



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

**Finance Department
Procurement Services Division
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Revised 9/15/2021

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: www.greensboro-nc.gov
- 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”

The screenshot shows the 'Supplier Portal' registration process. The top navigation bar includes 'Supplier Portal', 'Events', 'Register As A Supplier', 'Forgot User Name', 'Contact Us', and 'Help'. The user is logged in as 'Anonymous Anonymous'. The main content area is titled 'Supplier Registration' and features a progress bar with steps: 'Terms And Conditions' (active), 'Contact Information', 'Company Information', 'Diversity Codes', 'Questions', 'Commodity Codes', and 'Status'. Below the progress bar, there is a disclaimer: 'Thank you for your interest in registering on-line to do business with the City of Greensboro. All data in this website is subject to the North Carolina General Statutes and City of Greensboro policy. The City of Greensboro will not be held legally bound by any software limitations or defects. The City of Greensboro 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: The City of Greensboro 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 problems or Internet problems. 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 web site user. In effort to allow maximum access to users, formal bids shall be posted a minimum of 7 working days and no amendments shall be made within the last 3 working days before the bid is due. Suppliers are cautioned that the competitive nature of their offers could be affected if 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 vendors responsibility to check the website from time to time for updates to opportunities and to pick up additional addendum and information.' At the bottom, there is a checkbox labeled 'Accept Terms and Conditions' which is currently unchecked.

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”.

The screenshot shows the 'Supplier Registration' page in the 'infor Supplier Portal'. The page has a dark header with navigation links: Home, Events, Register As A Supplier, Forgot User Name, Contact Us, and Help. The user is logged in as 'Anonymous Anonymous'. Below the header is a progress bar with steps: Terms And Conditions (checked), Contact Information (active), Company Information, Diversity Codes, Questions, Commodity Codes, and Status. The main content area is titled 'Become A Supplier - Create An Account' and contains the following fields:

- * User Name:
- * Password:
- * Confirm Password:
- Enter Information About Yourself:
 - Title:
 - * First Name:
 - * Last Name:
 - * Phone Number: Ext: (international prefix, phone number, extension)
 - Mobile Phone: Ext: (international prefix, phone number, extension)
 - Fax Number: Ext: (international prefix, tax number, extension)
 - * Email Address: You will be set to receive email notifications; use update account information to change flag

Don't have an email address? Create one here: [Create Email Address](#)

* = Required

At the bottom right, there are navigation buttons: < Previous and 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”

Supplier Portal

Messages Events Performance My Account Contact Us Help

Supplier Registration

Terms And Conditions Contact Information Company Information Diversity Codes Questions Commodity Codes Status

Company Information

* Company Name: Doing Business As:

Dun & Bradstreet: Business Type:

* Tax Id Type: * Tax Id: Website:

Address Information

Remit to name and address

Remit To First Name: Remit To Last Name:

Check if Remit To Address is The Same As Mailing Address

Mailing address

* Country: Address Line 1: Address Line 2: Address Line 3: Address Line 4:

* City: * State Province: * Zip Code: County:


Country: Address Line 1: Address Line 2: Address Line 3: Address Line 4:

City: State Province: Zip Code: County:

* = Required

[Previous](#) [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”

Supplier Portal

Messages Events Performance My Account Contact Us Help

Supplier Registration

Terms And Conditions Contact Information Company Information Diversity Codes Questions Commodity Codes Status

Actions Options

Diversity Code	Description
CAF	Caucasian Female

Records Per Page: 10

[Previous](#) [Next](#)


Answer Supplier Questions

- Answer all required questions
- You may upload any certification documents
- When complete, click “Next”.

The screenshot shows the 'Supplier Registration' process in the Infor Supplier Portal. The navigation bar includes Messages, Events, Performance, My Account, Contact Us, and Help. The registration progress bar shows: Terms And Conditions (checked), Contact Information (checked), Company Information (checked), Diversity Codes (checked), Questions (active), Commodity Codes, and Status. The 'Questions' section contains three questions:

- 1 Is your company a minority or female owned business?
Response is required
*Answer: Yes
- 2 If you answered “Yes” to question 1, please select the appropriate category.
Answer: Caucasian Female
- 3 Are you a registered HUB or MWBE with the State of NC? If you have any type of documentation to support your registration with the State, please upload it here.
Response is required
*Answer: No
Attach document: [upload icon]

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”.

The screenshot shows the 'Supplier Registration' process in the Infor Supplier Portal. The navigation bar includes Infor Supplier Portal, Messages, Events, Performance, My Account, Contact Us, and Help. The registration progress bar shows: Terms And Conditions (checked), Contact Information (checked), Company Information (checked), Diversity Codes (checked), Questions (checked), Commodity Codes (active), and Status. Below the progress bar, there are icons for Actions and Options. A table displays the following commodity codes:

Commodity Code	Description
425	FURNITURE: OFFICE
961	MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
962	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)

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.

The screenshot shows the Infor Supplier Portal interface. At the top, there is a navigation bar with the Infor logo and 'Supplier Portal' dropdown. Below it is a secondary navigation bar with links for Messages, Events, Performance, My Account, Contact Us, and Help. The main content area is titled 'Supplier Registration' and features a progress bar with six steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, and Commodity Codes. Each step has a green checkmark, and the 'Status' step is highlighted in blue. Below the progress bar, the text reads: '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. Supplier Number is: 9953'.

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

<p>Mailing Address: City of Greensboro M/WBE PO Box 3136 Greensboro, NC 27402-3136</p>	<p>Physical Address: Melvin Municipal Office Building 300 W. Washington St. Greensboro, NC 27401</p>	<p>Phone: 336-373-2674 Office Hours: 8 am to 5 pm Monday through Friday</p>
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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
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