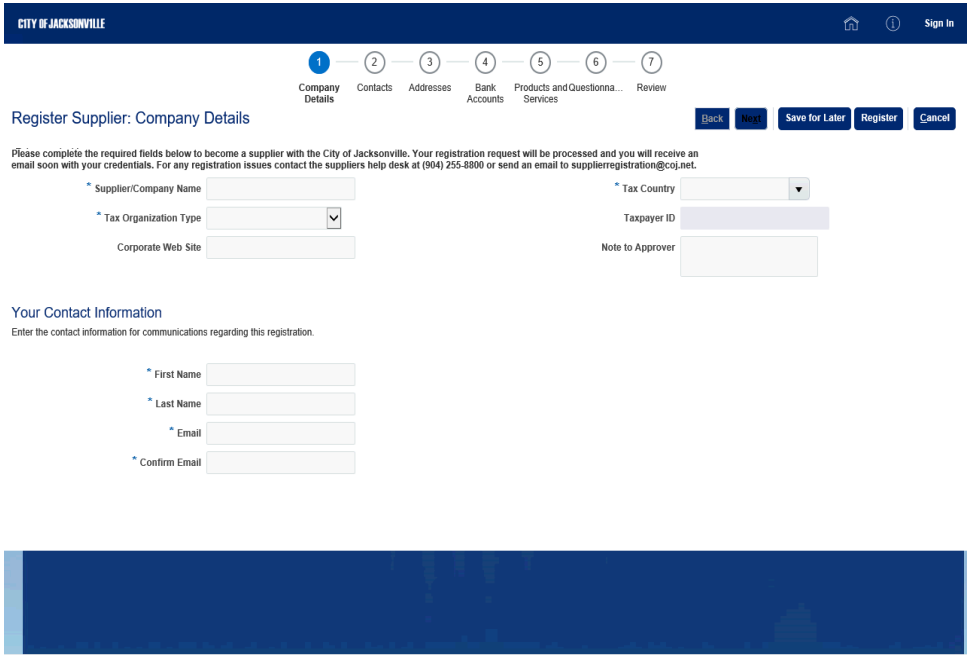
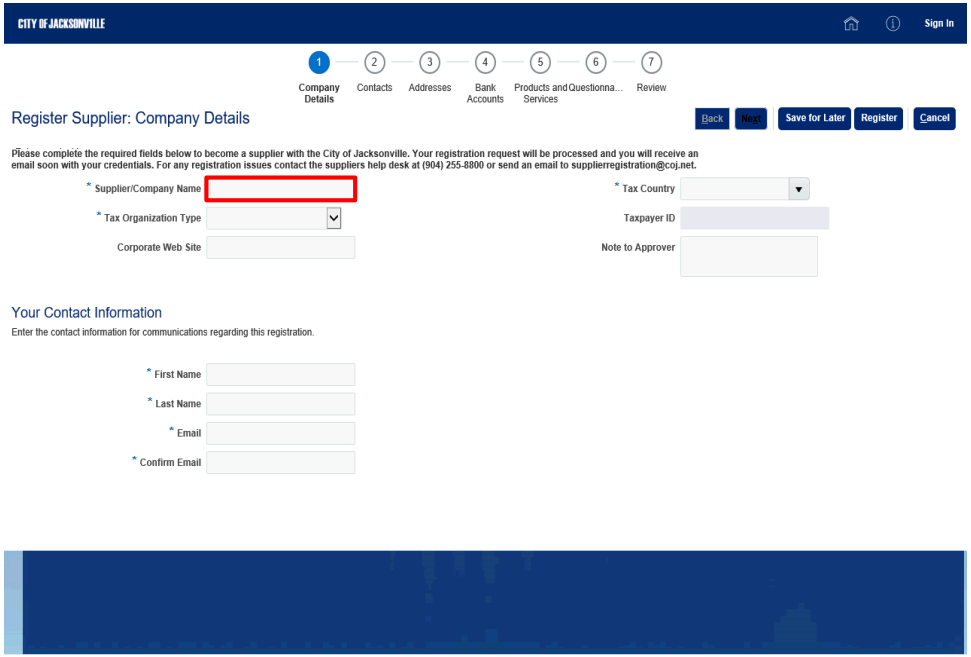
Supplier Registration Instructions

Supplier Registration Instructions

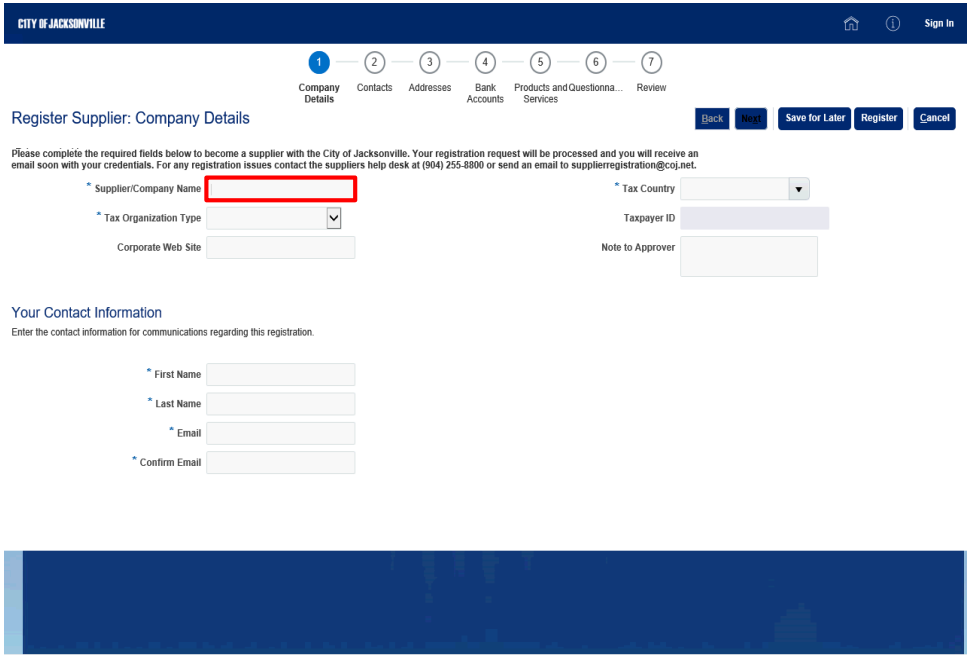


Through these instructions, you will be able to register as a supplier for the City of Jacksonville. The ABC Company has been used as an example to guide you through the registration of your company.



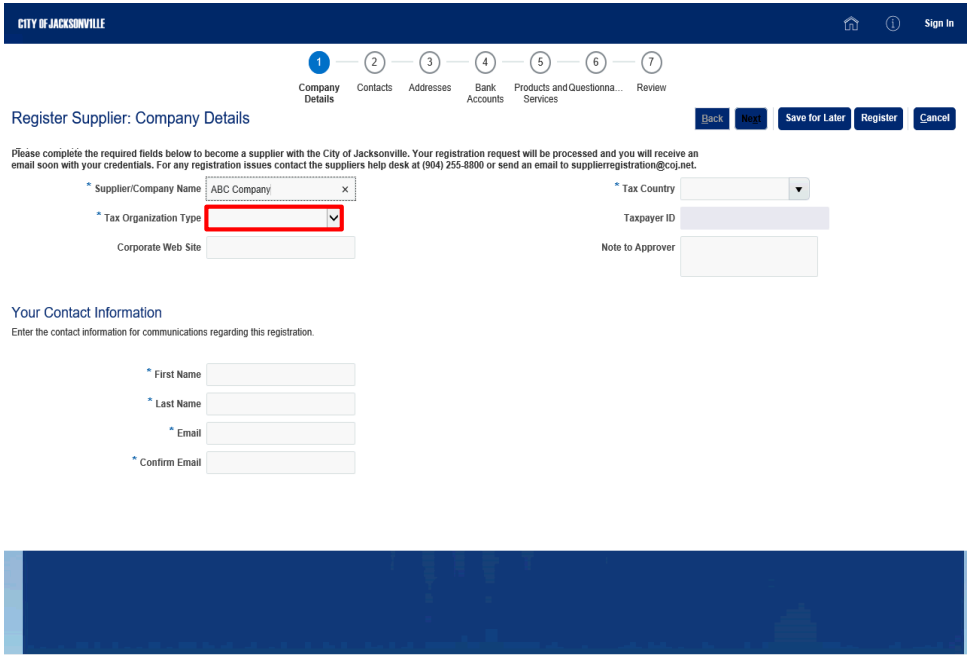
Step 1

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



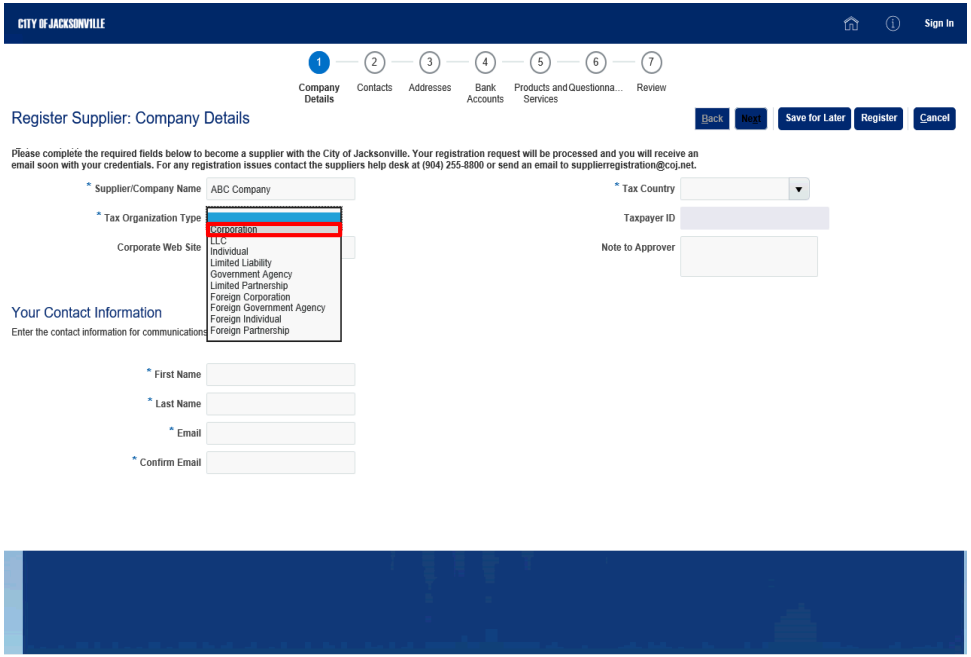
Step 2

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



Step 3

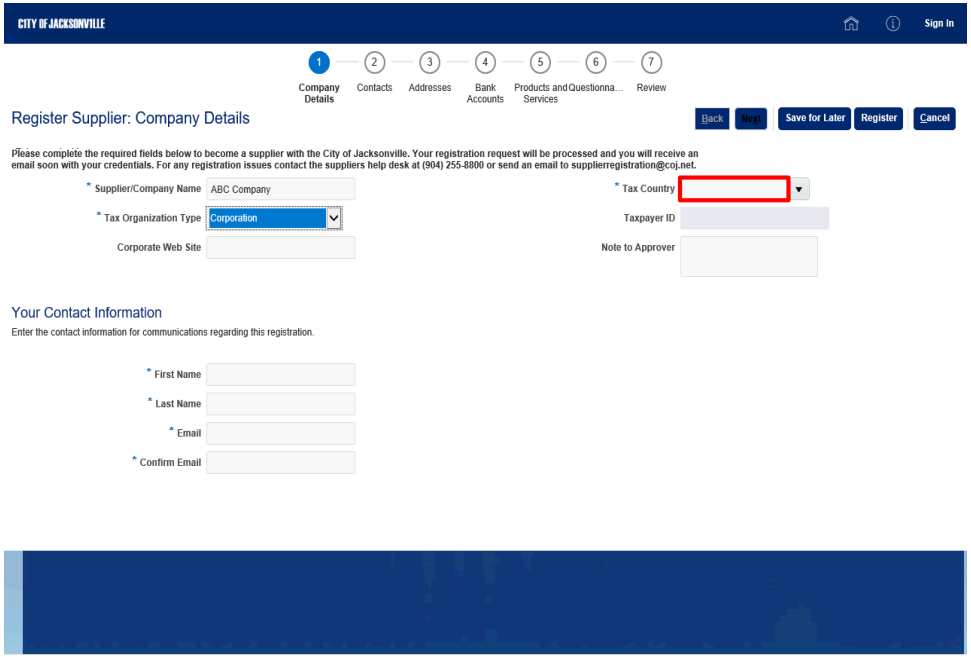
Click the **Tax Organization Type** list.



Step 4

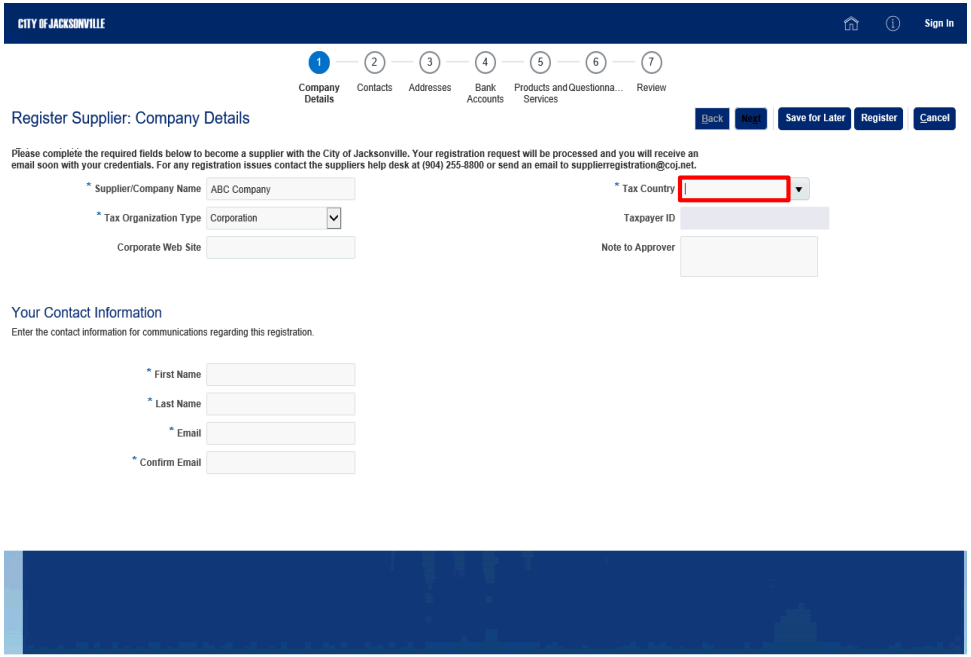
From the drop down list, pick your tax organization type.

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



Step 5

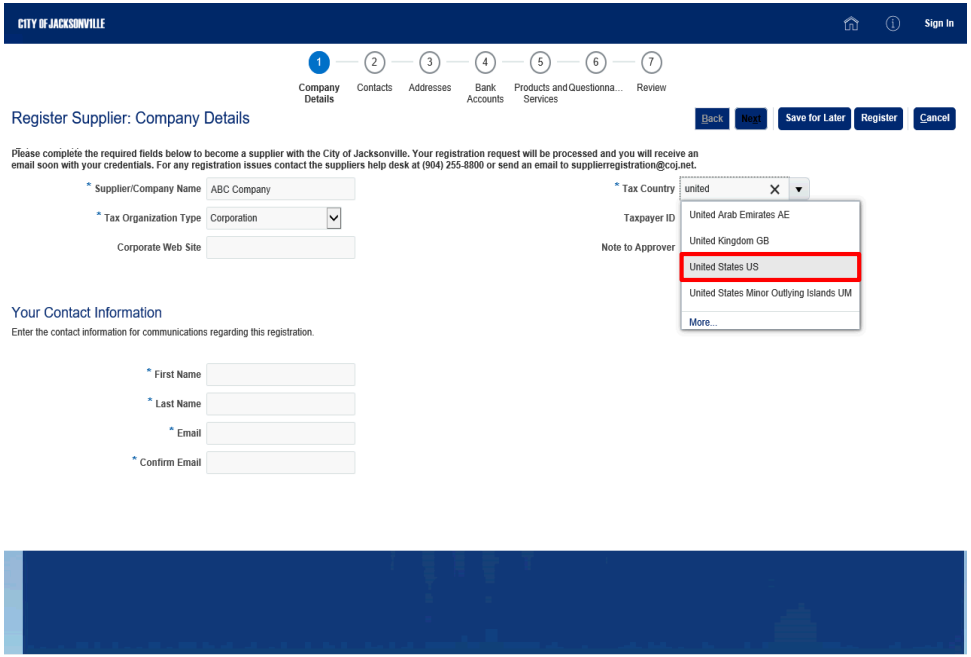
Click in the **Tax Country** field.



Step 6

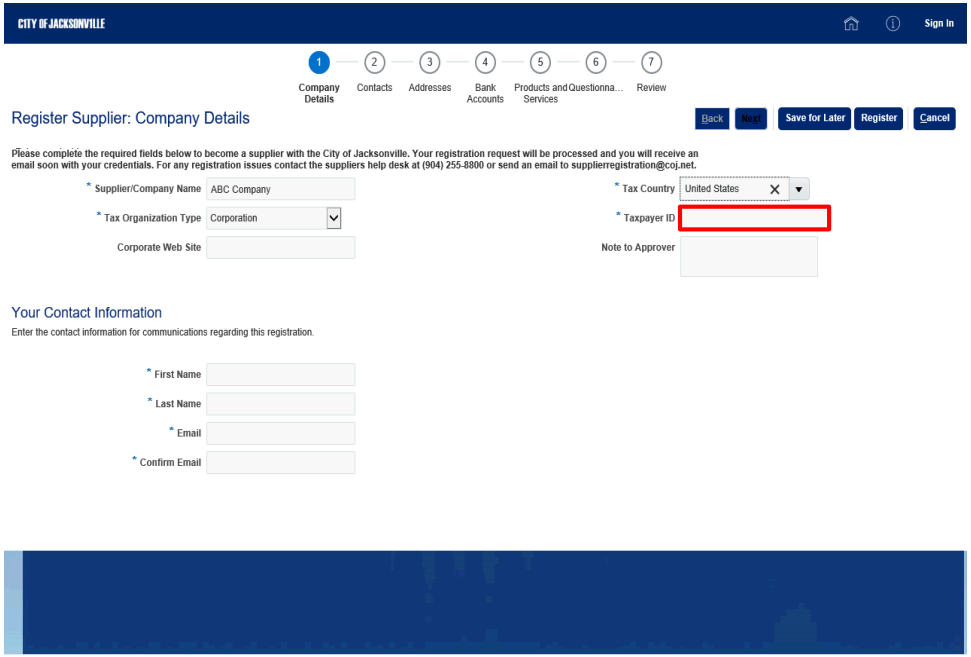
Enter the desired information into the **Tax Country** field.

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



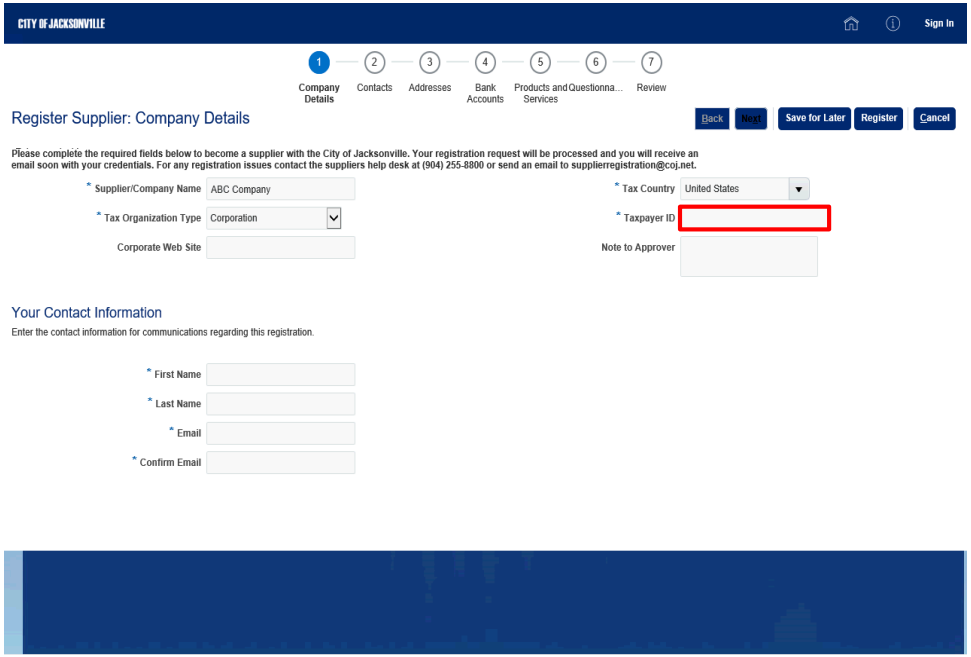
Step 7

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



Step 8

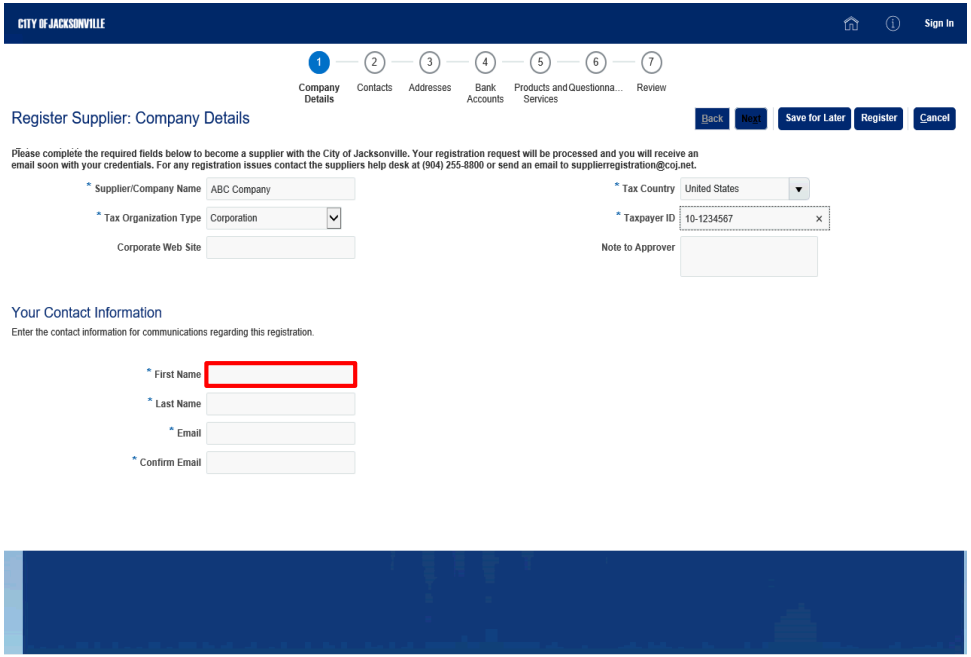
Click in the **Taxpayer ID** field.



Step 9

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

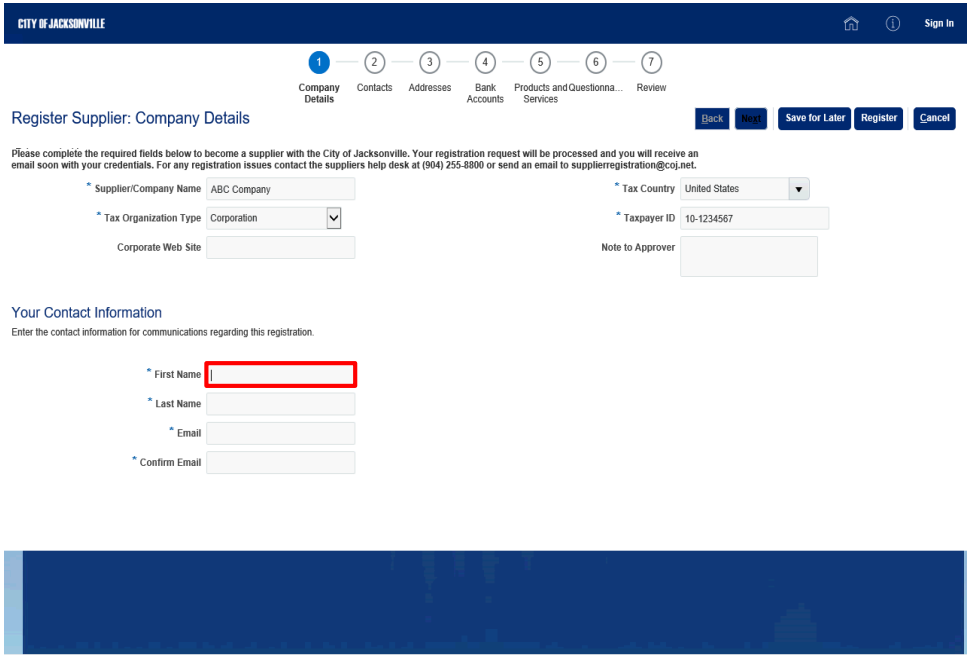
For this example, we will enter "**10-1234567**".



