



Supplier Registration



Supplier Registration

A screenshot of a web browser displaying the 'Supplier Registration' form for the City of Jacksonville. The browser's address bar shows a URL starting with 'https://ems-test-fs.us.erelectcloud.com'. The page has a dark blue header with the 'CITY OF JACKSONVILLE' logo and a 'Sign In' link. A progress bar at the top indicates six steps: 1. Company Details (active), 2. Contacts, 3. Address, 4. Bank Accounts, 5. Products and Questions, and 6. Review. The main content area is titled 'Register Supplier: Company Details' and includes a sub-header 'Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.' The form is divided into two sections: 'Your Contact Information' and 'Company Details'. The 'Your Contact Information' section has fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'. The 'Company Details' section has fields for 'Supplier/Company Name', 'Tax Organization Type', 'Corporate Web Site', 'Tax Country', 'Taxpayer ID', and 'Write to Approver'. At the bottom right of the form, there are buttons for 'Back', 'Save for Later', 'Register', and 'Cancel'. The Windows taskbar is visible at the bottom of the screenshot, showing the time as 5:14 PM on 6/5/2018.

By completing this topic, you will be able to register as a supplier for the City of Jacksonville. The "**ABC Company**" has been used as an example to guide you through the registration of your company.



Supplier Registration

Step 1

Click in the **Supplier/Company Name** field.

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page title is 'Supplier Registration' and the breadcrumb is 'CITY OF JACKSONVILLE'. A progress bar at the top indicates six steps: 1. Company Details (active), 2. Contacts, 3. Address, 4. Bank Accounts, 5. Products and Questions, and 6. Review. The main heading is 'Register Supplier: Company Details'. Below this, a message states: 'Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.' The form contains several fields: 'Supplier/Company Name' (highlighted with a red box), 'Tax Organization Type' (a dropdown menu), 'Corporate Web Site' (a text input), 'Tax Country' (a dropdown menu), 'Taxpayer ID' (a text input), and 'Write to Approver' (a text input). At the bottom right of the form area, there are buttons for 'Back', 'Save for Later', 'Register', and 'Cancel'. Below the form is a section titled 'Your Contact Information' with the instruction 'Enter the contact information for communications regarding this registration.' This section includes fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'. The Windows taskbar is visible at the bottom of the screen, showing the time as 5:14 PM on 6/5/2016.



Supplier Registration

Step 2

Enter the desired information into the **Supplier/Company Name** field.
Enter "**ABC Supply**".

Supplier Registration

CITY OF JACKSONVILLE

1 2 3 4 5 6

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Supplier: Company Details

Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.

* Supplier/Company Name

* Tax Organization Type

Corporate Web Site

Tax Country

Taxpayer ID

Write to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Buttons: [Back] [Save for Later] [Register] [Cancel]



Supplier Registration

Step 3

Click the **Tax Organization Type** list.

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page title is 'Supplier Registration' and the breadcrumb trail indicates the current step is 'Company Details'. The form is titled 'Register Supplier: Company Details' and includes a progress indicator with six steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Bank Accounts, 5. Products and Questions, and 6. Review. The form contains several fields: 'Supplier/Company Name' (text input with 'ABC Supply'), 'Tax Organization Type' (dropdown menu highlighted with a red box), 'Corporate Web Site' (text input), 'Tax Country' (dropdown menu), 'Taxpayer ID' (text input), and 'Write to Approver' (text input). Below the form, there is a section for 'Your Contact Information' with fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'. The browser's address bar shows the URL: 'https://ems-test-fx.us2.enrcloud.com/ems/1/faces/PcPrReggateSupplier?_afPfm=300000011205688a0f4e149fE0564K32AQQWwKfZDhgCML7v%5D%3D%26_waf_caf-state-yd0m184_1298_waf-comp-3272701'. The Windows taskbar at the bottom shows the time as 5:14 PM on 6/5/2016.



Supplier Registration

Step 4

From the drop-down list, pick your tax organization type.

Click the **Corporation** list item.

Supplier Registration

CITY OF JACKSONVILLE

1 2 3 4 5 6 7

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Supplier: Company Details

Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.

* Supplier/Company Name: ABC Supply

* Tax Organization Type: **Corporation**

Corporate Web Site: _____

Tax Country: _____

Taxpayer ID: _____

Write to Approver: _____

Your Contact Information

Enter the contact information for communications regarding this register.

* First Name: _____

* Last Name: _____

* Email: _____

* Confirm Email: _____

Buttons: [Back] [Save for Later] [Register] [Cancel]



Supplier Registration

Step 5

Click in the **Tax Country** field.

The screenshot shows a web browser window displaying the 'Supplier Registration' form for the City of Jacksonville. The page title is 'Supplier Registration' and the breadcrumb trail includes 'CITY OF JACKSONVILLE' and 'Sign In'. A progress indicator at the top shows six steps: 1. Company Details (active), 2. Contacts, 3. Address, 4. Bank Accounts, 5. Products and Questions..., and 6. Review. The main heading is 'Register Supplier: Company Details'. Below this, there are several input fields: 'Supplier/Company Name' (text), 'Tax Organization Type' (dropdown menu with 'Corporation' selected), 'Corporate Web Site' (text), 'Tax Country' (dropdown menu with a red box around it), 'Taxpayer ID' (text), and 'Write to Approver' (text). At the bottom right, there are buttons for 'Back', 'Save for Later', 'Register', and 'Cancel'. Below the main form, there is a section titled 'Your Contact Information' with fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'. The Windows taskbar is visible at the bottom of the browser window.



Supplier Registration

Supplier Registration

CITY OF JACKSONVILLE

1 2 3 4 5 6

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Supplier: Company Details

Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.

* Supplier/Company Name: ABC Supply

* Tax Organization Type: Corporation

Corporate Web Site

Tax Country: [Red Box]

Taxpayer ID

Write to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Save for Later Register Cancel

Step 6

Enter the desired information into the **Tax Country** field.

The **United States** is your tax country. Enter "**United States**".



Supplier Registration

Step 7

Click the **United States US** list item.

Supplier/Company Name: ABC Supply

Tax Organization Type: Corporation

Corporate Web Site: _____

Tax Country: United

- United Arab Emirates AE
- United Kingdom GB
- United States US**
- United States Minor Outlying Islands UM

More...

5:14 PM 6/5/2018



Supplier Registration

Step 8

Click in the **Taxpayer ID** field.

A screenshot of a web browser displaying the 'Supplier Registration' form for the City of Jacksonville. The browser address bar shows a URL starting with 'https://ems-test-fs.us.erelectcloud.com'. The page title is 'Supplier Registration'. A progress bar at the top indicates the current step is 8, 'Company Details'. The form is titled 'Register Supplier: Company Details' and includes a 'Save for Later' button. The main content area contains several input fields: 'Supplier/Company Name' (with 'ABC Supply' entered), 'Tax Organization Type' (set to 'Corporation'), 'Corporate Web Site', 'Tax Country' (set to 'United States'), and 'Taxpayer ID' (highlighted with a red box). Below these fields is a 'Write to Approver' section with a text area. At the bottom of the page, there is a 'Your Contact Information' section with fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'. The Windows taskbar is visible at the bottom of the screenshot, showing the time as 5:14 PM on 6/5/2016.



Supplier Registration

Supplier Registration

CITY OF JACKSONVILLE

1 2 3 4 5 6 7

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Supplier: Company Details

Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.

* Supplier/Company Name: ABC Supply

* Tax Organization Type: Corporation

Corporate Web Site: _____

Tax Country: United States

Taxpayer ID: _____

Write to Approver: _____

Buttons: [Back] [Save for Later] [Register] [Cancel]

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: _____

* Last Name: _____

* Email: _____

* Confirm Email: _____

Step 9

Enter the desired information into the **Taxpayer ID** field. If you are an individual, your **Social Security Number** may be used.

For this example, we will enter "**11-1234567**".



Supplier Registration

Supplier Registration

CITY OF JACKSONVILLE

1 2 3 4 5 6 7

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Supplier: Company Details

Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.

* Supplier/Company Name: ABC Supply

* Tax Organization Type: Corporation

Corporate Web Site: _____

Tax Country: United States

Taxpayer ID: 11-1234567

Write to Approver: _____

Buttons: [Back] [Save for Later] [Register] [Cancel]

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: [Red Box]

* Last Name: _____

* Email: _____

* Confirm Email: _____

Step 10

Now you will enter contact information. We will use the name "John Doe" in this example.

Click in the **First Name** field.



Supplier Registration

Step 11

Enter the desired information into the **First Name** field. Enter "**John**".

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page title is 'Supplier Registration' and the breadcrumb trail indicates the current step is 'Company Details'. The form is titled 'Register Supplier: Company Details' and includes a progress indicator with six steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Bank Accounts, 5. Products and Questions..., and 6. Review. The form contains several input fields: 'Supplier/Company Name' (value: ABC Supply), 'Tax Organization Type' (value: Corporation), 'Corporate Web Site', 'Tax Country' (value: United States), 'Taxpayer ID' (value: 11-1234567), and 'Write to Approver'. Below this is the 'Your Contact Information' section, which includes fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'. The 'First Name' field is highlighted with a red border, indicating the current step in the registration process.



Supplier Registration

Step 12

Click in the **Last Name** field.

Supplier Registration

CITY OF JACKSONVILLE

1 2 3 4 5 6 7

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Save for Later Register Cancel

Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.

* Supplier/Company Name ABC Supply

* Tax Organization Type Corporation

Corporate Web Site

Tax Country United States

Taxpayer ID 11-1234567

Write to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name John

* Last Name [Red Box]

* Email

* Confirm Email



Supplier Registration

Step 13

Enter the desired information into the **Last Name** field. Enter "**Doe**".

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page is titled 'Register Supplier: Company Details' and includes a progress bar with six steps: 1. Company Details (active), 2. Contacts, 3. Address, 4. Bank Accounts, 5. Products and Questions Services, and 6. Review. The form is divided into two sections: 'Company Details' and 'Your Contact Information'. In the 'Company Details' section, there are fields for 'Supplier/Company Name' (ABC Supply), 'Tax Organization Type' (Corporation), 'Corporate Web Site', 'Tax Country' (United States), and 'Taxpayer ID' (11-1234567). In the 'Your Contact Information' section, there are fields for 'First Name' (John), 'Last Name' (highlighted with a red box), 'Email', and 'Confirm Email'. The 'Last Name' field is currently empty. At the bottom of the page, there is a Windows taskbar showing the time as 5:15 PM on 6/5/2016.



Supplier Registration

Supplier Registration

CITY OF JACKSONVILLE

1 2 3 4 5 6

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Supplier: Company Details

Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.

* Supplier/Company Name: ABC Supply

* Tax Organization Type: Corporation

Corporate Web Site: _____

Tax Country: United States

Taxpayer ID: 11-1234567

Write to Approver: _____

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: John

* Last Name: Doe

* Email: _____

* Confirm Email: _____

Step 14

Note: Your e-mail will become the user ID you will use to log into the **Supplier Portal**.

