

CITY OF TALLAHASSEE SUPPLIER PORTAL REGISTRATION INSTRUCTIONS

IMPORTANT – Please carefully review these instructions **prior to beginning the registration process.**

- The supplier portal is only for companies that are actively doing business with the City of Tallahassee. Vendors seeking opportunities to do business with the City of Tallahassee should register in the City of Tallahassee [Procurement Portal](#).
- It is important that the registration process be completed in its entirety once the registration process has been started.
- Please plan to spend about 15-30 minutes setting up the supplier account once all the information listed below has been collected.
- Please be aware that if save for later and resume are attempted, all information previously entered may be lost and the process will have to be repeated. **WE CANNOT RECOVER LOST INFORMATION.**

DEPARTMENT OF STATE REGISTRATION –

- You must provide verification from the state your company is formed in that your company registration is active.
 - For Florida formed entities, please go to the Florida Department of State Division of Corporations website [SUNBIZ](#) to obtain this information. **THIS IS A STATE OF FLORIDA WEBSITE. WE CANNOT PROVIDE SUPPORT OR INSTRUCTION ON ITS USE.**
 - For companies formed outside of Florida, you will need to contact the Division of Corporations for your state. If you are unable to provide this information, you will be required to register with the State of Florida as a foreign corporation.
- If you are an individual using a fictitious name (also known as a dba or “doing business as”) you must have an active registration for the fictitious name on file with the Florida Department of State Division of Corporations, please go to the Florida Department of State Division of Corporations website [SUNBIZ](#) to obtain this information.
- Individual persons, that do not use a fictitious name (also known as a dba or “doing business as”), are not required to submit a Department of State registration and will upload only 4 documents with their registration.

BEFORE YOU BEGIN - please gather **ALL** the following documents (in an electronic format for upload) and information required during the registration process:

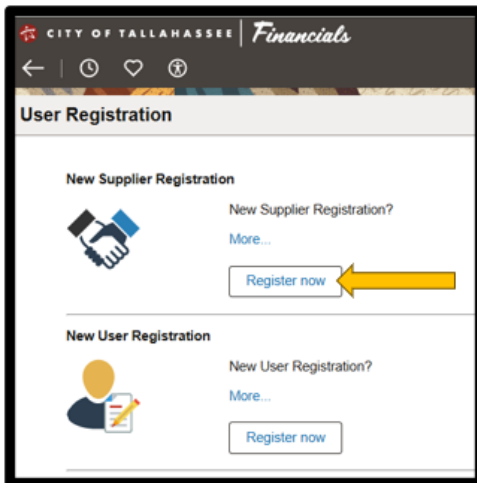
- ☐ Completed and signed [W-9](#) (NOTE: if you are completing this form online, you must “print to pdf” to save it to your computer or the form contents will be cleared when you save), and
- ☐ Web address, and
- ☐ Email address for receiving purchase orders, and
- ☐ Contact information for the primary account contact including direct email (we do not accept generic or group email accounts for contacts or users), direct phone number, and
- ☐ A copy of a government or employer issued photo ID for the primary contact (you may redact the home address if a drivers’ license is used), and
- ☐ Banking information including bank address, routing number and account number, and
- ☐ **Any 2** of the following: **Check, Letter From Bank, Statement** (this can be redacted to remove balances and transactions)
- ☐ Verification from the state your company is formed in that your company is registered and active.

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1. Go to the [Supplier Portal](#) and click the **REGISTRATION** tile.



