DeKalb County
GEORGIA

JOURNEY TO PROCUREMENT EXCELLENCE

# Maintaining Form 16 Data


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# Maintaining Form 16 Data

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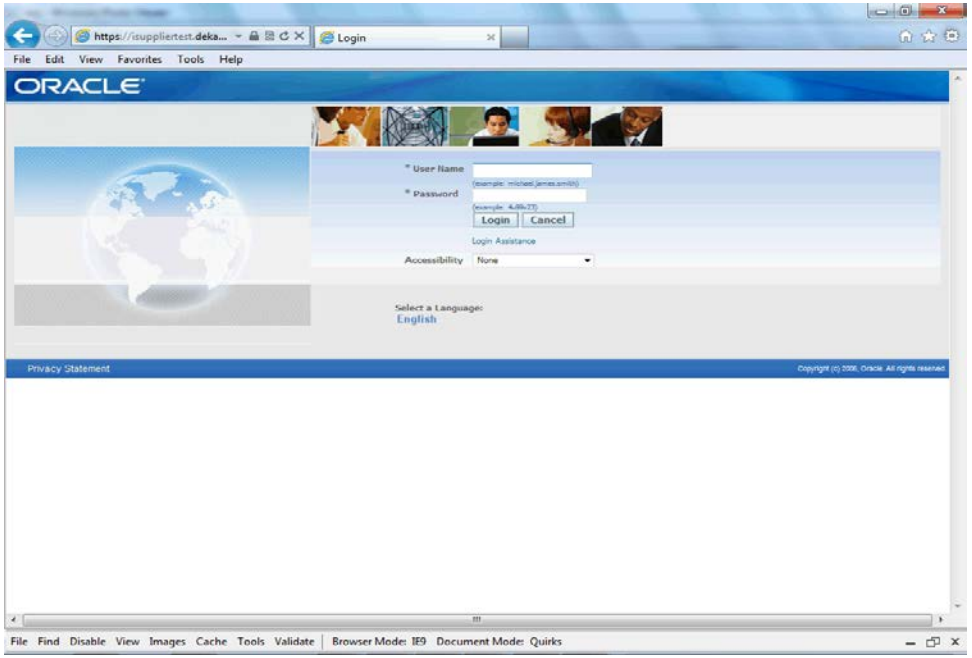
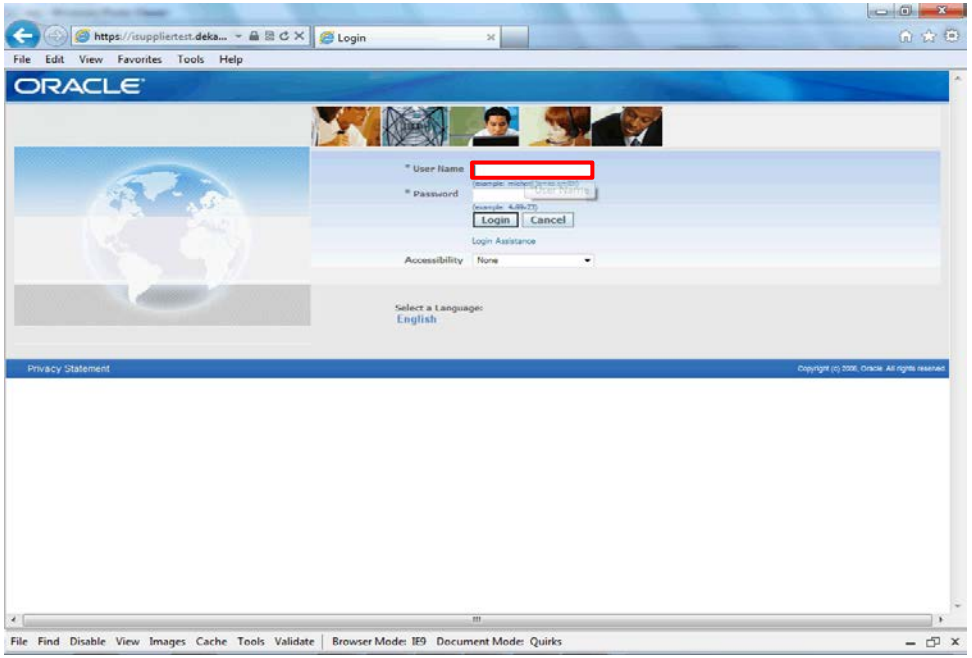



In this course you will learn how to Maintain Form 16 Data in iSupplier.

