



Supplier Registration Instructions



Supplier Registration Instructions

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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.

* 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



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* 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"/>
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Step 1

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



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* 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"/>

Step 2

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



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Step 3

Click the **Tax Organization Type** list.

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* 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"/>



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Step 4

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

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

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* Supplier/Company Name

* Tax Organization Type

Corporate Web Site

* Tax Country

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Note to Approver

Your Contact Information

Enter the contact information for communications

* First Name

* Last Name

* Email

* Confirm Email



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* Supplier/Company Name ABC Company

* Tax Organization Type Corporation

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

Step 5

Click in the **Tax Country** field.



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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.

* Supplier/Company Name ABC Company * Tax Country 1

* 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

Step 6

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

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



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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.

* 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

Step 7

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



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Step 8

Click in the **Taxpayer ID** field.

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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.

* Supplier/Company Name

ABC Company

* Tax Organization Type

Corporation

Corporate Web Site

* Tax Country

United States

* Taxpayer ID

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email



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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.

* 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	

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**".



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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.

* Supplier/Company Name ABC Company

* Tax Organization Type Corporation

Corporate Web Site

* Tax Country United States

* Taxpayer ID 10-1234567

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.



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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.

* 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	
* Last Name	
* Email	
* Confirm Email	

Step 11

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



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Step 12

Click in the **Last Name** field.

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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.

* 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 13

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

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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.

* 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



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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.

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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.

* Supplier/Company Name	ABC Company	* Tax Country	United States
* Tax Organization Type	Corporation	* Taxpayer ID	10-1234567
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Your Contact Information

Enter the contact information for communications regarding this registration.

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



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* 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	

Step 15

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



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Step 16

Click in the **Confirm Email** field.

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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.

* 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

jdoo@abc.com

* Confirm Email



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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.

* 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	jdoo@abc.com
* Confirm Email	

Step 17

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



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Step 18

Click the **Next** button.

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Register Supplier: Company Details

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.

* Supplier/Company Name

ABC Company

* Tax Organization Type

Corporation

Corporate Web Site

* Tax Country

United States

* Taxpayer ID

10-1234567

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

jdoe@abc.com

https://eims-dev4.fas.us2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?_afid=ctrl-state=eykr2kbgd_58prcBul...



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Step 19

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

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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	✓	✓	<div></div>	<div></div>

Columns Hidden 7





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Step 20

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

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

A screenshot of a web application interface for the City of Jacksonville. The main window is titled "Edit Contact: John Doe". It contains several form fields: "Salutation" (a dropdown menu), "First Name" (John), "Middle Name", "Last Name" (Doe), "Job Title", "Administrative contact" (checked), "Phone" (a large field with a dropdown), "Mobile", "Fax", and "Email" (jdoe@abc.com). There are also sections for "Additional Information" (Emergency Contact), "User Account" (Request user account), and a large empty text area at the bottom. The "Phone" field is highlighted with a red box. The background shows a sidebar with "Register Supplier" and "Actions" buttons, and a top navigation bar with "Sign In" and a progress indicator.



Supplier Registration Instructions

The screenshot shows the 'Edit Contact: John Doe' form in the City of Jacksonville system. The form is part of a multi-step process, with step 2 highlighted. The form includes fields for Salutation, First Name (John), Middle Name, Last Name (Doe), Job Title, Administrative contact (checked), Phone, Mobile, Fax, Email (jdoe@abc.com), Emergency Contact, and User Account (Request user account checked). A red box highlights the 'Phone' field, and a tooltip above it says 'Enter phone area code'. The background shows a sidebar with 'Register Supplier' and 'Actions' buttons, and a top navigation bar with 'Sign In' and a home icon.

Step 21

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



Supplier Registration Instructions

Step 22

Click in the **Phone** field.

The screenshot shows the "Edit Contact: John Doe" form in the City of Jacksonville system. The form is divided into several sections. The "Name" section includes fields for Salutation, First Name (John), Middle Name, Last Name (Doe), and Job Title. The "Administrative contact" checkbox is checked. The "Additional Information" section has an "Emergency Contact" checkbox. The "User Account" section has a "Request user account" checkbox. The "Phone" section includes fields for Phone, Mobile, and Fax. The "Phone" field is highlighted with a red rectangle, and a tooltip "Enter phone area code" is visible next to it. The "Email" field is jdoe@abc.com. The form has "OK" and "Cancel" buttons at the bottom right. The background shows a sidebar with "Register Supplier" and "Actions" buttons, and a top navigation bar with "CITY OF JACKSONVILLE" and "Sign In" links.



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'. A progress bar at the top shows steps 1 through 7, with step 2 highlighted. The main form is titled 'Edit Contact: John Doe'. It contains several input fields: 'Salutation' (a dropdown menu), 'First Name' (John), 'Middle Name' (empty), 'Last Name' (Doe), 'Job Title' (empty), 'Phone' (with a red box around the input area and a tooltip that says 'Enter phone'), 'Mobile' (empty), 'Fax' (empty), and 'Email' (jdoe@abc.com). There are checkboxes for 'Administrative contact' (checked) and 'Emergency Contact' (unchecked). Below these is a section for 'Additional Information' with a 'User Account' subsection containing a 'Request user account' checkbox (checked). At the bottom right of the form are 'OK' and 'Cancel' buttons. The background shows a sidebar with 'Register Supplier' and 'Actions' buttons, and a 'Delete' button on the right.



