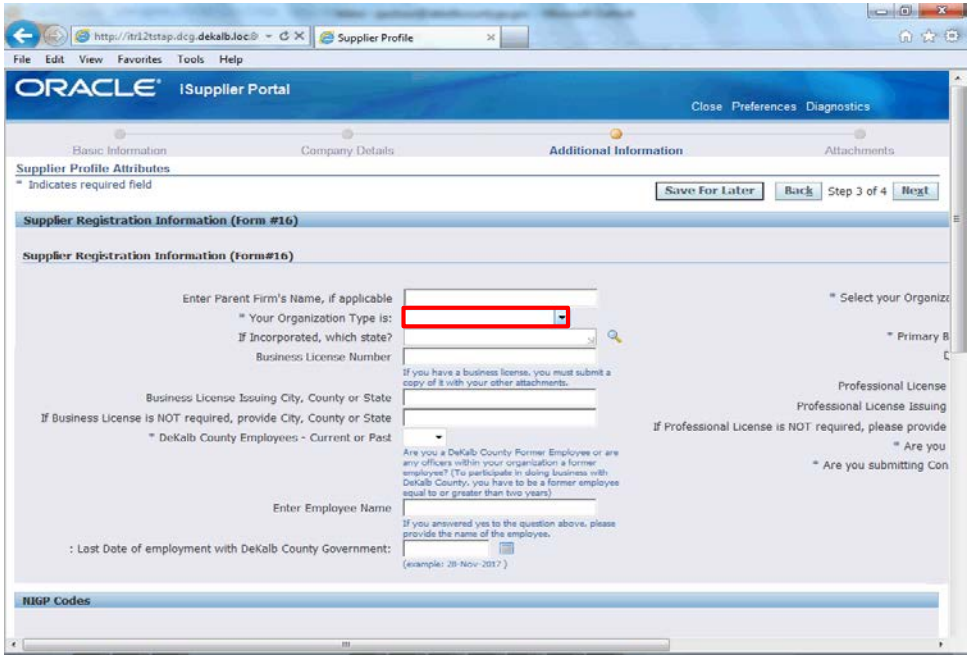
Supplier Self Registration



Step 56

With the Bank Details populated, click on **Next** to proceed.

Supplier Self Registration

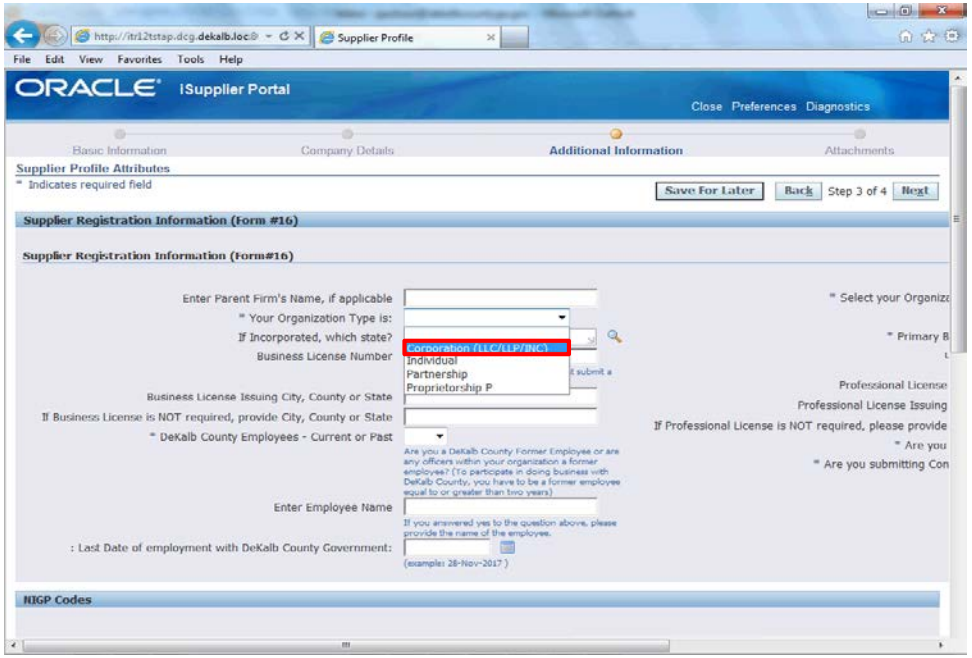


Step 57

On this page, we need to collect various pieces of information about your business, including your 1099 category, organization type and whether your organization has officers who were formerly employed by DeKalb County.

To select an **Organization Type** click on the drop down arrow.

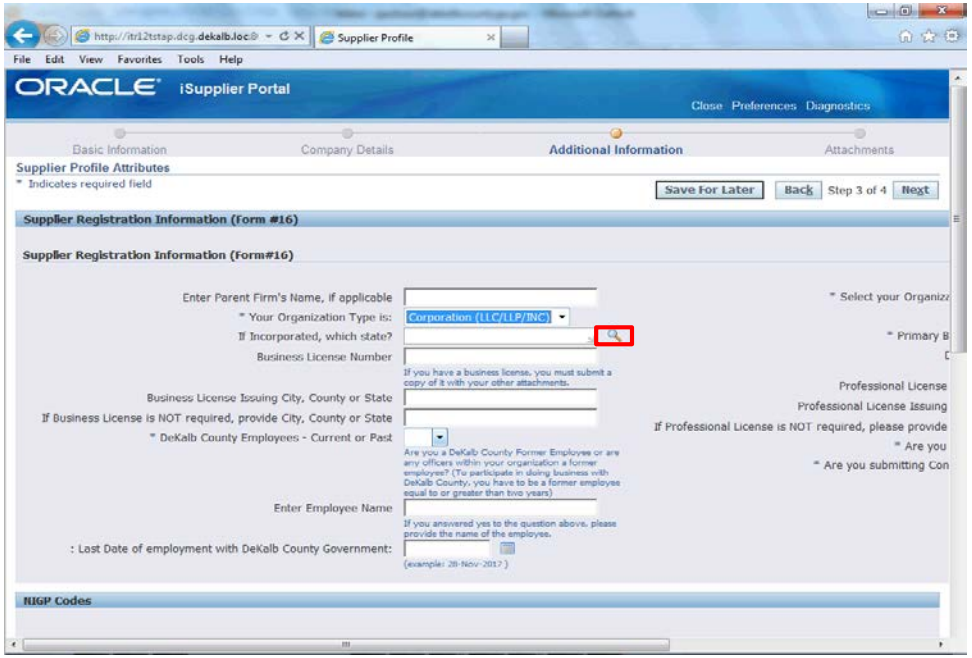
Supplier Self Registration



Step 58

Select the Corporation **(LLC/LLP/INC)** option from the drop down.

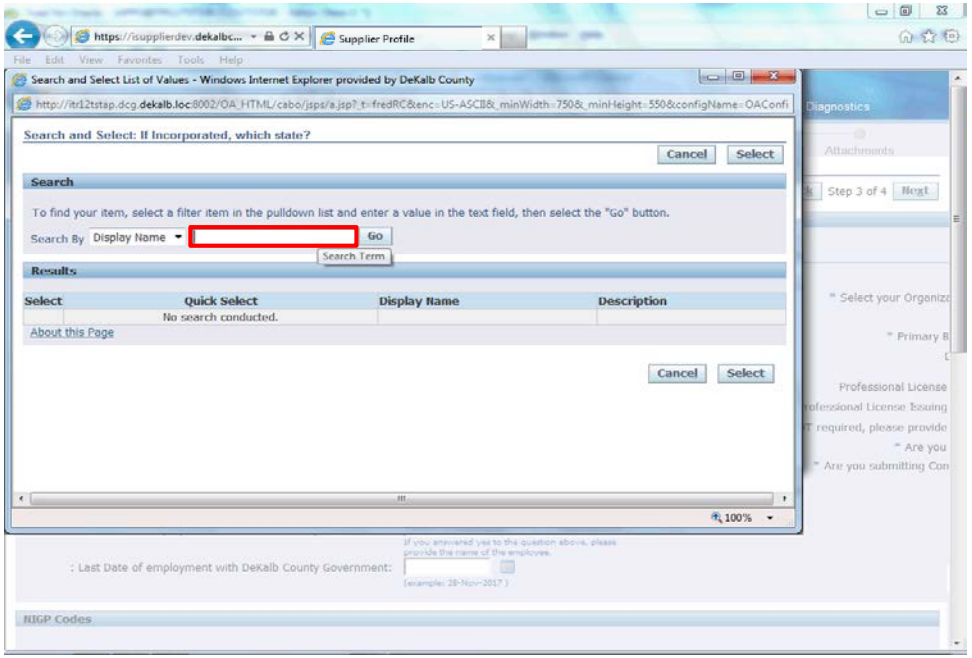
Supplier Self Registration



Step 59

To select the **State** where your company is incorporated, click on the magnifying glass icon.

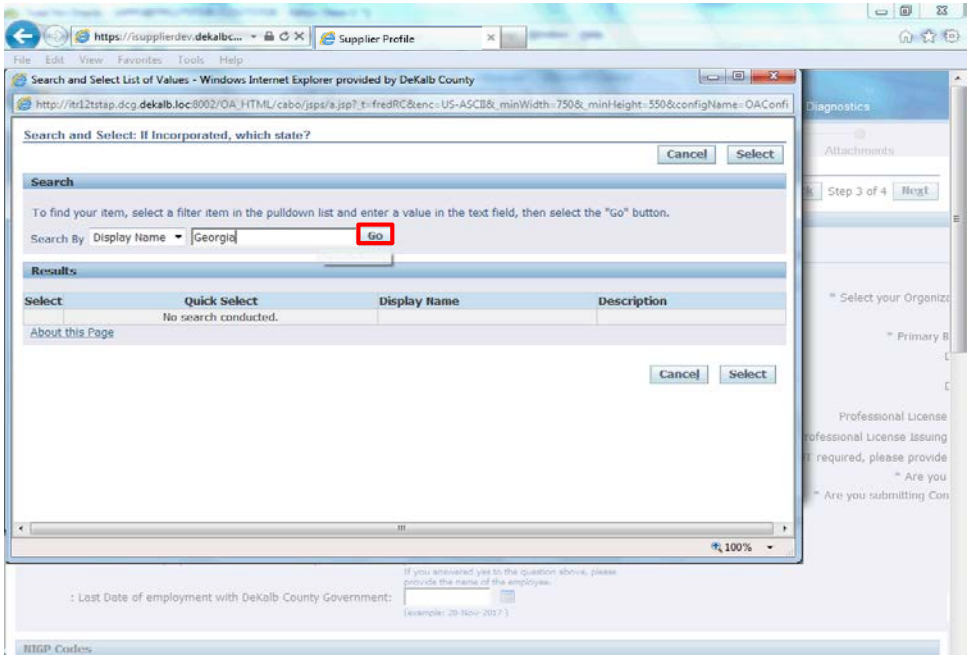
Supplier Self Registration



Step 60

Click in the Search By field and enter **Georgia**.

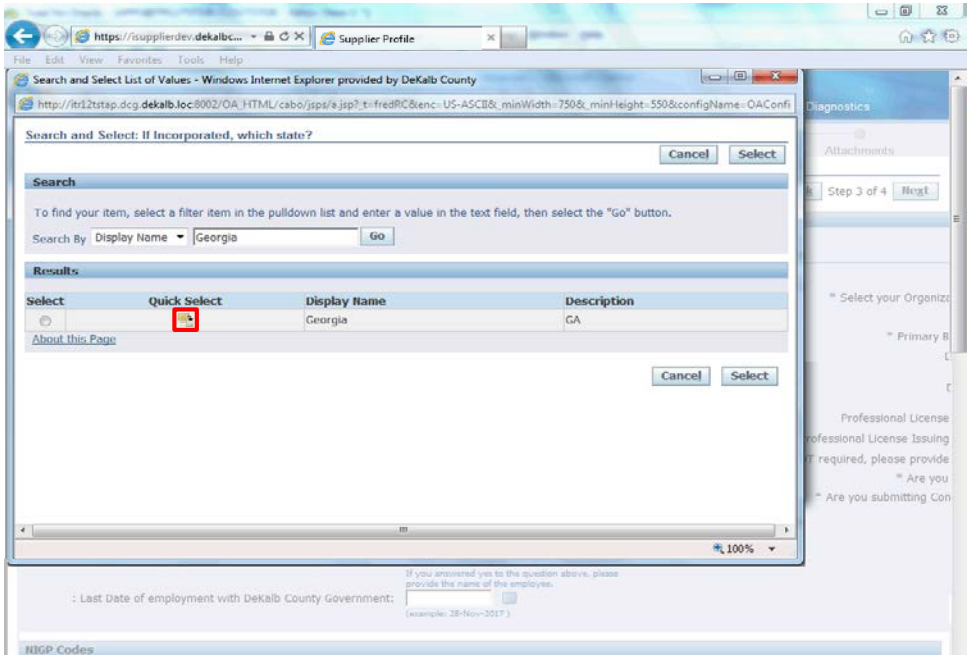
Supplier Self Registration



Step 61

Click on the **Go** button.

