

City of Fort Lauderdale

SUPPLIER REGISTRATION GUIDE

TABLE OF CONTENTS

| Table of Contents | 1 |
|--|---|
| Getting Started | 2 |
| Register: Enter Your Company Information | 2 |
| Enter Diversity Codes | 2 |
| Answer Supplier Questions | 3 |
| Select Your Commodity Codes | 3 |
| Enter Certifications | 4 |
| Enter Proxy Notifications | 4 |
| Registration Status | 4 |
| Complete Registration Status | 5 |
| Maintain Your Account Information | 5 |

| Step | Getting Started: Instructions | Screenshots |
|------|---|---|
| | Click this link to access the Supplier Portal: | |
| 1 | https://sms-fortlauderdale- prd.inforcloudsuite.com/fsm/SupplyMa nagementSupplier/form/Supplier%28C OFL,0%29.RegistrationProfile?csk.Suppl ierGroup=COFL&action=SupplierCreate | |
| 1 | Click Register as a Supplier | 😑 Supplier Portal 🔤 🔾 |
| | | Quick Links Welcome Links And Attachments Image: sign in the segment at a supplier horse for the City of Fort Lawdendale Cork Image: sign in the segment at a supplier horse in the City of Fort Lawdendale Image: sign core table Welcome Description Handen Image: sign core table in the City of Fort Lawdendale in the City of Fort Lawdendale. Image: Core table in the City of Fort Lawdendale in the City of Fort Lawdendale in the City of Fort Lawdendale. Image: Core table in the City of Fort Lawdendale in the City of Fort Lawdendale. Image: Core table in the City of Fort Lawdendale. This webpick in FREE to all suppliers. You as a supplier horse access to the supplier portial at any time and every dig (2k/7 Access). Image: Core table in the City of Fort Lawdendale in the City of Fort Lawdendale. Instructions And Announcements Open Events Open Events Open Events Image: Core table in the City of City o |
| 2 | Registration Tab | Supplier Registration |
| | Note: All fields flagged with an asterisk (*) are required | O Registration Previous Next O Diversity Codes Image: Control of the second secon |
| | Create your login name. Note: Your login is case sensitive and should be one continuous group of characters. Do not use spaces. Create your password. Note: Your password is case sensitive Enter information about yourself; required fields are: First Name, Last Name, Phone Number, and e-Mail Address. Enter information about your company: Required fields: Company Name, Tax Id Type, Tax Id | Commodity Codes Certifications Proxy Notifications True Proxy Notifications Main Courtry Code Main Courtry Code Mone Number Certification Modele Courtry Code Proxe Number Confirm Email Address Confirm Email Address Confirm Email Address Confirm Email Address Contry Contry < |
| | Number, Address Line 1, City, State, | Registration Registration |
| | Zip Code, Country. | Diversity Codes Copy Terms and Conditions as Shown Below City of Fort Lauderdale |
| | Read and accept terms and conditions, When complete, click Next | Questions Commodity Codes Terms & Conditions Certifications Supplex PORTAL USER AGREEMENT Pray Notifications Below are the terms and conditions under which you (as a Supplex) may have access to City of Fort Luderdale (COEL) Supplex Portal Inversing the Certification, Request for Centered, and Be "Platform"), By accessing this Platform, you agree to these terms and conditions. |
| 4 | Diversity Codes Tab Desreguard for now When complete, click Next | Diversity Codes Proving Sec Sector di diversity desits for alchi your faulmenta kuentifati. Codes Update faulmenta for alchi your faulmenta kuentifati. Sectored Diversity Codes Codes Update faulmenta for alchi your faulmenta |

