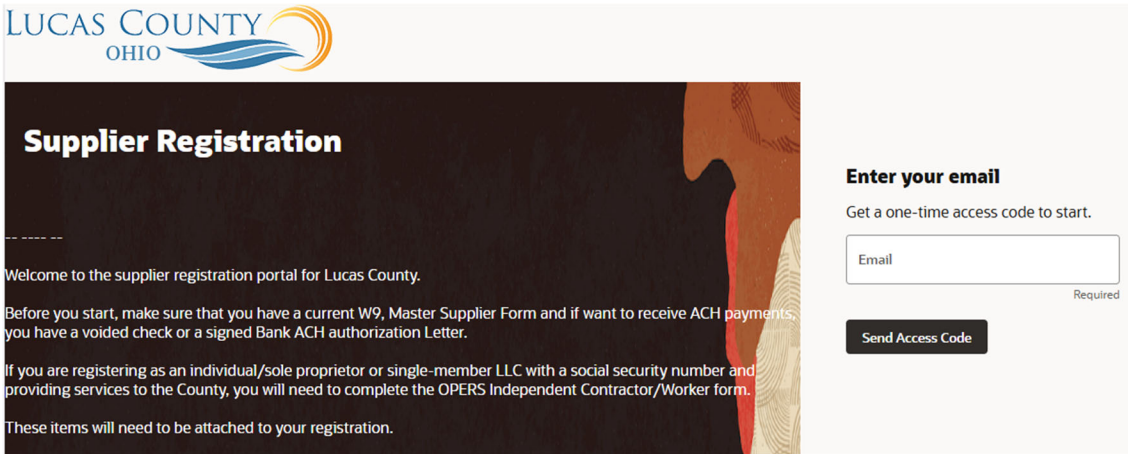
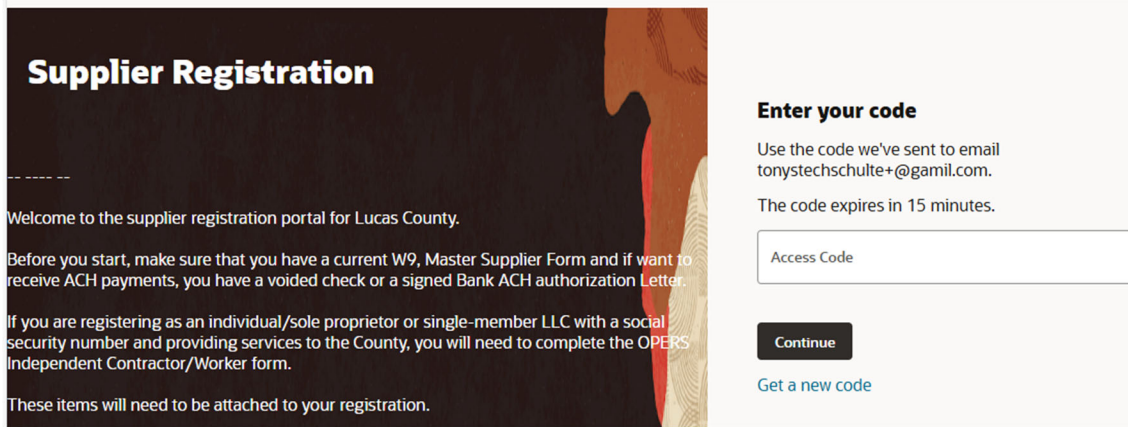


Spend Authorized Supplier Registration

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>Click on “Send Access Code”</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