# Maintaining Form 16 Data




Step 1

From the login page, click in the **User Name** field and enter the User Name provided during the registration process.

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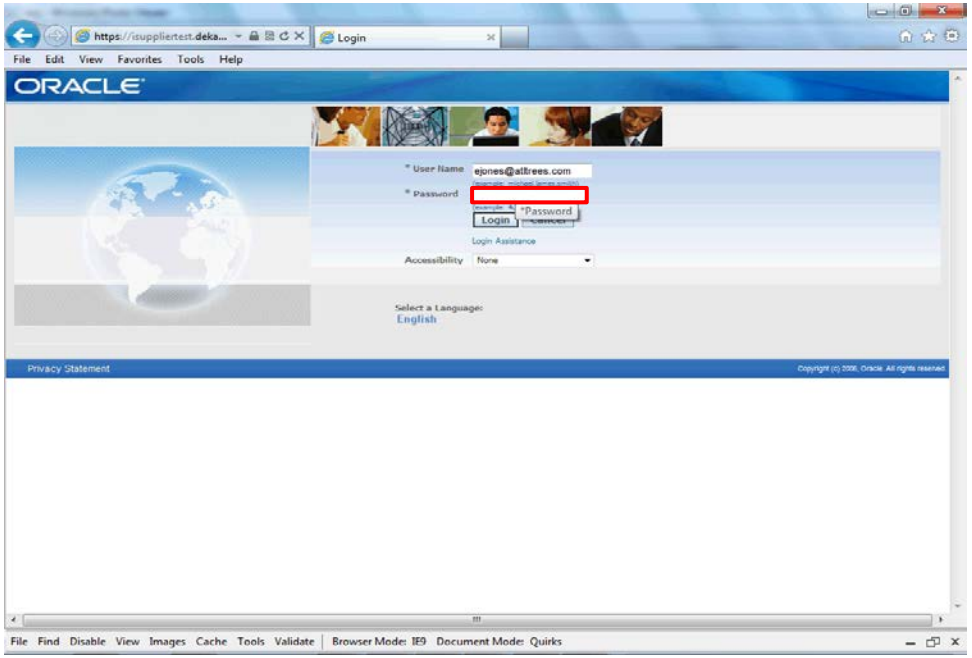


Step 2

Click in the **Password** field and enter the password you created during the registration process.

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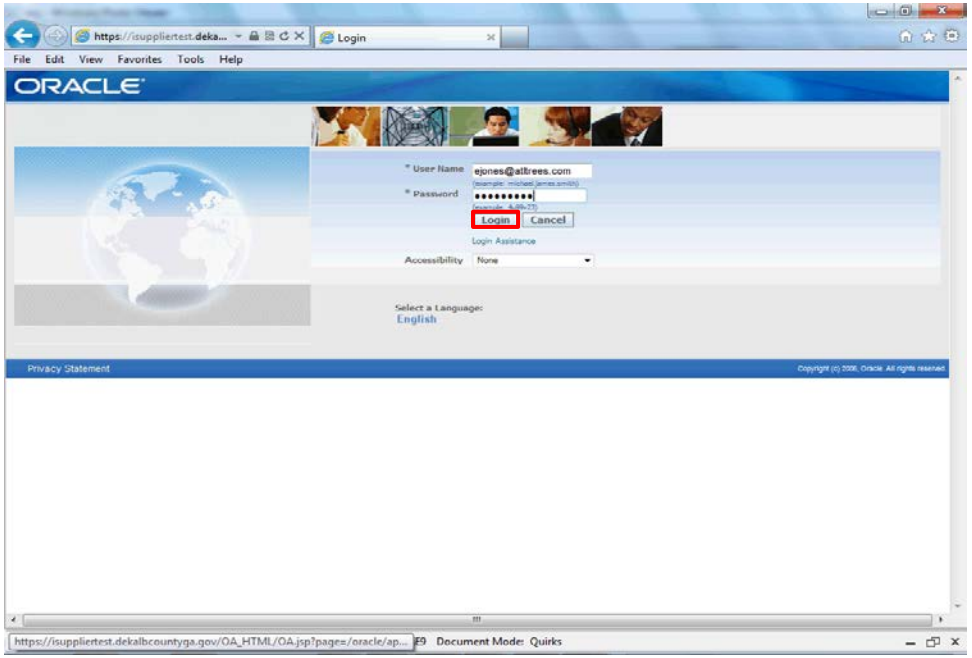


