Supplier Registration

Supplier Registration

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.

Supplier Registration

Step 2

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

Supplier Registration

Step 3

Click the **Tax Organization Type** list.

Supplier Registration

Step 4

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

Click the **Corporation** list item.

Supplier Registration

Step 5

Click in the **Tax Country** field.

Supplier Registration

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 Registration

Step 8

Click in the **Taxpayer ID** field.

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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**".

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Step 10

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

Click in the **First Name** field.

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Step 11

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

Supplier Registration

Step 12

Click in the **Last Name** field.

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Step 13

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

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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.

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Step 15

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

Supplier Registration

Step 16

Click in the **Confirm Email** field.

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Step 17

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

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Step 18

Click the **Next** button.

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Step 19

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

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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.

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Step 21

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

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Step 22

Click in the **Phone** field.

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Step 23

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

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Step 24

Click in the **Phone Extension** field.

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Step 25

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

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Step 26

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

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Step 27

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

Click the **Create** button.

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Step 28

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

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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.

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Step 30

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

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Step 31

Click the **Next** button.

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Step 32

You are now ready to add addresses.

Click the **Create** button.

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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.

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Step 34

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

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Step 35

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

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

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Step 36

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.

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Step 37

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

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Step 38

Press **[Tab]**.

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.

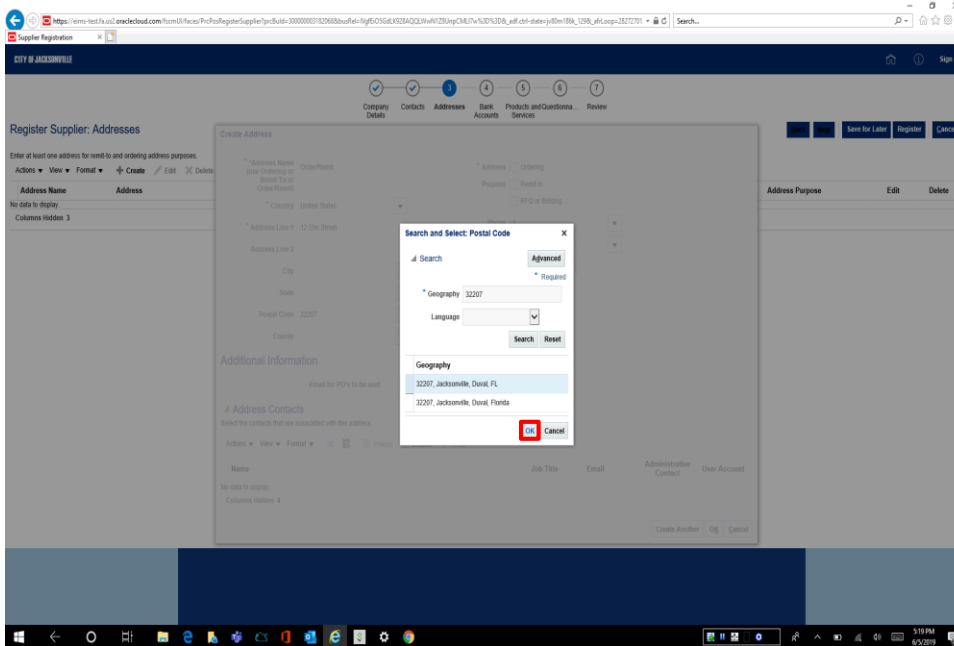Click the **32207, Jacksonville, Duval, FL** cell to highlight it.
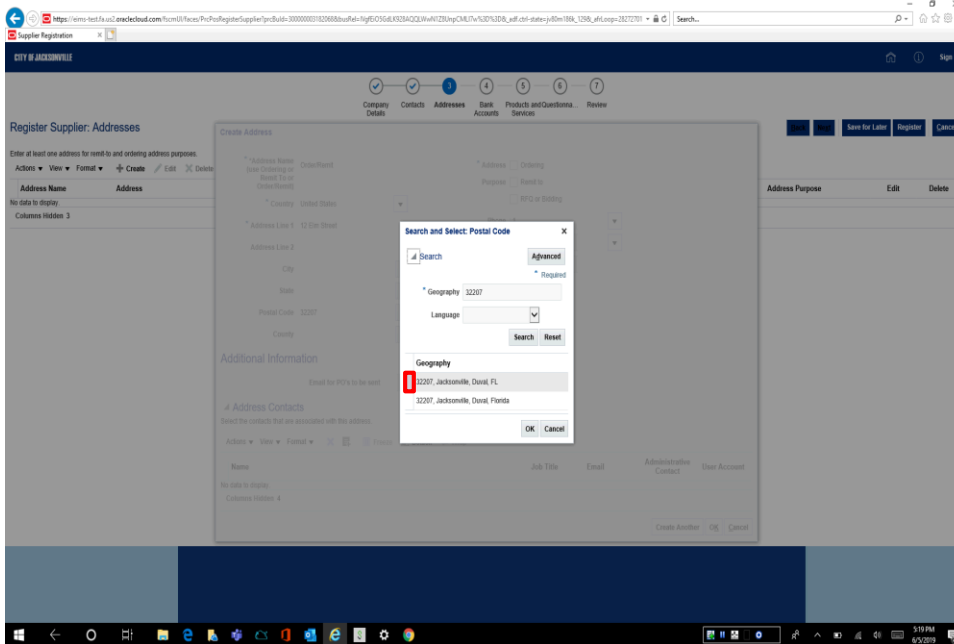
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Step 40