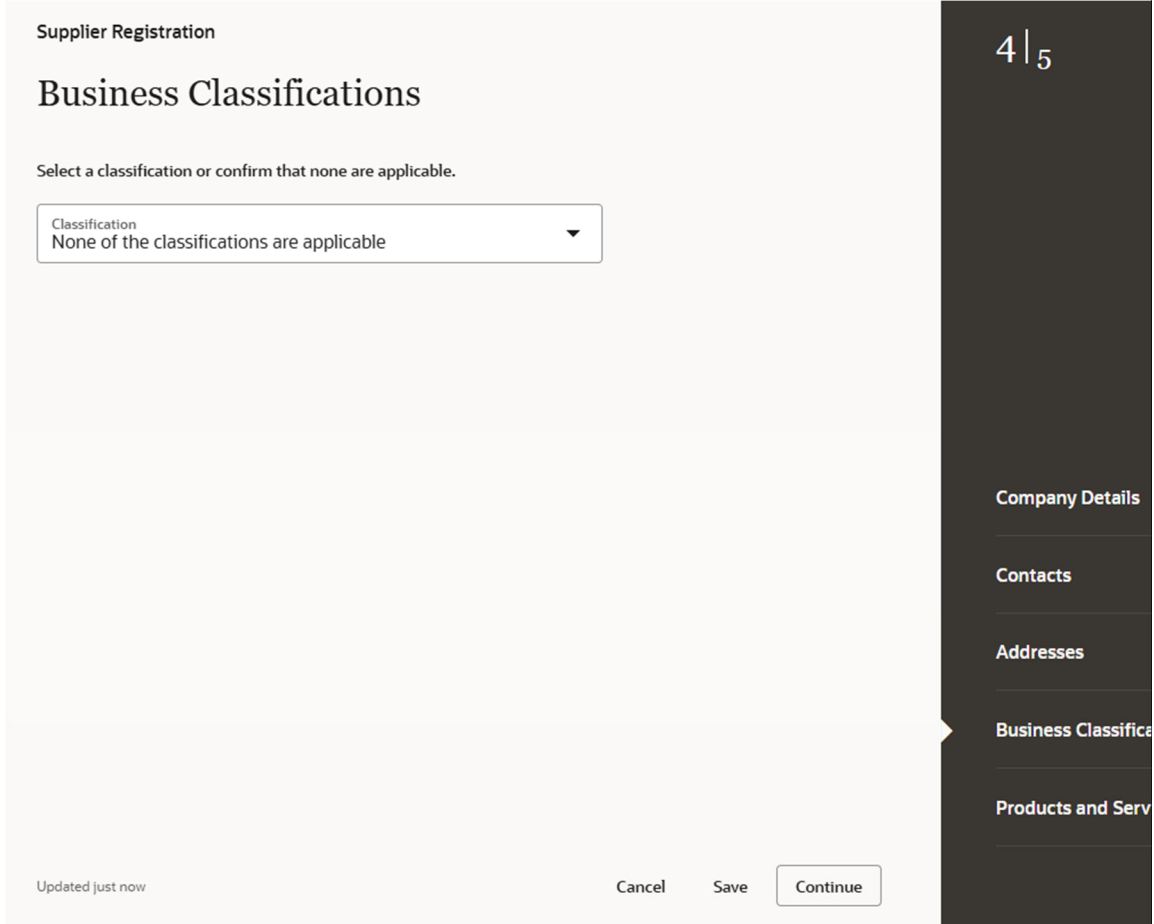
Cancel
Save
Continue

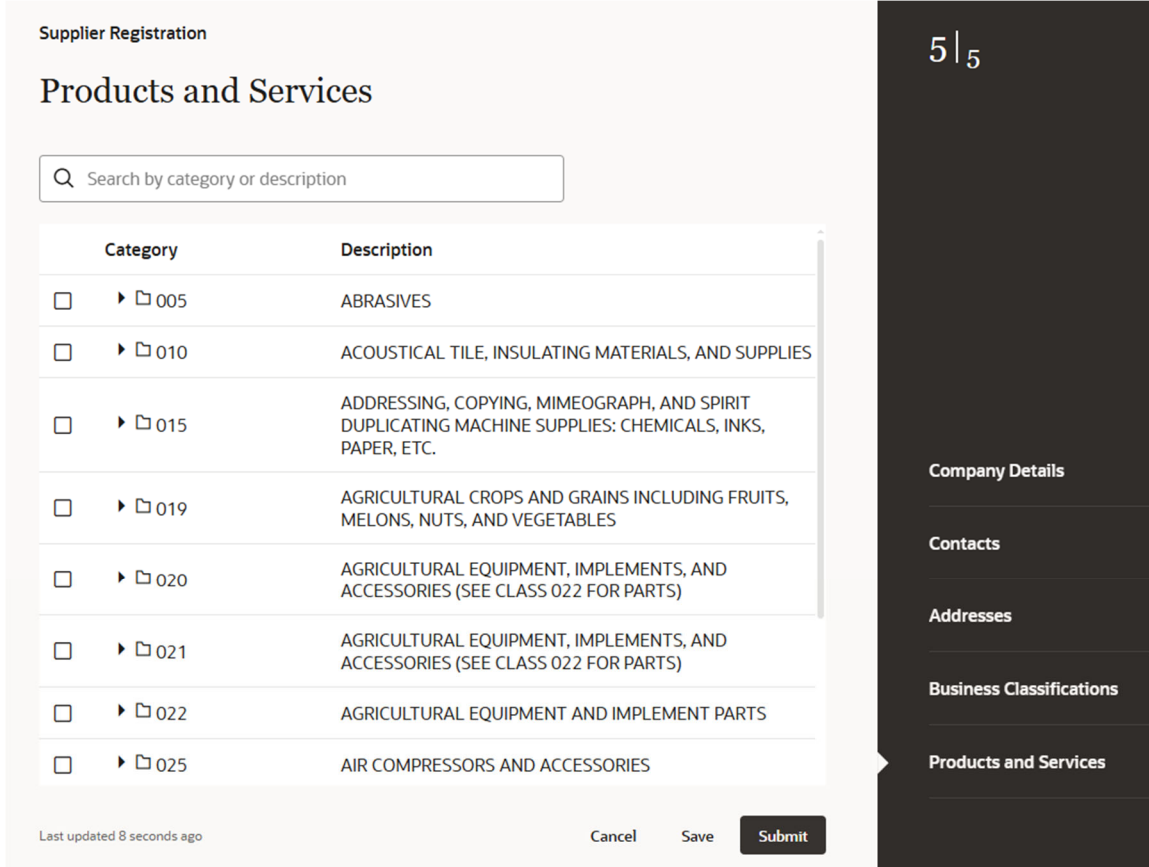
1 | 5

Company Details
Contacts
Addresses
Business Classification
Products and Services

	<p>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.”</p> <p>After all required fields and required documents attached click “Continue”.</p>
3	<p>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.</p> <div> <div> <p>Supplier Registration</p> <h2>Contacts</h2> <p>Contact 1 Enter contact details. Registration communications will be sent to this contact.</p> <div> <div>First Name John</div> <div>Last Name Doe</div> </div> <div> <div>Email johndoe@gmail.com</div> <div>Job Title</div> </div> <div> <div>Country US</div> <div>Mobile +1</div> </div> <div> <div>Country US</div> <div>Phone +14191231234</div> <div>Ext 1234</div> </div> <div> <div>Country US</div> <div>Fax +1</div> </div> <p>Is this an administrative contact? <small>Administrative contact will receive general communications from us.</small> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Does this contact need a user account? <small>User accounts will provide online access to supplier transactions and self-service tasks.</small> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>What user roles does this contact need? <small>Assign at least 1 user role to specify the responsibilities of the contact.</small></p> <div> <div> <input checked="" type="checkbox"/> <p>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.</p> </div> <div> <input checked="" type="checkbox"/> <p>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.</p> </div> <div> <input checked="" type="checkbox"/> <p>Supplier Bidder Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.</p> </div> </div> <p>+ Add Another Contact</p> <p>Last updated 1 minute ago Cancel Save Continue</p> </div> <div> <p>2 5</p> <p>Company Details</p> <p>Contacts</p> <p>Addresses</p> <p>Company Details</p> <p>Contacts</p> <p>Addresses</p> <p>Business Classification</p> <p>Products and Services</p> </div> </div>