Step 3

Click the **Login** button.

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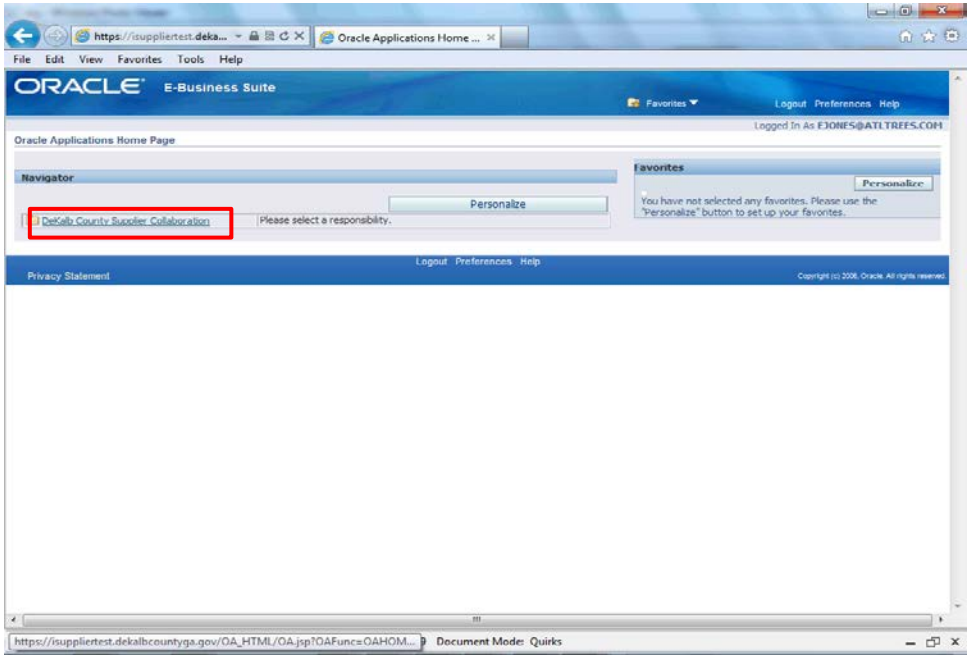


Step 4

Click the **DeKalb County Supplier Collaboration** link.

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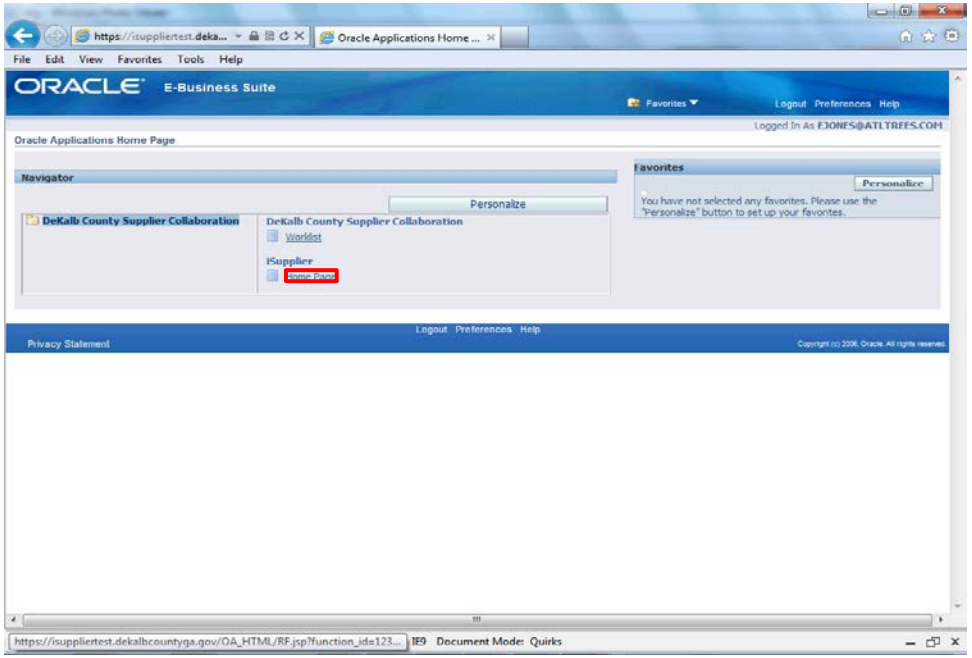


