

### Purpose

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

### Menu Path

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

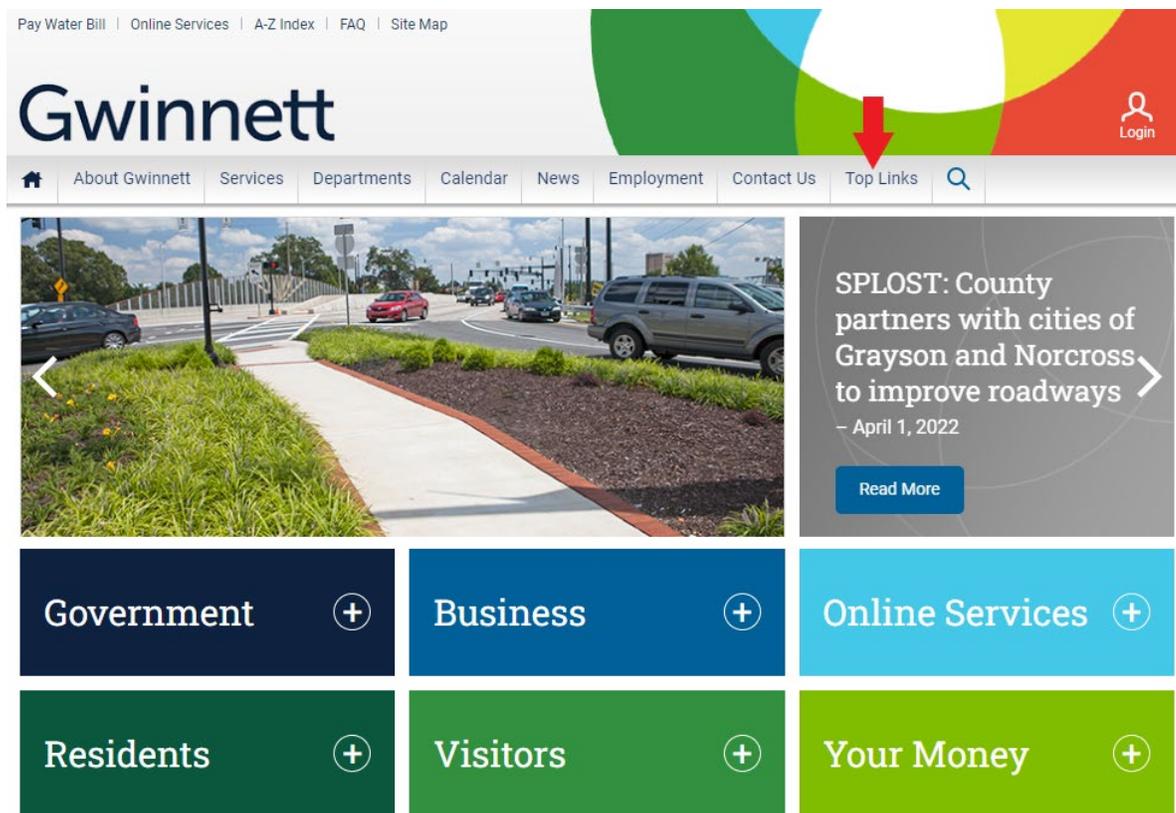
Gwinnett County Homepage >Top Links >Vendor Registration>Vendor Login and Registration

