

SOP – Supplier Registration

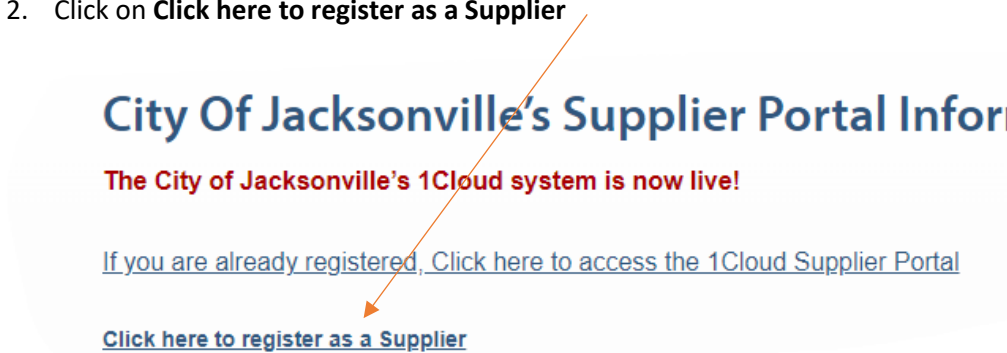
These instructions are to help new businesses register their company with the City of Jacksonville as a Supplier of goods or services. You will be able to sign up for ACH direct deposit for any invoice submitted to the City (Jacksonville pays all Suppliers via ACH direct deposit) and register for email notifications of any payment made. Thank you for registering with the City of Jacksonville.

The following is a list of items you will need prior to registering:

1. Business Name
2. Address
3. Phone Number
4. Email address
5. Bank Routing Number
6. Bank Account Number
7. IRS Form W-9 signed (you will need an electronic copy to upload) (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
8. National Institute of Governmental Code (NIGP) Click on link or enter the following into your web browser to obtain the code(s) for your business
<https://webapps.sanantonio.gov/NIGPCodes/NIGPLookup.aspx#:~:text=NIGP Code Lookup A National Institute of Governmental,NIGP codes that they register for in SAePS.>

Instructions to register

1. Open an internet browser and go to [COJ.net - Supplier Portal](http://www.coj.net/departments/finance/procurement/supplier-portal) (www.coj.net/departments/finance/procurement/supplier-portal)
2. Click on **Click here to register as a Supplier**



SOP – Supplier Registration

Step 1 – Company Details

3. Complete **all** **Company Details**, enter Doing Business As (DBA) if applicable, click **Next**

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) 255-8800 or send an email to supplierregistration@coj.net.

* Supplier/Company Name:

* Tax Organization Type:

Corporate Web Site:

* Tax Country:

* Taxpayer ID:

Note any DBA name if applicable or any other special notes:

Buttons:

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name:

* Last Name:

* Email:

* Confirm Email:

Step 2 – Contact Information

4. At this step you can edit your user information, (name, Job Title, phone number(s) and email address) or add other users and provide them with **Administrative rights** (ability to change company information) rights or **User rights** (ability to make inquiry to non-sensitive information, but not make changes). There must be at least one Administrative person registered.

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
Farmer, Brad	CPA	bfarmer@coj.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Columns Hidden: 7

Buttons:

To change an individual **highlight the name** and click **edit**. Change information as needed and click **OK**, click **Next**

Edit Contact: Brad Farmer

Salutation:

* First Name:

Middle Name:

* Last Name:

Job Title:

Administrative contact

User Account

Request user account

Phone:

Mobile:

Fax:

* Email:

Buttons:

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Step 3 – Address

5. Click on **Create** to add company address

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

Back Next Save for Later Register Cancel

Register Supplier: Addresses

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
No data to display.					