Step 5

Click the **Home Page** link.

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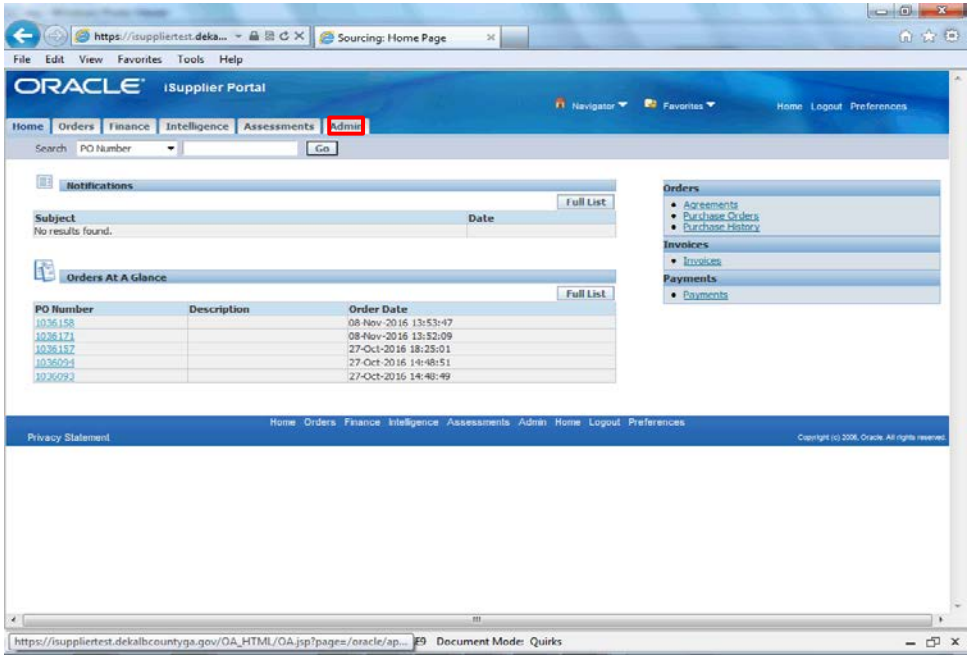


Step 6

Click the **Admin** tab.

