

CITY OF TOPEKA
e-PROCUREMENT SYSTEM
SUPPLIER REGISTRATION GUIDE
NOVEMBER 1, 2021

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Getting Started

1. Click “Register” by clicking **Anonymous Anonymous** at the top right of the screen

The screenshot shows the Supplier Portal homepage. The top navigation bar includes links for Events, Register As A Supplier, Forgot User Name, Contact Us, and More... A yellow arrow points to the 'Register' button in the top right navigation menu, which is accessed via the 'Anonymous Anonymous' user icon. The main content area includes a section for Events, a section for Supplier Portal benefits, a login notice, and a section for Announcements.

Supplier Portal

The Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- Improved communication via messages, including support of electronic attachments
- Document upload capability
- Enables data to be accessible in one location

This website has changed

To login note the Anonymous Anonymous in the upper right area of the portal homepage. Select the people icon and use the drop down to select login.

Note that the menu is now across the top of the page. This is where you go to browse open events, search events, etc.

Announcements

All City of Topeka bid events are opened at the 02:00:00 PM CST hour on the date as stated in the publication notice. Bids are not accepted after this date & time. Only register once under the organization's TIN. When establishing the user name, do not use underscores, ampersands, or email addresses. When uploading attachments, the system will not accept ZIP files. Users must use Chrome or Firefox as the browser. Assistance (785)368-3749

2. Read and accept terms and conditions, click **Continue** →

The screenshot shows the Supplier Registration - Supplier page. The top navigation bar includes links for Events, Register As A Supplier, Forgot User Name, Contact Us, and Help. The main content area includes a progress bar with steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, Commodity Codes, Proxy Notifications, and Status. The 'Terms And Conditions' step is highlighted. Below the progress bar, there is a disclaimer and a section for 'Accept Terms and Conditions'. A yellow arrow points to the 'Accept Terms and Conditions' checkbox. At the bottom right, there are 'Previous' and 'Next' buttons. A yellow arrow points to the 'Next' button.

Supplier Registration

Terms And Conditions

Disclaimer. The City of Topeka attempts to maintain continuous access to the supplier portal. However, from time to time, access may be interrupted or prevented due to maintenance, site problems, Internet problems, or problems experienced by the user due to the user's computer system. The City makes no warranties that the supplier portal will be uninterrupted or error-free. Regardless of the source of any problem, it is the user's responsibility to ensure that its bid is timely received. Because of the discrepancies inherent in timing mechanisms (e.g. cell phone, computers, mobile devices), the bid time will be determined based upon the time indicated on the City server for the Strategic Sourcing application. If the user does not submit its bid at or before the time indicated on the City server for the Strategic Sourcing application, the bid will be electronically rejected by the Strategic Sourcing application as untimely.

The City shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses resulting from: (i) the use or the inability to use the supplier portal; (ii) unauthorized access to or alteration of the user's transmissions or data; or (iii) any other matter relating to the supplier portal.

Amendments to Bids: To ensure maximum access opportunities for users, events/solicitations shall typically be posted for a minimum of ten (10) days and no amendments shall typically be made within the last three days before the event/solicitation is due. Bidders/vendors are cautioned that the competitive nature of their offers could be affected if their submission does not include all amendments. For this reason bidders/vendors are advised to revisit all solicitations to which they intend to respond three (3) days prior to the due date. It is the bidder's/vendor's responsibility to check for updates to events/solicitations and to pick up additional addenda and information.

☐ Accept Terms and Conditions

Previous Next

Enter All Supplier Information

The screenshot shows the 'Supplier Registration' page in the Infor Supplier Portal. The 'Contact Information' step is highlighted in blue. The page includes a progress bar with steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, Commodity Codes, Proxy Notifications, and Status. The 'Contact Information' section contains the following fields:

- * User Name:
- * Password:
- * Confirm Password:
- Enter Information About Yourself:
 - Title:
 - * First Name:
 - * Last Name:
 - * Phone Number: Ext: (international prefix, phone number, extension)
 - Mobile Phone: Ext: (international prefix, phone number, extension)
 - Fax Number: Ext: (international prefix, fax number, extension)
 - * Email Address: You will be set to receive email notifications; use update account information to change flag

Don't have an email address? Create one here: [Create Email Address](#)

* = Required

Navigation buttons: < Previous, Next >

Note: All fields flagged with an asterisk (*) are required.

