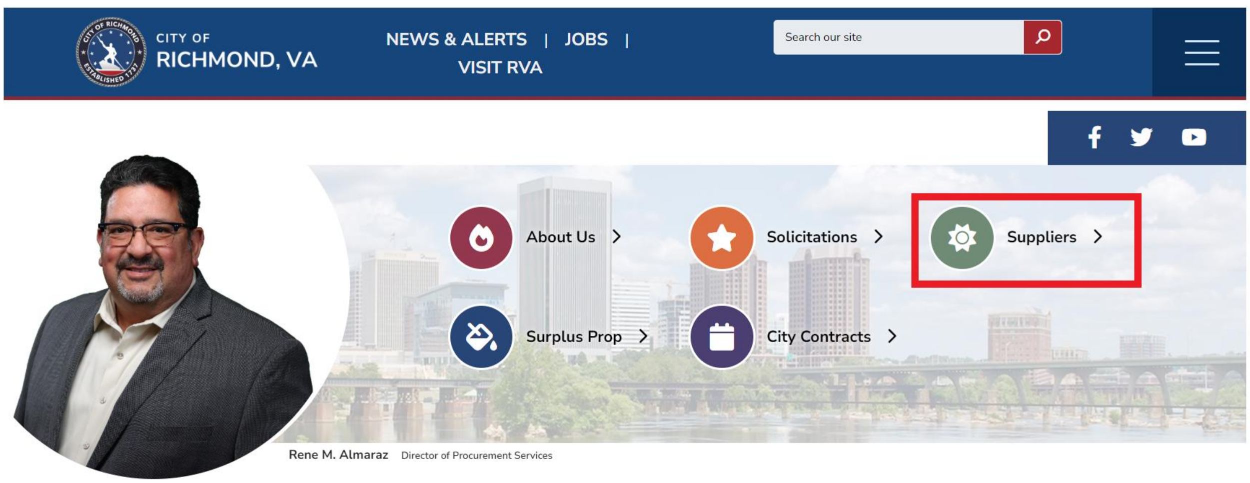
City of Richmond
Department of Procurement Services
Supplier Registration Guide

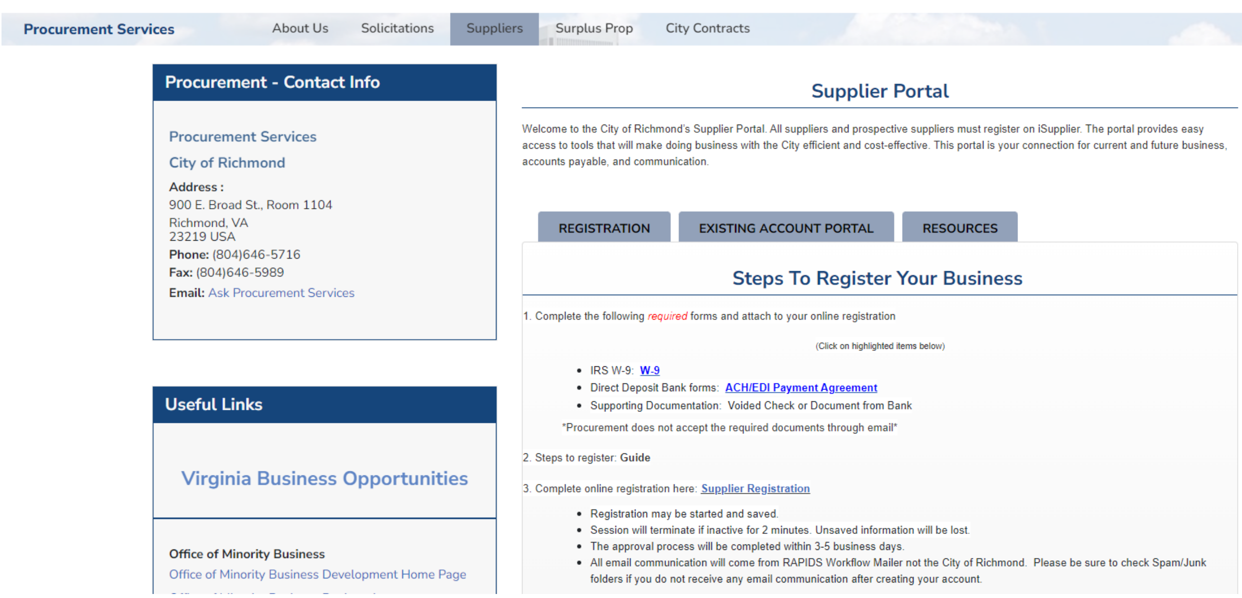
# Getting Started

Step 1: Access the Department of Procurement Services' homepage by using the following link: [Procurement Services | Richmond]

