



# Supplier Registration Instructions



# Supplier Registration Instructions

CITY OF JACKSONVILLE Home 1 Sign In

1 2 3 4 5 6 7  
Company Details Contacts Addresses Bank Accounts Products and Questionna... Review

### Register Supplier: Company Details

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name <input type="text"/>	* Tax Country <input type="text"/>
* Tax Organization Type <input type="text"/>	Taxpayer ID <input type="text"/>
Corporate Web Site <input type="text"/>	Note to Approver <input type="text"/>

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name <input type="text"/>
* Last Name <input type="text"/>
* Email <input type="text"/>
* Confirm Email <input type="text"/>

Through these instructions, 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 Instructions

## Step 1

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

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### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name <input type="text"/>	* Tax Country <input type="text"/>
* Tax Organization Type <input type="text"/>	Taxpayer ID <input type="text"/>
Corporate Web Site <input type="text"/>	Note to Approver <input type="text"/>

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name <input type="text"/>
* Last Name <input type="text"/>
* Email <input type="text"/>
* Confirm Email <input type="text"/>



# Supplier Registration Instructions

## Step 2

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

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

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

\* Supplier/Company Name

\* Tax Organization Type

Corporate Web Site

\* Tax Country

Taxpayer ID

Note to Approver

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email



# Supplier Registration Instructions

## Step 3

Click the **Tax Organization Type** list.

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

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name <input type="text" value="ABC Company"/>	* Tax Country <input type="text"/>
* Tax Organization Type <input type="text"/>	Taxpayer ID <input type="text"/>
Corporate Web Site <input type="text"/>	Note to Approver <input type="text"/>

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name <input type="text"/>
* Last Name <input type="text"/>
* Email <input type="text"/>
* Confirm Email <input type="text"/>



# Supplier Registration Instructions

## Step 4

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

As an example, click the **Corporation** list item.

CITY OF JACKSONVILLE

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Company Details Contacts Addresses Bank Accounts Products and Questionnaires Review

Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

\* Supplier/Company Name

\* Tax Organization Type

Corporate Web Site

Your Contact Information

Enter the contact information for communications

\* First Name

\* Last Name

\* Email

\* Confirm Email

\* Tax Country

Taxpayer ID

Note to Approver



# Supplier Registration Instructions

## Step 5

Click in the **Tax Country** field.

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

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name	ABC Company	* Tax Country	<input type="text"/>
* Tax Organization Type	Corporation	Taxpayer ID	<input type="text"/>
Corporate Web Site	<input type="text"/>	Note to Approver	<input type="text"/>

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email	<input type="text"/>
* Confirm Email	<input type="text"/>





# Supplier Registration Instructions

## Step 6

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

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

CITY OF JACKSONVILLE

1 2 3 4 5 6 7  
Company Details Contacts Addresses Bank Accounts Products and Questionna... Review

Register Supplier: Company Details

Back Next Save for Later Register Cancel

Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

\* Supplier/Company Name ABC Company \* Tax Country **United States**

\* Tax Organization Type Corporation Taxpayer ID

Corporate Web Site Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email



# Supplier Registration Instructions

## Step 7

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

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

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

\* Supplier/Company Name

\* Tax Organization Type

Corporate Web Site

\* Tax Country

Taxpayer ID

Note to Approver

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

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email



# Supplier Registration Instructions

## Step 8

Click in the **Taxpayer ID** field.

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

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name	ABC Company	* Tax Country	United States X
* Tax Organization Type	Corporation	* Taxpayer ID	<input type="text"/>
Corporate Web Site	<input type="text"/>	Note to Approver	<input type="text"/>

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email	<input type="text"/>
* Confirm Email	<input type="text"/>



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

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

\* Supplier/Company Name  \* Tax Country   
\* Tax Organization Type  \* Taxpayer ID   
Corporate Web Site  Note to Approver

### 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 "**10-1234567**".



# Supplier Registration Instructions

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

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

\* Supplier/Company Name  \* Tax Country   
\* Tax Organization Type  \* Taxpayer ID   
Corporate Web Site  Note to Approver

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name  \* 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 Instructions

## Step 11

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

CITY OF JACKSONVILLE Home 1 Sign In

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

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name	ABC Company	* Tax Country	United States
* Tax Organization Type	Corporation	* Taxpayer ID	10-1234567
Corporate Web Site		Note to Approver	

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	<input type="text" value="John"/>
* Last Name	<input type="text"/>
* Email	<input type="text"/>
* Confirm Email	<input type="text"/>



# Supplier Registration Instructions

## Step 12

Click in the **Last Name** field.

CITY OF JACKSONVILLE Home 1 Sign In

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

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name	<input type="text" value="ABC Company"/>	* Tax Country	<input type="text" value="United States"/>
* Tax Organization Type	<input type="text" value="Corporation"/>	* Taxpayer ID	<input type="text" value="10-1234567"/>
Corporate Web Site	<input type="text"/>	Note to Approver	<input type="text"/>

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	<input type="text" value="John"/>
* Last Name	<input type="text"/>
* Email	<input type="text"/>
* Confirm Email	<input type="text"/>



# Supplier Registration Instructions

## Step 13

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

CITY OF JACKSONVILLE Home 1 Sign In

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

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name	ABC Company	* Tax Country	United States
* Tax Organization Type	Corporation	* Taxpayer ID	10-1234567
Corporate Web Site		Note to Approver	

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	John
* Last Name	
* Email	
* Confirm Email	



# Supplier Registration Instructions

## Step 14

Note: Your e-mail will become the user ID you will use to log into the Portal on October 1, 2019.

Click in the **Email** field.

CITY OF JACKSONVILLE Home 1 Sign In

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Company Details Contacts Addresses Bank Accounts Products and Questionnaires Review

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name	ABC Company	* Tax Country	United States
* Tax Organization Type	Corporation	* Taxpayer ID	10-1234567
Corporate Web Site		Note to Approver	

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	John
* Last Name	Doe X
* Email	
* Confirm Email	





# Supplier Registration Instructions

## Step 15

Enter the desired information into the **Email** field. Enter "**joe@abc.com**".

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Company Details Contacts Addresses Bank Accounts Products and Questionnaires Review

### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name	ABC Company	* Tax Country	United States
* Tax Organization Type	Corporation	* Taxpayer ID	10-1234567
Corporate Web Site		Note to Approver	

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	John
* Last Name	Doe
* Email	
* Confirm Email	





# Supplier Registration Instructions

## Step 16

Click in the **Confirm Email** field.

CITY OF JACKSONVILLE Home 1 Sign In

1 2 3 4 5 6 7  
Company Details Contacts Addresses Bank Accounts Products and Questionnaires Review

Register Supplier: Company Details Back Next Save for Later Register Cancel

Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name	ABC Company	* Tax Country	United States
* Tax Organization Type	Corporation	* Taxpayer ID	10-1234567
Corporate Web Site		Note to Approver	

Your Contact Information  
Enter the contact information for communications regarding this registration.

* First Name	John
* Last Name	Doe
* Email	jdoe@abc.com
* Confirm Email	



# Supplier Registration Instructions

## Step 17

Enter the desired information into the **Confirm Email** field.  
Enter "**jd@abc.com**".

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### Register Supplier: Company Details

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Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name	ABC Company	* Tax Country	United States
* Tax Organization Type	Corporation	* Taxpayer ID	10-1234567
Corporate Web Site		Note to Approver	

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	John
* Last Name	Doe
* Email	jd@abc.com
* Confirm Email	



# Supplier Registration Instructions

## Step 18

Click the **Next** button.

CITY OF JACKSONVILLE Home 1 Sign In

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

### Register Supplier: Company Details

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Please complete the required fields below to become a supplier with the City of Jacksonville. Your registration request will be processed and you will receive an email soon with your credentials. For any registration issues contact the suppliers help desk at (904) 255-8900 or send an email to [supplierregistration@coj.net](mailto:supplierregistration@coj.net).

* Supplier/Company Name	<input type="text" value="ABC Company"/>	* Tax Country	<input type="text" value="United States"/>
* Tax Organization Type	<input type="text" value="Corporation"/>	* Taxpayer ID	<input type="text" value="10-1234567"/>
Corporate Web Site	<input type="text"/>	Note to Approver	<input type="text"/>

### Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	<input type="text" value="John"/>
* Last Name	<input type="text" value="Doe"/>
* Email	<input type="text" value="jdoe@abc.com"/>
* Confirm Email	<input type="text" value="jdoe@abc.com"/> <input type="button" value="x"/>

[https://eims-dev4.fau2.oraclecloud.com/fscmUI/face/ProcPoiRegisterSupplier?\\_adf.ctrl-state=eyk2kbgd\\_58prcBul...](https://eims-dev4.fau2.oraclecloud.com/fscmUI/face/ProcPoiRegisterSupplier?_adf.ctrl-state=eyk2kbgd_58prcBul...)



# Supplier Registration Instructions

## Step 19

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

CITY OF JACKSONVILLE Home 1 Sign In

Company Details **2** Contacts 3 Addresses 4 Bank Accounts 5 Products and Questionn... Services 6 Review 7

Register Supplier: Contacts Back Next Save for Later Register Cancel

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		jdoe@abc.com	✓	✓	<input type="button" value="Edit"/>	<input type="button" value="✕"/>

Columns Hidden 7





## 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 area code field.

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

A screenshot of a web application interface for editing a contact. The page title is 'CITY OF JACKSONVILLE' and 'Edit Contact: John Doe'. The form is divided into several sections: 'Name' with fields for Salutation (dropdown), First Name (John), Middle Name, Last Name (Doe), and Job Title; 'Additional Information' with an 'Emergency Contact' checkbox; and 'User Account' with a 'Request user account' checkbox. On the right side, there are fields for Phone, Mobile, and Fax, each with a dropdown menu. The 'Phone' dropdown menu is highlighted with a red rectangle. Below the 'Phone' field is an 'Email' field containing 'jdoe@abc.com'. At the bottom right of the form are 'OK' and 'Cancel' buttons. The background shows a navigation bar with a 'Sign In' link and a progress indicator with steps 1 through 7, where step 2 is currently active.



# Supplier Registration Instructions

## Step 21

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

A screenshot of a web application interface for editing a contact. The page title is 'CITY OF JACKSONVILLE' and 'Edit Contact: John Doe'. The form contains several fields: Salutation (dropdown), First Name (John), Middle Name, Last Name (Doe), Job Title, Administrative contact (checked), Emergency Contact (checkbox), User Account (checkbox), Request user account (checked), and a text input field. On the right side, there are fields for Phone, Mobile, and Fax, each with a dropdown menu for area code. The 'Phone' area code dropdown is highlighted with a red box, and a tooltip above it says 'Enter phone area code'. The 'Email' field contains 'jdoe@abc.com'. The background shows a navigation menu with 'Register Supp' and 'Actions View'.



# Supplier Registration Instructions

## Step 22

Click in the **Phone** field.

