



Supplier Portal User Guide

New Supplier Registration



Thank you for your interest in becoming a Supplier for the City of Chattanooga. If you have done business with the City of Chattanooga in the past, and you want to check whether your company already exists in our database, you can send your inquiry with company name and Tax ID to suppliersupport@chattanooga.gov.

Once it has been confirmed that you are not already in our database, you may submit a registration request as outlined in this guide. After completing the registration, your registration information will be reviewed by our Supplier Portal Team and you will receive an email informing you of your City of Chattanooga Supplier Portal account creation within 2 business days.

Table of Contents

Company Details.....	3
Contacts	11
Save for Later.....	16
Addresses	17
MWOBE Business Classifications.....	24
Products and Services.....	28
Review	31
Supplier Portal Support.....	31



New Supplier Registration

Company Details

Step	Step Description	Navigation Hint
1.	Click on Supplier Registration link.	Supplier Registration page

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

* Attachments None

Please attach your completed W-9

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

Supply

Role that you perform

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

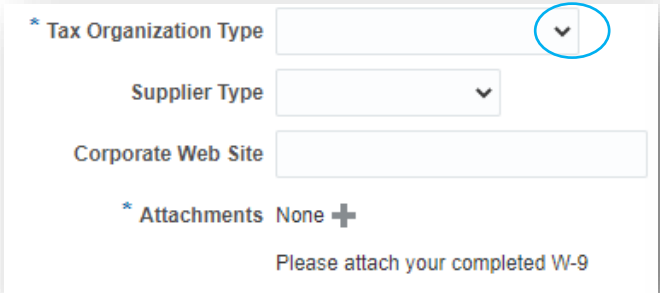
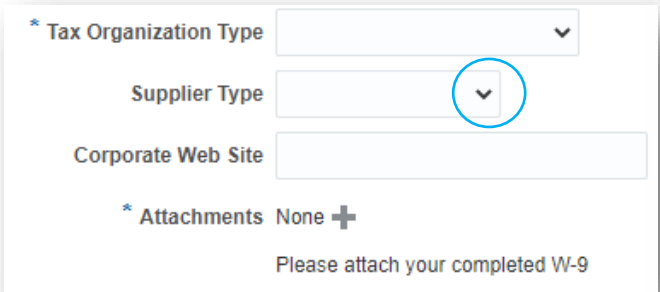
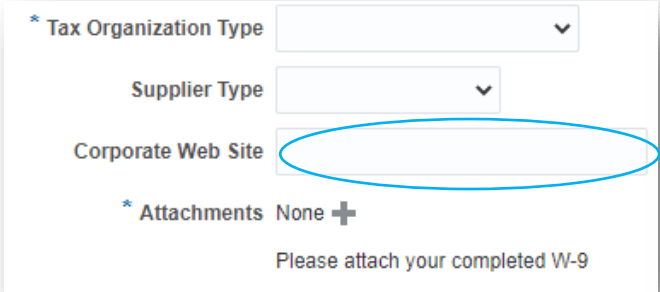
* Last Name

* Email

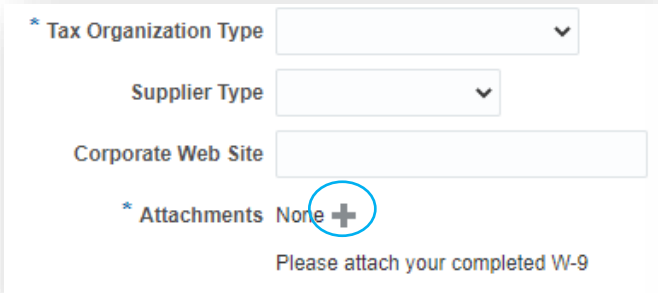
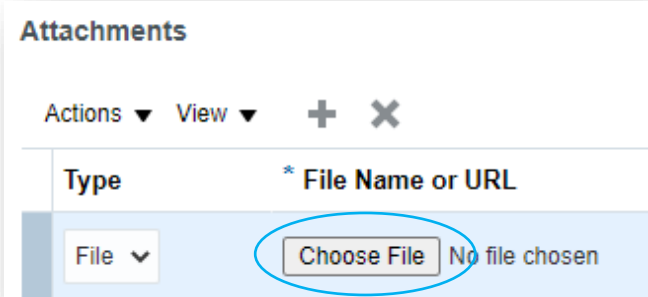
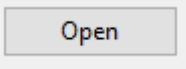
* Confirm Email

2.	Click in the Company field. Enter the legal name of your business or organization in this field.	<p>* Company <input type="text" value="ABC"/></p>
----	--	---

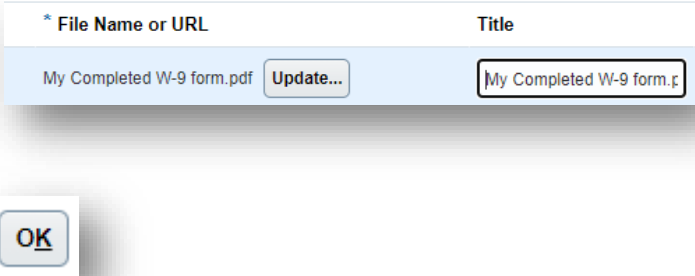
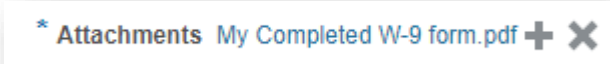
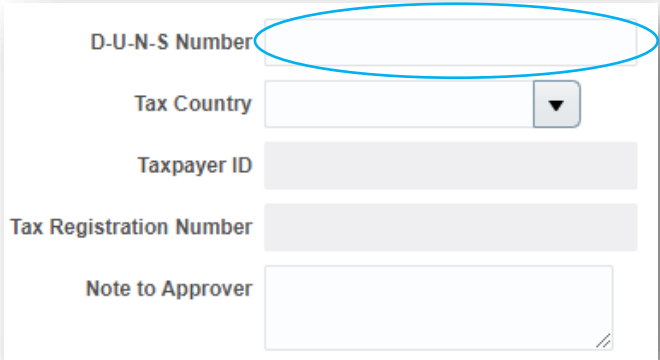


Step	Step Description	Navigation Hint
3.	<p>Mandatory:</p> <p>In the Tax Organization Type field select the drop-down arrow.</p> <p>Select your organization type from the drop-down list.</p>	 <p>* Tax Organization Type <input type="text" value="v"/> Supplier Type <input type="text" value="v"/> Corporate Web Site <input type="text"/> * Attachments None + Please attach your completed W-9</p>
4.	<p>Mandatory:</p> <p>In the Supplier Type field select the drop-down arrow.</p> <p>Select your supplier type from the drop-down list.</p>	 <p>* Tax Organization Type <input type="text" value="v"/> Supplier Type <input type="text" value="v"/> Corporate Web Site <input type="text"/> * Attachments None + Please attach your completed W-9</p>
5.	<p>Optional:</p> <p>In the Corporate Web Site field enter the URL of your website.</p>	 <p>* Tax Organization Type <input type="text" value="v"/> Supplier Type <input type="text" value="v"/> Corporate Web Site <input type="text"/> * Attachments None + Please attach your completed W-9</p>