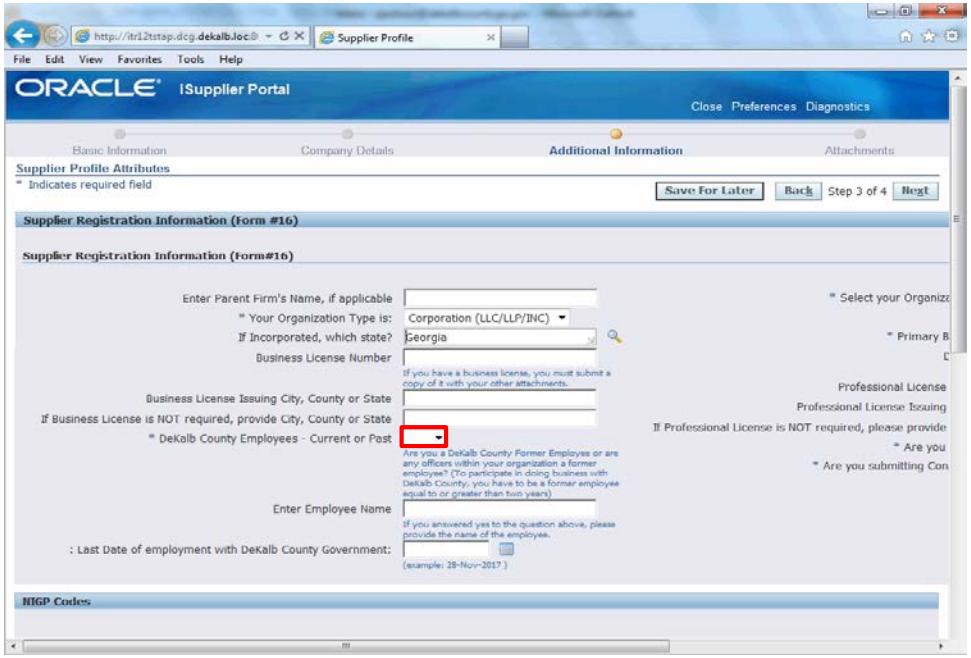
Supplier Self Registration



Step 62

When the system returns results meeting your seach criteria, locate the desired State and click on the **Quick Select** icon.

Supplier Self Registration

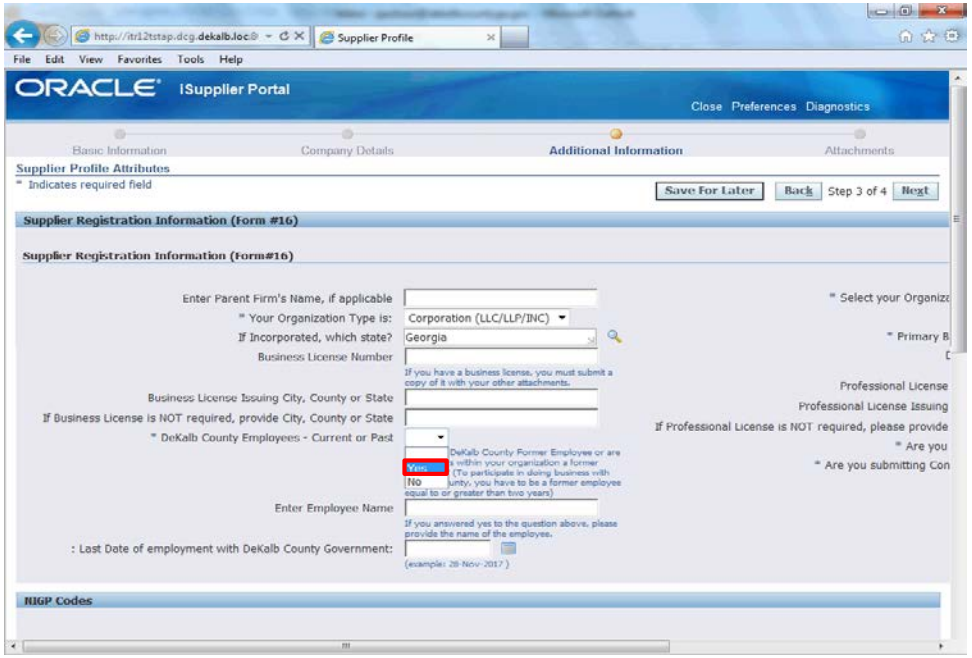


Step 63

The next several questions pertain to whether or not any officers in your company are former employees for DeKalb County. To participate in business with DeKalb County, you cannot be employed by the county within the last two years.

Click on the **DeKalb County Employees - Current or Past** drop down to proceed.

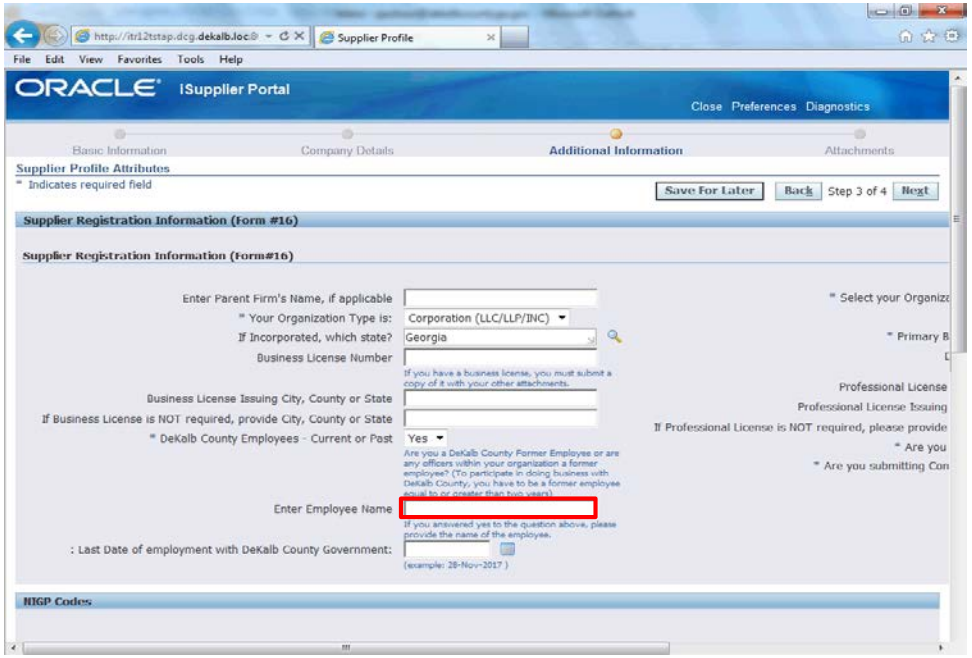
Supplier Self Registration



Step 64

Here we will select **Yes** from the drop down list.

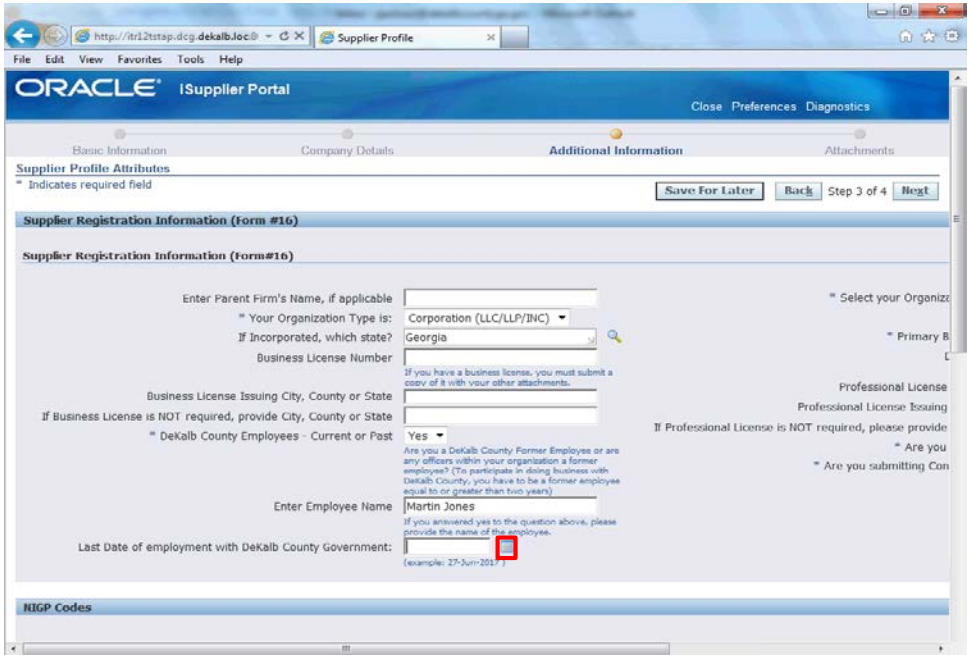
Supplier Self Registration



Step 65

Since we indicated that one of our officers is a former Dekalb County Employee, we must provide the employee's name. Here we will enter **Martin Jones**.

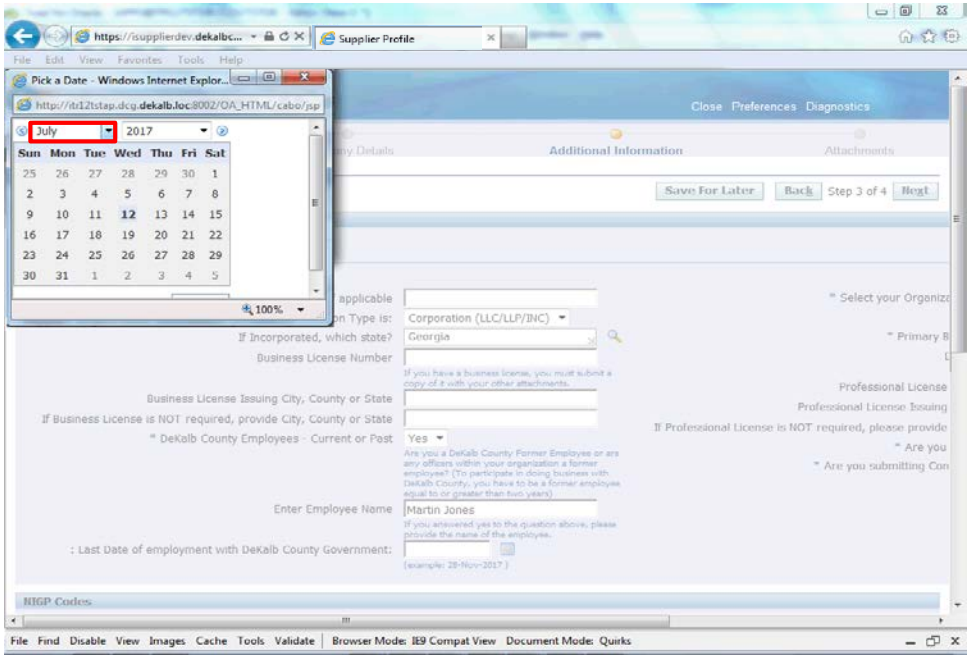
Supplier Self Registration



Step 66

Next, we need to provide the last date of employment for the individual we named above. Here we will click on the C**alendar Icon** to proceed.

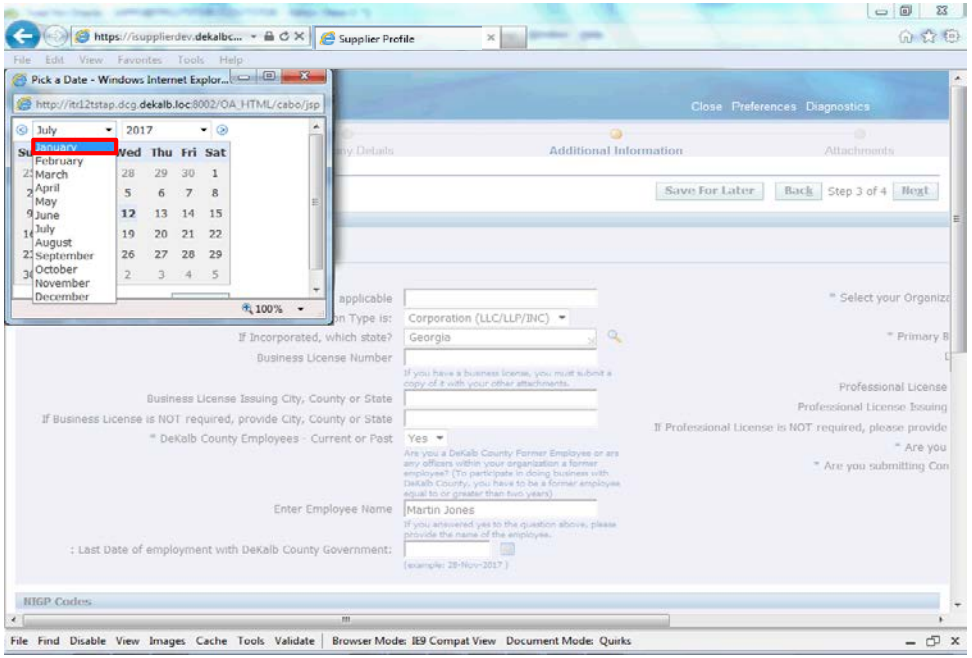
Supplier Self Registration



Step 67

To select the month of our employee's last date of employment with the County, click on the **Month** drop down.

