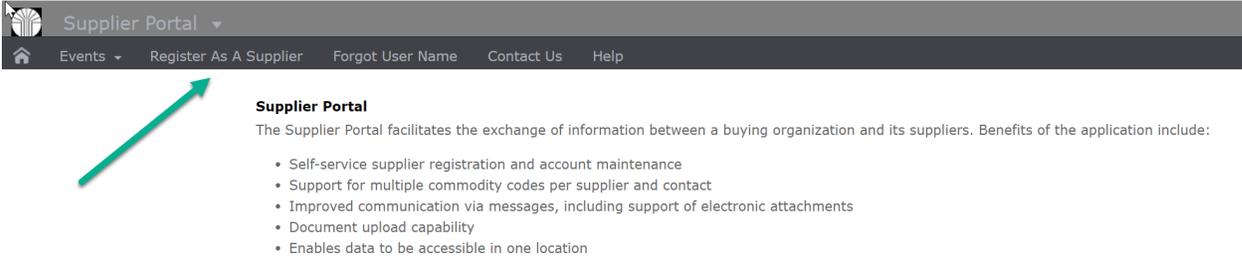


Accessing Supplier Portal

- Via the Supplier link on any of the Family of Companies websites:
<http://www.opc.com/>
<http://gatrans.com/> (More – Suppliers)
<http://gasoc.com/>

Please note the following browsers for Windows only are supported: Google Chrome latest version (most successful), Internet Explorer 11, Microsoft Edge Chromium latest version, Firefox latest version, Safari 5.1+

1. Click **Register As a Supplier** to begin. Fill out each screen completely.



Review **Announcements** for any downtime notices. Access errors will occur.



Announcements

Please note only the following browsers are supported: Internet Explorer 11; Google Chrome latest version; Firefox latest version; Safari 5.1+; Microsoft Edge Chromium latest version.

The system will be down for upgrade activities Friday, January 15th, 5 pm EST to Monday, January 18th, 6 am EST.

2. Read and accept the **Supplier Registration – Terms and Conditions** for use of the website. It is the registrant’s duty to provide accurate information and keep the record up-to-date. Click **Continue**

Supplier Registration

Terms And Conditions | Contact Information | Company Information | Diversity Codes | Questions | Commodity Codes | Proxy Notifications | Status

These supplier registration requirements and conditions must be accepted in order to do business with any of the Family of Companies defined as Oglethorpe Power Corporation (OPC), Georgia Transmission Corporation (GTC) or Georgia System Operations Corporation (GSOC), all of which are separate legal entities. Please note that supplier registration does not obligate the Family of Companies or any of its separate entities to either offer or award business to any registered supplier.

By providing information to any of the Family of Companies on this website or otherwise, the supplier agrees to provide true, accurate, current, and complete information, and the supplier agrees to maintain and promptly update all provided information as necessary to ensure that all such information remains true, accurate, current, and complete. The supplier is solely responsible for any information that the supplier submits or posts to this website. The supplier is responsible for preserving the confidentiality of its password, and the supplier is responsible to notify the Family of Companies of any suspected or known unauthorized use of supplier's account. The supplier is responsible for all activities that occur under the supplier's account. The Family of Companies grants the supplier only a limited, non-exclusive, non-transferable, revocable license to use this website only for its intended purpose. Any information obtained from this website should be considered confidential and shall not be shared with unauthorized entities. The supplier may be asked to sign a separate confidentiality agreement as necessary.

Importantly, binding terms and conditions, instructions, forms and other documents (collectively referred to as "Terms and Conditions") will be attached to and appear with any Event to which a supplier would be asked to respond with a quote, bid, or request for information. It is supplier's responsibility to fully read the Terms and Conditions accompanying any Event opportunity. By submitting a quote, bid, or request for information, the supplier represents that it has fully read the Terms and Conditions accompanying any Event opportunity, and supplier agrees to be bound by, and execute as required, the Terms and Conditions promptly upon notification of Event award.