Step 2: Click the icon for "Suppliers"

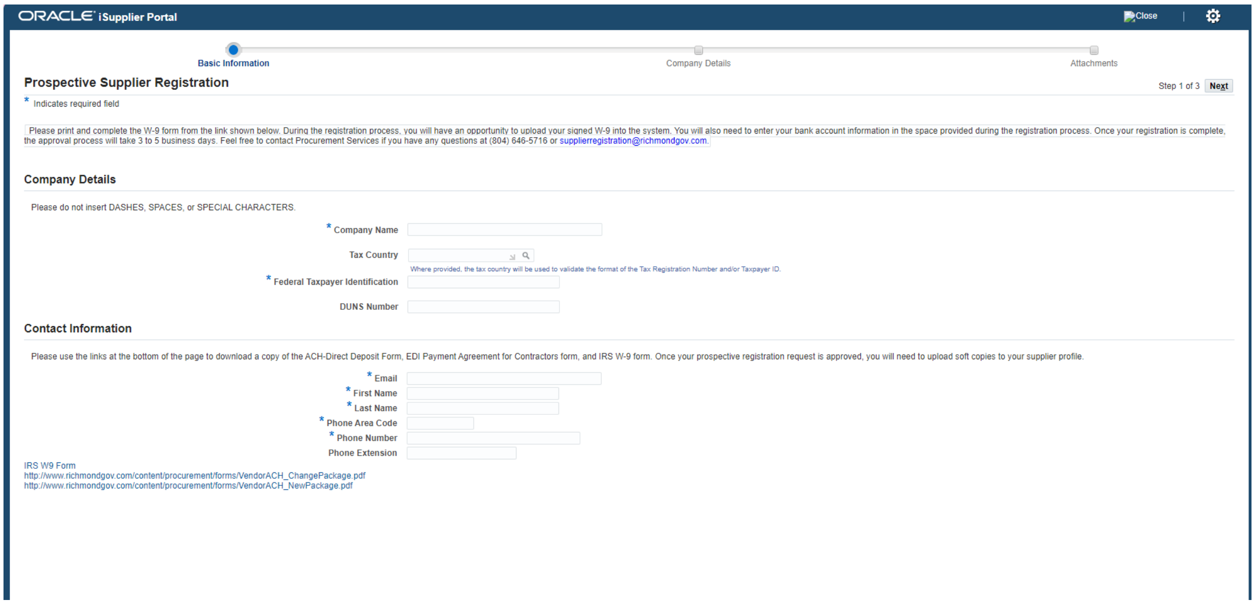



After clicking the "Suppliers" icon, you will be taken to the Supplier Portal page – shown below.



Step 3: Before starting the registraion process, please click on the links for the **W-9** and **ACH/EDI Payment Agreement.** Complete these forms and save them to your PC.

Step 4: After your W-9 and ACH forms are completed and saved, click the link for "Supplier Registration". This will take you to the Prospective Supplier Registration page shown below.

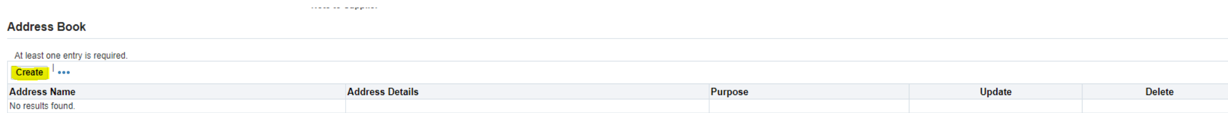



Step 5: Fill in each field with the required information. Give special attention to the following details:

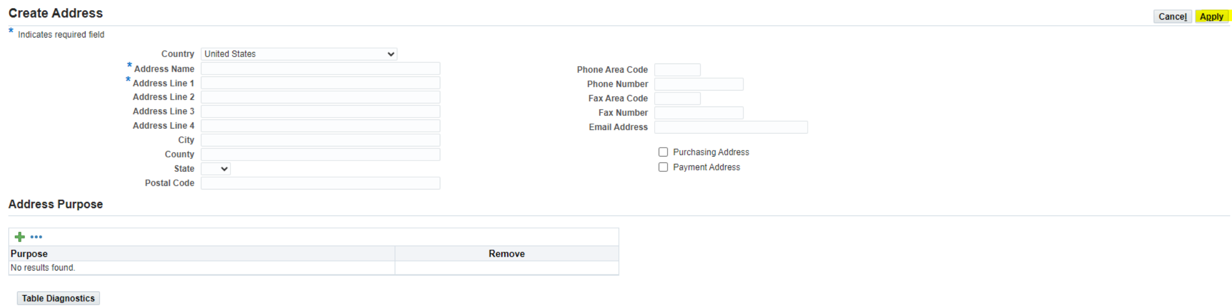
- All fields denoted with an asterisk (*) must be completed.
- Dashes, spaces and special characters should not be used when entering information in the following fields:
  - Tax Registration Number
  - Taxpayer ID
  - DUNS Number
- Tax Country Field:
  - Type in the organization's tax country,
  - Click on the magnifying glass,
  - Choose the appropriate country from the list, and then click select.