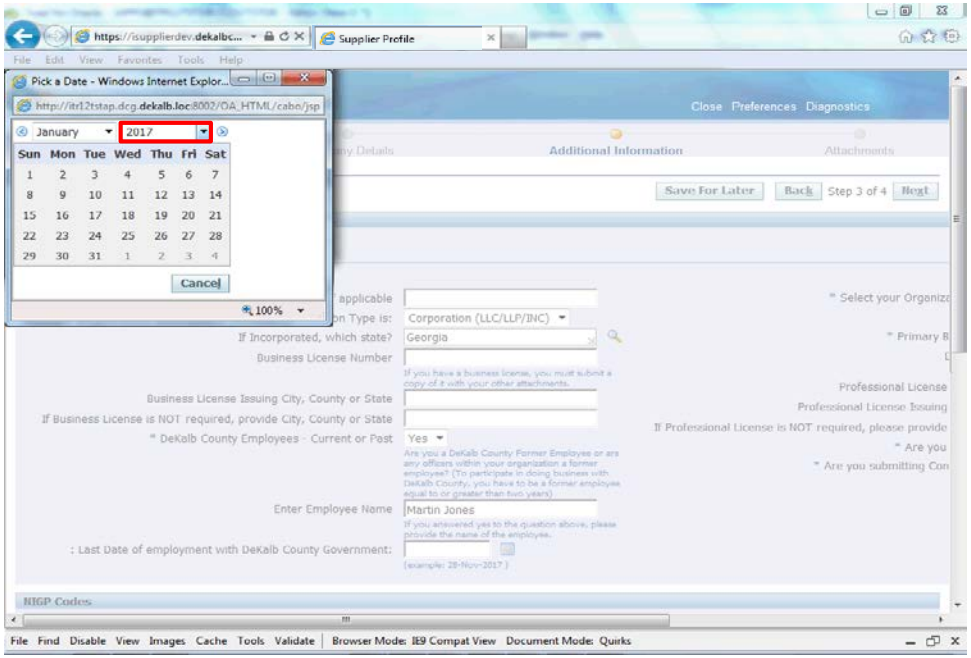
Supplier Self Registration



Step 68

Here we will select **January** from the drop down list.

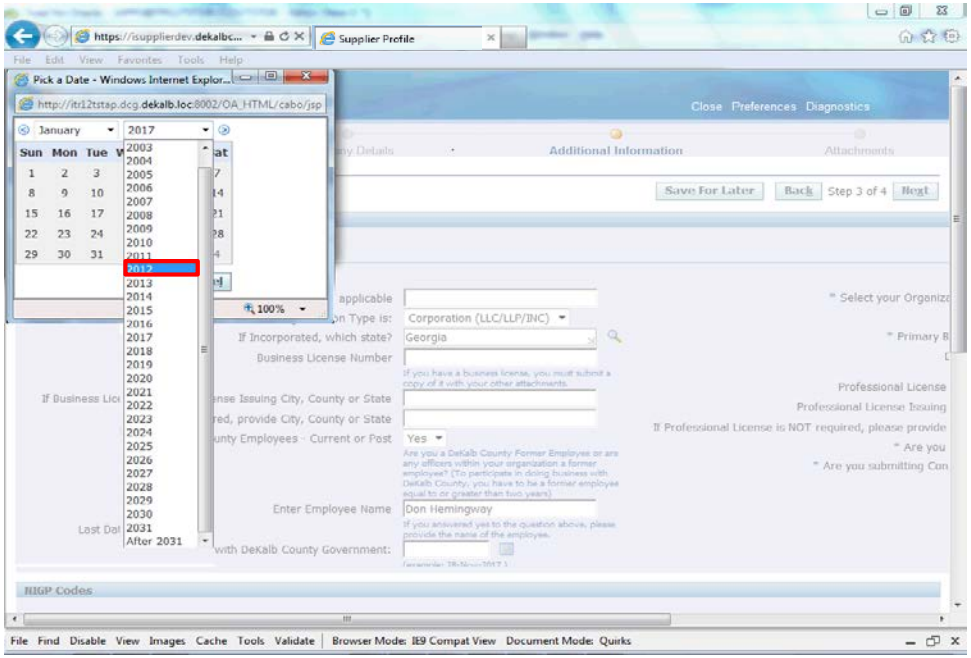
Supplier Self Registration



Step 69

To select the year of our employee's last date of employment with the County, click on the **Year** drop down.

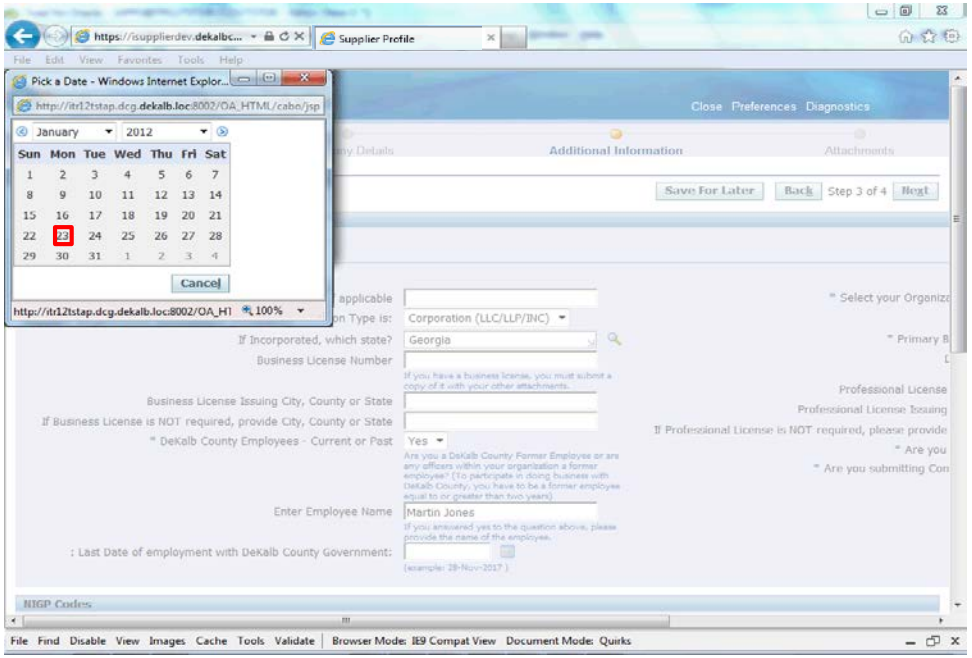
Supplier Self Registration



Step 70

Here we will select **2012** from the drop down list.

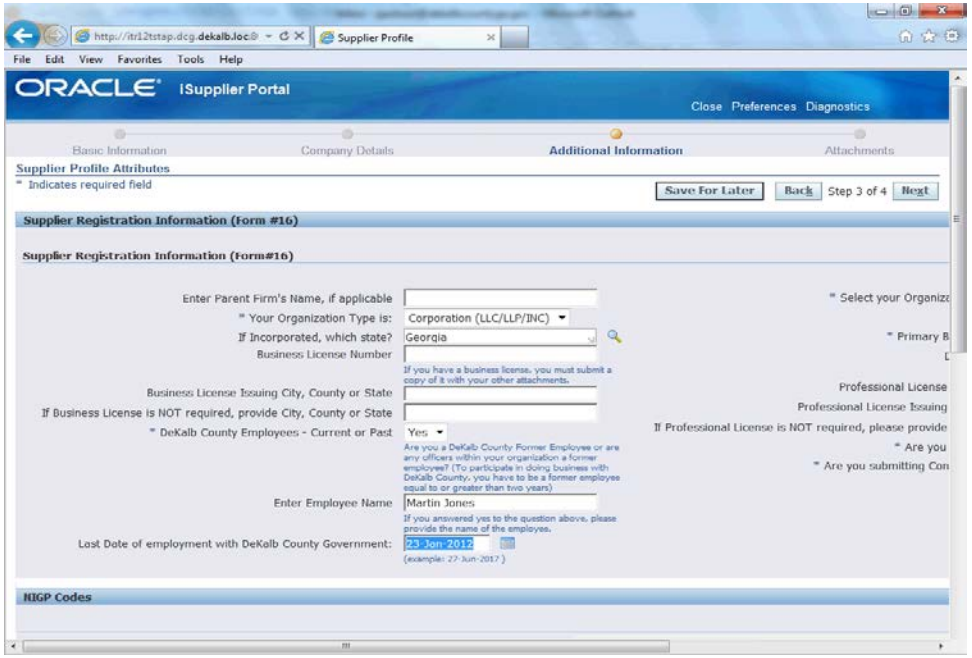
Supplier Self Registration



Step 71

To select the date of our employee's last date of employment with the County, click on the date from the calendar. Here we will select **23**.

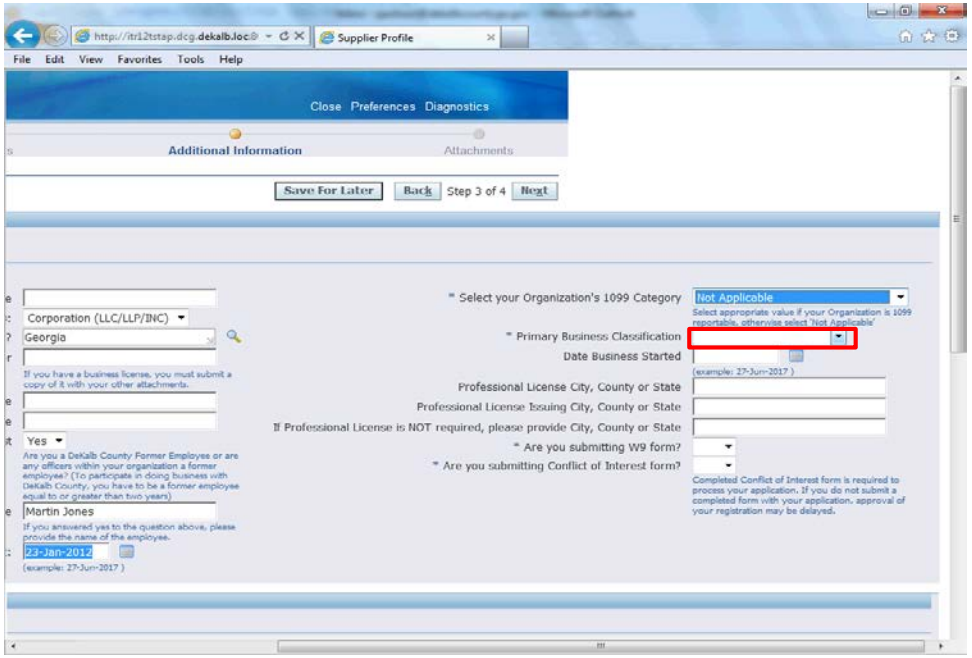
Supplier Self Registration



Step 72

Scroll to the right to proceed.

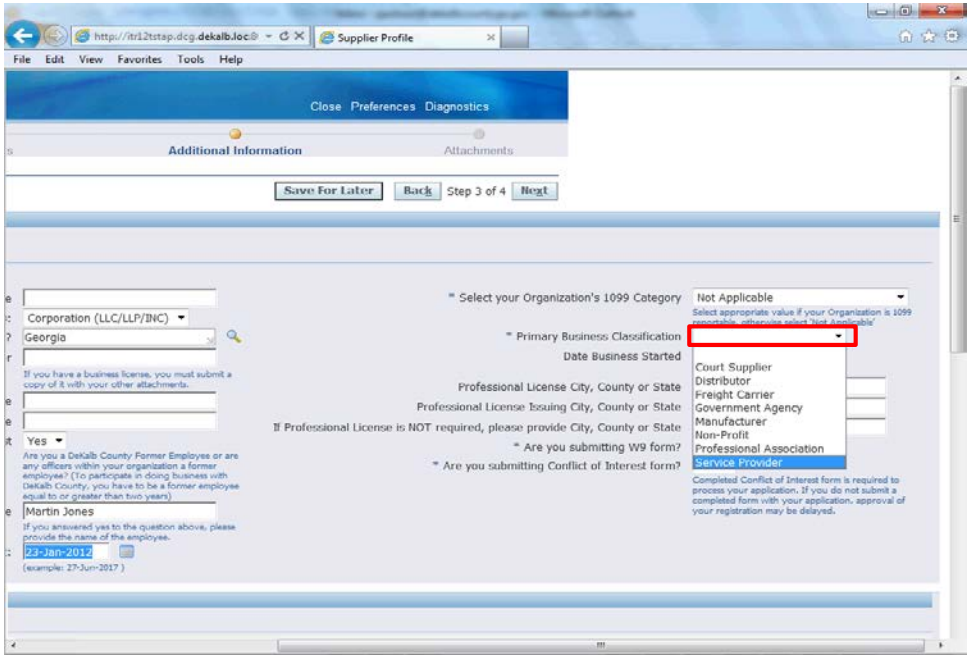
Supplier Self Registration



Step 73

To select a **Primary Business Classification** click on the drop down arrow.