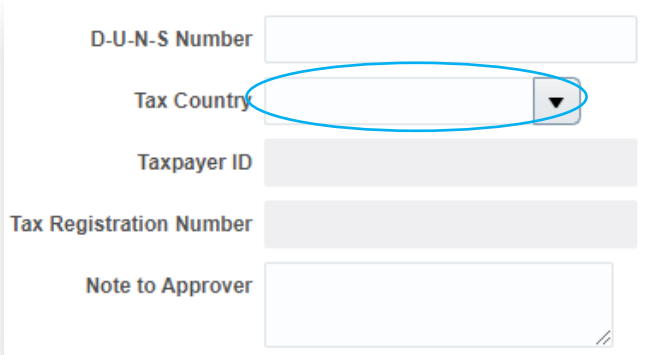
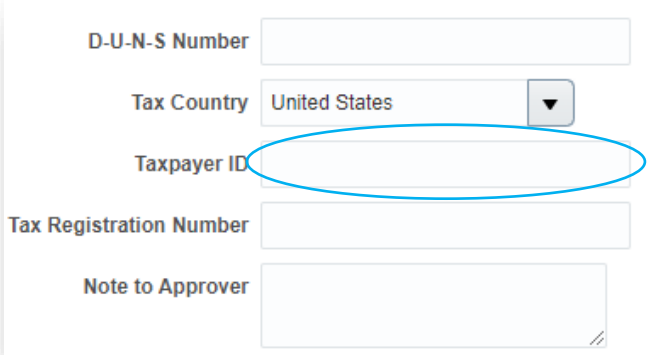
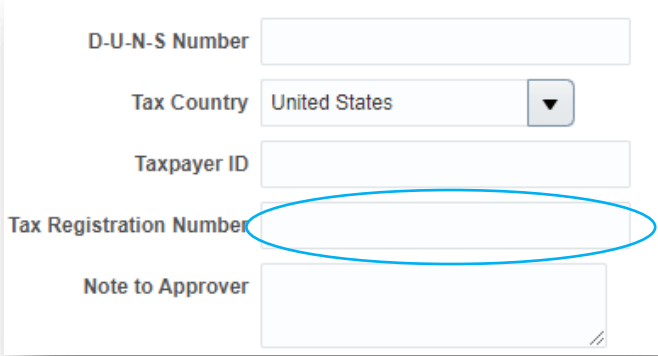


Step	Step Description	Navigation Hint				
6.	<p>Mandatory:</p> <p>Attachments. Attach a completed W-9 form by clicking the + icon.</p> <p>Click for a blank W-9 form to download.</p>	 <p>* Tax Organization Type <input type="text"/></p> <p>Supplier Type <input type="text"/></p> <p>Corporate Web Site <input type="text"/></p> <p>* Attachments None +</p> <p>Please attach your completed W-9</p>				
7.	<p>The Attachments window will now be visible.</p> <p>Click Choose File and select the completed W-9 document on your computer.</p>	 <p>Attachments</p> <p>Actions ▾ View ▾ + X</p> <table border="1"><thead><tr><th>Type</th><th>* File Name or URL</th></tr></thead><tbody><tr><td>File ▾</td><td>Choose File No file chosen</td></tr></tbody></table>	Type	* File Name or URL	File ▾	Choose File No file chosen
Type	* File Name or URL					
File ▾	Choose File No file chosen					
8.	<p>Click Open.</p>	 <p>Open</p>				

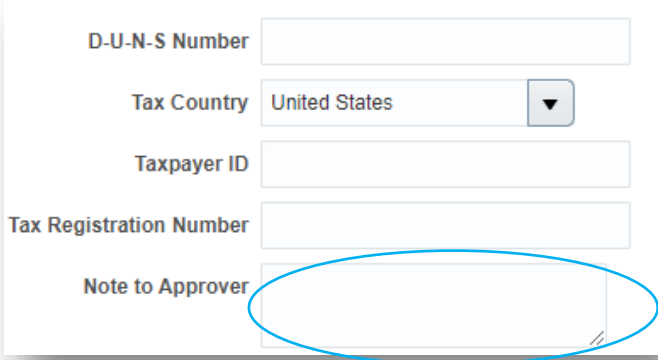
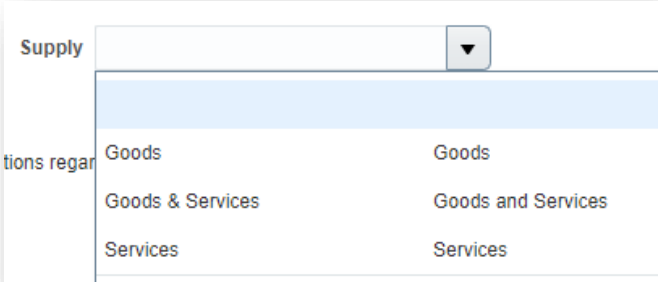
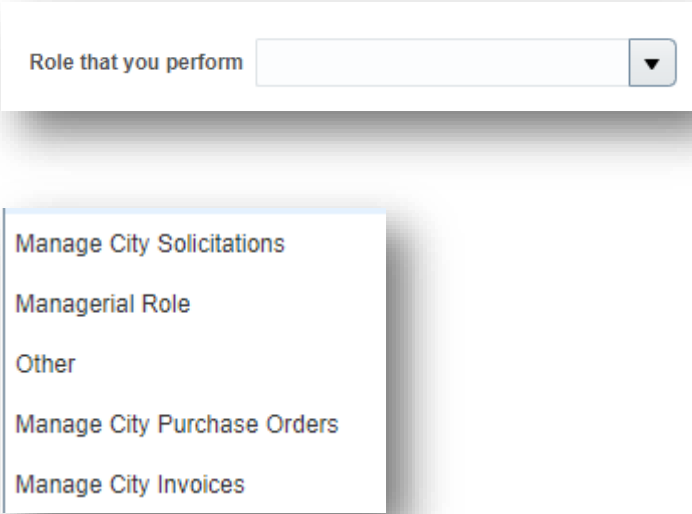