Click in the **Email** field.



Supplier Registration

Step 15

Enter the desired information into the **Email** field.
Enter "**jdoe@abcsupply.com**".

Supplier Registration

CITY OF JACKSONVILLE

1 2 3 4 5 6 7

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Supplier: Company Details

Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.

* Supplier/Company Name: ABC Supply

* Tax Organization Type: Corporation

Corporate Web Site: _____

Tax Country: United States

Taxpayer ID: 11-1234567

Write to Approver: _____

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: John

* Last Name: Doe

* Email:

* Confirm Email: _____

Save for Later Register Cancel

Windows taskbar: 5:15 PM 6/5/2016



Supplier Registration

Step 16

Click in the **Confirm Email** field.

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page title is 'Supplier Registration' and the breadcrumb trail indicates the current step is 'Company Details'. The form is titled 'Register Supplier: Company Details' and includes a progress indicator with six steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Bank Accounts, 5. Products and Questions, and 6. Review. The form is divided into two main sections: 'Company Details' and 'Your Contact Information'. The 'Company Details' section includes fields for 'Supplier/Company Name' (ABC Supply), 'Tax Organization Type' (Corporation), 'Corporate Web Site', 'Tax Country' (United States), 'Taxpayer ID' (11-1234567), and 'Write to Approver'. The 'Your Contact Information' section includes fields for 'First Name' (John), 'Last Name' (Doe), 'Email' (john@abcsupply.com), and 'Confirm Email'. The 'Confirm Email' field is highlighted with a red box. The browser's address bar shows the URL: https://ems-test-fx.us2.enrcloud.com/... The Windows taskbar is visible at the bottom of the screen, showing the time as 5:15 PM on 6/5/2016.



Supplier Registration

Step 17

Enter the desired information into the **Confirm Email** field.
Enter "**jdoe@abcsupply.com**".

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page has a dark blue header with the city name and a 'Sign In' link. Below the header is a progress bar with six steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Bank Accounts, 5. Products and Questions... Services, and 6. Review. The main content area is titled 'Register Supplier: Company Details' and contains several form fields. The 'Supplier/Company Name' field is filled with 'ABC Supply'. The 'Tax Organization Type' dropdown is set to 'Corporation'. The 'Tax Country' dropdown is set to 'United States'. The 'Taxpayer ID' field is filled with '11-1234567'. The 'Write to Approver' field is empty. The 'First Name' field is filled with 'John', the 'Last Name' field is filled with 'Doe', and the 'Email' field is filled with 'jdoe@abcsupply.com'. The 'Confirm Email' field is empty and highlighted with a red box. At the bottom of the page, there is a Windows taskbar showing the time as 5:15 PM on 6/5/2016.



Supplier Registration

Step 18

Click the **Next** button.

Supplier Registration

CITY OF JACKSONVILLE

1 2 3 4 5 6 7

Company Details Contacts Address Bank Accounts Products and Questions... Review

Next Save for Later Register Cancel

Please complete the required fields below to become a vendor to the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials.

* Supplier/Company Name: ABC Supply
* Tax Organization Type: Corporation
Corporate Web Site:

Tax Country: United States
Taxpayer ID: 11-1234567
Write to Approver:

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: John
* Last Name: Doe
* Email: john@abcsupply.com
* Confirm Email: john@abcsupply.com



Supplier Registration

Register Supplier: Contacts

Click the Edit button to enter a phone number. Enter any additional contacts as needed below.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Doe, John		john@abcupply.com	✓	✓	<input type="button" value="Edit"/>	<input type="button" value="X"/>

Columns Hidden: 7

Step 19

Click the **Edit** button on the right side of the screen.



Supplier Registration

Step 20

There is no need to use the large field with the drop-down box. This is the country field. The field immediately to the right of the country field is the **Phone Area Code** field.

Click in the **Phone Area Code** field.

The screenshot shows a web browser window displaying the 'Supplier Registration' application. The main form is titled 'Edit Contact: John Doe'. It contains several sections: 'Name' with fields for First Name (John), Middle Name, and Last Name (Doe); 'Job Title'; 'Administrative contact' (checked); 'Additional Information' with 'Emergency Contact' (unchecked); 'User Account' with 'Request user account' (checked); and 'Roles' with a table listing 'City of Jacksonville Supplier'. The 'Phone' field is highlighted with a red box, and the 'Phone Area Code' field is highlighted in blue. The background shows a list of contacts and a table with columns for 'Administrative Contact', 'Request User Account', 'Edit', and 'Delete'.



Supplier Registration

Step 21

Enter the desired information into the **Phone Area Code** field. Enter "904".

The screenshot shows a web browser window displaying the 'Supplier Registration' application. The main content area is titled 'Edit Contact: John Doe'. The form contains the following fields and options:

- Substation: dropdown menu
- * First Name: John
- Middle Name: empty
- * Last Name: Doe
- Job Title: empty
- Administrative contact
- Phone: empty (highlighted with a red box, with a tooltip 'Enter phone area code' above it)
- Mobile: empty
- Fax: empty
- * Email: john@abcsupply.com
- Emergency Contact:
- User Account: Request user account
- Roles: A table with one row: 'City of Jacksonville Supplier' with description 'This custom role is created to combine all 6 Served supplier roles for the convenience of adding to the Supplier Contact user...'

At the bottom of the form are 'OK' and 'Cancel' buttons. The background shows a 'Register Supplier: Contacts' table with one entry for 'Doe, John'.



Supplier Registration

Step 22

Click in the **Phone** field.

The screenshot shows a web browser window displaying the 'Supplier Registration' process. The main form is titled 'Edit Contact: John Doe'. It contains several sections:

- Name:** Substation (dropdown), First Name (John), Middle Name, Last Name (Doe), Job Title.
- Administrative contact:**
- Additional Information:** Emergency Contact
- User Account:** Request user account
- Roles:** A table with columns 'Role' and 'Description'. The table contains one row: 'City of Jacksonville Supplier' with the description 'This custom role is created to combine all 6 Served supplier roles for the convenience of adding to the Supplier Contact user...'

The 'Phone' field is highlighted with a red box, and a tooltip 'Enter phone area code' is visible above it. The form also includes buttons for 'Save for Later', 'Register', and 'Cancel'.



Supplier Registration

Step 23

Enter the desired information into the **Phone** field. Enter "555".

The screenshot shows a web browser window displaying the 'Supplier Registration' interface for the City of Jacksonville. A modal window titled 'Edit Contact: John Doe' is open, showing a form with the following fields and options:

- Substitution: dropdown menu
- * First Name: John
- Middle Name: empty field
- * Last Name: Doe
- Job Title: empty field
- Administrative contact
- Phone: 904 (with a red box around the input field and a tooltip 'Enter phone' above it)
- Mobile: dropdown menu
- Fax: dropdown menu
- * Email: john@abcsupply.com
- Emergency Contact:
- Request user account
- Roles: A table with one row: 'City of Jacksonville Supplier' with the description 'This custom role is created to combine all 6 Served supplier roles for the convenience of adding to the Supplier Contact user...'

Buttons for 'Save for Later', 'Register', and 'Cancel' are visible at the top right of the modal. The background shows a list of contacts with columns for Name, Administrative Contact, Request User Account, Edit, and Delete.



Supplier Registration

Step 24

Click in the **Phone Extension** field.

A screenshot of a web browser displaying the 'Supplier Registration' form for the City of Jacksonville. The form is titled 'Edit Contact: John Doe' and is part of a multi-step process. The 'Phone' field is highlighted with a red box, and a red 'x' is visible next to the '555' area code. The form includes fields for 'First Name' (John), 'Last Name' (Doe), 'Job Title', 'Mobile', and 'Fax'. There are also checkboxes for 'Administrative contact' and 'Request user account'. The 'Roles' section shows a table with one role: 'City of Jacksonville Supplier'. The browser's address bar shows the URL: https://ems-test-fx.us2.enredcloud.com/.../SupplierRegistration?pr=1&id=120688&u=1&lg=EO564K32AQQWwFZDhgCML7v%3D%3D&_af=col-state-yf8m18m_1206_uf=comp-3272701. The Windows taskbar at the bottom shows the time as 5:16 PM on 6/5/2016.



Supplier Registration

Step 25

Enter the desired information into the **Phone Extension** field.
Enter "1212".

A screenshot of a web browser showing the 'Supplier Registration' form for the City of Jacksonville. The form is titled 'Edit Contact: John Doe' and is part of a multi-step process. The 'Phone' field is highlighted with a red box, and a small text box above it says 'Enter phone extension'. The 'Phone' field contains the number '555'. The 'Mobile' field is empty. The 'Fax' field is empty. The 'Email' field contains 'jdoe@abcsupply.com'. The 'Administrative contact' checkbox is checked. The 'Emergency Contact' checkbox is unchecked. The 'Request user account' checkbox is checked. The 'Roles' section shows a table with one role: 'City of Jacksonville Supplier' with the description 'This custom role is created to combine all 6 needed supplier roles for the convenience of adding to the Supplier Contact user...'. The form has 'OK' and 'Cancel' buttons at the bottom right. The browser address bar shows a URL starting with 'https://ems-test-fx.us2.enredcloud.com/'.



Supplier Registration

Step 26

Click the **OK** button at the bottom of the page.

A screenshot of a web browser displaying the 'Supplier Registration' page for the City of Jacksonville. The page is titled 'Edit Contact: John Doe' and contains a form with the following fields: Salutation (dropdown), First Name (John), Middle Name, Last Name (Doe), Job Title, Administrative contact (checked), Phone (555-1212), Mobile (dropdown), Fax (dropdown), and Email (john@abcsupply.com). There are also sections for 'Additional Information' (Emergency Contact), 'User Account' (Request user account), and 'Roles'. The 'Roles' section shows a table with one role: 'City of Jacksonville Supplier' with a description: 'This custom role is created to combine all 6 Served supplier roles for the convenience of adding to the Supplier Contact user...'. At the bottom right of the form, there is a red 'OK' button and a 'Cancel' button. The browser's address bar shows the URL: https://ems-test-fa.us2.amazonaws.com/.../SupplierRegistration/.../edit-state-jacksonville... The browser's taskbar at the bottom shows the time as 5:16 PM on 6/5/2016.



Supplier Registration

Step 27

You can create as many contacts as you'd like.

Click the **Create** button.

Supplier Registration

CITY OF JACKSONVILLE

Company Details Contacts Addresses Bank Accounts Products and Question... Review

Register Supplier: Contacts

Click the Edit button to enter a phone number. Create any additional contacts as needed below.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
One, John		john@abcupply.com	✓	✓	✎	✕

Columns Hidden: 7





Supplier Registration

Step 28

The same form that was used for **John Doe** is displayed. If needed for your registration, add more **Contacts** here.