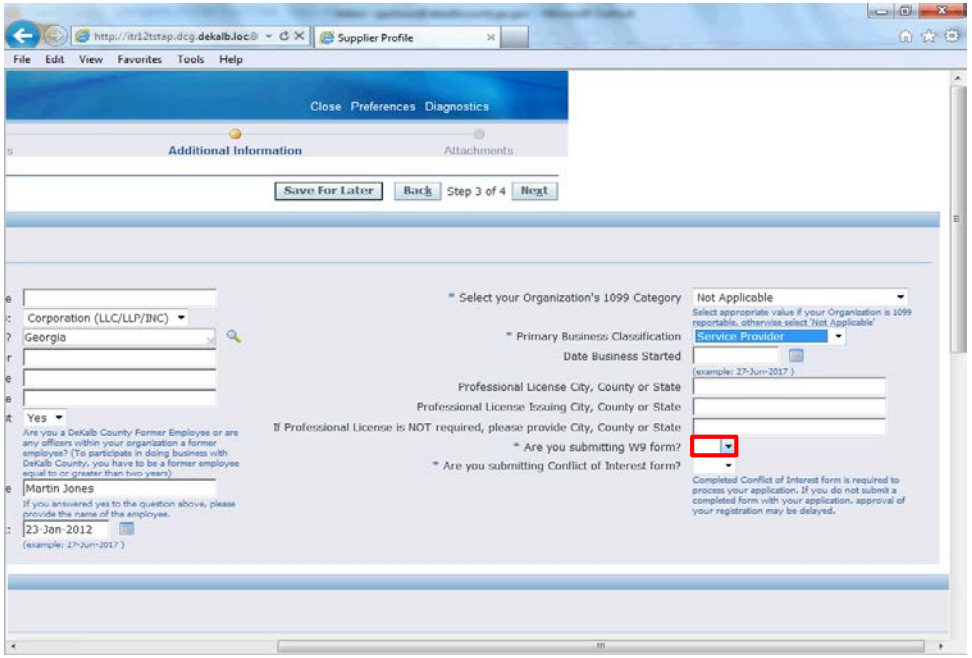
Supplier Self Registration



Step 74

Select the appropriate value from the drop down for your **Primary Business Classification** from the drop down. Here we will select **Service Provider**.

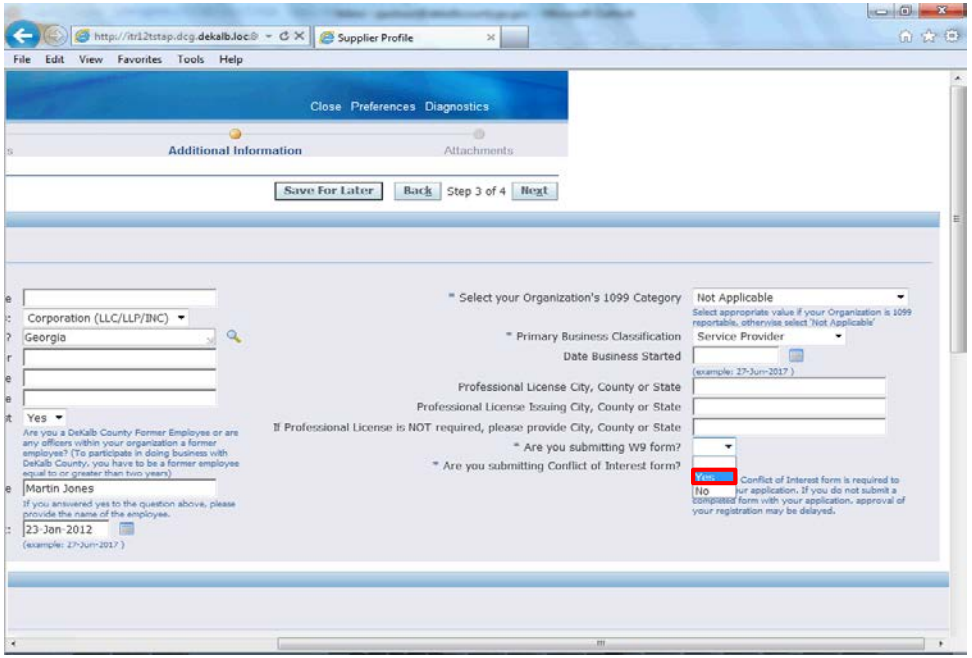
Supplier Self Registration



Step 75

Next we must indicate whether we are including a W-9 form. Click on the drop down **arrow.**

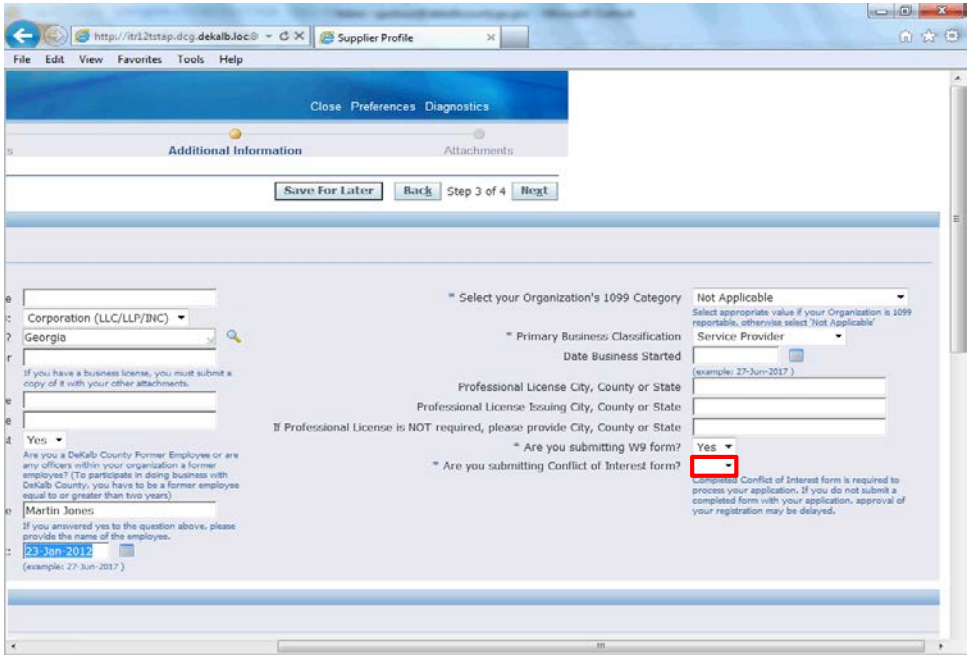
Supplier Self Registration



Step 76

Here we will select **Yes** from the drop down list. A W-9 form must be provided to register with the county.

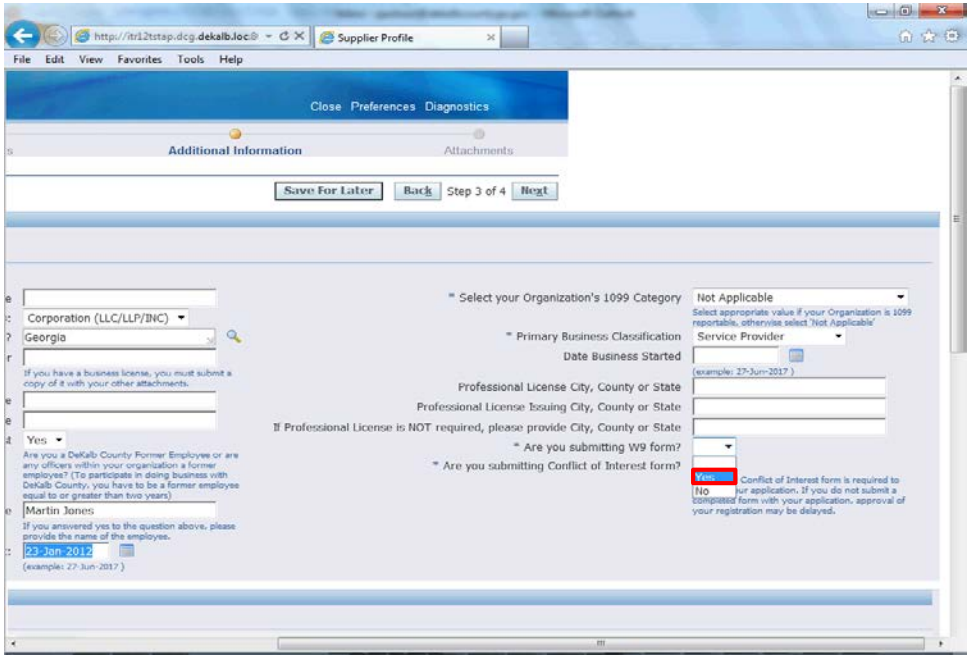
Supplier Self Registration



Step 77

Select the appropriate value from the drop down to indicate whether you are submitting a **Conflict of Interest form**. If you are applying for the first time, this must be submitted for a timely approval of your application. Click on the drop down to proceed.

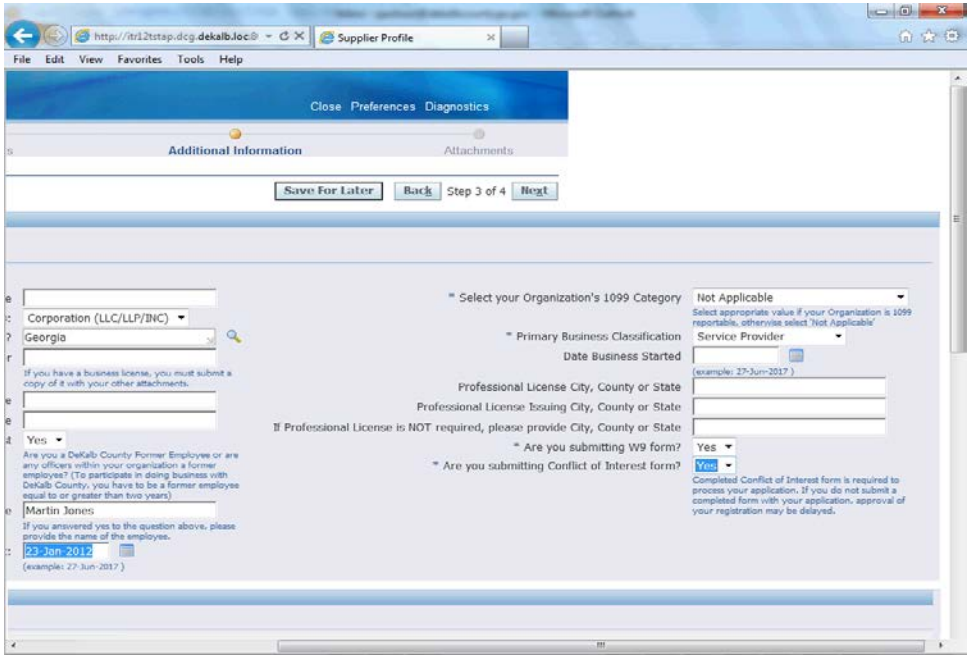
Supplier Self Registration



Step 78

Here we will select **Yes** from the drop down list. A Conflict of Interest form must be provided to register with the county.

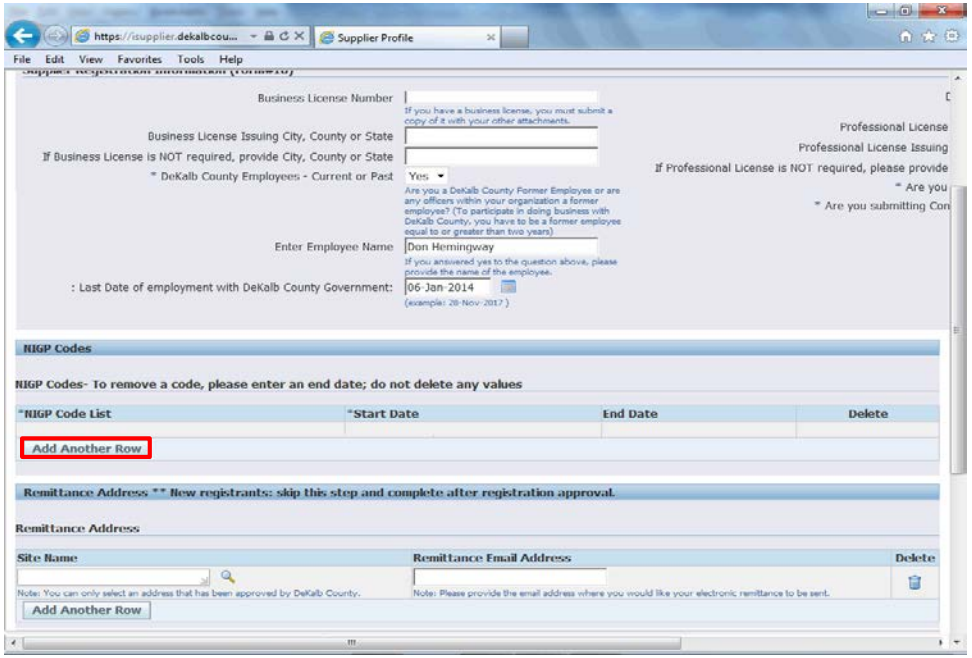
Supplier Self Registration



Step 79

Scroll to the left to proceed.

