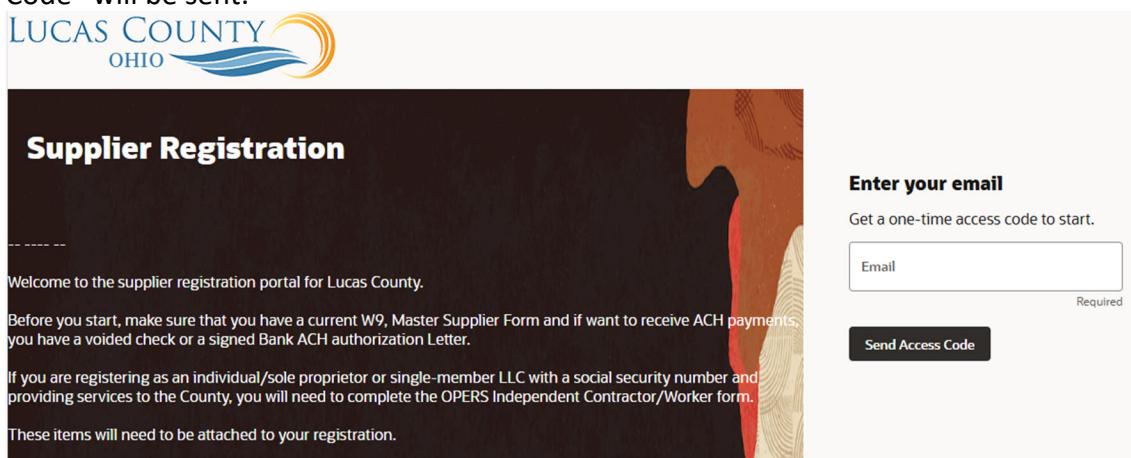
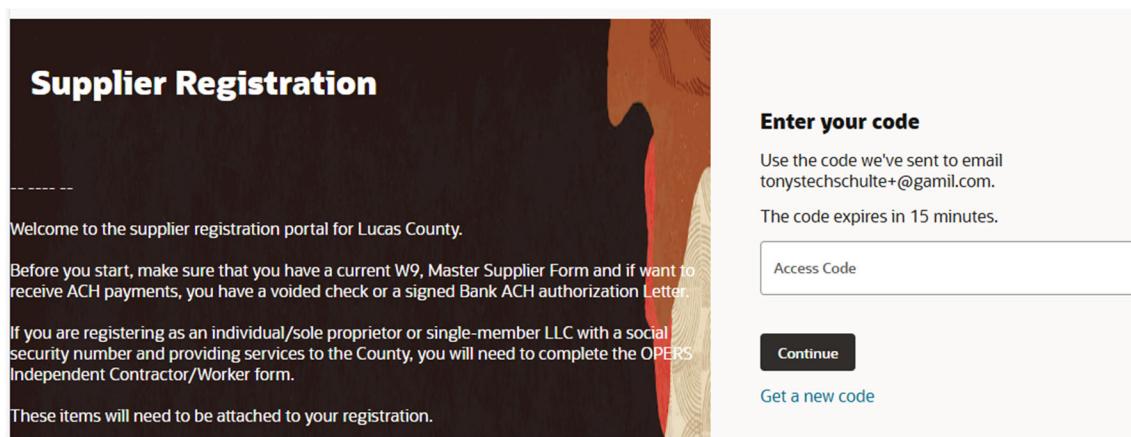


## Spend Authorized Supplier Registration

**Purpose:** This aid will assist with the steps to register a spend authorized supplier using the Supplier Registration URL. At anytime you are entering information you may hit save and exit the registration. Once ready to resume go back to Supplier Registration page and enter your email and click on “Send Access Code”.

Step	Action
1	<p>Select Supplier Registration URL to request registration as a supplier. Enter your email address. Make sure you have access to the email address as that is where the “Access Code” will be sent.</p>  <p>The screenshot shows the Lucas County Ohio Supplier Registration portal. The top features the county logo. The main heading is "Supplier Registration". Below it, a welcome message says: "Welcome to the supplier registration portal for Lucas County. Before you start, make sure that you have a current W9, Master Supplier Form and if want to receive ACH payments, you have a voided check or a signed Bank ACH authorization Letter. If you are registering as an individual/sole proprietor or single-member LLC with a social security number and providing services to the County, you will need to complete the OPERS Independent Contractor/Worker form. These items will need to be attached to your registration." To the right, there is a form titled "Enter your email" with a placeholder "Email" and a "Send Access Code" button.</p> <p>Click on “Send Access Code”</p>  <p>The screenshot shows the same portal after clicking "Send Access Code". The "Enter your code" section is now visible, containing the message: "Use the code we've sent to email tonystechschulte+@gmail.com. The code expires in 15 minutes." Below this is a text input field labeled "Access Code" and a "Continue" button. A link "Get a new code" is also present.</p> <p>Enter your access code and then click on “Continue”</p>

2 Within the **Company/Individual Details** section, add information to the following fields: **Company/Individual Name, Tax Organization Type, Supplier Type, Corporate Web Site, Tax Country, Taxpayer ID, Note to Approver**. Add attachments (**W9, Master Vendor Form, Cancelled Check or Bank Letter for ACH payments**, and if applicable **OPERS Independent Contractor Form**.)