Click "Next". You will be taken to the "Company Details" section. You will see that the basic information entered on the previous screen is populated at the top of the page.

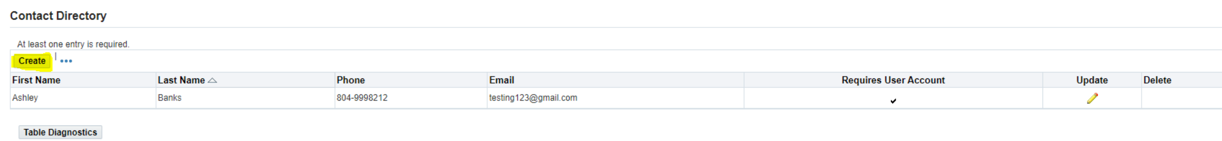
Step 6: Under the section titled "Address Book", click on "create".



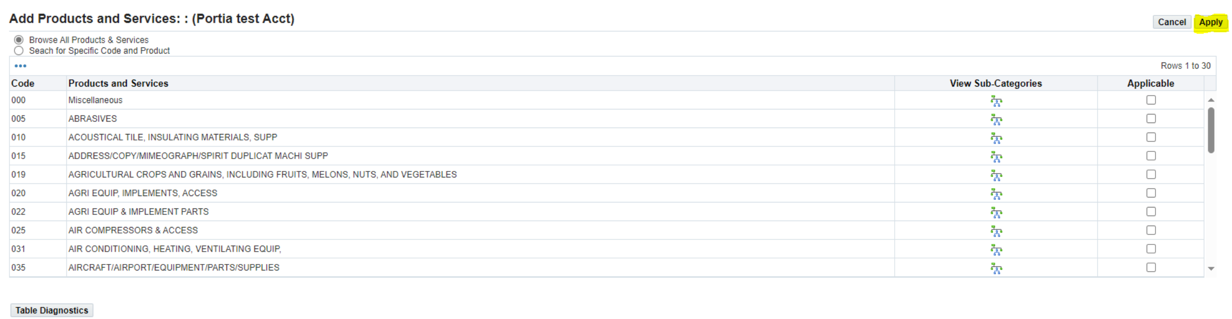
Fill out the necessary address fields and click “Apply”. Note: “Address Name” and “Address Line 1” should contain the same informaiton.



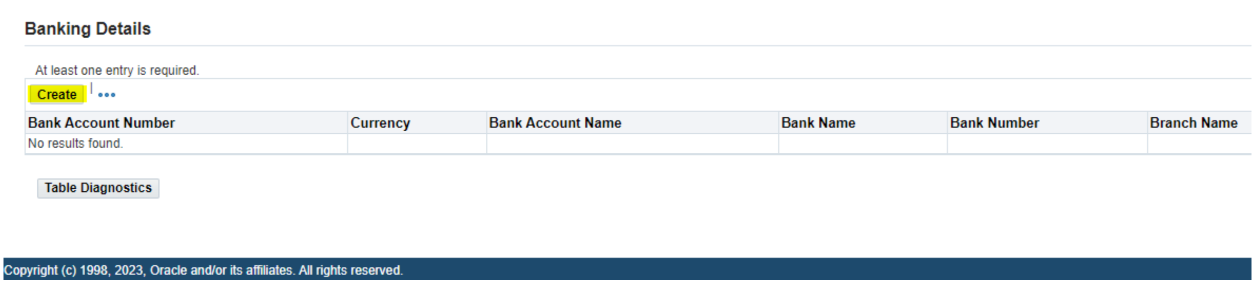

Step 7: Under the section titled “Contact Directory”, you will see that your information is prepopulated. However, if you need additional contacts on your account, you will click “create” to add additional contacts.




Step 8: Under the section titled “Products and Services”, click “create”. You will see a list of product and service codes that may be relevant to your business. You will need to make at least one selection and click “Apply”.




Step 9: Under the section titled “Banking Details”, click “create”.



Click the dropdown next to “Country” and select “United States”.

