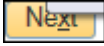



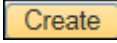


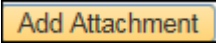
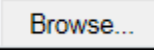
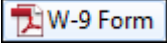

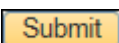
Supplier Registration

Step	Action
1.	<p>This is the beginning of the HRSD Supplier Registration.</p> <p>Note: Any fields with an asterisk, " * " is a required field. Registration cannot be completed without supplying the requested information for the Required fields.</p> <p>Click in the Company Name field.</p> <input data-bbox="331 617 850 659" type="text"/>
2.	<p>Enter the desired information into the Company Name field.</p> <p>For this example, enter a valid value e.g. "ABC COMPANY".</p>
3.	<p>Press [Tab].</p>
4.	<p>Enter the desired information into the Tax Country field.</p> <p>Enter a valid value e.g. "United State".</p>
5.	<p>Click the Quick Select button for United States.</p> 
6.	<p>Click in the Taxpayer ID field.</p> <input data-bbox="331 1083 732 1138" type="text"/>
7.	<p>Enter the Taxpayer ID Number or Social Security Number into the Taxpayer ID field.</p> <p>Enter a valid value e.g. "54-1245678".</p>
8.	<p>Press [Tab].</p>
9.	<p>Enter the email address for the primary contact from your company into the Email field.</p> <p>Enter a valid value e.g. "jdoe@abc.com".</p>
10.	<p>Press [Tab].</p>
11.	<p>Enter the first name of the primary contact into the First Name field.</p> <p>Enter a valid value e.g. "John".</p>
12.	<p>Press [Tab].</p>
13.	<p>Enter the last name of the primary contact into the Last Name field.</p> <p>Enter a valid value e.g. "Doe".</p>
14.	<p>Press [Tab].</p>
15.	<p>Enter the area code of the primary contact into the Phone Area Code field.</p> <p>Enter a valid value e.g. "727".</p>
16.	<p>Press [Tab].</p>

17.	<p>Enter the phone number of the primary contact into the Phone Number field.</p> <p>Enter a valid value e.g. "123-4567".</p>
18.	<p>Click the Next button.</p> 
19.	<p>The <i>Additional Details</i> page displays.</p> <p>Click in the Additional Information field.</p> 
20.	<p>Enter any special or detailed information into the Additional Information field.</p> <p>Enter a valid value e.g. "Enter any special information to the Supplier Administrator".</p>
21.	<p>Press [Tab].</p>
22.	<p>Click the Create button.</p> 
23.	<p>The <i>Create Address</i> page displays.</p> <p>Click in the Address Name field.</p> 
24.	<p>Enter the requested information into the Address Name field.</p> <p>Enter a valid value e.g. "General".</p>
25.	<p>Press [Tab].</p>
26.	<p>Enter the primary mailing address into the Address Line 1 field.</p> <p>Enter a valid value e.g. "123 Drive".</p>
27.	<p>Press [Tab].</p>
28.	<p>If you have a suite number or additional address information, you may enter that information on the additional Address Lines.</p> <p>For this example, just use Address Line 1.</p> <p>Click in the City/Town/Locality field.</p> 
29.	<p>Enter the city information into the City/Town/Locality field.</p> <p>Enter a valid value e.g. "Virginia Beach".</p>
30.	<p>Press [Tab].</p>
31.	<p>Enter the state information into the State/Region field.</p> <p>Enter a valid value e.g. "VA".</p>
32.	<p>Press [Tab].</p>
33.	<p>Enter the zip code into the Postal Code field.</p>

