

City of Greensboro e-Procurement Supplier (GePS) Registration Guide

Finance Department
Procurement Services Division
Phone: 336.373.2192

Fax: 336.373.2544

E-mail: <u>ProcurementServices@Greensboro-NC.gov</u>

Getting Started and General Information

Software Compatibility Matrix

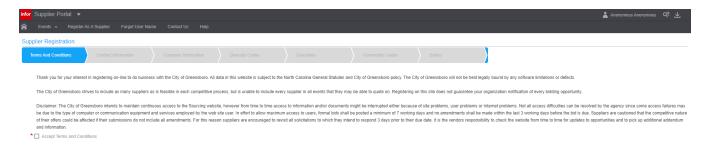
Component	Supported Version
Desktop Operating System	Windows 7
	Windows 8
	Windows 10 (64 bit)
Browser (HTML)	Microsoft Edge
	Google Chrome latest version
	Firefox latest version

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

- Go on-line to: <u>www.greensboro-nc.gov</u>
- Select "Business" on the information bar of the home page.
- Select "Bidding Opportunities" from the list.
- Select "Procurement Services Contracts".

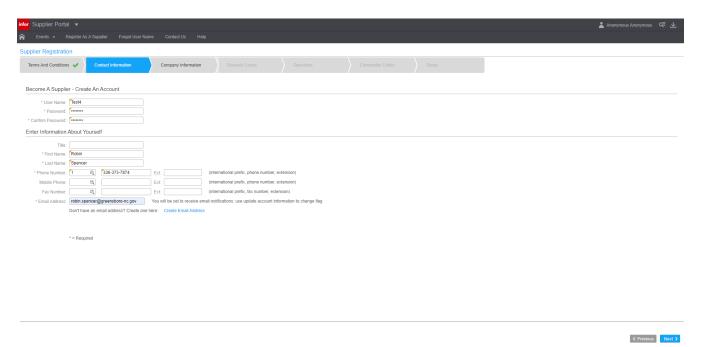
Note: You can register as a vendor under the "Greensboro e-Procurement System (GePS)" link.

- Click on the "Greensboro e-Procurement System (GePS)" link to register and find bid opportunities" link.
- Click "Register As A Supplier"
- Read and accept terms and conditions, click "Next"



Enter Supplier Information

- Create your login name (login is case sensitive)
- Create your password (password is case sensitive)
- Enter information about yourself: First Name, Last Name, Phone Number, and Email Address
- Click "Next".

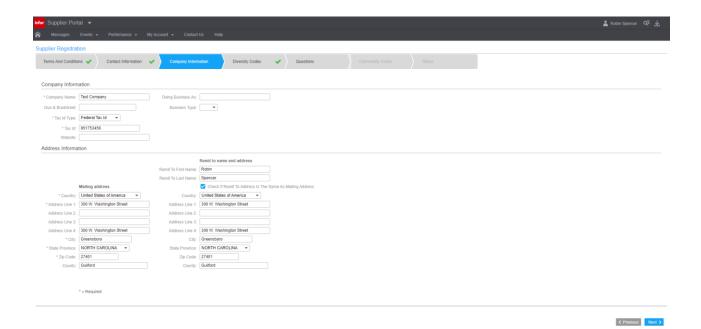


Enter Your Company Information

• Enter information about your company: Company Name, Tax ID Type, Tax Id Number, Address Line 1, City, State, Postal Code, and Country

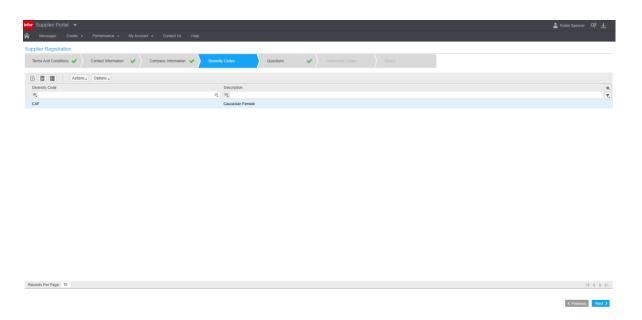
Note: Only one Tax Id number will be allowed in the system for each company. Multiple contacts can be added under the company name.

- Complete other relevant fields for which you have information (e.g. Remittance Address or Doing Business As)
- When complete, click "Next"



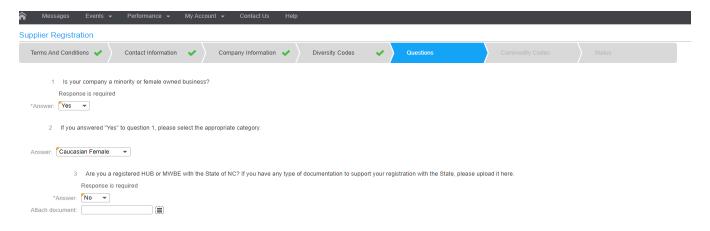
Choose your Diversity Codes

- Click "Add" at the top left hand corner
- From the Helper dropdown list , Select your Diversity Code and click "Attach to Supplier"
- When complete, click "Next"



Answer Supplier Questions

- Answer all required questions
- You may uploaded any certification documents
- When complete, click "Next".