A screenshot of a web application interface for 'CITY OF JACKSONVILLE'. The main content is a modal window titled 'Edit Contact: John Doe'. The form contains several fields: 'Salutation' (dropdown), 'First Name' (John), 'Middle Name' (empty), 'Last Name' (Doe), 'Job Title' (empty), 'Administrative contact' (checked checkbox), 'Phone' (dropdown with '904' selected, highlighted with a red box and a tooltip that says 'Enter phone area code'), 'Mobile' (dropdown), 'Fax' (dropdown), and 'Email' (jdoe@abc.com). There are also sections for 'Additional Information' with an 'Emergency Contact' checkbox and 'User Account' with a 'Request user account' checkbox. The background shows a navigation menu with 'Register Supp', 'Actions', and 'View' options, and a table with one row 'Doe, John'. The top navigation bar includes a home icon, a notification icon, and a 'Sign In' link. A progress indicator at the top shows steps 1 through 7, with step 2 highlighted.



# Supplier Registration Instructions

## Step 23

Enter the desired information into the **Phone** field. Enter "444".

A screenshot of a web application interface for editing a contact. The page title is 'CITY OF JACKSONVILLE' and 'Edit Contact: John Doe'. The form is divided into several sections: 'Personal Information' with fields for Salutation, First Name (John), Middle Name, Last Name (Doe), and Job Title; 'Administrative contact' with a checked checkbox; 'Additional Information' with an unchecked 'Emergency Contact' checkbox; and 'User Account' with a checked 'Request user account' checkbox. On the right side, there are fields for Phone, Mobile, Fax, and Email (jdoe@abc.com). The Phone field is highlighted with a red box, and a tooltip 'Enter phone' is visible above it. The background shows a navigation bar with steps 1 through 7, and a sidebar with 'Register Supplier' and 'Name' columns.



# Supplier Registration Instructions

## Step 24

Click in the **Phone Extension** field.

A screenshot of a web application interface for editing a contact. The page title is 'CITY OF JACKSONVILLE' and 'Edit Contact: John Doe'. The form is divided into several sections: 'Name' (Salutation, First Name: John, Middle Name, Last Name: Doe, Job Title), 'Administrative contact' (checked), 'Additional Information' (Emergency Contact), and 'User Account' (Request user account: checked). The 'Phone' field is highlighted with a red box and contains '444' and '904'. A tooltip 'Enter phone' is visible over the phone extension field. The 'Email' field contains 'jdoe@abc.com'. The form has 'OK' and 'Cancel' buttons at the bottom right.



# Supplier Registration Instructions

A screenshot of a web application interface for editing a contact. The page title is "Edit Contact: John Doe". The form contains several fields: "Salutation" (a dropdown menu), "First Name" (John), "Middle Name", "Last Name" (Doe), "Job Title", "Administrative contact" (checked), "Phone" (444), "Mobile", "Fax", and "Email" (jdoe@abc.com). A red box highlights the "Phone" field, and a tooltip above it says "Enter phone extension". Below the main form, there is an "Additional Information" section with "Emergency Contact" (unchecked) and a "User Account" section with "Request user account" (checked). The background shows a navigation bar with "CITY OF JACKSONVILLE" and "Sign In", and a progress indicator with steps 1 through 7, where step 2 is active. Buttons for "Register", "Cancel", "Delete", and "OK" are visible.

## Step 25

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



# Supplier Registration Instructions

## Step 26

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

The screenshot shows a web application interface for editing a contact. The page title is "Edit Contact: John Doe". The form contains the following fields and options:

- Salutation: A dropdown menu.
- First Name: "John"
- Middle Name: (Empty)
- Last Name: "Doe"
- Job Title: (Empty)
- Administrative contact:
- Phone: 444 1212 904
- Mobile: (Empty)
- Fax: (Empty)
- Email: "jdoe@abc.com"
- Emergency Contact:
- User Account:  Request user account

At the bottom right of the form, there are two buttons: "OK" (highlighted with a red square) and "Cancel".

URL: [https://emv-dev4.fau2.oraclecloud.com/fscmUI/face/ProcPoiRegisterSupplier?\\_afdf.ctxl-state=eyk2kbidg\\_58prcBul...](https://emv-dev4.fau2.oraclecloud.com/fscmUI/face/ProcPoiRegisterSupplier?_afdf.ctxl-state=eyk2kbidg_58prcBul...)



# Supplier Registration Instructions

CITY OF JACKSONVILLE Home 1 Sign In

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Company Details **Contacts** Addresses Bank Accounts Products and Questionn... Review

Register Supplier: Contacts Back Next Save for Later Register Cancel

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		jdoe@abc.com	✓	✓		

Columns Hidden 7

## Step 27

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

Click the **Create** button.





## Supplier Registration Instructions

### Step 28

The same form that was used for John Doe is displayed. If needed for your registration, add more contacts here. On this form, you must click "Request user account" for additional contacts. For this example, we will not add more contacts.

Click the **Cancel** button to return to the previous screen.

A screenshot of a web application interface for the City of Jacksonville. The main window is titled 'Create Contact' and is overlaid on a 'Register Supplier' page. The form contains several input fields: 'Salutation' (a dropdown menu), 'First Name', 'Middle Name', 'Last Name', and 'Job Title'. There are also checkboxes for 'Administrative contact', 'Emergency Contact', and 'Request user account'. On the right side, there are fields for 'Phone', 'Mobile', 'Fax', and 'Email'. At the bottom of the form, there are three buttons: 'Create Another', 'OK', and 'Cancel'. The 'Cancel' button is highlighted with a red box. The background shows a navigation bar with 'CITY OF JACKSONVILLE' and 'Sign In' options, and a progress indicator with steps 1 through 7, where step 2 is currently active.



# Supplier Registration Instructions

## Step 29

Click the **Next** button.

CITY OF JACKSONVILLE Home 1 Sign In

1 2 3 4 5 6 7  
Company Details **Contacts** Addresses Bank Accounts Products and Questionn... Review

Register Supplier: Contacts Back **Next** Save for Later Register Cancel

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		jdoe@abc.com	✓	✓		

Columns Hidden 7

[https://eims-dev4.fa.us2.oraclecloud.com/fscmUI/faceu/ProcPos/RegisterSupplier?\\_adf.ctrl-state=eykz2kbgd\\_58prcBul...](https://eims-dev4.fa.us2.oraclecloud.com/fscmUI/faceu/ProcPos/RegisterSupplier?_adf.ctrl-state=eykz2kbgd_58prcBul...)



# Supplier Registration Instructions

CITY OF JACKSONVILLE Home 1 Sign In

Company Details    Contacts    **Addresses**    Bank Accounts    Products and Questionna...    Review         

Register Supplier: Addresses Back Next Save for Later Register Cancel

Enter at least one address for remit-to address purposes.

Actions

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

## Step 30

You are now ready to add addresses.

Click the **Create** button.





## Step 31

In the Create Address window, you can create different addresses for ordering and remitting. Most suppliers will use the same address for both ordering and remittance.

In this example, we will enter "**Order/Remit**".

CITY OF JACKSONVILLE

Register

Enter at least o  
Actions ▼  
Address  
No data to disp  
Columns Hid

### Create Address

\* Address Name (use Ordering or Remit To or Order/Remit) **Order/Remit**

\* Country United States ▼

\* Address Line 1

Address Line 2

City ▼

State ▼

Postal Code ▼

County ▼

\* Address Purpose  Ordering  Remit to  RFQ or Bidding

Phone 1 ▼

Email

Cancel

### Additional Information

Email for PO's to be sent

### Address Contacts

Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼ X Freeze Detach Wrap

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

Columns Hidden 4

Create Another OK Cancel



## Step 32

To enter your address, click in the **Address Line 1** field.

**City of Jacksonville** | Home | Sign In

### Create Address

\* Address Name (use Ordering or Remit To or Order/Remit)  x

\* Country

\* Address Line 1

Address Line 2

City

State

Postal Code

County

\* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

Phone

Email

Cancel

#### Additional Information

Email for PO's to be sent

#### Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

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

Columns Hidden 4

Create Another OK Cancel



## Step 33

Enter your address into the **Address Line 1** field.

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

**City of Jacksonville** | Home | Sign In

### Create Address

\* Address Name (use Ordering or Remit To or Order/Remit)

\* Address Purpose  Ordering  Remit to  RFQ or Bidding

\* Country

\* Address Line 1

Address Line 2

City

State

Postal Code

County

Phone 1

Email

Additional Information

Email for PO's to be sent

#### Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

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

Columns Hidden 4

Create Another OK Cancel



## Step 34

Do not enter the city and state. Once you have entered your address in line 1, simply enter your postal (zip) code next. The Portal will automatically populate the city and state.

Click in the **Postal Code** field.

**City of Jacksonville** | Home | Sign In

### Create Address

\* Address Name (use Ordering or Remit To or Order/Remit)

\* Address Purpose  Ordering  Remit to  RFQ or Bidding

\* Country

\* Address Line 1

Address Line 2

City

State

Postal Code

County

Phone

Email

Cancel

Delete

#### Additional Information

Email for PO's to be sent

#### Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

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

Columns Hidden 4

Create Another OK Cancel



## Step 35

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

CITY OF JACKSONVILLE

Register

Enter at least o  
Actions ▾  
Address  
No data to disp  
Columns Hid

### Create Address

\* Address Name (use Ordering or Remit To or Order/Remit) Order/Remit

\* Country United States

\* Address Line 1 12 Elm Street

Address Line 2

City

State

Postal Code

County

\* Address Purpose  Ordering  Remit to  RFQ or Bidding

Phone 1

Email

Cancel

Delete

### Additional Information

Email for PO's to be sent

### Address Contacts

Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾ X Freeze Detach Wrap

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

Columns Hidden 4

Create Another OK Cancel



## Step 36

Press **[Tab]**.

CITY OF JACKSONVILLE

Register

Enter at least o  
Actions ▾  
Address  
No data to disp  
Columns Hid

### Create Address

\* Address Name (use Ordering or Remit To or Order/Remit)

Country

\* Address Line 1

Address Line 2

City

State

Postal Code

County

\* Address Purpose  Ordering  Remit to  RFQ or Bidding

Phone

Email

Cancel

Delete

### Additional Information

Email for PO's to be sent

### Address Contacts

Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾ X  Freeze  Detach  Wrap

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

Columns Hidden 4

Create Another OK Cancel



## Step 37

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, Florida** cell to highlight the line.

The screenshot shows the 'Create Address' form in the City of Jacksonville portal. A modal window titled 'Search and Select: Postal Code' is open, displaying search results for the postal code 32207. The modal includes a search bar, a 'Geography' field with the value '32207', and a 'Language' dropdown menu. Below the search bar, there are 'Search' and 'Reset' buttons. The search results are listed under the heading 'Geography' and include two entries: '32207, Jacksonville, Duval, Florida' and '32207, Jacksonville, Duval, FL'. The first entry is highlighted with a red box. The background form shows fields for 'Address Name', 'Address Line 1', 'City', 'State', 'Postal Code', and 'County'. The 'Postal Code' field is populated with '32207'. The 'City' field is empty. The 'State' field is empty. The 'County' field is empty. The 'Address Line 1' field is populated with '12 Elm Street'. The 'Address Line 2' field is empty. The 'City' field is empty. The 'State' field is empty. The 'Postal Code' field is populated with '32207'. The 'County' field is empty. The 'Additional Information' section includes a field for 'Email for PO's to be sent'. The 'Address Contacts' section includes a table with columns for 'Name', 'Job Title', 'Email', 'Administrative Contact', and 'User Account'. The table is currently empty. The 'Create Another' button is visible at the bottom right of the form.



