Supplier Registration

Procedure: How to Register with City of Jacksonville (COJ) as a Supplier of Goods of Services
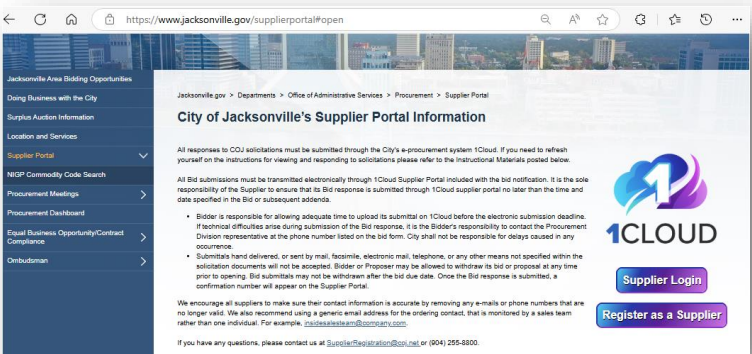
This procedure outlines the instructions for businesses to register their company with the City of Jacksonville (COJ) as a Supplier of goods or services. Companies can sign up for ACH Direct Deposit for invoices submitted to the City of Jacksonville and register for email notifications of any payments made.

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.](https://webapps.sanantonio.gov/NIGPCodes/NIGPLookup.aspx)

Why: City of Jacksonville uses an e-procurement system, called 1Cloud, in which all COJ solicitations responses are submitted, and suppliers are paid using ACH direct deposit.

How:

Steps and Processes:	Visual Display
1) Open an internet browser and go to City of Jacksonville Supplier Portal at https://www.jacksonville.gov/supplierportal 2) Select the "**Register as a Supplier**" button on the right side of the page under the 1Cloud logo.	

3) Enter your email address to receive a one-time access code. Select the "Send Access Code" button.

4) Then check your email for the code. The code will come from the email address: eims.fa.sender@workflow.mail.us2.cloud.oracle.com

   Note: Check your Junk or Spam folder if not received within 5 minutes. The code will expire if not used in 15 min. from the time it was sent.

5) Upon receipt, enter the code in the Access Code Field in the provided field on Supplier Registration page.

There are 7 stages to complete, and the entire process takes approximately 20 min. to complete. If you are unable to complete the application at one time, select the "**Save**" option from any page to save the updated information into your company's profile for completion later. If the system is left in a non-responsive state, you will be logged out automatically after 3-5 min of no activity. Follow steps 3-5 above to log back in.
- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire
- Review

6) **Company Details** Complete the fields: - Enter the **name of the organization** (required) - Company's website (optional) - **Tax Country** (required-use drop down) - Taxpayer ID (optional) - **Tax Organization Type** (required- use drop down) - Enter any alternate names for your company (DBA) or its subsidiaries, and/or any special notes. - You may attach any relevant documents. - Enter your company's website in the URL field, if applicable. Next, select the "**Save**" button then select the "**Continue**" button to move to the next stage.	
7) **Contacts** Enter your user information and assign administrative & user rights for each contact added. At least one contact must have administrative rights. (Administrative rights allow the contact to change company-related information on the profile. User rights allow for inquiry of any non-sensitive information to receive a response; however, it doesn't allow the contact to make changes.) - **First Name, Last Name** (required) - Email (optional) - Job Title (optional) - **Tax Country** will auto populate from previous screen but can be changed using the drop-down. - Mobile Number (optional) - Tax Country & Phone Number/Extension - Tax Country & Fax Number - Respond **Yes/No** to "**Is this an administrative contact?**" - Respond **Yes/No** to "**Does this contact need a user account?**"	

