



## GUILFORD COUNTY

Dear Vendor:

You are receiving this letter as a valued supplier and business partner to Guilford County. The purpose of this letter is to inform you of a new Internet based process to receive notification of and respond to quotes(s) and bid opportunities. The new Process is called Guilford County e-Procurement System or **GCePS** for short and will allow purchasing to automate the exchange of information between our office, our suppliers and end users via the Internet. The GCePS (Strategic Sourcing System) will go live on **Monday, January 7, 2008**

### **First Step**

We acknowledge that the supplier experience is critical in the successful transition and continuing use of GCePS. To facilitate a smooth transition, we have scheduled three optional open houses to demonstrate GCePS, answer questions and assist you with the first step which is your **SUPPLIER REGISTRATION**.

### **OPEN HOUSE SCHEDULE:**

- **January 9, 2008 – Wednesday from 1:00 PM to 5:00 PM**
- **January 15, 2008 – Tuesday from 1:00 PM to 5:00 PM**
- **January 17, 2008 – Thursday from 1:00 PM to 5:00 PM**

**At the Guilford County Purchasing Department located at 301 West Market Street, Basement-Room 32, Old County Courthouse, Greensboro, North Carolina**

Computers will be available for you to register your business and the open houses are optional. Suppliers who are unable or do not want to attend an open house may register at:

<http://www.co.guilford.nc.us/sourcing>

Beginning **January 7, 2008** by following the links to our On Line Services and GCePS. The registration process is straight forward and should only take 10-15 minutes to complete. On the GCePS Web Page you will find the system requirements along with documentation on how to register your company, how to respond to an open event and a list of NIGP Commodity Codes. There are also FAQ's that can be accessed by Clicking the "Help Link" in the upper right hand corner of the GCePS home page if you need assistance with registration, entering a bid response or have a general question.

### **Information Needed for Registration:**

- Microsoft Internet Explorer 6.0 or higher
- Official Business Name as registered with the IRS
- Supplier d/b/a (doing business as) name, if applicable
- FIN/Tax ID Number (TIN)
- Mailing and remittance addresses
- Account Administrator (name and email address)

### **How To Contact Us**

If you would like to discuss this change further or have concerns about your ability to understand and/or use GCePS, please call (336)641-3314 for assistance. Our staff will be available to assist you with any questions or concerns you may have.

This is a bold new step in the way Guilford County will be doing business. We value our business relationship with our suppliers and are very excited about the many new benefits the Guilford County e-Procurement System will offer.

Sincerely yours,

Bonnie Stellfox, Director

Guilford County Purchasing Department

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