



SUPPLIER REGISTRATION

Since the start of 2010, the State of Georgia has mandated several new regulatory requirements affecting employment and doing business with government entities. The E-Verify (Security and Immigration Compliance Act) rulings will have the biggest impact on those residents and suppliers working with these entities. See the FAQ for E-Verify for answers to questions regarding E-Verify and a website link for enrolling along with contact information for assistance in the process. While these programs are recommended by the Federal Government, they are required by the State of Georgia for all suppliers that provide labor or services to government entities in excess of \$2,499.99. S.A.V.E. affidavits and the supporting documentation are still required for the issuance of public benefits, but no longer required in order to be a supplier of a government entity. The City does require a Supplier Affidavit with registration, but an actual E-Verify number is only needed for those who supply labor or services in excess of \$2,499.99.

NEW and CURRENT SUPPLIERS

The City is asking all current and potential suppliers to register with the Self-Service Registration (powered by VendorRegistry). This process will allow you to keep information for your business current; the email addresses you provide will be the address where bid notifications are sent. In addition to the standard address and phone numbers that are part of registration, you may select as many 5-digit NIGP commodity codes as are applicable to your business. The email addresses you provide will be the address where notifications are sent. The registration may be completed online and the required forms (W-9 and Supplier [E-Verify]) Affidavit may be uploaded and linked. **Suppliers will need to be registered prior to our office processing business transactions.** If you have questions regarding the information requested, contact our office at cogvendors@cityofgriffin.com or 77-229-6401. If you have problems getting your information submitted, contact VendorRegistry at cservice@vendorregistry.com or 844-802-9202 (toll-free).

PROSPECTIVE SUPPLIERS

All prospective suppliers need to submit the complete Online Registration in order to have their business information and applicable NIGP codes entered in our system.

REGISTRATION FORMS REQUIRED

Supplier Registration (online)
Supplier [E-Verify] Affidavit (to be uploaded)
W-9 (to be uploaded)

SUPPLIER REGISTRATION INFORMATION AVAILABLE ('How to do Business' page)

E-Verify FAQ	O.C.G.A. 13-10-91
NIGP 5-digit commodity codes	Procurement FAQ

QUESTIONS

Questions regarding the Registration process may be directed to:
cogvendors@cityofgriffin.com.