and to "**What user role does this contact need?**" - Select the box to check the statement "City of Jacksonville Supplier." Add any additional contacts by selecting the +Add Another Contact button then repeat the above as they apply for each new contact. Select the "**Save**" button then select the "**Continue**" button to move to the next stage.	
8) **Addresses** At least one address must be added to the supplier profile. Complete the fields as follows, the assign one or more contacts to the address. - **Address Name** (required) - Select at **least one purpose** for the address- Receive Purchase Orders, Receive Payments, and/or bid on RFQs. (required) - Country/Region (auto populates, but may be changed) - **Address Line 1** (required) - Address Line 2 - **City** (required- type & use the drop-down to select) - **State** (required- type & use the drop-down to select) - **Postal Code** (required- type & use the drop-down to select) - County - Email - Tax Country, Phone, Ext. - Tax Country, Fax - Respond to "**Which contacts are associated to this address?**" by checking the box next to the applicable contact names provided in step 7. If more addresses need to be included, select the **"+Add Another Address**" button and repeat the above steps.	

Select the "**Save**" button then select the "**Continue**" button to move to the next stage.	
9) **Bank Accounts** Have your bank name, routing number, and account number available. - First verify the tax country is correct. - Next enter the **routing number**. As the routing number is being entered, a drop-down will appear with routing number, name of the bank, and bank branch options. Select the correct one from the drop down after entering the number completely. *The Routing Number, Bank, and Bank Branch* will populate in the fields. (required) - Next enter your **company's bank account number**. (required) - Use the drop down to select the **US Dollars** as the currency - Use the drop-down to select the **Account Type**- Saving, Checking, or Do Not Select (required) - Enter the business name in the Account Holder field (optional) If more addresses need to be included, select the **"+Add Another Bank Account"** button and repeat the above steps. Select the "**Save**" button then select the "**Continue**" button to move to the next stage.	

10) **Products and Services**

Search and select box next to the appropriate NIGP (National Institute of Governmental Purchasing) codes to identify which products and services your organization may provide to the City of Jacksonville.

After reviewing the entire list, select the "**Save**" button then the "**Continue**" to move to the Questionnaire stage.

11) **Questionnaire**

The Questionnaire consists of three sections which each must be reviewed and completed in any order before submitting the application.

- W9 & Banking Information Overview (Attach your organization's W-9 here.)
- JSEB (Jacksonville Small Emerging Business) Qualification
- Terms of Use
- You may use the "Previous/Next Section" button to toggle between sections. Each section displays progress status under the Questionnaire instructions:
  - *Full Circle*: The section has not been reviewed
  - ◑ *Half Circle*: The section has been viewed but is incomplete
 - ✅ *Check Mark*: The section has been viewed and fully completed.

Upon completing all sections, select the "**Save**" button and then the "**Submit**" button.

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12) Once the Supplier Registration is submitted, using the "Submit" button, a confirmation will appear displaying "***Success- Your registration request…was submitted***." 13) A confirmation email will also be sent to the email address of the profile and will include the request confirmation number, request date, request by email address, and the Company Name. 14) A follow up email will be issued with user account information once the request has been reviewed and processed.	**CITY OF JACKSONVILLE** **Success** Your registration request 5035083 was submitted.
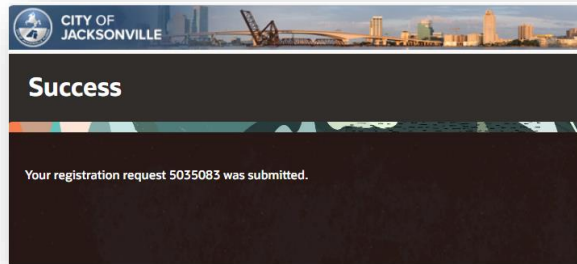
Related Procedures and/or Policies:

- City of Jacksonville Supplier Portal: https://www.jacksonville.gov/supplierportal#open
- Registering as a Supplier- Video: https://youtu.be/aD_ansxUVqE
- Registering as a Supplier- Presentation: https://www.jacksonville.gov/departments/finance/procurement/supplier-information/docs/register-as-a-supplier.aspx
- 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.
- Ethics Laws for City Vendors: https://www.jacksonville.gov/departments/finance/docs/procurement/mandatory-supplier-ethics-training.aspx