The individual registering is, by law and by the entity for which you are registering, authorized to accept Terms and Conditions and submit bids.

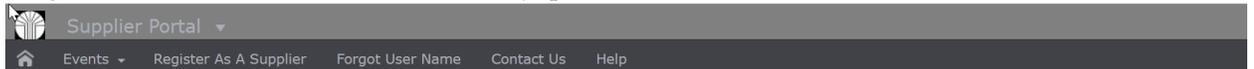
Accept Terms and Conditions

Use the Previous/Next buttons located at bottom of page to move between sections.



[← Previous](#) [Next →](#)

3. Create your login name and password. **Note: your login and password are case sensitive so be sure to capture exactly for re-entry. If you forget your username before your next login you can retrieve using the *Forgot User Name?* link on the log-in page. Note: The password reset functionality is not engaged until the next login when will be asked to answer security questions.**



Supplier Portal

The Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- Improved communication via messages, including support of electronic attachments
- Document upload capability
- Enables data to be accessible in one location

Enter email address. If associated with multiple accounts, multiple emails will be sent.

Forgot User Name ✕

Enter your email address below. Click the OK button. We will send your user ID information to you.

Email Address:*

Confirm Email Address:*

[OK](#) [Cancel](#)

4. Enter information about yourself (primary contact). Fields with * are required.
 Note: The first field of the phone and fax number is for Country Code. US phone numbers can leave this field blank and enter area code and phone number in second field (format 123-456-7890).

Click **Continue**.

Contact will receive an e-mail notification after login is created, but must fully complete the process to be considered registered.

Supplier Registration

Terms And Conditions **Contact Information** Company Information Diversity Codes Questions Commodity Codes Proxy Notifications

Become A Supplier - Create An Account

* User Name:

* Password:

* Confirm Password:

Create User Name and Password - case sensitive

Enter Information About Yourself

Title:

* First Name: **Complete all required fields**

* Last Name:

* Phone Number: Ext: (international prefix, phone number, extension)

Mobile Phone: Ext: (international prefix, phone number, extension)

Fax Number: Ext: (international prefix, fax number, extension)

* Email Address: You will be set to receive email notifications; use update account information to change flag

Don't have an email address? Create one here: [Create Email Address](#) **US Companies may leave prefix blank**

5. Enter information about the company then click **Continue**.
 System required fields are: Company name, Tax ID Type, Tax ID Number, Address Line 1, City, State, Postal Code, and Country. However, we do request that you complete all fields.
 Unfortunately if registering in the US, it does not return at the top of the list. Scrolling and selecting will be required.



Company Information

* Company Name: Doing

Dun & Bradstreet: Bt

* Tax Id Type:

* Tax Id: Include '-' Characters

Website:

Address Information

Federal Tax Id

Social Security Number

Foreign Id

Select Country

Address Information

Mailing address

* Country:

* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

* City:

* State Province:

* Postal Code:

County:

Remit to name and address

Remit To First Name:

Remit To Last Name:

Check If Remit To Address Is The Same As Mailing Address

Country:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

State Province:

Zip Code:

County:

Complete Mailing address – if Remit To is same – check box
 State/Province is a selection.

Address Information

Mailing address

* Country:

* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

* City:

* State Province:

* Postal Code:

County:

- COLORADO
- CONNECTICUT
- DISTRICT OF COLUMBIA
- DELAWARE
- FLORIDA
- GEORGIA

Remit to name and address

Remit To First Name:

Remit To Last Name:

Check If Remit To Address Is The Same As Mailing Address

Country:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

State Province:

Zip Code:

County:

If the following message appears it means that someone within the organization has already registered the company. Please **do not** force entry by using a different Tax ID Type or entering false data. Please contact supplierreg@gatrans.com for additional information regarding the registration.



After completion of this section a system generated email notification with the username will be sent to the email address indicated in Step 4. Please note the following steps must also be finalized in order to complete the registration process.

