



# CHICAGO PARK DISTRICT

## New Supplier Registration

- Choose **NEW SUPPLIER REGISTRATION** on the website to be redirected to the Registration page.

**Supplier Registration**

**Enter your email**  
Get a one-time access code to start.

Email

Required

**Send Access Code**

- Enter an email address you have regular access to since you will need this email to receive a security code to login to account registration.
- Click on **Send Access Code**.

Access Code for Your Supplier Registration Inbox x

esjf-dev1.fa.sender@workflow.mail.us2.cloud.ora... 1:24 PM (0 minutes ago) ☆ 😊 ↶ ⋮

to me ▾

Here's the access code for your supplier registration. EUuUtHTA

↶ Reply ↷ Forward 😊

- Check your email for an **Access Code Notification**.

**Supplier Registration**

**Enter your code**  
Use the code we've sent to email...  
The code expires in 15 minutes.

Access Code  
EUuUtHTA

**Continue**

[Get a new code](#)

- Enter the code sent to the email and click on **Continue**.

**Note:** All fields should be entered in UPPERCASE



Supplier Registration

### Company Details

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Company Company	Website
Country United States	Taxpayer ID
Tax Registration Number	D-U-N-S Number
Organization Type Corporation	Supplier Type

Note to Approver

Attach tax, insurance, and other relevant documents  
Required

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

URL

No items to display.

Cancel Save

**Note:** All fields should be entered in UPPERCASE and punctuation such as commas and periods should be omitted from the company name.

<b>Example:</b> John Doe Plumbing, Inc.
<b>Enter as:</b> JOHN DOE PLUMBING INC

The Supplier Registration for **Company Details** should be completed according to the following guidelines.

- **Company Name**  
If you're operating as a DBA (Doing Business As), enter this name and it should match to Line 2 on your W9. Otherwise, use name as shown on W9, Line 1. Can only be up to 35 characters.
- **Website** (Optional) Enter your company's website URL.

**Note:** All fields should be entered in UPPERCASE



## New Supplier Registration

- **Country** - Select from the drop-down list.
- **Taxpayer ID** - Enter your Employer Identification Number (TIN) or Social Security Number. This should match the W-9 Part 1 Section.
- **Tax Registration Number** - Leave blank.
- **D-U-N-S Number** - Leave blank.
- **Organization Type** - Select from the drop-down list. For questions about this designation, check Line 3a of your W-9.
- **Supplier Type** - Select from the drop-down list. Choose the type that is closest to the good/services provided to Chicago Park District.
- **Note to Approver** – (Optional) Add any notes/comments that you would like the Chicago Park District approver to review.
- **Attachments** (Drag and Drop Section)  
Attach tax, insurance and other relevant documents. This application will not be accepted without a W-9.

Supplier Registration  
**Contacts**

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

First Name NAME Last Name NAME Email EMAIL@EMAIL.COM

Country: US Mobile +1 Country: US Phone +1 Ext

Job Title Country: US Fax +1

Is this an administrative contact?  Yes  No  
Administrative contact will receive general communications from us.

Does this contact need a user account?  Yes  No  
User accounts will provide online access to supplier transactions and self-service tasks.

What user roles does this contact need?  
Assign at least 1 user role to specify the responsibilities of the contact.

- Supplier Self Service Administrator**  
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- CPD Supplier Accounts Receivable Specialist**  
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- CPD 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.

+ Add Another Contact

Last updated 2 minutes ago Cancel Save Continue

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Company Details  
Contacts  
Addresses  
Business Classifications  
Bank Accounts

The Supplier Registration for **Contacts** should be completed according to the following guidelines.

**Note:** All fields should be entered in UPPERCASE



## New Supplier Registration

- **First Name** - First name of the contact.
- **Last Name** - Last name of the contact.
- **Email** - Email for the contact where supplier portal communications will be sent to. Email can only be used for one contact in the portal since this will also be your username.
- **Mobile** - Optional
- **Phone** - Best business phone number to reach during business hours.
- **Job Title** – This is the job title of the contact
- **Fax** – Not Used
- **Administrative Contact** - Check the “Yes” box to enable this contact as a main contact who will receive all communications from the Portal.
- **User Account** – Accept default of Yes.
- **Roles** - Accept the defaults. Do not change.