Step 10

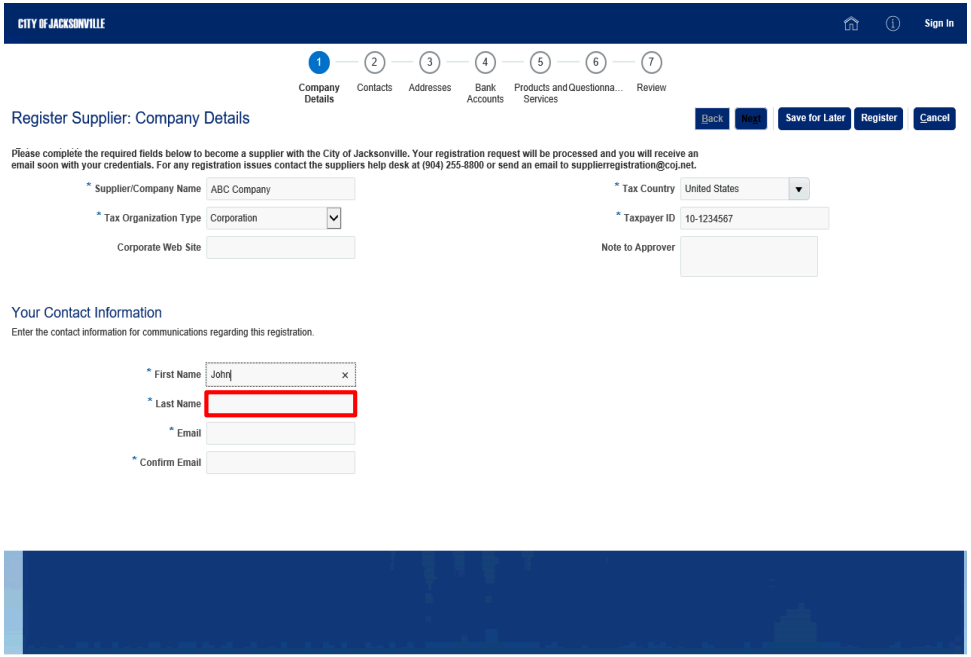
Now you will enter contact information. We will use the name "John Doe" in this example.

Click in the **First Name** field.



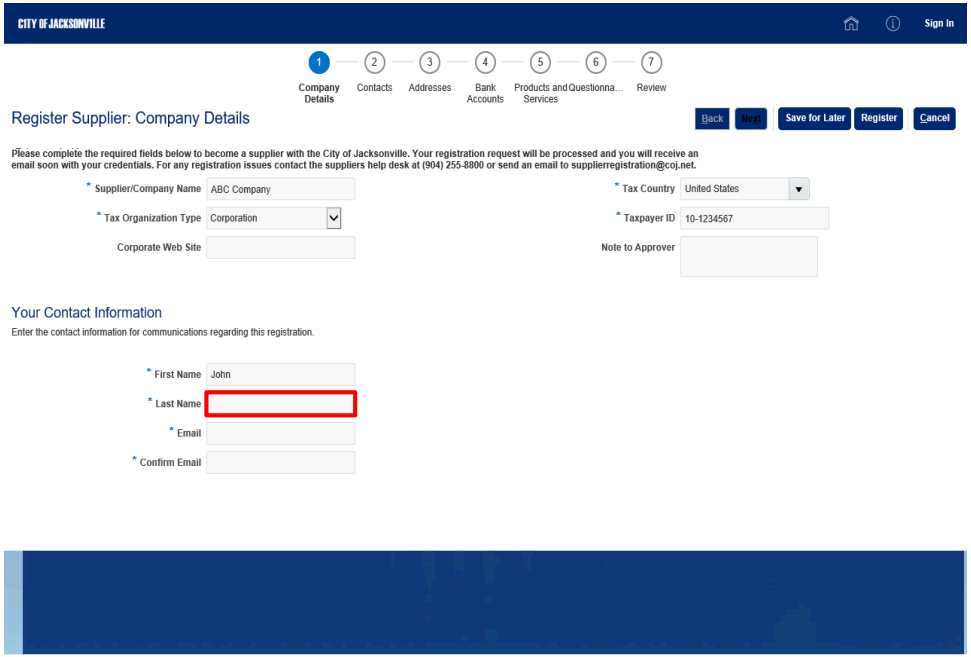
Step 11

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



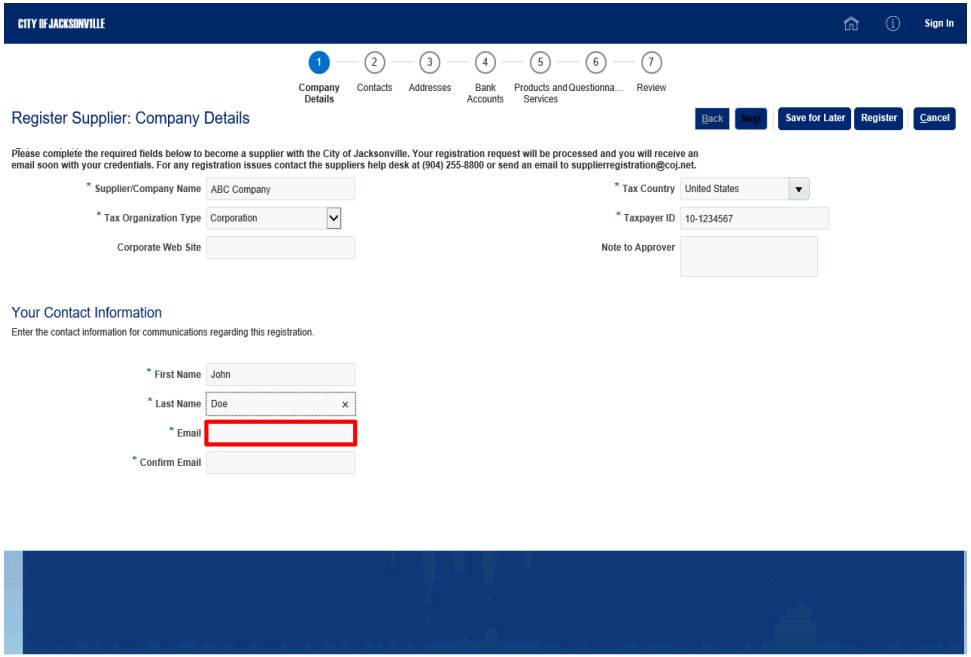
Step 12

Click in the **Last Name** field.



Step 13

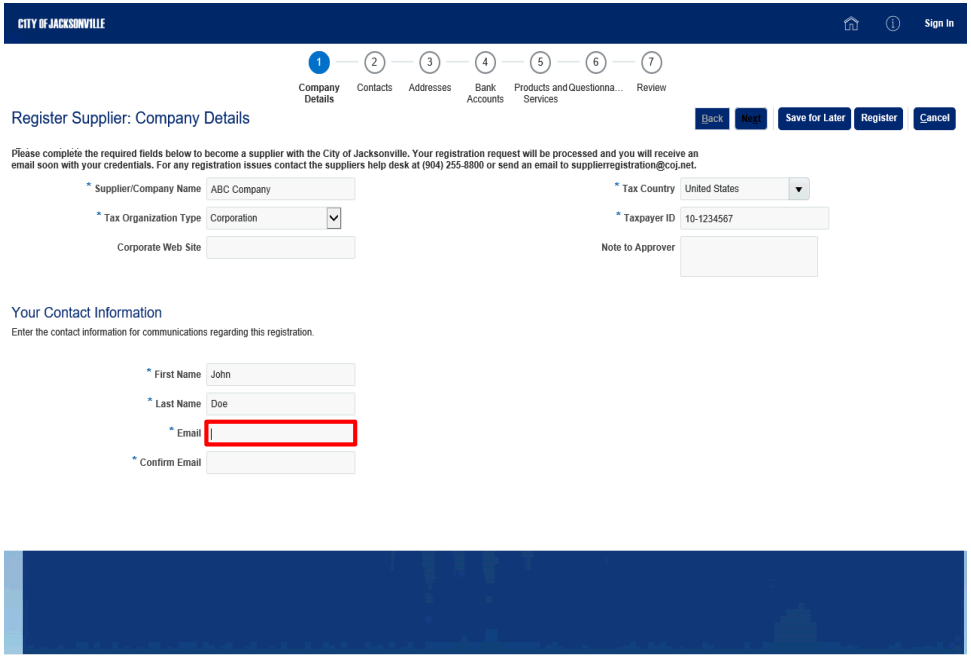
Enter the desired information into the **Last Name** field. Enter "**Doe**".



Step 14

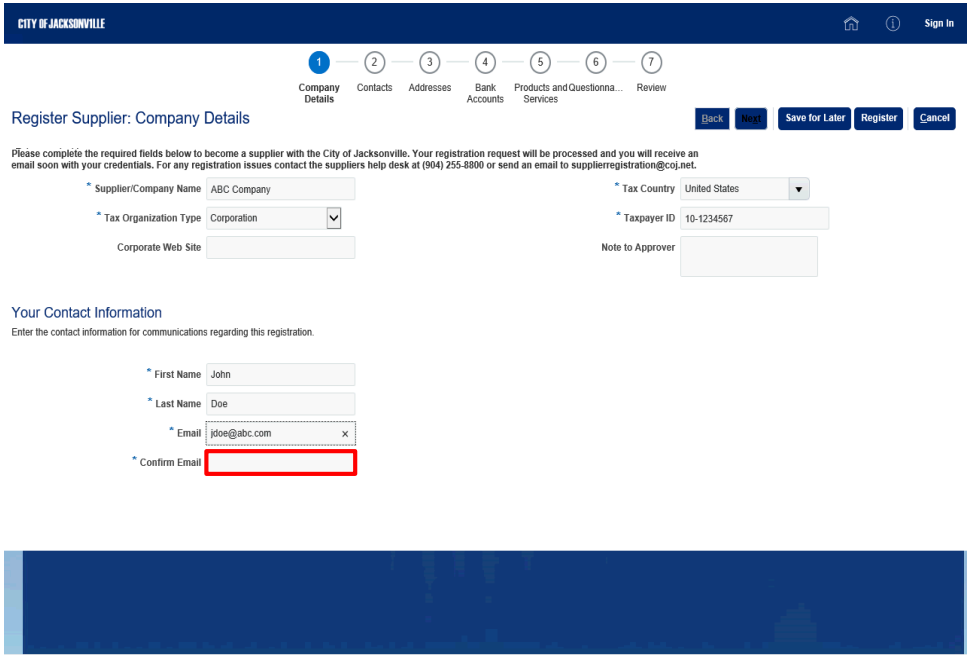
Note: Your e-mail will become the user ID you will use to log into the Portal on October 1, 2019.

Click in the **Em ail** field.



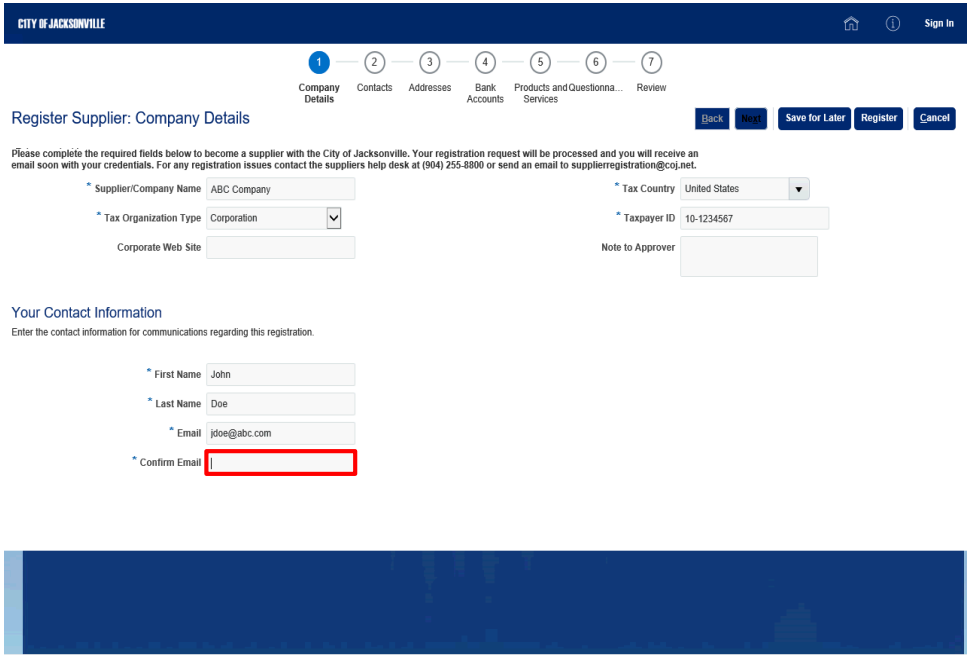
Step 15

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



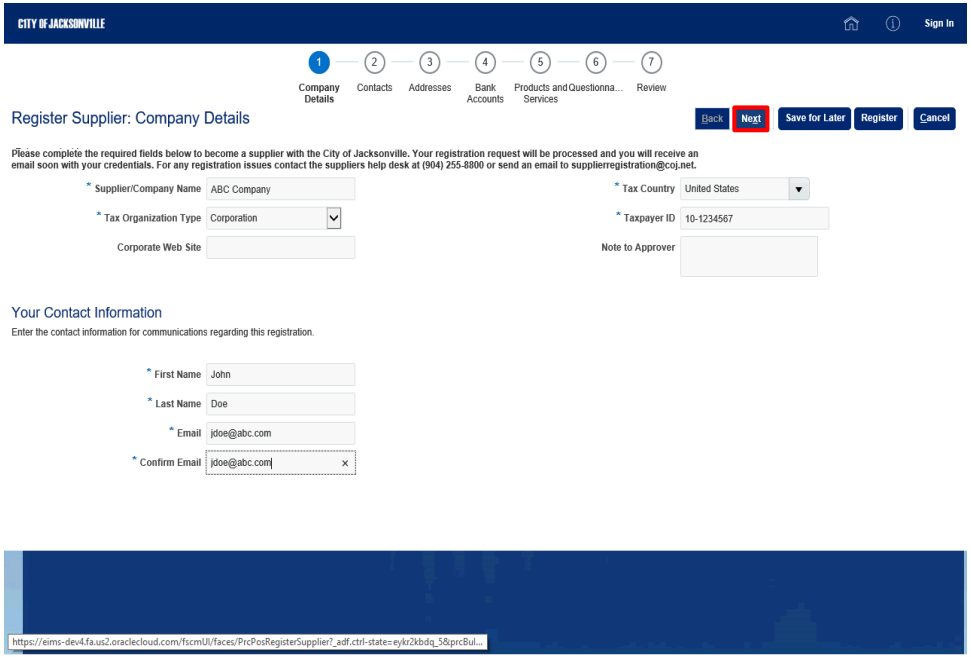
Step 16

Click in the **Confirm Email** field.



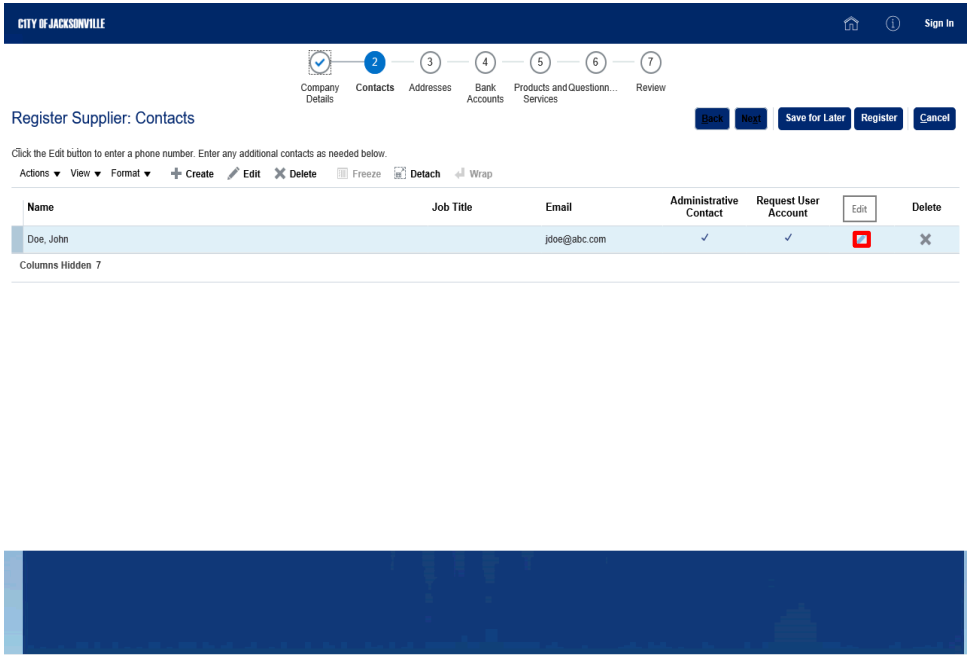
Step 17

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



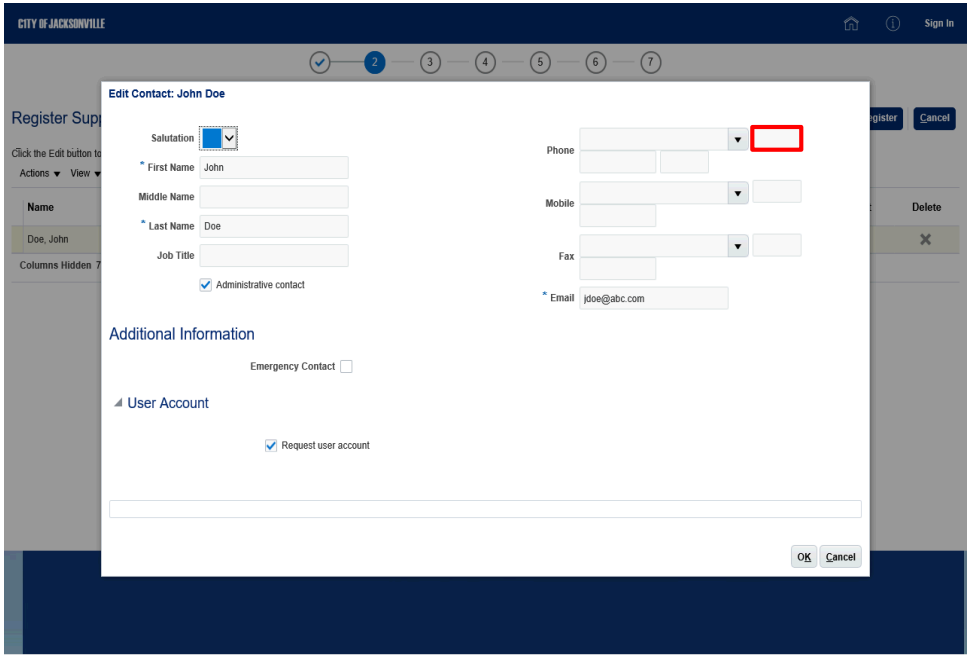
Step 18

Click the **Next** button.



Step 19

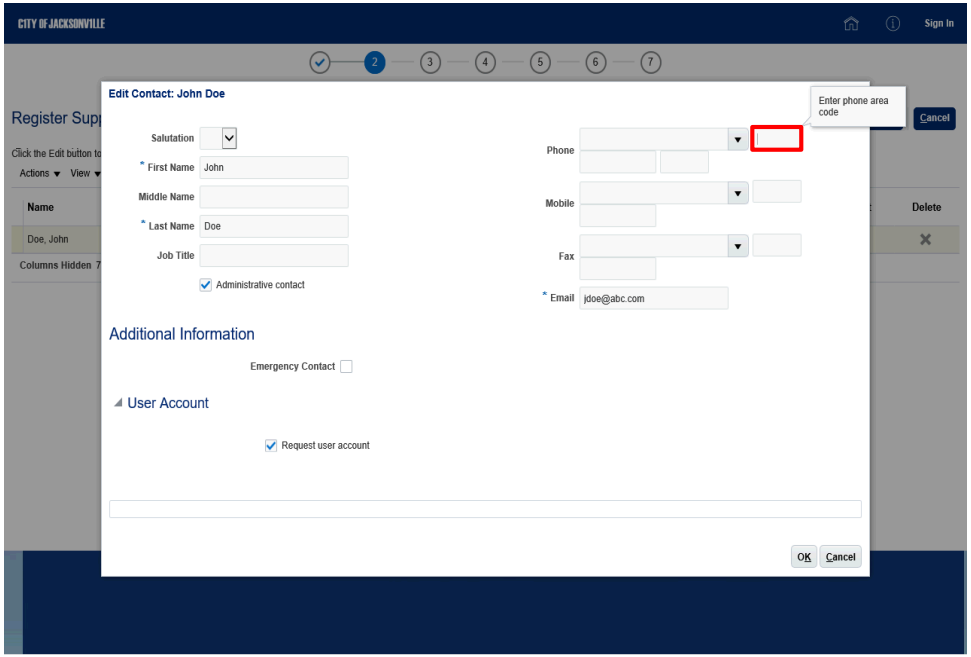
Click the **Edit** button on the right side of the screen.



Step 20

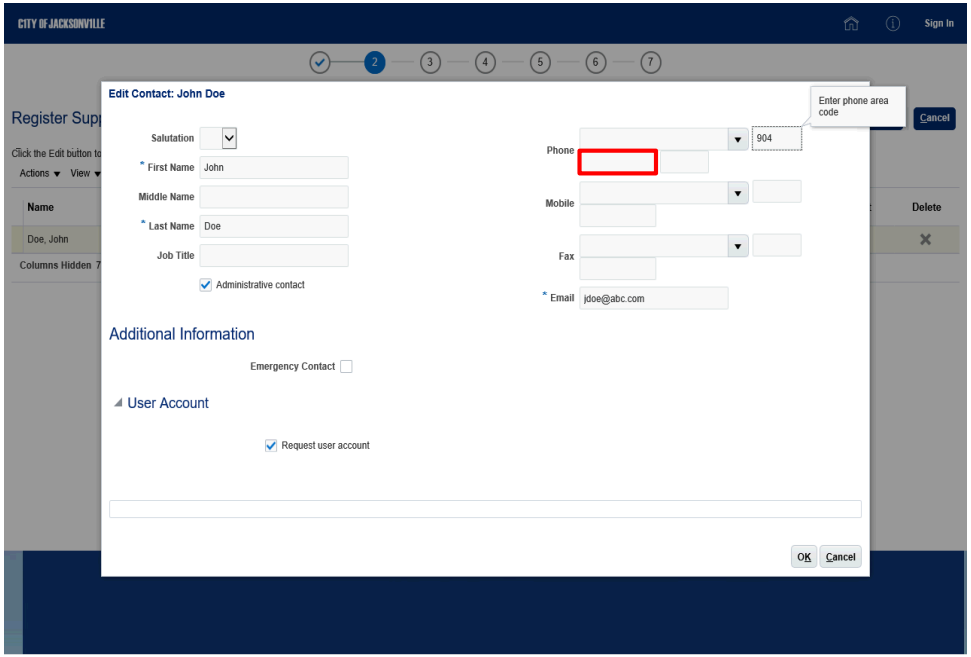
There is no need to use the large field with the drop down box. This is the country field. The field immediately to the right of the country field is the area code field.

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



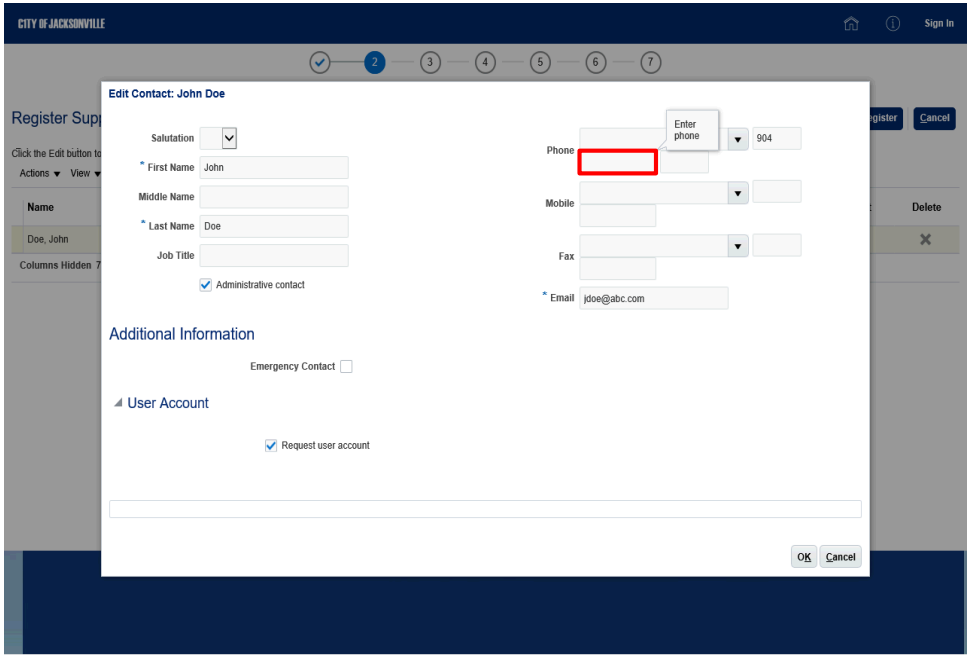
Step 21

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



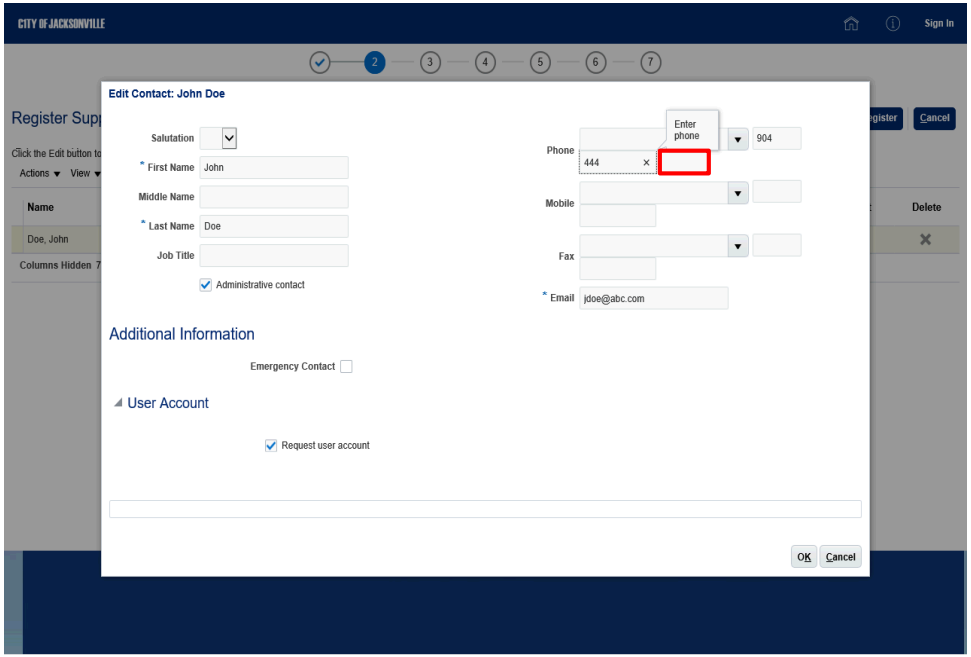
Step 22

Click in the **Phone** field.



