

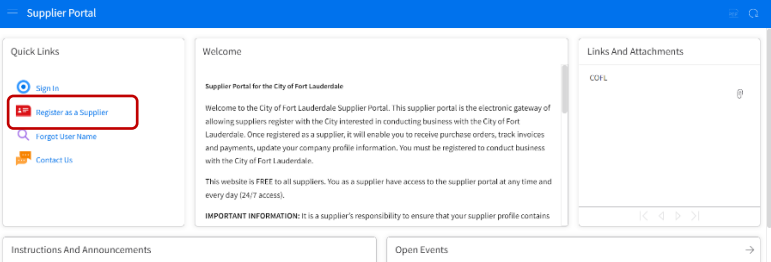
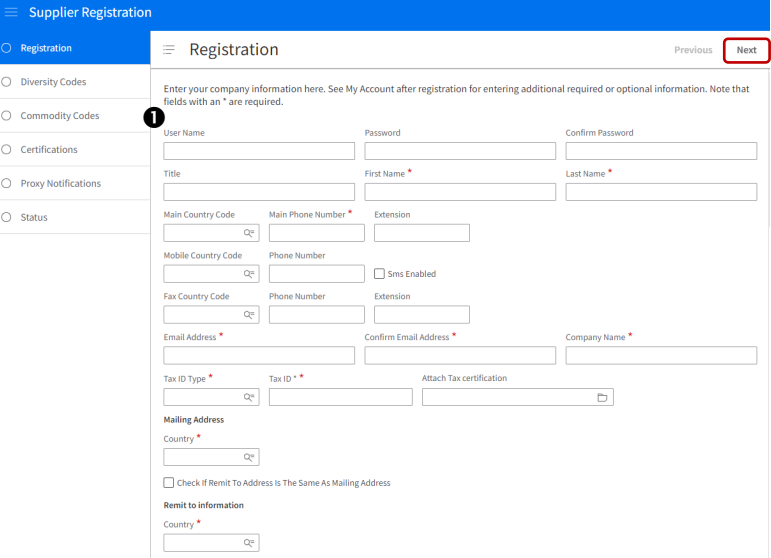



City of Fort Lauderdale

SUPPLIER REGISTRATION GUIDE

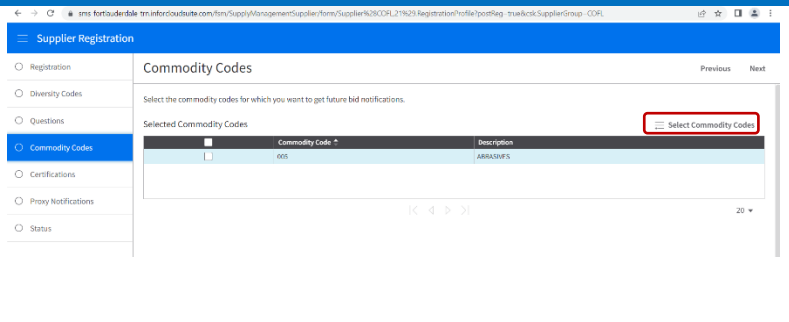
TABLE OF CONTENTS

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

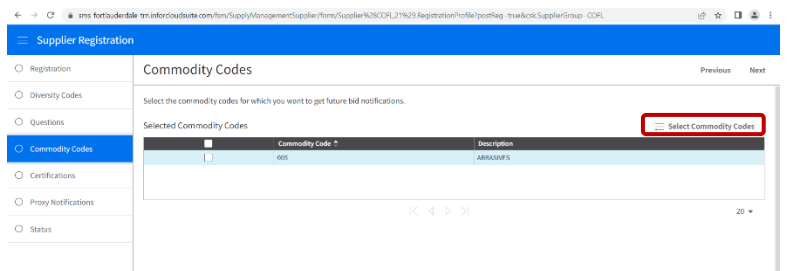
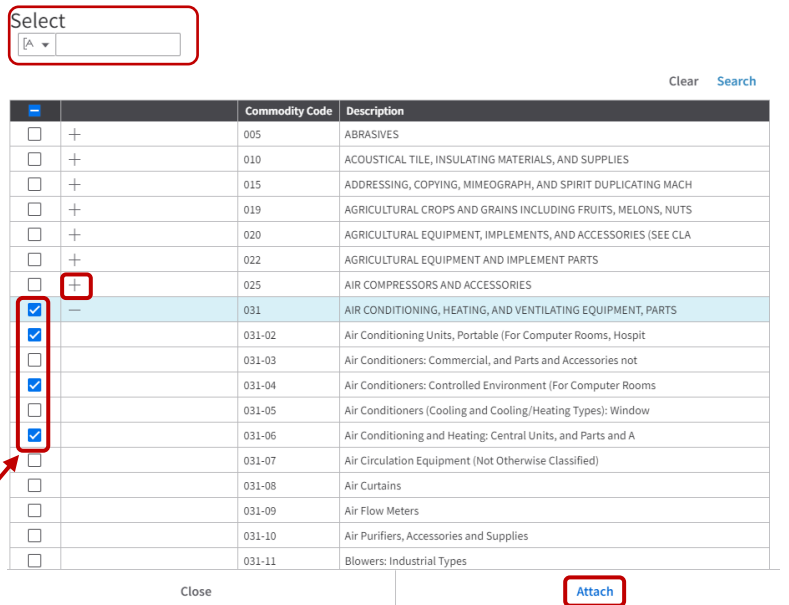
Step	Getting Started: Instructions	Screenshots
1	<p>Click this link to access the Supplier Portal:</p> <p>https://sms-fortlauderdale-prd.inforcloudsuite.com/fsm/SupplyManagementSupplier/form/Supplier%28COFL,0%29.RegistrationProfile?csk.SupplierGroup=COFL&action=SupplierCreate</p>	
1	<p>Click Register as a Supplier</p>	
2	<p>Registration Tab</p> <p>Note: All fields flagged with an asterisk (*) are required.</p> <ul style="list-style-type: none"> • 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 Number, Address Line 1, City, State, Zip Code, Country. • Read and accept terms and conditions, • When complete, click Next 	
4	<p>Diversity Codes Tab</p> <p>Desreguard for now</p> <p>When complete, click Next</p>	