Supplier Registration Instructions

Step 24

Click in the **Phone Extension** field.

The screenshot shows the "Edit Contact: John Doe" form in the City of Jacksonville system. The form is divided into several sections. The "Name" section includes fields for Salutation, First Name (John), Middle Name, Last Name (Doe), and Job Title. The "Administrative contact" checkbox is checked. The "Additional Information" section has an "Emergency Contact" checkbox. The "User Account" section has a "Request user account" checkbox. The "Phone" section includes fields for Phone (444), Phone Extension (904), Mobile, and Fax. The "Email" field is jdoe@abc.com. A red box highlights the "Phone Extension" field, and a tooltip "Enter phone" is visible above it. The form is part of a multi-step process, with steps 1 through 7 indicated at the top. The background shows the "Register Supplier" form with a "Delete" button and a "Columns Hidden" dropdown.



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Register Supplier

Click the Edit button to edit the contact information for a supplier.

Actions View

Name

Doe, John

Columns Hidden 7

Edit Contact: John Doe

Salutation

* First Name John

Middle Name

* Last Name Doe

Job Title

☒ Administrative contact

Phone 444

Mobile

Fax

* Email jdoe@abc.com

Enter phone extension

Additional Information

Emergency Contact ☐

User Account

☒ Request user account

OK Cancel

Step 25

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



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Step 26

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

The screenshot shows a web application interface for the City of Jacksonville. At the top, there's a dark blue header with the text "CITY OF JACKSONVILLE" and a "Sign In" link. Below the header is a navigation bar with a series of numbered steps (1-7), where step 2 is currently selected. The main content area displays a form titled "Edit Contact: John Doe". The form includes fields for "Salutation", "First Name" (John), "Middle Name", "Last Name" (Doe), "Job Title", "Phone" (444 1212 904), "Mobile", "Fax", and "Email" (jdoe@abc.com). There are also checkboxes for "Administrative contact" (checked), "Emergency Contact", and "Request user account" (checked). At the bottom of the form, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red square. The background shows a sidebar with "Register Supplier" and "Actions" buttons, and a table with one row containing "Doe, John". The URL at the bottom of the browser window is "https://eims-dev4.fas.us2.oraclecloud.com/fscmUI/faces/PrdPosRegisterSupplier?_afdl.ctrl-state=eykz2kbidg_58prcBul...".



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Step 27

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

Click the **Create** button.

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Register Supplier: Contacts

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

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

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

Columns Hidden 7



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 part of a multi-step process, with step 2 highlighted. The form contains several input fields: "Salutation" (a dropdown menu), "First Name", "Middle Name", "Last Name", "Job Title", "Phone", "Mobile", "Fax", and "Email". There are also checkboxes for "Administrative contact", "Emergency Contact", and "Request user account". At the bottom of the form, there are buttons for "Create Another", "OK", and "Cancel". The "Cancel" button is highlighted with a red box. The background shows a sidebar with "Register Supplier" and a table with one row for "Doe, John". The URL at the bottom of the browser window is "https://eims-dev4.fas.us2.oraclecloud.com/fscmUI/faces/ProcPosRegisterSupplier?...".



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Step 29

Click the **Next** button.

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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	✓	✓	Edit	Delete

Columns Hidden 7

https://eims-dev4.fas.us2.oraclecloud.com/fscmUI/faces/PrsPosRegisterSupplier?_afid.crl-state=eykz2kbgd_58prcBul...



Supplier Registration Instructions

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Register Supplier: Addresses

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

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

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.



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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**".



Supplier Registration Instructions

Step 32

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

CITY OF JACKSONVILLE

Register

Enter at least one address

Actions

Address

No data to display

Columns Hidden

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 ☐ Ordering

Purpose ☐ 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



Supplier Registration Instructions

Step 33

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

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

CITY OF JACKSONVILLE

Register

Enter at least 0

Actions

Address

No data to display

Columns Hidden

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 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 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

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

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 35

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

CITY OF JACKSONVILLE

Register

Enter at least one character

Actions

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

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 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 36

Press **[Tab]**.

CITY OF JACKSONVILLE

Register

Enter at least one character

Actions

Address

No data to display

Columns Hidden

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 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 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 Supplier Registration Portal. A modal window titled "Search and Select: Postal Code" is open, displaying search results for the postal code 32207. The results list "32207, Jacksonville, Duval, Florida" and "32207, Jacksonville, Duval, FL". The first result is highlighted with a red box. The background form shows fields for Address Name, Address Line 1 (12 Elm Street), Address Line 2, City, State, Postal Code (32207), and County. There are also sections for "Additional Information" and "Address Contacts".



Supplier Registration Instructions

Step 38

Click the **OK** button.

The screenshot shows the 'CITY OF JACKSONVILLE' Supplier Registration interface. A 'Create Address' form is visible in the background, with fields for Address Name, Address Line 1 (12 Elm Street), Address Line 2, City, State, Postal Code (32207), and County. A modal dialog box titled 'Search and Select: Postal Code' is open in the foreground. The dialog has a search bar with '32207' entered, a 'Language' dropdown, and 'Search' and 'Reset' buttons. Below the search bar, the 'Geography' section lists two results: '32207, Jacksonville, Duval, Florida' and '32207, Jacksonville, Duval, FL'. The 'OK' button at the bottom of the dialog is highlighted with a red square.