6. Select **Helper List** for a list of diversity codes or **Continue** if not applicable.

Supplier Registration

Terms
And
Conditions ✓

Contact
Information ✓

Company
Information ✓

Diversity
Codes

+
-
☰

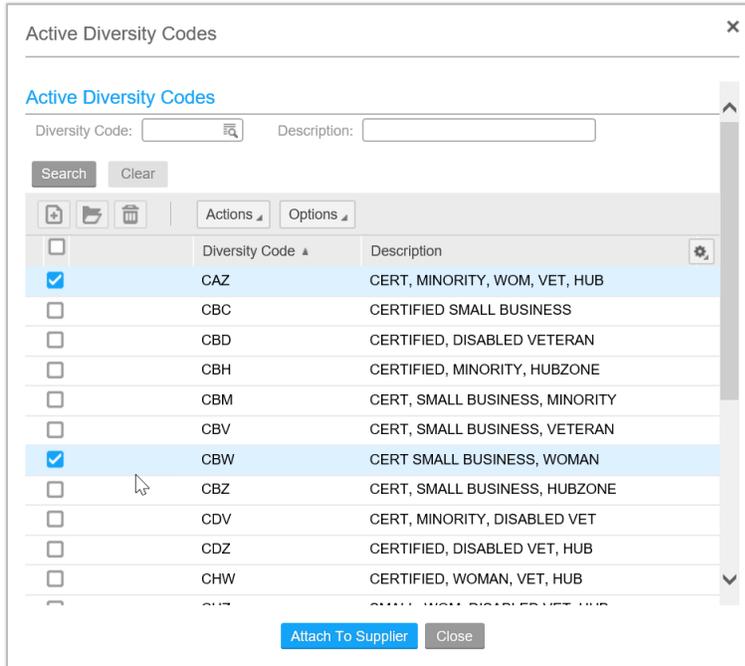
Actions ▾

Options ▾

Diversity C	Description
(A)	(A)

Helper List

7. Select appropriate diversity code, if applicable, and click *Attach to Supplier*.



Active Diversity Codes

Active Diversity Codes

Diversity Code: Description:

Search Clear

<input type="checkbox"/>	Diversity Code	Description
<input checked="" type="checkbox"/>	CAZ	CERT, MINORITY, WOM, VET, HUB
<input type="checkbox"/>	CBC	CERTIFIED SMALL BUSINESS
<input type="checkbox"/>	CBD	CERTIFIED, DISABLED VETERAN
<input type="checkbox"/>	CBH	CERTIFIED, MINORITY, HUBZONE
<input type="checkbox"/>	CBM	CERT, SMALL BUSINESS, MINORITY
<input type="checkbox"/>	CBV	CERT, SMALL BUSINESS, VETERAN
<input checked="" type="checkbox"/>	CBW	CERT SMALL BUSINESS, WOMAN
<input type="checkbox"/>	CBZ	CERT, SMALL BUSINESS, HUBZONE
<input type="checkbox"/>	CDV	CERT, MINORITY, DISABLED VET
<input type="checkbox"/>	CDZ	CERTIFIED, DISABLED VET, HUB
<input type="checkbox"/>	CHW	CERTIFIED, WOMAN, VET, HUB

Attach To Supplier Close

8. Answer all required and applicable questions; attach all required and applicable documents (marked with *). Click *Continue*.

Supplier Registration - Questions

Answer Questions as completely as possible.
* = required.

