

Gwinnett County Vendor Registration Instructions

Purpose

Use this procedure to register as a vendor with Gwinnett County.

Menu Path

Use the following menu path(s) to begin this transaction:

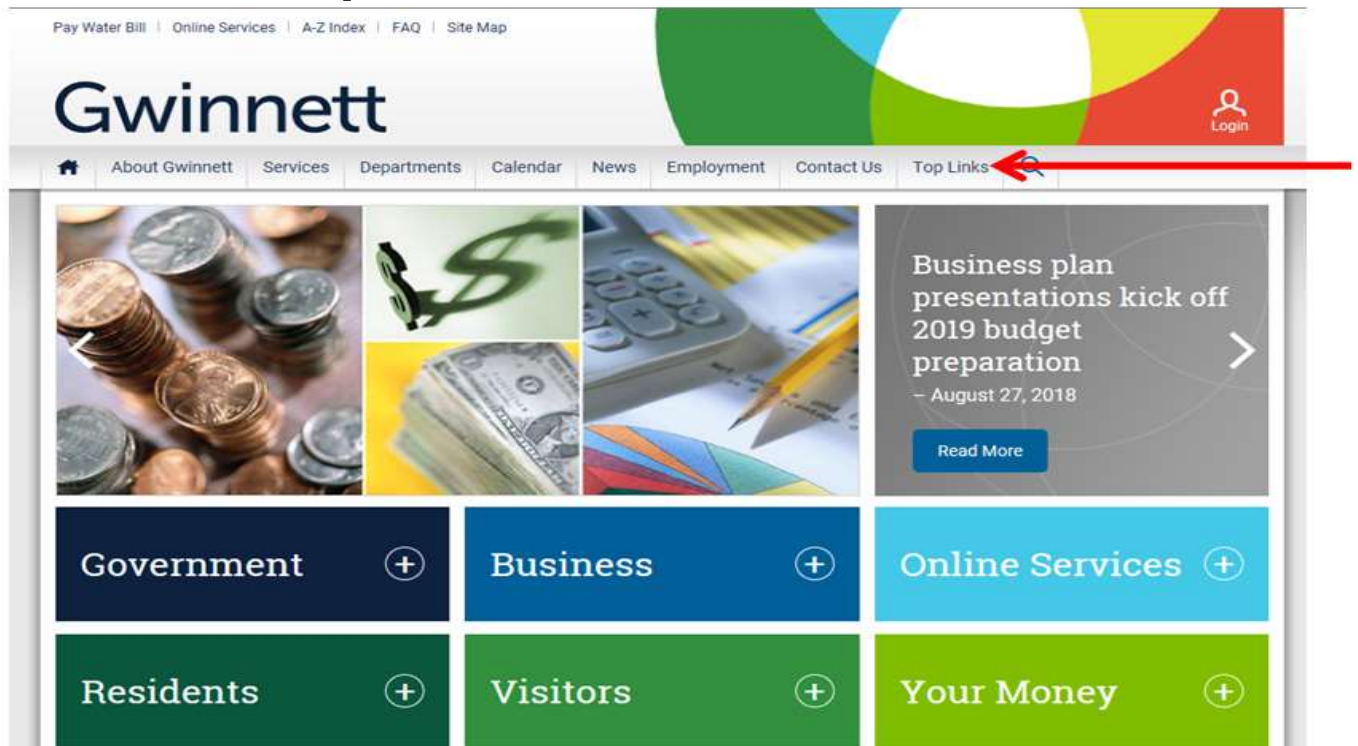
Gwinnett County Homepage → Top Links → Vendor Registration → Vendor Login and Registration