The screenshot shows a web browser window with the URL <https://ems-test-fa.us2.amazonaws.com/...>. The page title is "Supplier Registration" and the breadcrumb trail is "City of Jacksonville > Register Supplier: Contacts". The main content area is titled "Create Contact" and is highlighted with a red border. It contains the following fields and sections:

- Substitution:** A dropdown menu.
- Name:** Fields for * First Name, Middle Name, and * Last Name.
- Job Title:** A text input field.
- Administrative contact:** A checkbox.
- Phone:** A text input field.
- Mobile:** A text input field.
- Fax:** A text input field.
- Email:** A text input field.
- Additional Information:** A section with an "Emergency Contact" checkbox.
- User Account:** A section with a "Request user account" checkbox.
- Rules:** A table with columns "Rule" and "Description".

At the bottom of the form, there are buttons for "Create Another", "OK", and "Cancel".



Supplier Registration

Step 29

Note: On this form, you must click "**Request user account**" for additional contacts.

Click the Cancel button to return to the previous screen.

A screenshot of a web browser displaying the 'Supplier Registration' form for the City of Jacksonville. The form is titled 'Create Contact' and includes fields for Substitution, First Name, Middle Name, Last Name, Job Title, Administrative contact, Phone, Mobile, Fax, and Email. There is a 'Request user account' button highlighted with a red box. The form also has a 'User Account' section and a 'Notes' section. The browser address bar shows the URL: https://ems-test-fa.az.erelectcloud.com/ems/1/faces/ProProfileRegisterSupplier?... The browser's taskbar at the bottom shows the time as 5:17 PM on 6/5/2016.



Supplier Registration

Step 30

When you're finished adding Contacts, click the **OK** button to return to the previous screen.

A screenshot of a web browser displaying the 'Supplier Registration' page for the City of Jacksonville. The page is titled 'Register Supplier: Contacts' and shows a 'Create Contact' modal form. The form includes fields for Substitution (a dropdown menu), First Name, Middle Name, Last Name, Job Title, Administrative contact (checkbox), Phone, Mobile, Fax, and Email. There are also sections for 'Additional Information' with an 'Emergency Contact' checkbox and a 'User Account' section with a 'Request user account' checkbox. At the bottom of the form, there is a 'Rules' section with a table for defining rules. The table has columns for 'Rule' and 'Description'. The 'Rule' column contains the text 'No data to display'. The 'Description' column is empty. The form has 'Create Another', 'OK', and 'Cancel' buttons at the bottom. The background shows a navigation menu with 'Company', 'Contacts', 'Addresses', 'Bank', 'Products and Questions', and 'Review'. The browser's address bar shows a URL starting with 'https://ems-test-fa.us2.amazonaws.com/'. The Windows taskbar is visible at the bottom of the screen, showing the time as 5:17 PM on 6/5/2016.



Supplier Registration

Step 31

Click the **Next** button.

The screenshot shows a web browser window with the URL <https://ems-test-fa.us2.amazonaws.com/Prod/SupplierRegistration/step/31>. The page title is "Supplier Registration" and the breadcrumb is "CITY OF JACKSONVILLE". A progress bar at the top indicates the current step is "Contacts". Below the progress bar, there are buttons for "Next", "Save for Later", "Register", and "Cancel". The "Next" button is highlighted in red. Below the buttons, there is a table with the following data:

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
One, John		john@abcupply.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Below the table, there is a link "Columns Hidden 7".

The screenshot shows the Windows taskbar at the bottom of the browser window. The taskbar includes the Start button, several application icons, and the system tray on the right. The system tray shows the time as 5:17 PM and the date as 6/5/2018.



Supplier Registration

Step 32

You are now ready to add addresses.

Click the **Create** button.

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page title is 'Register Supplier: Addresses'. At the top, there is a progress bar with five steps: 'Company Data', 'Contacts', 'Addresses' (the current step, highlighted with a blue circle and a '1'), 'Bank Accounts', and 'Products and Questions... Review'. Below the progress bar, there are buttons for 'Back', 'Save for Later', 'Register', and 'Cancel'. The main content area is titled 'Register Supplier: Addresses' and contains a table with columns: 'Address Name', 'Address', 'Phone', 'Address Purpose', 'Edit', and 'Delete'. The 'Address Name' column is currently empty, and the 'Address' column contains the text 'No data to display'. The 'Create' button is highlighted with a red box in the 'Actions' menu.





Supplier Registration

Register Supplier: Addresses

Enter at least one address for remit to and ordering address purposes.

Address Name **Create**

No data to display. Columns Hidden: 3

Create Address

* Address Name Ordering
Remit To or Remit to
Order Items RFO or Bidding

* Country: United States

* Address Line 1:
Address Line 2:
City:
State:
Postal Code:
County:

Phone:
Fax:
Email:

Additional Information

Email for PO's to be sent:

Address Contacts

Select the contacts that are associated with this address.

Actions:

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden: 4

Step 33

In the **Create Address** window, you can create different addresses for ordering and remitting.

Note: Most **Suppliers** will use the same address for both ordering and remittance.

In this example, we will enter "**Order/Remit**" into the **Address Name** field.



Supplier Registration

Step 34

Click in the **Address Line 1** field.

A screenshot of a web browser displaying the 'Supplier Registration' page for the City of Jacksonville. The page is titled 'Register Supplier: Addresses' and shows a progress bar with five steps: Company Details, Contacts, Address (highlighted in blue), Bank Accounts, and Products and Questions/Services. The main content area is a 'Create Address' form. The form includes fields for 'Address Name' (with a dropdown menu), 'Country' (set to 'United States'), 'Address Line 1' (highlighted with a red rectangle), 'Address Line 2', 'City', 'State', 'Postal Code', and 'County'. There are also checkboxes for 'Address' (Ordering), 'Purpose' (Remit to), and 'RFQ or Bidding'. Fields for 'Phone', 'Fax', and 'Email' are present. Below the main form is an 'Additional Information' section with an 'Email for PO's to be sent' field. At the bottom, there is an 'Address Contacts' section with a table header: 'Name', 'Job Title', 'Email', 'Administrative Contact', and 'User Account'. The table currently has no data. The browser's address bar shows a long URL, and the Windows taskbar is visible at the bottom.



Supplier Registration

Step 35

Enter the desired information into the **Address Line 1** field.

For this example, we will enter "12 Elm Street".

A screenshot of a web application for "CITY OF JACKSONVILLE" titled "Supplier Registration". The interface shows a progress bar with six steps: Company Details, Contacts, Address (highlighted), Bank Accounts, Products and Questionnaires, and Review. The main content area is titled "Register Supplier: Addresses" and contains a "Create Address" form. The form includes fields for "Address Name", "Country" (set to "United States"), "Address Line 1", "Address Line 2", "City", "State", "Postal Code", and "County". There are also fields for "Phone", "Fax", and "Email". Below the address fields is an "Additional Information" section with an "Email for PO's to be sent" field. At the bottom is an "Address Contacts" section with a table header for Name, Job Title, Email, Administrative Contact, and User Account. The "Address Line 1" field is highlighted with a red rectangle. The browser's taskbar at the bottom shows the time as 5:19 PM on 6/5/2016.



Supplier Registration

Step 36

Register Supplier: Addresses

Enter at least one address for remit to and ordering address purposes.

Address Name:

Address:

No data to display. Columns Hidden: 3

Create Address

* Address Name: Order/Rent:

* Address Line 1: 12 Elm Street x

Address Line 2:

City:

State:

Postal Code:

Country: United States

* Address: Ordering

Purpose: Remit to

RFO or Bidding

Phone:

Fax:

Email:

Additional Information

Email for PO's to be sent:

Address Contacts

Select the contacts that are associated with this address.

Actions:

Name	Job Title	Email	Administrative Contact	User Account
No data to display. Columns Hidden: 4				

You don't need to enter the **City** and **State**. Once you have filled **Address Line 1**, simply enter your **Postal (zip) Code**. The **Portal** will automatically populate the **City** and **State**.

Click in the **Postal Code** field.

Click in the **Postal Code** field.



Supplier Registration

Step 37

Enter the desired information into the **Postal Code** field. Enter "**32207**".

The screenshot shows a web browser window with the URL https://ems-test-01.oreaclecloud.com/faces/ProRegSupplier?_afPc=30000001020088a0f64149E0564K32M4QWwFZDhnpCML7v%3D%3D&_afPc=state-yf0m18A_1208_afComp=3272701. The page title is "Supplier Registration" and the breadcrumb is "CITY OF JACKSONVILLE". The main heading is "Register Supplier: Addresses".

The "Create Address" form contains the following fields and sections:

- Address Name:** Order/Rent (text field)
- Country:** United States (dropdown menu)
- Address Line 1:** 12 Elm Street (text field)
- Address Line 2:** (text field)
- City:** (text field)
- State:** (dropdown menu)
- Postal Code:** (text field, highlighted with a red box)
- County:** (dropdown menu)
- Address Purpose:** Ordering (checkbox), Remit To (checkbox), RFO or Bidding (checkbox)
- Phone:** (text field)
- Fax:** (text field)
- Email:** (text field)
- Additional Information:** Email for PO's to be sent (text field)
- Address Contacts:** Section with a table for contacts.

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Buttons at the bottom of the form include "Create Another", "OK", and "Cancel".



Supplier Registration

Step 38

Press **[Tab]**.

The screenshot shows a web browser window displaying the 'Supplier Registration' process for the City of Jacksonville. The current step is 'Create Address', which is highlighted in blue in a progress bar at the top. The form is titled 'Create Address' and contains several sections:

- Address Name:** A text field for 'Order/Rent/Item' and a dropdown for 'Order/Rent/Item'.
- Country:** A dropdown menu currently set to 'United States'.
- Address Line 1:** A text field containing '12 Elm Street'.
- Address Line 2:** An empty text field.
- City:** A dropdown menu.
- State:** A dropdown menu.
- Postal Code:** A text field containing '32201'.
- Country:** A dropdown menu.
- Additional Information:** A section with a label 'Email for PO's to be sent' and an empty text field.
- Address Contacts:** A section with a label 'Select the contacts that are associated with this address.' and a table with columns: Name, Job Title, Email, Administrative Contact, and User Account. The table is currently empty.

At the bottom of the form, there are buttons for 'Create Another', 'OK', and 'Cancel'. The browser's address bar shows a URL starting with 'https://em-test-fx.us2.enredcloud.com/...'. The Windows taskbar at the bottom indicates the time is 5:19 PM on 6/5/2016.

