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City of Fort Lauderdale

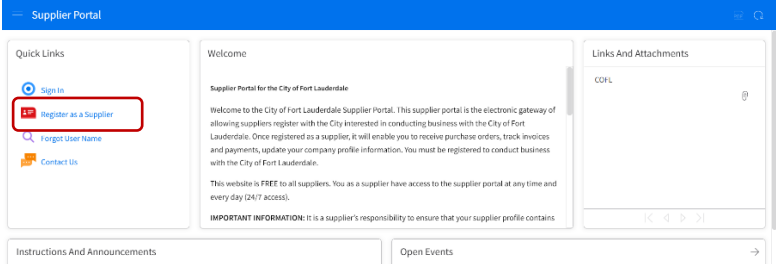
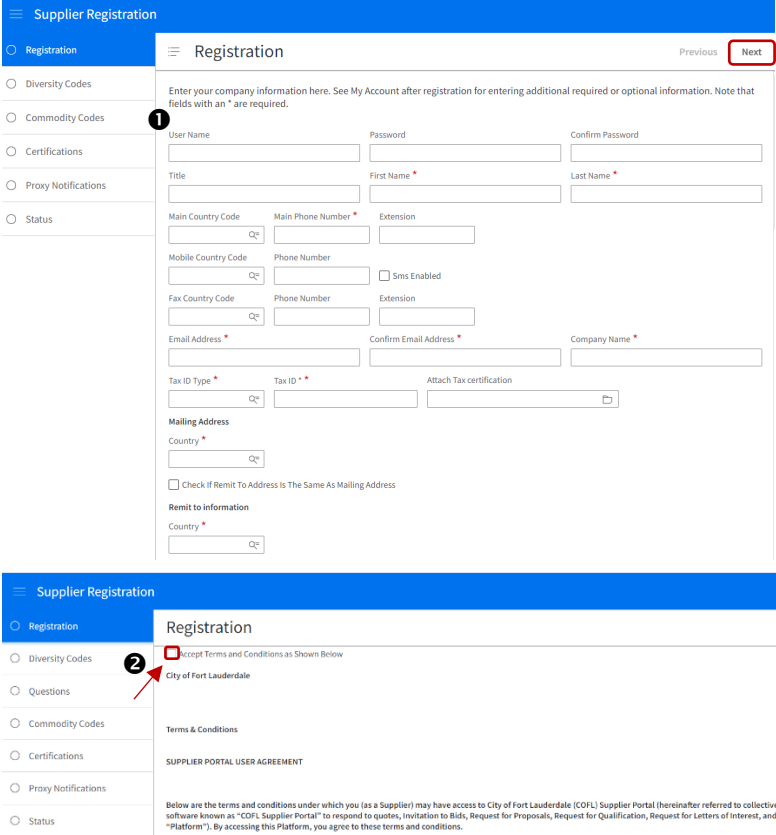