Supplier Registration Instructions

Step 39

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

CITY OF JACKSONVILLE

Register

Enter at least one address

Address

No data to display

Columns Hidden

Create Address

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

* Address ☒ Ordering ☐ Remit to

Purpose ☐ RFQ or Bidding

Phone

Email

* Country

* Address Line 1

Address Line 2

City

State

Postal Code

County

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



Supplier Registration Instructions

Step 40

Click the **Remit to** option.

CITY OF JACKSONVILLE

Register

Enter at least one address

Address

No data to display

Columns Hidden

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 ☒ Ordering ☐ **Remit to** ☐ RFQ or Bidding

Purpose

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 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 one address

Address

No data to display

Columns Hidden 4

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 ☒ Ordering Purpose ☒ 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 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.fas.us2.oraclecloud.com/fscmUI/faces/ProcPosRegisterSupplier?_afid=ctrl-state=eyk2kbbdg_58prcBul...



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: 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	Edit	Delete

Columns Hidden 3

Step 42

You are now ready to enter your bank account information.

Click the **Next** button.

https://eims-dev4.fas2.oraclecloud.com/fscmUI/faces/PrsPosRegisterSupplier?_afid=ctrl-state=eykr2kbbdg_58prcBul...



Supplier Registration Instructions

Step 43

Click the **Create** button.

CITY OF JACKSONVILLE

Sign In

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



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 the city name and a navigation bar with steps 1 through 7. Step 4, 'Bank Accounts', is currently active. Below the header, there's a 'Register Supplier: Bank Account' section with a progress bar and buttons for 'Save for Later', 'Register', and 'Cancel'. A modal window titled 'Create Bank Account' is open, showing various input fields. The 'Country' field is highlighted with a red rectangle. Other fields include 'IBAN', 'Currency', 'Bank', 'Branch/Routing Number', 'Account Number', 'Account Name', 'Agency Location Code', 'Alternate Account Name', 'Account Type', 'Account Suffix', 'Description', 'Check Digits', and 'Note to Approver'. At the bottom of the modal are buttons for 'Create Another', 'OK', and 'Cancel'.



Supplier Registration Instructions

Step 45

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

CITY OF JACKSONVILLE

Sign In

1 2 3 4 5 6 7

Company Details Contacts Addresses Bank Accounts Products and Questionnaires Review

Register Supplier: Bank Account

Save for Later Register Cancel

Account Number Bank

No data to display.

Columns Hidden 9

Create Bank Account

* Country: united

Bank: United Arab Emirates AE, United Kingdom GB, **United States US**, United States Minor Outlying Islands UM

More...

* 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 46

Click the **Bank** list.

CITY OF JACKSONVILLE

Sign In

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

Register Supplier: Bank Account

Save for Later Register Cancel

Account Number Bank

No data to display.

Columns Hidden 9

Create Bank Account

* Country [United States] X IBAN

* Bank [] Currency []

Branch/Routing Number []

* 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 47

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

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 the 'Register Supplier: Bank Account' process. It includes fields for Country (United States), IBAN, Currency, Account Number, Branch/Route Number, Account Name, Additional Info, Alternate Account, Account, Check, Comments, and Note to Approver. A scrollbar is visible on the right side of the form, indicating a list of banks to select from. The scrollbar is currently at the bottom, and a red box highlights the down arrow of the scrollbar.



Supplier Registration Instructions

Step 48

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

CITY OF JACKSONVILLE

Sign In

1 2 3 4 5 6 7

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

Branch/Routing Number

* Account Number

Additional Info

* Account

Alternate Account

Account

Check

Comments

Note to Approver

WALKER COUNTY EDUCATORS FCU
WALTON CTY TEACHERS FED CU
WASHINGTON CO TEACHERS FCU
WASHINGTON GAS LIGHT FCU
WAUCHULA STATE BANK
WAYCOSSE FEDERAL CREDIT UNION
WAYCROSS BANK & TRUST
WAYNE COUNTY BANK
WCU CREDIT UNION
WE FLORIDA FINANCIAL
WEE FCU
WELCOME FEDERAL CREDIT UNION
WELLS FARGO BANK
WEPFCU 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
WEYCO COMMUNITY CREDIT UNION
WHEELER COUNTY STATE BANK
WHETELCO FCU
WHITAKER BANK

Location Code

Account Type

Description

Create Another OK Cancel



Supplier Registration Instructions

Step 49

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

CITY OF JACKSONVILLE

Sign In

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

Register Supplier: Bank Account

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: * 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 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.

A screenshot of the 'Create Bank Account' form in the City of Jacksonville system. The form is a modal window with a title bar 'Create Bank Account'. It contains several sections: 'Country' (United States), 'IBAN', 'Currency', 'Branch' (101089292 - WELLS FARGO BANK), 'Account Number' (101089292 - WELLS FARGO BANK), 'Additional Information' (Account Name, Agency Location Code, Alternate Account Name, Account Type, Account Suffix, Description, Check Digits), and 'Comments' (Note to Approver). The 'Branch' and 'Account Number' fields are highlighted with a red box. The 'Create Another' button is at the bottom right. The background shows the 'Register Supplier: Bank Account' page with a progress bar indicating the current step is 4 (Bank Accounts).



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.