Step	Step Description	Navigation Hint
9.	<p>The file name will be visible under File Name or URL.</p> <p>The file name will default in the Title field.</p> <p>Click OK.</p>	
10.	<p>The Attachment will now be visible on the registration page.</p>	
11.	<p>Optional: Enter your D-U-N-S Number.</p>	

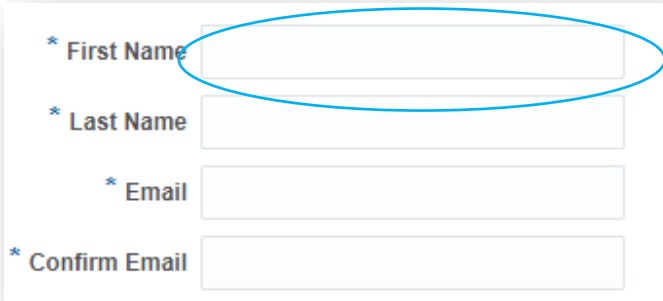
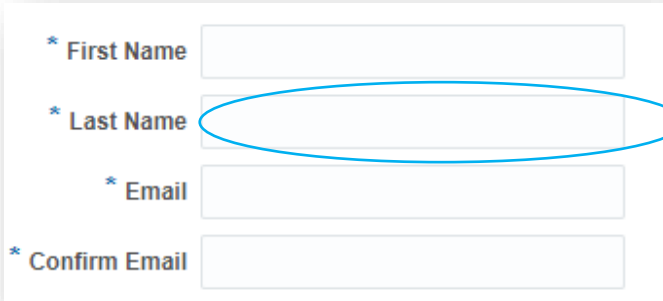
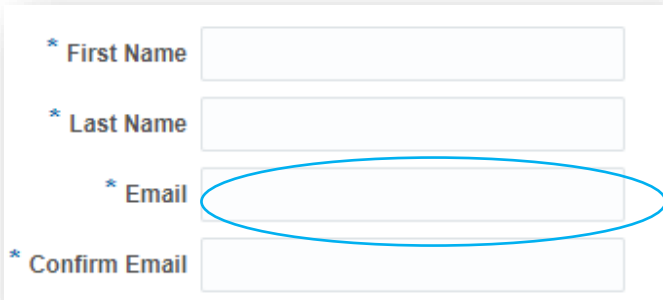


Step	Step Description	Navigation Hint
12.	<p>Mandatory:</p> <p>In the Tax Country field, begin typing your tax country name.</p> <p>A drop-down list will become visible.</p> <p>Select your tax country from the drop-down list.</p>	 <p>The screenshot shows a registration form with the following fields: D-U-N-S Number, Tax Country, Taxpayer ID, Tax Registration Number, and Note to Approver. The 'Tax Country' field is highlighted with a blue oval, and a dropdown arrow is visible next to it.</p>
13.	<p>Mandatory:</p> <p>In the Taxpayer ID field enter your taxpayer ID number.</p> <p>For businesses this may be your FEIN or federal tax ID number. For individuals or sole proprietors this may be your social security number.</p>	 <p>The screenshot shows a registration form with the following fields: D-U-N-S Number, Tax Country, Taxpayer ID, Tax Registration Number, and Note to Approver. The 'Tax Country' field is set to 'United States'. The 'Taxpayer ID' field is highlighted with a blue oval.</p>
14.	<p>Optional:</p> <p>In the Tax Registration Number field enter the tax registration number.</p>	 <p>The screenshot shows a registration form with the following fields: D-U-N-S Number, Tax Country, Taxpayer ID, Tax Registration Number, and Note to Approver. The 'Tax Country' field is set to 'United States'. The 'Tax Registration Number' field is highlighted with a blue oval.</p>

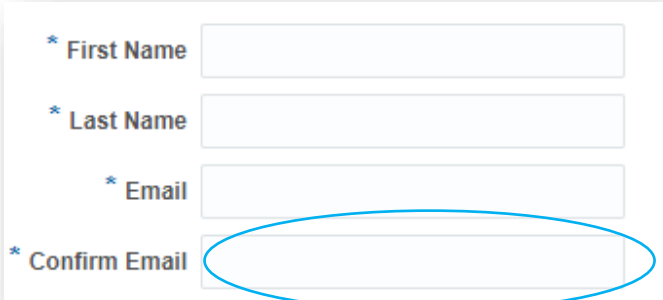
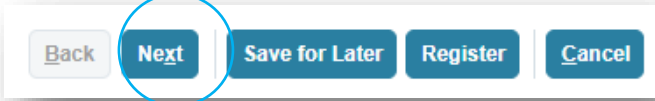
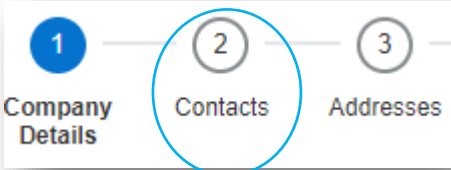


Step	Step Description	Navigation Hint
15.	<p>Optional:</p> <p>Enter a Note to Approver if desired.</p>	
16.	<p>Mandatory:</p> <p>Select the drop-down arrow of the Supply field.</p> <p>Identify if your organization provides:</p> <ul style="list-style-type: none"> • Goods • Goods & Services • Services 	
17.	<p>Mandatory:</p> <p>For the person completing this registration, identify the Role that you perform.</p> <p>Click the drop-down arrow and select the role that best describes your primary role.</p>	



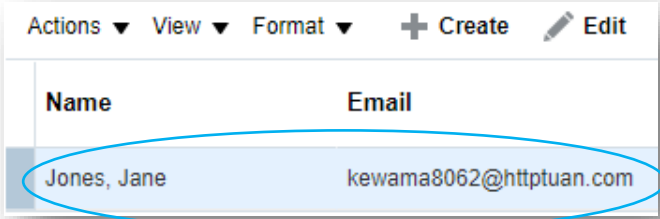
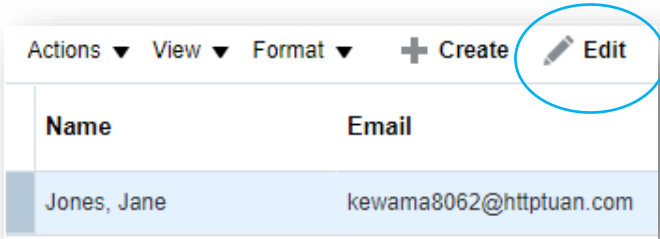
Step	Step Description	Navigation Hint
18.	In the First Name field, enter your first name.	 <p>A screenshot of a registration form with four input fields: * First Name, * Last Name, * Email, and * Confirm Email. The * First Name field is circled in blue.</p>
19.	In the Last Name field, enter your last name.	 <p>A screenshot of a registration form with four input fields: * First Name, * Last Name, * Email, and * Confirm Email. The * Last Name field is circled in blue.</p>
20.	In the Email field enter your email address.	 <p>A screenshot of a registration form with four input fields: * First Name, * Last Name, * Email, and * Confirm Email. The * Email field is circled in blue.</p>