6. **Fill in all information on** Create Address Screen, click on **Actions**, click on **Select and Add**

Create Address

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

* Address Purpose Ordering Remit to RFQ or Bidding

* Country United States

* Address Line 1 117 W Duval Street

Address Line 2

* City Jacksonville

* State FL

* Postal Code 32202

County Duval

Phone 1 904 255-5278

Fax 1

Email bfarmer@coj.net

Address Contacts: You must "Select and Add" all contacts associated with this address

Select the contacts that are associated with this address.

Actions View Format Remove Select and Add Freeze Detach Wrap

Job Title	Email	Administrative Contact	User Account
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Columns Hidden 4

Create Another OK Cancel

7. Highlight **Administrator name** and click **Apply**, click **OK**, you can add other addresses by clicking **Create Another** or click **OK**, click **Next** to move to the next step

Select and Add: Contacts

Search

Name Job Title

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
Farmer, Brad	CPA	bfarmer@coj.net	+1 (904) 255-5278

Rows Selected 1 Columns Hidden 1

Apply OK Cancel

SOP – Supplier Registration

Step 4 – Bank Accounts

8. Click on **Create** to add bank account

Register Supplier: Bank Accounts [?](#)

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

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

Columns Hidden 8

9. Enter all Banking information – **Be careful to follow these instructions precisely to set up your bank account for payment. Successful direct deposits from the City depends on accurate information here!**

- Use the tab key on your keyboard to move from one field to another.
- If you are changing accounts, delete the existing information.
- Enter your new bank **Account Number**
- **VERY IMPORTANT** – Delete **Bank Name**, tab past Bank Name and enter your **Bank Branch/Routing Number**. The Bank Name will self-populate after you enter your Bank Branch/Routing Number.
- Enter your business name in the **Account Name** field.
 - If your name is new or has changed, you will need to submit a new W-9 to Accounting.
- For **Account Type** choose **Checking or Savings** only from drop down menu.
- Leave the remaining blank boxes below empty!
- Click **OK**.

Edit Bank Account X2345

Enter account number or IBAN unless account number is marked as required.

* Country United States

* Account Number X2345

Bank Name BANK OF AMERICA, N.A.

Bank Branch/Routing Number 121000044 - BANK OF AMERICA, N.A.

Allow international payments

From Date 12/30/22

To edit, enter the complete IBAN number.

IBAN

Currency USD

Account Name BVF Enterprises

Alternate Account Name

Account Suffix

Check Digits

Account Type Checking

Description

OK Cancel

SOP – Supplier Registration

10. You will see your bank account listed, click **Next**

Register Supplier: Bank Accounts ?

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

Back Next Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
X2345		USD	BANK OF AMERICA, N.A.		

Columns Hidden 8

Step 5 – Products and Services – you will need your NIGP code for this section, if you don't have it, click on [click here to search NIGP Codes](#) and you will be redirected to another site to help you find your code.

11. Click on **Actions**, click on **Select and Add**

Register Supplier: Products and Services

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

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. If the Code Search window does not pop up, go to <http://www.opi.net/departments/finance/procurement/supplier-information/nigp-code-search>

Actions View Format Select and Add Remove Freeze Detach Wrap

Description	Remove
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12. Find your NIGP code(s) and click on the **Select box**, click on **Apply**, Click **OK**

Select and Add: Products and Services

Search

Category Name Description Consulting

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	918.03 Alcohol and Drug Abuse Consulting Services	CONSULTING SERVICES - Alcohol and Drug Abuse Consulting Services
<input type="checkbox"/>	918.04 Accounting/Auditing/Budget Consulting	CONSULTING SERVICES - Accounting/Auditing/Budget Consulting
<input checked="" type="checkbox"/>	918.06 Administrative Consulting	CONSULTING SERVICES - Administrative Consulting
<input type="checkbox"/>	918.07 Advertising Consulting	CONSULTING SERVICES - Advertising Consulting
<input type="checkbox"/>	918.09 Agricultural Consulting	CONSULTING SERVICES - Agricultural Consulting
<input type="checkbox"/>	918.10 Air Pollution Consulting	CONSULTING SERVICES - Air Pollution Consulting
<input type="checkbox"/>	918.11 Anthropology Consulting	CONSULTING SERVICES - Anthropology Consulting
<input type="checkbox"/>	918.12 Analytical Studies and Surveys (Consulting)	CONSULTING SERVICES - Analytical Studies and Surveys (Consulting)
<input type="checkbox"/>	918.13 Asbestos Consulting	CONSULTING SERVICES - Employee Benefits Consulting
<input type="checkbox"/>	918.14 Appraisals Consulting	CONSULTING SERVICES - Energy Conservation Consulting

