

Vendor Registration

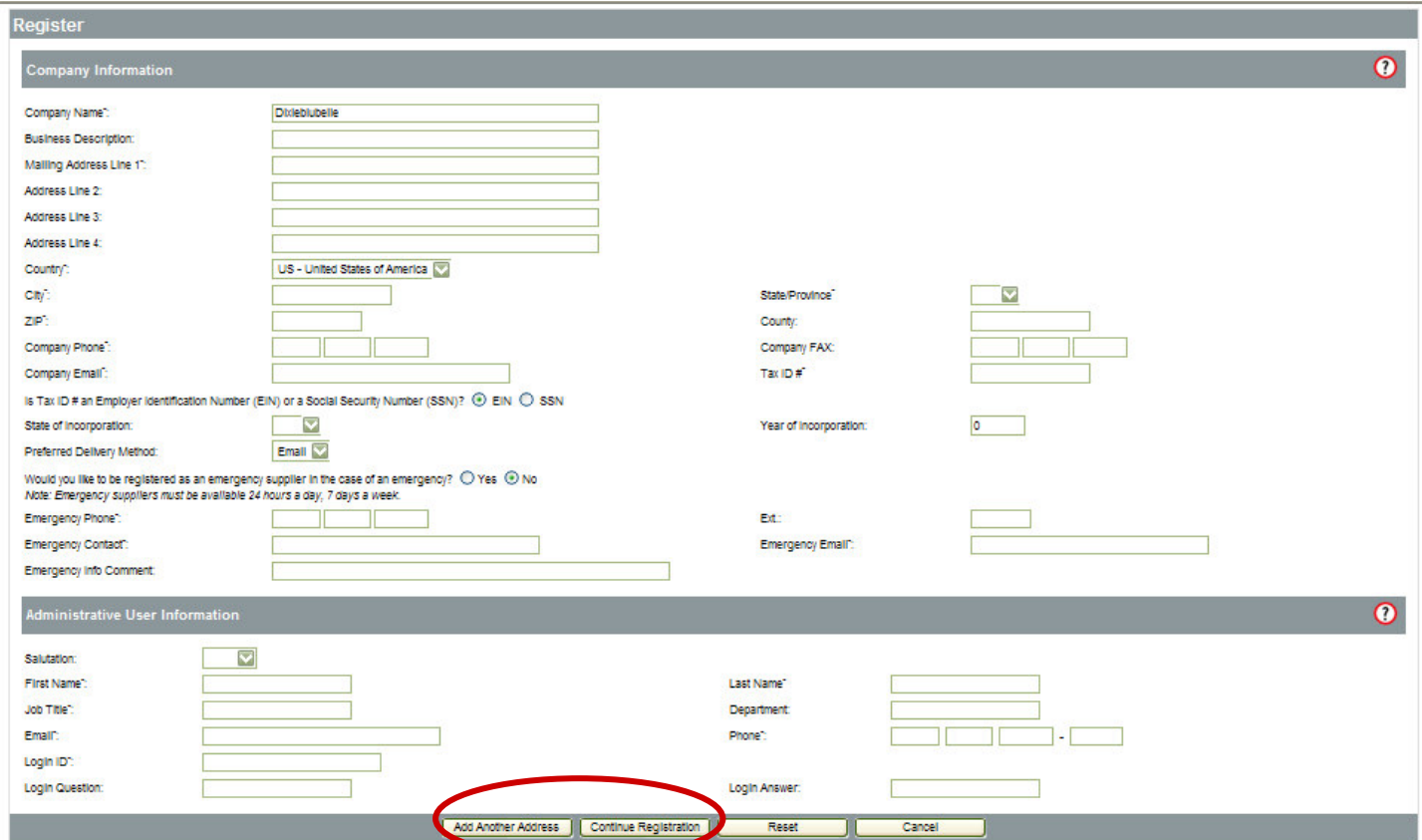
In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) vendors must be registered within the system. Vendors can register by accessing the City of Warner Robins Purchasing Office (CWRPO) login screen and selecting Register: <https://secure.warnerrobinsga.gov/purchasing>

Providing General Information

Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. CWRPO will confirm your tax ID in the system. If your tax ID is already registered, you will be notified that you cannot complete registration. If you are a foreign vendor, select the appropriate country of incorporation.

NOTE: If you are certain your entity has not registered and you believe this message to be an error, please contact the CWRPO support line at (478) 929-1930.

If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information. Within the **Administrative User Information** section, provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to CWRPO. Once complete, you may select to **Add Additional Addresses** (Remit-to, Bid, etc.) or to **Continue Registration**.



Beginning the Registration Process



Vendor Registration

Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms, Categories and Certifications** screen. Here you're asked to provide your standard payment and shipping terms, as well as designate your status for various categories and certifications requested by the organization you're registering with.

After you've completed this screen, click **Save & Continue Registration** along the bottom.

Terms, Categories, and Certifications - Consolidated Pipe & Supply Co., Inc.

Terms

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

Categories & Certifications

Category: Georgia Occupational Tax Certificate? (Required Field)

Description: If Yes, enter the county/city of issue in the Note field below. Must add Certificate #:

Please select exactly one category value

Select

No, my business is not located in Georgia

Yes. (Please remember to add your certificate number after you save this screen)

Notes:

Category: Points of Contact

Description: Names, Phone Numbers and Email Address for Points of Contact:

Please select at least one category value

Select

Please list in the NOTES field below information for the following: Accounts Payable, Sales Supervisor, and Manager.

Notes:

Supplying Terms, Categories and Certifications

Registering for Commodity Codes

The last step in the registration process is to select the commodities and services that your entity provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services. The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.

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Commodity and Service Codes - Testing Labs ?

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

1 Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

1 Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment
14	Janitorial and Cleaning Equipment, Supplies, and Services
15	Laboratory Equipment, Supplies, and Services
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services
18	Miscellaneous Commodities and Services
19	Office Supplies, Related Items, and Services
20	Paper, Printing Equipment, and Related Products and Services
21	Personal Products, Equipment, and Services

Registering Your Commodity Codes

You have now completed the self-registration process in CWRPO. The email provided within the **Company Information** section will be emailed once your registration is complete.