A screenshot of the 'Create Bank Account' form within the City of Jacksonville's supplier registration system. The form is a modal window with a white background and a dark blue header. At the top, a progress bar shows seven steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Bank Accounts (current step), 5. Products and Questionnaires, 6. Review, and 7. Register. The form fields include: 'Country' (dropdown menu set to 'United States'), 'IBAN' (text field), 'Bank' (dropdown menu set to 'WELLS FARGO BANK'), 'Currency' (dropdown menu), 'Branch/Routing Number' (dropdown menu set to '101089292 - WELLS FARGO BANK'), and 'Account Number' (text field highlighted with a red rectangle). Below these are 'Additional Information' fields: 'Account Name', 'Agency Location Code', 'Alternate Account Name', 'Account Type' (dropdown menu), 'Account Suffix', 'Description', and 'Check Digits'. At the bottom is a 'Comments' section with a 'Note to Approver' text area. Navigation buttons at the bottom right include 'Create Another', 'OK', and 'Cancel'. The background shows a table with columns 'Account Number' and 'Bank'.



Supplier Registration Instructions

CITY OF JACKSONVILLE

Sign In

1 2 3 4 5 6 7

Company Details Contacts Addresses Bank Accounts Products and Questionnaires Review

Register Supplier: Bank Account

Save for Later Register Cancel

Account Number Bank

No data to display.

Columns Hidden 9

Create Bank Account

* Country United States IBAN

* Bank WELLS FARGO BANK Currency

* 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

Step 52

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



Supplier Registration Instructions

Step 53

Click in the **Account Name** field.

CITY OF JACKSONVILLE

Sign In

1 2 3 4 5 6 7

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

Register Supplier: Bank Account

Save for Later Register Cancel

Account Number Bank

No data to display.

Columns Hidden 9

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 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 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**".

A screenshot of the City of Jacksonville Supplier Registration system. The main header shows "CITY OF JACKSONVILLE" and a "Sign In" link. A progress bar at the top indicates the current step is "4 Bank Accounts". The main content area is titled "Register Supplier: Bank Account" and features a "Create Bank Account" modal form. The form includes fields for Country (United States), Bank (WELLS FARGO BANK), Branch/Routing Number (101089292 - WELLS FARGO BANK), Account Number (1234567890), IBAN, Currency, Agency Location Code, Account Name (highlighted with a red box), Alternate Account Name, Account Suffix, Check Digits, Account Type, and Description. A "Comments" section with a "Note to Approver" field is also present. Buttons for "Save for Later", "Register", "Cancel", "Edit", and "Delete" are visible. At the bottom of the modal are "Create Another", "OK", and "Cancel" buttons.



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 Account

Save for Later Register Cancel

Account Number Bank

No data to display.

Columns Hidden 9

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 Suffix

Check Digits

* Account Type

Description

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.

The screenshot shows the 'Create Bank Account' form within the 'CITY OF JACKSONVILLE' system. The form is part of a multi-step process, with 'Bank Accounts' being the current step (indicated by a blue circle with the number 4). The form includes fields for Country (United States), Bank (WELLS FARGO BANK), Branch/Routing Number (101089292 - WELLS FARGO BANK), and Account Number (1234567890). There is also an IBAN field and a Currency dropdown. Under 'Additional Information', there are fields for Account Name (ABC Co), Alternate Account Name, Account Suffix, Check Digits, Agency Location Code, and Account Type. The Account Type dropdown is open, showing options: Checking (highlighted in red), Money market, Savings, and Unknown. A Description field is also present. At the bottom, there is a 'Comments' section with a 'Note to Approver' field. Buttons for 'Create Another', 'OK', and 'Cancel' are at the bottom right. The background shows a table with columns 'Account Number' and 'Bank', and a 'Register Supplier: Bank Account' header.



Supplier Registration Instructions

Step 57

Click the **OK** button.

CITY OF JACKSONVILLE

Sign in

1 2 3 4 5 6 7

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

* 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://eims-dev4.fas.us2.oraclecloud.com/fscmUI/faces/ProcPosRegisterSupplier?_afid.crl-state=eykz2kbgd_58prcBul...



Supplier Registration Instructions

Step 58

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 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
XXXXXXXX7890	WELLS FARGO BANK	101089292 - WELLS FARGO BANK	Edit	Delete

Columns Hidden 9

https://eims-dev4.fas.us2.oraclecloud.com/fscmUI/faces/ProcPosRegisterSupplier?_afid=eyJ0-state=eyJ02kbbdq_58prcBul...



Supplier Registration Instructions

CITY OF JACKSONVILLE

Sign In

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

Register Supplier: Products and Services

[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.		

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.



Supplier Registration Instructions

Step 60

Click the **Scrollbar** down arrow.

The screenshot shows the City of Jacksonville, Florida Procurement website. The header includes the city name and navigation links: Government, Business, Nonprofits, Community, Things to Do, City Services, Apps, JaxReady, and Help. A search bar is located in the top right. The main banner features the word "Procurement" in large, stylized letters over a background image of a waterfront scene with a large sculpture. Below the banner, a breadcrumb trail reads: COJ.net > Departments > Finance and Administration > Procurement > Supplier Information > NIGP Code Search. The page title is "NIGP Code Search". The text explains that for each SERVICE OR GOOD, the user should enter the name of the 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 that there are thousands of goods and services that carry NIGP Codes, and users should scroll through the listing to identify all goods and services offered by their company. At the bottom, there are two search fields: "NIGP Commodity Code Search" and "NIGP Description Word Search", each with a "Search" button. A red box highlights the scrollbar on the right side of the page.