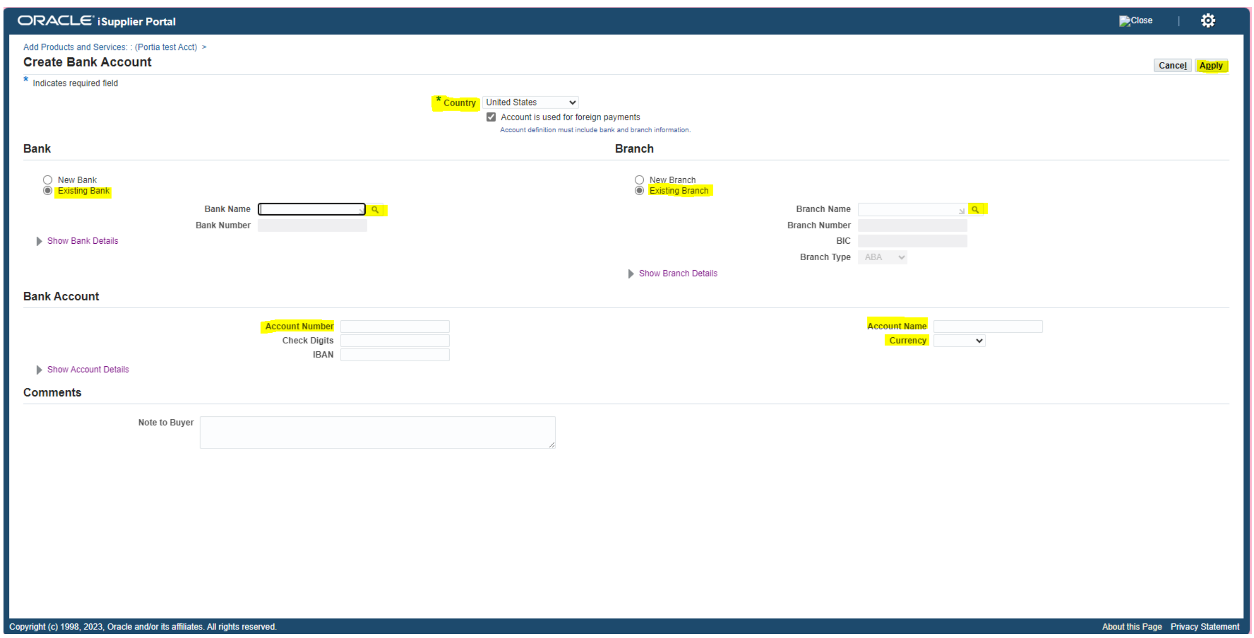
Click the button next to “Existing Bank” and “Existing Branch”.

Click the magnifying glass next to “Bank Name” and click “Go” to find your bank and select the option that corresponds with your routing number.

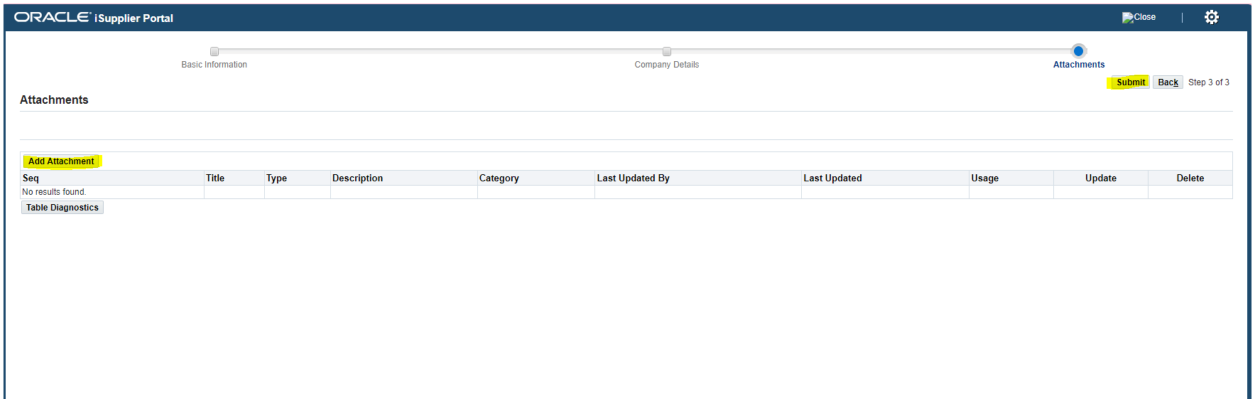
Once you have selected your bank, go to the right-hand side under “Branch” and click the magnifying glass next to “Branch Name”. The Branch information will populate in the fields.

Enter your account number, account name and currency.

Click “Apply”.




Step 10: Click “Next”. You will be taken to the last page of the registration. Here you will add your W-9 and ACH form that you saved at the beginning. Click “Add Attachment” and choose file to locate your saved document. Click “Apply”. Repeat this process for each document.




Click “Submit” to submit your registration.