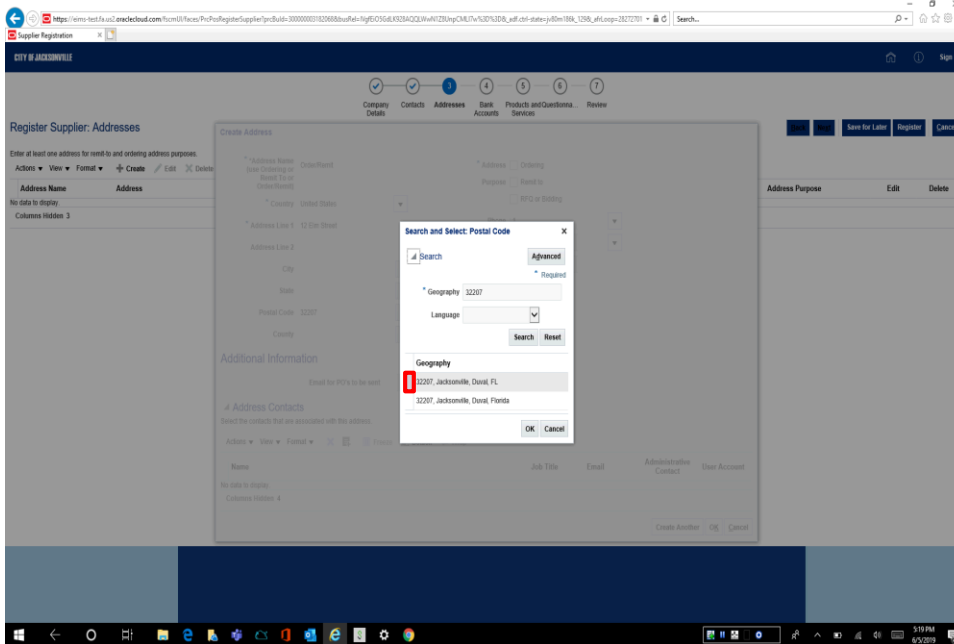


Supplier Registration

Step 39

Based on your postal code, the Portal will provide a list of any cities and the county for that postal code.

Click the **32207, Jacksonville, Duval, FL** cell to highlight it.

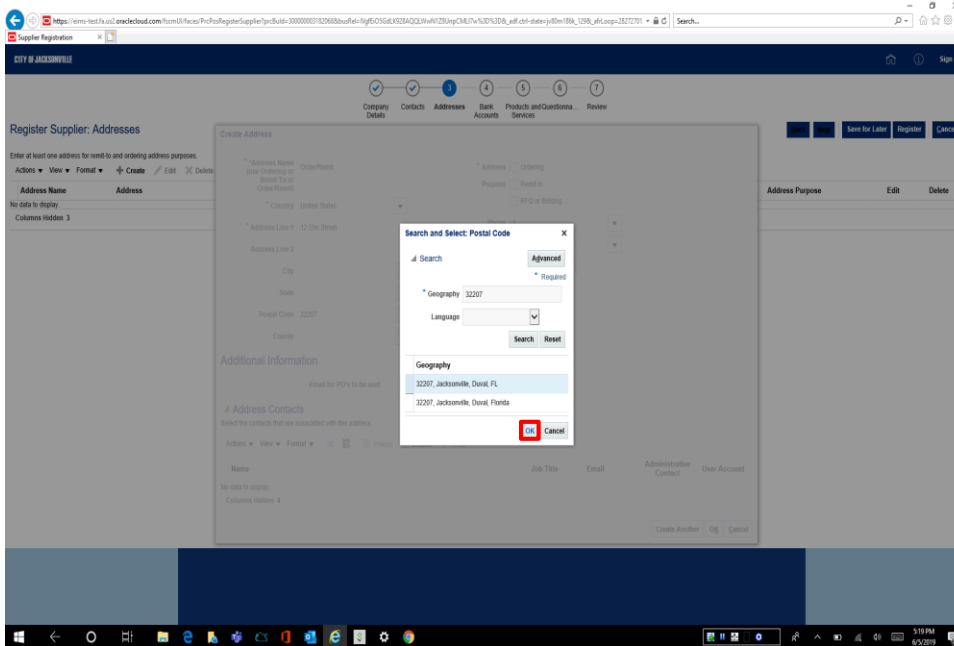




Supplier Registration

Step 40

Click the **OK** button.





Supplier Registration

Step 41

In the "**Address Purpose**" section, click the **Ordering** option.

The screenshot shows the 'Create Address' form in the 'Supplier Registration' process. The form is divided into several sections:

- Address Name:** Order/Rent (dropdown), Remit To or Order/Rent (checkbox).
- Country:** United States (dropdown).
- Address Line 1:** 12 Elm Street (text input).
- Address Line 2:** (text input).
- City:** Jacksonville (dropdown).
- State:** FL (dropdown).
- Postal Code:** 32207 (text input).
- County:** Duval (dropdown).
- Phone:** 1 (dropdown).
- Fax:** 1 (dropdown).
- Email:** (text input).
- Address Purpose:** Remit to (checkbox), RFO or Bidding (checkbox).
- Additional Information:** Email for PO's to be sent (text input).
- Address Contacts:** Select the contacts that are associated with this address. A table with columns: Name, Job Title, Email, Administrative Contact, User Account. No data is displayed.

Buttons at the bottom right: Create Another, OK, Cancel.



Supplier Registration

Step 42

Click the **Remit to** option.

The screenshot shows the 'Create Address' form in the 'Supplier Registration' system. The form is divided into several sections:

- Address Name:** Includes fields for 'Order/Remit' and 'Remit To or Order/Remit'.
- Country:** A dropdown menu set to 'United States'.
- Address Line 1:** A text input field containing '12 Elm Street'.
- Address Line 2:** An empty text input field.
- City:** A dropdown menu set to 'Jacksonville'.
- State:** A dropdown menu set to 'FL'.
- Postal Code:** A text input field containing '32207'.
- County:** A dropdown menu set to 'Duval'.
- Address Purpose:** A dropdown menu with 'Remit to' selected and highlighted in red. Other options include 'RFQ or Bidding'.
- Phone:** A text input field.
- Fax:** A text input field.
- Email:** A text input field.
- Additional Information:** A section with a label 'Email for PO's to be sent' and an empty text input field.
- Address Contacts:** A section with a table for managing contacts. The table has columns for 'Name', 'Job Title', 'Email', 'Administrative Contact', and 'User Account'. Below the table, there are buttons for 'Create Another', 'OK', and 'Cancel'.



Supplier Registration

Step 43

Click the **OK** button.

The screenshot shows a web browser window displaying the 'Supplier Registration' interface for the City of Jacksonville. The main content area is titled 'Create Address' and contains several sections:

- Address Name:** Includes a dropdown for 'Order/Rent' and a text input for 'Address Name (use Ordering or Rent To or Order/Rent)'. Below this are dropdowns for 'Country' (set to 'United States') and 'City' (set to 'Jacksonville').
- Address Line:** Text inputs for 'Address Line 1' (containing '12 Elm Street') and 'Address Line 2'. Below these are dropdowns for 'State' (set to 'FL') and 'County' (set to 'Duval').
- Postal Code:** A dropdown menu set to '32207'.
- Address Purpose:** A section with a 'Purpose' dropdown (set to 'Ordering') and checkboxes for 'Remit To' and 'RFQ or Bidding'.
- Phone/Fax/Email:** Input fields for 'Phone', 'Fax', and 'Email'.
- Additional Information:** A text input for 'Email for PO's to be sent'.
- Address Contacts:** A section with a table header: 'Name', 'Job Title', 'Email', 'Administrative Contact', and 'User Account'. Below the header, it states 'No data to display' and 'Columns Hidden: 4'. At the bottom of this section are buttons for 'Create Another', 'OK', and 'Cancel'.

The 'OK' button is highlighted with a red box. The browser's address bar shows a URL starting with 'https://ems-test-fa.az.erelectcloud.com'. The Windows taskbar at the bottom indicates the time is 5:20 PM on 6/5/2016.



Supplier Registration

Step 44

You are now ready to enter your **Bank Account** information.

Click the **Next** button.

Register Supplier: Addresses

Enter at least one address for rent to and ordering address purposes.

Address Name	Address	Phone	Address Purpose	Edit	Delete
Order/Plant	12 Elm Street, JACKSONVILLE, FL 32207		Ordering, Rent to		



Supplier Registration

Step 45

Click the **Create** button.

A screenshot of a web browser displaying the 'Supplier Registration' page for the City of Jacksonville. The page title is 'Register Supplier: Bank Accounts'. A progress bar at the top shows six steps: Company Details, Contacts, Address, Bank Accounts (highlighted with a blue circle and '1'), Products and Questions, and Review. Below the progress bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main content area shows a table with columns for 'Account Number', 'IBAN', 'Currency', 'Bank', 'Edit', and 'Delete'. The table is currently empty, with the text 'No data to display.' and 'Columns Hidden: 0'. A red box highlights the 'Create' button in the 'Actions' menu. The Windows taskbar is visible at the bottom of the screen, showing the time as 5:01 PM on 6/5/2016.



Supplier Registration

Step 46

You must fill in the Country field.

Enter "**United States**".

A screenshot of a web application interface for 'CITY OF JACKSONVILLE'. The page is titled 'Register Supplier: Bank Accounts' and shows a progress bar with steps: Company Details, Contacts, Address, Bank Accounts (current), Products and Questions, and Review. A modal window titled 'Create Bank Account' is open, containing the following fields:

- 'Country' dropdown menu, highlighted with a red box.
- 'IBAN' text input field.
- 'Bank' dropdown menu.
- 'Currency' dropdown menu.
- 'Branch' dropdown menu.
- 'Account Number' text input field.
- 'Additional Information' section with:
 - 'Account Name' text input field.
 - 'Agency Location Code' text input field.
 - 'Alternate Account Name' text input field.
 - 'Account Type' dropdown menu.
 - 'Account Suffix' text input field.
 - 'Description' text input field.
 - 'Check Digits' text input field.
- 'Comments' section with a 'Note to Approver' text input field.

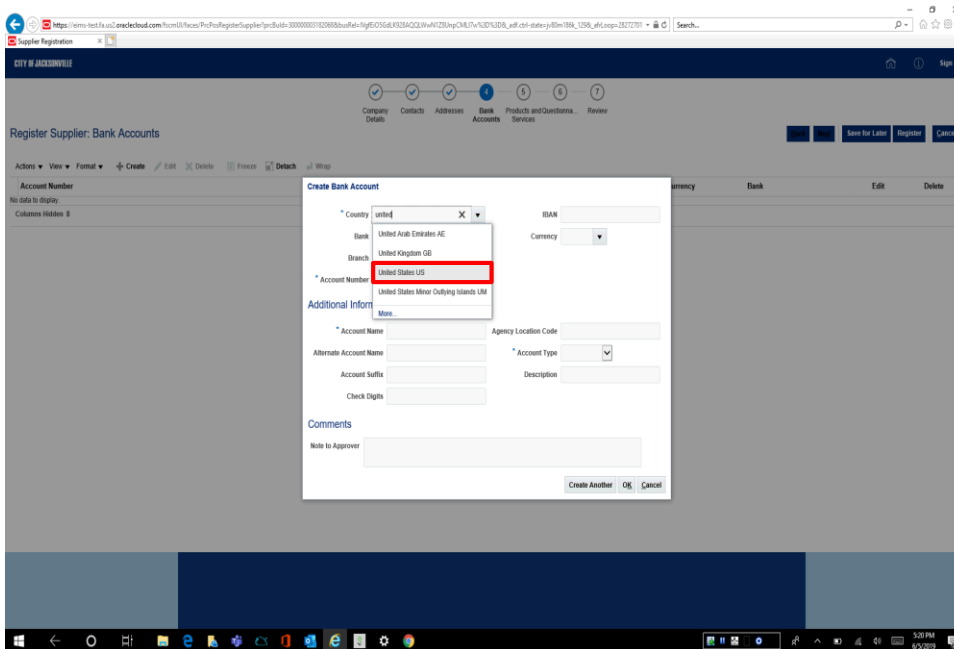
Buttons at the bottom of the modal include 'Create Another', 'OK', and 'Cancel'. The background shows a table with columns for 'Agency', 'Bank', 'Edit', and 'Delete', but no data is displayed.