# Supplier Registration Instructions

## Step 38

Click the **OK** button.

A screenshot of the City of Jacksonville Supplier Registration web application. The background shows a 'Create Address' form with fields for Address Name, Country (United States), Address Line 1 (12 Elm Street), City, State, Postal Code (32207), and County. A modal dialog box titled 'Search and Select: Postal Code' is open in the center. The dialog has a search bar with '32207' entered, a 'Language' dropdown, and 'Search' and 'Reset' buttons. Below the search bar, a 'Geography' section lists two results: '32207, Jacksonville, Duval, Florida' (highlighted) and '32207, Jacksonville, Duval, FL'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red square.



## Step 39

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

CITY OF JACKSONVILLE

Register

Enter at least o  
Actions  
Address  
No data to disp  
Columns Hid

### Create Address

\* Address Name (use Ordering or Remit To or Order/Remit)

\* Address  **Ordering**

Purpose  Remit to  
 RFQ or Bidding

Phone 1

Email

\* Country

\* Address Line 1

Address Line 2

City

State

Postal Code

County

Cancel

### Additional Information

Email for PO's to be sent

### Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

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

Create Another OK Cancel

Delete



## Step 40

Click the **Remit to** option.

CITY OF JACKSONVILLE

Register

Enter at least o  
Actions  
No data to disp  
Columns Hid

### Create Address

\* Address Name (use Ordering or Remit To or Order/Remit)

\* Address  Ordering  
Purpose **Remit to**  
 RFQ or Bidding

\* Country

\* Address Line 1

Address Line 2

City

State

Postal Code

County

Phone

Email

Cancel

### Additional Information

Email for PO's to be sent

### Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

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

Columns Hidden 4

Create Another OK Cancel



# Supplier Registration Instructions

## Step 41

Click the **OK** button.

CITY OF JACKSONVILLE

Register

Enter at least 0  
Actions

Address 1  
No data to display  
Columns Hidden

### Create Address

\* Address Name (use Ordering or Remit To or Order/Remit) Order/Remit

\* Country United States

\* Address Line 1 12 Elm Street

Address Line 2

City Jacksonville

State Florida

Postal Code 32207

County Duval

\* Address Purpose  Ordering  Remit to  RFQ or Bidding

Phone 1

Email

Cancel

Delete

### Additional Information

Email for PO's to be sent

### Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

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

OK

Create Another **OK** Cancel

[https://eims-dev4.fau2.oraclecloud.com/fscmUI/face/ProcPoiRegisterSupplier?\\_adf.ctrl-state=eyk2k6da\\_58prcBul...](https://eims-dev4.fau2.oraclecloud.com/fscmUI/face/ProcPoiRegisterSupplier?_adf.ctrl-state=eyk2k6da_58prcBul...)



# Supplier Registration Instructions

## Step 42

You are now ready to enter your bank account information.

Click the **Next** button.

CITY OF JACKSONVILLE Home 1 Sign In

Company Details    Contacts    **Addresses**    Bank Accounts    Products and Questionnaires    Review     7

Register Supplier: Addresses Back **Next** Save for Later Register Cancel

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

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

Address Name	Address	Phone	Address Purpose	Edit	Delete
Order/Remit	12 Elm Street,JACKSONVILLE, FLORIDA 32207Duval		Ordering, Remit to SS	<input type="checkbox"/>	<input type="checkbox"/>

Columns Hidden 3

[https://eims-dev4.fa.us2.oraclecloud.com/fscmUI/faceu/PrvPoiRegisterSupplier?\\_adf.ctrl-state=eyk2kbgd\\_58prcBul...](https://eims-dev4.fa.us2.oraclecloud.com/fscmUI/faceu/PrvPoiRegisterSupplier?_adf.ctrl-state=eyk2kbgd_58prcBul...)



# Supplier Registration Instructions

CITY OF JACKSONVILLE Home 1 Sign In

Progress: 1 2 3 **4** 5 6 7  
Company Details | Contacts | Addresses | **Bank Accounts** | Products and Questionna... | Review

Register Supplier: Bank Accounts Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Account Number	Bank	Branch	Edit	Delete
No data to display.				

Columns Hidden 9

Step 43

Click the **Create** button.





## Supplier Registration Instructions

### Step 44

You must fill in the **Country** field.

Enter "**united**".

A screenshot of a web application interface for the City of Jacksonville. The main header shows 'CITY OF JACKSONVILLE' and 'Sign In'. A progress bar at the top indicates the current step is 4, 'Bank Accounts', with previous steps 'Company Details', 'Contacts', and 'Addresses' completed, and subsequent steps 'Products and Questionnaires' and 'Review' pending. The main content area is titled 'Register Supplier: Bank Account'. A modal window titled 'Create Bank Account' is open, showing various input fields. The 'Country' field is highlighted with a red rectangle. Below the main form, there are sections for 'Additional Information' and 'Comments'. The 'Additional Information' section includes fields for 'Account Name', 'Agency Location Code', 'Alternate Account Name', 'Account Type', 'Account Suffix', 'Description', and 'Check Digits'. The 'Comments' section has a 'Note to Approver' field. At the bottom of the modal, there are buttons for 'Create Another', 'OK', and 'Cancel'. The background shows a table with columns for 'Account Number' and 'Bank', and a 'Create' button.



# Supplier Registration Instructions

## Step 45

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

A screenshot of the 'Create Bank Account' form in the City of Jacksonville system. The form is a modal window with a white background and a dark blue header. The header contains the text 'CITY OF JACKSONVILLE' on the left and 'Sign In' on the right. Below the header is a progress bar with seven steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Bank Accounts (highlighted in blue), 5. Products and Questionnaires, 6. Review, and 7. Review. The main form area has a title 'Create Bank Account' and a 'Country' dropdown menu set to 'united'. A dropdown menu is open, showing a list of countries: 'United Arab Emirates AE', 'United Kingdom GB', 'United States US' (highlighted with a red border), and 'United States Minor Outlying Islands UM'. Below the dropdown is a 'More...' link. The form also includes fields for 'IBAN', 'Currency', 'Account Name', 'Agency Location Code', 'Alternate Account Name', 'Account Type', 'Account Suffix', 'Check Digits', and 'Description'. At the bottom of the form are buttons for 'Create Another', 'OK', and 'Cancel'. The background of the system shows a table with columns for 'Account Number' and 'Bank', and a 'Register Supplier: Bank Account' header.



# Supplier Registration Instructions

Step 46

Click the **Bank** list.

A screenshot of the 'Create Bank Account' form in the City of Jacksonville system. The form is a modal window with a white background and a dark blue header. The header contains the text 'CITY OF JACKSONVILLE' on the left and 'Sign In' on the right. Below the header is a progress bar with seven steps: 'Company Details', 'Contacts', 'Addresses', 'Bank Accounts' (highlighted with a blue circle and the number 4), 'Products and Questionnaires', and 'Review'. The main content area of the form is divided into several sections: 'Basic Information' with fields for 'Country' (set to 'United States'), 'IBAN', 'Bank' (highlighted with a red box), and 'Currency'; 'Branch/Routing Number' with a dropdown menu; 'Account Number' with a text input field; 'Additional Information' with fields for 'Account Name', 'Agency Location Code', 'Alternate Account Name', 'Account Type' (dropdown), 'Account Suffix', 'Description', and 'Check Digits'; and 'Comments' with a 'Note to Approver' text area. At the bottom right of the form are three buttons: 'Create Another', 'OK', and 'Cancel'. The background of the application shows a table with columns 'Account Number' and 'Bank', and a 'Register Supplier: Bank Account' header.



# Supplier Registration Instructions

## Step 47

Click the **Scrollbar** down arrow until you find your bank.



# Supplier Registration Instructions

## Step 48

Click on your bank. For this example, we will choose the **WELLS FARGO BANK** list item.

The screenshot shows the 'Create Bank Account' form in the City of Jacksonville system. The form is titled 'Register Supplier: Bank Account' and shows a progress bar with steps 1 through 7. Step 4, 'Bank Accounts', is currently active. The form includes fields for Country (United States), IBAN, Currency, and Account Number. A dropdown menu is open, showing a list of banks. 'WELLS FARGO BANK' is highlighted with a red box. Other banks listed include WALKER COUNTY EDUCATORS FCU, WALTON CTY TEACHERS FED CU, WASHINGTON CO TEACHERS FCU, WASHINGTON GAS LIGHT FCU, WAUCHULA STATE BANK, WAYCOSE FEDERAL CREDIT UNION, WAYCROSS BANK & TRUST, WAYNE COUNTY BANK, WCU CREDIT UNION, WE FLORIDA FINANCIAL, WEE FCU, WELCOME FEDERAL CREDIT UNION, WERFCU FEDERAL CREDIT UNION, WESBANCO BANK INC, WESBANCO BANK WHEELING, WESBANCO BANK, INC, WESBANCO BANK, INC., WEST ALABAMA BANK & TRUST, WEST CENTRAL GEORGIA BANK, WEST POINT BANK, WEST UNION BANK, WEST VIRGINIA CENTRAL FCU, WEST VIRGINIA FEDERAL CU, WEST VIRGINIA STATE TREASURER, WESTSIDE BANK, WETCO COMMUNITY CREDIT UNION, WHEELER COUNTY STATE BANK, WHELTELCO FCU, and WHITAKER BANK. The form also has buttons for 'Save for Later', 'Register', 'Cancel', 'Edit', and 'Delete'.



# Supplier Registration Instructions

Step 49

Click the **Branch/Routing Number** list.

A screenshot of the 'Create Bank Account' form in the City of Jacksonville system. The form is a modal window with a white background and a dark blue header. The header contains the text 'CITY OF JACKSONVILLE' on the left and 'Sign In' on the right. Below the header is a progress bar with seven steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Bank Accounts (highlighted in blue), 5. Products and Questionnaires, 6. Review, and 7. Register. The main form area is titled 'Create Bank Account' and contains several fields: 'Country' (United States), 'Bank' (WELLS FARGO BANK), 'IBAN', 'Currency', 'Branch/Routing Number' (highlighted with a red box), and 'Account Number'. Below these fields is the 'Additional Information' section, which includes 'Account Name', 'Agency Location Code', 'Alternate Account Name', 'Account Type', 'Account Suffix', 'Description', and 'Check Digits'. At the bottom of the form is a 'Comments' section with a 'Note to Approver' field. The form has 'Create Another', 'OK', and 'Cancel' buttons at the bottom right. The background shows a table with columns for 'Account Number' and 'Bank', and a 'Register Supplier: Bank Account' header.



# Supplier Registration Instructions

## Step 50

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 **101089292 - WELLS FARGO BANK** list item.



# Supplier Registration Instructions

## Step 51

The account number is your bank account number. On a check, it is the number to the right of the bank routing number.

Click in the **Account Number** field.

CITY OF JACKSONVILLE

Register Supplier: Bank Account

Company Details | Contacts | Addresses | **Bank Accounts** | Products and Questionnaires | Review

Save for Later | Register | Cancel

Account Number | Bank

No data to display.