	Enter a valid value e.g. " 23455 ".
34.	Press [Tab] .
35.	Click the Apply button. 
36.	Press [Page Down] .
37.	In the <i>Business Classifications-Diversity & Licenses</i> section enter any Diversity statuses and Licenses that are applicable. For this example, click the 5. Certificate of Insurance option. <input type="checkbox"/>
38.	Click in the 5. Certificate of Insurance - Certificate Number field. <input type="text"/>
39.	Enter the Certificate Number into the 5. Certificate of Insurance - Certificate Number field. Enter a valid value e.g. " CO1-12345 ".
40.	Press [Tab] .
41.	Enter the name of the insurance agency into the 5. Certificate of Insurance - Certifying Agency field. Enter a valid value e.g. " Agency Name ".
42.	Press [Tab] .
43.	Enter an <i>Expiration Date</i> . Note: If your certificate has more than one expiration date you should select the <u>earliest expiration date</u> . To enter the <i>Expiration Date</i> , Click the Calendar button. 
44.	Click the Choose Year list. <input type="text" value="2015"/>
45.	Select the <i>Expiration Date</i> for your insurance. For this example, click the 2016 list item. <input type="text" value="2016"/>
46.	Click the March 31, 2016 link. <input type="text" value="31"/>
47.	Click the Create button to add Commodity Codes to your profile. 
48.	You can either Browse all Products and Services or you can Search for Specific Code(s) and Products. For this example, click the Search for Specific Code and Product option. <input type="radio"/> Search for Specific Code and Product

49.	<p>The <i>Add Products and Services</i> page displays.</p> <p>Click in the Description field.</p> <input data-bbox="329 254 625 296" type="text"/>
50.	<p>Enter the description or a partial description of the product or service into the Description field.</p> <p>Note: The use of a wildcard, "%", will reduce the number of items returned in a search of products and services. A wildcard in between two words will bring back results that include either word.</p> <p>Enter a valid value e.g. "%electric%motor".</p>
51.	<p>To find all of the commodity codes with the keywords entered in the search,</p> <p>Click the Go button</p> <input data-bbox="329 688 406 730" type="button" value="Go"/>
52.	<p>The results of your search are displayed. Note that there may be more than 10 items returned for your search.</p> <p>Click the Next 10 link to find the code(s) you want to select.</p> <input data-bbox="329 884 418 915" type="button" value="Next 1"/>
53.	<p>Select the Box for the Commodity Code you want.</p> <p>Repeat for multiple codes.</p> <input data-bbox="329 1035 396 1087" type="checkbox"/>
54.	<p>Click the Apply button.</p> <input data-bbox="329 1140 431 1182" type="button" value="Apply"/>
55.	<p>Press [Page Down].</p>
56.	<p>Click the Next button.</p> <input data-bbox="329 1283 418 1325" type="button" value="Next"/>
57.	<p>The <i>Profile Attributes</i> page displays.</p> <p>Click the Type of Business list.</p> <input data-bbox="329 1444 836 1486" type="text"/>
58.	<p>Select the your type of business.</p> <p>For this example, click the Manufacturer Representative/Distributor list item.</p> <input data-bbox="329 1602 833 1644" type="text" value="Manufacturer Representative/Distributor"/>
59.	<p>Click the Next button.</p> <input data-bbox="329 1690 418 1732" type="button" value="Next"/>
60.	<p>The <i>Attach W-9</i> page displays.</p> <p>You will need to attach a copy of your current W-9 form to this registration.</p> <p>Click the Add Attachment button.</p>

	
61.	<p>Click in the Title field.</p> <input data-bbox="331 252 862 294" type="text"/>
62.	<p>Enter a name of the document you are attaching into the Title field.</p> <p>Enter a valid value e.g. "W-9".</p>
63.	<p>Click in the File field to upload your W-9 file.</p> <p>Note: PDF or Word documents are recommended.</p> <input data-bbox="331 525 967 577" type="text"/> 
64.	<p>Select the W-9 Form from a folder on your computer.</p> 
65.	<p>The file you uploaded should be attached.</p> <p>Click the Apply button.</p> 
66.	<p>Note: A Confirmation message will display if your attachment was successfully attached to this registration.</p> <p>By clicking Submit, this will submit the Supplier Registration to HRSD for processing.</p> <p>Click the Submit button.</p> 
67.	<p>A Confirmation message displays indicating that your Supplier Registration has successfully been submitted to HRSD.</p>
68.	<p>After the Supplier Registration Request is processed by HRSD, an email similar to this one will be sent to you. The email will include login instructions.</p>
69.	<p>This topic covered:</p> <ul style="list-style-type: none"> - Registering as a new Supplier with HRSD <p>End of Procedure.</p>