

Work Instruction

How to Register as a Supplier with Jefferson County (Step 1)

Purpose

Use this procedure to submit your company as a Bidder for Jefferson County.

Trigger

Perform this procedure as soon as possible to have your company added to Jefferson County's Bid list.

Prerequisites

None

Helpful Hints

- Enter Country before Region (state).
- Location = City.

*Title: How to Register as a Supplier with Jefferson
County*

Category 1 :

Category 2 :

Procedure

1. Click the URL provided on the PACA website, which takes you to the screen below:

*Title: How to Register as a Supplier with Jefferson
County*

Category 1 :

Category 2 :

Title: How to Register as a Supplier with Jefferson County
Category 1 :
Category 2 :

Supplier Self-Registration - Mozilla Firefox

The screenshot shows a web browser window with the URL `http://t320.vps.local:8000/sap/p011c211FWWA=Vcclbsp/sap/proc_self_reg/main.htm`. The page title is "Supplier Self-Registration - Mozilla Firefox". The browser menu includes File, Edit, View, History, Bookmarks, Tools, and Help. Below the browser window, the registration form is displayed. It starts with a welcome message: "Welcome to supplier self-registration. To register yourself as a supplier, enter your data and choose Send." The form is divided into several sections: "Required Entry", "Company Details" (with fields for Name of Company, D-U-N-S Number, and Language), "Address Data" (with fields for E-Mail Address, Telephone, Fax, Street, Building, Floor, Postal Code, Region, District, Jurisdiction Code, Country, P.O. Box, Extension, House Number, Room Number, and Location), "Which Product Categories can you Deliver?" (with a dropdown menu and checkboxes for Products and Services), and "Data Privacy Statement" (with a paragraph of text explaining data collection and usage).

2. As required, complete/review the following fields:

R= required O= optional C= conditional

Field Name	R/O/C	Description
Name of Company *	R	Name of Supplier Company *. Example: SR Test Co.
D-U-N-S Number	O	Supplier Dun and Bradstreet Number Example: 223344556.
Language	R	Supplier Language. Select "English" from the drop down
E-Mail Address *	R	Supplier E-Mail Address *. Example: <u>company@yahoo.com</u>

Title: How to Register as a Supplier with Jefferson County

Category 1 :

Category 2 :

Field Name	R/O/C	Description
Telephone	R	Supplier Phone Number. Example: 703-222-12134
Fax	O	Supplier Fax. Example: 703-222-3345
Street	R	Street Address. This is where the Bid Invitation and awarded contracts, if any, will be mailed to. If you have a separate billing address you must register that address as a separate vendor before invoices are processed, and notify the Purchasing Department. I Example: 2123 International Dr., Suite 32123
Postal Code *	R	Postal Code *. Example: 22102
Country	R	Country Example: USA. Note: Use the Drop down Arrow to select this.
Region	R	State Example: Virginia. Note Use the Drop down Arrow to select this. Also, select Region after entering a Country. The available values change depending on the country you select.
Location *	R	City. Example: McLean
PO Box	O	Post Office Box. Example: 120



Jefferson County does not use the following fields:

- House Number
- Building
- Floor
- Room Number
- District
- Jurisdiction Code
- PLZ PO Box

*Title: How to Register as a Supplier with Jefferson
County*

Category 1 :
Category 2 :

Select "Products" and /or "Services"	R	Description of the Products or Services*. Example: Check all that apply
---	---	---

3. Click Products Services | Make a selection
English

Use the drop down arrow to select "English" as the default language.

Check Products, Services or both boxes.

. Click Yes, I have read the data privacy statement and accept the terms.

4. Click Submit .

Confirmation - Mozilla Firefox

Your registration has been submitted



The system displays the message, "Your registration has been submitted."

5. You have completed this transaction.

Result

You have completed the first step of Supplier Registration. You should receive an email notification within two (2) business days with additional instructions.

Comments

*Title: How to Register as a Supplier with Jefferson
County*

Category 1 :

Category 2 :

This page is intentionally left blank.