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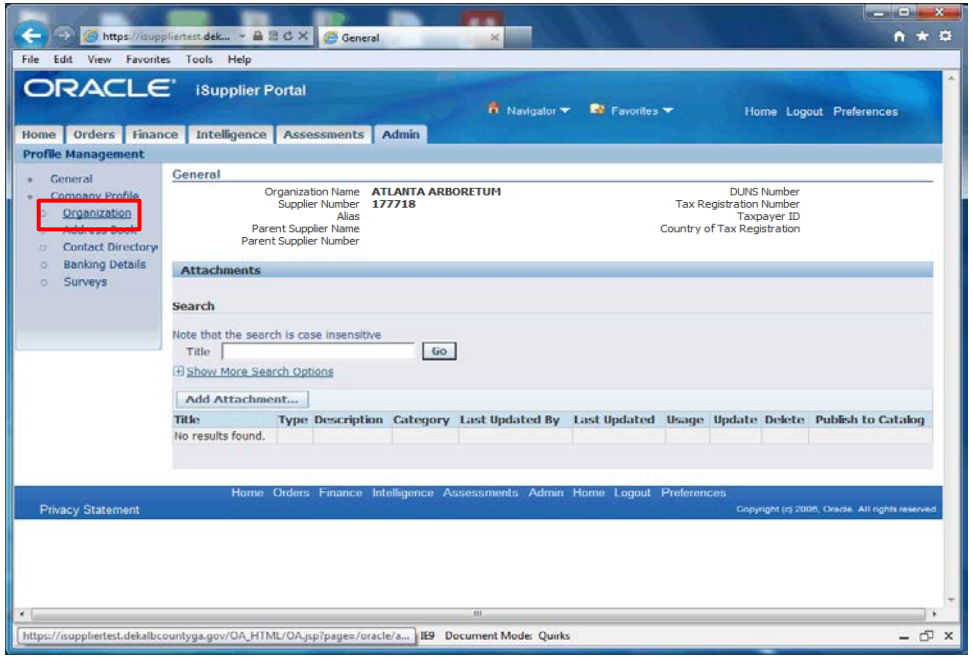
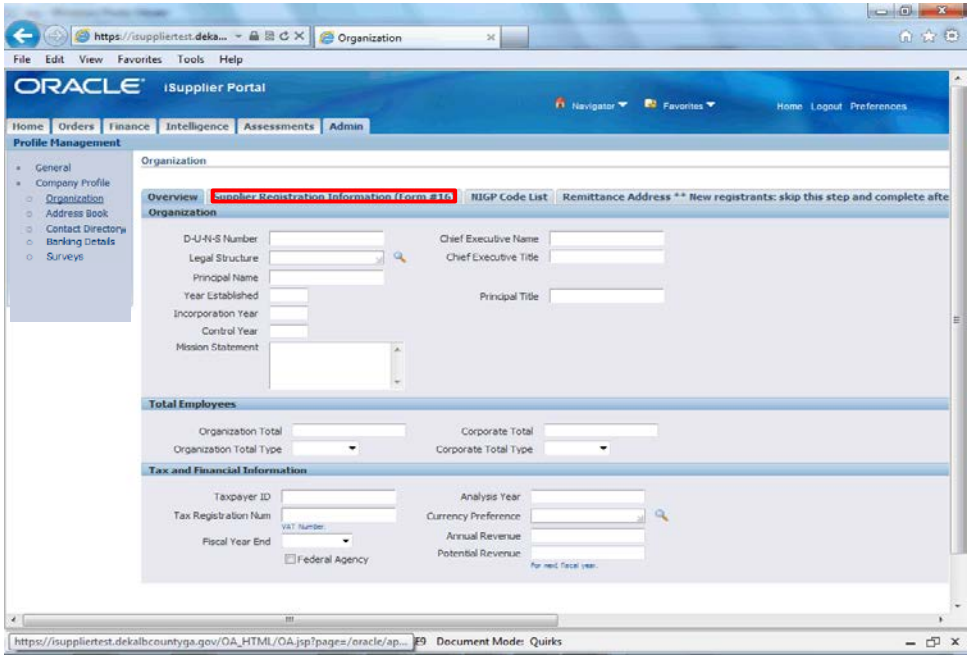



Step 7

Click the **Organization** hyperlink.

# Maintaining Form 16 Data




Step 8

Click the **Supplier Registration Information (Form #16)** link.