Supplier Registration  
**Addresses**

Enter at least one address.

Address 1 ✕

Address Name  
PURCHASE ORDERS

What's this address used for? Select at least 1 purpose.  
 Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region  
United States

Address Line 1 Address Line 2 City

State Postal Code

Email  
PURCHASEORDERS@YOURWEBSITE

Country  
US

Phone  
+1 312 555 1234

Ext

Country  
US

Fax  
+1

Which contacts are associated to this address?

<input type="checkbox"/>	NAME NAME	testing678909876@gmail.com
<input type="checkbox"/>		

[+ Add Another Address](#)

Last updated 16 minutes ago Cancel Save Continue

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

The Supplier Registration for **Addresses** should be completed according to the following guidelines.

**Note:** All fields should be entered in UPPERCASE

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## CHICAGO PARK DISTRICT

### New Supplier Registration

**Note:** It is required to identify an address where you **Receive Payments** and where you **Receive Purchase Orders**. There are checkboxes at the top of the page.

- If you receive payments and purchase orders at a single address, then check **Receive Payments** and **Receive Purchase Orders** on the same address.
- If you want to have separate addresses for receiving checks and receiving purchase orders you can create two addresses.
- **Address Name** –Enter *REMIT* as name for address where you receive payments. Enter *OFFICE* if the address is where you receive purchase orders or correspondence. If you are creating a single address, then use *REMIT*.
- **Receive Purchase Orders** – Enable this checkbox if this an address where you will receive purchase orders. If you are not a supplier that uses purchase orders, simply enable this checkbox.
- **Receive Payments** - Enable this checkbox if this an address where you will receive payments for your invoices.
- **Bid or RFQ's** - Leave blank.
- **Address** - Enter your address using Address lines 1 and 2, city, state and postal code.
- **Email** - Enter your company's main email address. Enter contact specific emails on the Contact tab.
- **Phone** - Enter your company's main phone number. You should enter contact specific phone numbers also on the Contact tab.
- **Fax** – Do not use.
- **Contacts Associated to an Address** – Enable this checkbox to associate the contact to this address.

**Note:** All fields should be entered in UPPERCASE



Supplier Registration  
**Business Classifications**

Enter at least one business classification or select none applicable.

Business classification 1 ✕

Classification  
Woman Owned

Subclassification

Certifying Agency

Other Certifying Agency

Certificate Number

Certificate Start Date

Certificate End Date

Notes

Attach current certificates and supporting documents

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

URL Add URL

No items to display.

+ Add Another Business Classification

Last updated now Cancel Save Continue

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

The Supplier Registration for **Business Classifications** should be completed according to the following guidelines.

- **Classification** - If you are a certified *Minority Owned* or *Woman Owned* business then identify the type in the classification drop down menu. If you are NOT a certified minority or woman owned business then choose *None of the Classifications are Applicable* from the drop-down menu.
- **Subclassification** - Required for MBE Classification only. Otherwise leave blank.
- **Certifying Agency** - Choose an agency from the list of values for the business that certified your status.
- **Other Certifying Agency** - If the agency you are certified with is not in above list, then you can type in another certifying agency.
- **Certificate Number** – Enter the number from your certification documentation.
- **Certificate Start Date** - Add the date your certification is valid from
- **Certificate End Date** - Add the date your certification is valid to

**Note:** All fields should be entered in UPPERCASE



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### New Supplier Registration

- **Notes** - Add any additional certification notes you would like for the approver to see
  
- **Add current certificates and supporting documentation** - Click on *Drag and Drop* to add copies of your certification. You must provide a copy of the certification for the status to be accepted.

Click **Submit** after Business Classification entry is complete

Once your registration has been reviewed you will receive an email notification on whether your request has been approved or rejected.

**Note:** All fields should be entered in UPPERCASE