Helpful Hints

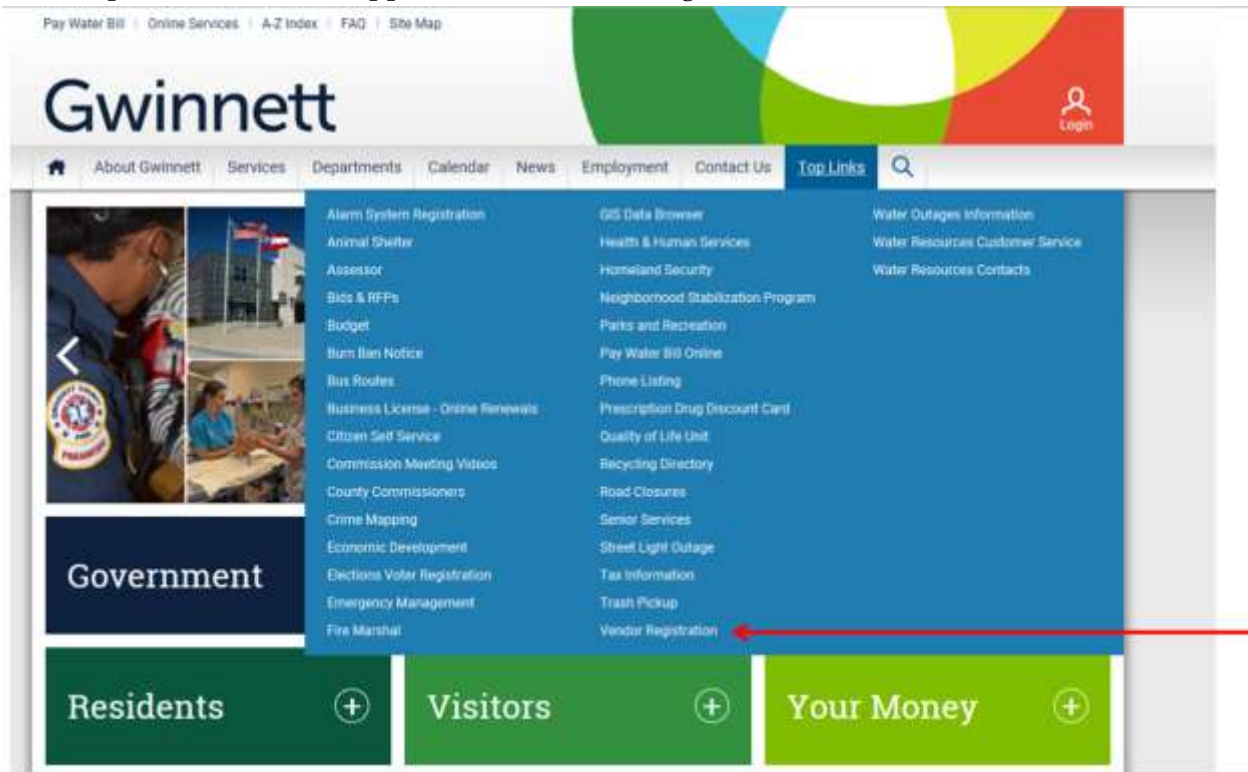
Make sure you are using Internet Explorer 8 or higher and have the "pop up blocker" turned off. All required fields will need to be completed before moving on to the next tab in the process. You will receive an error message if any required field has been left blank.

Procedures

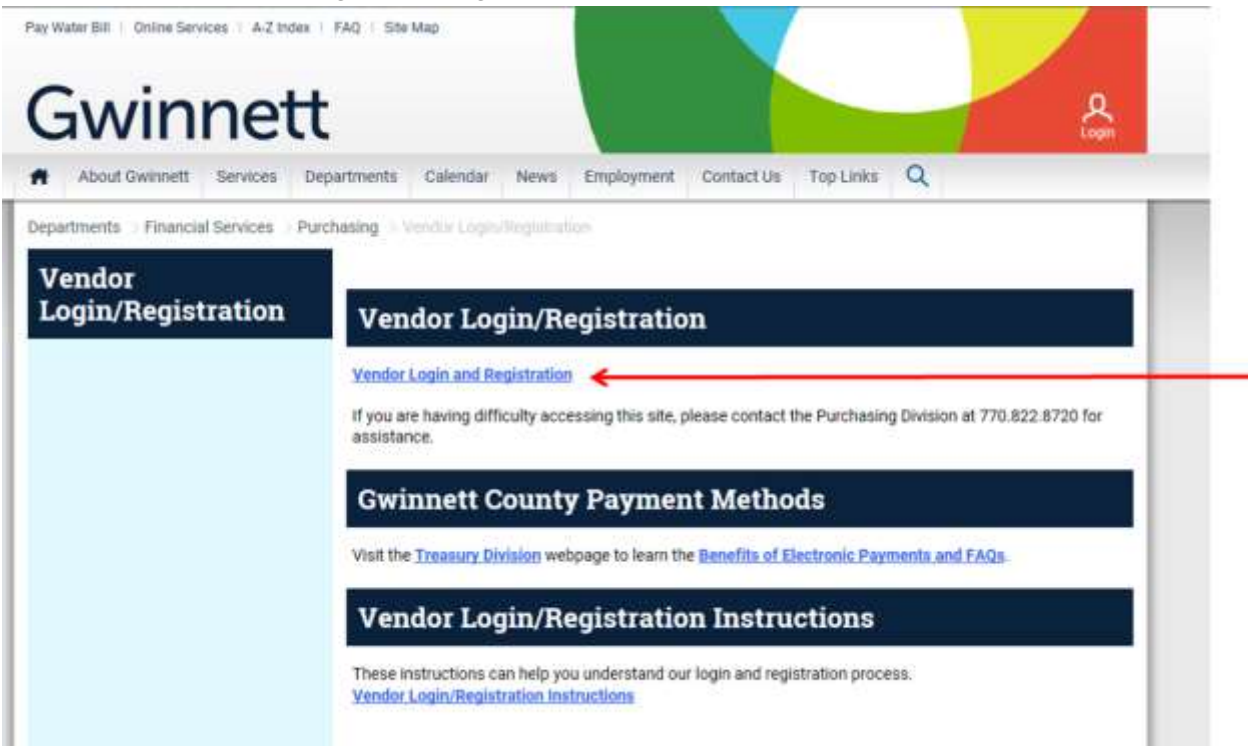
1. Go to <http://www.gwinnettcountry.com> on your internet browser.
2. Place cursor over the Top Links button.