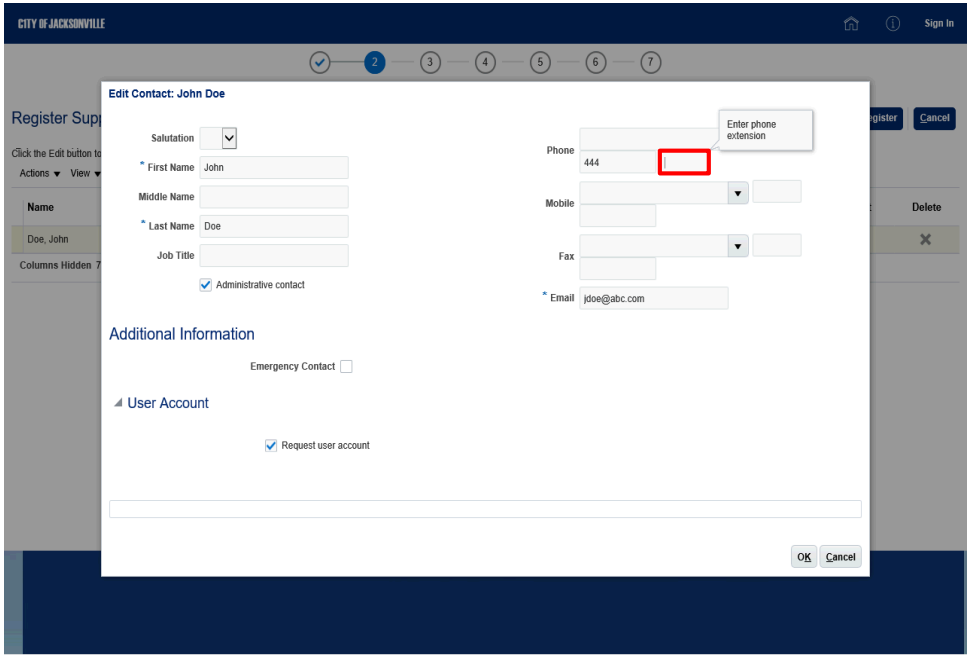
Step 23

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



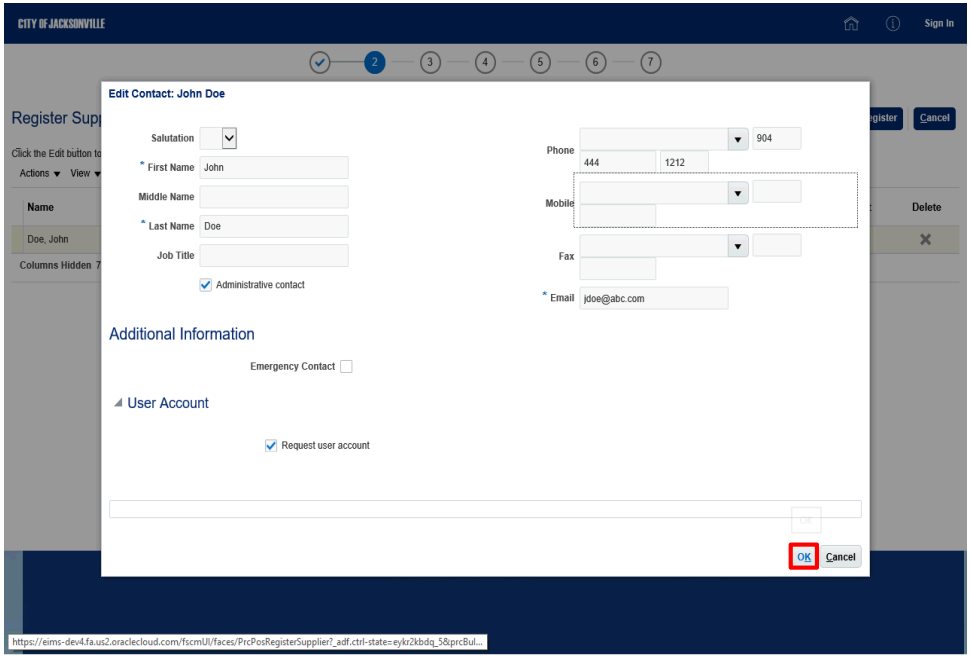
Step 24

Click in the **Phone Extension** field.



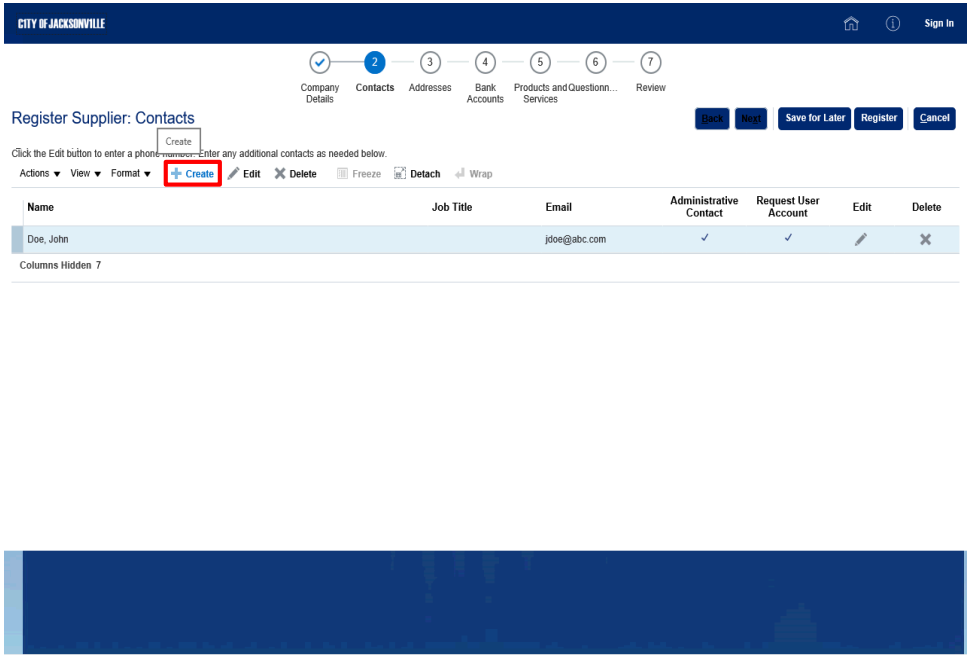
Step 25

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



Step 26

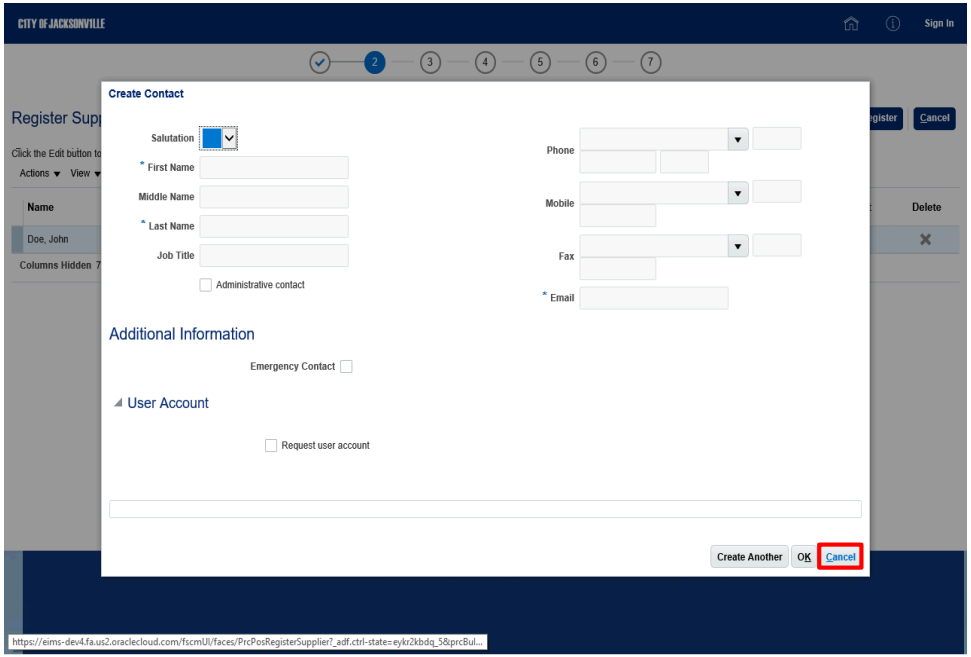
Click the **OK** button at the bottom of the page.



Step 27

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

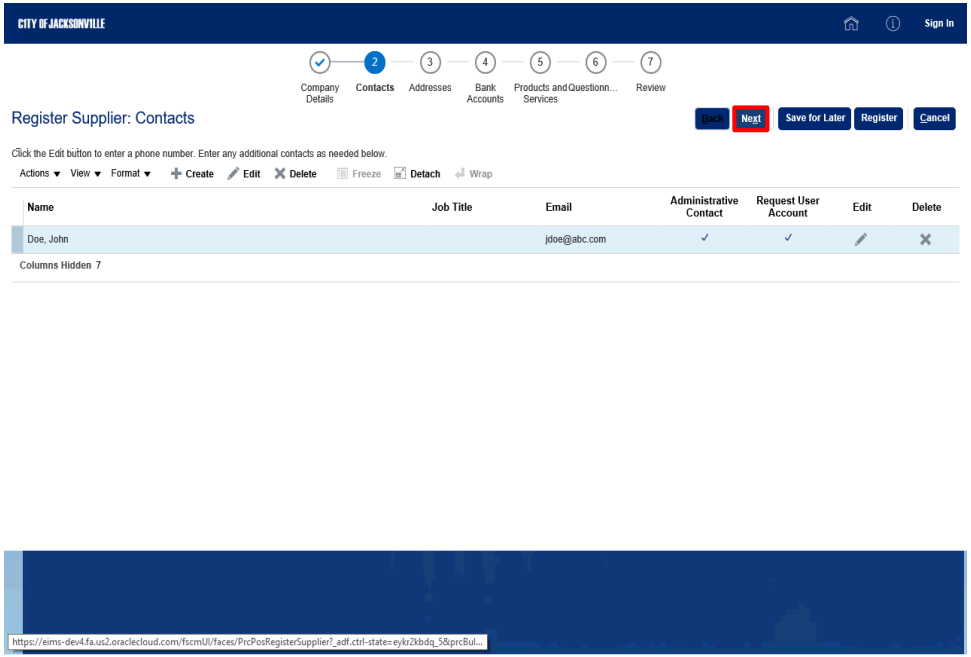
Click the **Create** button.



Step 28

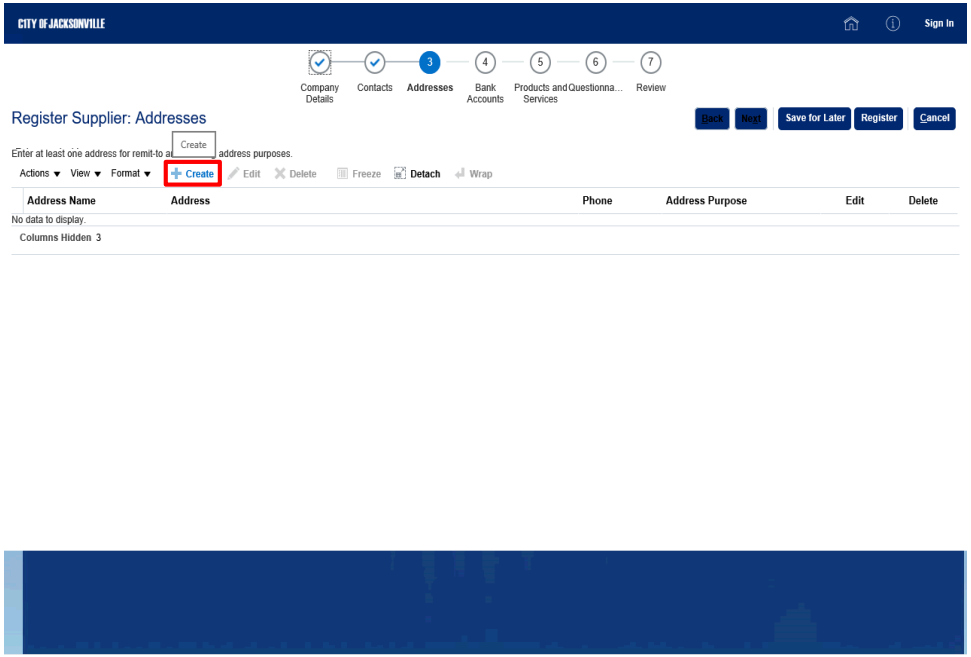
The same form that was used for John Doe is displayed. If needed for your registration, add more contacts here. On this form, you must click "Request user account" for additional contacts. For this example, we will not add more contacts.

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



Step 29

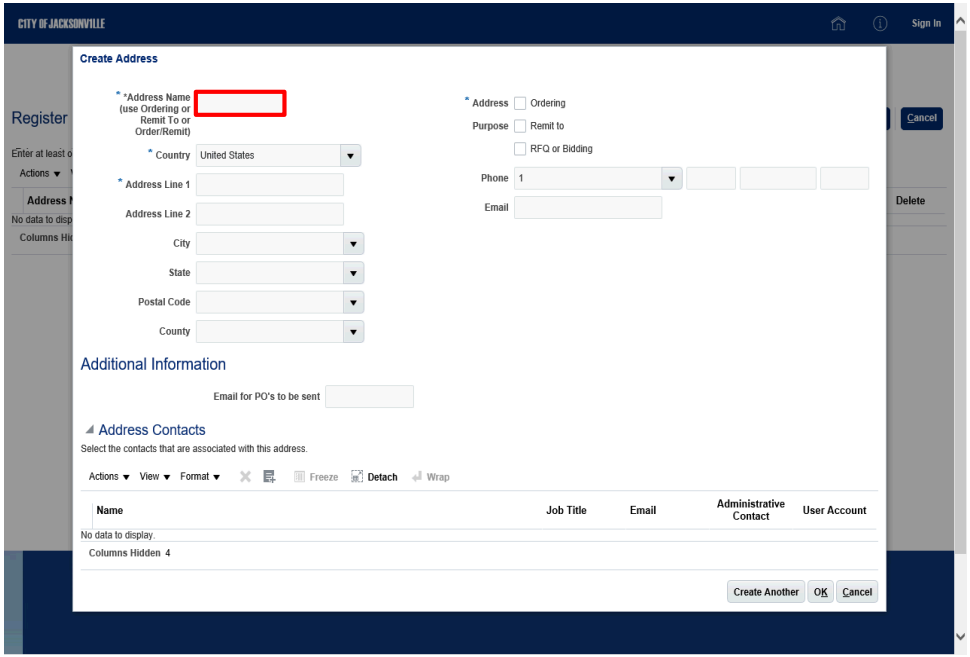
Click the **Next** button.



Step 30

You are now ready to add addresses.

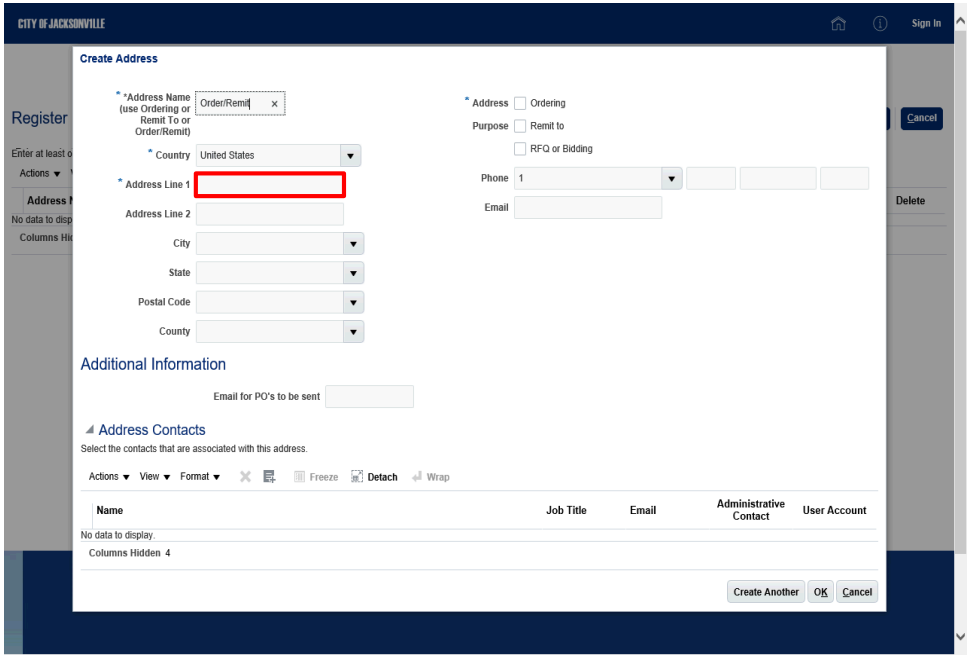
Click the **Create** button.



Step 31

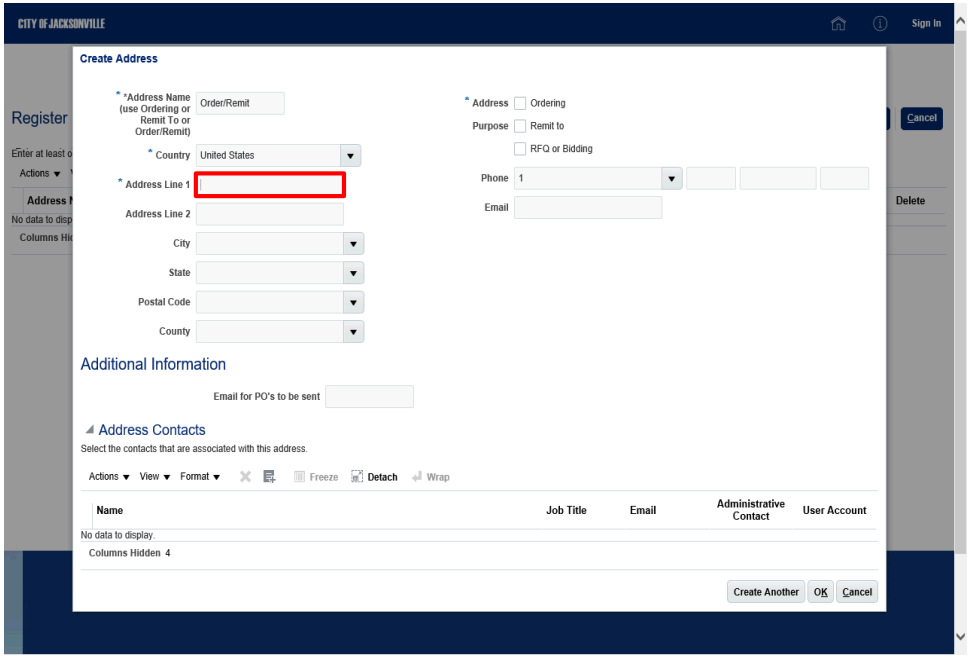
In the Create Address window, you can create different addresses for ordering and remitting. Most suppliers will use the same address for both ordering and remittance.

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



Step 32

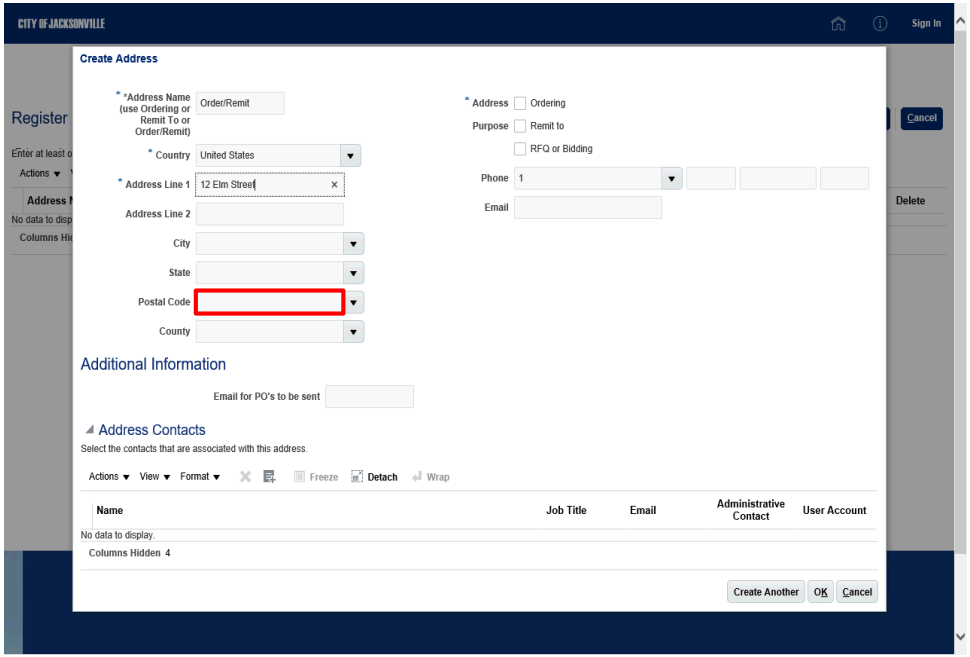
To enter your address, click in the **Address Line 1** field.



Step 33

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

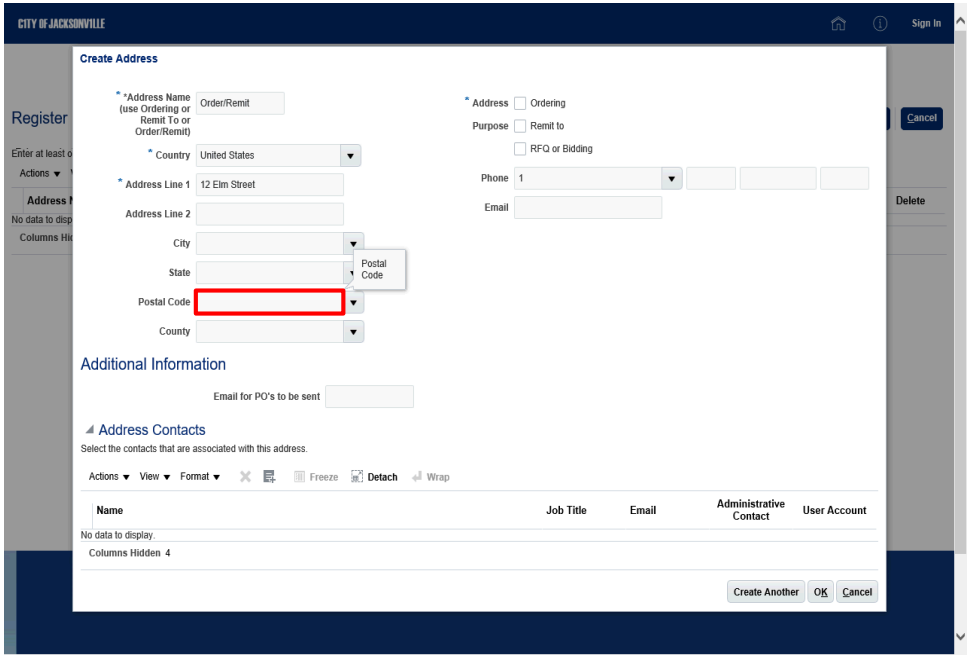
For this example, we will enter "**12 Elm Street**".