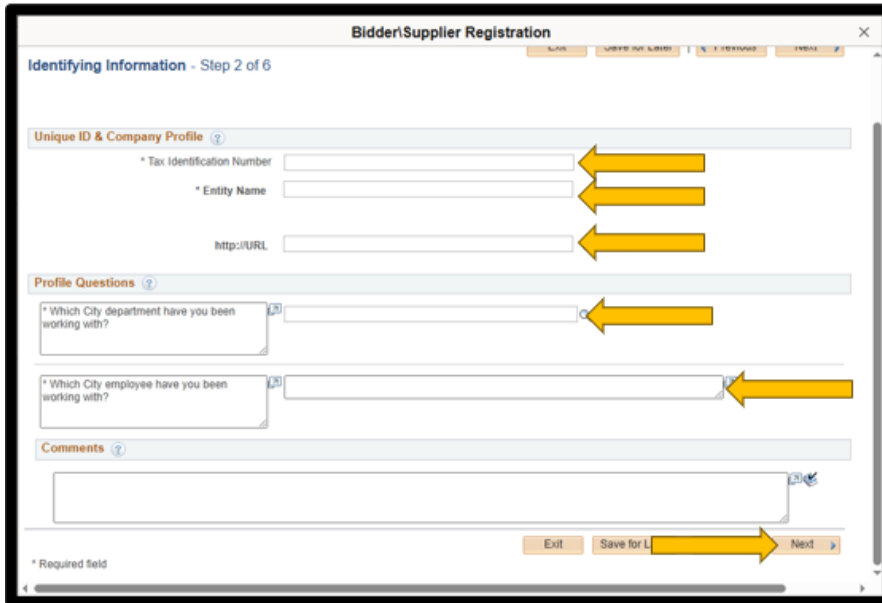
2. Click **REGISTER NOW** under the New Supplier Registration section.



3. Verify that **START A NEW REGISTRATION FORM** and **BUSINESS** or **INDIVIDUAL** (as applicable) are selected then click **NEXT**.

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4. Enter the **TAX IDENTIFICATION NUMBER** (do not use the -) and **ENTITY NAME** exactly as they appear on the W-9 and enter the **URL ADDRESS** for your website. Then **SELECT THE DEPARTMENT** you are working with from the drop down (click ) then **ADD THE NAME** of the person from the department that you are working with. Click **NEXT**.



5. Enter the **PRIMARY ADDRESS** that must match the address on the W-9. If the Remittance and Invoicing addresses are different than the primary address, click on the appropriate box and enter the appropriate addresses. NOTES: 1. The City pays by ACH; no payments will be mailed. 2. The email address on this screen is the one all purchase orders will be sent to. Once all the fields are completed, click **NEXT**.



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6. Enter company contacts. Click on **ADD CONTACT**. Enter **CONTACT INFORMATION** and **USER PROFILE INFORMATION**. You may add as many contacts as you want (sales, AR, AP, etc.) by clicking **ADD CONTACT**, but the Primary Contact is the person that will be contacted in the future to approve new users.

NOTE: Contacts and Users must be specific individuals with direct contact information.

CHECK the Primary Contact box and complete all of the fields marked by an * in both the Contact Information and the User Profile Information. This must be the same person. Once complete, click **OK**.

DO NOT USE group or generic emails accounts. Use of these types of email accounts will result in the denial of your registration.

Additional contacts and/or user accounts can be setup by other users after the account is approved by selecting **CREATE NEW USER ACCOUNT** on the homepage.

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7. Verify name and number are correct and click **NEXT**.

Contacts - Step 4 of 6

Primary	Name	Phone	Designate Address
☒	Sample Contact	850/891-8000	Primary Address

Add Contact

Exit Save for Later Next

* Required field

8. Select **INVOICE AND REMIT ADDRESS** preferences, understanding that the City of Tallahassee remits payments via the **AUTOMATED CLEARING HOUSE** payment method, then enter all **REQUIRED BANKING INFORMATION**. NOTE: BANK ID is your financial institution's routing number. The information entered here must match the information on the documentation attached in the next step.