Columns Hidden 9

### Create Bank Account

\* Country: United States | IBAN: | Currency: |

\* Bank: WELLS FARGO BANK

\* Branch/Routing Number: 101089292 - WELLS FARGO BANK

\* Account Number: [Redacted]

#### Additional Information

\* Account Name: | Agency Location Code: |

Alternate Account Name: | Account Type: |

Account Suffix: | Description: |

Check Digits: |

#### Comments

Note to Approver: |

Create Another | OK | Cancel



# Supplier Registration Instructions

## Step 52

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

CITY OF JACKSONVILLE

Company Details | Contacts | Addresses | **Bank Accounts** | Products and Questionnaires | Review

Register Supplier: Bank Accounts

Save for Later | Register | Cancel

Account Number | Bank

No data to display.

Columns Hidden 9

### Create Bank Account

\* Country: United States | IBAN: | Currency: |

\* Bank: WELLS FARGO BANK

\* Branch/Routing Number: 101089292 - WELLS FARGO BANK

\* Account Number:

#### Additional Information

\* Account Name: | Agency Location Code: |

Alternate Account Name: | \* Account Type: |

Account Suffix: | Description: |

Check Digits: |

#### Comments

Note to Approver:

Create Another | OK | Cancel



# Supplier Registration Instructions

## Step 53

Click in the **Account Name** field.

A screenshot of a web application interface for 'CITY OF JACKSONVILLE'. The main page is titled 'Register Supplier: Bank Account' and shows a progress bar with steps 1 through 7. Step 4, 'Bank Accounts', is currently active. A modal window titled 'Create Bank Account' is open, containing the following fields:

- \* Country: United States (dropdown)
- IBAN: (text field)
- \* Bank: WELLS FARGO BANK (dropdown)
- Currency: (dropdown)
- \* Branch/Routing Number: 101089292 - WELLS FARGO BANK (dropdown)
- \* Account Number: 1234567890 (text field)
- \* Account Name: (text field, highlighted with a red border)
- Agency Location Code: (text field)
- Alternate Account Name: (text field)
- \* Account Type: (dropdown)
- Account Suffix: (text field)
- Description: (text field)
- Check Digits: (text field)
- 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 'Account Number' and 'Bank', and a 'No data to display' message.



# Supplier Registration Instructions

## Step 54

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 Co**".

The screenshot shows the 'Create Bank Account' form in the City of Jacksonville system. The form is titled 'Create Bank Account' and is part of a multi-step registration process. The 'Account Name' field is highlighted with a red box. The form includes fields for Country, Bank, Branch/Routing Number, Account Number, Agency Location Code, Account Type, Account Suffix, Check Digits, and Description. There are also buttons for 'Save for Later', 'Register', 'Cancel', 'Edit', and 'Delete'.



# Supplier Registration Instructions

## Step 55

Click the **Account Type** list.

**City of Jacksonville** | Sign In

Company Details | Contacts | Addresses | **Bank Accounts** | Products and Questionnaires | Review

Register Supplier: Bank Accounts | Save for Later | Register | Cancel

### Create Bank Account

\* Country: United States | IBAN:

\* Bank: WELLS FARGO BANK | Currency:

\* Branch/Routing Number: 101089292 - WELLS FARGO BANK

\* Account Number: 1234567890

#### Additional Information

\* Account Name: ABC Co | Agency Location Code:

Alternate Account Name:

\* Account Type:  (highlighted)

Account Suffix:  | Description:

Check Digits:

#### Comments

Note to Approver:

Create Another | OK | Cancel



# Supplier Registration Instructions

## Step 56

Choose the correct account type.

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



# Supplier Registration Instructions

## Step 57

Click the **OK** button.

**City of Jacksonville** | Sign In

Company Details | Contacts | Addresses | **Bank Accounts** | Products and Questionnaires | Review

Register Supplier: Bank Accounts | Save for Later | Register | Cancel

### Create Bank Account

\* Country: United States | IBAN:

\* Bank: WELLS FARGO BANK | Currency:

\* Branch/Routing Number: 101089292 - WELLS FARGO BANK

\* Account Number: 1234567890

### Additional Information

\* Account Name: ABC Co | Agency Location Code:

Alternate Account Name:  | \* Account Type: Checking

Account Suffix:  | Description:

Check Digits:

### Comments

Note to Approver:

Create Another **OK** Cancel

[https://emv-dev4.fau2.oraclecloud.com/fscmUI/face/ProcPoiRegisterSupplier?\\_afid\\_crl-state=eyk2kbidg\\_58prcBul...](https://emv-dev4.fau2.oraclecloud.com/fscmUI/face/ProcPoiRegisterSupplier?_afid_crl-state=eyk2kbidg_58prcBul...)



# Supplier Registration Instructions

## Step 58

Click the **Next** button.

CITY OF JACKSONVILLE Home 1 Sign In

Company Details    Contacts    Addresses    **Bank Accounts**    Products and Questionnaires    Review            

Register Supplier: Bank Accounts Back **Next** Save for Later Register Cancel

Actions  View  Format   Create  Edit  Delete  Freeze  Detach  Wrap

Account Number	Bank	Branch	Edit	Delete
XXXXXX7890	WELLS FARGO BANK	101089292 - WELLS FARGO BANK	<input type="checkbox"/>	<input type="checkbox"/>

Columns Hidden 9

[https://ems-dev4.fau2.oraclecloud.com/fscm/UI/face/PrvPoiRegisterSupplier?\\_adf.ctrl-state=eyk2kbgd\\_58prcBul...](https://ems-dev4.fau2.oraclecloud.com/fscm/UI/face/PrvPoiRegisterSupplier?_adf.ctrl-state=eyk2kbgd_58prcBul...)



# Supplier Registration Instructions

## Step 59

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 **Click here to search NIGP codes** link.

CITY OF JACKSONVILLE Home 1 Sign In

Company Details  Contacts  Addresses  Bank Accounts  **Products and Services**  Questionna...  Review

Register Supplier: Products and Services Back Next Save for Later Register Cancel

**Click here to search NIGP codes**

Select the appropriate NIGP code(s) to identify which products and services you may provide to the City. After locating the applicable NIGP code(s) navigate back to this page and enter the code(s) by using the "Select and Add" button.

Actions  View  Format  Select and Add  Remove  Freeze  Detach  Wrap

Category Name	Description	Remove
No data to display.		

<http://uat-www10.cj.net/departments/finance/procurement/supplier-information/nigp-code-search>



# Supplier Registration Instructions

## Step 60

Click the **Scrollbar** down arrow.

A screenshot of the City of Jacksonville, Florida website. The top navigation bar includes links for Government, Business, Nonprofits, Community, Things to Do, City Services, Apps, JaxReady, and Help, along with a search box. The main banner features the word 'Procurement' in a large, semi-transparent font over a background image of a waterfront scene. Below the banner, a breadcrumb trail reads: 'COJ.net &gt; Departments &gt; Finance and Administration &gt; Procurement &gt; Supplier Information &gt; NIGP Code Search'. The page title is 'NIGP Code Search'. The main content area contains instructions: 'For each SERVICE OR GOOD that a business provides enter the name of that service as listed in the NIGP Description Word Search and then enter the NIGP code while registering as a supplier with the city of Jacksonville.' It also states: 'There are thousands of goods and services that carry NIGP Codes. Therefore, you should scroll through the listing, NIGP Commodity Codes, to identify all goods and services offered by your company.' At the bottom, there are two search sections: 'NIGP Commodity Codes\*' with a search box and a 'Search' button, and 'NIGP Description Word Search' with a search box and a 'Search' button. A red rectangular box highlights the scrollbar on the right side of the page, specifically the downward-pointing arrow.



## Step 61

Click in the **NIGP Description Word Search** field.

For sitemap menu options click on the top tab

COJ.net > Departments > Finance and Administration > Procurement > Supplier Information > NIGP Code Search

### NIGP Code Search

For each **SERVICE OR GOOD** that a business provides enter the name of that service as listed in the NIGP Description Word Search and then [enter the NIGP code while registering as a supplier with the city of Jacksonville.](#)

There are thousands of goods and services that carry NIGP Codes. Therefore, you should scroll through the listing, NIGP Commodity Codes, to identify all goods and services offered by your company.

NIGP Commodity Codes\*

NIGP Commodity Code Search  Search

NIGP Description Word Search  Search

Reset

Commodity Code	Description
005.00	ABRASIVES
005.05	Abrasive Equipment and Tools
005.14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
005.21	Abrasives, Sandblasting, Metal
005.28	Abrasives, Sandblasting (Other than Metal)
005.42	Abrasives, Solid: Wheels, Stones, etc.
005.56	Abrasives, Tumbling (Wheel)



## Step 62

Enter the desired information into the **Search** field. Enter "**computer**".

For sitemap menu options click on the top tab

COJ.net > Departments > Finance and Administration > Procurement > Supplier Information > NIGP Code Search

### NIGP Code Search

For each **SERVICE OR GOOD** that a business provides enter the name of that service as listed in the NIGP Description Word Search and then [enter the NIGP code while registering as a supplier with the city of Jacksonville](#).

There are thousands of goods and services that carry NIGP Codes. Therefore, you should scroll through the listing, NIGP Commodity Codes, to identify all goods and services offered by your company.

NIGP Commodity Codes\*

NIGP Commodity Code Search  Search

NIGP Description Word Search  Search

Reset

Commodity Code	Description
005.00	ABRASIVES
005.05	Abrasive Equipment and Tools
005.14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
005.21	Abrasives, Sandblasting, Metal
005.28	Abrasives, Sandblasting (Other than Metal)
005.42	Abrasives, Solid: Wheels, Stones, etc.
005.56	Abrasives, Tumbling (Wheel)



## Step 63

Click the **Search** link.

For sitemap menu options click on the top tab

COJ.net > Departments > Finance and Administration > Procurement > Supplier Information > NIGP Code Search

### NIGP Code Search

For each **SERVICE OR GOOD** that a business provides enter the name of that service as listed in the NIGP Description Word Search and then enter the NIGP code while registering as a supplier with the city of Jacksonville.

There are thousands of goods and services that carry NIGP Codes. Therefore, you should scroll through the listing, NIGP Commodity Codes, to identify all goods and services offered by your company.

NIGP Commodity Codes\*

**NIGP Commodity Code Search**

**NIGP Description Word Search**  x

Commodity Code	Description
005.00	ABRASIVES
005.05	Abrasive Equipment and Tools
005.14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
005.21	Abrasives, Sandblasting, Metal
005.28	Abrasives, Sandblasting (Other than Metal)
005.42	Abrasives, Solid: Wheels, Stones, etc.

<http://uat-www10.coj.net/departments/finance/procurement/supplier-information/nigp-code-search#Search>



For sitemap menu options click on the top tab

COJ.net > Departments > Finance and Administration > Procurement > Supplier Information > NIGP Code Search

## NIGP Code Search

For each **SERVICE OR GOOD** that a business provides enter the name of that service as listed in the NIGP Description Word Search and then [enter the NIGP code while registering as a supplier with the city of Jacksonville.](#)

There are thousands of goods and services that carry NIGP Codes. Therefore, you should scroll through the listing, NIGP Commodity Codes, to identify all goods and services offered by your company.