Supplier Registration

Step 47

Click the **United States US** list item.





Supplier Registration

Step 48

Click the **Bank** list.

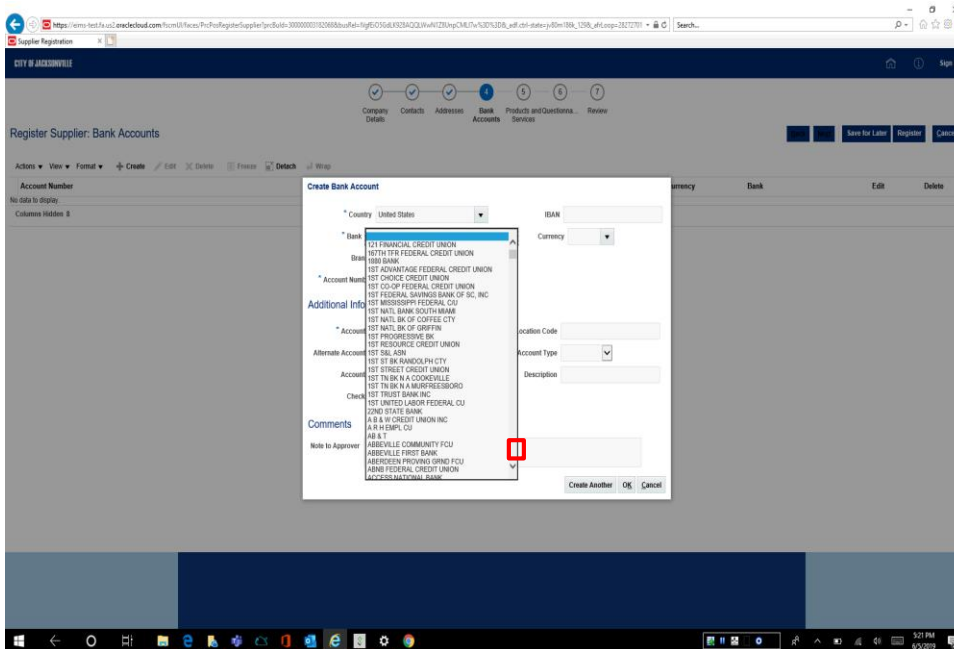
A screenshot of a web browser displaying the 'Create Bank Account' form. The form is a modal window with a white background and a dark border. It contains several input fields and dropdown menus. The 'Country' dropdown is set to 'United States'. The 'Bank' dropdown is highlighted with a red rectangle. Below the 'Bank' dropdown is a 'Branch' dropdown. The 'Account Number' field is empty. Under the 'Additional Information' section, there are fields for 'Account Name', 'Agency Location Code', 'Alternate Account Name', 'Account Suffix', 'Check Digits', 'Account Type', and 'Description'. At the bottom of the form, there is a 'Comments' section with a 'Note to Approver' field. The background of the browser shows a 'Register Supplier: Bank Accounts' page with a progress bar at the top and a table of bank accounts below.



Supplier Registration

Step 49

Scroll down to locate your **Bank**.



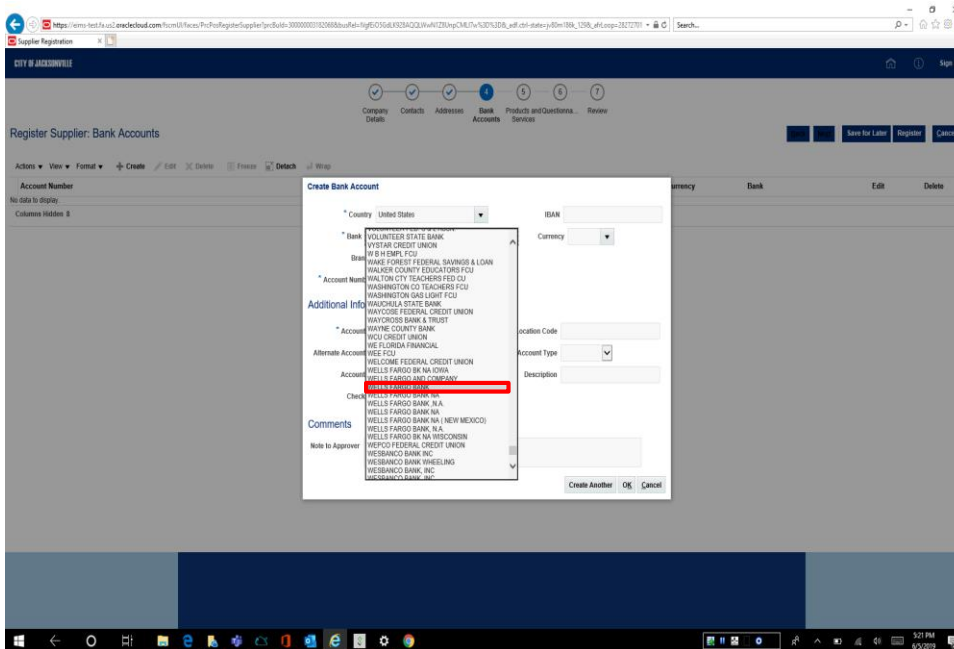


Supplier Registration

Step 50

Click on your **Bank**.

For this example, we will choose the **WELLS FARGO BANK** list item.





Supplier Registration

Step 51

Click the **Branch** list.

A screenshot of a web application interface for 'CITY OF JACKSONVILLE'. The page is titled 'Register Supplier: Bank Accounts' and shows a progress bar with steps: Company Details, Contacts, Address, Bank Accounts (current), Products and Questions, and Review. A modal window titled 'Create Bank Account' is open, containing the following fields:

- Country: United States (dropdown)
- IBAN: (text input)
- Bank: WELLS FARGO BANK (dropdown, highlighted in blue)
- Currency: (dropdown)
- Branch: (dropdown, highlighted with a red box)
- Account Number: (text input)
- Additional Information section:
 - Account Name: (text input)
 - Agency Location Code: (text input)
 - Alternate Account Name: (text input)
 - Account Suffix: (text input)
 - Check Digits: (text input)
 - Account Type: (dropdown)
 - Description: (text input)
- Comments section:
 - Note to Approver: (text input)

Buttons at the bottom of the modal include 'Create Another', 'OK', and 'Cancel'. The background shows a table with columns for Agency, Bank, Edit, and Delete, but it is mostly obscured by the modal.



Supplier Registration

Step 52

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page is titled 'Register Supplier: Bank Accounts' and features a progress bar at the top with steps: Company Details, Contacts, Address, Bank Accounts, Products and Questions, and Review. The 'Bank Accounts' step is currently active. A modal window titled 'Create Bank Account' is open, showing a form with the following fields:

- Country: United States
- Bank: WELLS FARGO BANK
- Branch: 02101108 - WELLS FARGO BANK
- Account Number: 026012881 - WELLS FARGO BANK
- Agency Location Code: (empty)
- Account Type: (dropdown menu)
- Description: (empty)
- Comments: Note to Approver (text area)

Buttons at the bottom of the modal include 'Create Another', 'OK', and 'Cancel'. The background shows a table with columns for Agency, Bank, Edit, and Delete, but it is mostly obscured by the modal.

Note: You must know your **Bank Branch Routing Number**. This is the nine-digit number on the bottom left corner of your bank check. If needed, contact your bank to learn the routing number for your branch.

Click the **026012881 - WELLS FARGO BANK** list item.



Supplier Registration

Step 53

Click in the **Account Number** field.

A screenshot of a web application interface for 'CITY OF JACKSONVILLE'. The page is titled 'Register Supplier: Bank Accounts'. A modal window titled 'Create Bank Account' is open, showing a form with the following fields: 'Country' (United States), 'IBAN', 'Bank' (WELLS FARGO BANK), 'Currency', 'Branch' (0402041 - WELLS FARGO Bank), and 'Account Number' (highlighted with a red box). Below these are 'Additional Information' fields: 'Account Name', 'Agency Location Code', 'Alternate Account Name', 'Account Suffix', 'Check Digits', 'Account Type', and 'Description'. There is also a 'Comments' section with a 'Note to Approver' field. At the bottom of the modal are 'Create Another', 'OK', and 'Cancel' buttons. The background shows a navigation menu with 'Company Details', 'Contacts', 'Address', 'Bank Accounts', 'Products and Questions', and 'Review'. The Windows taskbar is visible at the bottom of the screen.



Supplier Registration

Step 54

On a check, the **Bank Account Number** is the number located to the right of the **Bank Routing Number**.

Enter the desired information into the **Account Number** field.
Enter "**1234567890**".

A screenshot of a web application interface for 'CITY OF JACKSONVILLE'. The page is titled 'Register Supplier: Bank Accounts'. A modal window titled 'Create Bank Account' is open. The form includes fields for Country (United States), Bank (WELLS FARGO BANK), Branch (03801281 - WELLS FARGO BANK), and Account Number (1234567890, highlighted with a red box). There are also sections for 'Additional Information' (Account Name, Agency Location Code, Alternate Account Name, Account Suffix, Check Digits, Account Type, Description) and 'Comments' (Note to Approver). Buttons for 'Create Another', 'OK', and 'Cancel' are at the bottom of the modal. The background shows a navigation menu with 'Company Details', 'Contacts', 'Address', 'Bank Accounts', 'Products and Questions', and 'Review'. The Windows taskbar is visible at the bottom.



Supplier Registration

Step 55

Click in the **Account Name** field.

A screenshot of a web application interface for 'CITY OF JACKSONVILLE'. The page title is 'Register Supplier: Bank Accounts'. A progress bar at the top shows steps: Company Details, Contacts, Address, Bank Accounts (current), Products and Questions, and Review. The main content area shows a 'Create Bank Account' modal form. The form includes fields for Country (United States), Bank (WELLS FARGO BANK), Branch (02801281 - WELLS FARGO BANK), and Account Number (123456789). Under 'Additional Information', the 'Account Name' field is highlighted with a red rectangle. Other fields include Agency Location Code, Alternate Account Name, Account Suffix, Account Type, and Description. A 'Comments' section with a 'Note to Approver' field is at the bottom. Buttons for 'Create Another', 'OK', and 'Cancel' are at the bottom right of the modal. The Windows taskbar is visible at the bottom of the screen.