### Helpful Hints

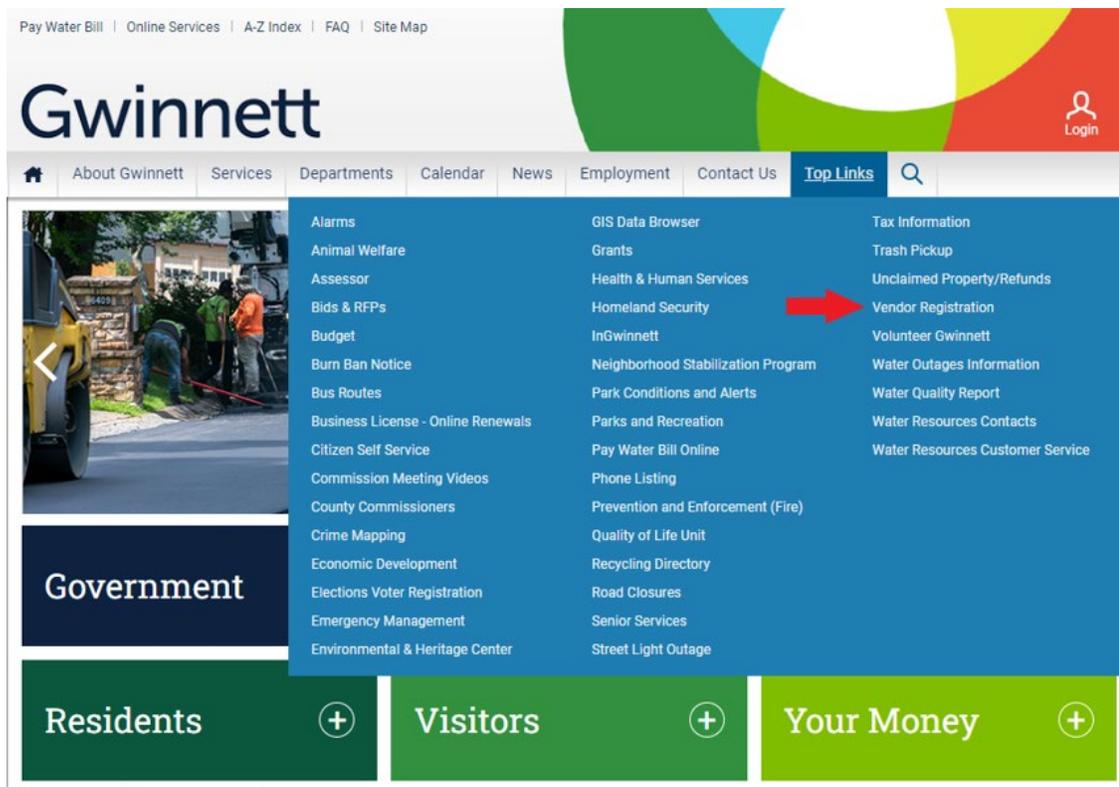
Make sure you are using Internet Explorer 8 or higher and have the "pop up blocker" turned off. All required fields will need to be completed before moving on to the next tab in the process. You will receive an error message if any required field has been left blank.

### Procedures

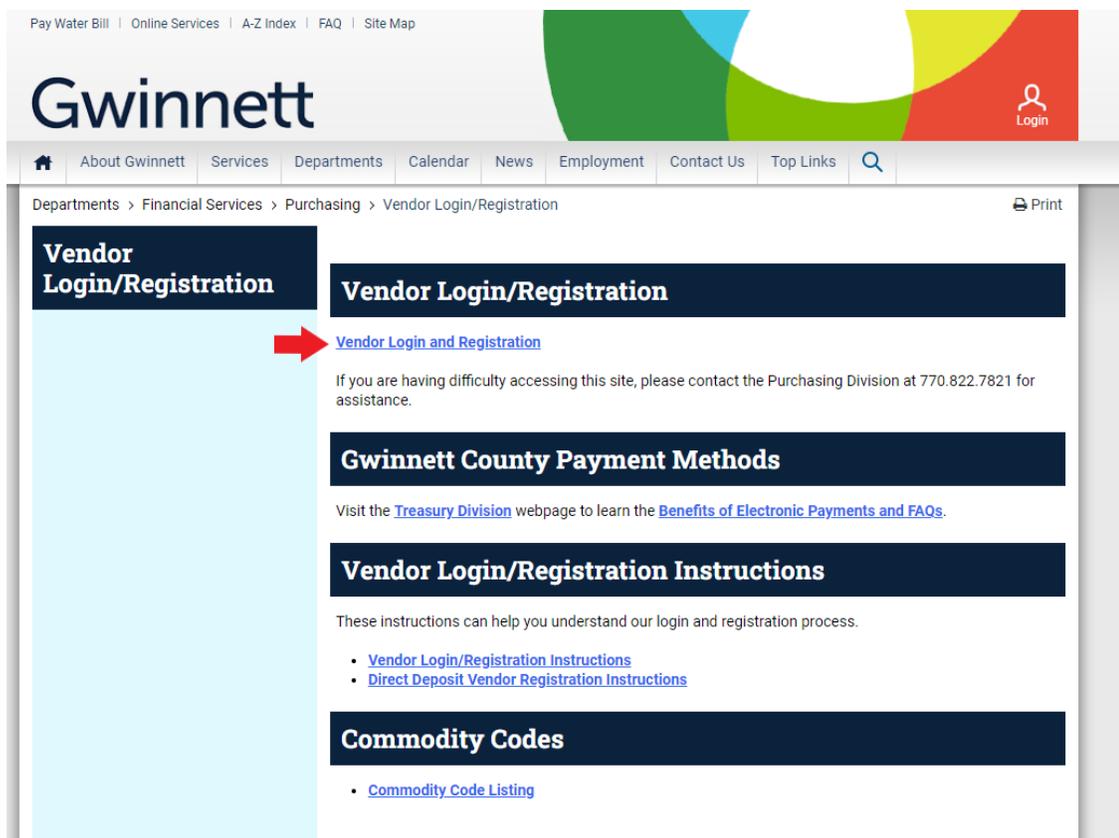
1. Go to **GwinnettCounty.com** on your internet browser.
2. Place cursor over the **Top Links** tab.