NIGP Commodity Codes\*

**NIGP Commodity Code Search**

**NIGP Description Word Search**

Commodity Code	Description
031.04	Air Conditioners, Controlled Environment (For Computer Rooms, etc.), and Parts and Accessories not Individually Itemized)
035.11	Aircraft Master Control Systems (Computer, etc.)
055.68	Monitors, Computerized (Brakes, Lights, RPM, Temperature, etc.)
204.00	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
204.46	Imaging Systems, Microcomputer (Including Digital Imaging Network (DIN), Technology, and Digital Imaging Communications in Medicine (DICOM))
204.47	Integrated Hardware-Software I.T. Solution (Microcomputer)

## Step 64

All commodity descriptions that contain the word "computer" are listed. For this example, we will choose the Commodity Code for Microcomputers, Handheld, Laptop and Tablet.

Click the **Scrollbar** down arrow.



## Step 65

Click the **COJ.net - NIGP Code Search** var pageTitle = "Procurement object.

There are thousands of goods and services that carry NIGP Codes. Therefore, you should scroll through the listing, NIGP Commodity Codes, to identify all goods and services offered by your company.

NIGP Commodity Codes\*

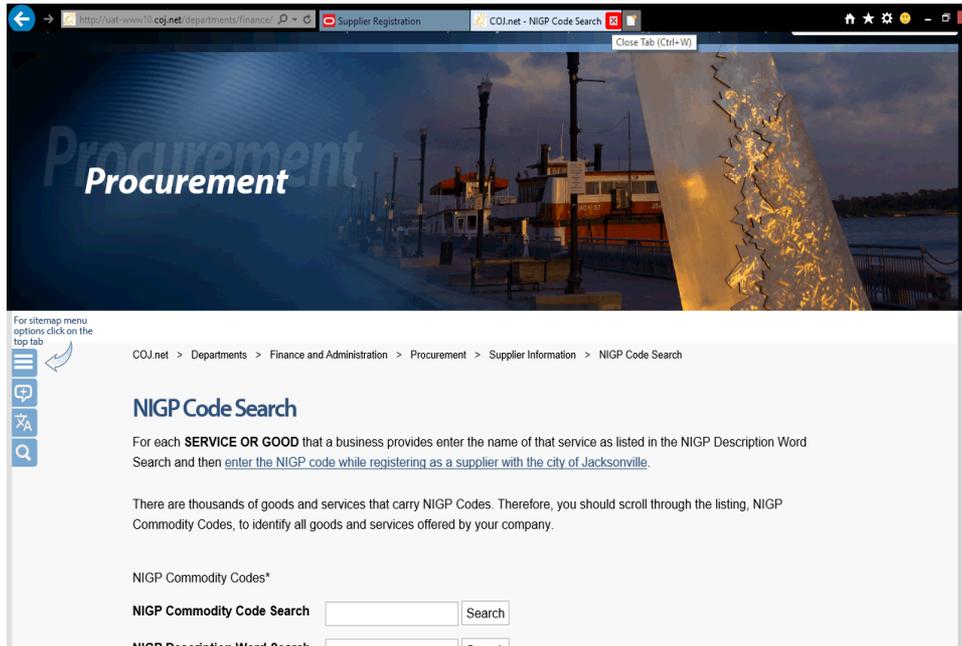
**NIGP Commodity Code Search**

**NIGP Description Word Search**

Commodity Code	Description
031.04	Air Conditioners: Controlled Environment (For Computer Rooms, etc.), and Parts and Accessories not Individually Itemized)
035.11	Aircraft Master Control Systems (Computer, etc.)
055.68	Monitors, Computerized (Brakes, Lights, RPM, Temperature, etc.)
204.00	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
204.46	Imaging Systems, Microcomputer (Including Digital Imaging Network (DIN), Technology, and Digital Imaging Communications in Medicine (DICOM))
204.47	Integrated Hardware-Software I.T. Solution (Microcomputer)
204.53	Microcomputers, Desktop or Towerbased
204.54	Microcomputers, Handheld, Laptop, and Notebook
204.55	Microcomputers, Multi-Processor
204.70	Picture Archiving Computer System (PACS)
204.82	Printers, Microcomputer (Not Otherwise Classified)
204.83	Recycled Microcomputer Hardware and Peripherals
204.84	Retrieval Systems, Computer Assisted: Indexing, Retrieval (CD ROM Jukebox, etc.) and Access Systems
204.91	Servers, Microcomputer (Application, Database, File, Mail, Network, Web, etc)



## Supplier Registration Instructions

A screenshot of a web browser window showing the "NIGP Code Search" page on COJ.net. The browser's address bar shows "http://cogweb.coj.net/department/finance/". The page has a dark blue header with the word "Procurement" in white. Below the header is a navigation breadcrumb: "COJ.net > Departments > Finance and Administration > Procurement > Supplier Information > NIGP Code Search". The main content area is titled "NIGP Code Search" and contains instructions: "For each SERVICE OR GOOD that a business provides enter the name of that service as listed in the NIGP Description Word Search and then enter the NIGP code while registering as a supplier with the city of Jacksonville." Below this is a paragraph: "There are thousands of goods and services that carry NIGP Codes. Therefore, you should scroll through the listing, NIGP Commodity Codes, to identify all goods and services offered by your company." At the bottom, there are two search sections: "NIGP Commodity Codes\*" with a "NIGP Commodity Code Search" input field and a "Search" button, and "NIGP Description Word Search" with a "NIGP Description Word Search" input field and a "Search" button. A "Close Tab (Ctrl+W)" button is visible in the top right corner of the browser window.

### Step 66

For this example, the NIGP commodity code is 204.54. Jot this number down.

Click the **Close Tab** button.



# Supplier Registration Instructions

## Step 67

Now you can add your NIGP code (or codes).

Click the **Select and Add** button.

CITY OF JACKSONVILLE Home 1 Sign In

Company Details    Contacts    Addresses    Bank Accounts    **Products and Services**    Questionna...    Review

Register Supplier: Products and Services Back Next Save for Later Register Cancel

**Click here to search NIGP codes!**  
Select the appropriate NIGP code(s) to identify which products and services you may provide to the City. After locating the applicable NIGP code(s) navigate back to this page and enter the code(s) by using the "Select and Add" button.

Actions  View  Format  **Select and Add**  Remove  Freeze  Detach  Wrap

Category Name	Description	Remove
No data to display.		





# Supplier Registration Instructions

## Step 68

Click in the **Category Name** field.

The screenshot shows a web application interface for 'CITY OF JACKSONVILLE'. A modal window titled 'Select and Add: Products and Services' is open. At the top, there is a search bar with a magnifying glass icon and the word 'Search'. Below the search bar, there are two input fields: 'Category Name' and 'Description'. The 'Category Name' field is highlighted with a red rectangular box. To the right of the 'Description' field are 'Search' and 'Reset' buttons. Below the search bar, there is a toolbar with options: 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. The main area of the dialog is a table with two columns: 'Select' and 'Description'. The table contains several rows, each with a checkbox in the 'Select' column and a description in the 'Description' column. The descriptions include codes and category names, such as '000 00 Select and Add codes below', '005 Abrasives', '010 Acoustical Tile, Insulating Materials, And Supplies', '015 Addressing, Copying, Mimeograph, And Spirit Duplik', '019 Agricultural Crops and Grains including Fruits, Melor', '020 Agricultural Equipment, Implements, And Accessorik', '022 Agricultural Equipment and Implement Parts', '025 Air Compressors and Accessories', '031 Air Conditioning, Heating, And Ventilating Equipmen', and '035 Aircraft and Airport Equipment, Parts, And Supplies'. At the bottom of the dialog, there are 'Apply', 'OK', and 'Cancel' buttons. On the left side of the main application, there is a sidebar with a 'Register Sup' button and a 'Click here to' link. Below the sidebar, there is a 'Category Name' field with the text 'No data to display.'



# Supplier Registration Instructions

## Step 69

Enter the desired information into the **Category Name** field.  
Enter "**204.54**".

The screenshot shows a web application interface for 'CITY OF JACKSONVILLE'. A modal window titled 'Select and Add: Products and Services' is open. At the top, there is a search bar with 'Category Name' and 'Description' labels. The 'Category Name' field is highlighted with a red rectangle. Below the search bar, there are buttons for 'Search' and 'Reset'. A table of categories is displayed with columns for 'Select', 'Category Name', and 'Description'. The categories listed are:

Select	Category Name	Description
<input type="checkbox"/>	000 00	Select and Add codes below
<input type="checkbox"/>	005	Abrasives
<input type="checkbox"/>	010	Acoustical Tile, Insulating Materials, And Supplies
<input type="checkbox"/>	015	Addressing, Copying, Mimeograph, And Spirit Duplik
<input type="checkbox"/>	019	Agricultural Crops and Grains including Fruits, Melor
<input type="checkbox"/>	020	Agricultural Equipment, Implements, And Accessorie
<input type="checkbox"/>	022	Agricultural Equipment and Implement Parts
<input type="checkbox"/>	025	Air Compressors and Accessories
<input type="checkbox"/>	031	Air Conditioning, Heating, And Ventilating Equipmen
<input type="checkbox"/>	035	Aircraft and Airport Equipment, Parts, And Supplies

At the bottom of the dialog, there are buttons for 'Apply', 'OK', and 'Cancel'. The status 'Columns Hidden 1' is visible at the bottom left of the dialog.



# Supplier Registration Instructions

## Step 70

Click the **Search** button.

The screenshot shows a web application interface for 'CITY OF JACKSONVILLE'. A modal window titled 'Select and Add: Products and Services' is open. At the top, there is a search bar with 'Category Name' containing '204.54' and an empty 'Description' field. To the right of the search bar are 'Search' and 'Reset' buttons, with the 'Search' button highlighted by a red rectangle. Below the search bar is a toolbar with options like 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. The main area is a table with columns 'Select', 'Category Name', and 'Description'. The table contains several rows, each with a checkbox, an expandable arrow, and a category name. The categories listed are: '000.00 Select and Add codes below', '005 Abrasives', '010 Acoustical Tile, Insulating Materials, And Supplies', '015 Addressing, Copying, Mimeograph, And Spirit Duplic', '019 Agricultural Crops and Grains including Fruits, Melor', '020 Agricultural Equipment, Implements, And Accessorie', '022 Agricultural Equipment and Implement Parts', '025 Air Compressors and Accessories', '031 Air Conditioning, Heating, And Ventilating Equipmen', and '035 Aircraft and Airport Equipment, Parts, And Supplies'. At the bottom of the dialog are 'Apply', 'OK', and 'Cancel' buttons. The browser's address bar at the bottom shows a URL starting with 'https://emv-dev4.fau2.oraclecloud.com/fscml/...'. On the left side of the main application, there is a sidebar with 'Register Supp' and 'Click here to' text.



# Supplier Registration Instructions

## Step 71

NIGP code 204.54 is displayed.

Click the **Checkbox** for the line.