| 6 | Со | mmodity Codes Tab | ← → C (à sms fortlauderds | ole trn inforcioudsuite.com/fsm | /SupplyManagementSupplier/fi | lom/Supplie/B2800FL219629 RegistrationProfileTpostReg -trueRcck/SupplierGroup-ODFL 😰 🖈 🔲 😩 🗄 |
|---|----|---|--|---------------------------------|-------------------------------|---|
| | • | To select the Commodity Code(s) | Registration | Commodity Co | odes | Previous Next |
| | | for which you would like to receive | O Diversity Codes | Select the commodity co | des for which you want to get | t future bid notifications. |
| | | future bid notifications, click the | O Questions | Selected Commodity C | Codes | 🚍 Select Commodity Codes |
| | | hutton to the right of the page | C Commodity Codes | | Commodity Co 005 | de * Description ARRASTUPS |
| | | labeled "Select Commodity | Certifications Proxy Notifications | | | |
| | | Codes " | O Status | | | < < > > 20 ♥ |
| | | coues. | | | | |
| | | | | | | |
| | • | The system will open a list of | | | | |
| | • | available codes | Select |] | | |
| | | The find the Commodity Code(a) | | | | |
| | • | To find the Commodity Code(s), | _ | | Commodity Cod | Clear Search |
| | | you may: | - + | | 005 | ABRASIVES |
| | • | Scroll thru the list of codes. | | | 010 | ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES |
| | • | Use the Commodity Search | | | 015 | ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACH AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS |
| | | function at the top left of page to | | | 020 | AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLA |
| | | locate Code(s) by entering either | | | 022 | AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS |
| | | the specific code number or a | | | 025 | AIR COMPRESSORS AND ACCESSORIES AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS |
| | | keyword description | | | 031-02 | Air Conditioning Units, Portable (For Computer Rooms, Hospit |
| | • | Use an * (asterisk) as a wildcard to | | | 031-03 | Air Conditioners: Commercial, and Parts and Accessories not |
| | | find a keyword within a string of | | | 031-04 | Air Conditioners, Controlled Environment (For Computer Rooms Air Conditioners (Cooling and Cooling/Heating Types): Window |
| | | characters. Example: To display all | | | 031-06 | Air Conditioning and Heating: Central Units, and Parts and A |
| | | codes with the word "office" in the | | | 031-07 | Air Circulation Equipment (Not Otherwise Classified) |
| | | description, enter *office *. | | | 031-09 | Air Flow Meters |
| | • | To display codes for a specific | | | 031-10 | Air Purifiers, Accessories and Supplies |
| | - | match to a keyword enter only | | Close | 031-11 | Blowers: Industrial Types |
| | | that word Example: office | | Close | | Attach |
| | | To see more descriptive codes click | | | | |
| | • | Plus sign (+) on the left to access | ← → C (a sms fortbuderd | ale trn.inforcioudsuite.com/fsm | /SupplyManagementSupplier/fi | ionn/Supplier%28CORL21%29.RegistrationProfile?postReg.=true&cck.SupplerGroupCORL 😢 🖈 🔲 😩 🤅 |
| | | more codes | Supplier Registration Registration | Commodity Co | odes | Previous Next |
| | | $\frac{1}{2}$ | O Diversity Codes | Select the commodity co | des for which you want to get | t future bid notifications. |
| | • | Click in the box(s) to the left of the | Questions | Selected Commodity C | Commodity Co | E Select Commodity Codes |
| | | Coue(s) and then select ALL | Commodity Codes Certifications | | 005 | ABBASINES |
| | | Commodity Codes that pertain to | O Proxy Notifications | | | [(d b)] 20 ¥ |
| | | the goods and or services you | Status | | | |
| | | 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 | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| 7 | Certifications Tab | Certifications Previous Next |
|----|---|---|
| | Desreguard for now | |
| | When complete, click Next | Enter certification information: an effective date is required for the certification. |
| | | All Certifications f |
| | | Certificati Contact Effecti Expiratio Description Attach Active |
| | | |
| | | |
| | | No Certifications Entered |
| | | Enter certification information: an effective date is required for the certification. |
| 0 | Drow Notifications Tab | |
| ð | Proxy Notifications Tab | Proxy Notifications Previous Next |
| | Notifications . A proxy is someone you | 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 |
| | want to receive the e-mail notifications | Provy Notifications for Rehercra Shope with Shope Consulting |
| | about bids within the commodity codes | First Name Last Name Last Name Email Address Receive Notifications? |
| | you selected. This individual does not | No |
| | have a login or password to the system. | |
| | 1. Click Create to enter proxy | |
| | Information. | |
| | Enter Name and Email Address for Provy | |
| | Notifications for as many | |
| | proxies as needed for your | |
| | firm. | |
| | 2. Click Save when finished. | |
| | 3. When completed click Next. | |
| 9 | Status Tab | Supplier Registration Revision Status Benicon Mot |
| | Click My Account to complete | O Diversity Codes Supplerfumbers. |
| | registration | O Questions 22 Perglotation status Complete |
| | | Cargedulations for us account to also one et al and you will now needer early another early and to an ended to commodify addes for which you registered. You can respond to those events through this account. Subject how a any mount to be parsed. Certifications Circit my account to peter additional information |
| | | Proxy Notifications My Accessiti Status |
| 10 | Maintain Your Account Information | m swoor $_{\sim}$ = Supplier-Infor-Test 3 |
| 10 | To update your account, select My | Infor Test 3 Main Banking |
| | Account after signing in. | C statisti Suppler Portal Profile → Contacts + Profile → Contacts + |
| | • Scroll through headings on the left | Home Halling Address 21 Competer Creants 122, Mark Sever Fort Business Type Duru & Business Type |
| | sequentially. | My Repondes 22 Edd: Will Runther Will Country No Contacts Entered Update control for an analyse |
| | • Select the arrow mark \rightarrow or the + | Centracts For All Suppliers Halling Advas. Comparisations and All Suppliers and All |
| | sign on top of the widget(s) as | Performance Rent Address Bithe Same Proposed to these counts through this samed, Solid Prover any news three to proceed. |
| | needed | Messages And Dalage Associates A |
| | | 000 I - HWU THE 3 ID ID ID No Certifications Entered |
| | | |

| 11 | Af Yo Co Cli profile for | After making updates, click Submit You will see "Registration Status: Complete." Click Done to finish the update process and return to the Main form. | 📅 sign Out 🚖 ··· ^{Weissen} Infor Test 3 | Supplier - Infor - Tes Infor Test 3 | t3 C | | | |
|----|---|---|---|---|------|--|--|--|
| | | | C Search Supplier Portal Home Evens My Reports Contracts Contracts for All Suppliers Contracts for All Suppliers Contracts for All Suppliers P of der Anagement P Performance | Charl Addess warus kine analysis and addess Ware Statistical Statistical Addess Statistical Addess Statistic | | Profile → Supplier Registration Status 21 Complete Business Type Dun & Braditreet | Contacts + | |
| | | | | | | WT Namher WT Comby Corpotations in our count has been set up and you will now receive annii notifications of events related to rommonia to mine-watch may enginared. Inu can magnad to mine-watch though this cances. Belef home of any menu item to proceed. | No Contacts Entered Update contact information and manage commodity code registration. | |
| | | | My Account Messages And Dialog | | | Commodity Codes ABRASYMS 000 1 : ndor froi 3 | Certifications → + | |