Supplier Registration

Step 56

The **Account Name** can be either your company name or -- for individual accounts-- your name.

Enter the desired information into the **Account Name** field. Enter "**ABC Supply**".

A screenshot of a web application interface for 'CITY OF JACKSONVILLE'. The page is titled 'Register Supplier: Bank Accounts'. A modal window titled 'Create Bank Account' is open, showing a form with the following fields: 'Country' (United States), 'Bank' (WELLS FARGO BANK), 'Branch' (02801281 - WELLS FARGO BANK), 'Account Number' (123456789), 'Currency', 'IBAN', 'Account Name' (highlighted with a red box), 'Agency Location Code', 'Alternate Account Name', 'Account Suffix', 'Check Digits', 'Account Type', and 'Description'. There is also a 'Comments' section with a 'Note to Approver' field. The form has 'Create Another', 'OK', and 'Cancel' buttons at the bottom.



Supplier Registration

Step 57

Click the **Account Type** list.

A screenshot of a web application interface for 'CITY OF JACKSONVILLE' showing the 'Register Supplier: Bank Accounts' process. A modal window titled 'Create Bank Account' is open, displaying various input fields. The 'Account Type' field is highlighted with a red box. The form includes sections for 'Additional Information' and 'Comments'. The background shows a progress bar with steps: Company Details, Contacts, Address, Bank Accounts (current), Products and Questions, and Review. The Windows taskbar is visible at the bottom of the screen.

City of Jacksonville Supplier Registration - Step 57: Create Bank Account

Progress: Company Details, Contacts, Address, **Bank Accounts**, Products and Questions, Review

Register Supplier: Bank Accounts

Account Number: No data to display.

Create Bank Account

Country: United States | IBAN: | Bank: WELLS FARGO BANK | Currency: | Branch: 02890281 - WELLS FARGO BANK | Account Number: 1234567890

Additional Information

Account Name: ABC Supply | Agency Location Code: | Account Type: **[Red Box]**

Alternate Account Name: | Account Suffix: | Check Digits: | Description: |

Comments

Note to Approver: |

Buttons: Save For Later, Register, Cancel, Create Another, OK, Cancel



Supplier Registration

Step 58

Choose the appropriate **Account Type**.

For this example, click the **Checking** list item.

A screenshot of a web application interface for 'CITY OF JACKSONVILLE' showing the 'Register Supplier: Bank Accounts' process. The 'Create Bank Account' modal form is open, displaying fields for Country (United States), Bank (WELLS FARGO BANK), Branch (02890281 - WELLS FARGO BANK), and Account Number (123456789). Under 'Additional Information', the 'Account Type' dropdown menu is open, showing options: 'Checking', 'Money Market', 'Savings', and 'Unknown'. The 'Checking' option is highlighted with a red box. The form also includes fields for Account Name, Agency Location Code, Alternate Account Name, Account Suffix, Check Digits, and a Comments section with a 'Note to Approver' field. Buttons for 'Create Another', 'OK', and 'Cancel' are at the bottom of the modal.



Supplier Registration

Step 59

Click the **OK** button.

A screenshot of a web browser displaying the 'Create Bank Account' form. The form is a modal window overlaid on a 'Register Supplier: Bank Accounts' page. The form contains the following fields:

- Country: United States (dropdown)
- IBAN: (text field)
- Bank: WELLS FARGO BANK (dropdown)
- Currency: (dropdown)
- Branch: 02891281 - WELLS FARGO BANK (dropdown)
- Account Number: 1234567890 (text field)
- Additional Information section:
 - Account Name: ABC Supply (text field)
 - Agency Location Code: (text field)
 - Alternate Account Name: (text field)
 - Account Suffix: (text field)
 - Check Digits: (text field)
 - Account Type: Checking (dropdown)
 - Description: (text field)
- Comments section:
 - Note to Approver: (text area)

At the bottom right of the form, there are two buttons: 'Create Another' and 'OK'. The 'OK' button is highlighted with a red square. The background page shows a progress bar with steps: Company Details, Contacts, Address, Bank Accounts (current), Products and Questions, Review, and Services. The browser address bar shows a URL starting with 'https://ems-test-fa.az.erelectcloud.com'. The Windows taskbar at the bottom shows the time as 5:21 PM on 6/5/2018.



Supplier Registration

Step 60

Click the **Next** button.

Register Supplier: Bank Accounts

Company Details | Contacts | Address | **Bank Accounts** | Products and Questions... | Review

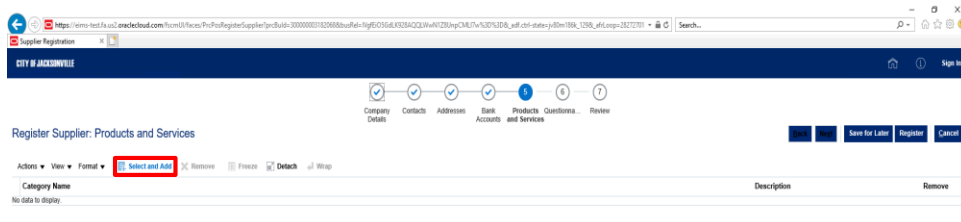
Next | Save for Later | Register | Cancel

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXXXXXX			WELLS FARGO BANK		

Columns Hidden: 0



Supplier Registration



Step 61

You must identify the types of goods or services you will offer to the **City of Jacksonville** through **NIGP (National Institute of Governmental Purchasing)** codes.

Click the **Select and Add** button.





Supplier Registration

Step 62

Click in the **Category Name** field.

The screenshot shows a web browser window with the URL https://ems-test-fx.us2.enrcloud.com/portal/faces/PrdRegisteSupplier?_afD=300000010200688a9e4ef49f6056483284CQWw4fZDhnpCM7v%3D%3D&_afD=state-yd8m1884_1208_afD=copy-3272701. The page title is "Supplier Registration" and the breadcrumb is "CITY OF JACKSONVILLE". The main content area is titled "Register Supplier: Products and Services" and has a "Category Name" field with the text "No data to display." A modal window titled "Select and Add: Products and Services" is open, showing a search bar with "Category Name" and "Description" fields. The "Category Name" field is highlighted with a red box. Below the search bar is a table with columns "Select", "Category Name", and "Description". The table contains several rows of categories, including "900-00 Default", "805 Abrasives", "810 Acoustical Tile, Insulating Materials, And Supplies", "815 Addressing, Copying, Mimeograph, And Spirit Dupli", "819 Agricultural Crops and Grains Including Fruits, Meats", "820 Agricultural Equipment, Implements, And Accessories", "822 Agricultural Equipment and Implement Parts", "825 Air Compressors and Accessories", "831 Air Conditioning, Heating, And Ventilating Equipmen", and "835 Aircraft and Airport Equipment, Parts, And Supplies". The modal window also has "Apply", "OK", and "Cancel" buttons at the bottom.



Supplier Registration

Step 63

Enter the desired information into the **Category Name** field. Enter "204".

The screenshot shows a web browser window with the URL https://ems-test-fx.us2.enrcloud.com/portal/faces/ProcRegRegisterSupplier?_afPfm=300000011200688a9e4e44e056483284224a4f720b9c3467452074208_afPfm=state-yd0m1884_1208_afComp=3272701. The page title is "Supplier Registration" and the breadcrumb is "CITY OF JACKSONVILLE". The main content area is titled "Register Supplier: Products and Services" and includes a "Select and Add" button. A modal window titled "Select and Add: Products and Services" is open, showing a search interface. The "Category Name" field is highlighted with a red box and contains the text "204". The "Description" field is empty. Below the search fields is a table with columns "Select", "Category Name", and "Description". The table contains the following rows:

Select	Category Name	Description
<input type="checkbox"/>	900-00 Default	Default
<input type="checkbox"/>	805 Abrasives	
<input type="checkbox"/>	810 Acoustical Tile, Insulating Materials, And Supplies	
<input type="checkbox"/>	815 Addressing, Copying, Mimeograph, And Spirit Dupli	
<input type="checkbox"/>	819 Agricultural Crops and Drains Including Fruits, Meta	
<input type="checkbox"/>	820 Agricultural Equipment, Implements, And Accessori	
<input type="checkbox"/>	822 Agricultural Equipment and Implement Parts	
<input type="checkbox"/>	825 Air Compressors and Accessories	
<input type="checkbox"/>	831 Air Conditioning, Heating, And Ventilating Equipmen	
<input type="checkbox"/>	835 Aircraft and Airport Equipment, Parts, And Supplies	

The modal window also includes a "Search" button, a "Reset" button, and a "Columns Hidden: 1" indicator. The background page shows a progress bar with 6 steps, where step 6 is the current step. The background page also has a "Save for Later" button, a "Register" button, and a "Cancel" button.



Supplier Registration

Step 64

Click the **Search** button.

A screenshot of a web browser displaying the 'Supplier Registration' page for the City of Jacksonville. The page is titled 'Register Supplier: Products and Services'. A modal window titled 'Select and Add: Products and Services' is open in the center. The modal has a search bar with '204' entered in the 'Category Name' field. Below the search bar is a table with two columns: 'Select' and 'Category Name'. The table lists various categories such as '900-00 Default', '805 Abrasives', '910 Acoustical Tile, Insulating Materials, And Supplies', etc. A red box highlights the 'Search' button in the modal. The background page shows a progress indicator with seven steps, where the sixth step is active. The browser's address bar shows a URL starting with 'https://ems-test-fa.us2.amazonaws.com/'.



Supplier Registration

Step 65

Click the **Category Name** button.

The screenshot shows a web browser window with the URL https://ems-test-fx.us2.enetcloud.com/ems/01/faces/PrdRegisteSupplier?_afD=30000001320688a8a8e48f6E0564K32M4QZwWfZDh9CM7v%3D%3D&_afD=30000001320688a8a8e48f6E0564K32M4QZwWfZDh9CM7v%3D%3D&_afD=30000001320688a8a8e48f6E0564K32M4QZwWfZDh9CM7v%3D%3D. The page title is "Supplier Registration". The main content area is titled "Register Supplier: Products and Services". A modal dialog box titled "Select and Add: Products and Services" is open, showing a search interface. The search criteria are "Category Name: 204" and "Description: ". The search results table is as follows:

Select	Category Name	Description
<input type="checkbox"/>	204 Computer Hardware & Peripherals for Microcomput	
<input type="checkbox"/>	204 10 Cabinets and Cases: Desktop Cases, Tower Cas	204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Cabinets and Cases
<input type="checkbox"/>	204 13 Cables: Printer, Disk, Network, etc.	204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Cables: Printer, Disk,
<input type="checkbox"/>	204 14 Cameras, Digital, For Windows (Including Liquid	204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Cameras, Digital, For
<input type="checkbox"/>	204 16 Chips: Accelerator, Graphics, Math Co-Process	204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Chips: Accelerator, G
<input type="checkbox"/>	204 19 Communication Board: Fax, Modem (Internal),	204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Communication Board
<input type="checkbox"/>	204 20 Communication Control Units: Concentrator, Ma	204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Communication Contr
<input type="checkbox"/>	204 24 Controllers, Programmable: Industrial Control De	204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Controllers, Program
<input type="checkbox"/>	204 28 Data Entry and Remote Job Entry Devices, Voids	204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Data Entry and Remo
<input type="checkbox"/>	204 32 Drives, External (Jumpdrives, Flash Drives, etc.)	204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Drives, External (Jum



Supplier Registration

Step 66

Click the **Category Name** button.