Step 34

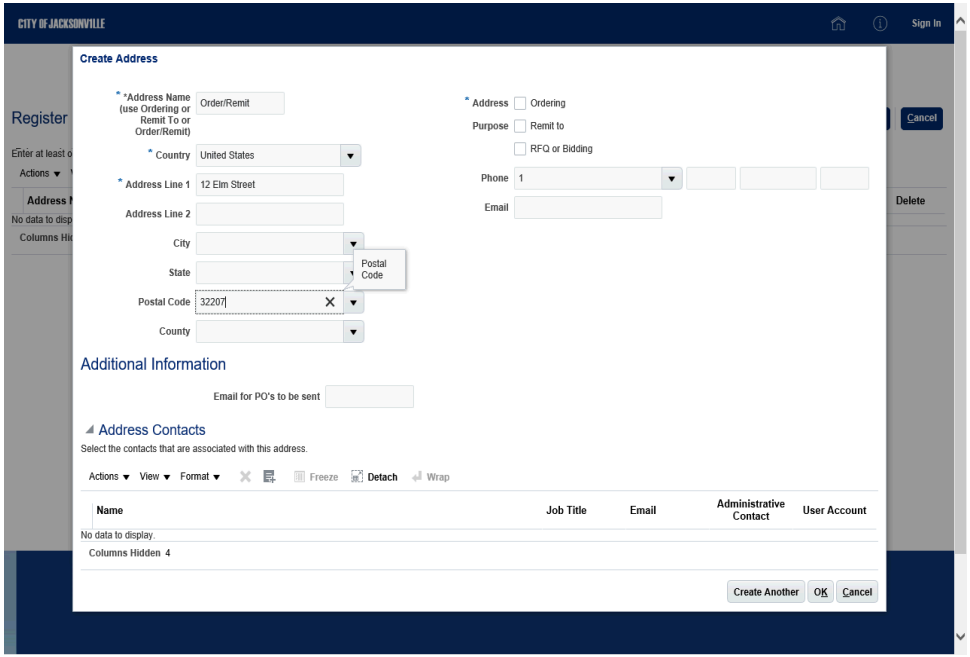
Do not enter the city and state. Once you have entered your address in line 1, simply enter your postal (zip) code next. The Portal will automatically populate the city and state.

Click in the **Postal Code** field.



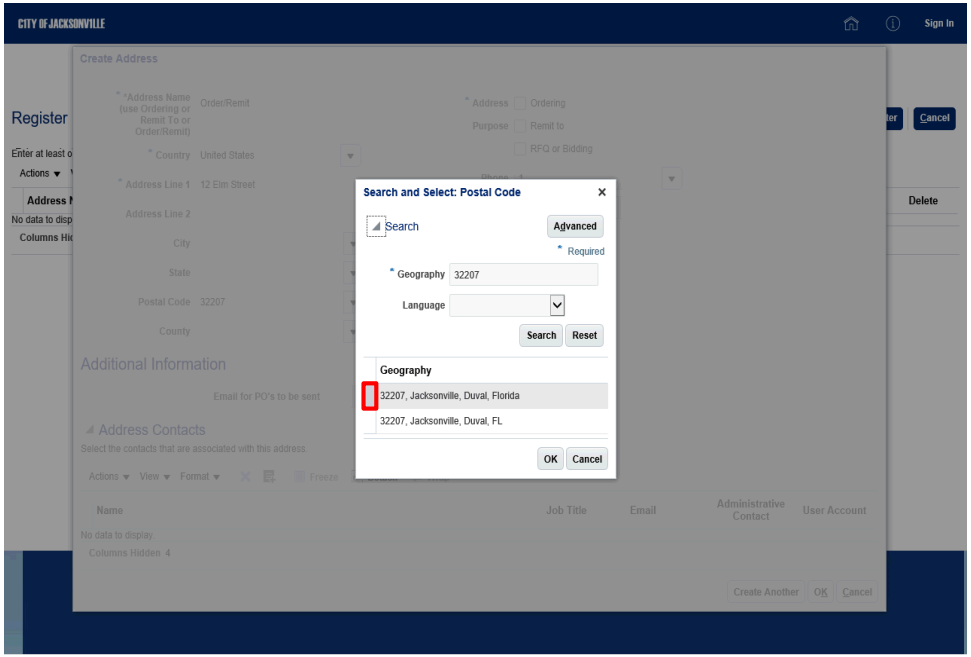
Step 35

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



Step 36

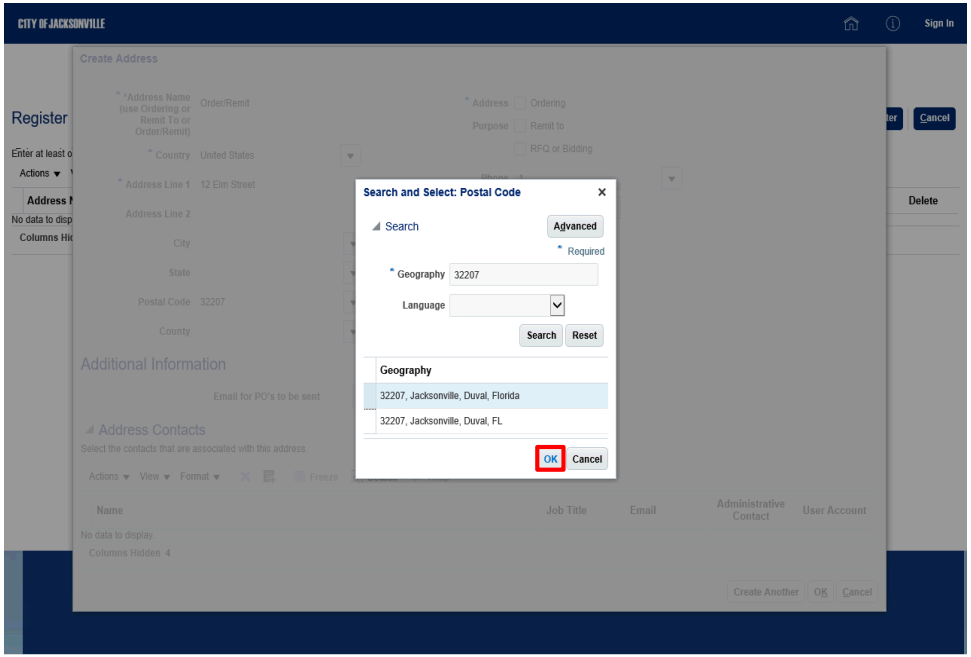
Press **[Tab]**.



Step 37

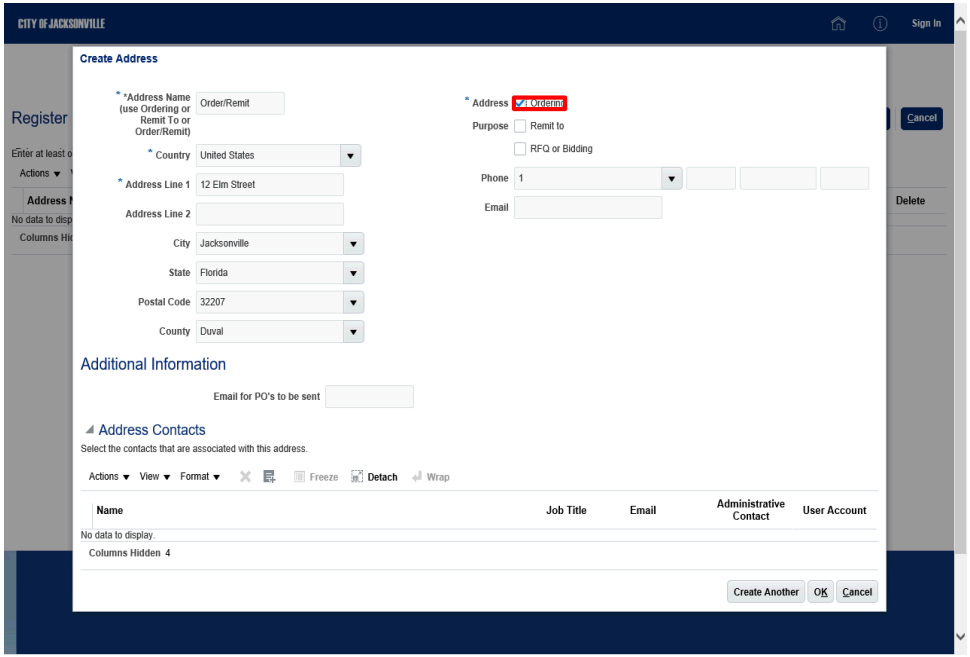
Based on your postal code, the Portal will provide a list of any cities and the county for that postal code.

Click the **32207, Jacksonville, Duval, Florida** cell to highlight the line.



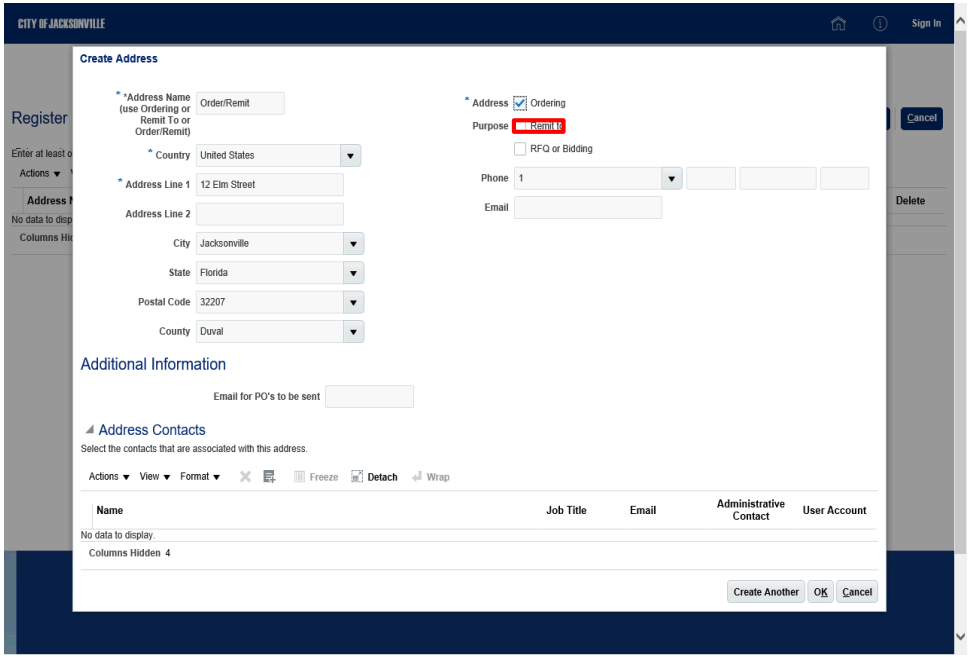
Step 38

Click the **OK** button.



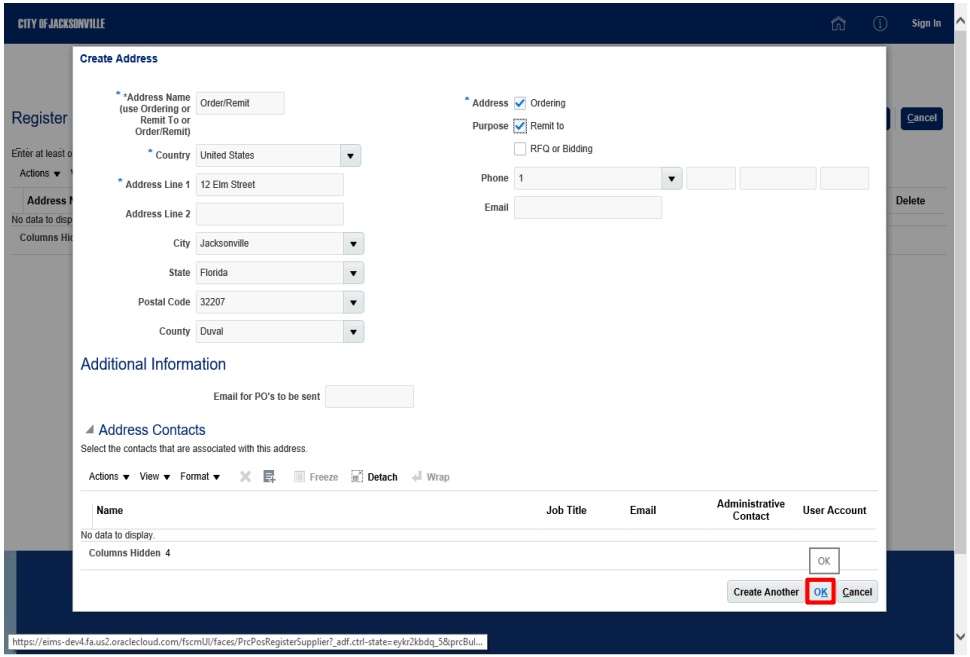
Step 39

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



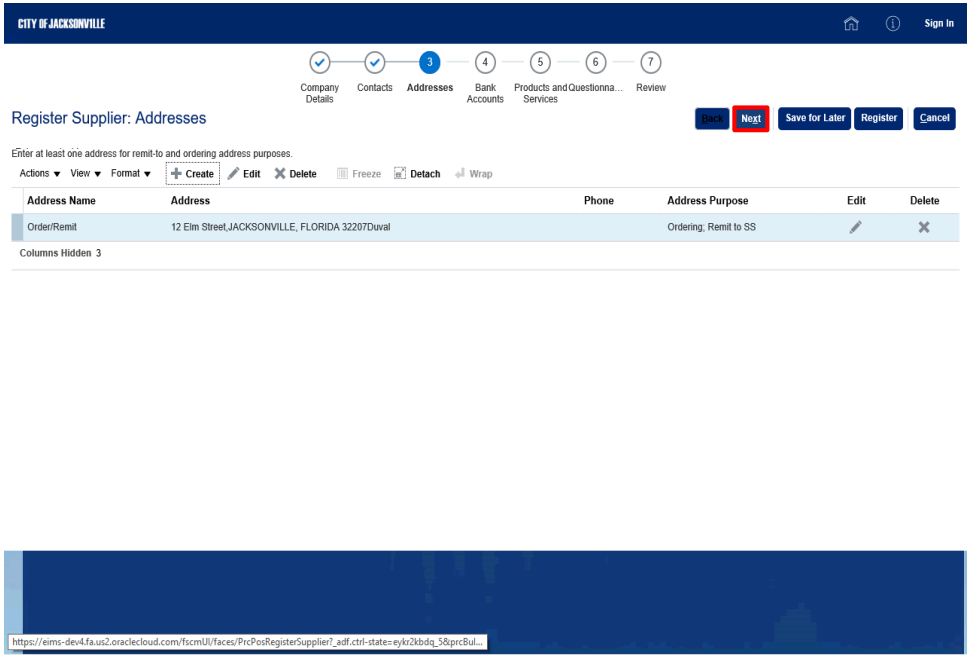
Step 40

Click the **Remit to** option.



Step 41

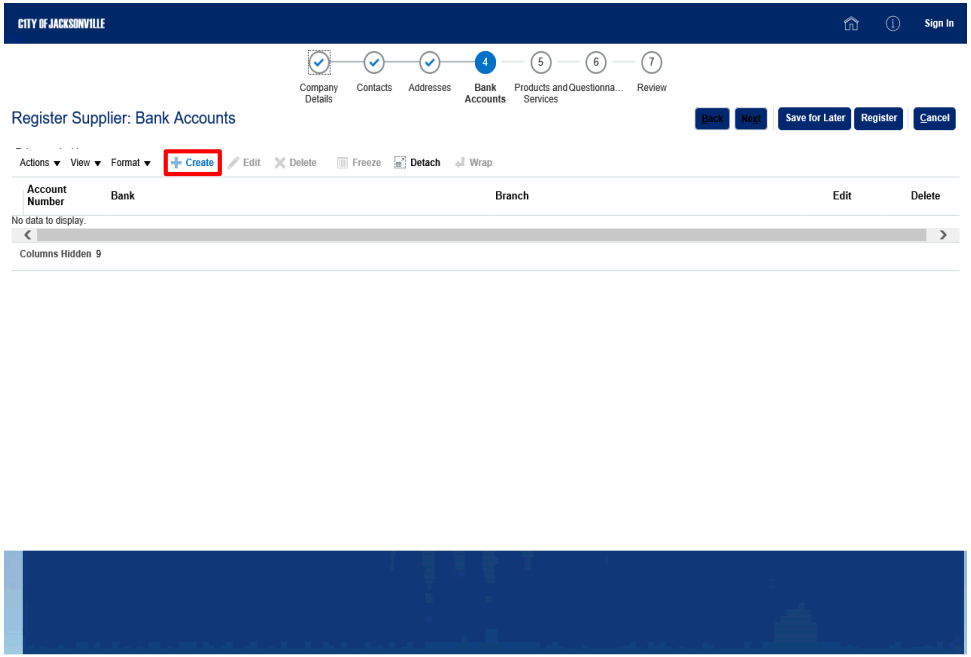
Click the **OK** button.



Step 42

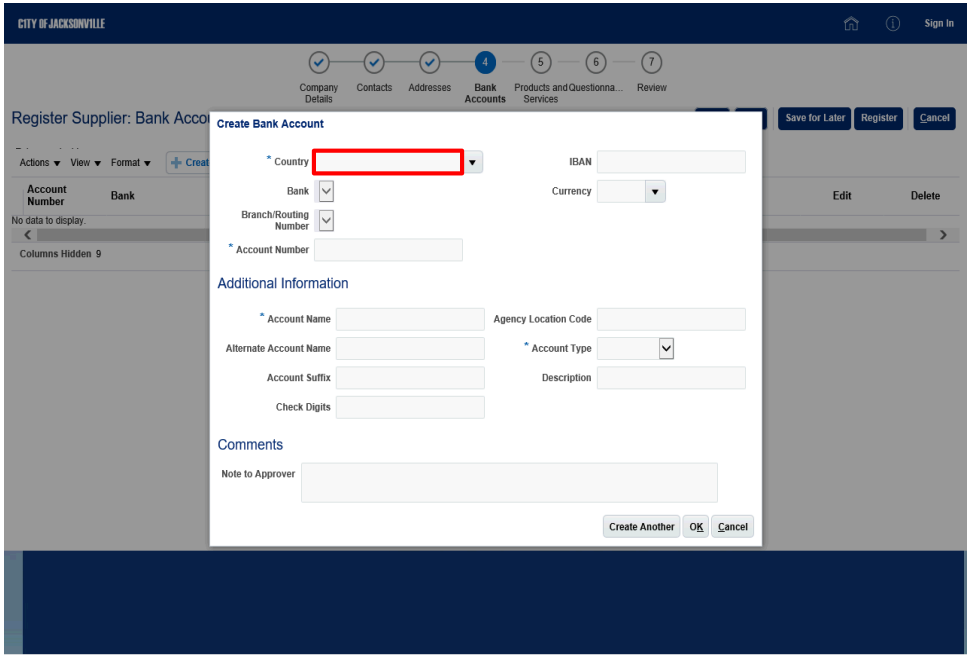
You are now ready to enter your bank account information.

Click the **Next** button.



Step 43

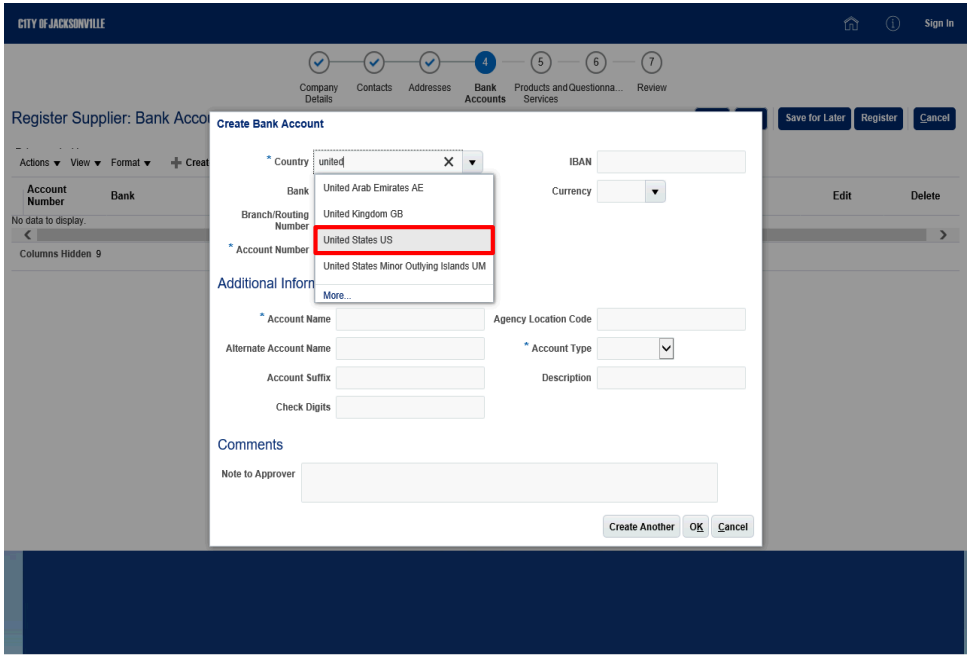
Click the **Create** button.



Step 44

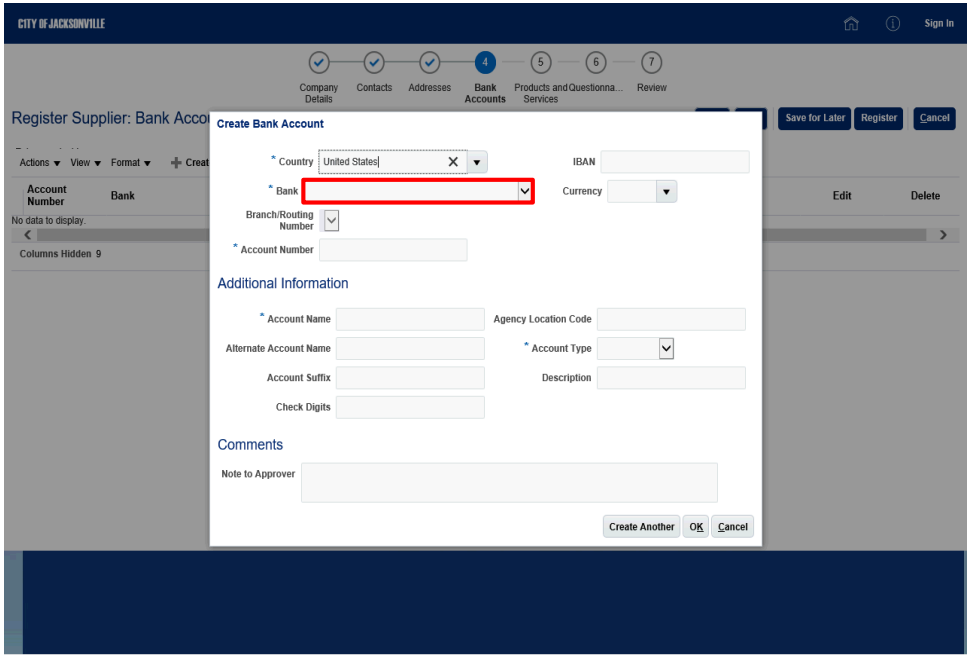
You must fill in the **Country** field.

Enter "**united**".