Bidder/Supplier Registration

Payment Information - Step 5 of 6

Payment Preferences

*Invoice Address Primary Address

*Remit Address Primary Address

Payment Method Automated Clearing House

Supplier Banking Information

*Country USA United States

*Bank Name Any Bank

Branch Name

Bank ID Qualifier 001 United States Bank

*Account Type Bus Acct

*Bank ID 263182312

*Bank Account Number 123456789

DFI Qualifier 01 Transit Number

DFI ID 263182312

Bank Address

*Country USA United States

*Address 1 123 Main Street

Address 2

Address 3

*City Tallahassee

County LEON

*Postal 32301

*State FL Florida

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9. Click **ADD ATTACHMENT**.

IMPORTANT - All 5 of these attachments must be included at the time of submission. Failure to provide these attachments will result in rejection of the registration.

The screenshot shows the 'Bidder/Supplier Registration' form. It includes sections for 'Bank Phone' (Prefix, Phone, Ext, Fax), 'Attachments' (with an 'Add Attachment' button highlighted by a yellow arrow), 'Additional ID Numbers' (with a table for Type, SetID, and ID Number), 'Comments' (a text area), and 'URL Information' (a table with URLID and Description). At the bottom are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'.

9.1 Click **UPLOAD** and select your current signed W-9 from the files on your computer.

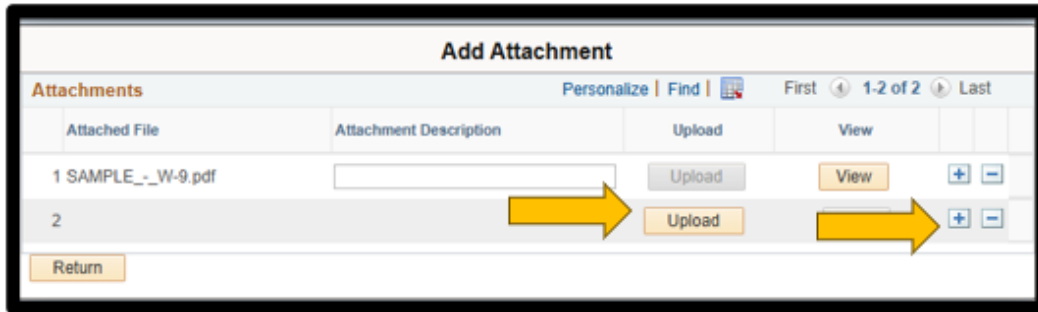
The screenshot shows the 'Add Attachment' dialog box. It has a table with columns 'Attached File', 'Attachment Description', 'Upload', and 'View'. A yellow arrow points to the 'Upload' button in the first row. There is also a 'Return' button at the bottom left.

Once the document uploads, click **OK**

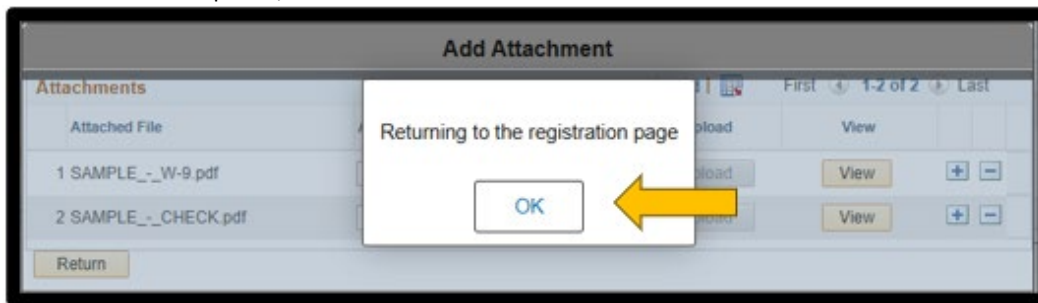
The screenshot shows the 'Add Attachment' dialog box with a confirmation message: 'Returning to the registration page'. A yellow arrow points to the 'OK' button. The background shows the 'Attachments' table with one entry: '1 SAMPLE_-_W-9.pdf'.

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9.2 Click **UPLOAD OR +** (if you do not see the upload button) and select either a CHECK, STATEMENT, or LETTER from the files on your computer.