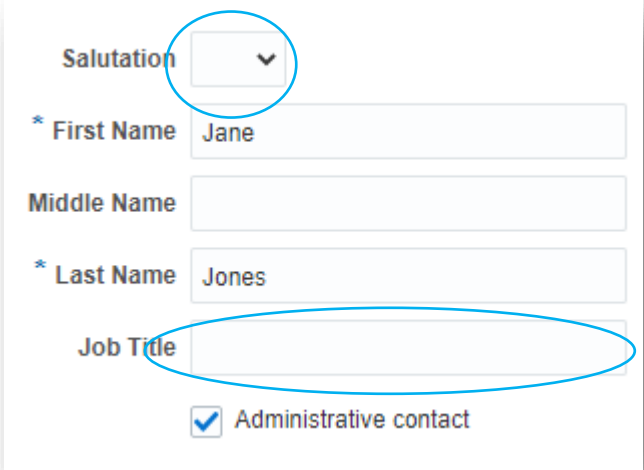
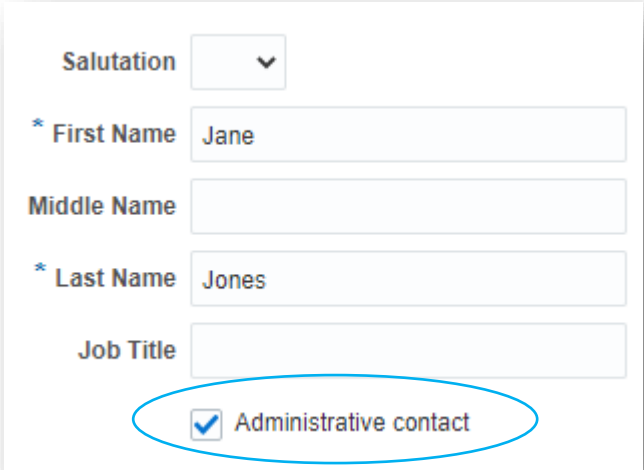
Step	Step Description	Navigation Hint
21.	In the Confirm Email field re-enter your email address.	
22.	Click Next button or Click Contacts train stop	 



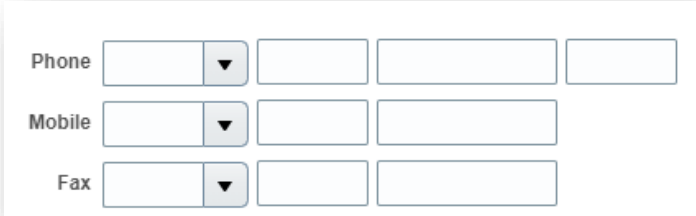
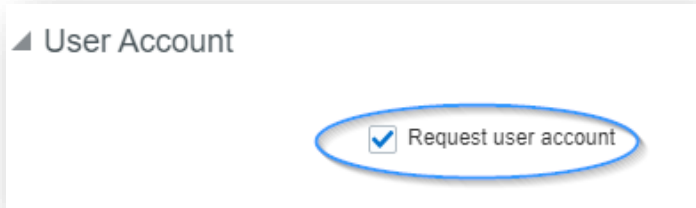
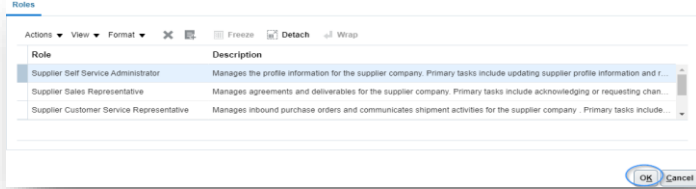

Contacts

Step	Step Description	Navigation Hint				
23.	<p>A contact for your company is automatically created based on the First Name, Last Name and Email from the previous Company Details page.</p>	 <table border="1"><thead><tr><th data-bbox="867 569 943 596">Name</th><th data-bbox="1170 569 1247 596">Email</th></tr></thead><tbody><tr><td data-bbox="867 646 992 674">Jones, Jane</td><td data-bbox="1170 646 1458 674">kewama8062@htptuan.com</td></tr></tbody></table>	Name	Email	Jones, Jane	kewama8062@htptuan.com
Name	Email					
Jones, Jane	kewama8062@htptuan.com					
24.	<p>Complete your contact details by clicking the Edit icon.</p> <p>The Edit Contact window will become visible.</p>	 <table border="1"><thead><tr><th data-bbox="867 1045 943 1073">Name</th><th data-bbox="1170 1045 1247 1073">Email</th></tr></thead><tbody><tr><td data-bbox="867 1123 992 1150">Jones, Jane</td><td data-bbox="1170 1123 1458 1150">kewama8062@htptuan.com</td></tr></tbody></table>	Name	Email	Jones, Jane	kewama8062@htptuan.com
Name	Email					
Jones, Jane	kewama8062@htptuan.com					

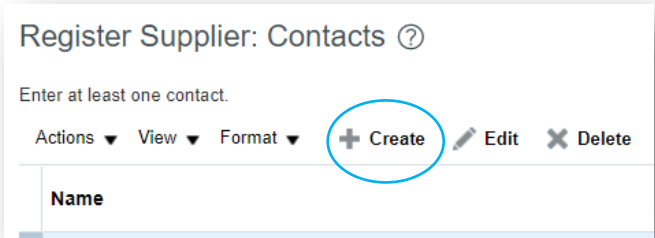
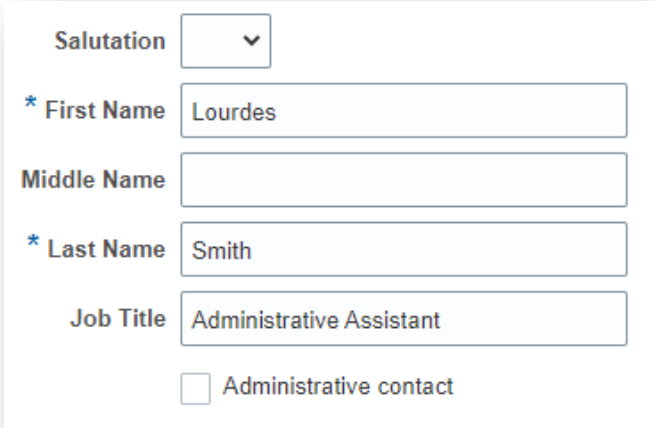