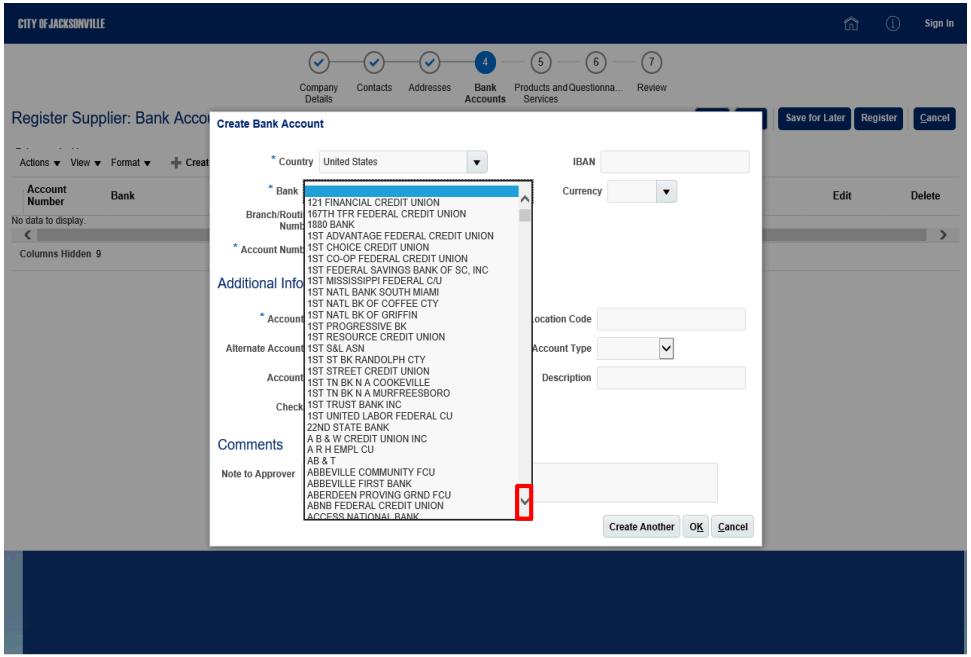
Step 45

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



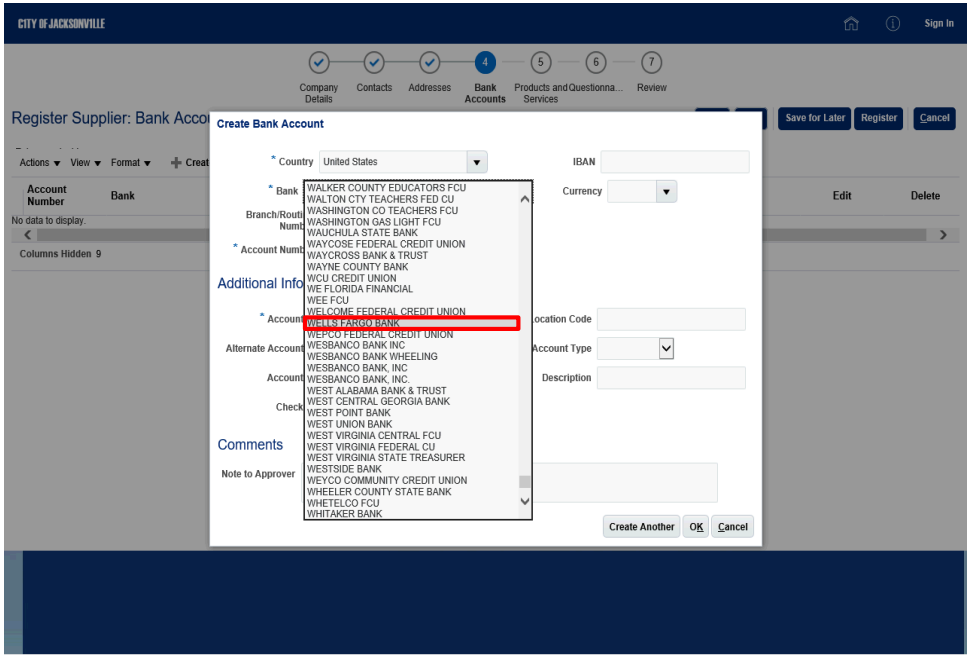
Step 46

Click the **Bank** list.



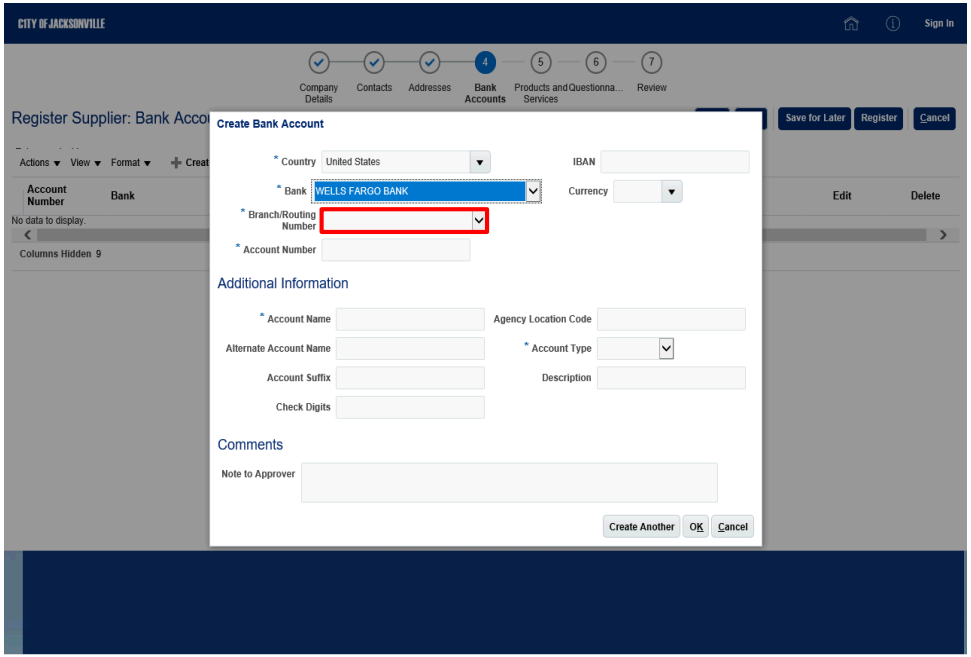
Step 47

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



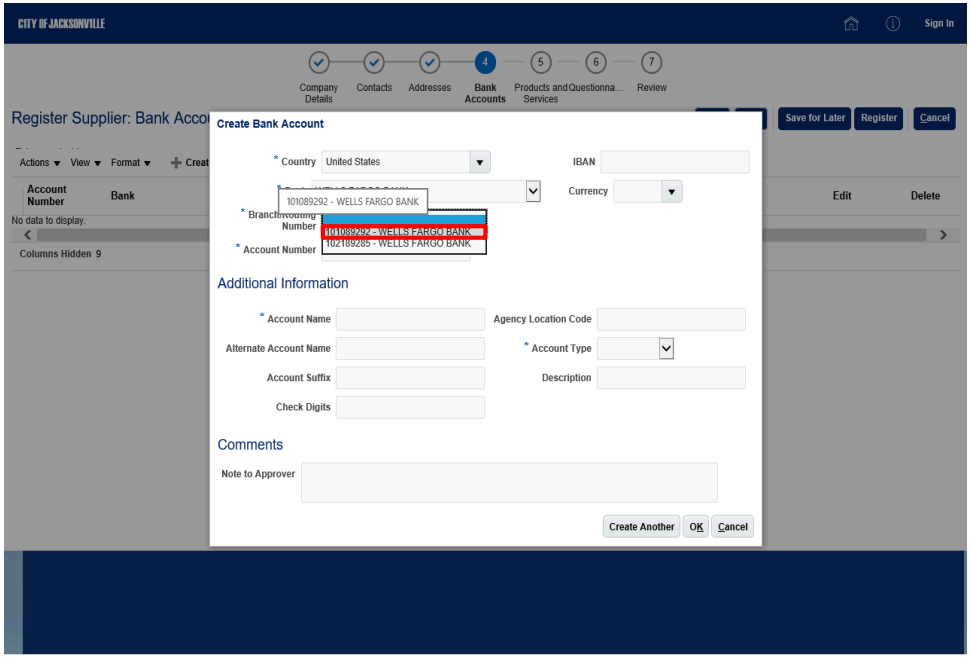
Step 48

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



Step 49

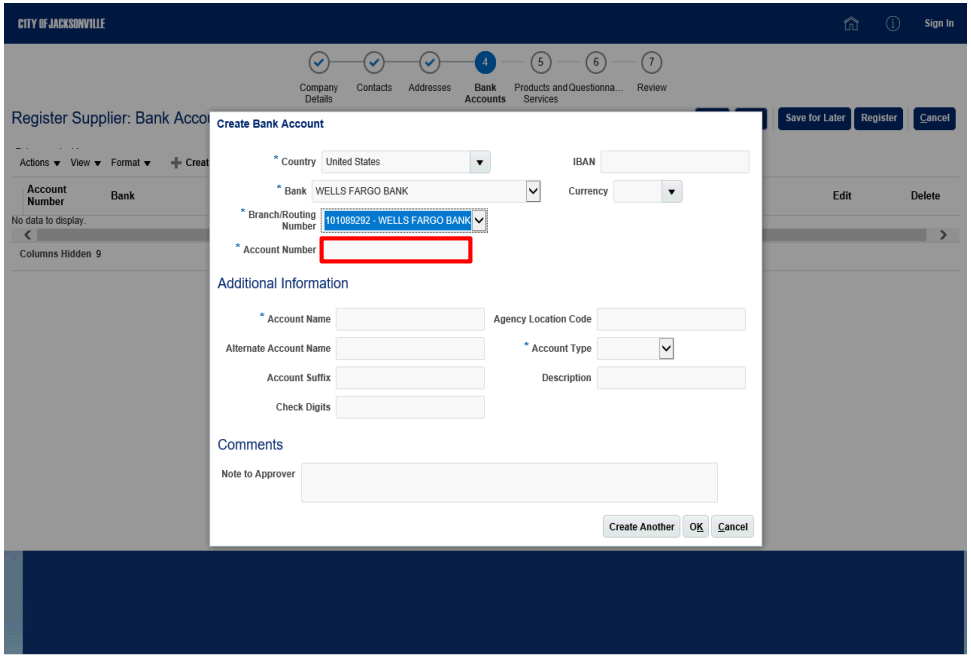
Click the **Branch/Routing Number** list.



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.

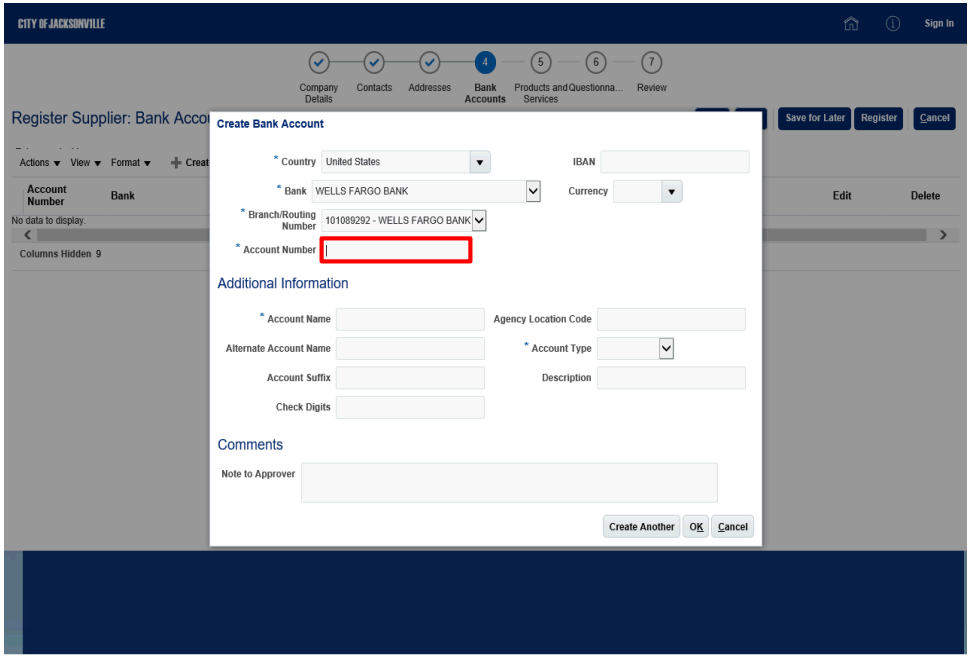
Click the **101089292 - WELLS FARGO BANK** list item.



Step 51

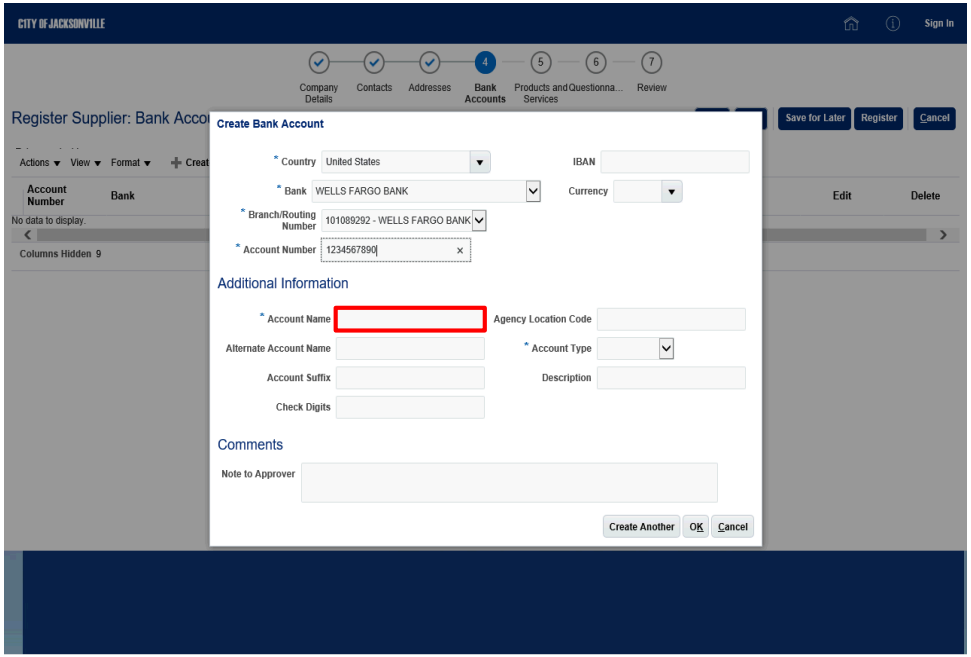
The account number is your bank account number. On a check, it is the number to the right of the bank routing number.

Click in the **Account Number** field.



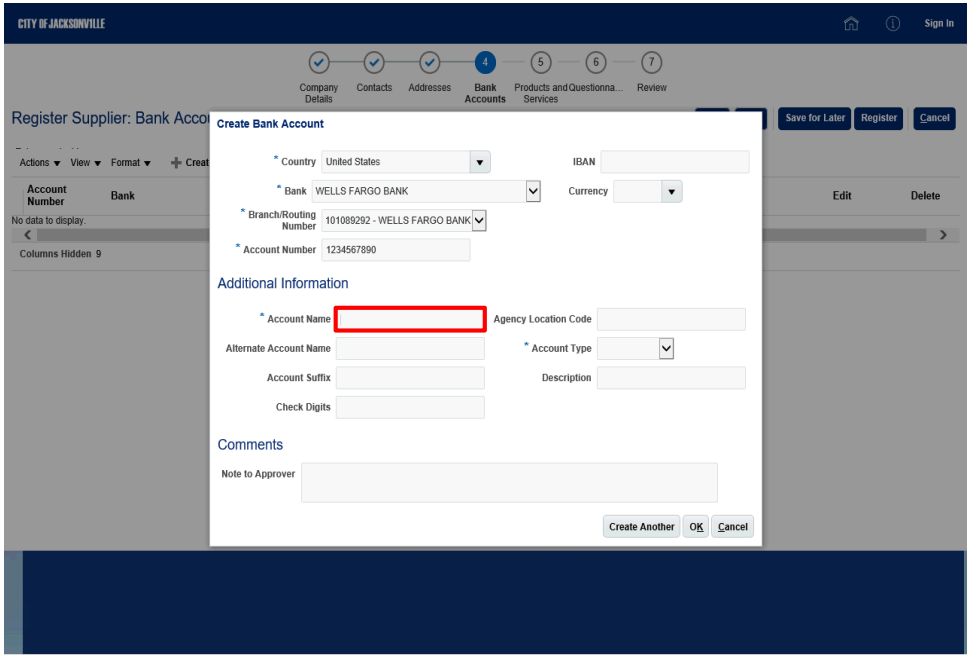
Step 52

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



Step 53

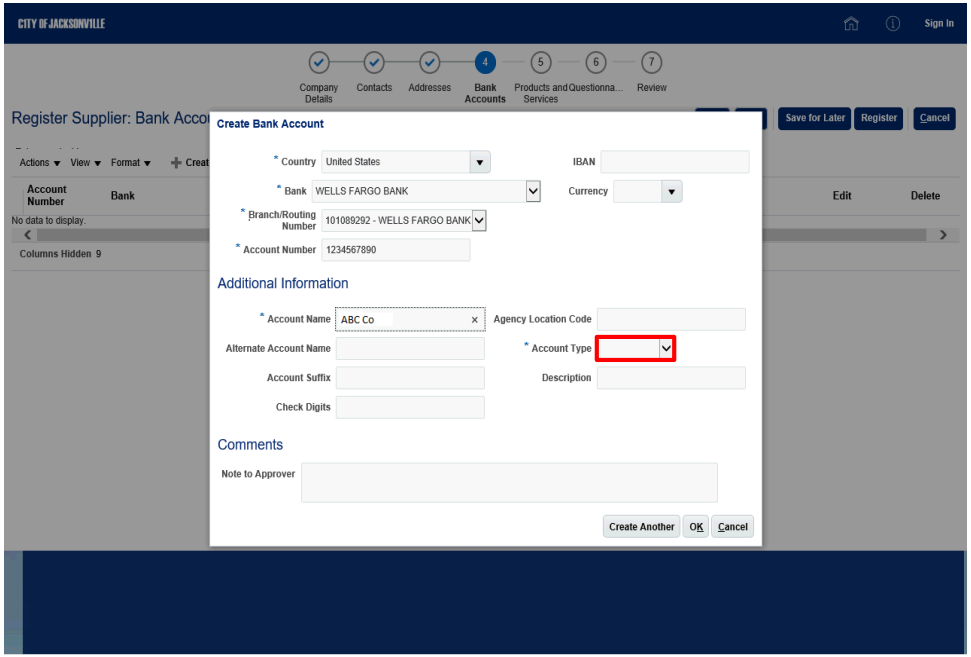
Click in the **Account Name** field.



Step 54

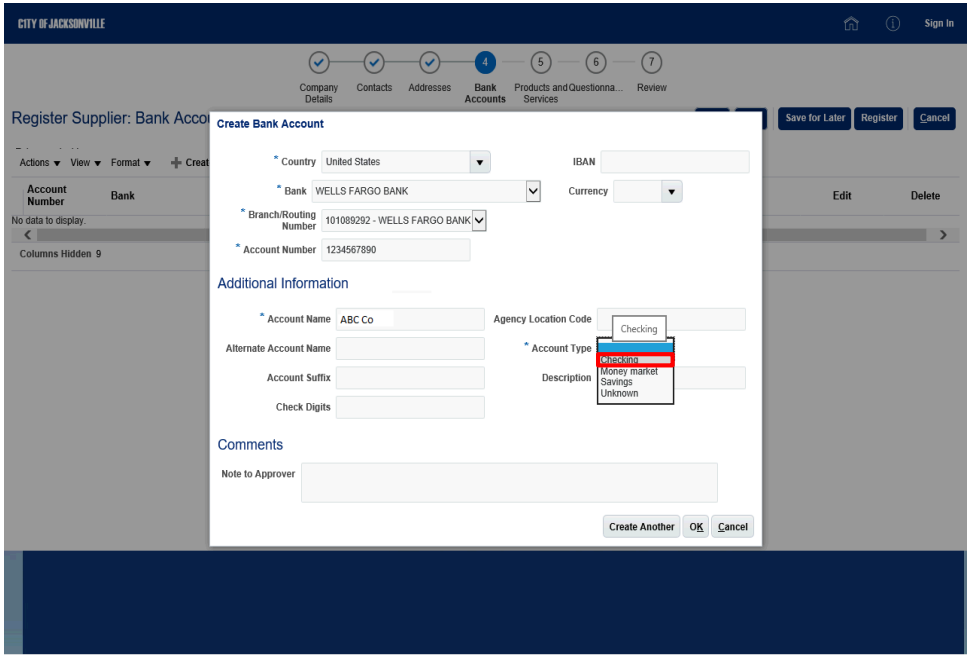
the account name can be either your company name or--for individual accounts--your name.

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



Step 55

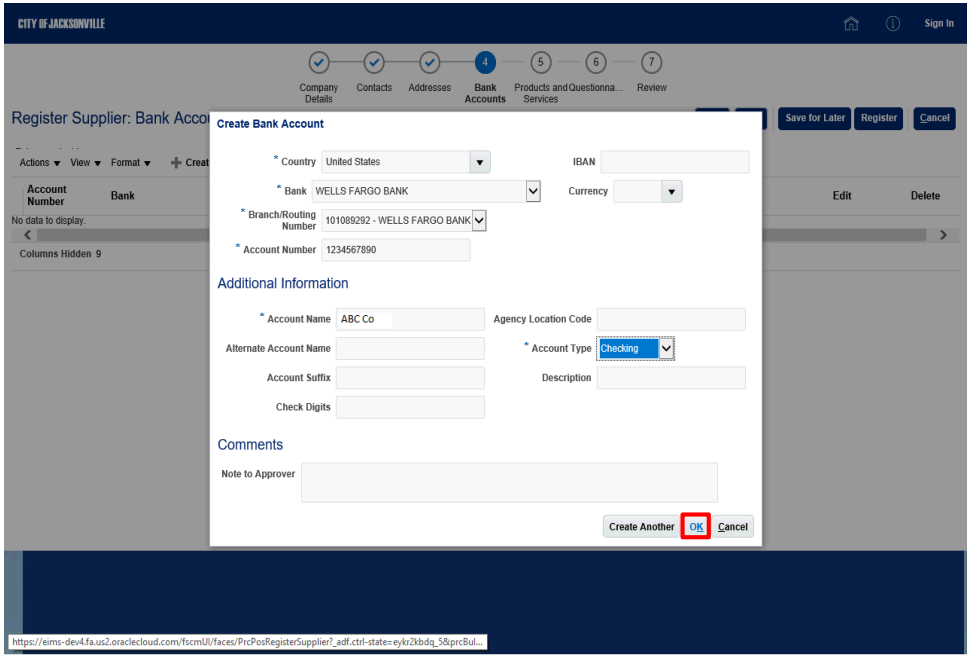
Click the **Account Type** list.



Step 56

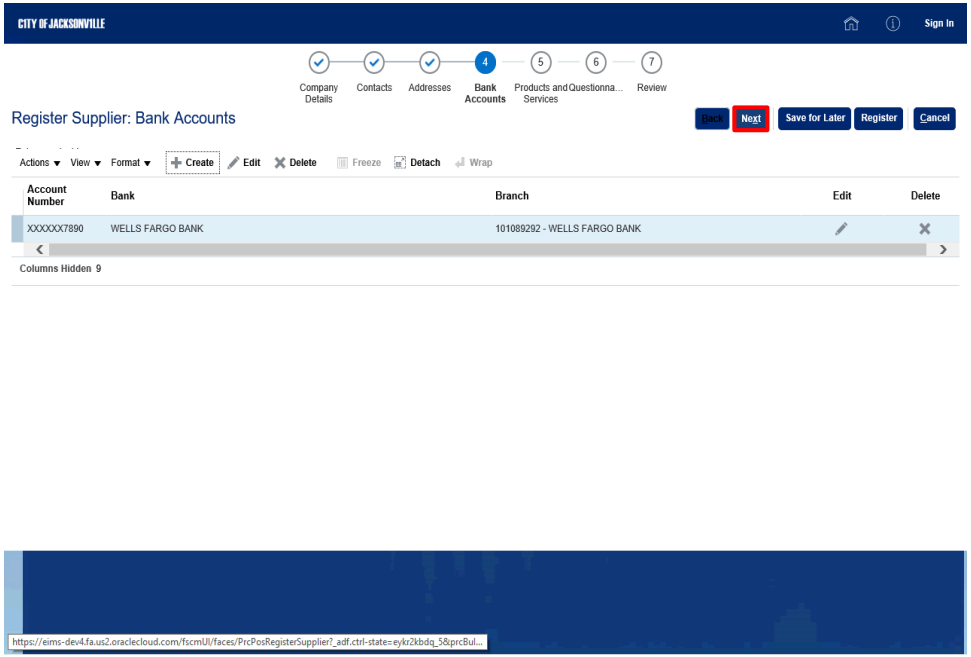
Choose the correct account type.

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



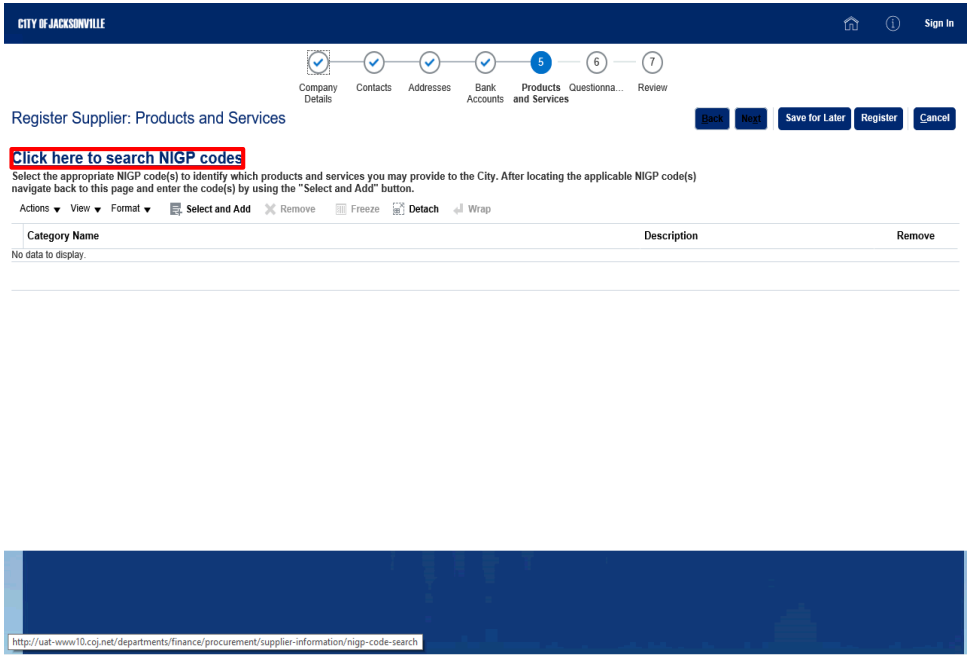
Step 57

Click the **OK** button.