Select Your Commodity Codes

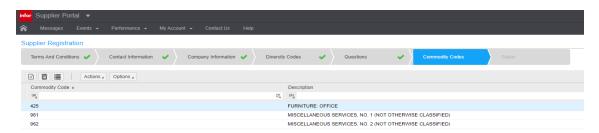
• From the Helper dropdown list , Select your Commodity Code(s) and click "Attach to Contact"

Note: To find the Commodity Code(s), you may use the Commodity Search field located on the Helper dropdown box. You may add a specific code number or a key word description. Example: To display all codes with the word "office" in the description, enter the word "office".

Locate additional codes using the Helper dropdown list and clicking "Attach to Contact".

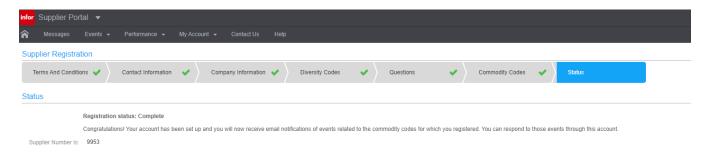
Note: You may add an unlimited amount of Commodity Codes. You will receive an email notifications for each of the commodity codes chosen every time a bid event is created or updated using that code.

When finished, click "Next".



Complete Registration

- Supplier registration status will display "Registration status: Complete"
- You will receive an email notification when registration is complete
- You may now enter bids for open events.



Entering Multiple Contacts for One Vendor

At this time, please contact Procurement Services if you wish to add additional suppliers under your supplier profile. Someone from Procurement Services will add the additional supplier and walk you through the steps of completing the process. You may reach us at 336-373-2192.

Maintain Your Account Information

- To update your account information, under "My Account" tab, select "Update Account Information"
- Select tabs you wish to update from the list.
- Click "Save" to update information.

Adding or Deleting Commodity Codes (after initial setup)

To add code(s):

- After signing on to your account on the Supplier Portal, select "Update Account Information" under My Account on the left hand side of the page.
- Choose "My Commodity Codes" from the list tabs.
- Click on "Select Commodity Codes".
- Use the Commodity Search Field to locate the commodity code you wish to add.
- Highlight the selected commodity code you would like to add from the search list generated.
- Click on "Attach To Contact".
- If you wish to search for other codes, repeat this from the Commodity Search Field.
- When you have added all the updated codes, click "Close".

Your updated list will be displayed.

To delete code(s):

- From the My Commodity Codes list tab highlight the code you wish to delete.
- Click "Delete" at the top of the commodity code list.
- Confirm that you would like to delete the code.
- The updated list will be displayed.

City of Greensboro, Minority and Women's Business Enterprise (M/WBE)

It is the City of Greensboro's policy to ensure all businesses, including those owned by minorities and women, are afforded the maximum practicable opportunity to participate in the City's purchasing and contracting processes. Please visit the following link to learn more about how you can register as an M/WBE certified firm: www.greensboro-nc.gov/business/minority-and-women-s-business-enterprise

Contact Us

Mailing Address: City of Greensboro M/WBE PO Box 3136 Greensboro, NC 27402- 3136	Physical Address: Melvin Municipal Office Building 300 W. Washington St. Greensboro, NC 27401	Phone: 336-373-2674 Office Hours: 8 am to 5 pm Monday through Friday
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North Carolina State Office for Historically Underutilized Businesses (HUB) Registration Information

Policy Statement

The HUB Office will advocate and promote the utilization of HUB firms in the purchase of goods and services, including construction, certify Hub firms, and monitor reporting requirements to determine compliance in accordance with North Carolina General Statutes and Administrative Rules.

Our Vision

The HUB Office is an organization that advocates actions which increase opportunities for historically underutilized businesses and promotes diversity and inclusion in state government procurement and contracting.

Our Mission

To promote economic opportunities for historically underutilized businesses in state government contracting and procurement that foster their growth and profitability.

Contact Us

Mailing Address:

Office for Historically Underutilized Businesses 1336 Mail Service Center Raleigh, North Carolina 27699-1336 Physical Address:

116 W. Jones Street, Suite 4109 Raleigh, North Carolina

27603-8002

Phone: 919-807-2330 **Fax:** 919-807-2335

E-Mail:

HUBOffice.DOA@doa.nc.gov