Click the **OK** button.

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Step 41

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

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Step 42

Click the **Remit to** option.

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Step 43

Click the **OK** button.

Supplier Registration

Step 44

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

Click the **Next** button.

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Step 45

Click the **Create** button.

Supplier Registration

Step 46

You must fill in the Country field.

Enter "**United States**".

Supplier Registration

Step 47

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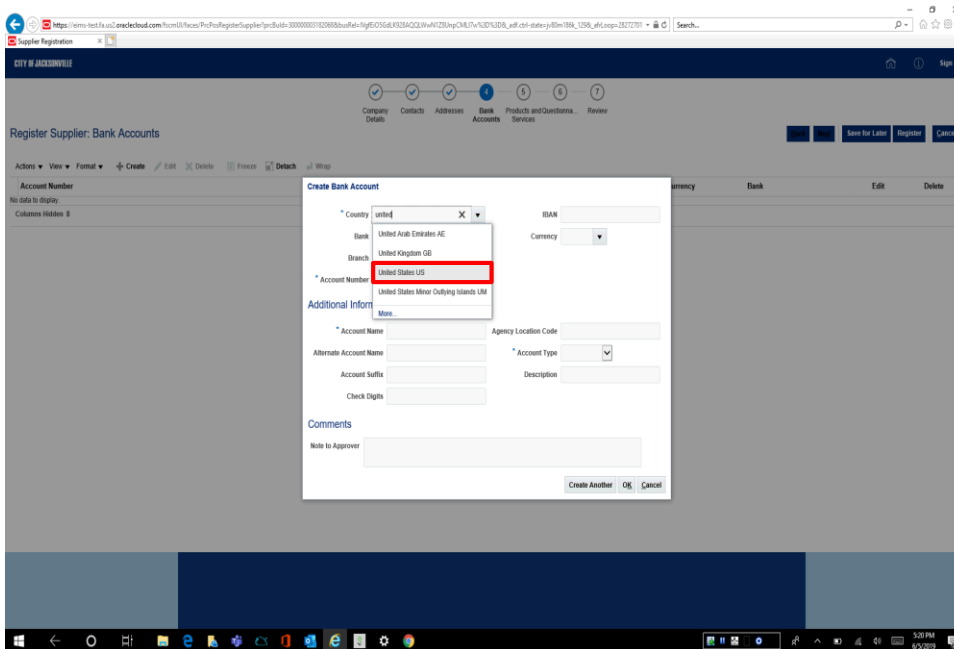
Supplier Registration

Step 48

Click the **Bank** list.