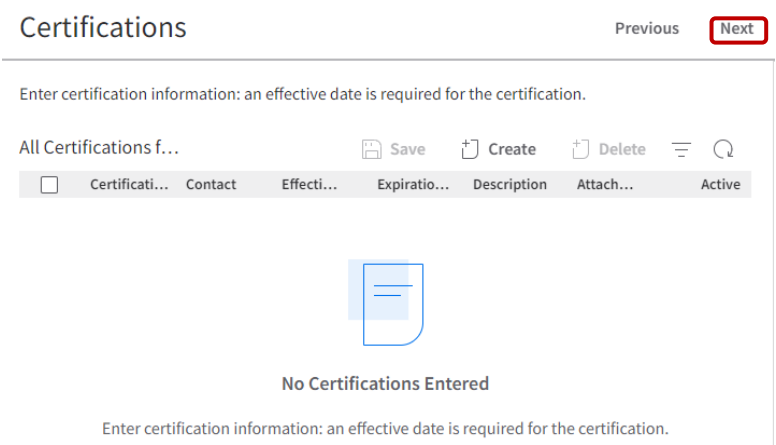
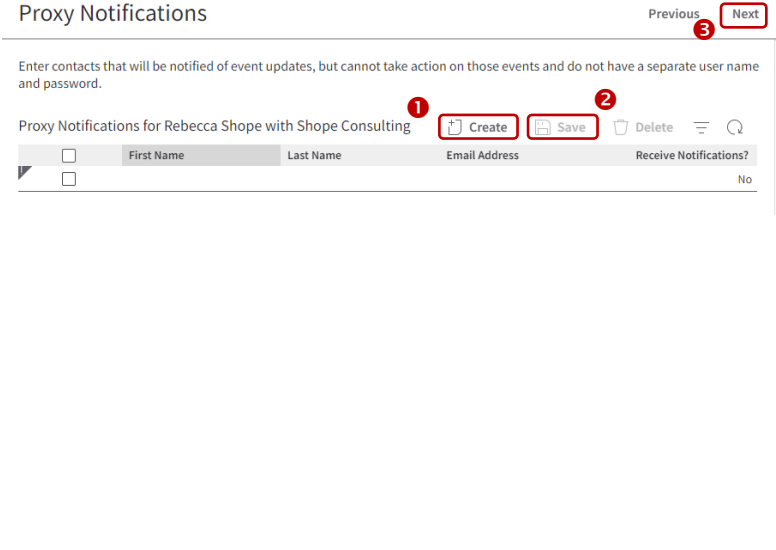
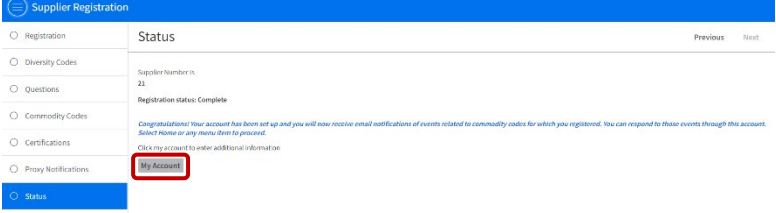
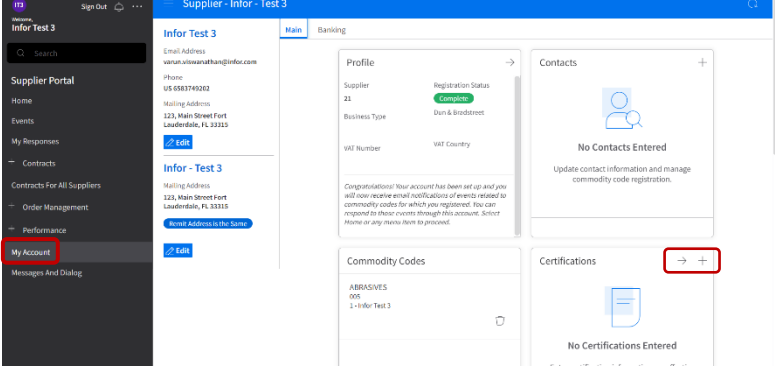
6 Commodity Codes Tab

- 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>Certifications Tab</p> <ul style="list-style-type: none"> • Desreguard for now • When complete, click Next 	
<p>8</p> <p>Proxy Notifications Tab</p> <p>Optional information: Proxy Notifications. 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"> 1. Click Create to enter proxy information. <ul style="list-style-type: none"> ▪ Enter Name and Email Address for Proxy Notifications for as many proxies as needed for your firm. 2. Click Save when finished. 3. When completed click Next. 	
<p>9</p> <p>Status Tab</p> <ul style="list-style-type: none"> • Click My Account to complete registration 	
<p>10</p> <p>Maintain Your Account Information</p> <ul style="list-style-type: none"> • To update your account, select My Account after signing in. • Scroll through headings on the left sequentially. • Select the arrow mark → or the + sign on top of the widget(s) as needed 	

11

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