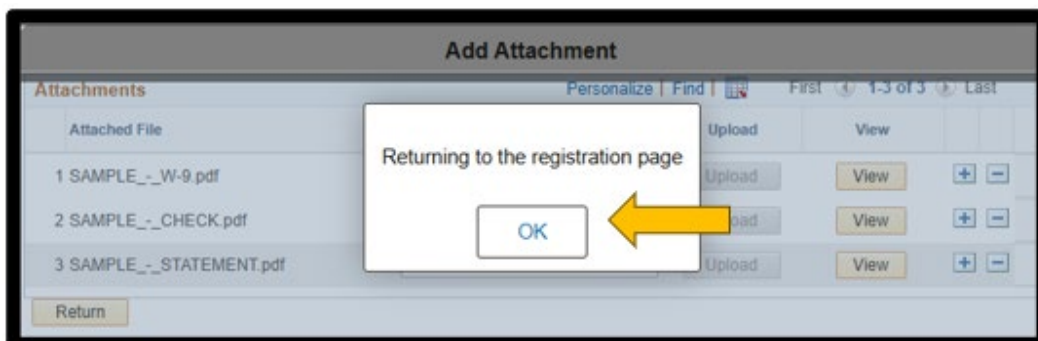
Once the document uploads, click **OK**



9.3 Click **UPLOAD OR +** (if you do not see the upload button) and select a different document from the list, either a CHECK, STATEMENT, LETTER from the files on your computer.



Once the document uploads, click **OK**

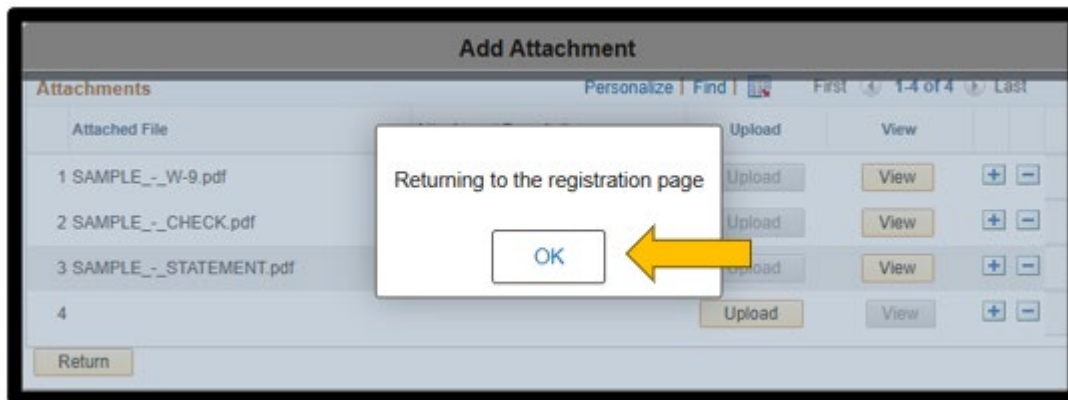


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9.4 Click **UPLOAD OR +** (if you do not see the upload button) and select your **PHOTO ID** from the files on your computer.