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications > Status

ANSWER THE FOLLOWING QUESTIONS RELATED TO THE SUPPLYING COMPANY. AN ASTERISK (*) INDICATES A RESPONSE IS REQUIRED

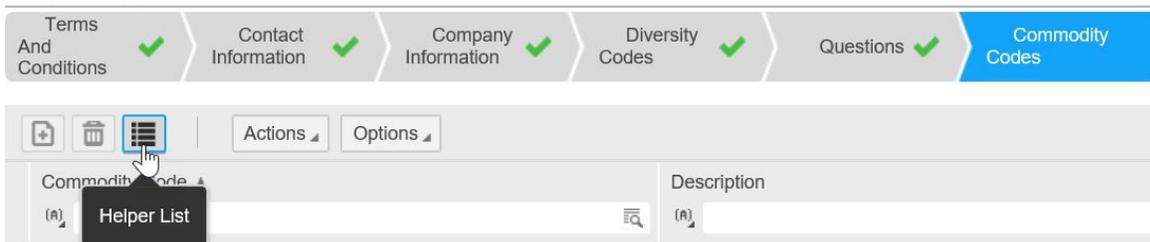
1. Have you provided services or materials for OPC, GTC, or GSOC (currently or in the past)? Please enter each company worked with. If no previous, please indicate which company and for which product(s) or service(s) you wish to be considered for approval.
 *Answer Yes or no required; text is required Answer guidance is given on expectation
2. Attach W-9
 *Answer Response is required Attach document Choose File No file chosen
3. Enter State or Province of incorporation. Enter N/A if not applicable.
 *Answer Response is required Scroll down to answer all
4. Attach completed Qualification Questionnaire that most accurately reflects the services or products your company provides. The forms are located on the Suppliers Information site under the respective area your company wishes to support (GTC Services, GTC Materials, or OPC Services & Materials).
 *Answer Response is required Attach document Choose File No file chosen To attach file - select "Choose File", browse path, and select "Open" - file name will show in box

Note: attachments will not save properly if not using a supported browser. Google Chrome has proven to be most successful. TIP: use short file names for attachments (under 50 characters total).



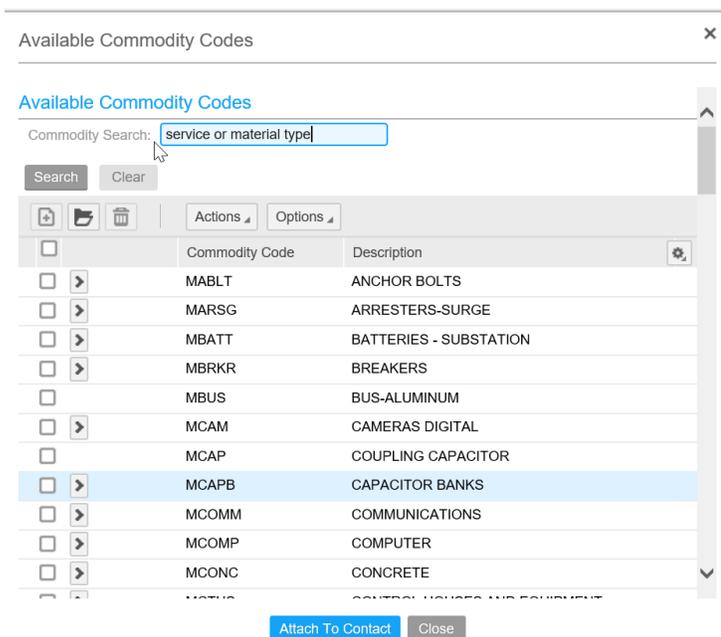
9. Select the Commodity Code(s) for which you would like to receive future bid notifications. A commodity code represents the type of goods and or services your company can provide. The list will appear when select the *Helper List*.

Supplier Registration



10. Select the materials and/or service company provides under *Available Commodity Codes*. Select the box in front of the commodity code(s) and then click the *Attach to Contact* button. Note: the *Attach to Contact* button must be selected before proceeding to the next page or your selections on the previous page will not be saved.

You can also use the Search field to type a partial description and select *Search* to return entries containing the selection. Select check box(es) and *Attach to Contact*. When complete click *Continue*.



11. Optional information: Proxy Notifications. A proxy is someone you want to receive the system e-mail notifications after approval. This individual does not have a login or password to the system. This provides your company additional contacts to receive notifications in the event the primary contact is unavailable. Click **Add** to enter proxy information.