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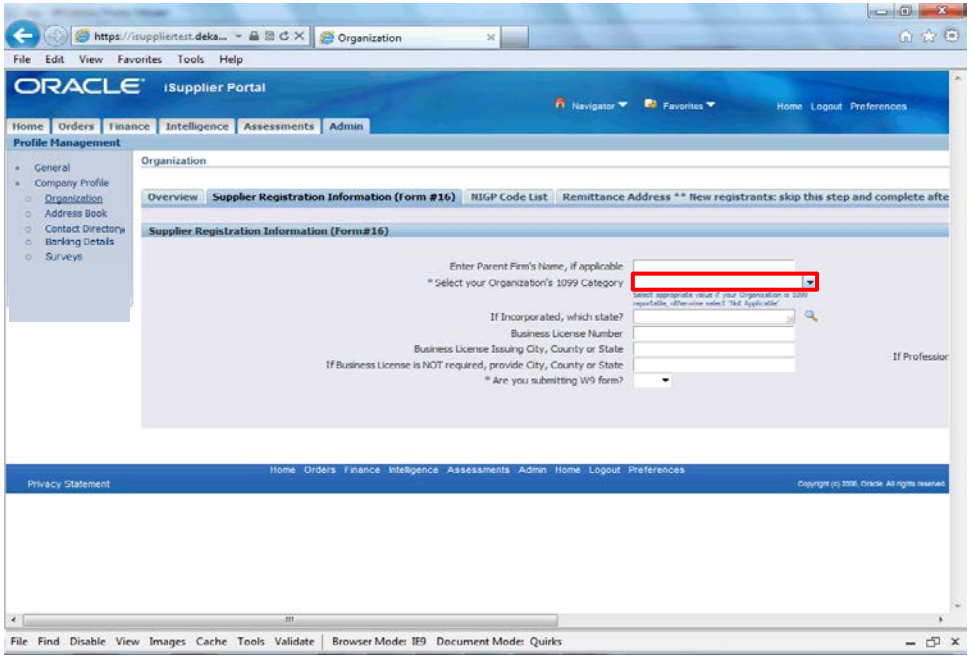


Step 9

Select a **1099 Category** from the drop down list.

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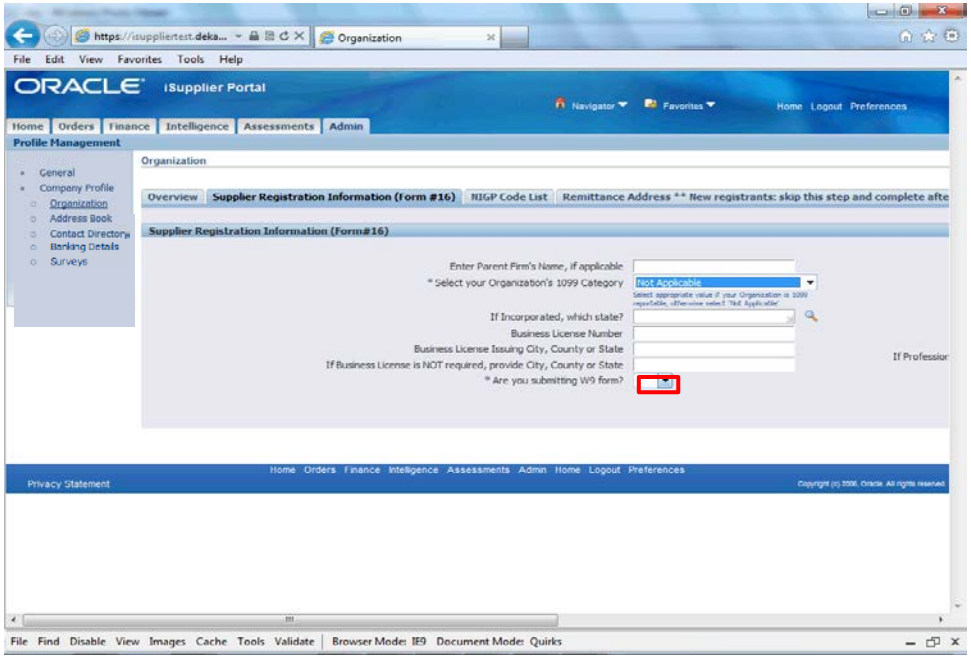


Step 10

Select Yes from the drop down for **W9 form**.