Once the document uploads, click **OK**

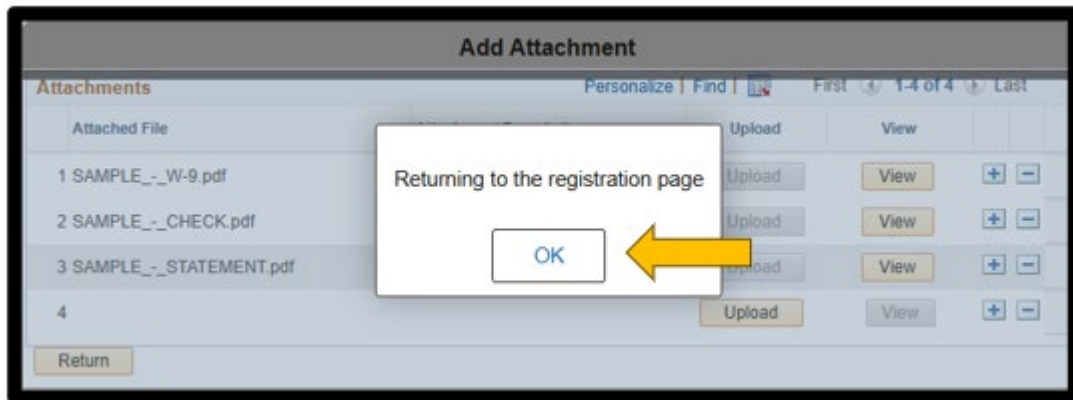


9.5 Click **UPLOAD OR +** (if you do not see the upload button) and select your **PROOF OF ACTIVE CORPORATE REGISTRATION** from the files on your computer.



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Once the document uploads, click **OK**



IMPORTANT - All 5 of these attachments must be included at the time of submission. Failure to provide these attachments will result in rejection of the registration.

10. Enter **TIN or SSN** as applicable for the TYPE and enter the FEIN or Social Security Number for the **ID NUMBER** exactly as it appears on the W-9 (do not use the -) and click **NEXT**.

The screenshot shows a web form titled "Additional ID Numbers". It has a "Type" dropdown menu and an "ID Number" input field. A yellow arrow points to the "Type" dropdown, and another yellow arrow points to the "ID Number" input field. Below the input fields is a "Comments" section with a text area. At the bottom of the form are buttons for "Exit", "Save for Later", "Previous", and "Next".

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- 11. CLICK REVIEW** and review the information for the account and once all information is verified click **RETURN**, click hyperlink, and review the **TERMS AND CONDITIONS** and click **RETURN**, then check the **SELECT TO ACCEPT THE TERMS AND CONDITIONS BELOW** box, and click **SUBMIT**.

The screenshot shows the 'Bidder/Supplier Registration' window, Step 6 of 6: Submit. The progress bar at the top indicates the following steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, and Submit (which is highlighted). Navigation buttons include Exit, Save for Later, Previous, and Next. The main content area contains the following text:

Submit - Step 6 of 6

Select the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

☐ Select to accept the Terms and Conditions below.
[Terms and Conditions](#)

At the bottom, there are 'Review' and 'Submit' buttons, and another set of navigation buttons: Exit, Save for Later, Previous, and Next.

- 12. A DETAILS** page will be generated with the account **REGISTRATION ID** displayed
BE SURE TO KEEP THE REGISTRATION ID IN A SAFE PLACE FOR FUTURE REFERENCE

The screenshot shows the 'Registration Submit Details' page. It features a green checkmark icon and the following text:

Submitted

You have successfully submitted your registration.

Your registration ID:
0000000

Any email regarding the registration status will be sent to:
THE EMAIL ADDRESS USED FOR THE ACCOUNT

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- 13.** An email will be sent to the address used to establish the account.

Email will state:

Your registration form has been submitted for approval

Your supplier registration form, registration ID 00000000 has been submitted for approval.

You will be notified at this email address of any changes in your registration status.

If you have any questions or feedback regarding your registration ID 00000000, please call the City's Supplier Management Team at (850) 891-8280, or email suppliers@talgov.com.

Thank you,
City of Tallahassee

- 14.** The registration submitted will be reviewed and if it meets the City of Tallahassee's requirements for Supplier Registrations, it will be approved, if not, the registration will be rejected. An email notifying all of the registration determination will be sent to the address used to establish the account with a copy to the Department contact.

BE SURE TO ADD [SUPPLIERS@TALGOV.COM](mailto:suppliers@talgov.com) TO THE EMAIL CONTACTS FOR THE EMAIL ACCOUNT USED TO SETUP THE ACCOUNT. IF NOT, FUTURE COMMUNICATIONS, INCLUDING PURCHASE ORDERS, COULD BE SENT TO JUNK OR SPAM MAILBOXES.