Supplier Self Registration

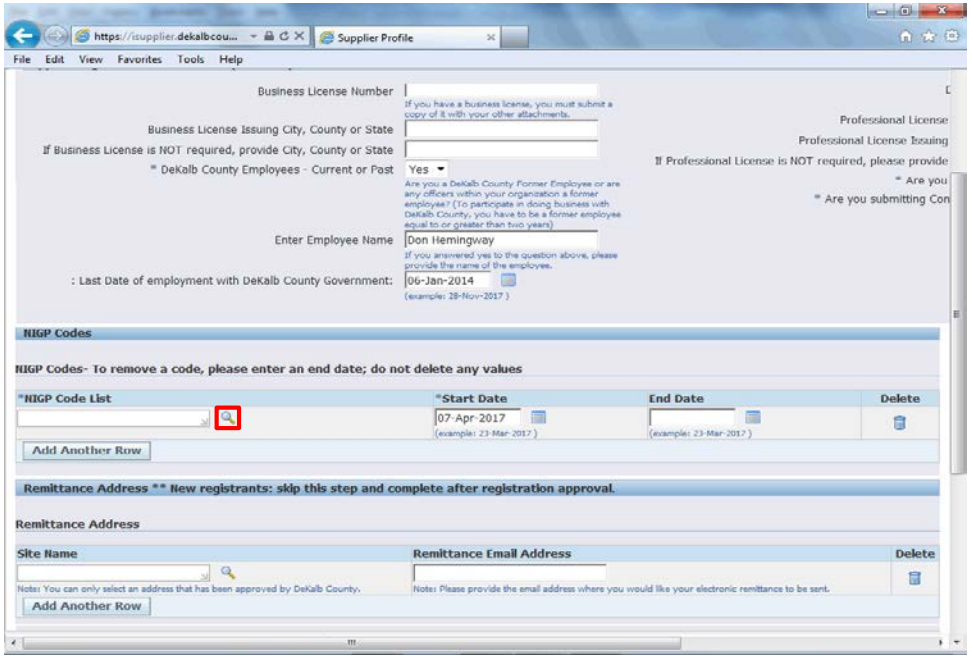


Step 80

Under the NIGP code list section, you can add codes that describe the goods and services you can provide DeKalb County.

Click on **Add Another Row** to start populating your NIGP codes.

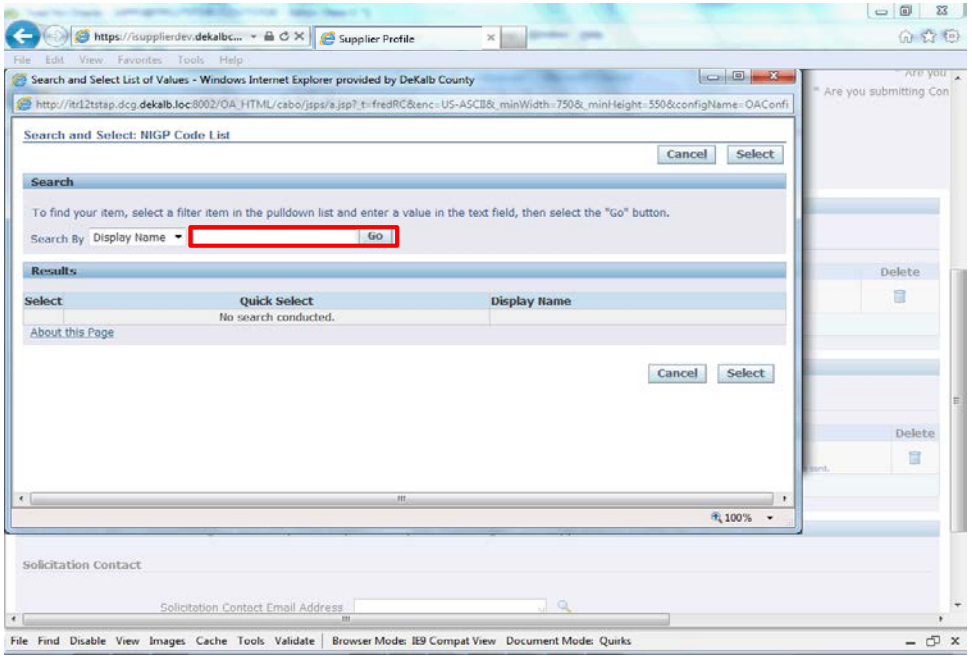
Supplier Self Registration



Step 81

Click on the **Search** (flashlight) icon to search for ***NIGP Codes***.

Supplier Self Registration

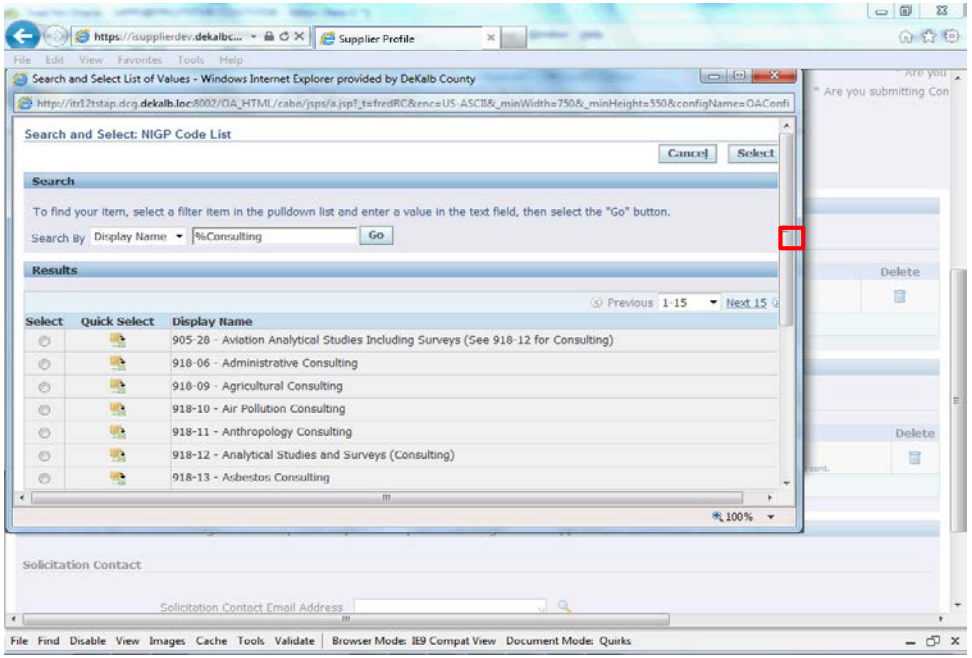


Step 82

In the Search screen, enter part of an NIGP code in the **Search by** field.

Here we will enter ***%Consulting*** and click on **Go.**

Supplier Self Registration

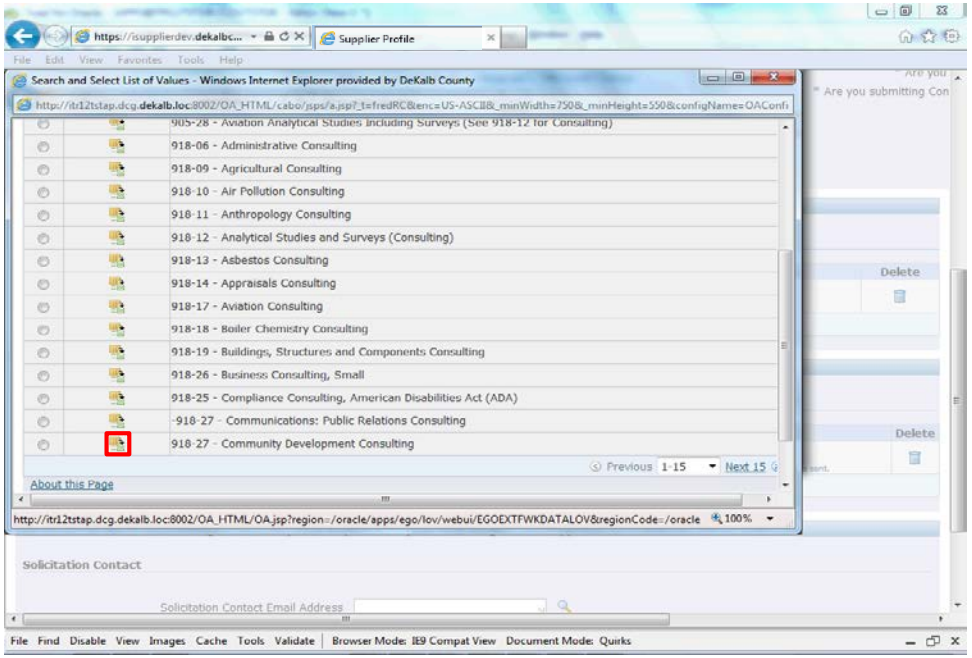


Step 83

The system will bring back all NIGP codes meeting your search criteria.

Here we will **scroll** to locate the correct code.

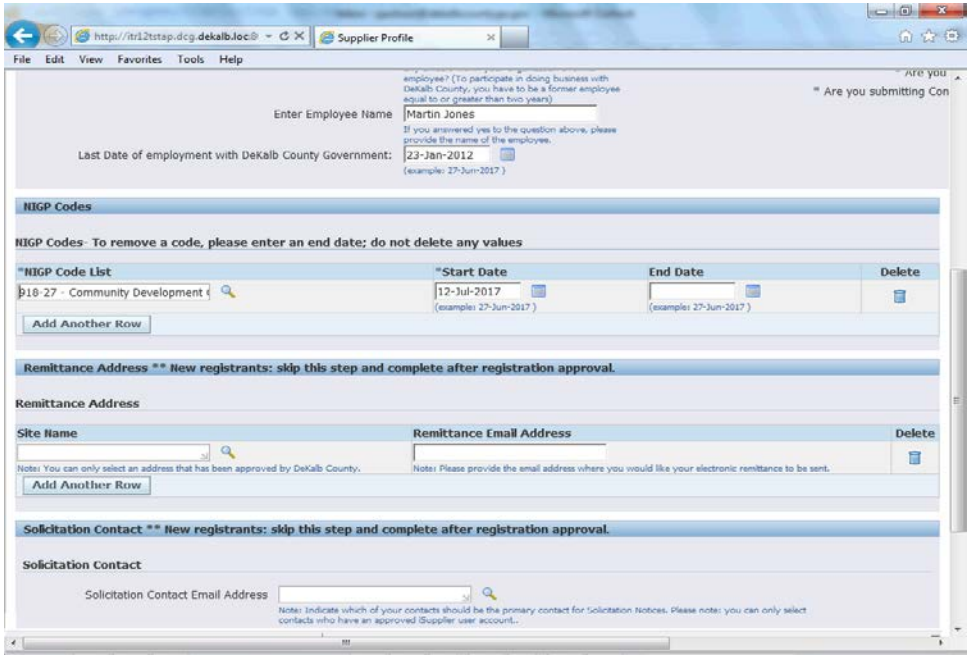
Supplier Self Registration



Step 84

Here we will select **918-27-Community Development Consulting** by clicking on the Quick Select icon.

Supplier Self Registration

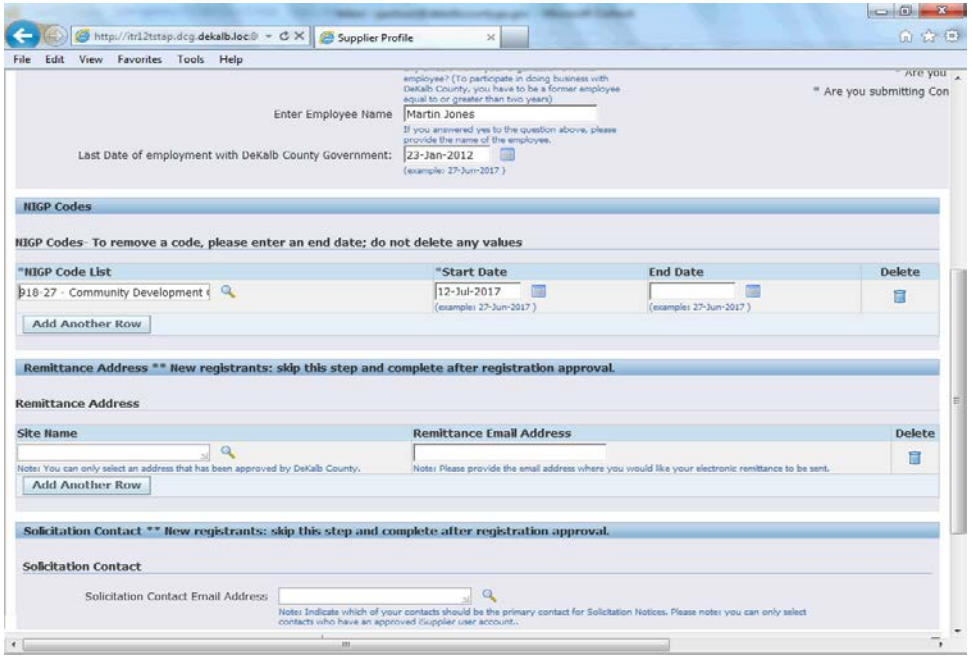


Step 85

When you have selected your code, the system will return you to populate a Start Date.

If the date you want to use is the current date, accept the default in the **Start Date** field.