Columns Hidden 1

Apply OK Cancel

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13. You will be returned to the below screen and the code(s) you've chosen will be displayed, click **Next**

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. If the Code Search window does not pop up, go to <http://www.co.ja.net/departments/finance/procurement/supplier-information/nigp-code-search>

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
918 Consulting Services > 918.06 Administrative Consulting	CONSULTING SERVICES - Administrative Consulting	X

Step 6 – Questionnaire – you will need your signed electronic version of your W-9 to upload from your computer in this step.

Section 1 of 3 - W-9 & Banking Information Overview

14. Click on **radio button** for question 1, click on the plus symbol (+), click the **Actions**, click **Add**, click **Choose File**, find your W-9 on your computer and upload, the file will then show on the system, click **ok**, click **yes** to question 2, click **Next Section**

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.co.ja.net

Attachments: None

Questions

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

* 1. Please submit a valid W-9 Form with your registration.
Attachments: Blank W9
a. W-9 Attached
Response Attachments: None

* 2. Are 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

Attachments

Category	File Name or URL	Title	Description	Attached By	Attached
From Supplier	Choose File	No file chosen		anonymous	12/30/20

Rows Selected 1

Attachments

Type	Category	File Name or URL	Title	Description	Attached By	Attached
File	From Supplier	w9.pdf	w9.pdf		anonymous	12/30/20

Rows Selected 1

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Section 2 of 3 – JSEB Qualification

15. Answer **Yes or No**, if yes, answer all questions, click **Next Section**

Section 3 of 3 – Terms of Use

16. Read and click **radio button** at bottom of terms, click **Next** at top of page

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. I Accept



17. Review the information as entered, if all is correct, click **Register**. If you see something that needs to be changed, click **Save for Later**. If you click Save for Later, you will get an email with a link to continue the process. Click on the **link provided**

City of Jacksonville (COJ BU)
Your supplier registration request was saved.

Request Number	3019029
Request Date	30 December 2022
Requested By	Farmer, Brad
Company	BVF Enterprises

Recommended Action
[Complete your supplier registration request.](#)

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18. To complete registration once you click on the link, you will be taken back to the beginning of the registration process. On the first screen, re-enter the **Taxpayer ID** (FEIN number), click on **Next** through all screens **making any adjustments needed**, click on **Register** when everything is correct.

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

* Tax Organization Type

Corporate Web Site

* Tax Country

* Taxpayer ID

Note any DBA name if applicable or any other special notes

Your Contact Information

Enter the contact information for communications regarding this registration.

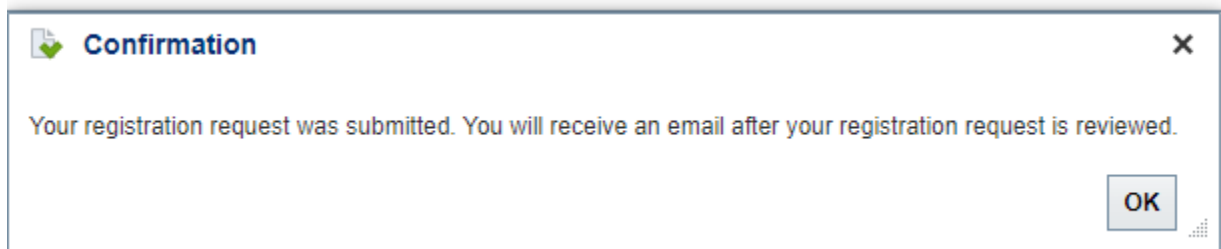
* First Name

* Last Name

* Email

* Confirm Email

When you are complete, you will see the **following screen**. Please watch your email for any questions or notification that you are registered with the City of Jacksonville.