Step 58

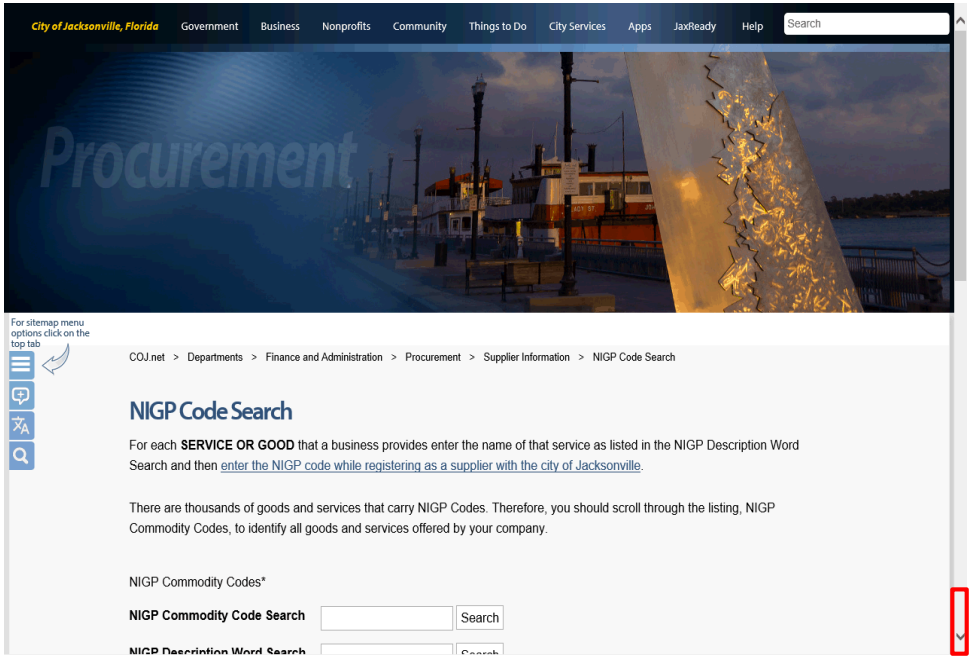
Click the **Next** button.



Step 59

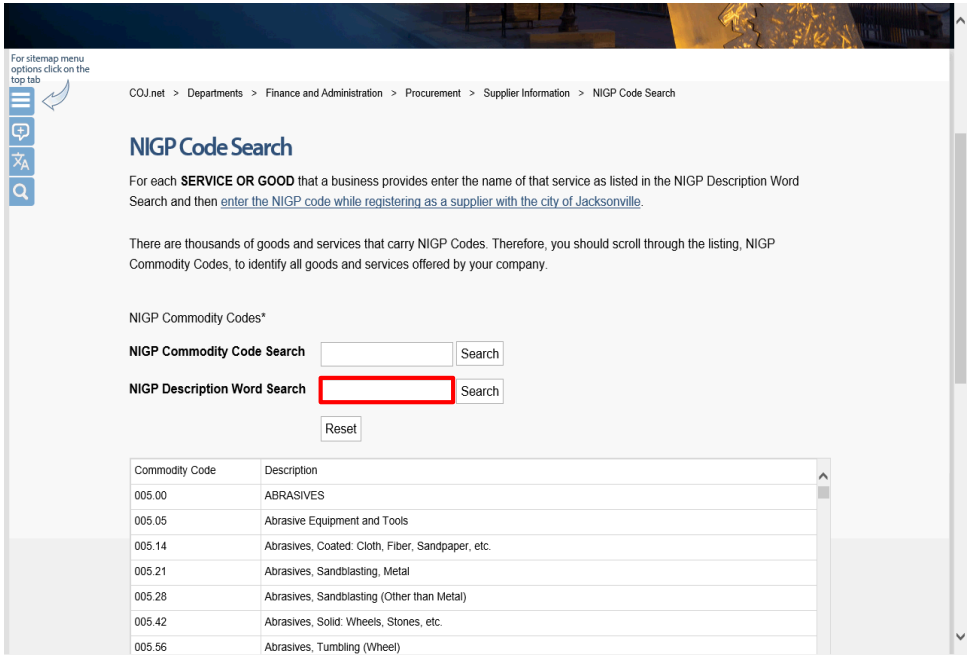
You must identify the types of goods or services you will offer to the City of Jacksonville through NIGP (National Institute of Governmental Purchasing) codes.

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



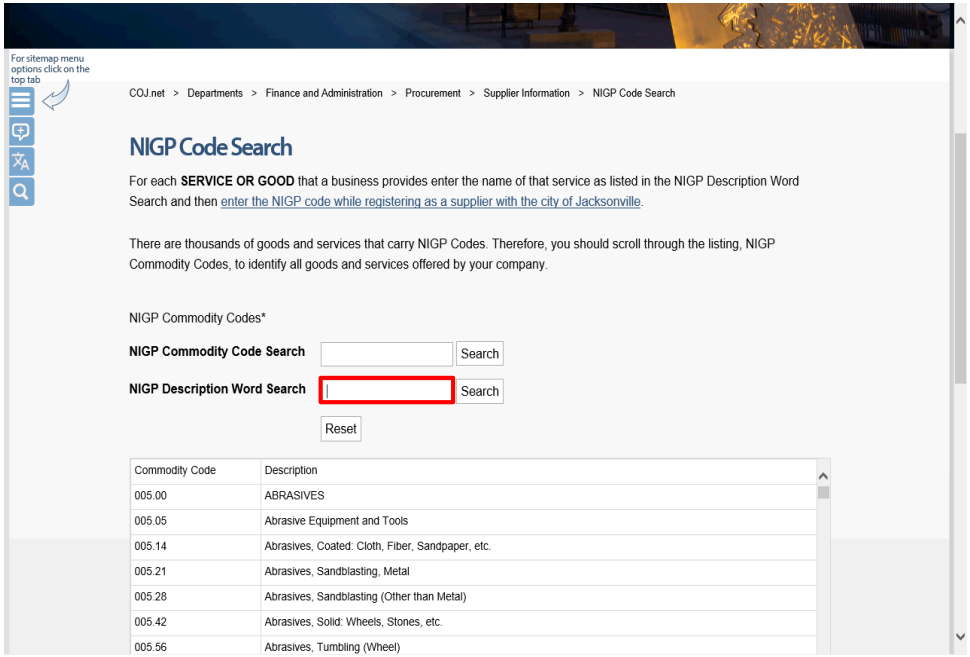
Step 60

Click the **Scrollbar** down arrow.



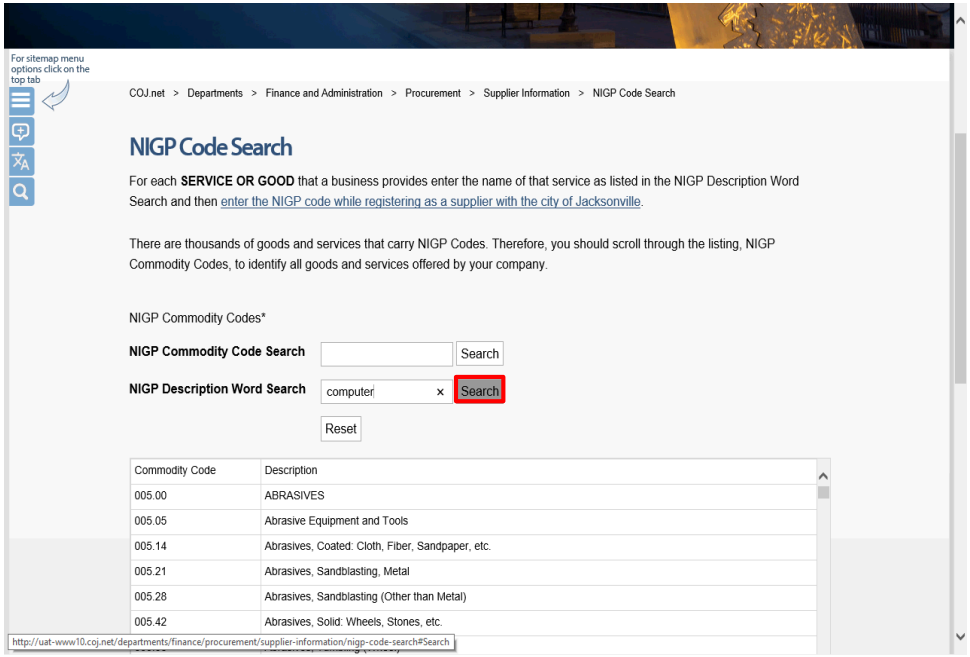
Step 61

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



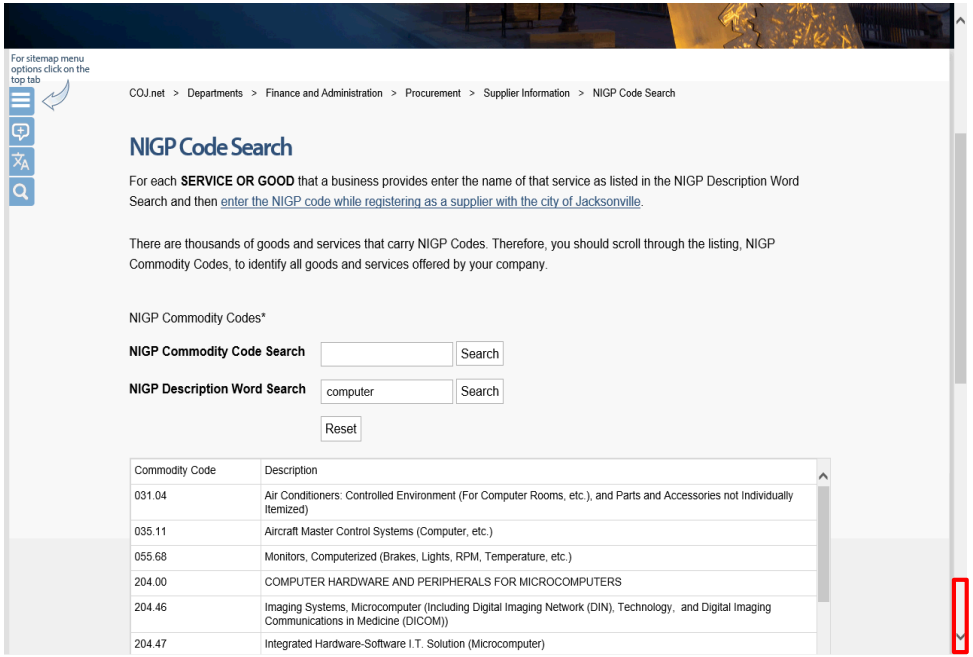
Step 62

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



Step 63

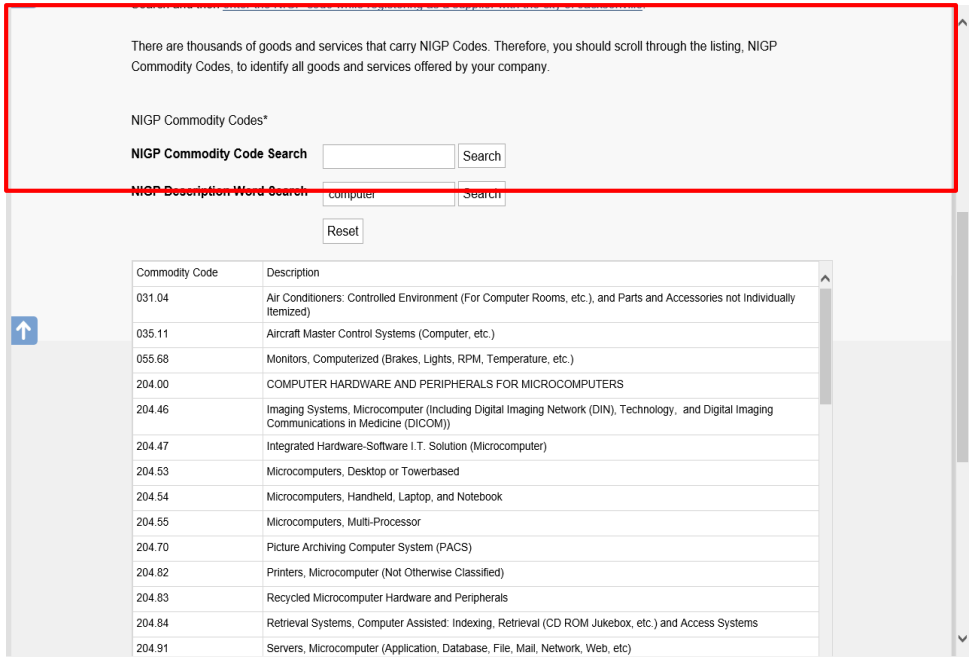
Click the **Search** link.



Step 64

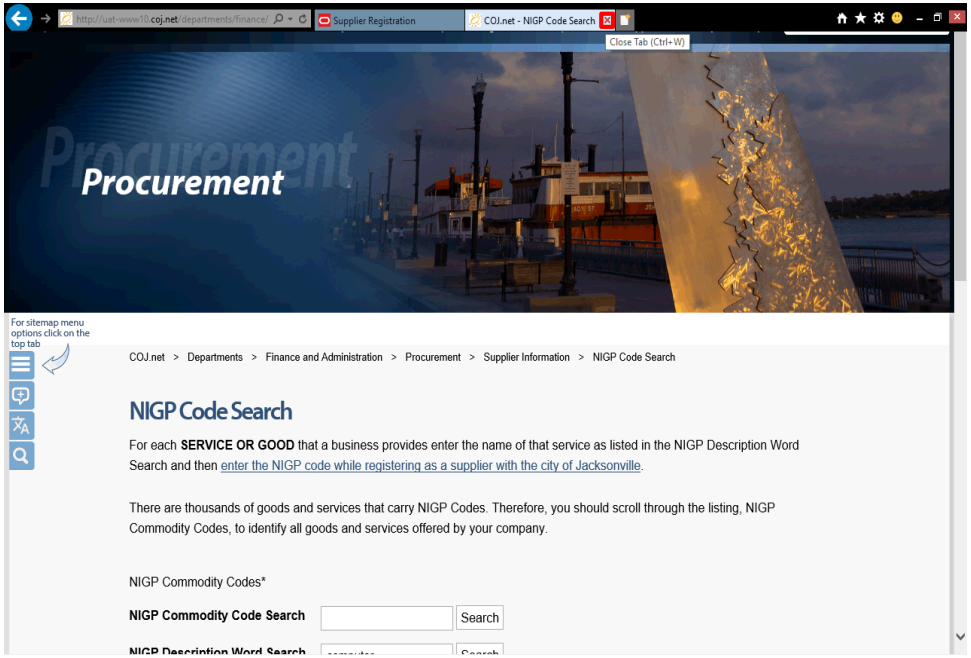
All commodity descriptions that contain the word "computer" are listed. For this example, we will choose the Commodity Code for Microcomputers, Handheld, Laptop and Tablet.

Click the **Scrollbar** down arrow.



Step 65

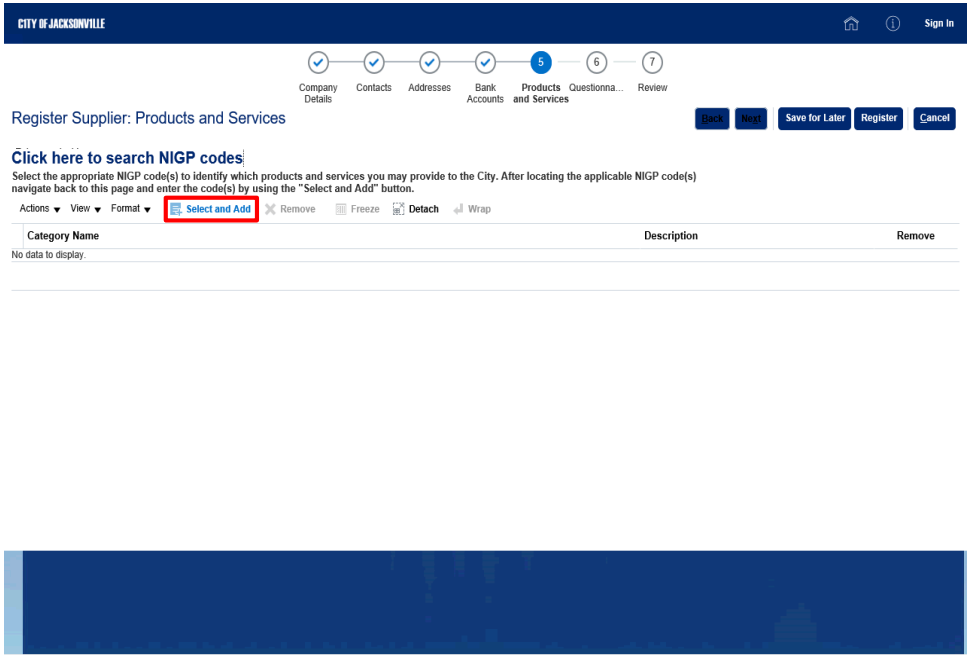
Click the **COJ.net - NIGP Code Search var pageTitle = "Procuremen** object.



Step 66

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

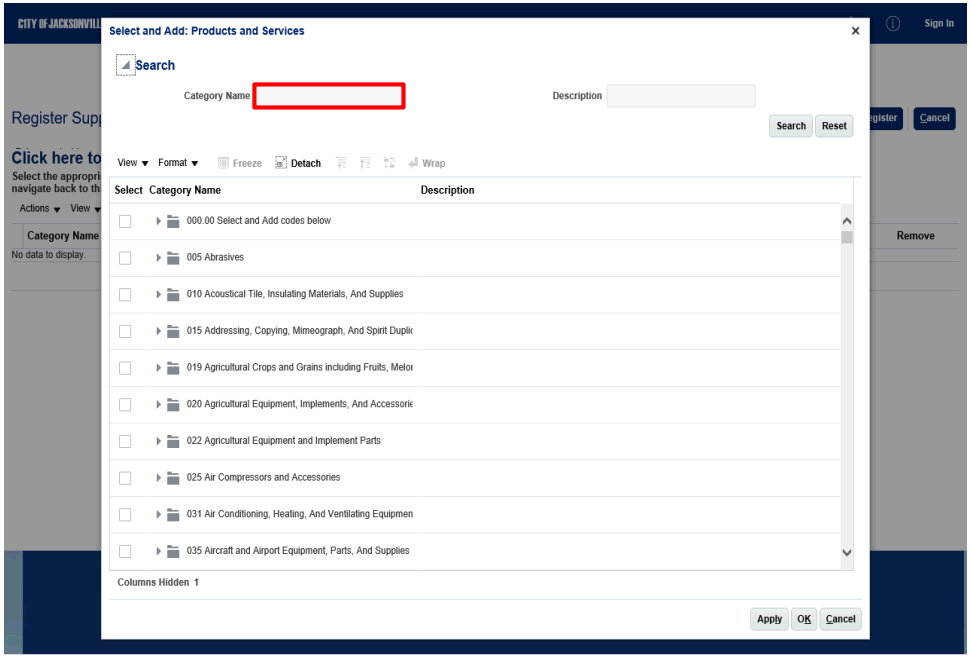
Click the **Close Tab** button.



Step 67

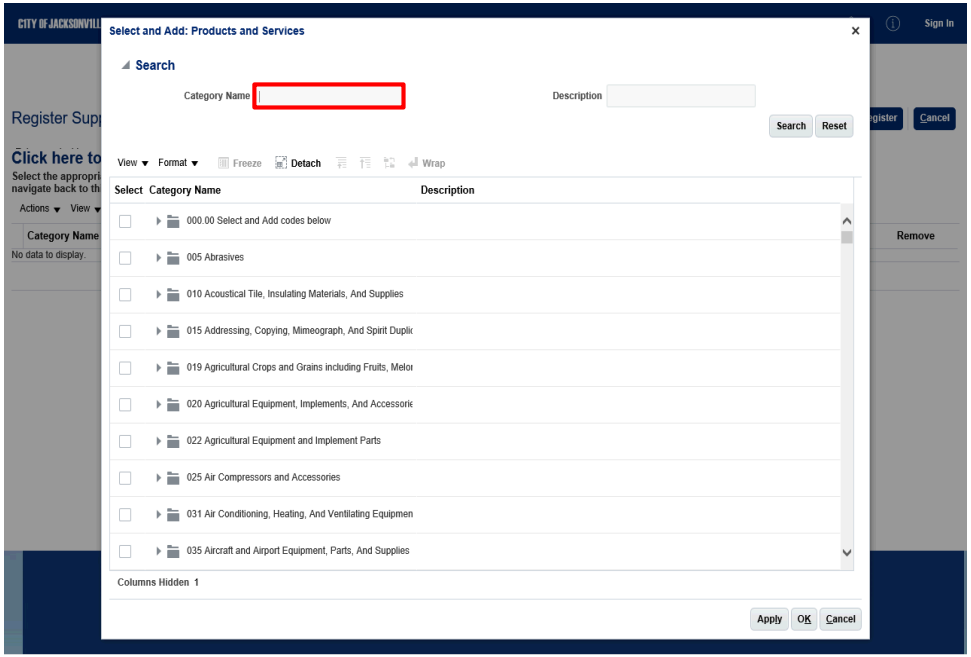
Now you can add your NIGP code (or codes).

Click the **Select and Add** button.



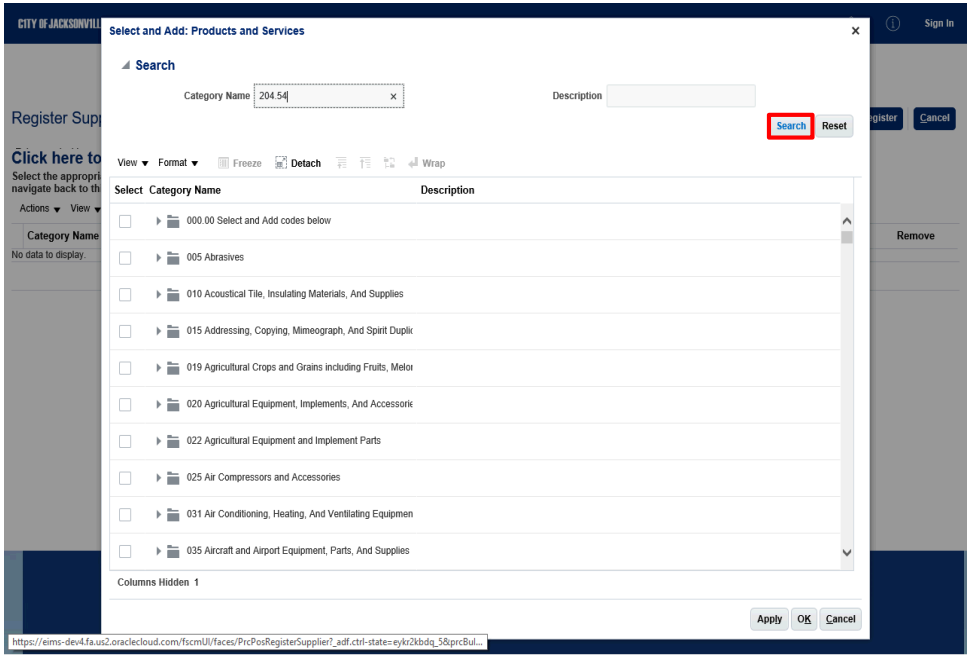
Step 68

Click in the **Category Name** field.



