

## SUPPLIER REGISTRATION - EXTERNAL

Sequence	Steps and Action
	<p data-bbox="358 359 1122 390"><b>Register on the SCSDConnect Supplier Portal website today!</b></p> <p data-bbox="358 510 623 541"><b>Registration is FREE!</b></p> <p data-bbox="358 661 1451 766">The Syracuse City School District (SCSD) encourages all current Suppliers and new Suppliers interested in providing goods and services to the District to register for a Supplier Portal account.</p> <p data-bbox="358 886 1446 1033">The Supplier Portal allows Suppliers to view the District’s current bid, request for proposals and request for quotes, receive Purchase Order electronically, check payment status, update contact information and much more anytime and anywhere internet services are available.</p> <p data-bbox="358 1152 1451 1299">The District is committed to providing Minority and Women-owned Businesses (M/WBE) with equal opportunities to participate in all aspects of the District’s procurement program and to encouraging the participation of M/WBEs and contractors who have demonstrated a commitment to working with M/WBEs.</p> <p data-bbox="358 1419 1360 1451">Thank you for your interest in doing business with the Syracuse City School District!</p>

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1.	<p>Open the Supplier Portal in your web browser:</p> <ul style="list-style-type: none"><li>• Click on the link below or open a new browser window and copy and paste the link into the website <a href="#">Supplier Registration</a>  <a href="https://ibmljb.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000007972383">https://ibmljb.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000007972383</a></li></ul> <p><b>Expected Results:</b> SCSDConnect Register Supplier page will open in your web browser.</p>

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1.	<p>Helpful Tips:</p> <ul style="list-style-type: none"> <li>● Use ALL CAPITAL LETTERS when entering information</li> <li>● Have an electronic copy of your IRS Form W-9 on hand to complete this registration</li> <li>● Have an electronic copy of your MWBE Certification on hand to complete this registration</li> </ul> <p>In 1 - Company Details section, enter the following information:</p> <ul style="list-style-type: none"> <li>● In * Company field, enter Name of the Company</li> <li>● In * Tax Organization Type dropdown, select organization type from your IRS Form W-9: <ul style="list-style-type: none"> <li>○ Select "Corporation" if: <ul style="list-style-type: none"> <li>▪ W-9 designation: S-Corp, C-Corp, LLC with S-Corp or C-Corp designation</li> </ul> </li> <li>○ Select "Individual" if: <ul style="list-style-type: none"> <li>▪ W-9 designation: Sole Proprietor or Single Member LLC</li> </ul> </li> <li>○ Select "Partnership" if: <ul style="list-style-type: none"> <li>▪ W-9 designation: Partnership, LLC with "P" Partnership designation</li> </ul> </li> <li>○ In Supplier Type dropdown, select Supplier</li> </ul> </li> <li>● In Corporate Web Site field, enter the Company's website URL</li> <li>● In * Attachments field, add IRS Form W-9 as an Attachment: <ul style="list-style-type: none"> <li>○ Click +</li> <li>○ Click Choose File and select the Supplier's W9</li> <li>○ Enter "IRS Form W-9" in Title field</li> <li>○ Click OK</li> </ul> </li> <li>● Leave D-U-N-S Number field blank</li> <li>● In Tax Country dropdown, select United States</li> <li>● In Taxpayer ID field, enter Supplier's 9-digit EIN or SSN from IRS Form W-9 <ul style="list-style-type: none"> <li>○ Helpful Tip: Enter 9-digit numbers only. Do not include the "-"</li> </ul> </li> <li>● Leave Supplier Tax Registration Number field blank</li> </ul> <p>In Your Contact Information section, enter the following information for the person who should receive communications regarding this registration:</p> <ul style="list-style-type: none"> <li>● Enter contact's first name, last name, email address</li> <li>● Click Next in the top righthand side</li> </ul> <p><b>Expected Results:</b> Supplier registration will move to the next section: 2-Contacts</p>


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2.	<p>In 2- Contacts section:</p> <p>In Register Supplier: Contacts section, enter at least one contact.</p> <ul style="list-style-type: none"><li>▪ This contact can be the same person or a different person than the contact listed in the previous Contact Information section.</li><li>▪ You will see the person listed who was added in the previous Contact Information section listed.</li><li>▪ If this Contact is the only contact for the Company, click Next on the upper right-hand side.</li><li>▪ If additional Contacts should be added to your Supplier Registration, complete the following steps for each additional Contact:<ul style="list-style-type: none"><li>○ Click <b>+</b></li><li>○ Enter First Name, Last Name, Phone, Email<ul style="list-style-type: none"><li>▪ For Phone and Fax: the first field is the area code (e.g. 315), the 2nd field is the 7-digit phone number (4754782) and the 3rd field is the extension</li></ul></li><li>○ Check Administrative contact checkbox</li><li>○ Under User Account section, click Request User Account checkbox</li></ul></li><li>▪ Click OK</li><li>▪ Click Next on the upper righthand side.</li></ul> <p><b>Expected Results:</b> Supplier registration will move to the next section: 3-Addresses</p>