City of Jacksonville, Florida Government Business Nonprofits Community Things to Do City Services Apps JaxReady Help Search

Procurement

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



Supplier Registration Instructions

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

NIGP Description Word Search

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)



Supplier Registration Instructions

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)



Supplier Registration Instructions

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>



Supplier Registration Instructions

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.

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)



Supplier Registration Instructions

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

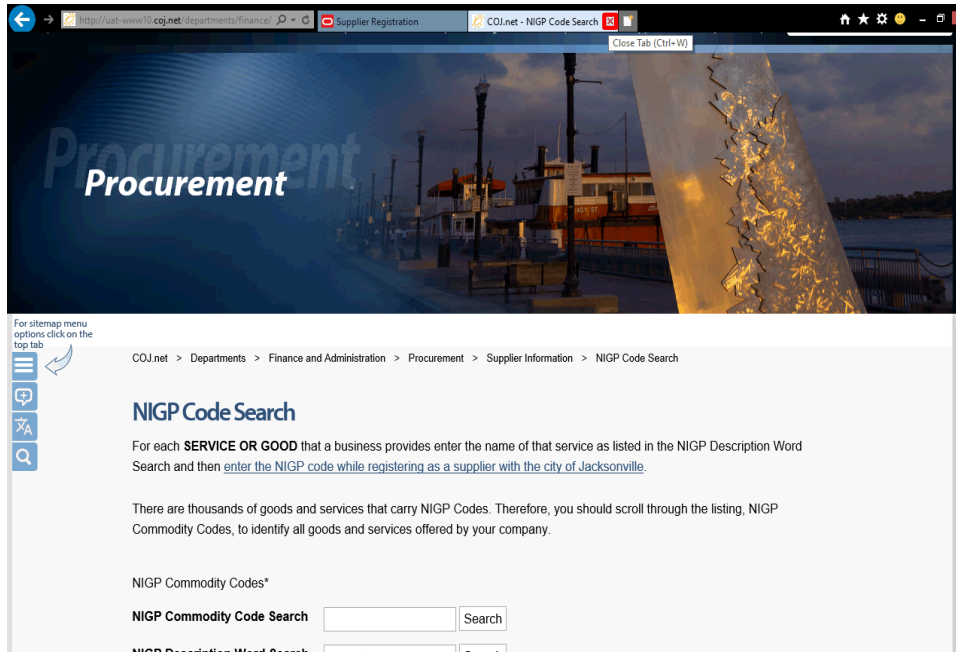
Commodity Code	Description
031.04	Air Conditioners: Controlled Environment (For Computer Rooms, etc.), and Parts and Accessories not Individually Itemized)
035.11	Aircraft Master Control Systems (Computer, etc.)
055.68	Monitors, Computerized (Brakes, Lights, RPM, Temperature, etc.)
204.00	COMPUTER HARDWARE 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)

Step 65

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



Supplier Registration Instructions



Step 66

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

Click the **Close Tab** button.



Supplier Registration Instructions

CITY OF JACKSONVILLE

Sign In

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

Register Supplier: Products and Services

[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.		

Step 67

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

Click the **Select and Add** button.



Supplier Registration Instructions

Step 68

Click in the **Category Name** field.

CITY OF JACKSONVILLE

Register Supplier

Click here to
Select the appropriate category
navigate back to the
Actions View

Category Name
No data to display.

Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach

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 Dupli	
<input type="checkbox"/>	019 Agricultural Crops and Grains including Fruits, Melon	
<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	

Columns Hidden 1

Apply OK Cancel



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 the City of Jacksonville. A modal dialog titled "Select and Add: Products and Services" is open. At the top, there is a "Search" section with a "Category Name" input field (highlighted with a red rectangle) and a "Description" input field. Below these are "Search" and "Reset" buttons. The main area of the dialog is a table with two columns: "Select" (containing checkboxes) and "Category Name" (containing a list of product categories). The categories listed include "000.00 Select and Add codes below", "005 Abrasives", "010 Acoustical Tile, Insulating Materials, And Supplies", "015 Addressing, Copying, Mimeograph, And Spirit Dupli...", "019 Agricultural Crops and Grains including Fruits, Melon...", "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. On the left side of the main application window, there is a sidebar with a "Register Supplier" link and a "Click here to" link. The top of the sidebar shows "CITY OF JACKSONVILLE" and "Sign In".



Supplier Registration Instructions

Step 70

Click the **Search** button.

CITY OF JACKSONVILLE

Register Supplier

Click here to
Select the appropriate
navigate back to the
Actions View

Category Name
No data to display.

Select and Add: Products and Services

Search

Category Name 204.54 x Description

Search Reset

View Format Freeze Detach Wrap

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 Dupli	
<input type="checkbox"/>	019 Agricultural Crops and Grains including Fruits, Melon	
<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	

Columns Hidden 1

Apply OK Cancel

https://eims-dev4.fas2.oraclecloud.com/fscmUI/faces/PrsPosRegisterSupplier?_afdf.crl-state=eykr2k3bdg_58prcBul...