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SUPPLIER REGISTRATION GUIDE

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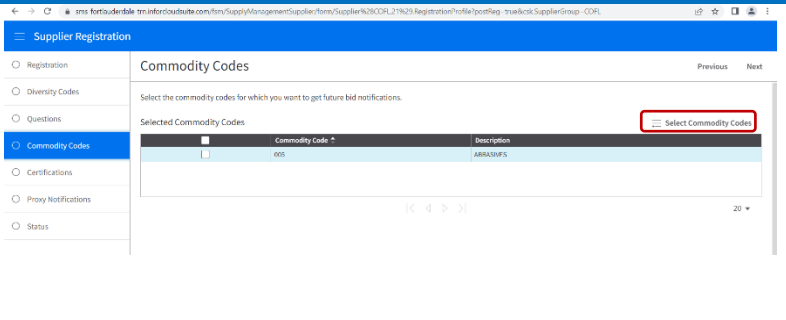
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Step	Getting Started: Instructions	Screenshots
1	<p>Click this link to access the Supplier Portal:</p> <p><a href="https://sms-fortlauderdale-prd.inforcloudsuite.com/fsm/SupplyManagementSupplier/form/Supplier%28COFL,0%29.RegistrationProfile?csk.SupplierGroup=COFL&amp;action=SupplierCreate">https://sms-fortlauderdale-prd.inforcloudsuite.com/fsm/SupplyManagementSupplier/form/Supplier%28COFL,0%29.RegistrationProfile?csk.SupplierGroup=COFL&amp;action=SupplierCreate</a></p>	
1	<p>Click <b>Register as a Supplier</b></p>	
2	<p><b>Registration Tab</b></p> <p><b>Note:</b> All fields flagged with an asterisk (*) are required.</p> <ul style="list-style-type: none"> <li>• Create your login name. <b>Note:</b> Your login is case sensitive and should be one continuous group of characters. <b>Do not use spaces.</b></li> <li>• Create your password. <b>Note:</b> Your password is case sensitive</li> <li>• Enter information about yourself; required fields are: First Name, Last Name, Phone Number, and e-Mail Address.</li> <li>• Enter information about your company: Required fields: Company Name, Tax Id Type, Tax Id Number, Address Line 1, City, State, Zip Code, Country.</li> <li>• Read and accept terms and conditions,</li> <li>• When complete, click <b>Next</b></li> </ul>	
4	<p><b>Diversity Codes Tab</b></p> <p>Disregard for now When complete, click <b>Next</b></p>	

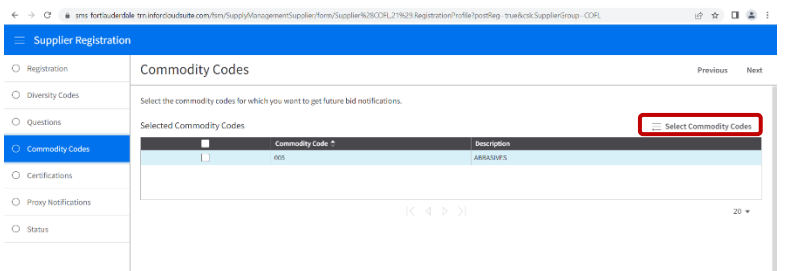
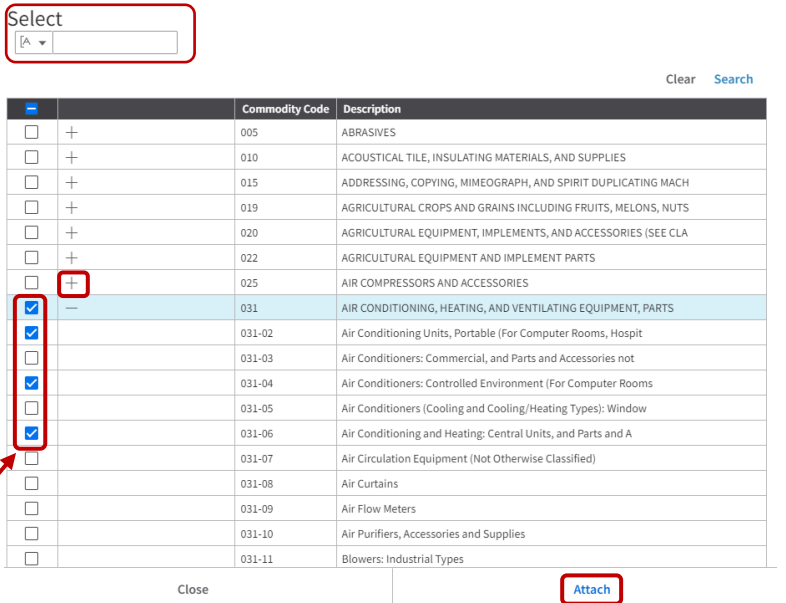
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### Commodity Codes Tab

- To select the Commodity Code(s) for which you would like to receive future bid notifications, click the button to the right of the page labeled **“Select Commodity Codes.”**