Supplier Registration

## Company Details

Company John Doe	Website
---------------------	---------

Country United States	Taxpayer ID 321-65-4987
--------------------------	----------------------------

Organization Type Individual	Supplier Type
---------------------------------	---------------

Note to Approver  
List Lucas County Department doing business with [Commissioners](#)

Attach tax, insurance, and other relevant documents  
Required

**Drag and Drop**  
Select or drop files here.

URL	Add URL
-----	---------

 John Doe W9.pdf Last updated on 3/5/2025 144.81 KB  

 JOhn Doe Voided Check.pdf Last updated on 3/5/2025 210.07 KB  

 JOhn Doe OPERS Indpen Contractor Form.pdf Last updated on 3/5/2025 278.66 KB  

 John Doe - Master Supplier Form.pdf Last updated on 3/5/2025 278.86 KB  

Last updated 24 seconds ago

Cancel

Save

Continue

1 | 5

Company Details

Contacts

Addresses

Business Classifica

Products and Serv

**Tip:** When entering **Tax Country** for US-based suppliers, type the letter "U" to bring up the short list of countries that start with U. Then pick "United States."

After all required fields and required documents attached click "Continue".

3 In the **Contact Information** section, add required information into the **First Name, Last Name, Email** fields, and a phone number. The questions below the information are defaulted to requirements you do not need to change any of them.

Supplier Registration

## Contacts

### Contact 1

Enter contact details. Registration communications will be sent to this contact.

First Name John	Last Name Doe	
Email johndoe@gmail.com	Job Title	
Country US	Mobile +1	
Country US	Phone +14191231234	Ext 1234
Country US	Fax +1	

#### Is this an administrative contact?

Administrative contact will receive general communications from us.

Yes  No

#### Does this contact need a user account?

User accounts will provide online access to supplier transactions and self-service tasks.

Yes  No

#### What user roles does this contact need?

Assign at least 1 user role to specify the responsibilities of the contact.

##### Supplier Customer Service Representative

Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.

##### Supplier Sales Representative

Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

##### Supplier Bidder

Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

[+ Add Another Contact](#)

Last updated 1 minute ago

Cancel

Save

Continue

2 | 5

Company Details

Contacts

Addresses

Company Details

Contacts

Addresses

Business Classification

Products and Services

4 If need to add more than one individual to your account, click on "Add Another Contact" and enter the required information. Once done entering all contacts click on "Continue".

5	<p>Create Add and enter supplier address details.</p> <p>Address 1</p> <p>Address Name MAIN</p> <p>What's this address used for? Select at least 1 purpose.</p> <p><input checked="" type="checkbox"/> Receive Purchase Orders <input checked="" type="checkbox"/> Receive Payments <input checked="" type="checkbox"/> Bid on RFQs</p> <p>Country/Region United States</p> <p>Address Line 1 2 Elm Rd</p> <p>Address Line 2</p> <p>Address Line 3</p> <p>City Toledo</p> <p>State OH</p> <p>Postal Code 43604</p> <p>Email</p> <p>Country US</p> <p>Phone +1</p> <p>Ext</p> <p>Country US</p> <p>Fax +1</p> <p>Which contacts are associated to this address?</p> <p><input checked="" type="checkbox"/> John Doe tstechschulte@co.lucas.oh.us</p> <p><a href="#">+ Add Another Address</a></p> <p>Last updated 5 minutes ago</p> <p>Cancel Save Continue</p>	<p>3   5</p> <p>Company Details</p> <p>Contacts</p> <p>Addresses</p> <p>Business Classification</p> <p>Products and Services</p>
6	<p>Enter the <b>Address Name</b>. The naming convention for address names shall be as follows:</p> <p>If the purpose of the address is solely for:</p> <ul style="list-style-type: none"> <li>• Remit to, name to be <i>REMIT01</i></li> <li>• Ordering, name to be <i>ORDERING01</i></li> <li>• RFQ, name to be <i>BIDDING01</i></li> </ul> <p>If the address has multiple purposes, i.e., Remit, Ordering or RFQ, name shall be <i>MAIN</i></p> <p>After entering all addresses applicable click on "Continue".</p>	

7	<p>Enter <b>Business Classifications</b> applicable to you. If you need to attach documentation it needs to be attached on the Company Details page.</p> <p><b>Supplier Registration</b></p> <h2>Business Classifications</h2> <p>Select a classification or confirm that none are applicable.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">         Classification          None of the classifications are applicable       </div> <p style="text-align: right;">4   5</p> <p style="text-align: right;">Company Details</p> <p style="text-align: right;">Contacts</p> <p style="text-align: right;">Addresses</p> <p style="text-align: right;">Business Classifications</p> <p style="text-align: right;">Products and Services</p> <p>Updated just now</p> <p style="text-align: right;">Cancel Save Continue</p>
8	<p>If no classifications are applicable from the drop down, select “None of the classifications are applicable”</p> <p>After selections made click on “Continue”.</p>

9 Enter **Products and Services** that are applicable to your business. This is not required, and you can simply click on “Submit” if you are finished.

Supplier Registration

5 | 5

## Products and Services

Search by category or description

Category	Description
<input type="checkbox"/> ► <input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/> ► <input type="checkbox"/> 010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/> ► <input type="checkbox"/> 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/> ► <input type="checkbox"/> 019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/> ► <input type="checkbox"/> 020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/> ► <input type="checkbox"/> 021	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/> ► <input type="checkbox"/> 022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/> ► <input type="checkbox"/> 025	AIR COMPRESSORS AND ACCESSORIES

Last updated 8 seconds ago

Cancel

Save

Submit

Company Details

Contacts

Addresses

Business Classifications

Products and Services

10 Once submitted successfully you will receive the following message:

## Success

Your registration request 2952021 was submitted.

Thank you for registering, you will receive an email when your request is processed. Requests are processed within 5 business days.

For questions email [disbursements@co.lucas.oh.us](mailto:disbursements@co.lucas.oh.us) and reference your registration request number.