Once approved by the City, you will get another email stating Your Supplier Registration Request was Approved. Please note there is still one step left to reset your password.

City of Jacksonville (COJ BU)

Your Supplier Registration Request was Approved

Request Number	3019029
Request Date	30 December 2022
Requested By	Farmer, Brad
Company	BVF Enterprises

• User account information will be sent in a separate email.

You will get a separate email to reset your password. Below is a sample of what you should expect in the email.

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City of Jacksonville Supplier New User

✉ eims.fa.sender@workflow.mail.us2.cloud.oracle.com

To bradfarmer@comcast.net

Reply Forward Delete ☰

Thank you for pre-registering as a Supplier with the City of Jacksonville. Our new 1Cloud system is now live!

Your username is bradfarmer@comcast.net. In order to access the full functionality of the system, Please follow the below link to reset your password.

https://eims.fa.us2.oraclecloud.com:443/hcmUI/faces/ResetPassword?_af6gjid=8a4be572612248d7827578a4f574a226&nextURL=https://eims.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview%3FfndGlobalItemId=itemNode_supplier_portal_supplier_portal

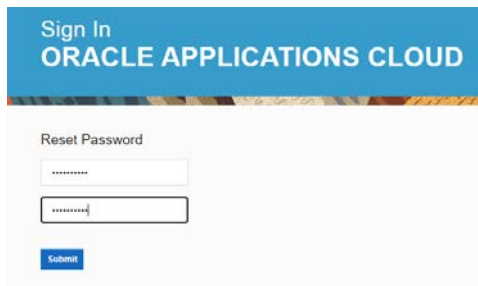
In addition, we have created instructional videos and documents to assist you in using the new 1Cloud Supplier Portal. To access these materials, please follow the below link.

<https://www.coj.net/departments/finance/procurement/supplier-portal>

If you have questions after you have reviewed the instruction materials, please email supplierregistration@coj.net or call (904) 255-8800.

Thank You,
Procurement Division, City of Jacksonville

When you click on the link, you will get the ability to reset your password.



Sign In
ORACLE APPLICATIONS CLOUD

Reset Password

Submit

You can now login the system using your email and password created by going to the Supplier Portal [COJ.net - Supplier Portal \(www.coj.net/departments/finance/procurement/supplier-portal\)](http://www.coj.net/departments/finance/procurement/supplier-portal)

Click on the “**If you are already registered...**” link

City Of Jacksonville’s Supplier Portal Information

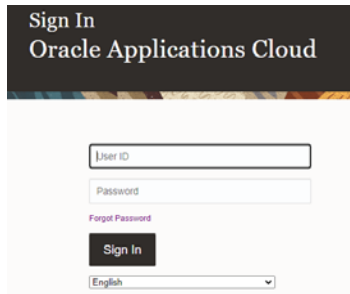
The City of Jacksonville’s 1Cloud system is now live!

If you are already registered, [Click here to access the 1Cloud Supplier Portal](#)