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 home icon, a notification bell, and a 'Sign In' link. A progress bar at the top indicates the current step is '5 Products and Services', with previous steps (Company Details, Contacts, Addresses, Bank Accounts) completed and subsequent steps (Questionnaire, Review) pending. The main heading is 'Register Supplier: Products and Services'. Below this, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. A link 'Click here to search NIGP codes' is provided, followed by instructions: '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 step.' A modal window titled 'Select and Add: Products and Services' is open. It has a search bar with 'Category Name' and 'Description' fields. The 'Category Name' field contains '204.54'. Below the search bar is a table with columns 'Select', 'Category Name', and 'Description'. The table contains one row: a red checkbox, '204.54 Microcomputers, Handheld, Laptop, and Notebo', and 'COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS - Microcomputers, Handheld, L'. At the bottom of the modal are 'Apply', 'OK', and 'Cancel' buttons.

CITY OF JACKSONVILLE

Sign In

Company Details Contacts Addresses Bank Accounts **5 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 step.

Actions View

Category Name

No data to display.

Remove

Select and Add: Products and Services

Search

Category Name Description

204.54

Search Reset

View Format Freeze Detach Columns Hidden 1

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

Apply OK Cancel



Supplier Registration Instructions

Step 72

Click the **Apply** button.

CITY OF JACKSONVILLE

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 screen.

Select and Add: Products and Services

Category Name: 204.54 Description:

Search Reset

View Format Freeze Detach Columns Hidden 1

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

Apply OK Cancel

https://eims-dev4.fas.us2.oraclecloud.com/fscmUI/faces/ProcPosRegisterSupplier?_afid=ctrl-state=eykz2kbbq_58prcBul...



Supplier Registration Instructions

Step 73

Click the **OK** button.

CITY OF JACKSONVILLE

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 screen.

Select and Add: Products and Services

Search

Category Name: 204 54 Description:

Search Reset

View Format Freeze Detach Columns Hidden 1

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

Apply **OK** 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...	X

https://eims-dev4.fas2.oraclecloud.com/fscmUI/faces/PrsPosRegisterSupplier?_afid=ctrl-state=eykr2kbidq_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...](#) [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.jseeb.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](#)



Supplier Registration Instructions

Step 76

Click the **Manage Attachments** button.

CITY OF JACKSONVILLE

Home

1

Sign In

Company Details

Contacts

Addresses

Bank Accounts

Products and Questionn...

6

7

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Questionnaire

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

Attachments: None

Section

1. W-9 & Banking Information

2. Jacksonville Small & Emerging Business (JSEB) Program

3. Terms of Use

Questions

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

* 1. Please submit a valid W-9 Form with your registration.

Attachments: W-9 B...

a. Yes, I have attal

Manage Attachments

* 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 Questionn... 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.jseeb.coj.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.

CITY OF JACKSONVILLE

Sign In

Company Details Contacts Addresses Bank Accounts Products and Questionn... 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.jseeb.coj.net

Attachments: None

Section 1: W-9 & Banking Information

2. Jacksonville Small and Emerging Business (SEB) Program

3. Terms of Use

Attachments

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

Rows Selected: 1 Columns Hidden: 1

OK

b. No - Please explain below

Comments

End of Section 1 of 3

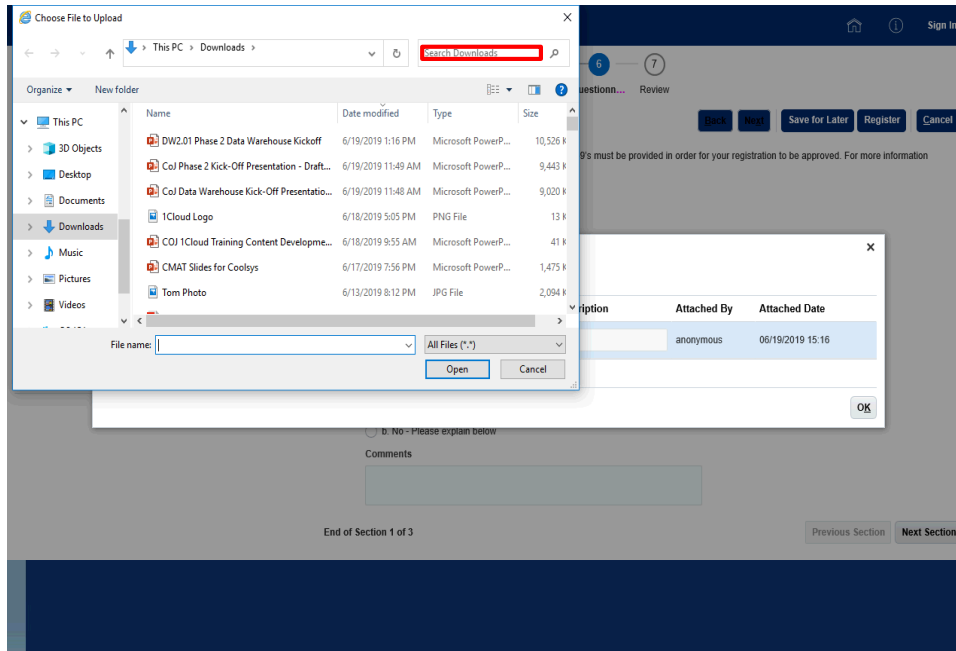
Previous Section Next Section



Supplier Registration Instructions

Step 79

Click in the **Search Box** field.

