GUILFORD COUNTY SOURCING, PROCUREMENT AND CONTRACT MANAGEMENT

Supplier Registration Guide
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Getting Started
From www.guilfordcountync.gov/our-county/purchasing

Select eProcurement System ➔
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Click Register→

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
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Read and accept terms and conditions, click Continue →

Supplier Registration - Terms And Conditions

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

Read the Terms and Conditions before registering. The individual who registers your company will become the primary contact and administrator. Check Accept Terms to begin.

Thank you for your interest in registering on-line to do business with Guilford County. All data in this website is subject to the North Carolina General Statutes and Guilford County purchasing policy. Guilford County will not be held legally bound by any software limitations or defects.

To become a supplier with Guilford County, we require certain information about you or your company. This information will be used to create a vendor record in our Financial System. You must be set up as a vendor in our system before we can issue purchasing documents such as PO's or contracts or before we can issue a payment.

The Purchasing Department through this system, maintains a list of prospective bidders and the commodities they could provide to Guilford County. If you are interested in doing business with Guilford County complete this registration process and select the commodities your company provides.

Guilford County strives to include as many suppliers as is feasible in each competitive process, but is unable to include every supplier in all events that they may be able to quote on. Registering on this site does not guarantee your organization notification of every bidding opportunity.

Disclaimer for bid events: Guilford County intends to maintain continuous access to the sourcing website, however from time to time access to information and/or documents might be interrupted either because of site problems, user problem, Internet problems, or maintenance. Not all access difficulties can be resolved by the agency since some access failures may be due to the type of computer or communication equipment and services employed by the website user. In effort to allow maximum access to users, bid events shall be posted a minimum of 7 working days and no amendments shall be made within the last 3 working days before the bid event is due. Suppliers are cautioned that the competitive nature of the offers could be affected in their submissions do not include all amendments. For this reason suppliers are encouraged to revisit all solicitations to which they intend to respond 3 days prior to their due date. It is the suppliers responsibility to check the website from time to time for updates to opportunities and to pick up additional addendum and information.

* Accept Terms and Conditions

Continue  Cancel
Enter Supplier Information

Supplier Registration - Contact Information

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

- Create your login name. **Note:** Your login is case sensitive and should be one continuous group of characters. Do not use spaces.
- Create your password. **Note:** Your password is case sensitive, should be one continuous line of characters.
- Enter information about yourself; required fields are: First Name, Last Name, Phone Number and E-mail address.
- Click **Continue**
Enter Your Company Information

Company Information

- **Company Name**: Acme Consulting
- **Tax ID Type**: Social Security Number
- **Tax ID number**: 123-45-6789
- **Address line 1**: 123 Jones Road
- **City**: Greensboro
- **State**: NC
- **Postal Code**: 27408
- **Country**: United States

Doing Business As: 
Business Type: Sole Proprietorship

Address Information

- **Remit To First Name**: 
- **Remit To Last Name**: 
- **Address Line 1**: 
- **Address Line 2**: 
- **Address Line 3**: 
- **Address Line 4**: 
- **City**: 
- **State Province**: 
- **Postal Code**: 
- **County**: 
- **Country**: United States

- **Check If Remit To Address Is The Same As Mailing Address**: 

* = Required

- Enter information about your company: Required fields are: Company Name, Tax ID Type, Tax ID number, Address line 1, City, State, Postal Code, Country.
- When complete, click **Continue** ➔
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Answer Supplier Questions with Appropriate Responses

Note that answering “Yes” to Question 3 will require a completed W9 form to be uploaded for vendor I.D. set up. A vendor I.D. is not required if you are only registering to bid on Events.

Supplier Portal

Supplier Registration - Questions

Please answer the following questions related to your company. A response to question number one is required.

1. To qualify for minority status, the business must have at least 51% ownership by a person(s) of a MBE category. Please indicate the category your business ownership would qualify for. Non minority organizations, please select WM (white male) or X (corporation).
   *Answer is required
   -RF - African American Female
   -Attach document Browse

2. I am registering as a Guilford County Supplier to be able to bid on events
   *Response is required
   -No

3. You must be set up as a vendor in our system before we can issue purchasing documents such as Purchase Orders (PO’s) and contracts or before we can issue a payment.

   Do you require a vendor ID? If Yes, provide W9 as an attachment.
   *Yes or no required; attachment required if answer is yes
   -Yes
   -Attach document W9 Form.docx Browse

Answer all Required questions, then click Continue →
Required questions are indicated with a *.
Commodity Code Selection

- Select commodity code(s) for which future bid notifications will be received (this field is required for vendor I.D. set up).
- Click the Add button
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The system will open a list of available commodity codes

- select the code(s) that best match the commodity or services provided by company by clicking in the box to the left of the code
- then click **Attach to Contact**
Use the search function at the top of page to search codes.

- Use an asterisk (*) as a wildcard to help find codes. Example: To display all codes with the word “office”, enter *office*. Then click Search
- Select codes as detailed on previous page then select Attach to Contact

*If selecting multiple commodities from multiple pages, ‘attach to contact’ must be selected after each page before going to the next page.*
When finished adding commodity codes, click **Continue**→
Proxy Notifications (optional)

- A proxy is an individual who will receive email notification about bids along with registered individual. The proxy does not have a login id or password to this system. They simply receive email notifications.
- Select **Add** to input proxy information
- Click **Continue** when finished
This completes Supplier Registration. Please note your Supplier Number for future reference. The system will notify the Guilford County Purchasing Department that a Supplier ID has been generated and they will create the related Vendor I.D. if a purchase order or payment is required.

- Click Done
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Maintaining Supplier Account Information

- To update your account information, click on **Update Account Information**
- Then update applicable information as required