The screenshot shows the 'CITY OF JACKSONVILLE' supplier registration portal. The top navigation bar includes a progress indicator with steps 1 through 7, where step 5, 'Products and Services', is currently active. Below the navigation, the page title is 'Register Supplier: Products and Services'. A search instruction reads: 'Click here to search NIGP codes. Select the appropriate NIGP code(s) to identify which products and services you may provide to the City. After locating the applicable NIGP code(s) navigate back to this page.' A search modal window titled 'Select and Add: Products and Services' is open. It features a search bar with '204.54' entered in the 'Category Name' field. Below the search bar is a table with the following content:

Select	Category Name	Description
<input type="checkbox"/>	204.54 Microcomputers, Handheld, Laptop, and Notebo	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Microcomputers, Handheld, L

At the bottom of the modal, there are buttons for 'Apply', 'OK', and 'Cancel'.



# Supplier Registration Instructions

## Step 72

Click the **Apply** button.

The screenshot shows the 'Register Supplier: Products and Services' page in the City of Jacksonville system. A progress bar at the top indicates the current step is 5, 'Products and Services'. A search modal is open, displaying a table with one result selected. The 'Apply' button is highlighted with a red box.

**Search**

Category Name: 204.54      Description: [Empty]

Search    Reset

Select	Category Name	Description
<input checked="" type="checkbox"/>	204.54 Microcomputers, Handheld, Laptop, and Notebo	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Microcomputers, Handheld, L

Columns Hidden: 1

Apply    OK    Cancel



# Supplier Registration Instructions

## Step 73

Click the **OK** button.

The screenshot shows the 'CITY OF JACKSONVILLE' supplier registration interface. At the top, a progress bar indicates seven steps: Company Details, Contacts, Addresses, Bank Accounts, Products and Services (active), Questionnaire, and Review. Below the progress bar, the title is 'Register Supplier: Products and Services'. A search dialog box is open, titled 'Select and Add: Products and Services'. The dialog has a search bar with 'Category Name' set to '204.54' and a 'Description' field. Below the search bar is a table with two columns: 'Select' and 'Category Name'. The first row is selected, showing a checkmark in the 'Select' column and the category name '204.54 Microcomputers, Handheld, Laptop, and Notebo...'. The 'Description' column contains the text 'COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Microcomputers, Handheld, L...'. At the bottom of the dialog, there are buttons for 'Apply', 'OK' (highlighted with a red box), and 'Cancel'.



# Supplier Registration Instructions

## Step 74

Click the **Next** button.

CITY OF JACKSONVILLE Home 1 Sign In

Company Details    Contacts    Addresses    Bank Accounts    **Products and Services**    Questionnaire    Review

Register Supplier: Products and Services Back **Next** Save for Later Register Cancel

[Click here to search NIGP codes](#)  
Select the appropriate NIGP code(s) to identify which products and services you may provide to the City. After locating the applicable NIGP code(s) navigate back to this page and enter the code(s) by using the "Select and Add" button.

Actions  View  Format  Select and Add  Remove  Freeze  Detach  Wrap

Category Name	Description	Remove
204 Computer Hardware & Peripherals for Microcomputers > 204.54 Microcomputers, Handheld, Laptop, and Notebook	COMPUTER HARDWARE AND PERIPHERALS FOR...	<input type="checkbox"/>

[https://eims-dev4.fau2.oraclecloud.com/fscmUI/faceu/ProcPoiRegisterSupplier?\\_adf.ctrl-state=eykz2kbgd\\_58prcBul...](https://eims-dev4.fau2.oraclecloud.com/fscmUI/faceu/ProcPoiRegisterSupplier?_adf.ctrl-state=eykz2kbgd_58prcBul...)



# Supplier Registration Instructions

## Step 75

You must attach a W-9 form.

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

CITY OF JACKSONVILLE Home 1 Sign In

Company Details  Contacts  Addresses  Bank Accounts  Products and Questionn...  **6** Review  7

Register Supplier: Questionnaire Back Next Save for Later Register Cancel

Please respond to the below questions regarding your company's W-9, banking information, Terms of Use and JSEB qualification. Current W-9's must be provided in order for your registration to be approved. For more information regarding the Jacksonville Small and Emerging Business (JSEB) program you can visit: [www.jeeb.coj.net](http://www.jeeb.coj.net)

Attachments: None

Questions

W-9 & Banking Information (Section 1 of 3)

Section

- 1. W-9 & Banking Information
- 2. Jacksonville Small & Emerging Business (JSEB) Program
- 3. Terms of Use

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**

2. Were you able to provide banking information?  
Banking information must be entered to become a City supplier.

a. Yes

b. No - Please explain below

Comments

End of Section 1 of 3 Previous Section Next Section



## Step 76

Click the **Manage Attachments** button.

CITY OF JACKSONVILLE Home 1 Sign In

Company Details    Contacts    Addresses    Bank Accounts    Products and Questionn...    **6**   Review  7

### Register Supplier: Questionnaire

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Please respond to the below questions regarding your company's W-9, banking information, Terms of Use and JSEB qualification. Current W-9's must be provided in order for your registration to be approved. For more information regarding the Jacksonville Small and Emerging Business (JSEB) program you can visit: [www.jseb.coj.net](http://www.jseb.coj.net)

Attachments: None

#### Questions

W-9 & Banking Information (Section 1 of 3)

Section
<input checked="" type="checkbox"/> 1. W-9 & Banking Information
<input type="checkbox"/> 2. Jacksonville Small & Emerging Business (JSEB) Program
<input type="checkbox"/> 3. Terms of Use

\* 1. Please submit a valid W-9 Form with your registration.  
Attachments: [W-9 Bg](#) [Manage Attachments](#)  
 a. Yes, I have attached  
\* Response Attachments: None

\* 2. Were you able to provide banking information?  
⚠ Banking information must be entered to become a City supplier  
 a. Yes  
 b. No - Please explain below  
Comments

End of Section 1 of 3 [Previous Section](#) [Next Section](#)



# Supplier Registration Instructions

## Step 77

Click the **Add** button.

CITY OF JACKSONVILLE

Sign In

Company Details | Contacts | Addresses | Bank Accounts | Products and Questionnaires | **6** | Review

### Register Supplier: Questionnaire

Back | Next | Save for Later | Register | Cancel

Please respond to the below questions regarding your company's W-9, banking information, Terms of Use and JSEB qualification. Current W-9's must be provided in order for your registration to be approved. For more information regarding the Jacksonville Small and Emerging Business (SEB) program you can visit: www.jseb.org.net

Attachments: None

#### Attachments

Actions View Add X

Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					
Columns Hidden: 1					

OK

b. No - Please explain below

Comments

End of Section 1 of 3

Previous Section | **Next Section**



# Supplier Registration Instructions

## Step 78

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

The screenshot shows the 'Register Supplier: Questionnaire' interface for the City of Jacksonville. The progress bar indicates that step 6, 'Products and Questionnaires', is the current step. The 'Attachments' modal is open, displaying a table with the following data:

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	<input type="text" value="Browse..."/>			anonymous	06/19/2019 15:16

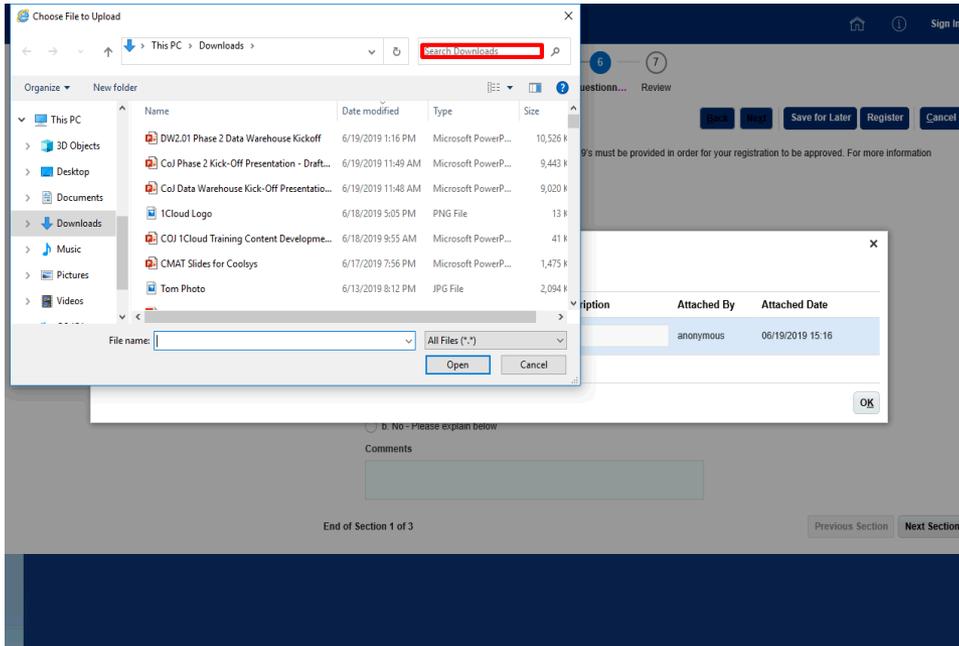
The 'File Name or URL' field is highlighted with a red box. Below the table, it shows 'Rows Selected 1' and 'Columns Hidden 1'. The modal also includes an 'OK' button and a 'Comments' section with a text area.



# Supplier Registration Instructions

## Step 79

Click in the **Search Box** field.

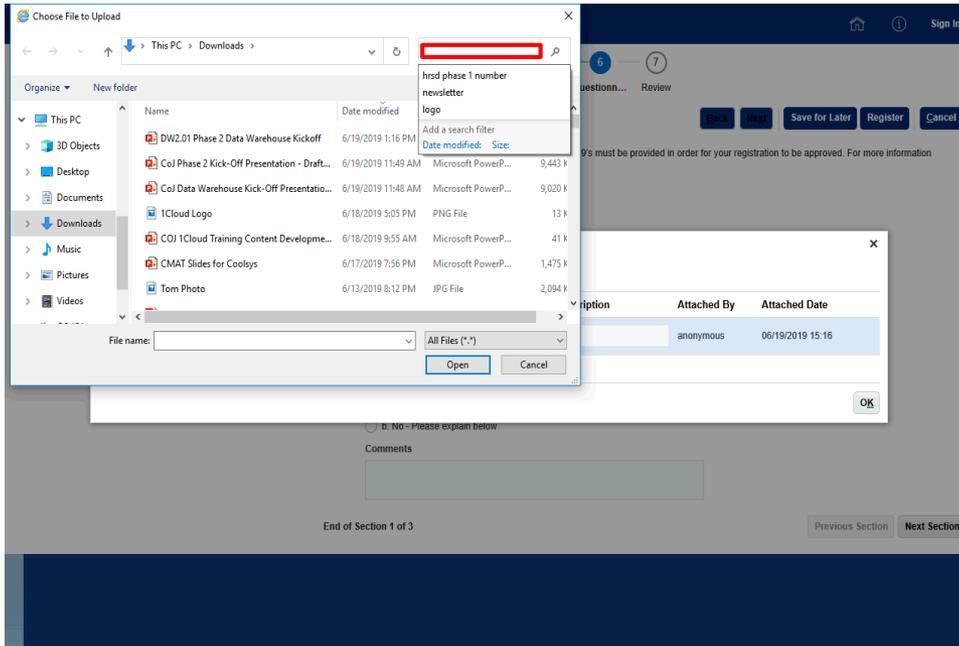




# Supplier Registration Instructions

## Step 80

Enter the desired information into the **Search Box** field. Enter "w9".