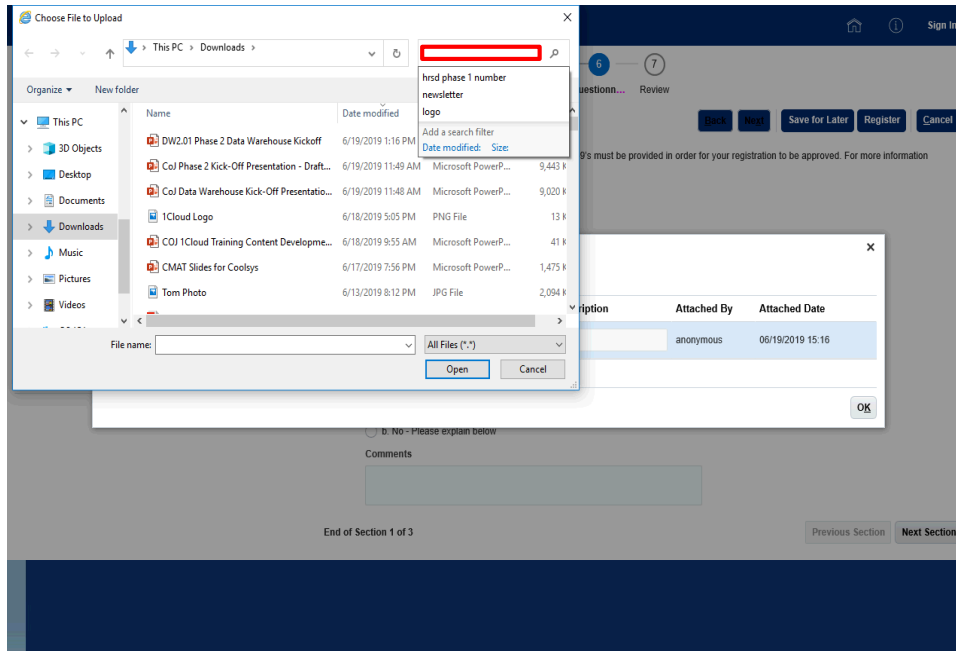




Supplier Registration Instructions

Step 80

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

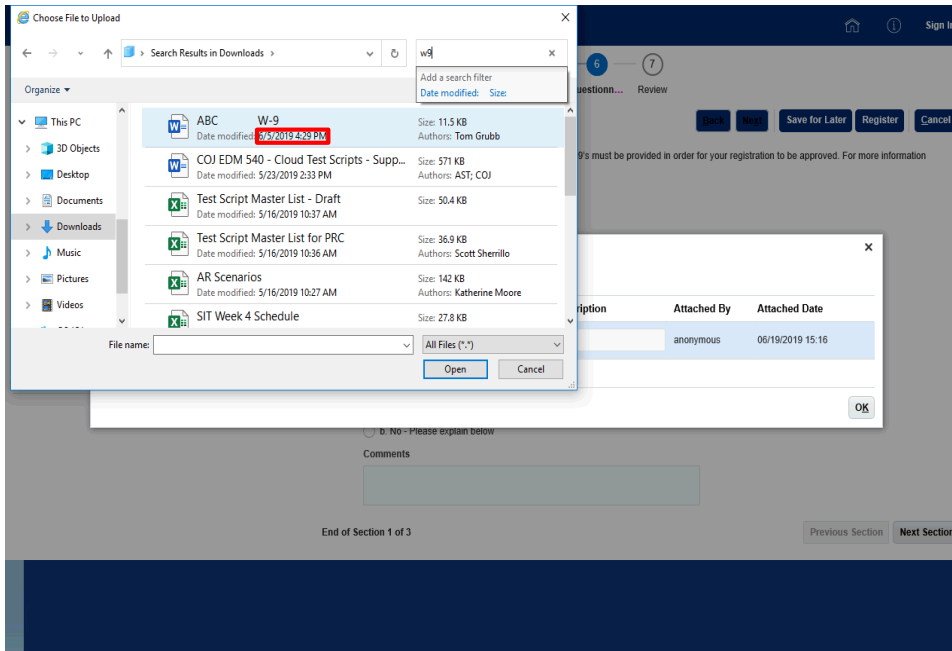




Supplier Registration Instructions

Step 81

Click in the **Date modified** field.