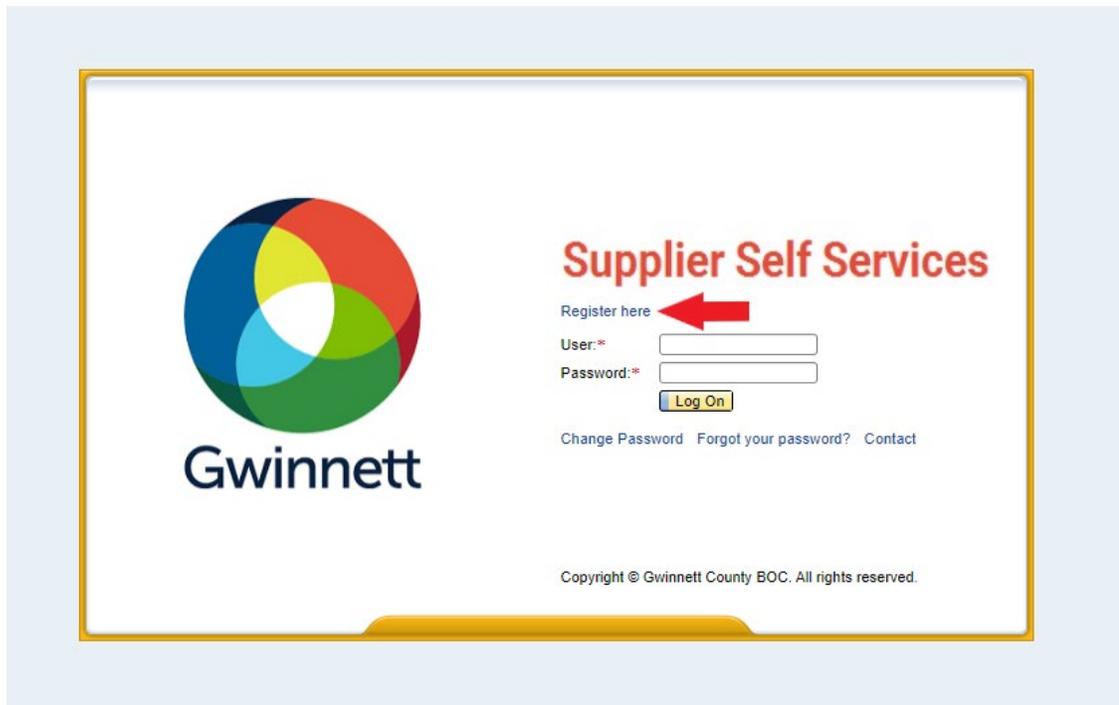
3. A drop-down menu will appear. Select **Vendor Registration**.