Supplier Registration

Step 49

Scroll down to locate your **Bank.**
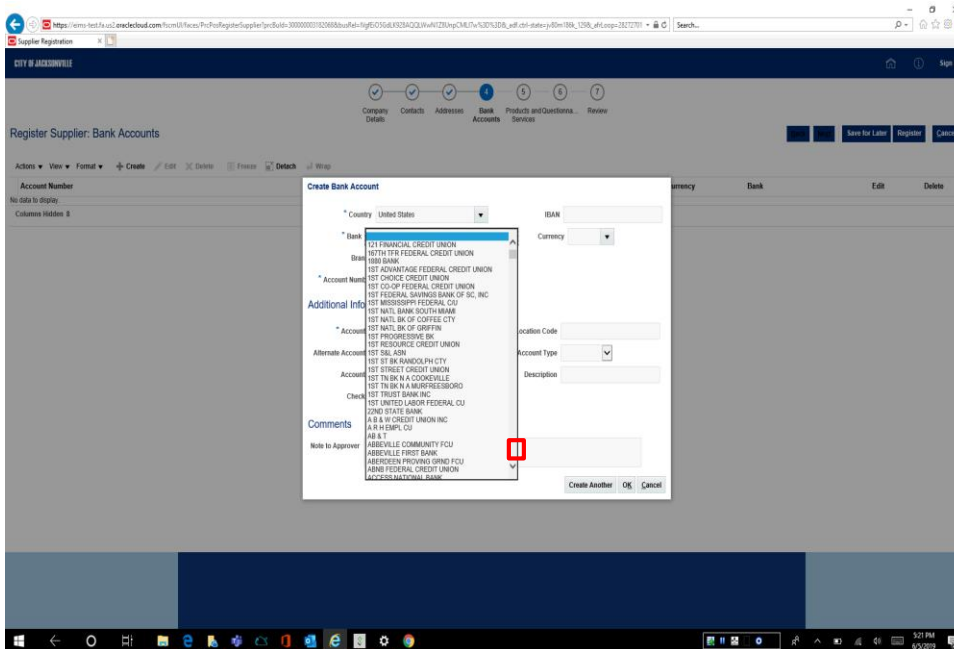
Supplier Registration

Step 50

Click on your **Bank.**

For this example, we will choose the **WELLS FARGO BANK** list item.
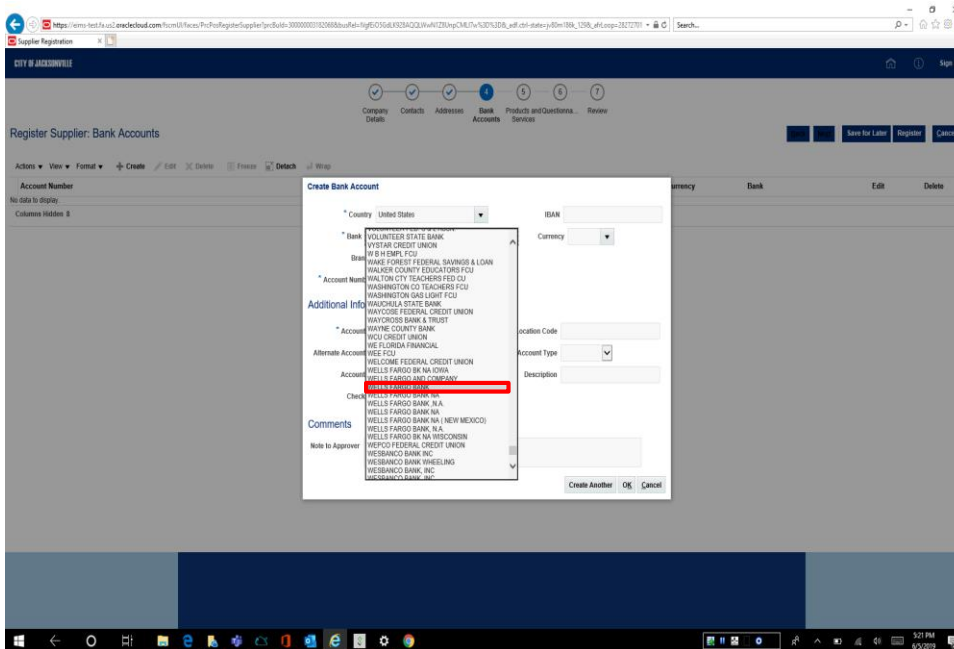
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Step 51

Click the **Branch** list.

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Step 52

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.

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Step 53

Click in the **Account Number** field.