Supplier Self Registration

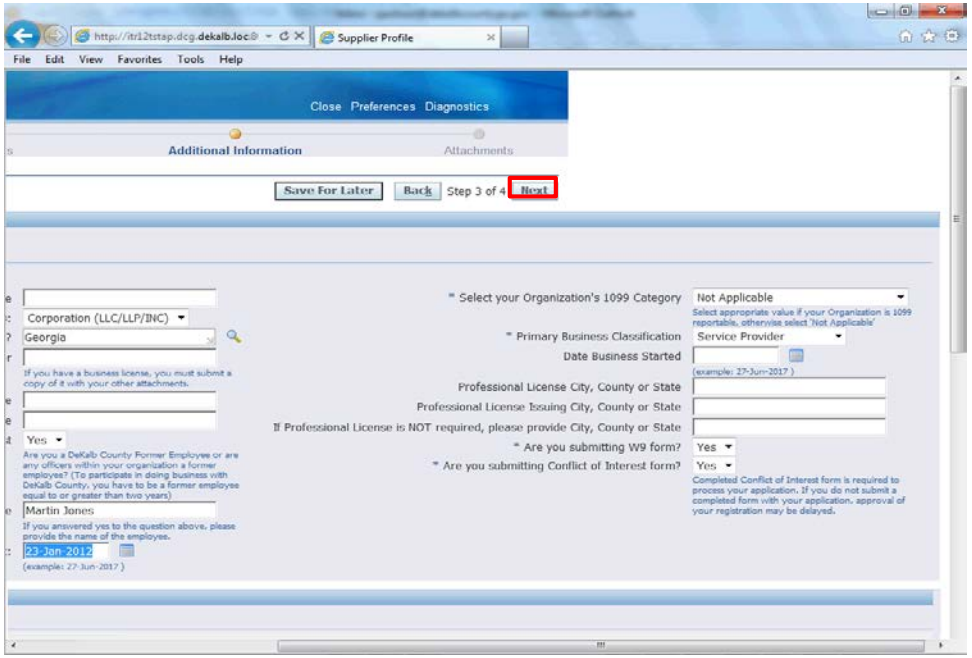


Step 86

You can enter as many NIGP Codes as required.

When you have finished entering your NIGP codes, **scroll** to the right to proceed.

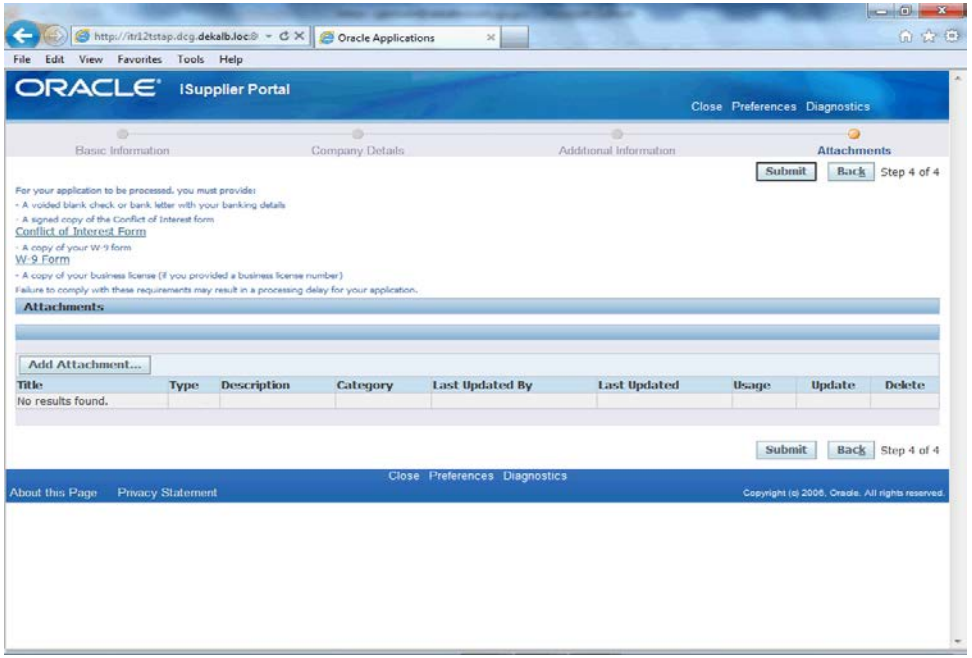
Supplier Self Registration



Step 87

When you have finished making all your updates, click on **Next** to proceed.

Supplier Self Registration

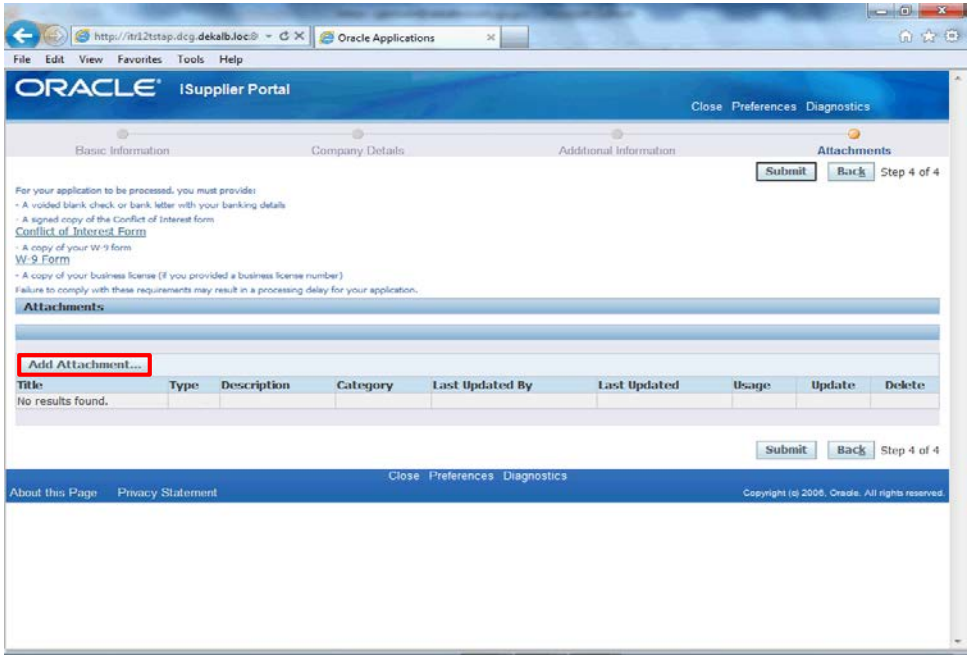


Step 88

In the Attachments step, you will attach your **MANDATORY *W-9 form, Conflict of Interest Form*** and ***Copy of a Blank Check***.

There are links that will take you to the location of our **Conflict of Interest** and **W-9 Forms** that are required. Please **click on the links to download** the documents if you have not already done so.

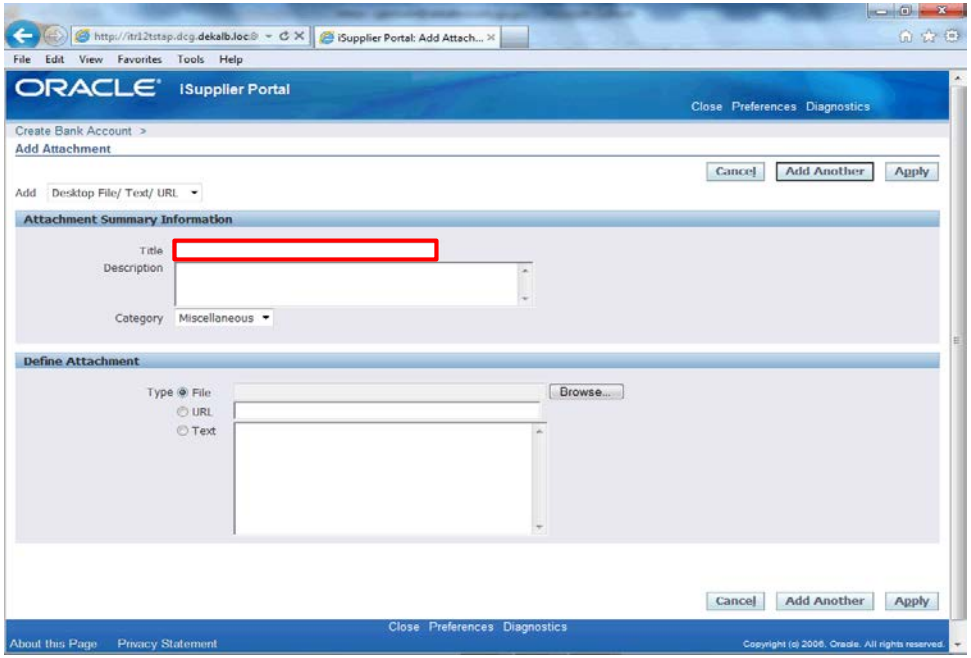
Supplier Self Registration



Step 89

Click on the **Add Attachment** button to start to upload your voided check, Conflict of Interest form, W-9 Form and business license (if required).

Supplier Self Registration

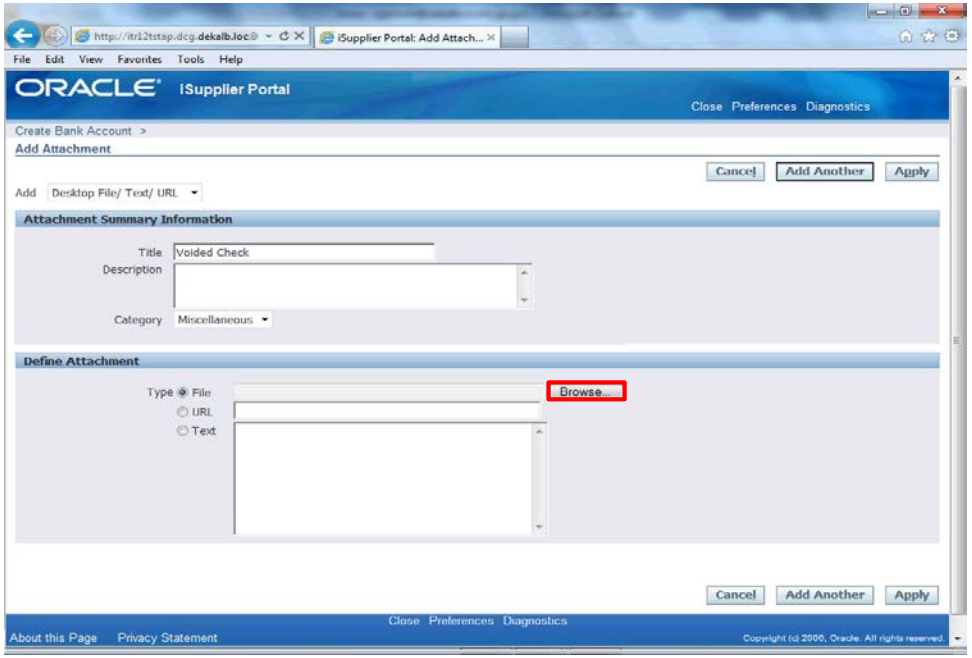


Step 90

You can optionally enter a **Title** for your attachment so the person processing your application will know what the attachment is.

Here we will enter "**Voided Check**'.

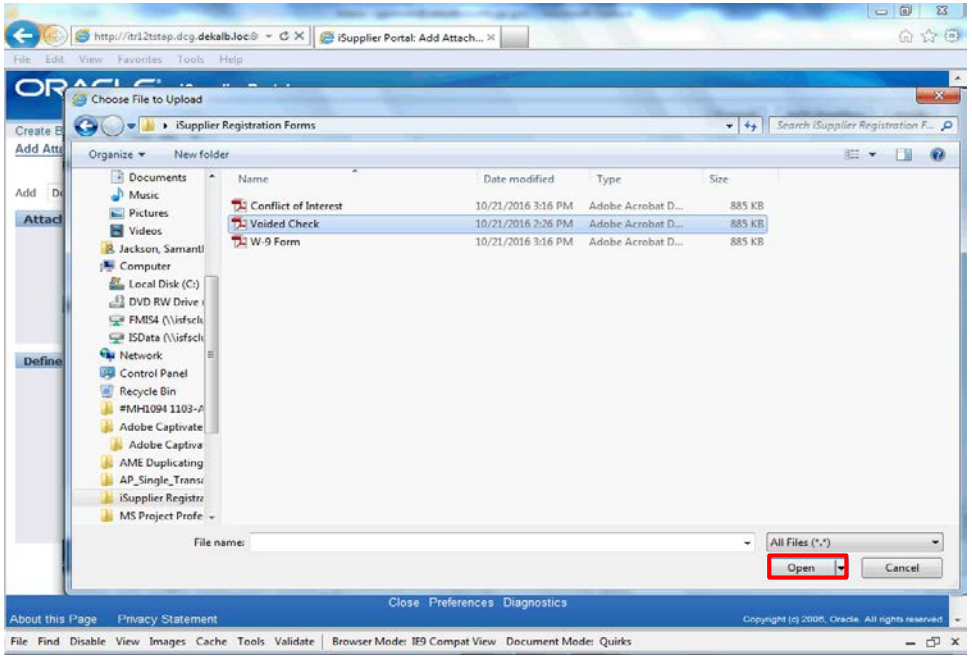
Supplier Self Registration



Step 91

To upload a file, click on the **Browse** button.