4	<p>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”.</p>

5	<p>Create Add and enter supplier address details.</p> <div> <div>Address 1 </div> <div>Address Name MAIN</div> <div>What's this address used for? Select at least 1 purpose.</div> <div> <input checked="" type="checkbox"/> Receive Purchase Orders <input checked="" type="checkbox"/> Receive Payments <input checked="" type="checkbox"/> Bid on RFQs </div> <div>Country/Region United States</div> <div> <div>Address Line 1 2 Elm Rd</div> <div>Address Line 2</div> <div>Address Line 3</div> </div> <div> <div>City Toledo</div> <div>State OH</div> <div>Postal Code 43604</div> </div> <div>Email</div> <div> <div>Country US</div> <div>Phone +1</div> <div>Ext</div> </div> <div> <div>Country US</div> <div>Fax +1</div> </div> <div>Which contacts are associated to this address?</div> <div> <input checked="" type="checkbox"/> John Doe tstechschulte@co.lucas.oh.us </div> <div>+ Add Another Address</div> <div> <div>Last updated 5 minutes ago</div> <div>Cancel Save Continue</div> </div> </div> <div> <div>3 5</div> <div> Company Details Contacts Addresses Business Classification Products and Services </div> </div>
6	<p>Enter the Address Name. 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"> Remit to, name to be <i>REMIT01</i> Ordering, name to be <i>ORDERING01</i> RFQ, name to be <i>BIDDING01</i> <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 Business Classifications applicable to you. If you need to attach documentation it needs to be attached on the Company Details page.</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	<p>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.</p> 
10	<p>Once submitted successfully you will receive the following message:</p> 