The screenshot shows a web browser window with the URL https://ems-test-fx.us.erecloud.com/ems/1/faces/PrdPrdRegisterSupplier?_afD=300000010200688a0e4e449e0564832842QWw4fZDhnpCM7v%3D%3D&_afD=state-y%3D%3D184_1208_afD=comp-327701. The page title is "Supplier Registration" and the breadcrumb is "CITY OF JACKSONVILLE". The main content area is titled "Register Supplier: Products and Services" and has a "Select and Add" button. A modal window titled "Select and Add: Products and Services" is open, showing a search bar with "Category Name" set to "204" and "Description" empty. Below the search bar is a table with columns "Select", "Category Name", and "Description". The table lists various computer hardware categories, such as "204 Computer Hardware & Peripherals for Microcomput", "204 10 Cabinets and Cases, Desktop Cases, Tower", "204 13 Cables: Printer, Disk, Network, etc.", "204 14 Cameras, Digital, For Windows (Including Li", "204 16 Chips: Accelerator, Graphics, Math Co-Pro", "204 19 Communication Boards: Fax, Modem (Item", "204 20 Communication Control Units: Concentrat", "204 24 Controllers, Programmable Industrial Cont", "204 28 Data Entry and Remote Job Entry Device", and "204 32 Drives, External (Jumpsives, Flash Drive". The modal window also has "Apply", "OK", and "Cancel" buttons at the bottom.



Supplier Registration

Step 67

Click the **Select** option.

A screenshot of a web browser displaying the 'Supplier Registration' page for the City of Jacksonville. The page is titled 'Register Supplier: Products and Services'. A modal dialog box titled 'Select and Add: Products and Services' is open, showing a search interface. The search criteria are 'Category Name: 204' and 'Description'. The dialog displays a list of products under the category '204 Computer Hardware & Peripherals for Microcomputers'. The list includes items such as '204 10 Cabinets and Cases: Desktop Cases, Tower Cas...', '204 13 Cables: Printer, Disk, Network, etc.', '204 14 Cameras, Digital, For Windows (Including Liquid...', '204 16 Chips: Accelerator, Graphics, Math Co-Processo...', '204 19 Communication Boards: Fax, Modem (Internal), v...', '204 20 Communication Control Units: Concentrators, Me...', '204 24 Controllers, Programmable Industrial Control De...', '204 28 Data Entry and Remote Job Entry Devices, Voice...', and '204 32 Drives, External (Jumpdrives, Flash Drives, etc...)'. The dialog also shows 'Columns Hidden: 1' and buttons for 'Apply', 'OK', and 'Cancel'. The background page shows a progress bar with 7 steps, and the current step is highlighted. The browser's address bar shows the URL: 'https://ems-test-fx.us2.enredcloud.com/...'. The Windows taskbar is visible at the bottom of the screen.



Supplier Registration

Step 68

Click the **Apply** button.

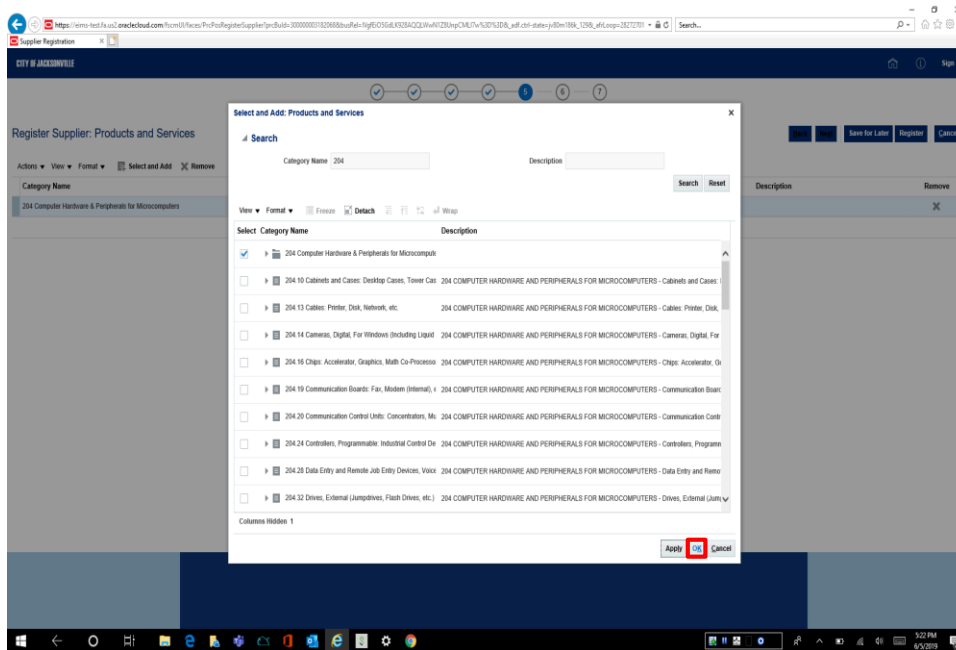
A screenshot of a web browser displaying the 'Supplier Registration' page for the City of Jacksonville. The page title is 'Register Supplier: Products and Services'. A modal window titled 'Select and Add: Products and Services' is open, showing a search interface. The search criteria are 'Category Name: 204' and 'Description'. The search results are displayed in a table with columns for 'Select', 'Category Name', and 'Description'. The first row is selected, showing '204 Computer Hardware & Peripherals for Microcomputers'. Other rows include '204 10 Cabinets and Cases: Desktop Cases, Tower Cas...', '204 13 Cables: Printer, Disk, Network, etc.', '204 14 Cameras, Digital, For Windows (Including Liquid...', '204 16 Chips: Accelerator, Graphics, Math Co-Processo...', '204 19 Communication Boards: Fax, Modem (Internal), v...', '204 20 Communication Control Units: Concentrators, Me...', '204 24 Controllers, Programmable Industrial Control De...', '204 28 Data Entry and Remote Job Entry Devices, Voice...', and '204 32 Drives, External (Jumpdrives, Flash Drives, etc.)'. The 'Apply' button at the bottom right of the modal is highlighted with a red box. The browser's address bar shows the URL: 'https://ems-test-fa.us2.enredcloud.com/...'. The Windows taskbar at the bottom shows the time as 5:22 PM on 6/5/2019.



Supplier Registration

Step 69

Click the **OK** button.





Supplier Registration

Step 70

Click the **Next** button.

The screenshot shows a web browser window with the URL https://ems-test.fa.us2.amazonaws.com/fcm03/faces/PrdPrdRegisterSupplier?_af6=30000001125888a0f8a-fgE0564K32AQQWwKfZDhgCML7v%3D%3D&_af6=30000001125888a0f8a-fgE0564K32AQQWwKfZDhgCML7v%3D%3D&_af6=30000001125888a0f8a-fgE0564K32AQQWwKfZDhgCML7v%3D%3D. The page title is "Supplier Registration" and the breadcrumb is "CITY OF JACKSONVILLE". A progress bar at the top shows steps: Company Details, Contacts, Address, Bank Accounts, Products and Services (highlighted in blue), Questions, and Review. Below the progress bar, the heading is "Register Supplier: Products and Services". There are buttons for "Next" (highlighted in red), "Save for Later", "Register", and "Cancel". Below this, there is a table with columns "Category Name", "Description", and "Remove".

Category Name	Description	Remove
204 Computer Hardware & Peripherals for Microcomputers		X

This screenshot shows the bottom portion of the browser window, including the Windows taskbar. The taskbar displays various application icons and the system tray with the time 5:20 PM and date 6/5/2018. The browser's address bar shows the same URL as the previous screenshot.



Supplier Registration

Step 71

Click the **a. Yes, I have attached a completed W-9** option.

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page title is 'Register Supplier: Questionnaire'. A progress bar at the top indicates the current step is 'W-9 & Banking Information' (Step 71), with other steps like 'Company Details', 'Contacts', 'Addresses', 'Bank Accounts', 'Products and Questions...', and 'Review' marked as completed. The main content area is titled 'Questions' and contains two questions under the section 'W-9 & Banking Information (Section 1 of 2)'. Question 1 asks the user to submit a valid W-9 form with their registration attachments, with a red box highlighting the 'a. Yes, I have attached a completed W-9' option. Question 2 asks if the user is able to provide banking information, with a note that banking information must be entered to become a city supplier. Below the questions is a 'Comments' text area. At the bottom of the page, there are 'Previous Section' and 'Next Section' buttons. The Windows taskbar is visible at the bottom of the browser window.



Supplier Registration

Step 72

Click the **Manage Attachments** button.

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page title is 'Register Supplier: Questionnaire'. A progress bar at the top indicates the current step is 'W-9 & Banking Information'. The main content area is titled 'Questions' and contains two sections: '1. W-9 & Banking Information' and '2. JSEB Qualification'. The first section is active and contains a question: 'Please submit a valid W-9 Form with your registration Attachments. W-9'. Below the question, there are two radio button options: 'a. Yes, I have all' (selected) and 'b. No - Please explain'. A 'Manage Attachments' button is visible next to the 'Yes' option. A 'Response Attachments' field shows 'None'. Below the question, there is a 'Comments' text area. At the bottom of the page, there are 'Previous Section' and 'Next Section' buttons. The Windows taskbar is visible at the bottom of the screen.



Supplier Registration

Step 73

Click the **Add** button.

The screenshot shows a web browser window displaying the 'Supplier Registration' questionnaire for the City of Jacksonville. The page title is 'Register Supplier: Questionnaire'. A progress bar at the top indicates the current step is 'Products and Questions...'. The main content area is titled 'Questions' and shows 'W-9 & Banking Information (Section 1 of 2)'. A question is displayed: '1. Please submit a valid W-9 Form with your registration Attachments. W-9 (Step 6)'. Below the question, there is an 'Attachments' modal window. The modal has a table with columns: 'Type', 'File Name or URL', 'Title', 'Description', 'Attached By', and 'Attached Date'. The table is currently empty, with a message 'No data to display'. There is an 'Add' button (a red square with a white plus sign) in the top right corner of the modal. The background of the questionnaire is dimmed.



Supplier Registration

Step 74

Click in the ***File Name or URL** field.