3. A drop down menu will appear. Select Vendor Registration.



4. Click on the Vendor Login and Registration link.



5. Click the Register Here link.



6. Input Employer Identification Number (EIN) and Company Name or Social Security Number (SSN), Last Name, and First Name. For example, "11-111111" for EIN (it must be in format xx-xxxxxx) or "000-00-0000" for SSN (it must be in format xxx-xx-xxxx). Click the **Continue** button.

Supplier Registration

[Cancel](#) [Logoff](#)

Welcome to Gwinnett County's secure Supplier Self Services Portal. Our online vendor registration process has 3 screens: TIN (Tax Identification Number) entry, company data and contact person. After you successfully enter and submit your information, we'll send you an email with your logon id and password.

This initial screen requires prospective vendors to enter their Internal Revenue Service Tax Identification Number (TIN). This number is either your business entity's Employer Identification Number (EIN) or as a self-employed individual your Social Security Number (SSN). Gwinnett County uses this number, along with your business name (as it appears on your IRS tax return), as a match against IRS records. This check helps us file accurate information returns (1099s) to the IRS while decreasing backup withholdings and penalty notices.

If you have any questions about vendor registration or doing business with Gwinnett County, please visit the Purchasing Division web site or contact us at 770.822.8720.
[Purchasing Division](#)

Tax Identification Number Entry

Employer Identification Number

Company Name

OR

Social Security Number

Last Name

First Name

Continue ←

7. If the information does not match the IRS records **exactly** during the TINCheck process, you will receive a message stating to check the information entered. If information is incorrect, select “Yes”, make necessary corrections to try running again. If the information entered is correct, press “No” to continue. If you press “No” you will be required to email a signed copy of your company’s W9 to DOFSSupplierReg@gwinnettcountry.com for further review by staff.



Tax Identification Number Validation Failed. Do you want to change either the Tax Identification Number or the Company Name or both and try again?

Yes No

8. The system will redirect you to the Company Data Tab. Enter your “Doing Business As” company name and the Company’s physical address.

Supplier Maintenance

Save Cancel

Company Data Contact Person Data

On this screen, please enter your doing-business-as company name, address, industry specific products or services your company sells, etc. For Remittance Address, please enter the name of the person responsible for handling accounts receivable in the C/O field and add their contact information.

Company Data

| | | | | |
|-----------------------------------|------------------------------|-----------------------------------|-----|-------------|
| Company Name 1 | Test Vendor | Company Address (Standard) | C/O | Test Vendor |
| Company Name 2 | | Street No./Street Name | 123 | Main Street |
| Doing Business As | Test Vendor 1 | Suite/Building/Apt | | |
| Minority-Status/Valid To | <input type="checkbox"/> [T] | City | | Buford |
| Women-Owned/Valid To | <input type="checkbox"/> [T] | State/Zip/Country | GA | 30519 US |
| Social Security Number | **-.1111 | P O Box No. | | |
| Employer Identification Number | | PO Box City | | |
| Opt-out from Bidding Notification | <input type="checkbox"/> | PO Box State/Zip/Ctry | | US |

Please enter either street address or PO Box

9. Click the **Same As Company Address?** box if your Company Address is the same as your Remittance Address. If different, enter the address in the boxes below.

Remittance Data

Remittance Address Same As Company Address?

C/O

Street No./Street Name

Suite/Building/Apt

City

State/Zip/Country

P O Box No.