Step	Step Description	Navigation Hint
25.	Enter additional information as applicable.	
26.	<p>By default, the first person to register your company will automatically be assigned as an Administrative contact.</p> <p>The administrative contact will have administrative rights in the Supplier Portal.</p> <p>As an Administrative contact, you will have the ability to add more contacts and specify their roles and privileges in the portal.</p>	

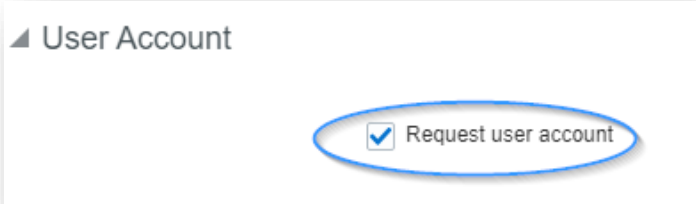



Step	Step Description	Navigation Hint
27.	Enter your Phone , Mobile and Fax numbers.	
28.	Check the Request user account checkbox. This sets up a user account in Supplier Portal. After your registration is submitted and approved you will receive a user id and link to reset your password.	
29.	User account roles are automatically assigned. Click OK .	
30.	Click the Ok button to return to Register Supplier: Contact page.	



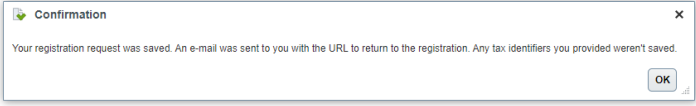

Step	Step Description	Navigation Hint
31.	To create another contact click the Create button.	
32.	<p>Enter the pertinent information for the new contact.</p> <p>Determine if this contact should be an Administrative contact or not. Administrative contacts can update the company profile, add/remove contacts, update addresses, etc.</p>	
33.	Enter Phone , Mobile , Fax and Email address.	



Step	Step Description	Navigation Hint
34.	<p>Check the Request user account checkbox. This sets up a user account in Supplier Portal.</p> <p>After your registration is submitted and approved you will receive a user id and link to reset your password.</p>	
35.	<p>Click OK to complete.</p> <p>Click Create Another to add another contact. Repeat steps 32-35 as applicable.</p>	


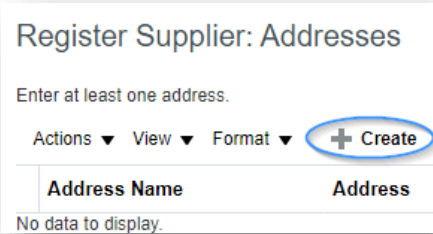



Save for Later

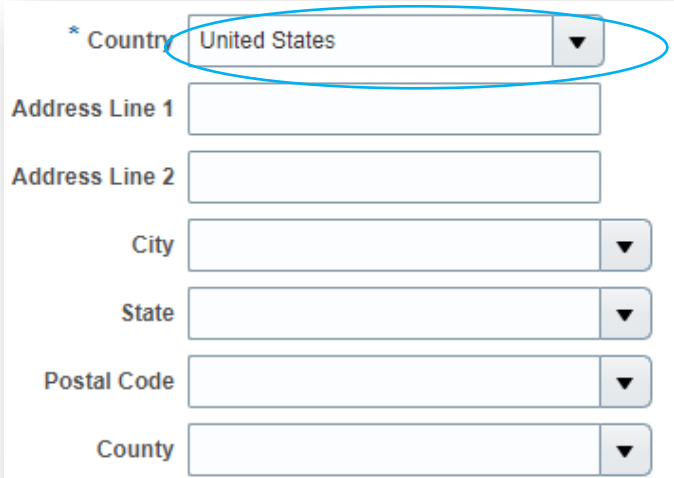
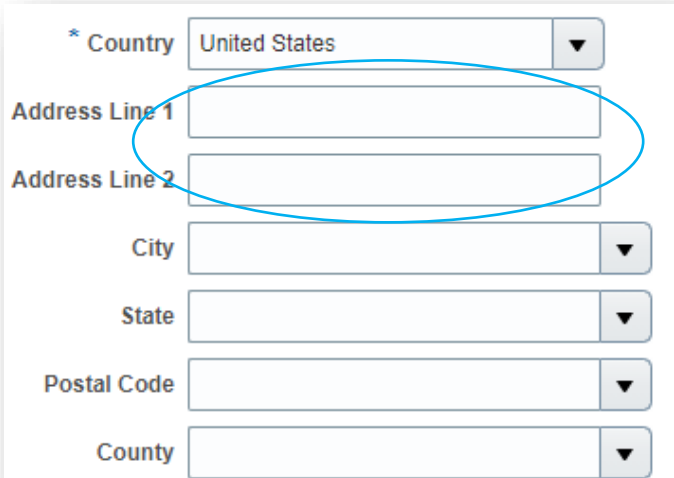
Step	Step Description	Navigation Hint
36.	<p>Optional:</p> <p>Click Save for Later, to save your registration to complete it at a later time.</p> <p>A confirmation message indicates that your registration request was saved and an email will be sent to you with the URL to return to the registration.</p>	
37.	<p>From the email that was sent you click the link to return to your registration request.</p> <p>Review/update information.</p>	<p>Your supplier registration request was saved.</p> <p>Request Number 4001</p> <p>Request Date 11 May 2021</p> <p>Requested By Austin, Jane</p> <p>Company ABCD Corporation</p> <p>Recommended Action Complete your supplier registration request.</p>
38.	<p>Re-enter your Taxpayer ID.</p> <p>For businesses this may be your FEIN or federal tax ID number. For individuals or sole proprietors this may be your social security number.</p> <p>Review the information that was previously submitted and continue to complete information as needed.</p>	