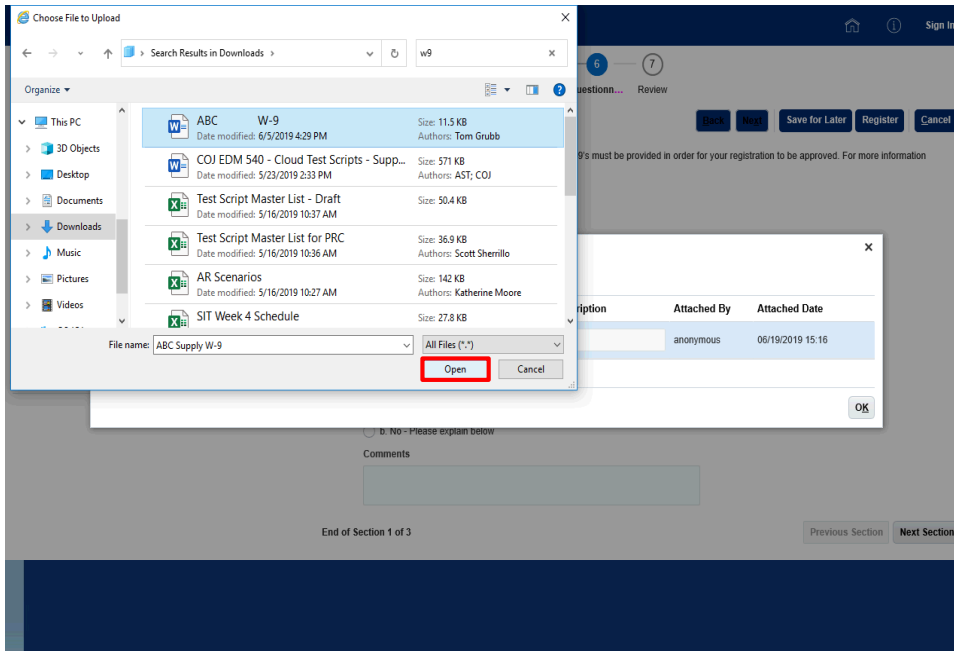




Supplier Registration Instructions

Step 82

Click the **Open** button.





Supplier Registration Instructions

Step 83

Click the **OK** button.

CITY OF JACKSONVILLE

Sign In

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 (SEB) program you can visit: www.jseeb.org/net

Attachments: None

Section 1: W-9 & Banking Information

2. Jacksonville Supplier Information

3. Terms and Conditions

Attachments

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

Rows Selected: 1 Columns Hidden: 1

OK

End of Section 1 of 3

Previous Section Next Section



Supplier Registration Instructions

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

7

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Questionnaire

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

Attachments: None

Section

1. W-9 & Banking Information

2. Jacksonville Small & Emerging Business (JSEB) Program

3. Terms of Use

Questions

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

* 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



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

7

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

Attachments: None

Section

1. W-9 & Banking Information

2. Jacksonville Small & Emerging Business (JSEB) Program

3. Terms of Use

Questions

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

* 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.fas.us2.oraclecloud.com/fscmUI/face/PrdPosRegisterSupplier?_afid_cstl-state=eykz2kbgq_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

Home

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Sign In

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6

7

Company Details

Contacts

Addresses

Bank Accounts

Products and Questionn...

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

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



Supplier Registration Instructions

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](#)

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

Attachments: None

Questions

Section

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

Questions

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

* 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

☐ 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

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Sign In

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2

3

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6

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Company Details

Contacts

Addresses

Bank Accounts

Products and Questionn...

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

Attachments: None

Section

1. W-9 & Banking Information

2. Jacksonville Small & Emerging Business (JSEB) Program

3. Terms of Use

Questions

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

* 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

a. Yes

b. No

End of Section 2 of 3

Previous Section

Next Section

https://eims-dev4.fas.us2.oraclecloud.com/fscmUI/faces/PrsPosRegisterSupplier?_afdf.ctrl-state=16502p6iso_58pnc8u...



Supplier Registration Instructions

Step 89

Click the **Scrollbar** down arrow.

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.
Register Supplier: Questionnaire (JSEB) program you can visit: www.jcoj.net

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

Attachments: None

Questions

Terms of Use (Section 3 of 3)

Section
1. W-9 & Banking Information
2. Jacksonville Small & Emerging Business (JSEB) Program
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.flstatelaw.com

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 90

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

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



Supplier Registration Instructions

Register Supplier: Questionnaire

Back Next Save for Later Register Cancel

NOTES: (1) THE STATE OF FLORIDA PUBLIC RECORDS STATUTE, CHAPTER 119, FLORIDA STATUTE MAY BE ACCESSSED AT: www.flstatelaw.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 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

Company Details

Contacts

Addresses

Bank Accounts

Products and Questionn...

6

7

Review

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.jebb.coj.net

Attachments: None

Questions

Terms of Use (Section 3 of 3)

Section
1. W-9 & Banking Information
2. Jacksonville Small & Emerging Business (JSEB) Program
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 in which you are using 1Cloud. You are responsible for all content that you upload, post, email, transmit or otherwise make available in any way to Jacksonville through 1Cloud. The City of Jacksonville shall not be liable for loss or

https://eims-dev4.fas.us2.oraclecloud.com/fscmUI/faces/PrCPosRegisterSupplier?_afdcn=state=eyJ0b3Rpb3Q6X3R5cGU6Y...



Supplier Registration Instructions

Step 93

Review your registration information.

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

CITY OF JACKSONVILLE Home Sign In

Company Details Contacts Addresses Bank Accounts Products and Questionnaires Review

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

Company Details

Supplier/Company Name: ABC Company
Tax Organization Type: Corporation
Corporate Web Site:
Tax Country: United States
Taxpayer ID: 10-1234567
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"/>	

Columns Hidden: 7

Addresses

View Format Freeze Detach Wrap



Supplier Registration Instructions

Step 94

Click the **Register** button.

CITY OF JACKSONVILLE [Home](#) [Help](#) [Sign In](#)

[Company Details](#) [Contacts](#) [Addresses](#) [Bank Accounts](#) [Products and Questionnaires](#) [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	✓	✓	Details

Columns Hidden: 7

Addresses

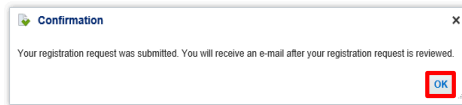
View [Format](#) [Freeze](#) [Detach](#) [Wrap](#)



Supplier Registration Instructions

Step 95

Click the **OK** button.





Supplier Registration Instructions

CITY OF JACKSONVILLE

  Sign In

Step 96

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

End of Procedure.