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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**".

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Step 55

Click in the **Account Name** field.

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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**".

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Step 57

Click the **Account Type** list.

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Step 58

Choose the appropriate **Account Type**.

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

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Step 59

Click the **OK** button.

Supplier Registration

Step 60

Click the **Next** button.

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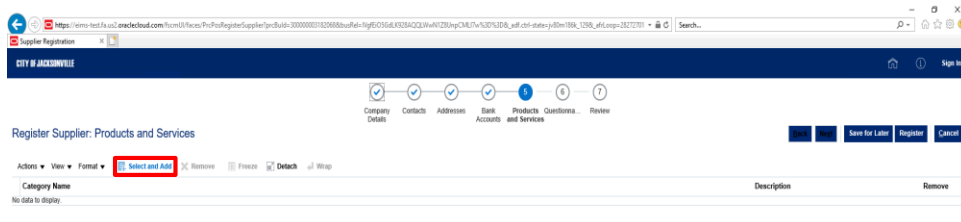
Step 61

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.

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Step 62

Click in the **Category Name** field.

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Step 63

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

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Step 64

Click the **Search** button.

Supplier Registration

Step 65

Click the **Category Name** button.

Supplier Registration

Step 66

Click the **Category Name** button.

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Step 67

Click the **Select** option.

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Step 68

Click the **Apply** button.

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Step 69

Click the **OK** button.
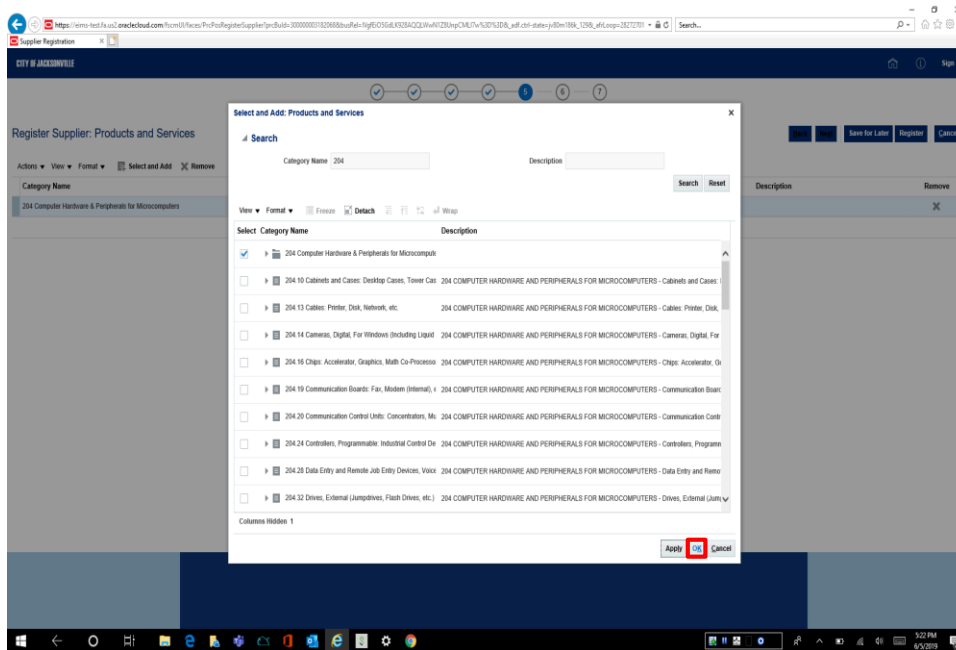
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Step 70

Click the **Next** button.

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Step 71

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

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Step 72

Click the **Manage Attachments** button.

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Step 73

Click the **Add** button.

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Step 74

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

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Step 75

Click in the **Name** field.