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.

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

7. If the information does not match IRS records exactly during the TINCheck process, you will receive a message to check the information entered. If the information is incorrect, select **“Yes”** and make the necessary corrections. 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 **Disbursements@GwinnettCounty.com** for further review by staff.

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 Tax Identification Number Validation

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

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

Save Cancel Logoff

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, phone numbers and email addresses. 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 in the Communication Data section.

Company Data

Company Name 1	<input type="text" value="IT'S ABOUT TIME"/>	Company Address (Standard)	
Company Name 2	<input type="text"/>	C/O	<input type="text"/>
Doing Business As	<input type="text"/>	Street No./Street Name	<input type="text"/>
Minority-Status/Valid To	<input type="checkbox"/> <input type="text"/>	Suite/Building/Apt	<input type="text"/>
Women-Owned/Valid To	<input type="checkbox"/> <input type="text"/>	City	<input type="text"/>
Social Security Number	<input type="text"/>	State/Zip/Country	<input type="text"/> <input type="text"/> US <input type="text"/> USA
Employer Identification Number	<input type="text" value="**-***4128"/>	<b>Please enter either street address or PO Box</b>	
Opt-out from Bidding Notification	<input type="checkbox"/> <input type="text"/>	P O Box No.	<input type="text"/>
		PO Box City	<input type="text"/>
		PO Box State/Zip/Ctry	<input type="text"/> <input type="text"/> US <input type="text"/>

Remittance Data

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  US  USA

Please enter either street address or PO Box

P O Box No.

PO Box City

PO Box State/Zip/Ctry  US

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

10. Select the Industry code(s) that best identifies your company's primary product or service. 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).

Choose Industry Sector: Total Displayed = 9093

Search NIGP Description:

Selection	NIGP Code	NIGP Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	00505	ABRASIVE EQUIPMENT AND TOOLS
<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)

Industry Sector (Selected)

Remove	NIGP Code	NIGP Description
<input type="button" value="i"/>	Please add NIGP Codes	

11. Click the **Add** button to enter your company's phone number. We will use this number to contact you regarding bids, awards, and 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

<input checked="" type="checkbox"/>	Telephone	Extension	Country	Primary Number	Contact Type
<input checked="" type="checkbox"/>	770-822-7682		US	<input checked="" type="radio"/>	Account Recei... <input type="button" value="v"/>

12. Click the **Add** button to enter the company's email address. We will use this email address to contact you regarding bids, awards, and accounts receivable. **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

<input type="button" value="Add"/>	<input type="button" value="Remove"/>		
<input checked="" type="checkbox"/>	E-Mail Address	Prima...	Contact Type
<input checked="" type="checkbox"/>	TESTVENDOR@GMAIL.COM	<input checked="" type="radio"/>	Account ... <input type="button" value="v"/>

13. Click the **Contact Person Data** tab at the top of the screen. Enter your company's contact person, 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's address.

Company Data **Contact Person Data** 

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

Contact Person Data

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\* 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

<input type="button" value="Add"/>	<input type="button" value="Remove"/>				
<input checked="" type="checkbox"/>	Telephone	Extension	Country	Primary Number	Contact Type
<input checked="" type="checkbox"/>	770-822-7682		US	<input checked="" type="radio"/>	Account Receivable

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

Email Addresses

<input type="button" value="Add"/>	<input type="button" value="Remove"/>			
<input checked="" type="checkbox"/>	E-Mail Address	Primary E...	Contact Type	
<input checked="" type="checkbox"/>	TESTVENDOR@GMAIL.COM	<input checked="" type="radio"/>	Account Receivable	

16. Submit information by clicking the **Save** 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 770-822-7821 or Treasury at 770-822-7872 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 username and password (available in the 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 770-822-7821 or Treasury at 770-822-7872 and ask for assistance with vendor login.