- The system will open a list of available codes.
- To find the Commodity Code(s), you may:
  - Scroll thru the list of codes.
  - Use the **Commodity Search** function at the top left of page to locate Code(s) by entering either the specific code number or a keyword description
- Use an \* (asterisk) as a wildcard to find a keyword within a string of characters. Example: To display all codes with the word “office” in the description, enter **\*office\***.
- To display codes for a specific match to a keyword, enter only that word. Example: office
- To see more descriptive codes, click Plus sign (+) on the left to access more codes.
- Click in the box(s) to the left of the Code(s) and then select **ALL** Commodity Codes that pertain to the goods and or services you provide so that you are notified of correlating solicitations.
- The system will return you to the Selected Commodity Codes form where you can view previously selected Commodity Codes.
  - Note:** If you are selecting multiple commodities from multiple pages, you must click **“Attach”** after each page before going to the next page.
- Click **“Attach”** to update
- When complete, click **Next**



<p>7</p> <p><b>Certifications Tab</b></p> <ul style="list-style-type: none"> <li>Disregard for now</li> <li>When complete, click <b>Next</b></li> </ul>	<p><b>Certifications</b></p> <p>Enter certification information: an effective date is required for the certification.</p> <p>All Certifications f... <span>Save</span> <span>Create</span> <span>Delete</span></p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Certificati...</th> <th>Contact</th> <th>Effecti...</th> <th>Expiratio...</th> <th>Description</th> <th>Attach...</th> <th>Active</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: center;">  <p><b>No Certifications Entered</b></p> <p>Enter certification information: an effective date is required for the certification.</p> </td> </tr> </tbody> </table>	<input type="checkbox"/>	Certificati...	Contact	Effecti...	Expiratio...	Description	Attach...	Active	 <p><b>No Certifications Entered</b></p> <p>Enter certification information: an effective date is required for the certification.</p>							
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 <p><b>No Certifications Entered</b></p> <p>Enter certification information: an effective date is required for the certification.</p>																	
<p>8</p> <p><b>Proxy Notifications Tab</b></p> <p><b>Optional information: Proxy Notifications.</b> A proxy is someone you want to receive the e-mail notifications about bids within the commodity codes you selected. This individual does not have a login or password to the system.</p> <ol style="list-style-type: none"> <li>Click <b>Create</b> to enter proxy information. <ul style="list-style-type: none"> <li>Enter Name and Email Address for Proxy Notifications for as many proxies as needed for your firm.</li> </ul> </li> <li>Click <b>Save</b> when finished.</li> <li>When completed click <b>Next</b>.</li> </ol>	<p><b>Proxy Notifications</b></p> <p>Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.</p> <p>Proxy Notifications for Rebecca Shope with Shope Consulting <span>Create</span> <span>Save</span> <span>Delete</span></p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>First Name</th> <th>Last Name</th> <th>Email Address</th> <th>Receive Notifications?</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td>No</td> </tr> </tbody> </table>	<input type="checkbox"/>	First Name	Last Name	Email Address	Receive Notifications?	<input type="checkbox"/>				No						
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<input type="checkbox"/>				No													
<p>9</p> <p><b>Status Tab</b></p> <ul style="list-style-type: none"> <li>Click <b>My Account</b> to complete registration</li> </ul>	<p><b>Supplier Registration</b></p> <p><b>Status</b></p> <p>Supplier Number is: 21 Registration status: Complete</p> <p><b>My Account</b></p>																
<p>10</p> <p><b>Maintain Your Account Information</b></p> <ul style="list-style-type: none"> <li>To update your account, select <b>My Account</b> after signing in.</li> <li>Scroll through headings on the left sequentially.</li> <li>Select the arrow mark → or the + sign on top of the widget(s) as needed</li> </ul>	<p><b>Supplier - Infor - Test 3</b></p> <p><b>Profile</b> <span>→</span></p> <p>Supplier: 21 Registration Status: Complete Business Type: Dum &amp; Brodstreet</p> <p><b>Contacts</b> <span>+</span></p> <p>No Contacts Entered Update contact information and manage commodity code registration.</p> <p><b>Certifications</b> <span>→ +</span></p> <p>No Certifications Entered</p>																

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- After making updates, click **Submit**
- You will see “**Registration Status: Complete.**”
- Click **Done** to finish the update process and return to the Main form.