[Supplier Registration](#)

Terms And Conditions ✓ Contact Information ✓ Company Information ✓ Diversity Codes ✓ Questions ✓ Commodity Codes ✓ **Proxy Notifications** Status

Actions Options

First Name	Last Name	Email Address	Receive Notifications?
(A) Proxy	(A) Contact	(A) contact@yahoo.com	<input type="checkbox"/> Yes <input type="checkbox"/> No

12. Registration is now complete. Click **Done**.

After your company is reviewed and if validated you may receive notifications for bid opportunities for which your company has been approved. Provide any missing data if status does not show “Complete”. The assigned Supplier Number is noted.

Incomplete registrations are subject to rejection.

[Status](#)

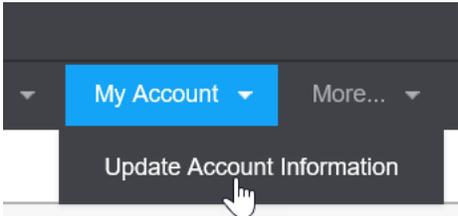
Registration status: Complete

YOUR SUPPLIER REGISTRATION HAS BEEN RECEIVED AND FORWARDED TO THE FAMILY OF COMPANIES FOR REVIEW. PLEASE ENSURE ALL REQUESTED DOCUMENTATION HAS BEEN AT TYPE OF SERVICES/MATERIALS INTERESTED IN SUPPLYING HAS BEEN INCLUDED.

Supplier Number Is: 2534

UPDATING OF ACCOUNT INFORMATION:

Account information can be updated by selecting **My Account – Update Account Information**



Choose area to be updated.

[Account Information](#)

Supplier Information

Supplier Number: 2534

Doing Business As: Dun & Bradstreet: Business Type:

Tax ID Type: Tax ID: Website:

Registration Status

Registration status: Complete

YOUR SUPPLIER REGISTRATION HAS BEEN RECEIVED AND FORWARDED TO THE FAMILY OF COMPANIES FOR REVIEW. PLEASE ENSURE ALL REQUESTED DOCUMENTATION HAS BEEN ATTACHED AND TYPE OF SERVICES/MATERIALS INTERESTED IN SUPPLYING HAS BEEN INCLUDED.

[My Contact Information](#)

My Supplier Address

Title:

Name:

Phone Country Code: Phone Number: Extension:

Mobile Country Code: Phone Number: Sms Enabled

Phone Country Code: Phone Number: Extension:

Email Address: Receive Email Notification

Address Information

Country:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City: State: Zip Code:

County:

Be sure to “SAVE”.

Account Information



At the next log-in answer security questions to enable password reset functionality.

Security Questions

Please answer 1 question(s) to enable password reset for your account, then press save

Questions

- 1 What is your favorite color?
- 2 What is the name of your favorite pet?
- 3 What was your high school mascot?
- 4 What was the make of your first car?
- 5 What is your favorite vacation spot?
- 6 What is your favorite beverage?
- 7 What is your favorite sport?
- 8 What is your favorite flower?
- 9 Who was your favorite teacher?
- 10 What is your favorite tree?

Password Reset

If you forget your password there is a reset option, utilizing the security questions answered. The reset function by email address may not work properly if there are multiple registrations associated with a particular email address. If multiple registrations exist for an email address, enter the UserName for password reset. If you encounter issues, contact supplierreg@gatrans.com for assistance.



Supplier Portal

The Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- Improved communication via messages, including support of electronic attachments
- Document upload capability
- Enables data to be accessible in one location



User Name *

! Required

Password *

Login

[Register a new user](#)
[Forgot your password?](#)

Forgot User Name

Enter your email address below. Click the OK button. We will send your user ID information to you.

Email Address: *

Confirm Email Address: *

OK Cancel

If an incorrect password is given, an error will be returned.

Reset your Password

Answer your security questions:
What is your favorite flower?

Incorrect answers, please try again.



The following action 'Reset Password' completed successfully

Identity updated