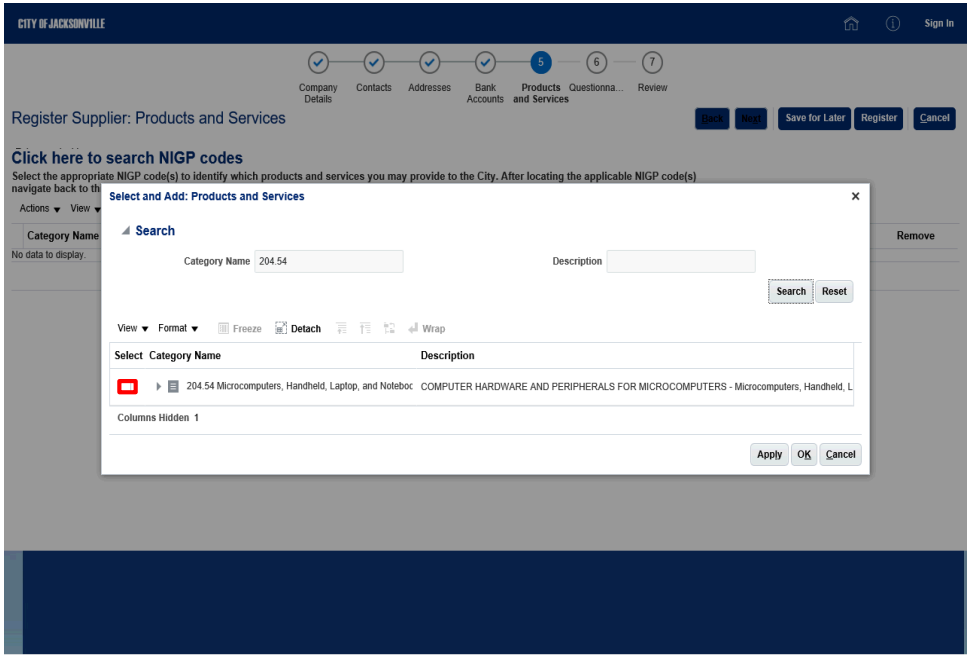
Step 69

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



Step 70

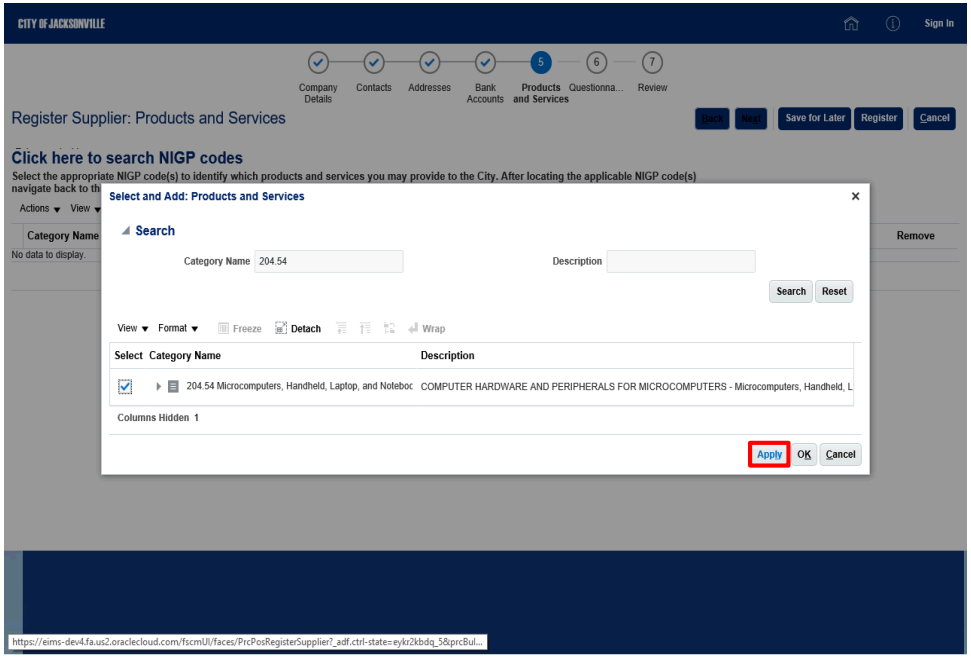
Click the **Search** button.



Step 71

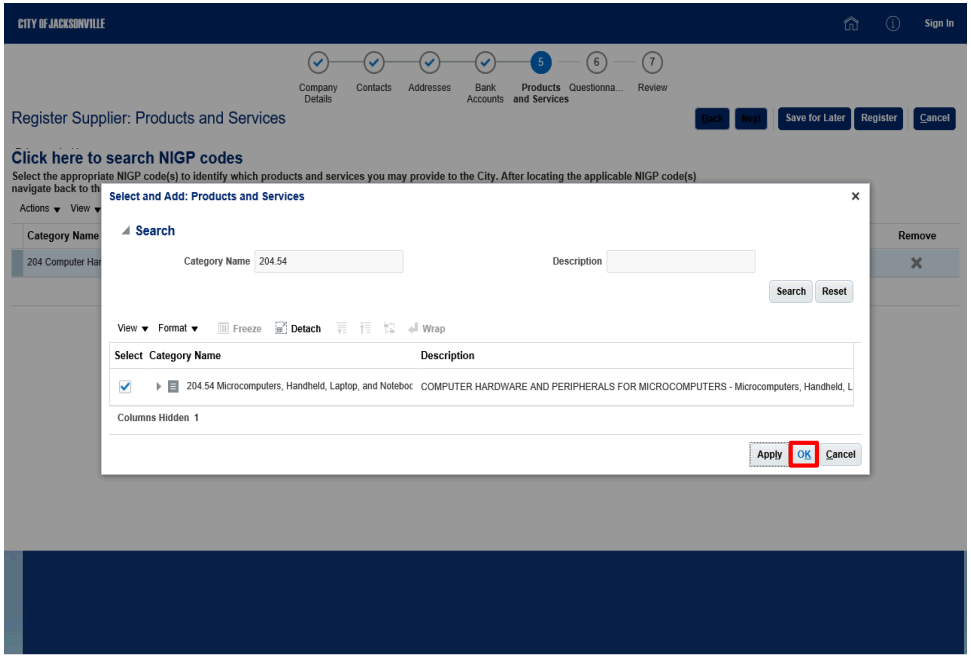
NIGP code 204.54 is displayed.

Click the **Checkbox** for the line.



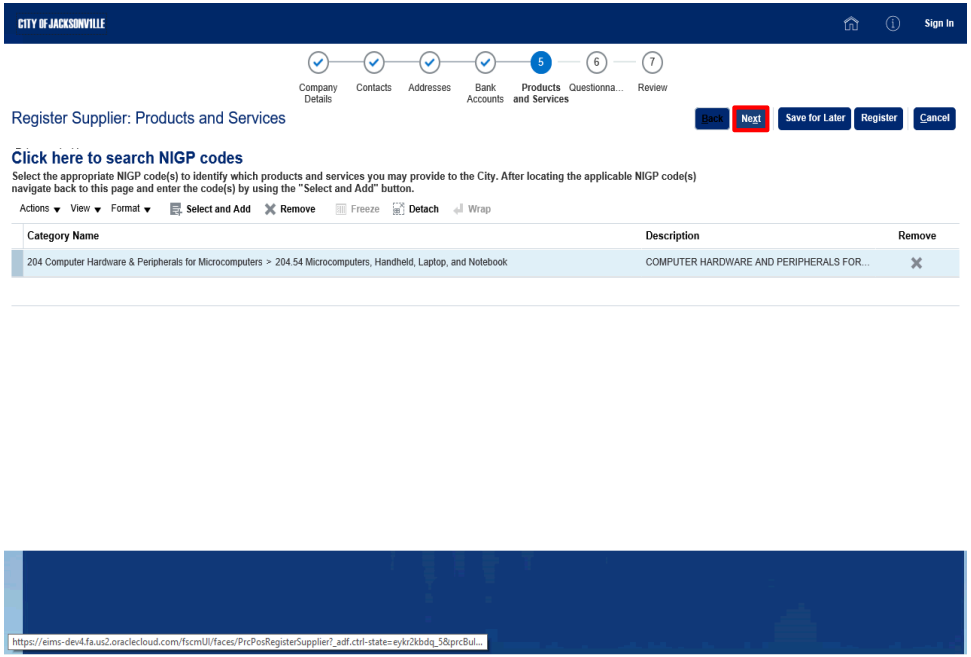
Step 72

Click the **Apply** button.



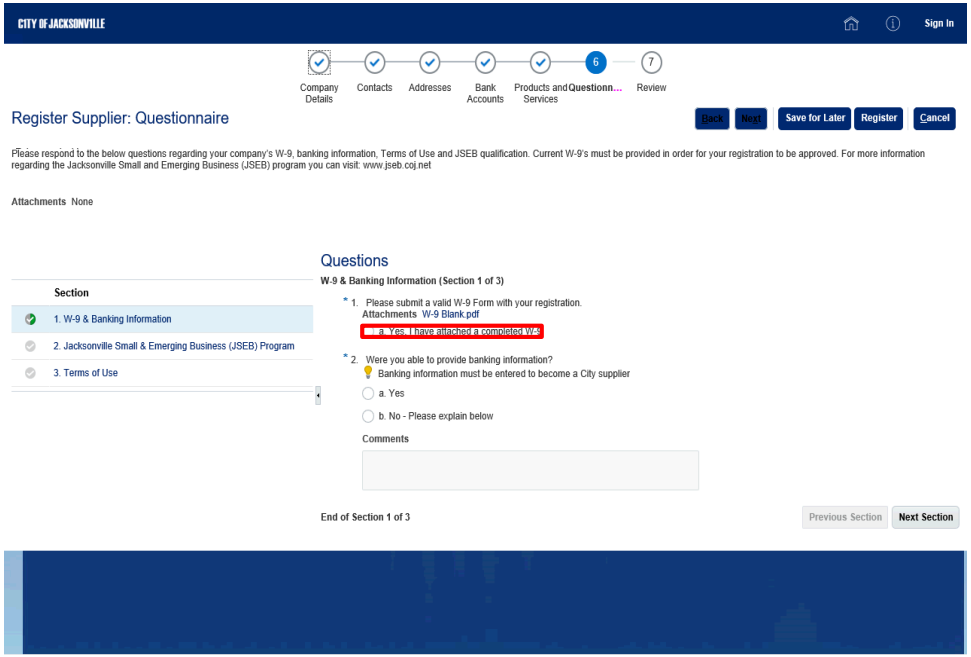
Step 73

Click the **OK** button.



Step 74

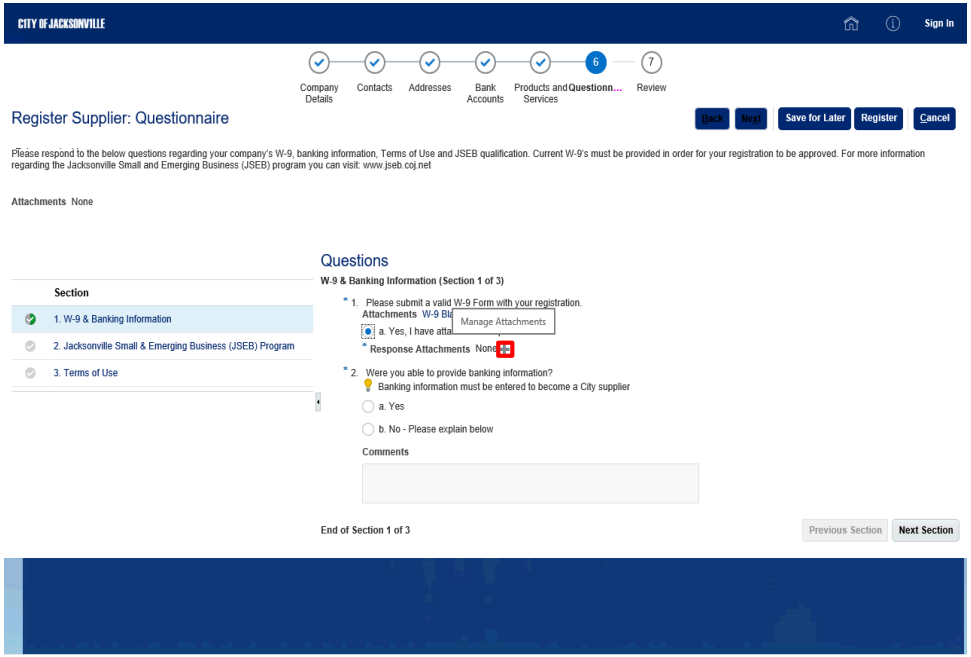
Click the **Next** button.



Step 75

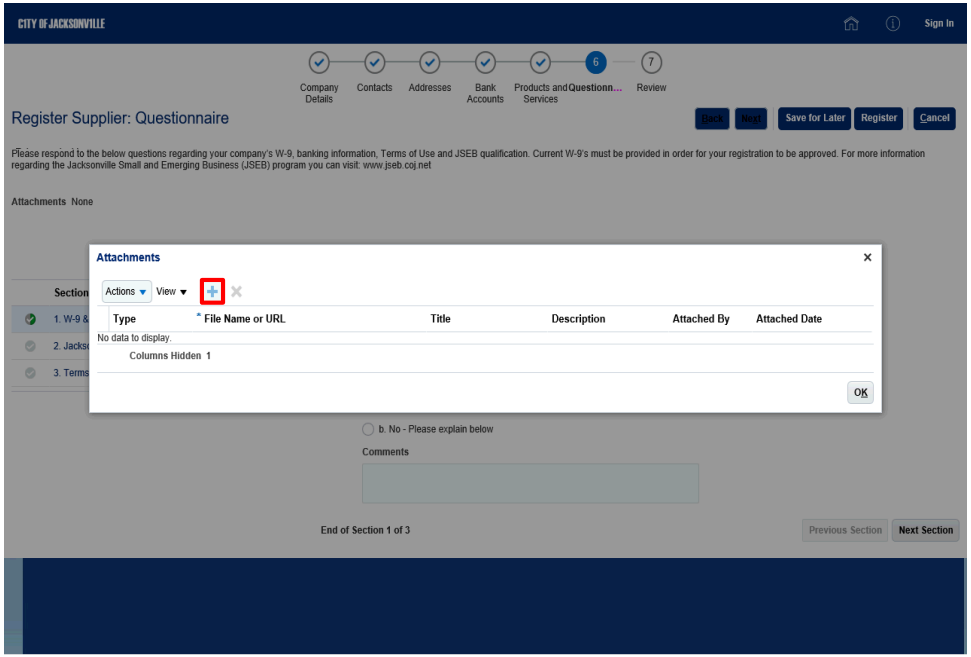
You must attach a W-9 form.

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



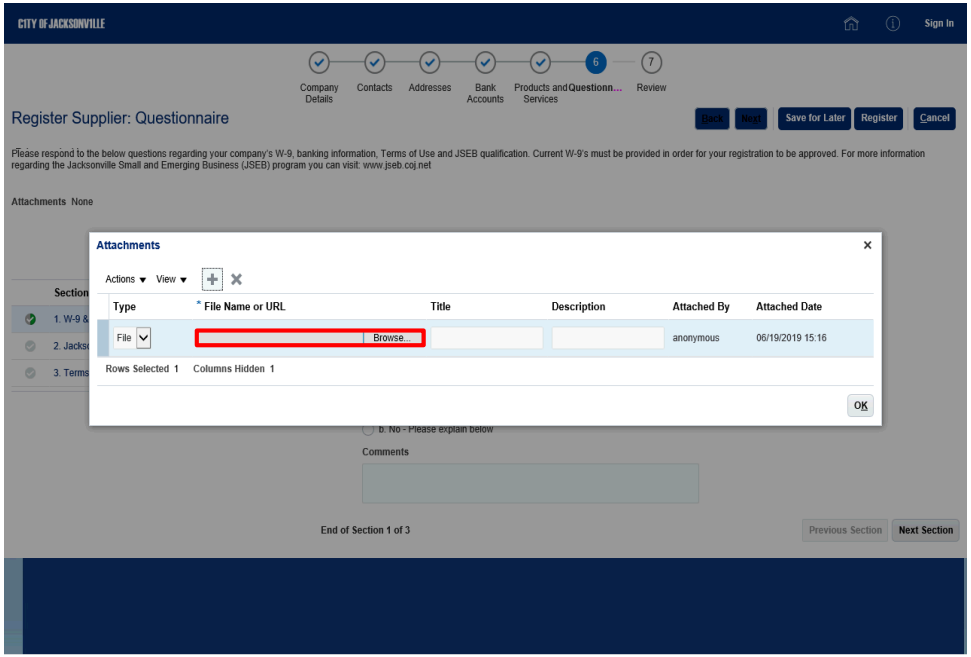
Step 76

Click the **Manage Attachments** button.



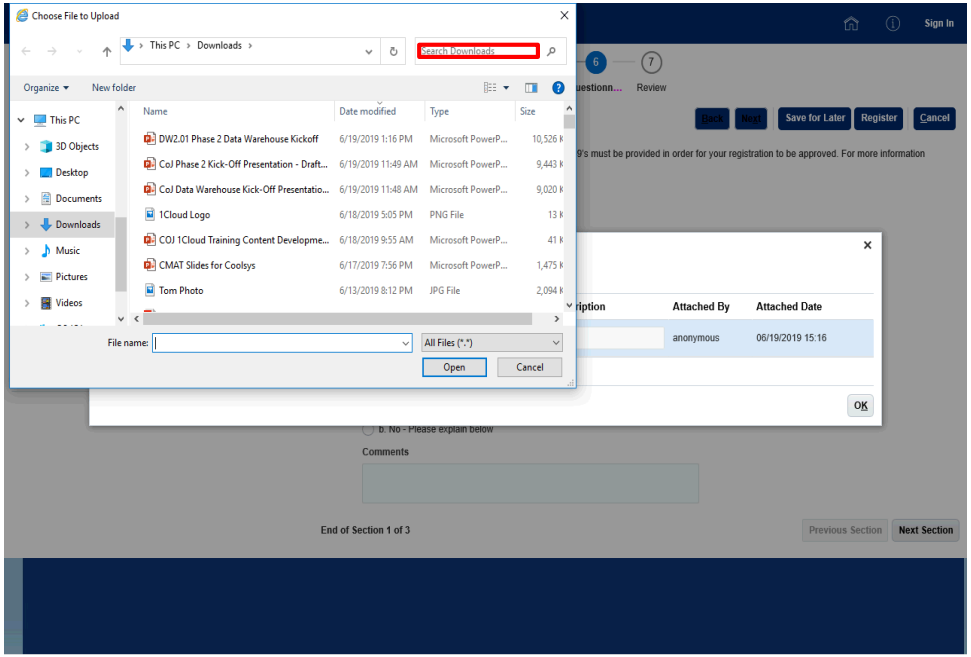
Step 77

Click the **Add** button.



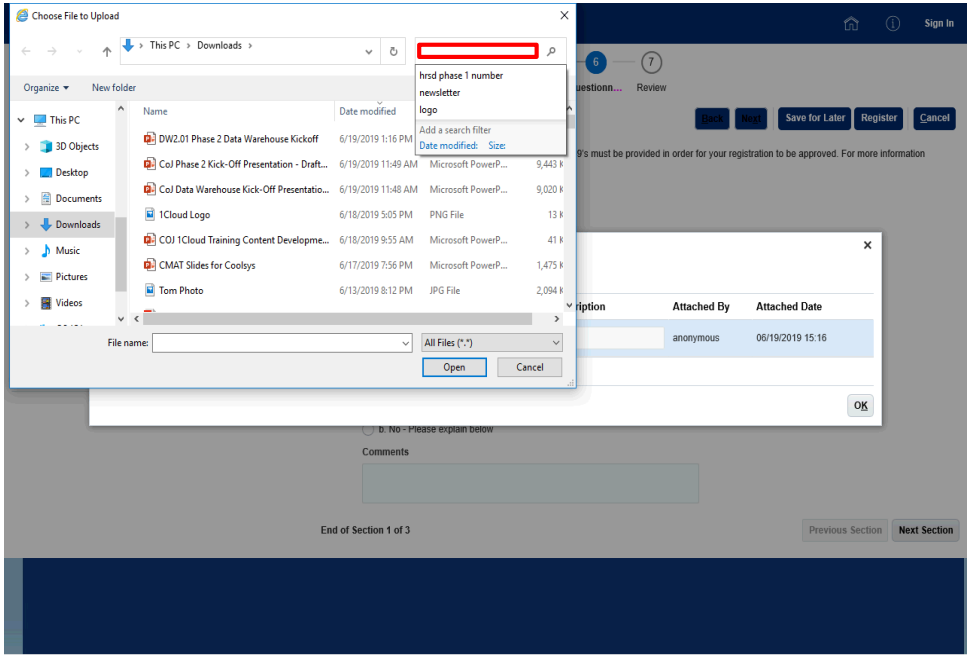
Step 78

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



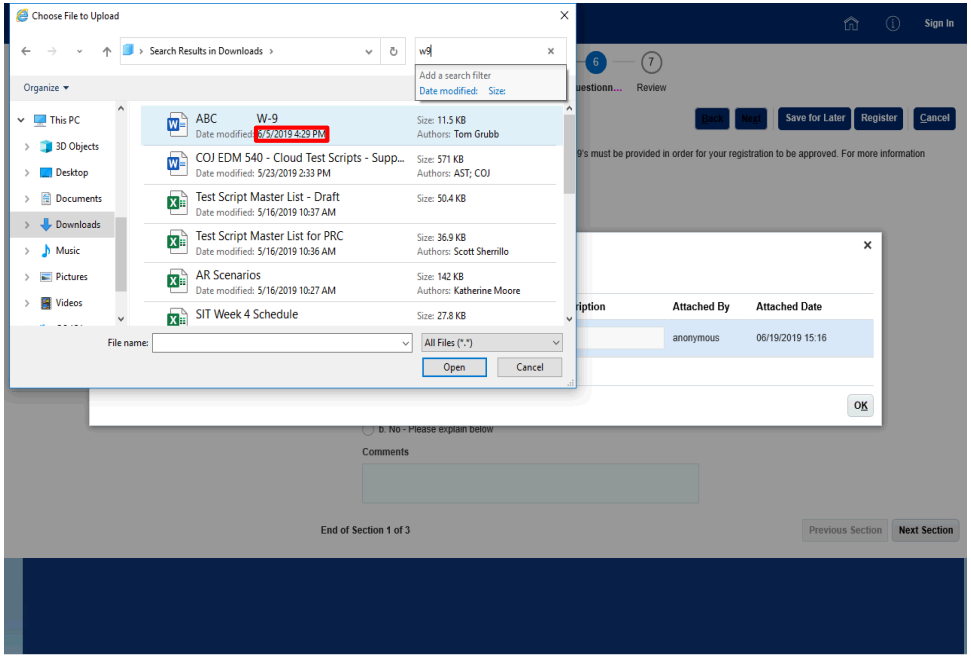
Step 79

Click in the **Search Box** field.



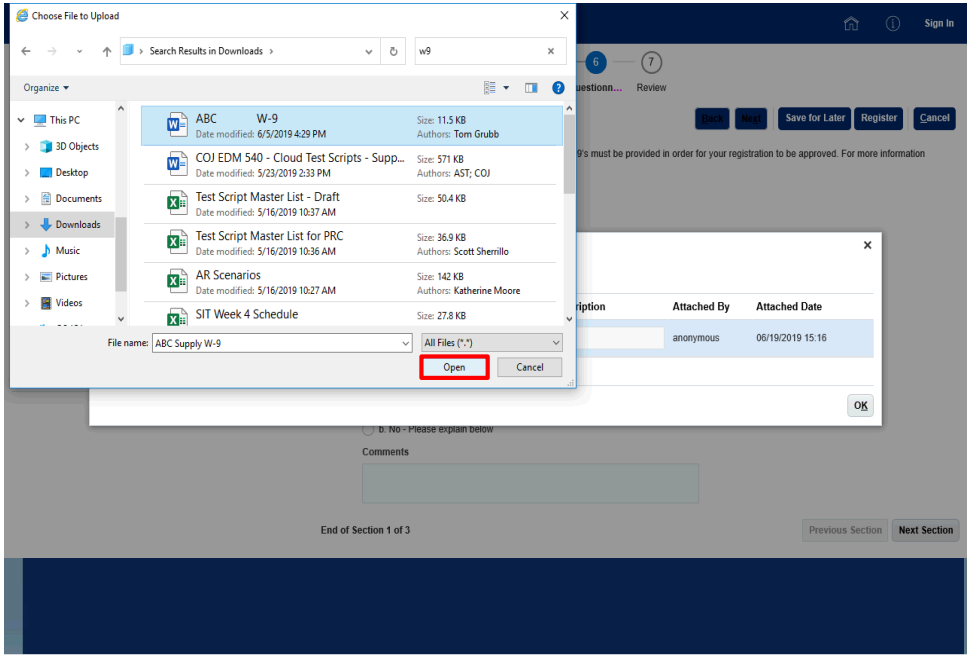
Step 80

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



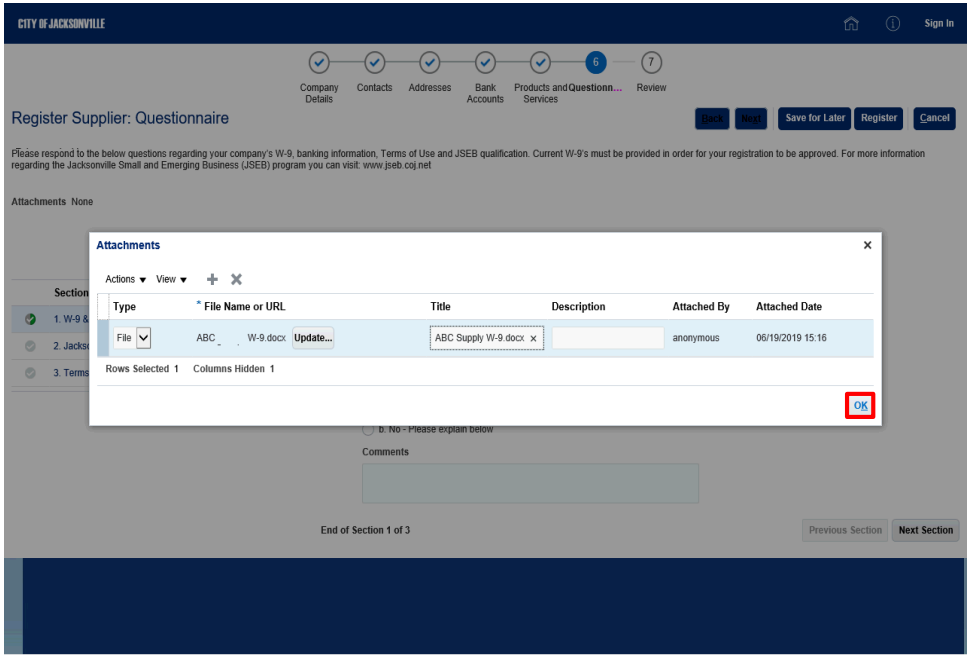
Step 81

Click in the **Date modified** field.