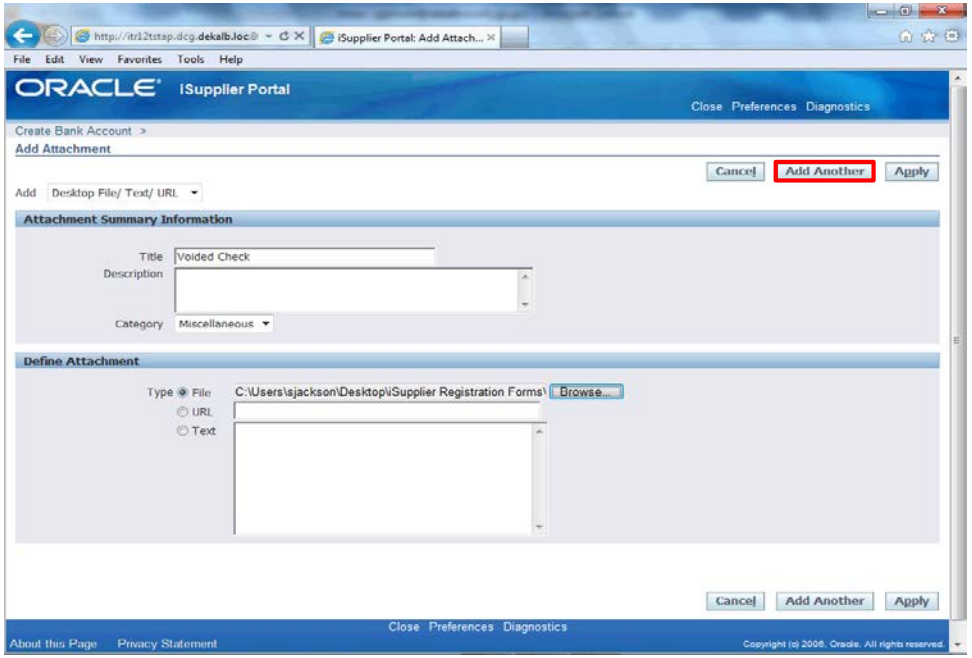
Supplier Self Registration



Step 92

Navigate the folder where your forms are saved and select the correct file by clicking on the file, then **Open**

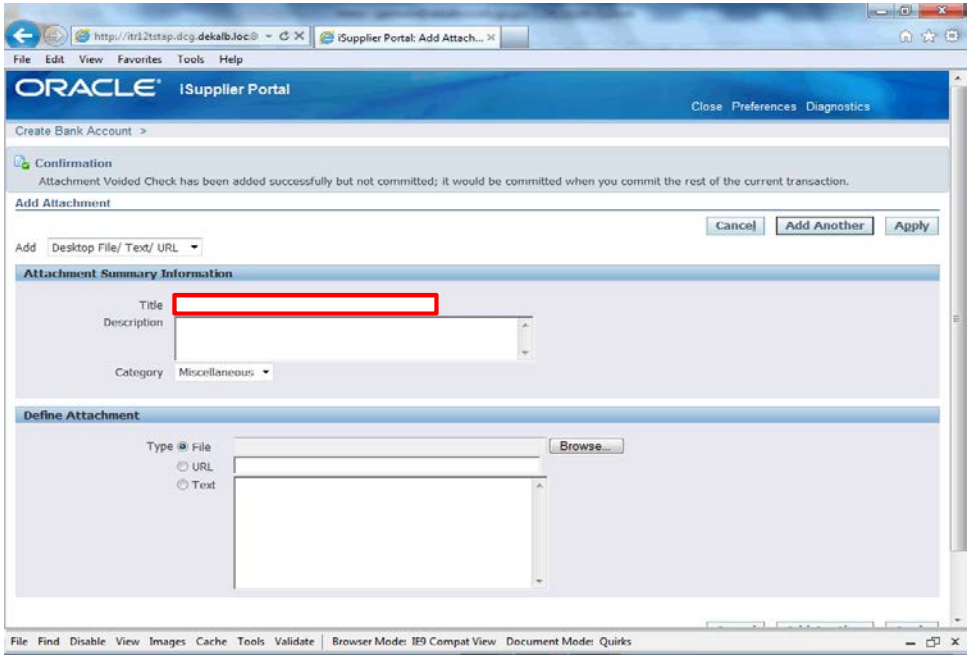
Supplier Self Registration



Step 93

To add a second attachment, click on the **Add Another** button.

Supplier Self Registration



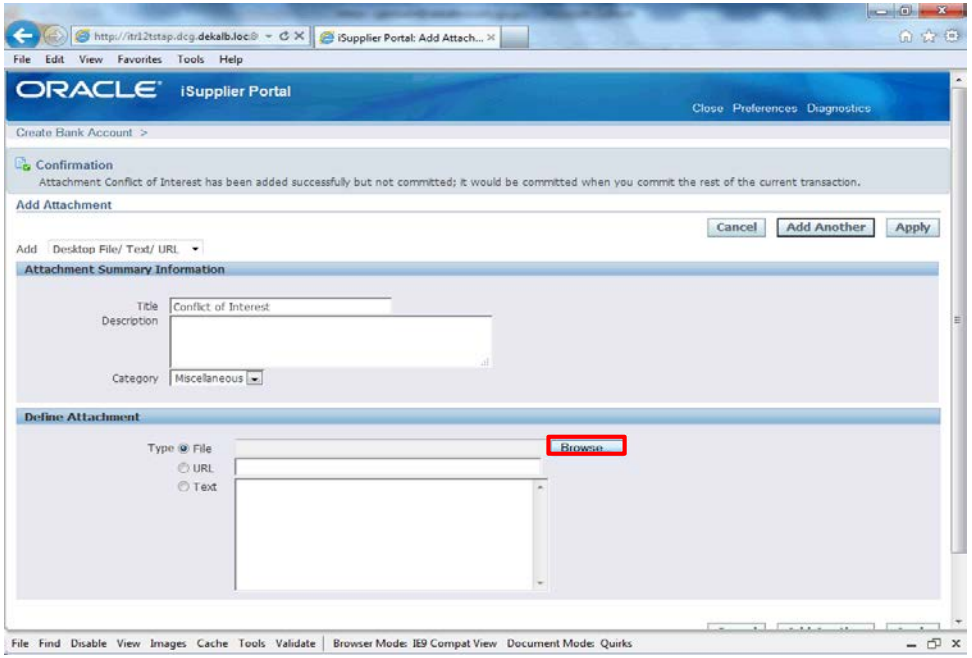
Step 94

The system will confirm that your attachment has been added succesfully. It will not be commited until you are finished with all attachments and click on Apply.

To proceed, optionally enter a **Title** for your attachment so the person processing your application will know what the attachment is.

Here we will enter **Conflict of Interest.**

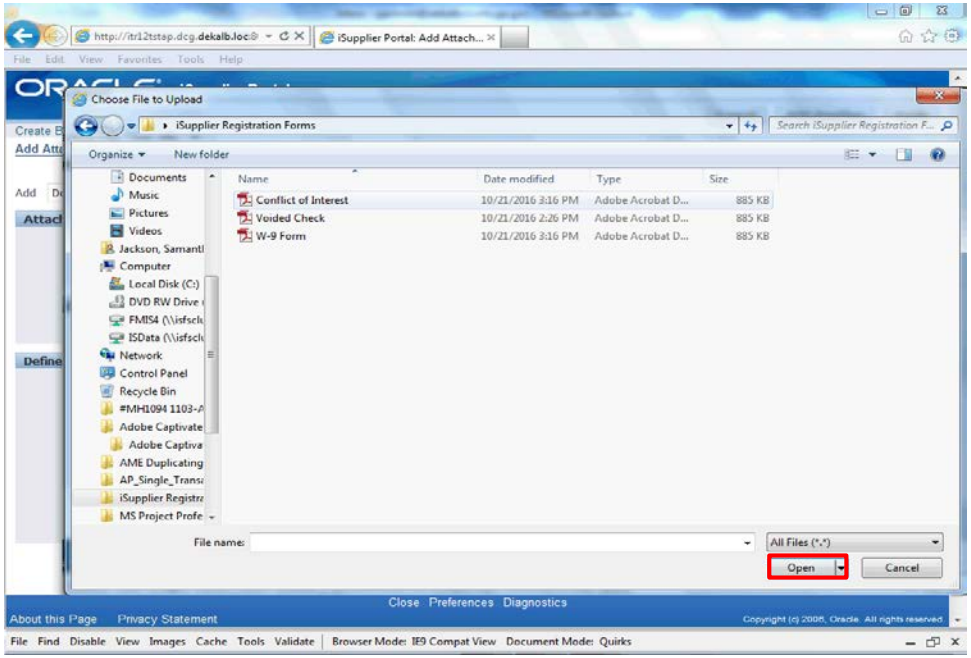
Supplier Self Registration



Step 95

To upload a file, click on the **Browse** button.

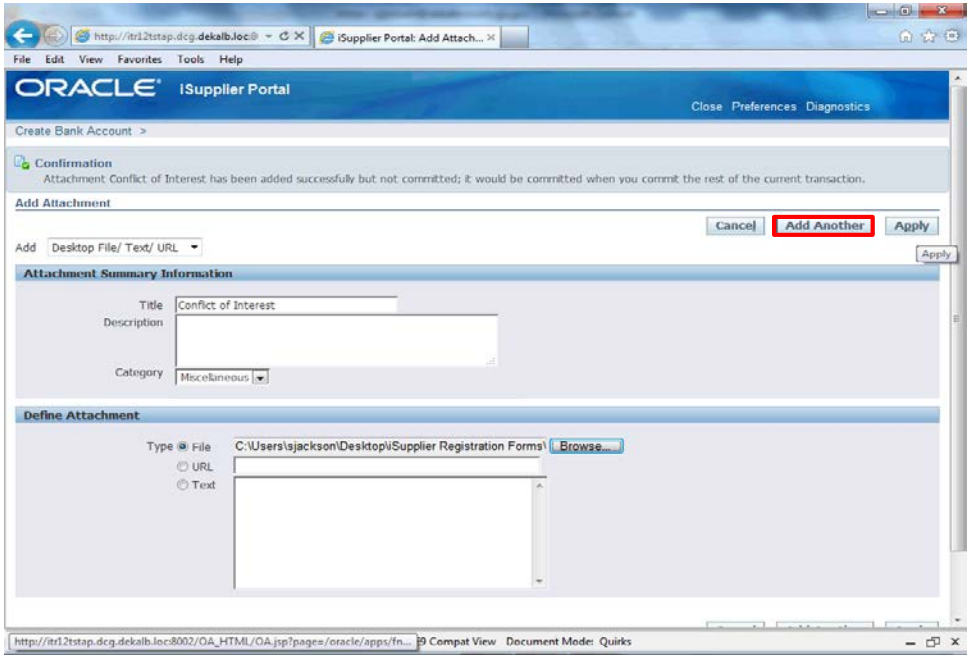
Supplier Self Registration



Step 96

Navigate the folder where your forms are saved and select the correct file by clicking on the file, then **Open**

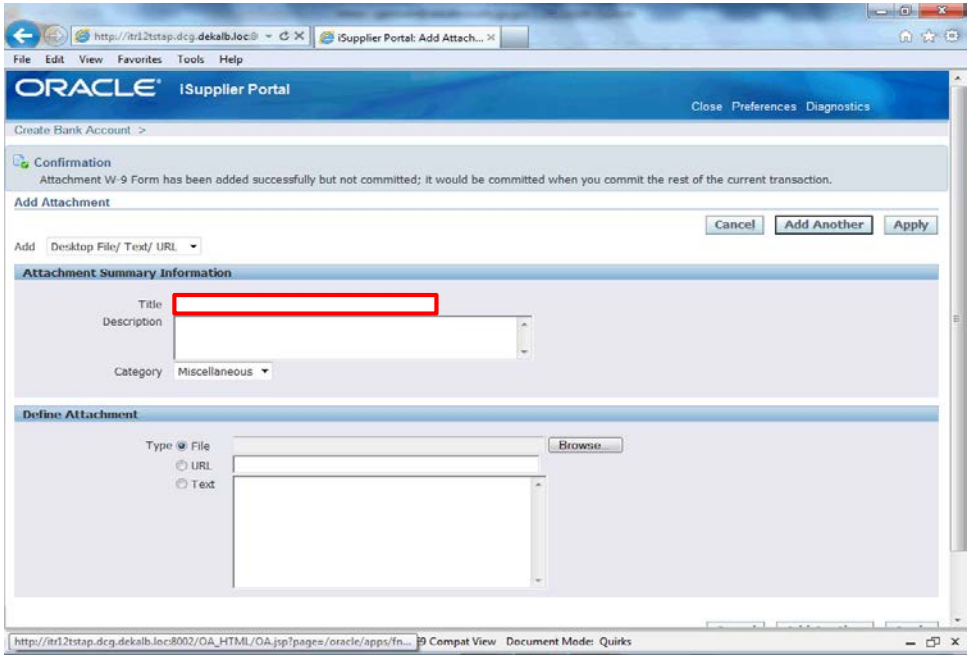
Supplier Self Registration



Step 97

To add a fourth attachment, click on the **Add Another** button.