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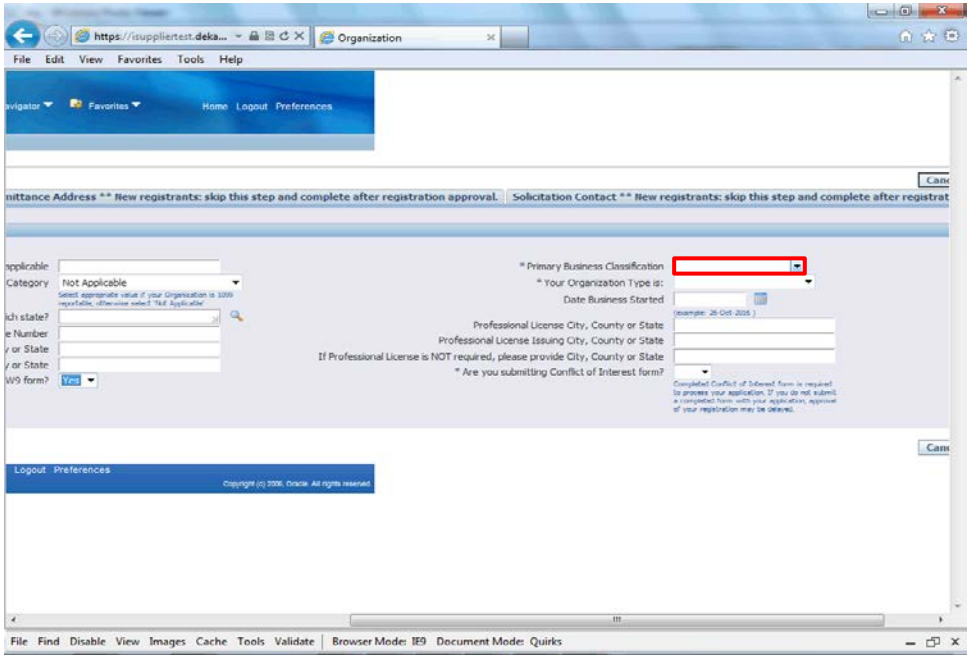


Step 11

Select a **Primary Business Classification** from the drop down.

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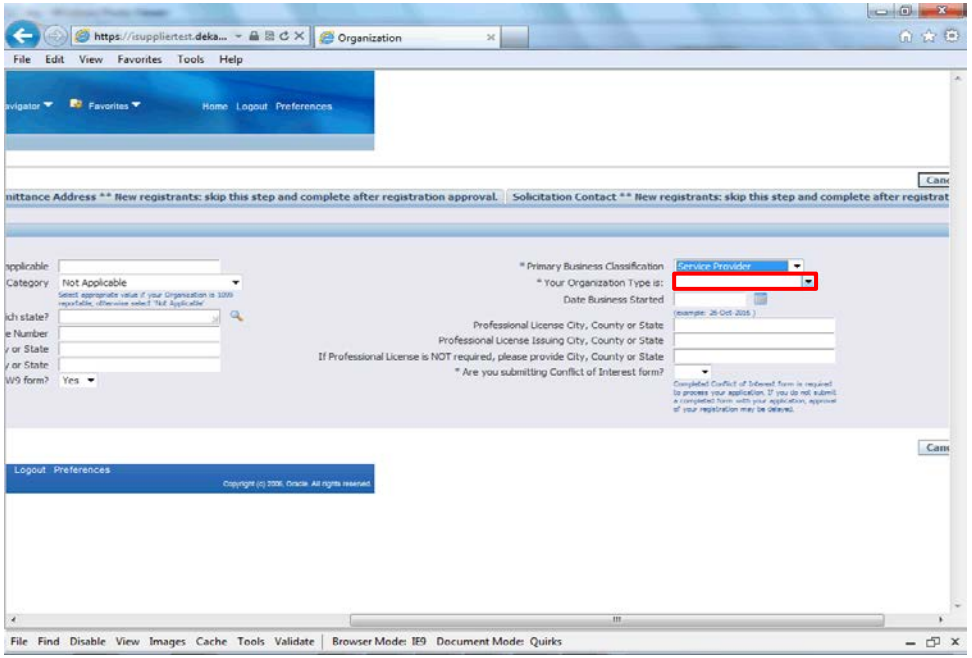


Step 12

Select an **Organization Type** from the drop down list.