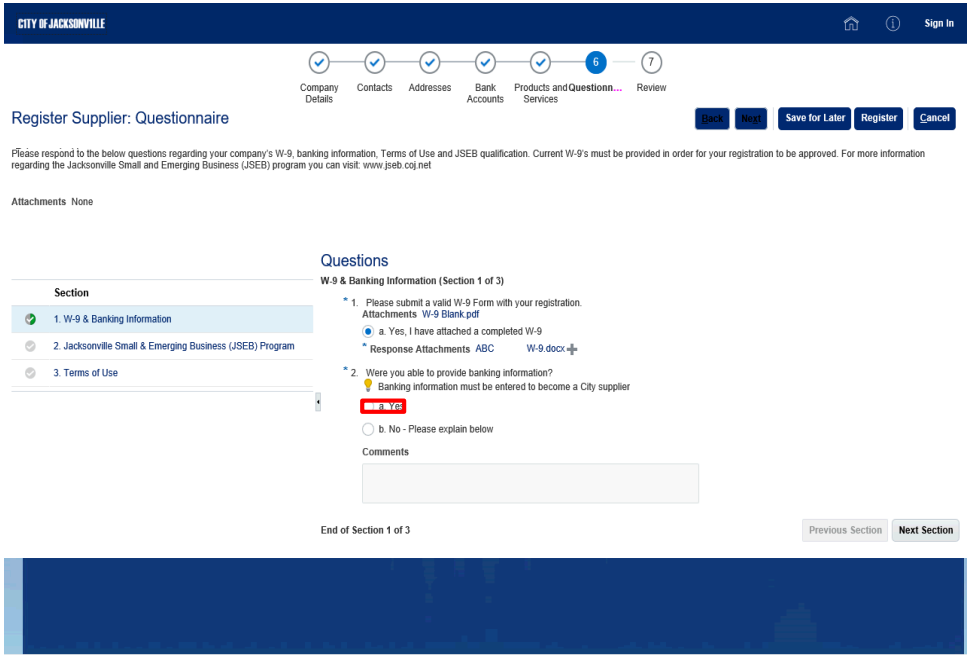
Step 82

Click the **Open** button.



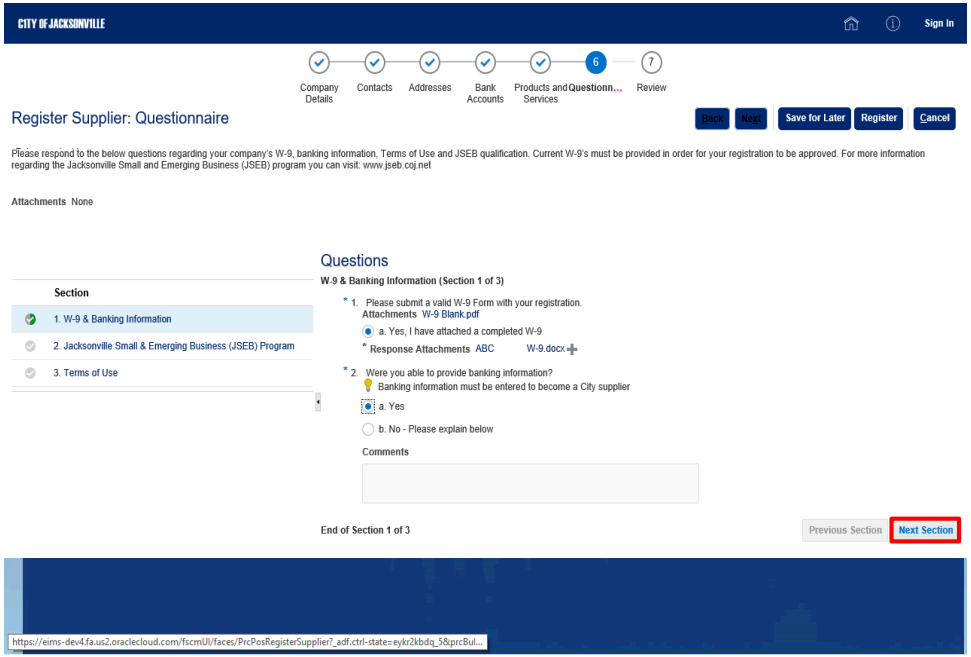
Step 83

Click the **OK** button.



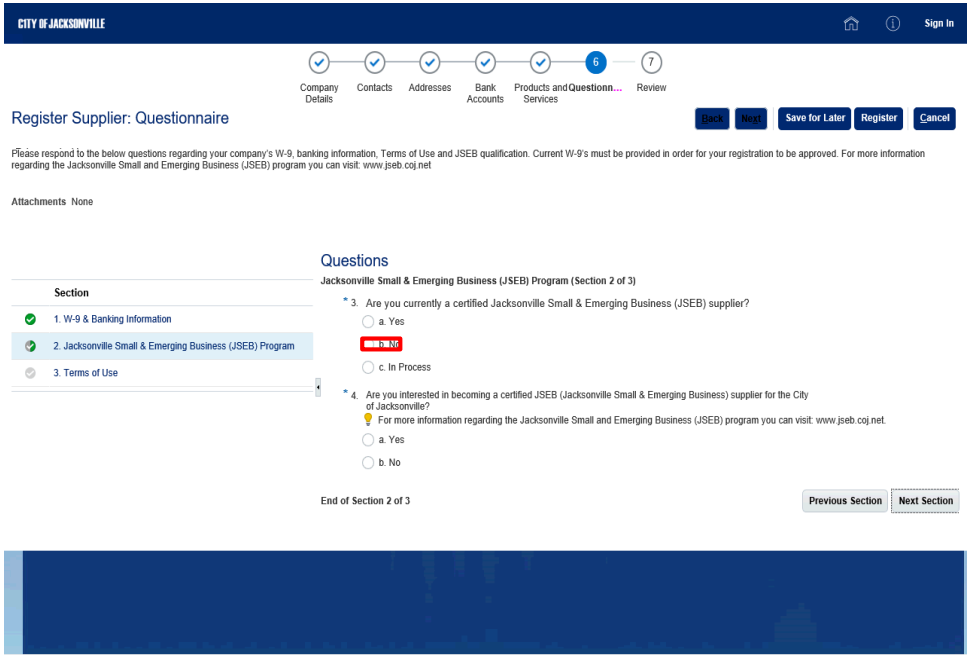
Step 84

Click the **a. Yes** option.



Step 85

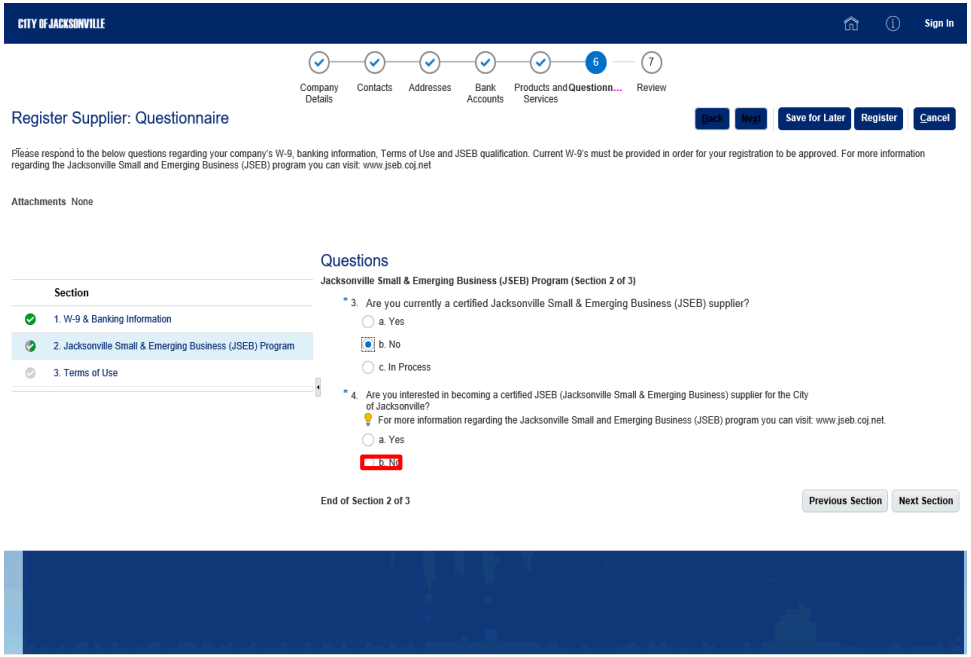
Click the **Next Section** button.



Step 86

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

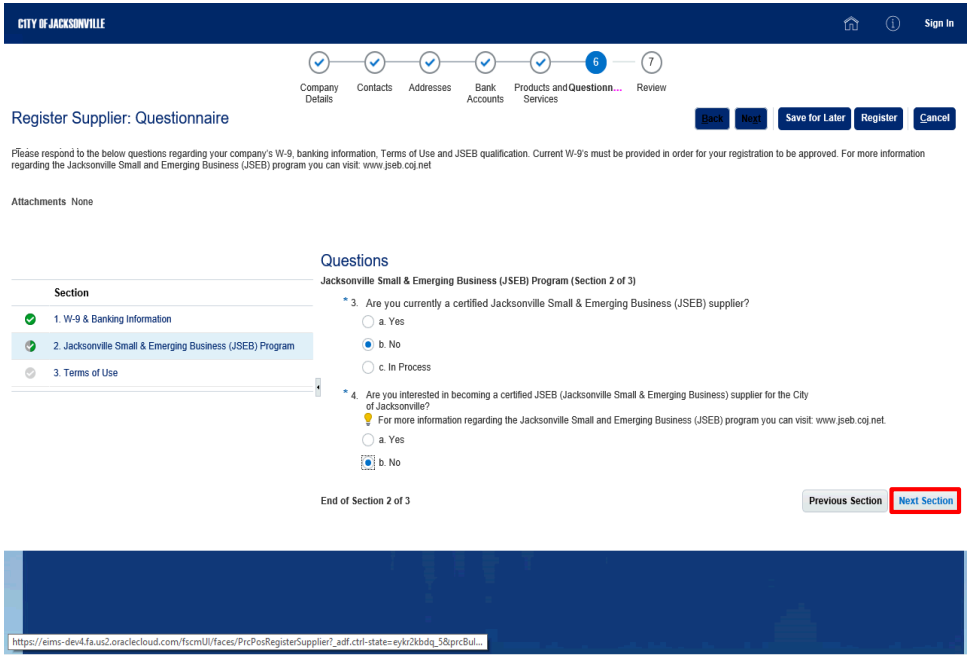
For this example, we will choose the **b. No** option.



Step 87

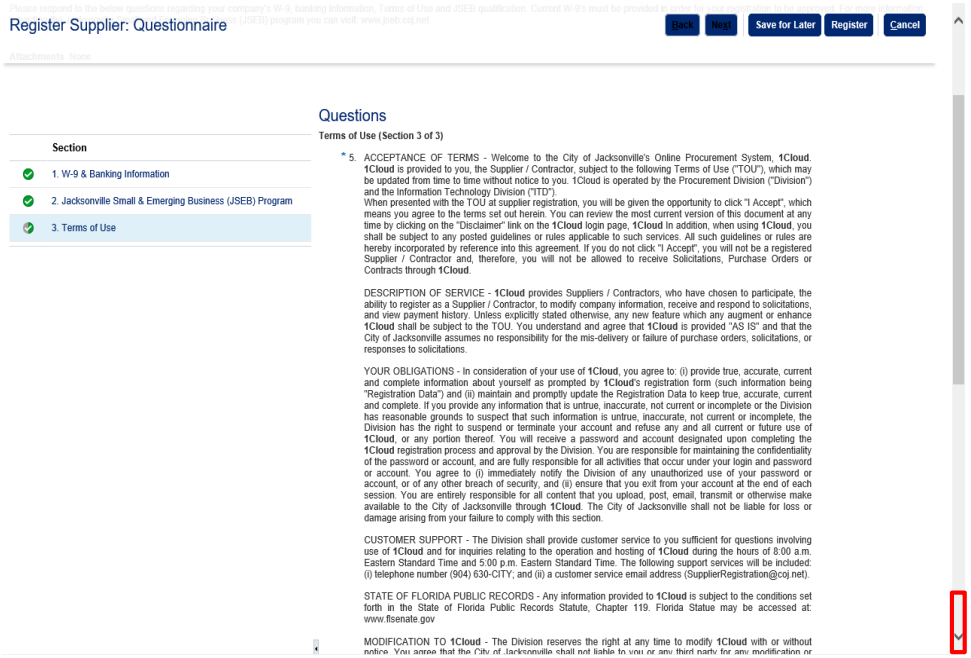
The City of Jacksonville most know if you are interested in becoming a JSEB (Jacksonville Small and Emerging Business) supplier. If you click the "Yes" radio button, you will be prompted to answer additional questions.

Click the **b. No** option.



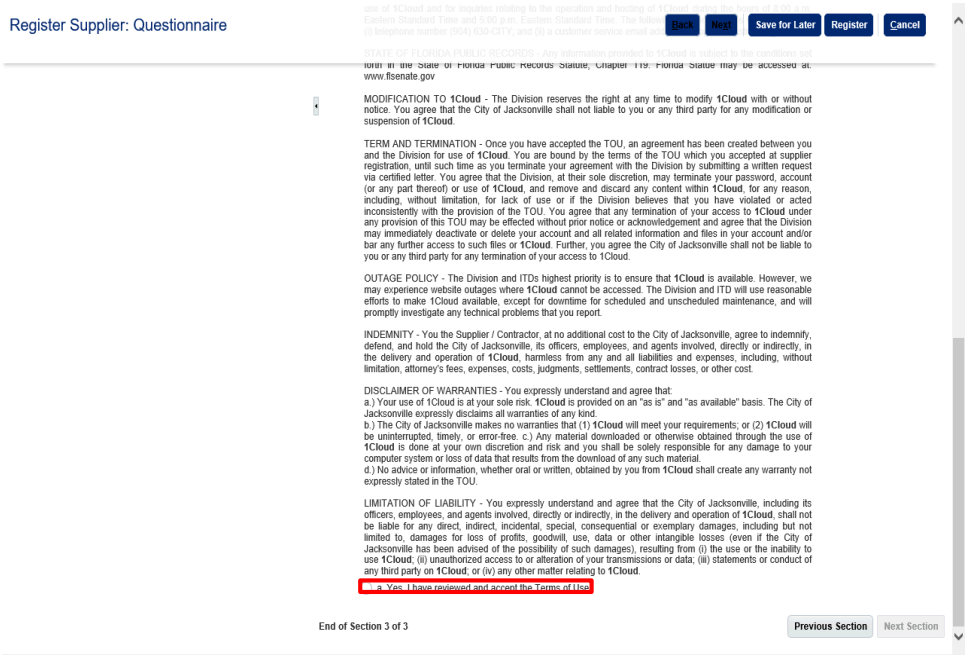
Step 88

Click the **Next Section** button.



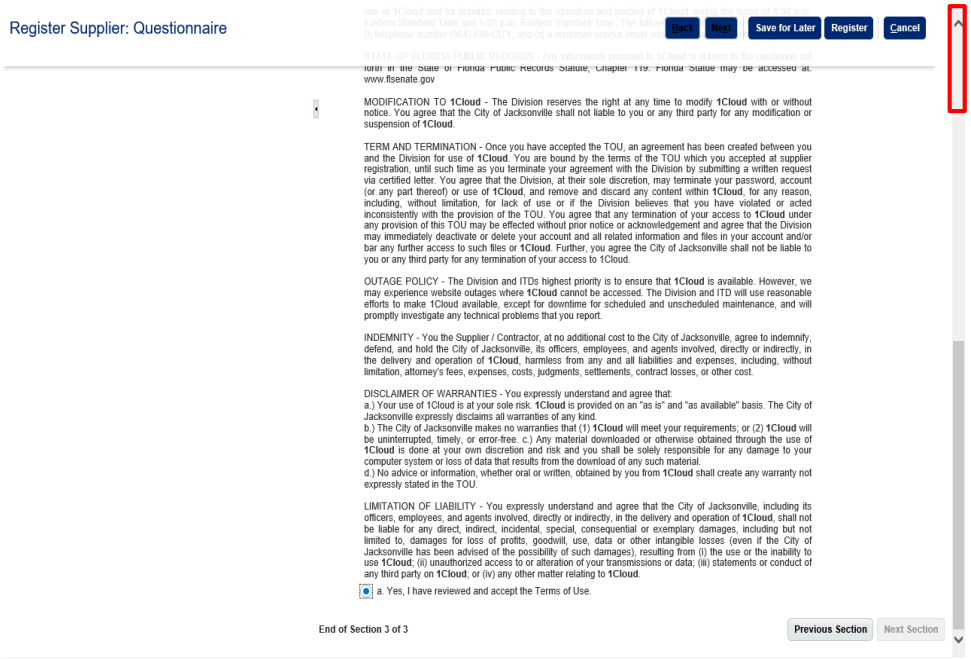
Step 89

Click the **Scrollbar** down arrow.



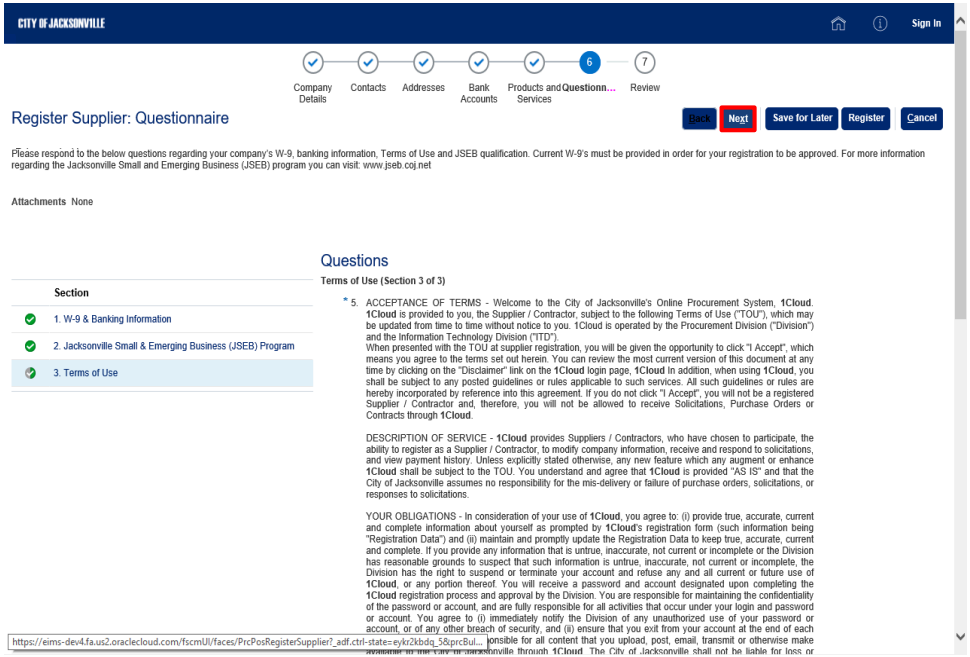
Step 90

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



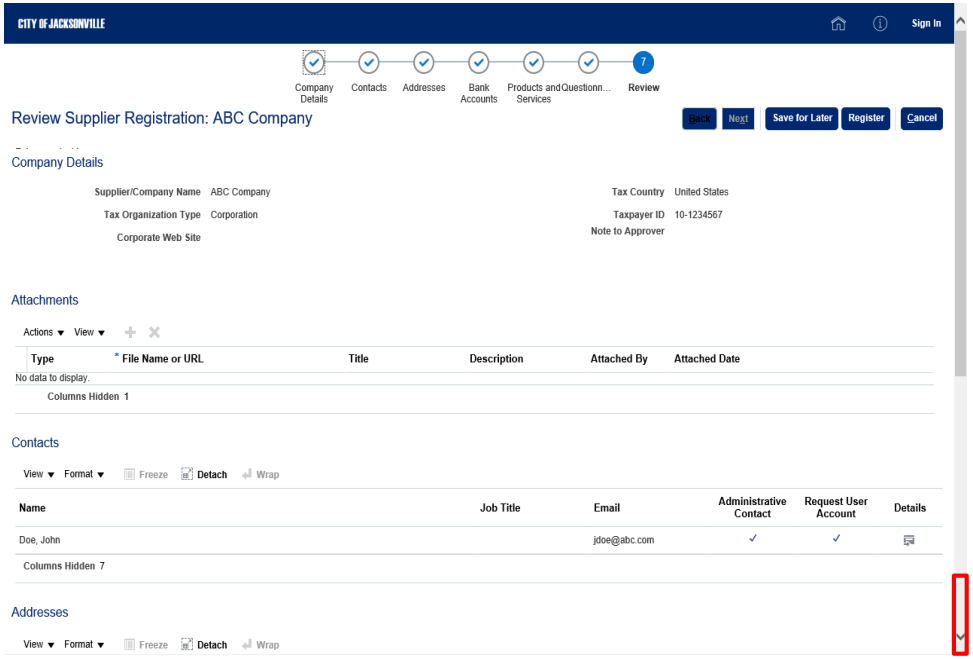
Step 91

Click the **Scrollbar** up arrow.



Step 92

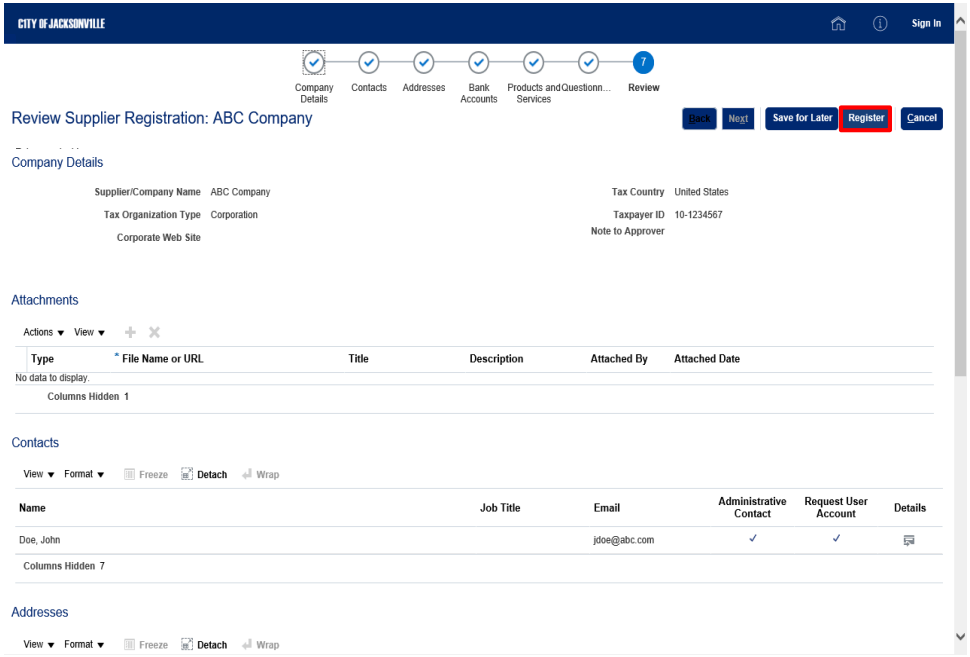
Click the **Next** button.



Step 93

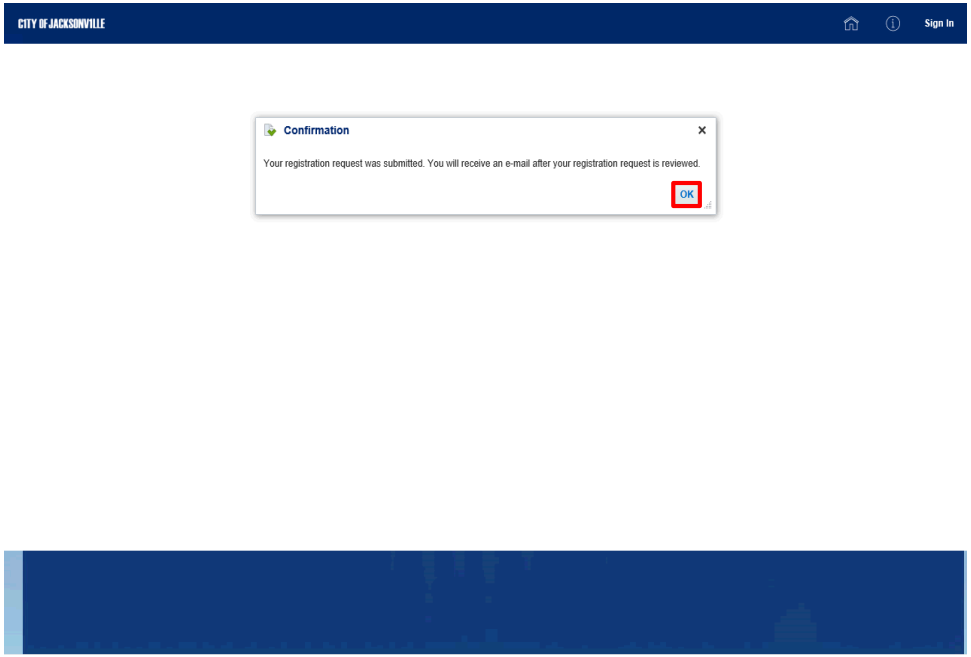
Review your registration information.

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



Step 94

Click the **Register** button.



Step 95

Click the **OK** button.



Step 96

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

End of Procedure.