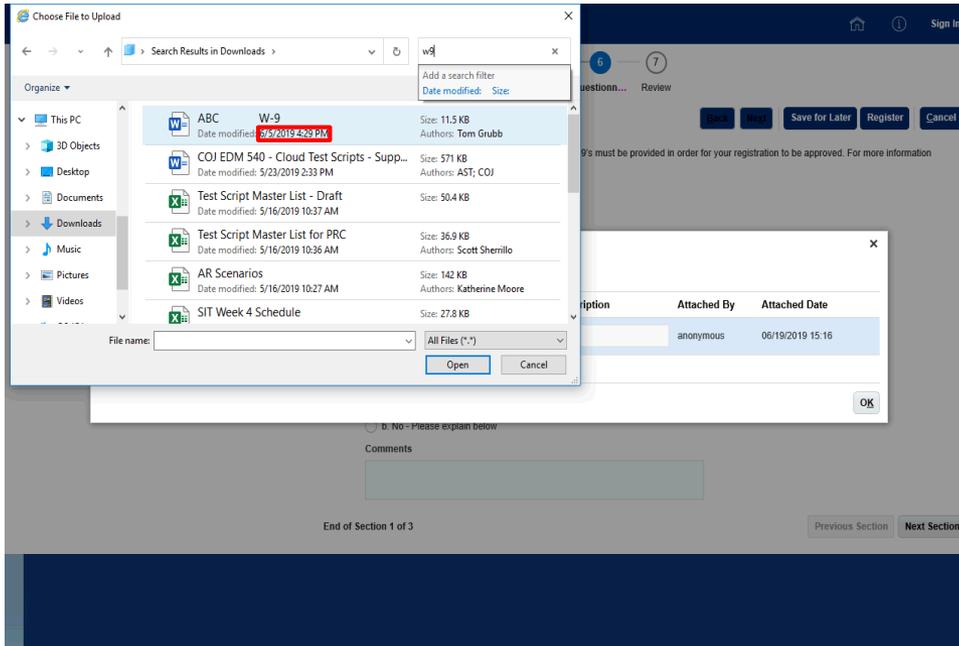




# Supplier Registration Instructions

## Step 81

Click in the **Date modified** field.

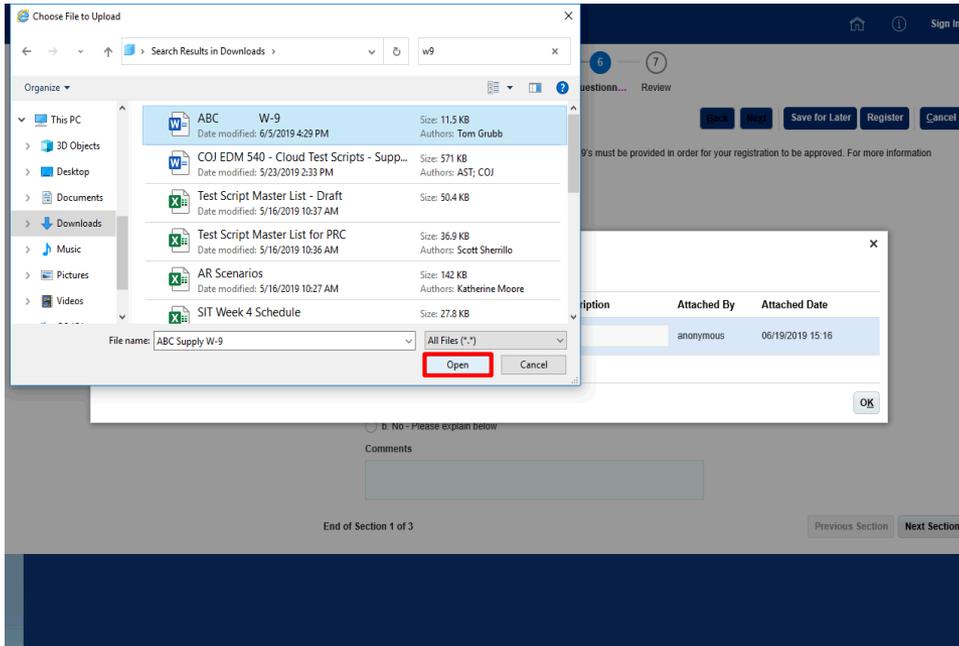




# Supplier Registration Instructions

## Step 82

Click the **Open** button.





# Supplier Registration Instructions

## Step 83

Click the **OK** button.

CITY OF JACKSONVILLE

Register Supplier: Questionnaire

Attachments: None

Attachments Modal:

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	ABC... W-9.docx	ABC Supply W-9.docx		anonymous	06/19/2019 15:16

End of Section 1 of 3

Previous Section Next Section



## Step 84

Click the **a. Yes** option if you were able to provide your banking information.

CITY OF JACKSONVILLE Home 1 Sign In

Company Details    Contacts    Addresses    Bank Accounts    Products and Questionn...    **6**   Review  **7**

### Register Supplier: Questionnaire

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Please respond to the below questions regarding your company's W-9, banking information, Terms of Use and JSEB qualification. Current W-9's must be provided in order for your registration to be approved. For more information regarding the Jacksonville Small and Emerging Business (JSEB) program you can visit: [www.jseb.coj.net](http://www.jseb.coj.net)

Attachments: None

#### Questions

W-9 & Banking Information (Section 1 of 3)

Section
<input checked="" type="checkbox"/> 1. W-9 & Banking Information
<input type="checkbox"/> 2. Jacksonville Small & Emerging Business (JSEB) Program
<input type="checkbox"/> 3. Terms of Use

**\* 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   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 below

Comments



# Supplier Registration Instructions

## Step 85

Click the **Next Section** button.

CITY OF JACKSONVILLE Home 1 Sign In

Company Details    Contacts    Addresses    Bank Accounts    Products and Questionn...    **6**   Review  **7**

### Register Supplier: Questionnaire

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Please respond to the below questions regarding your company's W-9, banking information, Terms of Use and JSEB qualification. Current W-9's must be provided in order for your registration to be approved. For more information regarding the Jacksonville Small and Emerging Business (JSEB) program you can visit: [www.jeeb.caj.net](http://www.jeeb.caj.net)

Attachments: None

#### Questions

**W-9 & Banking Information (Section 1 of 3)**

Section
<input checked="" type="checkbox"/> 1. W-9 & Banking Information
<input type="checkbox"/> 2. Jacksonville Small & Emerging Business (JSEB) Program
<input type="checkbox"/> 3. Terms of Use

**\* 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](#) [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 below

Comments

End of Section 1 of 3 [Previous Section](#) [Next Section](#)

[https://eims-dev4.fau2.oraclecloud.com/fscmUI/faceu/PrvPoi/RegisterSupplier?\\_adf.ctrl-state=eyk2kbidg\\_58prcBul...](https://eims-dev4.fau2.oraclecloud.com/fscmUI/faceu/PrvPoi/RegisterSupplier?_adf.ctrl-state=eyk2kbidg_58prcBul...)



# Supplier Registration Instructions

## Step 86

Provide your Jacksonville Small and Emerging Business (JSEB) status.

For this example, we will choose the **b. No** option.

CITY OF JACKSONVILLE

Company Details   Contacts   Addresses   Bank Accounts   Products and Questionnaires   Review

### Register Supplier: Questionnaire

Back   Next   Save for Later   Register   Cancel

Please respond to the below questions regarding your company's W-9, banking information, Terms of Use and JSEB qualification. Current W-9's must be provided in order for your registration to be approved. For more information regarding the Jacksonville Small and Emerging Business (JSEB) program you can visit: [www.jseb.coj.net](http://www.jseb.coj.net)

Attachments: None

#### Questions

Jacksonville Small & Emerging Business (JSEB) Program (Section 2 of 3)

Section
1. W-9 & Banking Information
2. Jacksonville Small & Emerging Business (JSEB) Program
3. Terms of Use

\* 3. Are you currently a certified Jacksonville Small & Emerging Business (JSEB) supplier?

a. Yes

**b. No**

c. In Process

End of Section 2 of 3

Previous Section   Next Section



## Step 87

The City of Jacksonville most know if you are interested in becoming a JSEB (Jacksonville Small and Emerging Business) supplier. If you click the "Yes" radio button, you will be prompted to answer additional questions.

Click the **b. No** option.

CITY OF JACKSONVILLE Home 1 Sign In

Company Details  2 Contacts  3 Addresses  4 Bank Accounts  5 Products and Questionn... Services  6 Review  7

### Register Supplier: Questionnaire

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Please respond to the below questions regarding your company's W-9, banking information, Terms of Use and JSEB qualification. Current W-9's must be provided in order for your registration to be approved. For more information regarding the Jacksonville Small and Emerging Business (JSEB) program you can visit: [www.jseb.coj.net](http://www.jseb.coj.net)

Attachments: None

#### Questions

Jacksonville Small & Emerging Business (JSEB) Program (Section 2 of 3)

Section
<input checked="" type="checkbox"/> 1. W-9 & Banking Information
<input checked="" type="checkbox"/> 2. Jacksonville Small & Emerging Business (JSEB) Program
<input type="checkbox"/> 3. Terms of Use

\* 3. Are you currently a certified Jacksonville Small & Emerging Business (JSEB) supplier?

a. Yes

b. No

c. In Process

\* 3.b.1. Are you interested in becoming a certified JSEB (Jacksonville Small & Emerging Business) supplier for the City of Jacksonville?

For more information regarding the Jacksonville Small and Emerging Business (JSEB) program you can visit: [www.jseb.coj.net](http://www.jseb.coj.net)

a. Yes

b. No

End of Section 2 of 3 [Previous Section](#) [Next Section](#)



# Supplier Registration Instructions

## Step 88

Click the **Next Section** button.

CITY OF JACKSONVILLE Home 1 Sign In

1 2 3 4 5 6 7  
Company Details Contacts Addresses Bank Accounts Products and Question... Review

Register Supplier: Questionnaire Back Next Save for Later Register Cancel

Please respond to the below questions regarding your company's W-9, banking information, Terms of Use and JSEB qualification. Current W-9's must be provided in order for your registration to be approved. For more information regarding the Jacksonville Small and Emerging Business (JSEB) program you can visit: [www.jseb.coj.net](http://www.jseb.coj.net)

Attachments: None

### Questions

Jacksonville Small & Emerging Business (JSEB) Program (Section 2 of 3)

Section
1. W-9 & Banking Information
2. Jacksonville Small & Emerging Business (JSEB) Program
3. Terms of Use

\* 3. Are you currently a certified Jacksonville Small & Emerging Business (JSEB) supplier?  
 a. Yes  
 b. No  
 c. In Process

\* 3.b.1. Are you interested in becoming a certified JSEB (Jacksonville Small & Emerging Business) supplier for the City of Jacksonville?  
For more information regarding the Jacksonville Small and Emerging Business (JSEB) program you can visit: [www.jseb.coj.net](http://www.jseb.coj.net)  
 a. Yes  
 b. No

End of Section 2 of 3 Previous Section Next Section

[https://eims-dev4.fau2.oraclecloud.com/fscmUI/faceui/PrdPos/RegisterSupplier?\\_adf.ctrl-state=165026f6iro\\_58prc8a...](https://eims-dev4.fau2.oraclecloud.com/fscmUI/faceui/PrdPos/RegisterSupplier?_adf.ctrl-state=165026f6iro_58prc8a...)