Supplier Self Registration



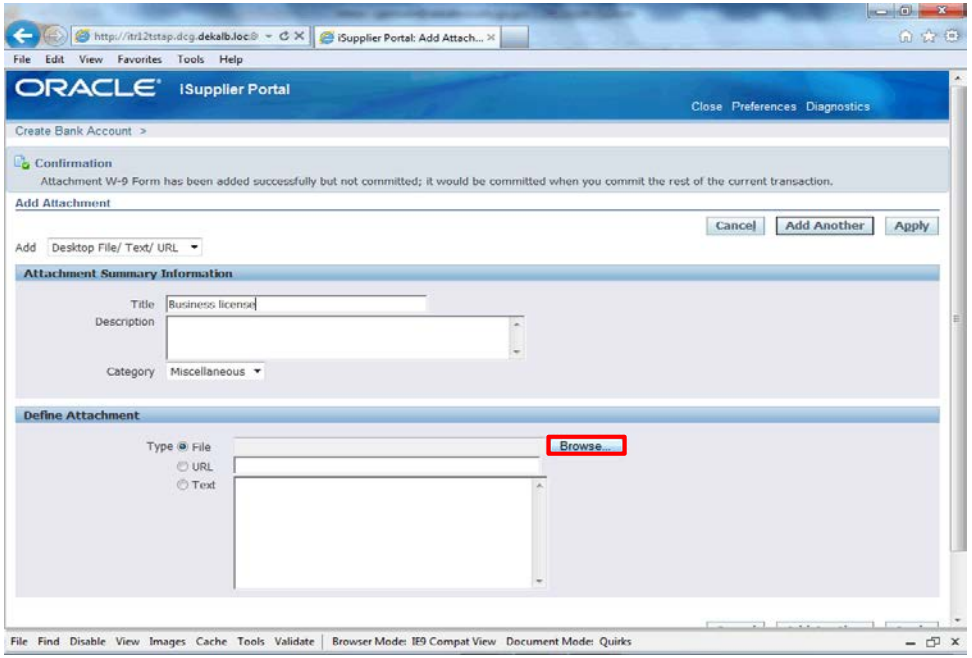
Step 98

The system will confirm that your attachment has been added succesfully. It will not be commited until you are finished with all attachments and click on Apply.

To proceed, optionally enter a **Title** for your attachment so the person processing your application will know what the attachment is.

Here we will enter **Business License.**

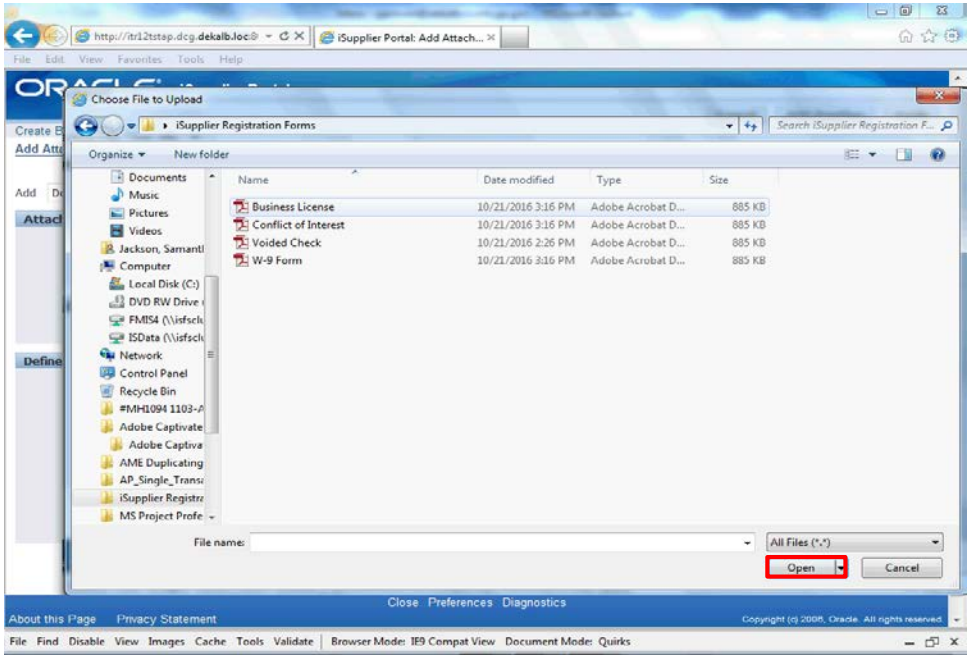
Supplier Self Registration



Step 99

To upload a file, click on the **Browse** button.

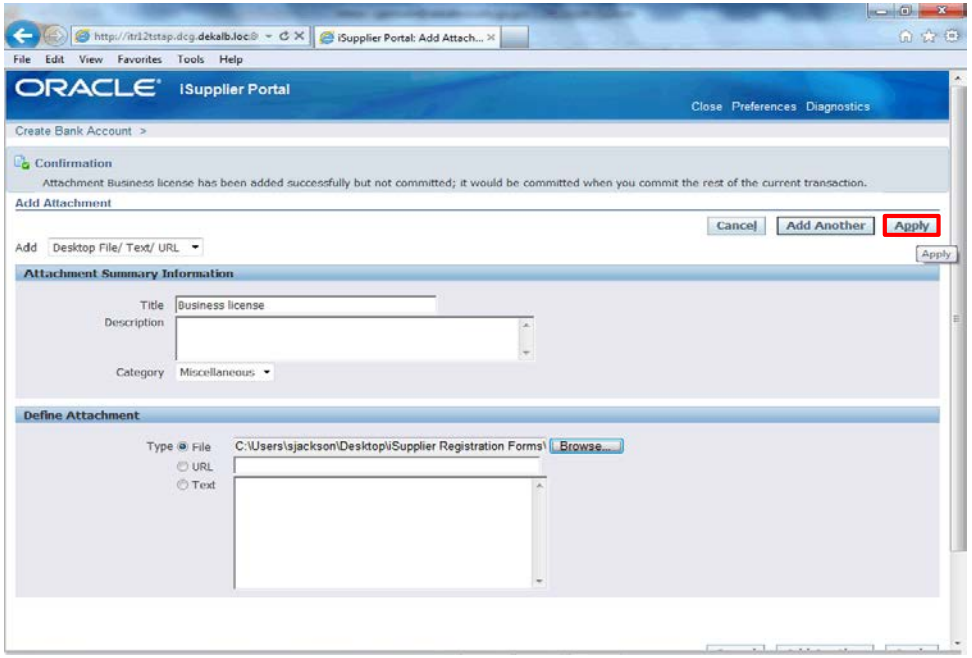
Supplier Self Registration



Step 100

Navigate the folder where your forms are saved and select the correct file by clicking on the file, then **Open.**

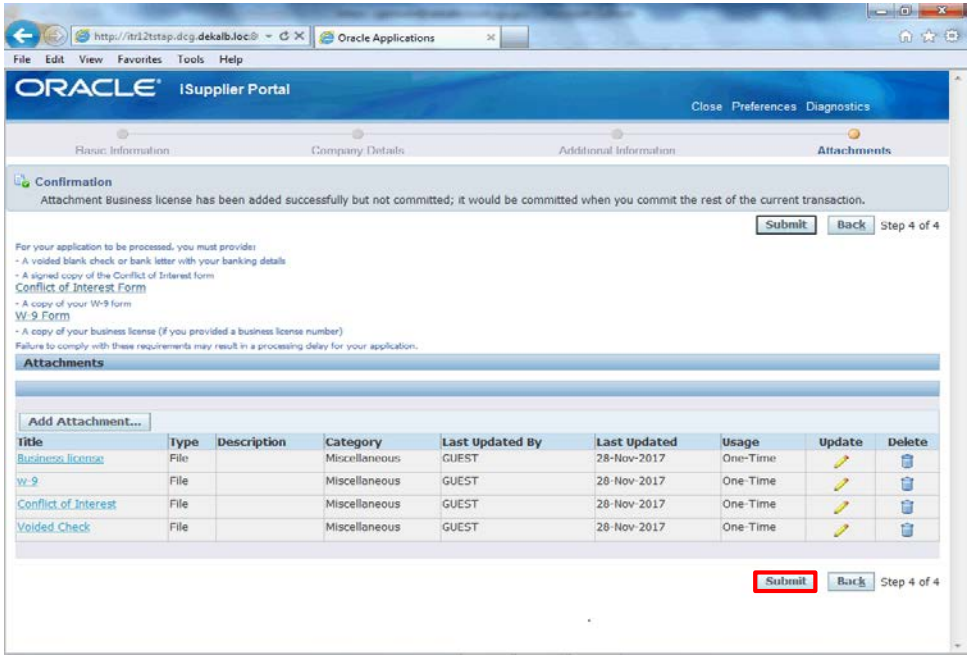
Supplier Self Registration



Step 101

When you have finished uploading attachments, click on the **Apply** button.

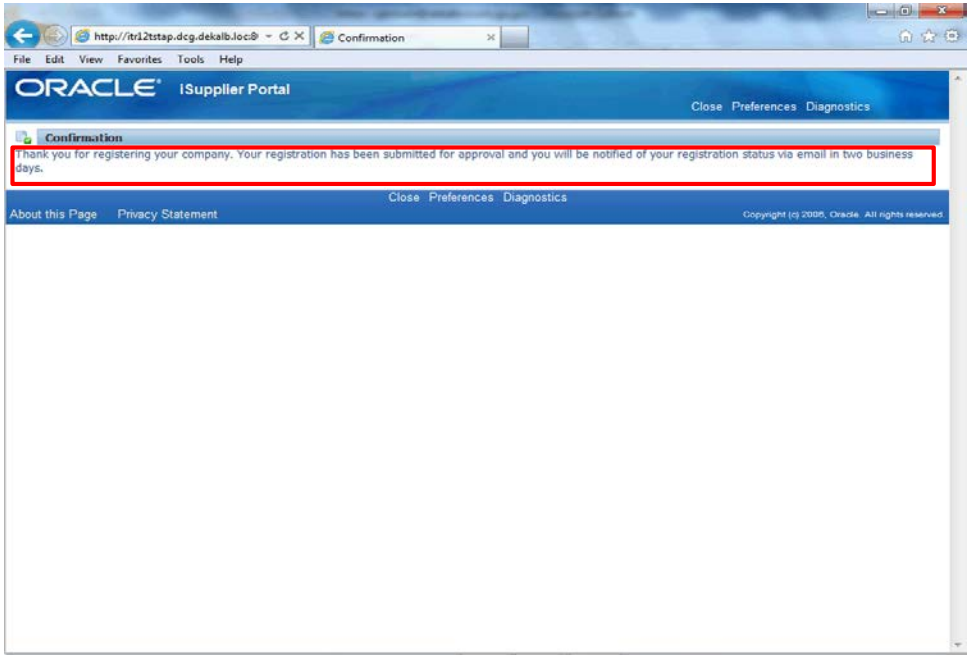
Supplier Self Registration



Step 102

With all of your information and attachments complete, you may click on the **Submit** button to complete your registration.

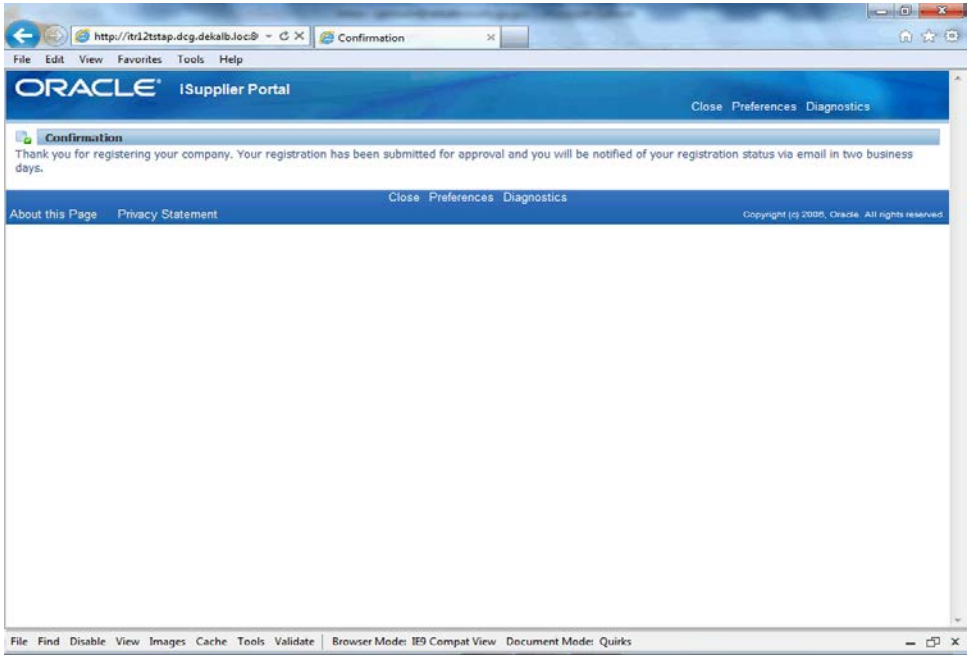
Supplier Self Registration



Step 103

Upon submission, you will receive a **confirmation message** stating that you will be notified of your registration status via email in two business days.

Supplier Self Registration



Step 104

CONGRATULATIONS! You have now completed the training for Supplier Self Registration.