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Step 76

Click the **Open** button.
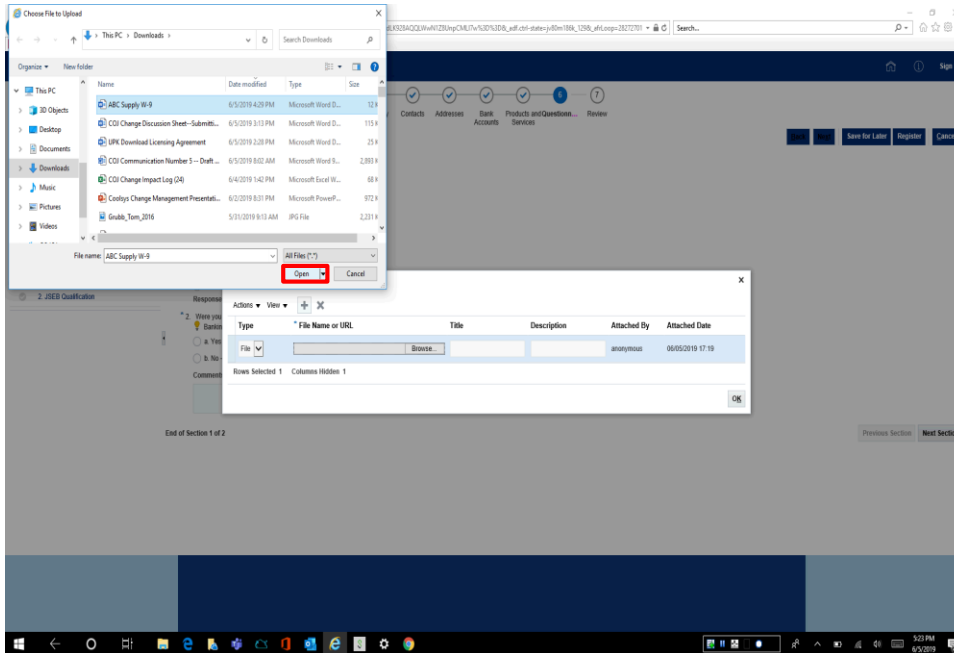
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Step 77

Click the **OK** button.

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Step 78

Click the **a. Yes** option.

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Step 79

Click the **Next Section** button.

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Step 80

Click the **b. No** option.

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Step 81

Click the **Next** button.

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Step 82

Click the scrollbar.

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Step 83

Click the **Register** button.

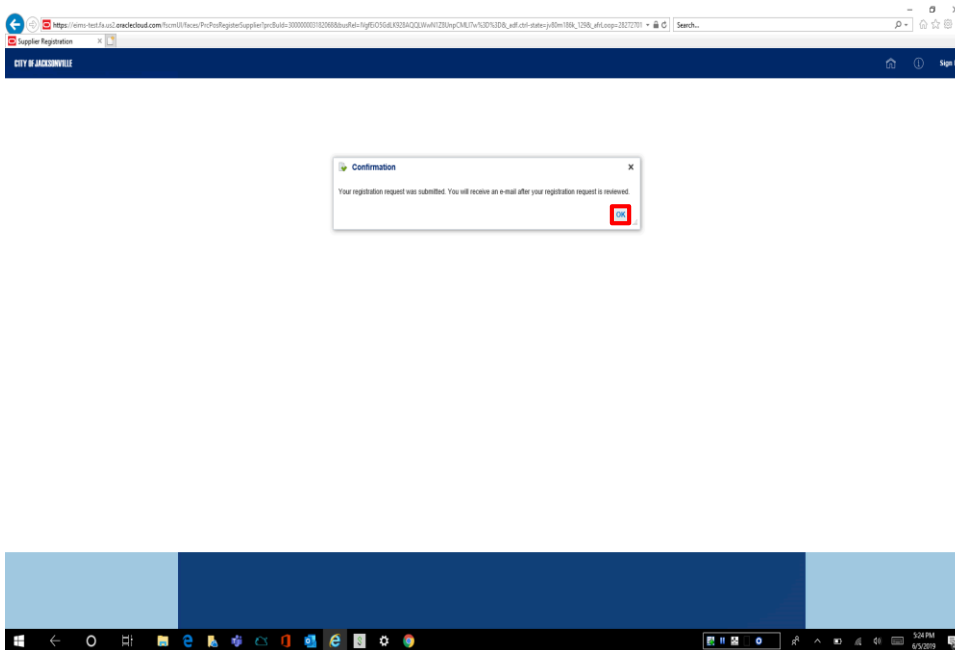# Supplier Registration

Step 84

Click the **OK** button.

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Step 85

End of Procedure.