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3.	<p>In 3- Addresses section:</p> <p>In Register Supplier: Addresses section,</p> <ul style="list-style-type: none"><li>▪ Click <b>+ Create</b> to add the Company's Address</li><li>▪ In * Address Name field, enter street address<ul style="list-style-type: none"><li>○ This will be the same as Address Line 1</li></ul></li><li>▪ In Address Line 1 field, enter street address</li><li>▪ In City dropdown, select City</li><li>▪ In State dropdown, select State</li><li>▪ In Postal Code dropdown, select Postal Code</li><li>▪ In *Address Purpose section: Select one or more options for what this address should be used for:<ul style="list-style-type: none"><li>○ Ordering</li><li>○ Remit to</li><li>○ RFQ and Bidding</li></ul></li><li>▪ If additional addresses need to be added for Ordering, Remit to, or RFQ and Bidding, click <b>Create Another</b> and enter additional addresses following the same steps above.</li><li>▪ If no additional addresses need to be added, click OK</li><li>▪ Click Next on the upper righthand side.</li></ul> <p><b>Expected Results:</b> Supplier registration will move to the next section: 4 – Business Classifications</p>

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4.	<p>In 4 – Business Classifications section:</p> <ul style="list-style-type: none"> <li>• If Supplier <u>DOES NOT</u> have an MWBE Certification (for Minority or Woman Owned Businesses), click the checkbox “None of the classification are applicable and click Next in the top righthand corner</li> <li>• If Supplier <u>DOES HAVE AN MWBE Certification</u>, complete the following steps:             <ul style="list-style-type: none"> <li>○ Click the <b>+</b> to add a row under Business Classifications</li> <li>○ Select the applicable MWBE classification from the Classification dropdown:                 <ul style="list-style-type: none"> <li>▪ Minority Owned</li> <li>▪ Woman Owned</li> <li>▪ Minority and Woman Owned</li> </ul> </li> <li>○ Select “Not Required” from the Subclassification dropdown if required</li> <li>○ Select the applicable Certifying Agency from the Certifying Agency dropdown:                 <ul style="list-style-type: none"> <li>▪ City of Syracuse</li> <li>▪ New York State</li> <li>▪ Other – if Other, also enter the name of the Agency in the Other Certifying Agency field</li> </ul> </li> <li>○ Enter the Certification number in the Certificate field</li> <li>○ Enter Start Date and Expiration Date for the Certificate</li> <li>○ <b>Required: Attach a copy of your MWBE certification</b></li> <li>○ Click Next in the top righthand corner</li> </ul> </li> </ul> <p><b>Expected Results:</b> Supplier registration will move to the next section: 5 – Products and Services</p>
5.	<p><b>Optional:</b> In 5 - Products and Services section:</p> <ul style="list-style-type: none"> <li>▪ <b>This section is optional.</b> If not completing, click Next in top righthand corner</li> <li>▪ If completing to identify which products and services the Supplier offers:             <ul style="list-style-type: none"> <li>○ Click  <b>Select and Add</b></li> <li>▪ Select and Add: Products and Services popup window will appear</li> <li>▪ Search using Category Name or description and select categories of interest</li> <li>▪ Click Apply</li> <li>▪ Click OK</li> <li>▪ Click Next in top righthand corner</li> </ul> </li> </ul> <p><b>Expected Results:</b> Supplier registration will move to the next section: 6 – Review</p>

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6.	<p>In 6 - Review section:</p> <ul style="list-style-type: none"><li>▪ Review entered information for accuracy.</li><li>▪ If any changes need to be made, click the checkmark at the top to bring you to that section.</li><li>▪ When all information is accurate and complete, click Register in the top righthand corner</li></ul> <p><b>Expected Results:</b> You will receive a confirmation message that the registration request has been submitted for your Supplier Portal Account. You will receive a registration email to the email account listed with the final steps to complete your account set-up and access your new Supplier Portal Account.</p>
7.	End of Procedure.