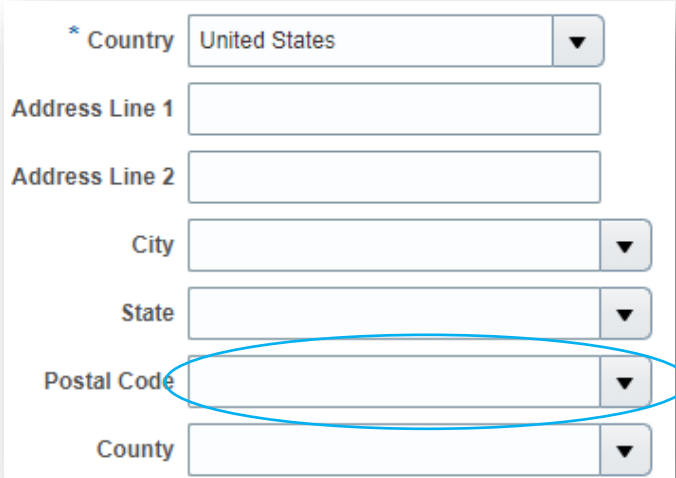
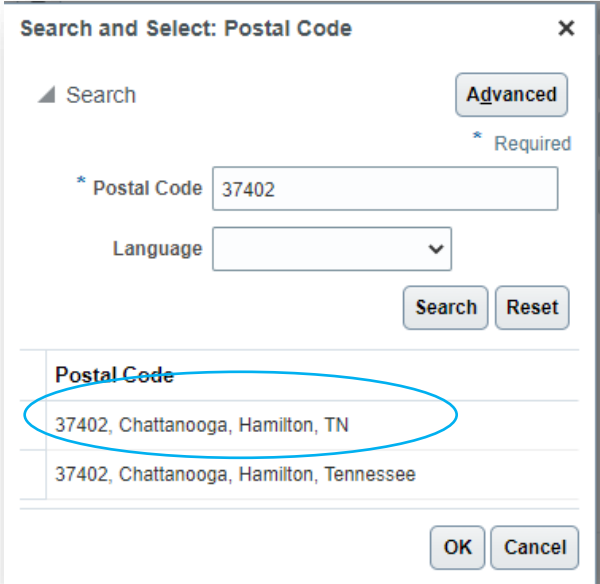
Addresses

Step	Step Description	Navigation Hint
39.	<p>(Continued from step 35)</p> <p>Click the Next button.</p> <p>or</p> <p>Click Addresses train stop.</p>	
40.	<p>Click the Create icon under Addresses.</p>	
41.	<p>Enter Address Name. The address name should be the first 15 digits of the street address and the street name including spaces</p> <p>For example, if the street address is 399 McCallie Avenue, Chattanooga, 37402 the Address Name would be 399 McCallie.</p>	

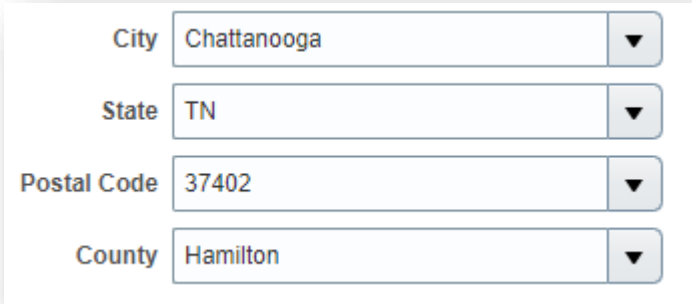
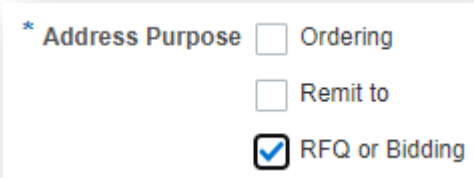



Step	Step Description	Navigation Hint
42.	<p>Country will default to the Country entered on the first page of your registration.</p>	
43.	<p>Enter Address on Address Line 1 and Address Line 2.</p>	

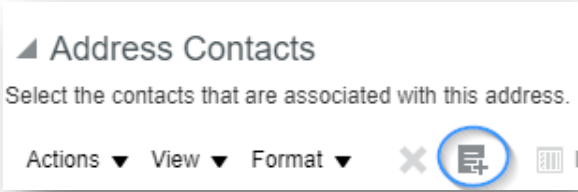
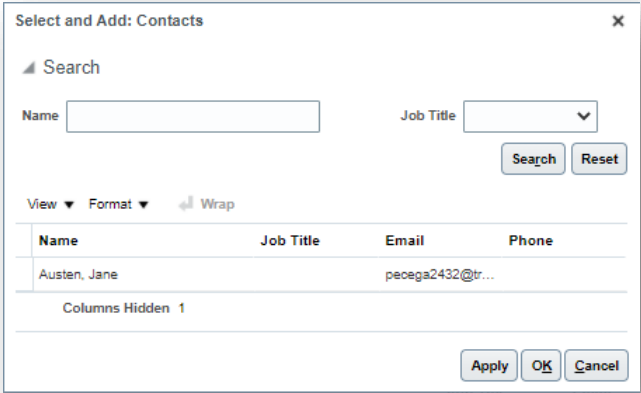
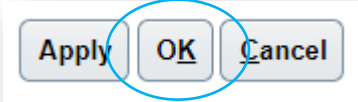
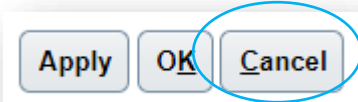


Step	Step Description	Navigation Hint
44.	<p>Enter Postal Code aka zip code. Type in the digits and press enter.</p>	
45.	<p>Search and Select: Postal Code window will appear.</p> <p>Select the item that has the 2-digit postal abbreviation of the state name. (US addresses only)</p> <p>Click OK.</p>	

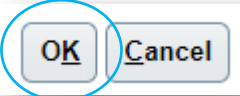

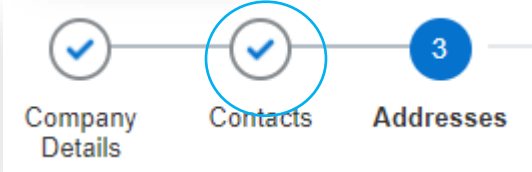
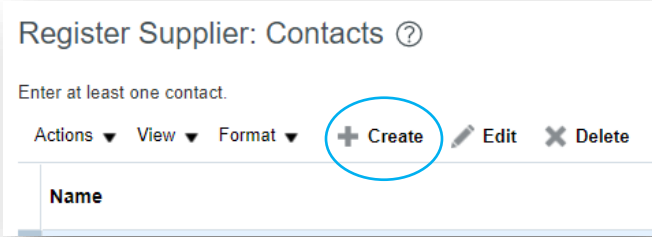
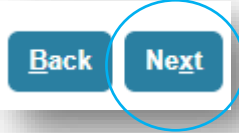
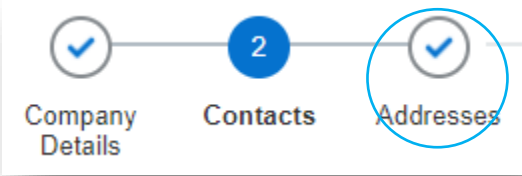


Step	Step Description	Navigation Hint
46.	<p>City, State, Postal Code and County fields will now be filled in.</p>	
47.	<p>For Address Purpose, check the RFQ or Bidding checkbox.</p> <p>This will enable you to respond to Bids and Solicitations.</p> <p>If in the future you are awarded a purchase order or agreement you will identify addresses for order and/or remit purposes.</p>	
48.	<p>Enter Phone, Fax and Email information associated with this address.</p> <p>These may be general info such as main number and main email address not associated with a specific person.</p>	

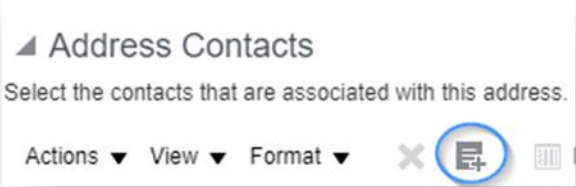



Step	Step Description	Navigation Hint
49.	Mandatory: Under Address Contacts, click on Select and Add button	
50.	The Select and Add: Contacts window is now visible. The existing contact will be visible.	
51.	To select the existing contact click the row so it is highlighted in blue. Click the OK button.	
52.	If a new contact for this address needs to be created click Cancel .	