SOP – Supplier Registration

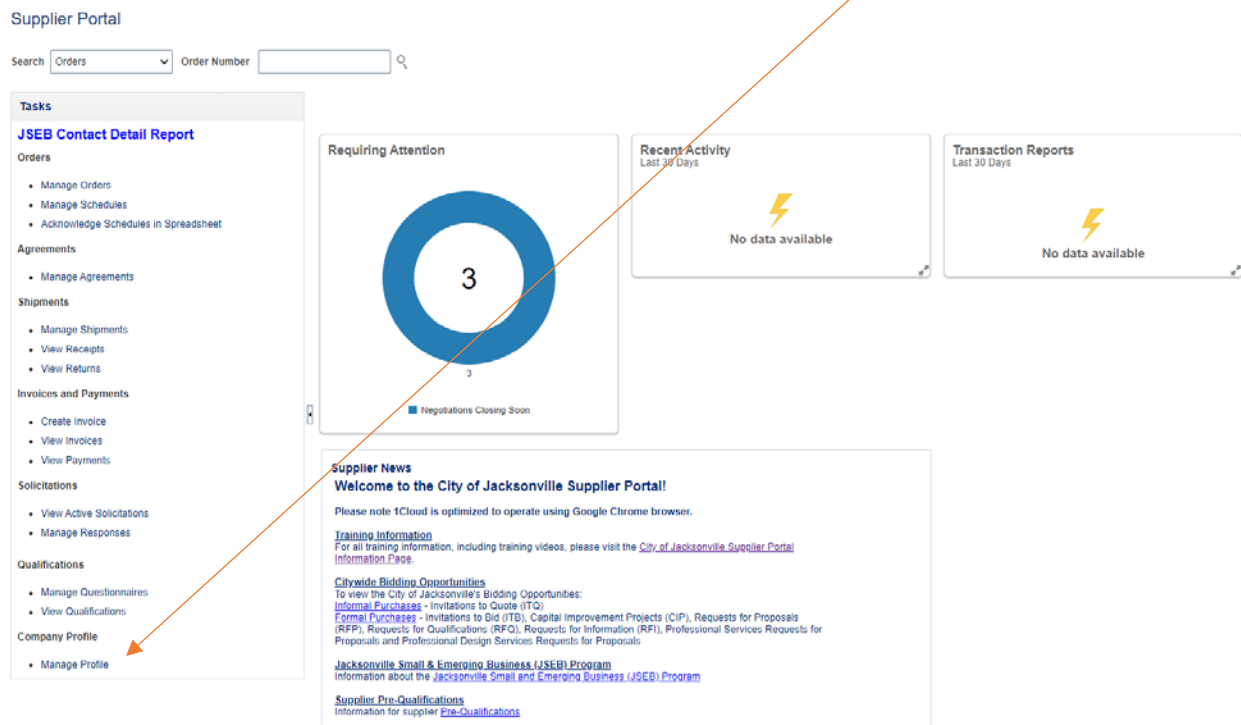
Complete logging into the system using your email and password



Sign In
Oracle Applications Cloud

User ID
Password
Forgot Password
Sign In
English

You will be brought to the portal. If you need to manage users, click on **Manager Profile** and make changes necessary.



Supplier Portal

Search: Orders Order Number

Tasks

- JSEB Contact Detail Report**
- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Solicitations
 - View Active Solicitations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention

3

3 Negotiations Closing Soon

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News
Welcome to the City of Jacksonville Supplier Portal!

Please note 1Cloud is optimized to operate using Google Chrome browser.

Training Information
For all training information, including training videos, please visit the [City of Jacksonville Supplier Portal Information Page](#).

Citywide Bidding Opportunities
To view the City of Jacksonville's Bidding Opportunities:
[Informal Purchases - Invitations to Quote \(ITQ\)](#)
[Formal Purchases - Invitations to Bid \(ITB\)](#), [Capital Improvement Projects \(CIP\)](#), [Requests for Proposals \(RFP\)](#), [Requests for Qualifications \(RFQ\)](#), [Requests for Information \(RFI\)](#), [Professional Services Requests for Proposals](#) and [Professional Design Services Requests for Proposals](#)

Jacksonville Small & Emerging Business (JSEB) Program
Information about the [Jacksonville Small and Emerging Business \(JSEB\) Program](#)

Supplier Pre-Qualifications
Information for supplier [Pre-Qualifications](#)

Congratulations you have completed the full process, we look forward to working with you and your company!

The City of Jacksonville