PO Box City

PO Box State/Zip/Ctry

Please enter either street address or PO Box

10. Select the Industry code(s) that best identifies your company's primary product or service offering to Gwinnett County by checking the box for your selection. You also have the option to search for a specific code in the search field. Note: This will not restrict your company from providing other types of products or services to Gwinnett County. Click the Add button to see the Industry codes selected (Note: To remove a code, you will select it and click the Remove button).

Industry Sectors - Select the goods or services you sell from the NIGP description table below

Choose Industry Sector: Total Displayed = 9093

Search NIGP Description:

| Selection | NIGP Code | NIGP Description |
|--------------------------|-----------|--|
| <input type="checkbox"/> | 00514 | ABRASIVES, COATED, CLOTH, FIBER, SANDPAPER, E. |
| <input type="checkbox"/> | 00521 | ABRASIVES, SANDBLASTING, METAL |
| <input type="checkbox"/> | 00528 | ABRASIVES, SANDBLASTING (OTHER THAN METAL) |
| <input type="checkbox"/> | 00542 | ABRASIVES, SOLID: WHEELS, STONES, ETC |
| <input type="checkbox"/> | 00506 | ABRASIVES, TUMBUNG (WHEEL) |

| Remove | NIGP Code | NIGP Description |
|--------------------------|-----------|--------------------|
| <input type="checkbox"/> | 96258 | PROFESSIONAL SERV. |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

11. Click the Add button to enter your company's phone number that you would like to use to be contacted regarding bids/awards/ accounts receivable. Make sure that you use 10 digits. For example, "770-822-8000".

Note: You can enter multiple telephone numbers. Also, you must select the Contact Type (Sales for bids/awards, Accounts Receivable for payment advices or Other.)

Communication Data

Telephone Numbers

| Telephone | Extension | Country | Primary Number | Contact Type |
|--------------|-----------|---------|----------------------------------|--------------|
| 770-822-8000 | | US | <input checked="" type="radio"/> | Sales |

12. Click the Add button to enter the company email address that you would like to use to receive information about bids/awards/payment advices. For example, testvendor@gmail.com. Note: You can enter multiple email addresses. Also, you must select the Contact Type (Sales for bids/awards, Accounts Receivable for payment advices or Other.)

Note: MAKE SURE YOU HAVE ENTERED AN ACCOUNTS RECEIVABLE EMAIL ON THE COMPANY DATA TAB OR YOU WILL NOT BE ABLE TO ENTER DIRECT DEPOSIT INFORMATION.

Email Addresses

| E-Mail Address | Prima... | Contact Type |
|------------------------------------|----------------------------------|--------------|
| DOFSSupplierReg@gwinnettcounty.com | <input checked="" type="radio"/> | Account R... |

13. Click the **Contact Person Data** tab at the top of the screen. Enter your company's contact person in the First Name and Last Name field as well as their address. Click the **Contact Address the same as the Company Address?** box if the address of your company's contact person is the same as your company address.

On this screen, please enter the name, address, phone number and email address of the

Contact Person Data

* First Name

* Last Name

Contact Address the same as the Company Address?

Street No./Street Name

Suite/Building/Apt

City

State/Zip/Country US USA

Please enter either street address or PO Box

P O Box No.

P O Box City

PO Box State/Zip/Country US

14. Click the Add button to enter the contact person's phone number using the same method in step 11.

Communication Data

Telephone Numbers

Add Remove


| Telephone | Extension | Country | Primary Number | Contact Type |
|--------------|-----------|---------|----------------------------------|--------------|
| 770-822-8000 | | US | <input checked="" type="radio"/> | Sales |

15. Click the Add button to enter the contact person's email address using the same method in step 12.

Email Addresses

Add Remove

| E-Mail Address | Prima... | Contact Type |
|------------------------------------|----------------------------------|--------------|
| DOFSSupplierReg@gwinnettcounty.com | <input checked="" type="radio"/> | Account R... |

16. Submit information by clicking the  button at the top right of the page. A message stating “Information for Supplier 0000XXXXXX is saved successfully!” will appear.



17. You can now log off the browser.

Result

You have successfully registered as a vendor with Gwinnett County. You should receive a notification in the employee contact email address that you provided on the “Contact Person Data” tab confirming that you have successfully registered along with related information. If you do not receive the notification in this email address within a few business days, please call the Purchasing Division at 770-822-7765 and ask for assistance with vendor registration. If you need to make any changes to your information after registering or to add, change or stop direct deposit information, click on the Vendor Login and Registration link. Log into your account using your user name and password (available in notification email); make the necessary changes using the steps listed above, and save the changes. If you experience any issues, please call the Purchasing Division at 770-822-7765 and ask for assistance with vendor login.