



# Checklist: What You Need to Register for Team Georgia Marketplace

**Purpose:** To create a Georgia vendor profile required for GDOT DBE certification and for bidding on state contracts.

## Identification & Login

☐ Access the supplier portal: [Team Georgia Marketplace User Registration](https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/SCP_PUBLIC_MENU_FL.SCP_PUB_REG_CMP_FL.GBL)

[https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/SCP\\_PUBLIC\\_MENU\\_FL.SCP\\_PUB\\_REG\\_CMP\\_FL.GBL](https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/SCP_PUBLIC_MENU_FL.SCP_PUB_REG_CMP_FL.GBL)

☐ Create a Supplier Login (username + password) for secure access

☐ Provide a Valid Email (receive confirmation and vendor notices)

## Basic Business Information

☐ Legal Business Name (must match tax and legal docs) and DBA (Doing Business As), if applicable

☐ Business Physical Address (no PO Boxes)

☐ Business Mailing Address (if different)

☐ Primary Phone Number and Email

## Business Structure & Details

☐ Type of Entity (LLC, Corporation, Sole Proprietor, etc.)

☐ State of Incorporation (and country if not Georgia)

☐ Date business was formed

☐ Number of Employees (estimate is okay)

☐ Business License (optional but recommended)

## Taxpayer Information

☐ Employer Identification Number (EIN) – required

☐ U.S. Taxpayer Type (e.g., Corporation, Sole Proprietor)

☐ W-9 form (not always required but highly recommended)

## Commodity/Service Codes

☐ NIGP Code(s) describing your goods/services, select at least one accurate code to receive bid alerts

## Tips for Success

- Save your Supplier ID Number and login credentials
- Use consistent info (business name, EIN, address) across all certifications
- Choose your NIGP codes carefully, they control what bids you're notified about
- Registration is free and takes about 20–30 minutes if documents are ready

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