



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

**Finance Department
Procurement Services Division**

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Getting Started and General Information

Software Compatibility Matrix

Component	Supported Version
Desktop Operating System	Windows 7 Windows 8 Windows 10 (64 bit)
Browser (HTML)	Internet Explorer 11 (No compatibility mode) Google Chrome latest version Firefox latest version Safari 5.1+ (Safari is Mac only)

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 on the left side bar
- Select “Construction Contracts” or “Procurement Services Contracts”

Note: You can register as a vendor under the “Procurement Services Contracts” link.

- Read information about GePS
- Click on the “Go to the Greensboro e-Procurement System to register and find bid opportunities” link.
- Click “Register”
- Read and accept terms and conditions, click “Continue”

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 “Continue”

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 “Continue”

Choose your Diversity Codes

- Click “Add” at the top left hand corner
- Select your Diversity Code and click “Attach to Supplier”
- When complete, click “Continue”

Answer Supplier Questions

- Answer all required questions
- You may uploaded any certification documents
- When complete, click “Continue”

Select Your Commodity Codes

- To select the Commodity Code(s) for which you would like to receive future bid notifications, click “Add”
- The system will open a list of available codes
- To find the Commodity Code(s), you may:
 - Use the Search function at the top of page to locate Code(s) by entering either the specific code number or a key word description
 - Use and * (asterisk) as a wildcard to find a keyword within a string of characters

*Example: To display all codes with the word “office” in the description, enter *office.*

- To display codes for a specific match to a keyword, enter only that word.
Example: office
- To select the code, click in the box to the left of the Code(s) and click “Attach to Contract” in the upper left hand corner of the form. The system will return you to the Selected Commodity Codes form where you can view previously selected Commodity Codes.
- Locate additional codes and click the box to the left of the desired Code(s).
- Click “Attach to Contact” to update

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 “Continue”

Complete Registration

- Click “Done” to complete registration
- You will receive an email notification when registration is complete

Entering Multiple Contacts for One Vendor

- Once logged into the Supplier Portal, select “Update Account Information”
Note: You can use the options anytime to maintain account information
- Scroll down the page until you see the section “Additional Contacts”
- Click “Add” at the right hand side of the page
- A different Username and Password can be created for each contact that is added. You may also select different commodity codes for each additional user.
- Be sure to complete all required fields and select commodity codes to complete the registration for additional contact.

Maintain Your Account Information

- To update your account information, select “Update Account Information”
- Click “Continue” to scroll through the forms until you reach your desired form.
- After making updates, click “Continue”
- You will see the “Registration Status: complete”
- Click “Done” to finish the update process and return to the Main form

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
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