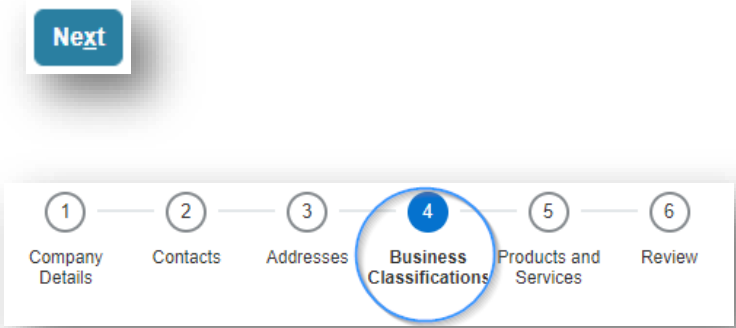

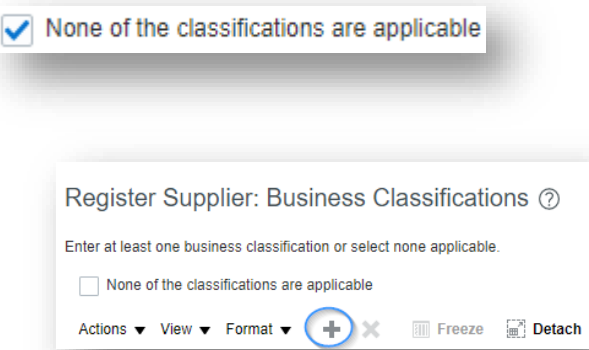
Step	Step Description	Navigation Hint
53.	<p>On the Edit Address window click OK to save the address.</p> <p>Click on the Back or Contacts train stop buttons to return to the Contacts page.</p>	  
54.	<p>Click the Create button.</p> <p>Enter another contact person following steps 25-30.</p>	
55.	<p>To add this contact to an existing address go the Address page by clicking the Next button or clicking the Address train stop.</p>	 



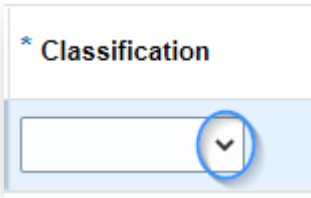

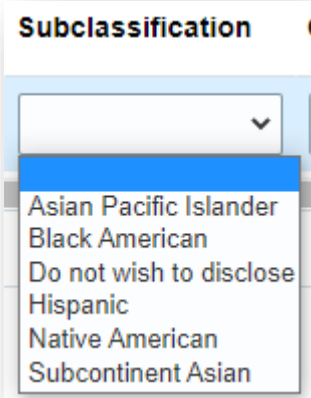
Step	Step Description	Navigation Hint
56.	Add the contact to the address referencing steps 45-47.	
57.	Click the Ok button to return to Register Supplier: Address page.	



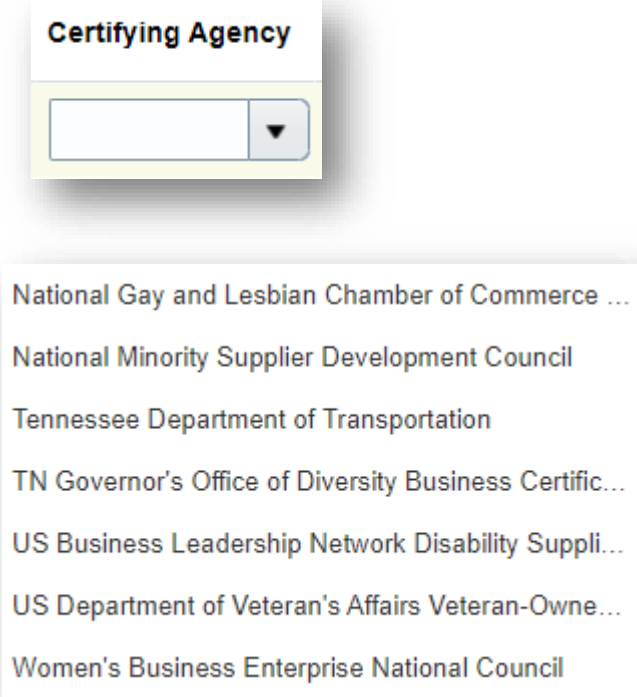
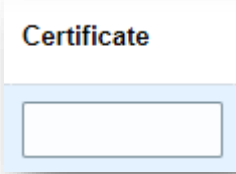
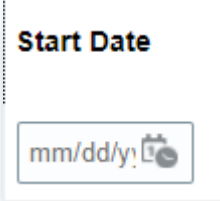
MWOBE Business Classifications

Step	Step Description	Navigation Hint
58.	Click the Next button. or Click Business Classification train stop	
59.	The following Business Classifications are tracked.	
60.	If No Classifications are applicable to your company/organization, select the None of the classifications are applicable check box. Otherwise, click the Add Row button.	

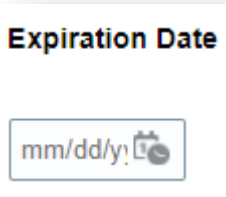
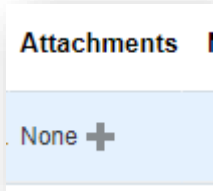
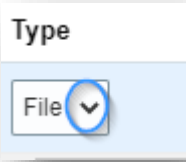
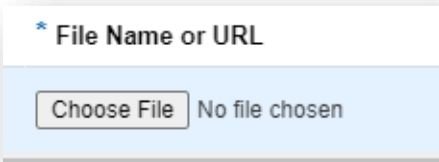



Step	Step Description	Navigation Hint
61.	Click the *Classification drop-down arrow.	
62.	Select any applicable Classifications .	
63.	<p>For Minority Owned Business Enterprises subclassification information is requested.</p> <p>Click the Subclassification drop-down arrow. Select appropriate subclassification from the drop-down list.</p>	