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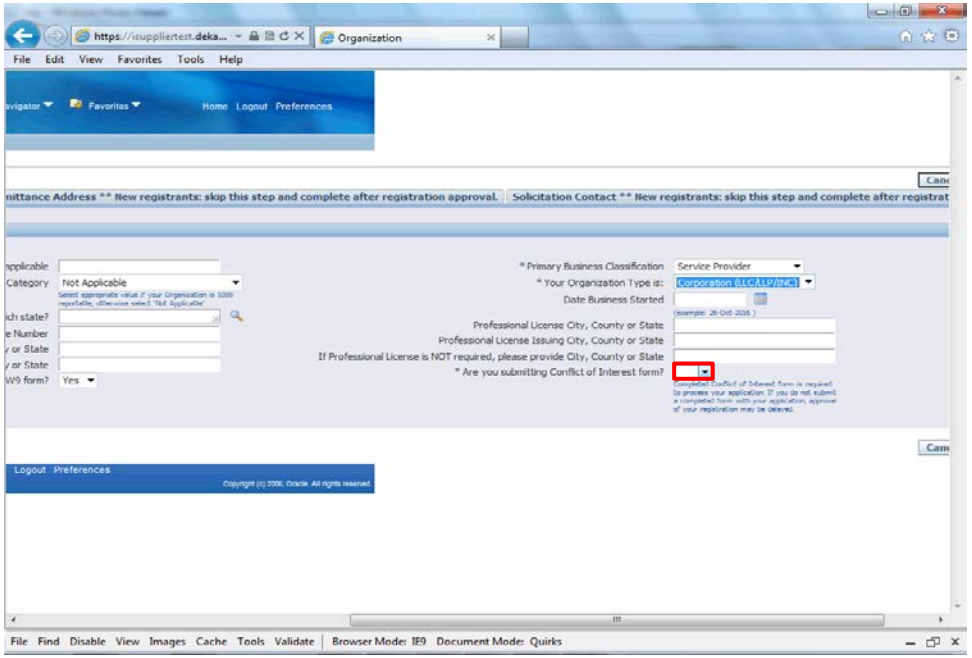


Step 13

Select Yes from the drop down for **Conflict of Interest form**.

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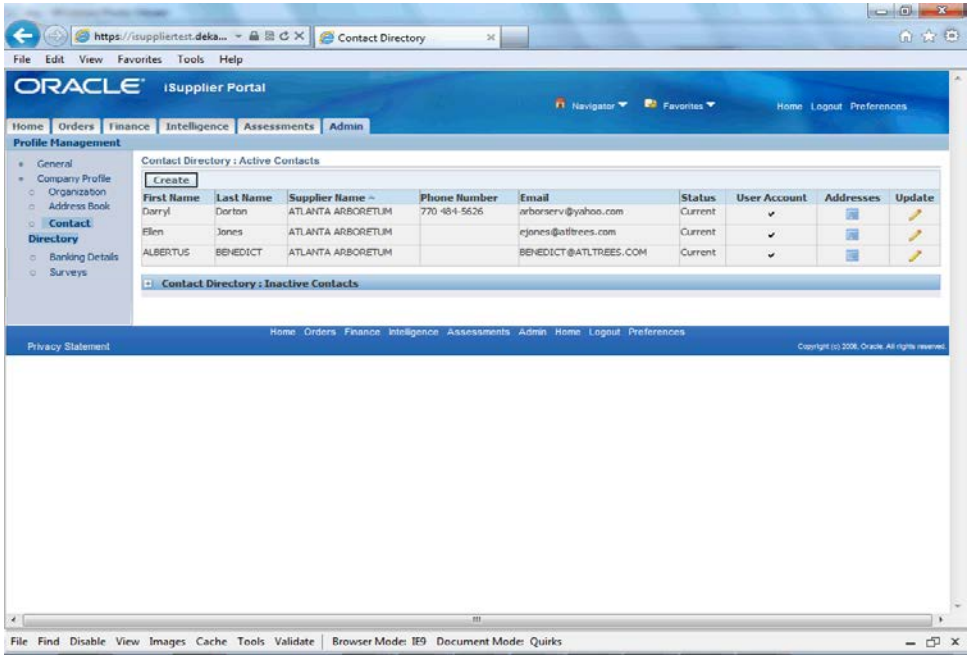


You have just finished Maintaining Form 16 Data for your company on the DeKalb County iSupplier Portal.

Click on the **Home** hyperlink to return to the iSupplier Portal Home Page.