A screenshot of a web browser displaying the 'Supplier Registration' questionnaire for the City of Jacksonville. The page is titled 'Register Supplier: Questionnaire' and shows a progress bar at the top with steps: Company Details, Contacts, Address, Bank Accounts, Products and Questions, and Review. The current step is 'Products and Questions'. A modal window titled 'Attachments' is open, showing a table with columns: Type, File Name or URL, Title, Description, Attached By, and Attached Date. The 'File Name or URL' field is highlighted with a red box. The table contains one row with 'File' in the Type column, 'anonymous' in the Attached By column, and '06/05/2019 17:19' in the Attached Date column. The 'File Name or URL' field is currently empty. The background shows the questionnaire content, including a question about providing a valid W-9 form and a '2. JSEB Qualification' section.



Supplier Registration

Step 75

Click in the **Name** field.

The screenshot shows a web application interface for supplier registration. A 'Choose File to Upload' dialog box is open, displaying a list of files in the 'Downloads' folder. The file 'SC Supply W-9' is selected and highlighted with a red box. The background shows a form with tabs for 'Contacts', 'Address', 'Bank Accounts', 'Products and Questions...', and 'Review'. Below the form, there is a table with the following columns: Type, File Name or URL, Title, Description, Attached By, and Attached Date. The table contains one row with the following data:

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	<input type="text" value="Browse"/>			anonymous	06/05/2019 17:19

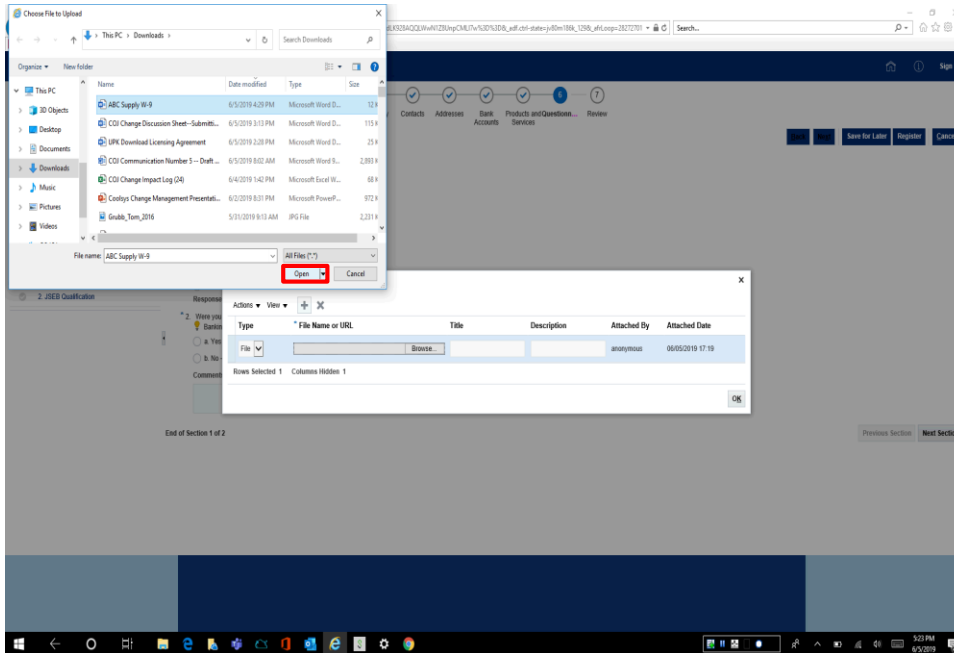
At the bottom of the table, it indicates 'Rows Selected: 1' and 'Columns Hidden: 1'. The system tray at the bottom shows the time as 5:20 PM on 6/5/2019.



Supplier Registration

Step 76

Click the **Open** button.





Supplier Registration

Step 77

Click the **OK** button.

The screenshot shows a web browser window displaying the 'Supplier Registration' questionnaire for the City of Jacksonville. The page is titled 'Register Supplier: Questionnaire' and includes a progress bar at the top with steps: Company Details, Contacts, Address, Bank Accounts, Products and Questions, and Review. The current step is 'Products and Questions'. A modal window titled 'Attachments' is open, displaying a table of attachments. The table has columns for Type, File Name or URL, Title, Description, Attached By, and Attached Date. One attachment is listed: 'ABC Supply W-9.docx' with title 'ABC Supply W-9.docx', description 'x', attached by 'anonymous', and attached date '06/05/2019 17:19'. The 'OK' button in the bottom right corner of the modal is highlighted with a red square.

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	ABC Supply W-9.docx	ABC Supply W-9.docx	x	anonymous	06/05/2019 17:19



Supplier Registration

Step 78

Click the **a. Yes** option.

The screenshot shows a web browser window displaying the 'Supplier Registration' page for the City of Jacksonville. The page title is 'Register Supplier: Questionnaire'. A progress bar at the top indicates the current step is 'W-9 & Banking Information', with other steps like 'Company Details', 'Contacts', 'Address', 'Bank Accounts', 'Products and Questions...', and 'Review' also visible. The main content area is titled 'Questions' and contains two questions under the section 'W-9 & Banking Information (Section 1 of 2)'. Question 1 asks if a W-9 form has been submitted and attached, with option 'a. Yes, I have attached a completed W-9' selected. Question 2 asks if banking information can be provided, with a 'Yes/No' button and a 'No - Please explain' option. A 'Comments' text box is present below the questions. At the bottom of the page, there are 'Previous Section' and 'Next Section' buttons. The Windows taskbar is visible at the bottom of the browser window.



Supplier Registration

Step 79

Click the **Next Section** button.

Supplier Registration

CITY OF JACKSONVILLE

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Supplier: Questionnaire

This is an area for COJ SO Registration Instructions (one statement for all question areas, not specific to JSEB or W-9 separately)

Attachments None

Section

- 1. W-9 & Banking Information
- 2. JSEB Qualification

Questions

W-9 & Banking Information (Section 1 of 2)

1. Please submit a valid W-9 Form with your registration Attachments. W-9 Blank.pdf

a. Yes, I have attached a completed W-9
Response Attachments: ABC Supply W-9.docx

2. Were you able to provide banking information

Banking information must be entered to become a city supplier

a. Yes

b. No - Please explain

Comments

End of Section 1 of 2

Previous Section **Next Section**



Supplier Registration

Step 80

Click the **b. No** option.

Supplier Registration

CITY OF JACKSONVILLE

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Supplier: Questionnaire

This is an area for COJ SO Registration Instructions (one statement for all question areas, not specific to JSEB or W-9 separately)

Attachments None

Questions

JSEB Qualification (Section 2 of 2)

3.

1. W-9 & Banking Information

2. JSEB Qualification

Are you interested in becoming a certified JSEB (Jacksonville Small & Emerging Business) supplier for the City of Jacksonville?

a. Yes

b. No

End of Section 2 of 2

Previous Section Next Section



Supplier Registration

Step 81

Click the **Next** button.

Supplier Registration

CITY OF JACKSONVILLE

Company Details Contacts Address Bank Accounts Products and Questions... Review

Register Supplier: Questionnaire

This is an area for COJ SO Registration Instructions (one statement for all question areas, not specific to JSEB or W-9 separately)

Attachments None

Questions

JSEB Qualification (Section 2 of 2)

1. W-9 & Banking Information

2. JSEB Qualification

Are you interested in becoming a certified JSEB (Jacksonville Small & Emerging Business) supplier for the City of Jacksonville?

a. Yes

b. No

End of Section 2 of 2

Previous Section Next Section

Next

Save for Later

Register

Cancel



Supplier Registration

Step 82

Click the scrollbar.

Supplier Registration

CITY OF JACKSONVILLE

Company Details Contacts Addresses Bank Accounts Products and Questions... Review

Review Supplier Registration: ABC Supply

Company Details

Supplier Company Name: ABC Supply
Tax Organization Type: Corporation
Corporate Web Site

Tax Country: United States
Taxpayer ID: 11-1234567
Note to Approver

Attachments

Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Joe, John		joe@abcsupply.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Addresses

Address Name	Address	Phone	Address Purpose	Details
Order/Rept	12 Elm Street, JACKSONVILLE, FL 32207Dval		Ordering, Rept to	

Bank Accounts



Supplier Registration

Step 83

Click the **Register** button.

Review Supplier Registration: ABC Supply

Save for Later Register Cancel

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Dee, John		john@abcsupply.com	✓	✓	🔗

Columns Hidden 7

Addresses

View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Details
Order/Rent	12 Elm Street,JACKSONVILLE, FL 32207Dwal		Ordering, Rent to	🔗

Columns Hidden 3

Bank Accounts

View Format Freeze Detach Wrap

Account Number	IBAN	Currency	Bank
XXXXXXXX789			WELLS FARGO BANK

Columns Hidden 8

Products and Services

View Format Freeze Detach Wrap

Category Name	Description
204 Computer Hardware & Peripherals for Microcomputers	

Questionnaire

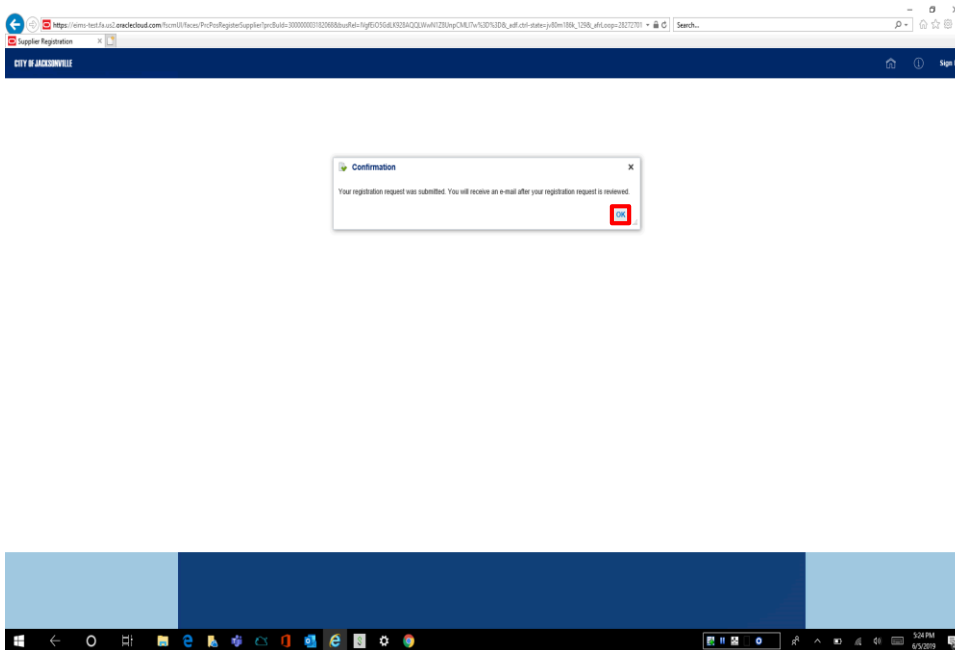
Questionnaire Details



Supplier Registration

Step 84

Click the **OK** button.





Supplier Registration

Step 85

End of Procedure.