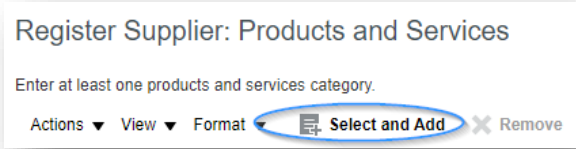

Step	Step Description	Navigation Hint
64.	<p>Click the Certifying Agency drop-down arrow.</p> <p>If the Certifying Agency is not in the list of values, select Other.</p>	 <p>Certifying Agency</p> <p>National Gay and Lesbian Chamber of Commerce ...</p> <p>National Minority Supplier Development Council</p> <p>Tennessee Department of Transportation</p> <p>TN Governor's Office of Diversity Business Certific...</p> <p>US Business Leadership Network Disability Suppli...</p> <p>US Department of Veteran's Affairs Veteran-Owne...</p> <p>Women's Business Enterprise National Council</p>
65.	<p>Click in the Certificate field.</p> <p>Enter the type of Certificate in Certificate field.</p>	 <p>Certificate</p>
66.	<p>Enter the Start Date of your certification.</p> <p>Click in the field and enter the Start Date.</p>	 <p>Start Date</p> <p>mm/dd/yyyy</p>



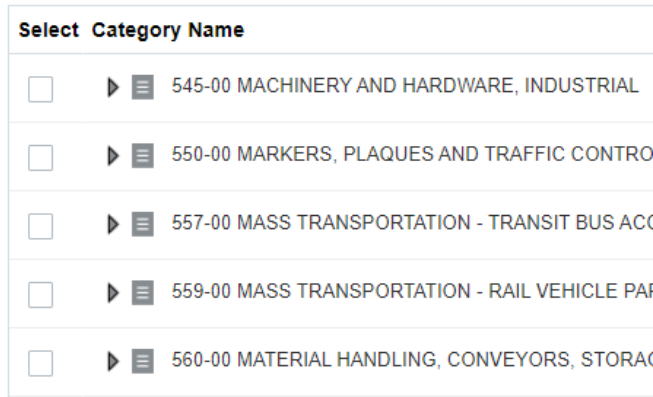
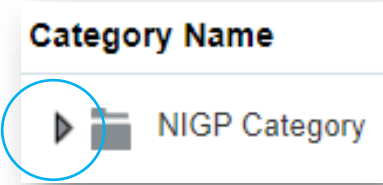
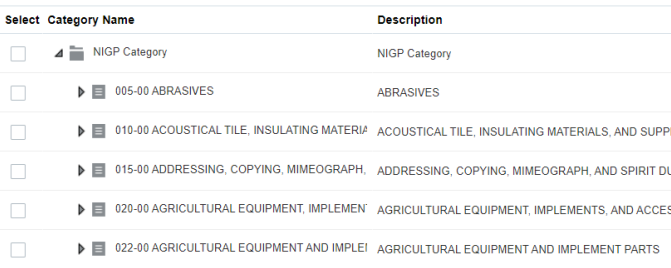
Step	Step Description	Navigation Hint
67.	Enter the Expiration Date of your certification. Click in the field and enter the Expiration Date .	
68.	Attach a copy of your certification and any relevant documents by clicking the Add (+) icon under attachments.	
69.	Click on the file dropdown arrow and select the appropriate File Type .	
70.	Click the Choose File button.	
71.	Click the Ok button.	



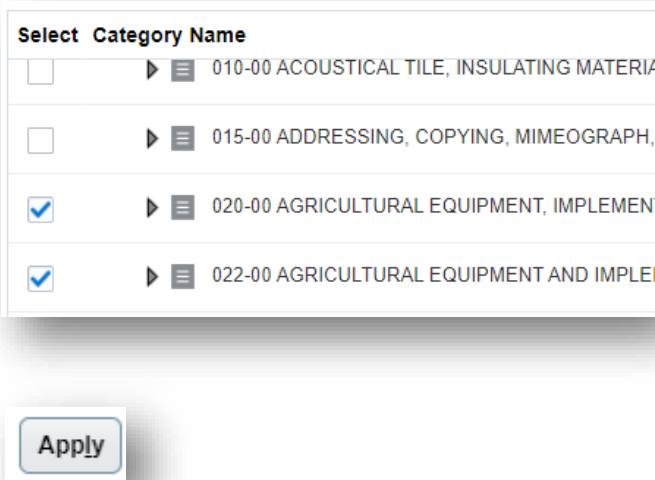

Products and Services

Step	Step Description	Navigation Hint
72.	Click the Next button. Or Click on Product and Services Train Stop.	
73.	Click the Select and Add button to add Product and Services.	
74.	Use the Description field to search using keywords. Enter a few characters or use general keywords for best results. Click the Search button.	



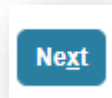
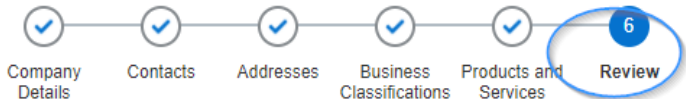

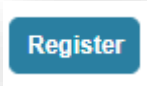
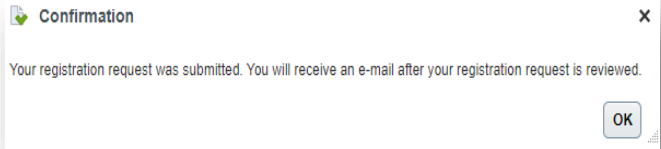
Step	Step Description	Navigation Hint
75.	<p>Results will appear based on your search.</p> <p>To select a product or service to add to your company/organization profile click the appropriate checkbox(es).</p> <p><i>Select as many products/services categories that will fit your business. The City will use your selections to invite you to solicitations that match.</i></p> <p>Click Apply to add and to search for additional categories.</p>	
76.	<p>You may also search by clicking the small triangle next to NIGP Category.</p>	
77.	<p>The Categories and Descriptions will be listed in alphabetical order. Scroll up/down to view.</p>	



Step	Step Description	Navigation Hint
78.	<p>To select a product or service to add to your company/organization profile click the appropriate checkbox(es).</p> <p>Select as many product/service categories. The City will use your selections to invite you to solicitations that match.</p> <p>Click Apply to add and to search for additional categories.</p>	
79.	<p>Click the OK button.</p>	



Review

Step	Step Description	Navigation Hint
79.	Click the Next button. Or Click on Review Train Stop.	 
80.	Review your registration information carefully. Make edits as necessary.	
81.	Click Register to complete the registration. Confirmation Message will display on, Click on OK button.	
82.	Confirmation Message will be visible. Click on OK button.	

Supplier Portal Support

You have successfully registered as a new supplier for the City Chattanooga. If you have questions or need additional assistance, please contact suppliersupport@chattanooga.gov or (423) 643-7230.