## Register Supplier: Questionnaire

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Attachments: None

### Questions

Terms of Use (Section 3 of 3)

Section
<input checked="" type="checkbox"/> 1. W-9 & Banking Information
<input checked="" type="checkbox"/> 2. Jacksonville Small & Emerging Business (JSEB) Program
<input checked="" type="checkbox"/> 3. Terms of Use

\* 5. ACCEPTANCE OF TERMS - Welcome to the City of Jacksonville's Online Procurement System, 1Cloud. 1Cloud is provided to you, the Supplier / Contractor, subject to the following Terms of Use ("TOU"), which may be updated from time to time without notice to you. 1Cloud is operated by the Procurement Division ("Division") and the Information Technology Division ("ITD"). When presented with the TOU at supplier registration, you will be given the opportunity to click "I Accept", which means you agree to the terms set out herein. You can review the most current version of this document at any time by clicking on the "Disclaimer" link on the 1Cloud login page. 1Cloud in addition, when using 1Cloud, you shall be subject to any posted guidelines or rules applicable to such services. All such guidelines or rules are hereby incorporated by reference into this agreement. If you do not click "I Accept", you will not be a registered Supplier / Contractor and, therefore, you will not be allowed to receive Solicitations, Purchase Orders or Contracts through 1Cloud.

DESCRIPTION OF SERVICE - 1Cloud provides Suppliers / Contractors, who have chosen to participate, the ability to register as a Supplier / Contractor, to modify company information, receive and respond to solicitations, and view payment history. Unless explicitly stated otherwise, any new feature which any augment or enhance 1Cloud shall be subject to the TOU. You understand and agree that 1Cloud is provided "AS IS" and that the City of Jacksonville assumes no responsibility for the mis-delivery or failure of purchase orders, solicitations, or responses to solicitations.

YOUR OBLIGATIONS - In consideration of your use of 1Cloud, you agree to: (i) provide true, accurate, current and complete information about yourself as prompted by 1Cloud's registration form (such information being "Registration Data") and (ii) maintain and promptly update the Registration Data to keep true, accurate, current and complete. If you provide any information that is untrue, inaccurate, not current or incomplete or the Division has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, the Division has the right to suspend or terminate your account and refuse any and all current or future use of 1Cloud, or any portion thereof. You will receive a password and account designated upon completing the 1Cloud registration process and approval by the Division. You are responsible for maintaining the confidentiality of the password or account, and are fully responsible for all activities that occur under your login and password or account. You agree to (i) immediately notify the Division of any unauthorized use of your password or account, or of any other breach of security, and (ii) ensure that you exit from your account at the end of each session. You are entirely responsible for all content that you upload, post, email, transmit or otherwise make available to the City of Jacksonville through 1Cloud. The City of Jacksonville shall not be liable for loss or damage arising from your failure to comply with this section.

CUSTOMER SUPPORT - The Division shall provide customer service to you sufficient for questions involving use of 1Cloud and for inquiries relating to the operation and hosting of 1Cloud during the hours of 8:00 a.m. Eastern Standard Time and 5:00 p.m. Eastern Standard Time. The following support services will be included: (i) telephone number (904) 630-CITY, and (ii) a customer service email address (SupplierRegistration@coj.net).

STATE OF FLORIDA PUBLIC RECORDS - Any information provided to 1Cloud is subject to the conditions set forth in the State of Florida Public Records Statute, Chapter 119, Florida Statute may be accessed at: www.flsenate.gov

MODIFICATION TO 1Cloud - The Division reserves the right at any time to modify 1Cloud with or without notice. You agree that the City of Jacksonville shall not be liable to you or any third party, for any modification or

## Step 89

Click the **Scrollbar** down arrow.







# Supplier Registration Instructions

Register Supplier: Questionnaire

Back Next Save for Later Register Cancel

MODIFICATION TO 1Cloud - The Division reserves the right at any time to modify 1Cloud with or without notice. You agree that the City of Jacksonville shall not be liable to you or any third party for any modification or suspension of 1Cloud.

TERM AND TERMINATION - Once you have accepted the TOU, an agreement has been created between you and the Division for use of 1Cloud. You are bound by the terms of the TOU which you accepted at supplier registration, until such time as you terminate your agreement with the Division by submitting a written request via certified letter. You agree that the Division, at their sole discretion, may terminate your password, account (or any part thereof) or use of 1Cloud, and remove and discard any content within 1Cloud, for any reason, including, without limitation, for lack of use or if the Division believes that you have violated or acted inconsistently with the provision of the TOU. You agree that any termination of your access to 1Cloud under any provision of this TOU may be effected without prior notice or acknowledgement and agree that the Division may immediately deactivate or delete your account and all related information and files in your account and/or bar any further access to such files or 1Cloud. Further, you agree the City of Jacksonville shall not be liable to you or any third party for any termination of your access to 1Cloud.

OUTAGE POLICY - The Division and ITD's highest priority is to ensure that 1Cloud is available. However, we may experience website outages where 1Cloud cannot be accessed. The Division and ITD will use reasonable efforts to make 1Cloud available, except for downtime for scheduled and unscheduled maintenance, and will promptly investigate any technical problems that you report.

INDEMNITY - You the Supplier / Contractor, at no additional cost to the City of Jacksonville, agree to indemnify, defend, and hold the City of Jacksonville, its officers, employees, and agents involved, directly or indirectly, in the delivery and operation of 1Cloud, harmless from any and all liabilities and expenses, including, without limitation, attorney's fees, expenses, costs, judgments, settlements, contract losses, or other cost.

DISCLAIMER OF WARRANTIES - You expressly understand and agree that:  
a.) Your use of 1Cloud is at your sole risk. 1Cloud is provided on an "as is" and "as available" basis. The City of Jacksonville expressly disclaims all warranties of any kind.  
b.) The City of Jacksonville makes no warranties that (1) 1Cloud will meet your requirements; or (2) 1Cloud will be uninterrupted, timely, or error-free. c.) Any material downloaded or otherwise obtained through the use of 1Cloud is done at your own discretion and risk and you shall be solely responsible for any damage to your computer system or loss of data that results from the download of any such material.  
d.) No advice or information, whether oral or written, obtained by you from 1Cloud shall create any warranty not expressly stated in the TOU.

LIMITATION OF LIABILITY - You expressly understand and agree that the City of Jacksonville, including its officers, employees, and agents involved, directly or indirectly, in the delivery and operation of 1Cloud, shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if the City of Jacksonville has been advised of the possibility of such damages), resulting from (i) the use or the inability to use 1Cloud, (ii) unauthorized access to or alteration of your transmissions or data, (iii) statements or conduct of any third party on 1Cloud, or (iv) any other matter relating to 1Cloud.

a. Yes, I have reviewed and accept the Terms of Use

End of Section 3 of 3

Previous Section Next Section

Step 91

Click the **Scrollbar** up arrow.



# Supplier Registration Instructions

## Step 92

Click the **Next** button.

CITY OF JACKSONVILLE

Home | Info | Sign In

Progress: Company Details | Contacts | Addresses | Bank Accounts | Products and Questionn... | **6** | Review

### Register Supplier: Questionnaire

Back Next Save for Later Register Cancel

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Attachments: None

#### Questions

Terms of Use (Section 3 of 3)

Section
1. W-9 & Banking Information
2. Jacksonville Small & Emerging Business (JSEB) Program
<b>3. Terms of Use</b>

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When presented with the TOU at supplier registration, you will be given the opportunity to click "I Accept", which means you agree to the terms set out herein. You can review the most current version of this document at any time by clicking on the "Disclaimer" link on the 1Cloud login page. 1Cloud in addition, when using 1Cloud, you shall be subject to any posted guidelines or rules applicable to such services. All such guidelines or rules are hereby incorporated by reference into this agreement. If you do not click "I Accept", you will not be a registered Supplier / Contractor and, therefore, you will not be allowed to receive Solicitations, Purchase Orders or Contracts through 1Cloud.

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YOUR OBLIGATIONS - In consideration of your use of 1Cloud, you agree to: (i) provide true, accurate, current and complete information about yourself as prompted by 1Cloud's registration form (such information being "Registration Data") and (ii) maintain and promptly update the Registration Data to keep true, accurate, current and complete. If you provide any information that is untrue, inaccurate, not current or incomplete or the Division has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, the Division has the right to suspend or terminate your account and refuse any and all current or future use of 1Cloud, or any portion thereof. You will receive a password and account designated upon completing the 1Cloud registration process and approval by the Division. You are responsible for maintaining the confidentiality of the password or account, and are fully responsible for all activities that occur under your login and password or account. You agree to (i) immediately notify the Division of any unauthorized use of your password or account, or of any other breach of security, and (ii) ensure that you exit from your account at the end of each session. You will be held responsible for all content that you upload, post, email, transmit or otherwise make available on the City of Jacksonville through 1Cloud. The City of Jacksonville shall not be liable for loss or

[https://eims-dev4fa.us2.oraclecloud.com/fscm/UI/aces/PrCPosRegisterSupplier?\\_adf.cri-state=eyJ0b29pbi53SgprCjU...](https://eims-dev4fa.us2.oraclecloud.com/fscm/UI/aces/PrCPosRegisterSupplier?_adf.cri-state=eyJ0b29pbi53SgprCjU...)



# Supplier Registration Instructions

CITY OF JACKSONVILLE

Home | Sign In

Progress: Company Details (checked) | Contacts (checked) | Addresses (checked) | Bank Accounts (checked) | Products and Questionnaires (checked) | Review (7)

### Review Supplier Registration: ABC Company

Back | Next | Save for Later | Register | Cancel

#### Company Details

Supplier/Company Name	ABC Company	Tax Country	United States
Tax Organization Type	Corporation	Taxpayer ID	10-1234567
Corporate Web Site		Note to Approver	

#### Attachments

Actions | View | + | X

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

Columns Hidden 1

#### Contacts

View | Format | Freeze | Detach | Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Doe, John		jdoe@abc.com	✓	✓	

Columns Hidden 7

#### Addresses

View | Format | Freeze | Detach | Wrap

## Step 93

Review your registration information.

Click the **Scrollbar** down arrow to view the bottom of the page.



# Supplier Registration Instructions

## Step 94

Click the **Register** button.

CITY OF JACKSONVILLE Home Info Sign In

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

Review Supplier Registration: ABC Company Back Next Save for Later **Register** Cancel

Company Details

Supplier/Company Name ABC Company Tax Country United States  
Tax Organization Type Corporation Taxpayer ID 10-1234567  
Corporate Web Site Note to Approver

Attachments

Actions  View  +  X

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

Columns Hidden 1

Contacts

View  Format  Freeze  Detach  Wrap

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

Columns Hidden 7

Addresses

View  Format  Freeze  Detach  Wrap



# Supplier Registration Instructions

CITY OF JACKSONVILLE

Home Info Sign In



Step 95

Click the **OK** button.



CITY OF JACKSONVILLE

Home ⓘ Sign In

## Step 96

Through these instructions, you were able to register as a supplier for the City of Jacksonville.

**End of Procedure.**