3. Create your login user name. User name is case sensitive and space sensitive. It is not recommended that an email address be used as the user name.
4. Create your password. Your password is case sensitive and space sensitive

Enter Your Company Information

The screenshot shows the 'Supplier Registration' page in the Infor Supplier Portal, with the 'Company Information' step highlighted in blue. The page includes a progress bar with steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, Commodity Codes, Proxy Notifications, and Status. The 'Company Information' section contains the following fields:

- * Company Name: Doing Business As:
- Dun & Bradstreet: Business Type:
- * Tax Id Type:
- * Tax Id: Numbers only. Example: 123456789
- Website:

Address Information

Remit to name and address

Remit To First Name:

Remit To Last Name:

☐ Check If Remit To Address Is The Same As Mailing Address

Mailing address

- * Country:
- * Address Line 1:
- Address Line 2:
- Address Line 3:
- Address Line 4:
- * City:
- * State Province:
- * Zip Code:
- County:

Remit to address

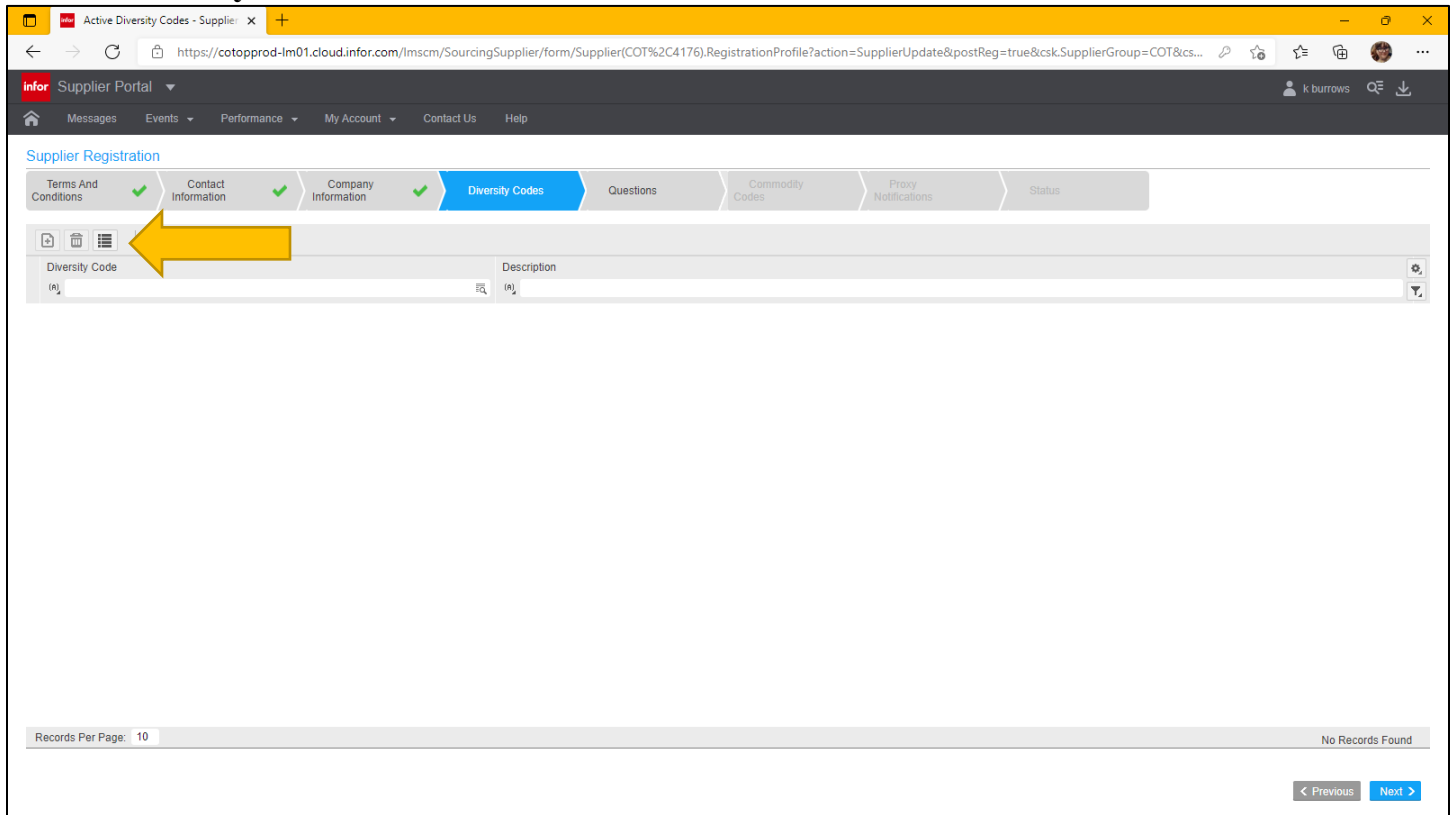
- Country:
- Address Line 1:
- Address Line 2:
- Address Line 3:
- Address Line 4:
- City:
- State Province:
- Zip Code:
- County:

Navigation buttons: < Previous, Next >

5. Required fields are:
 - A. Company Name
 - B. Tax Id Type

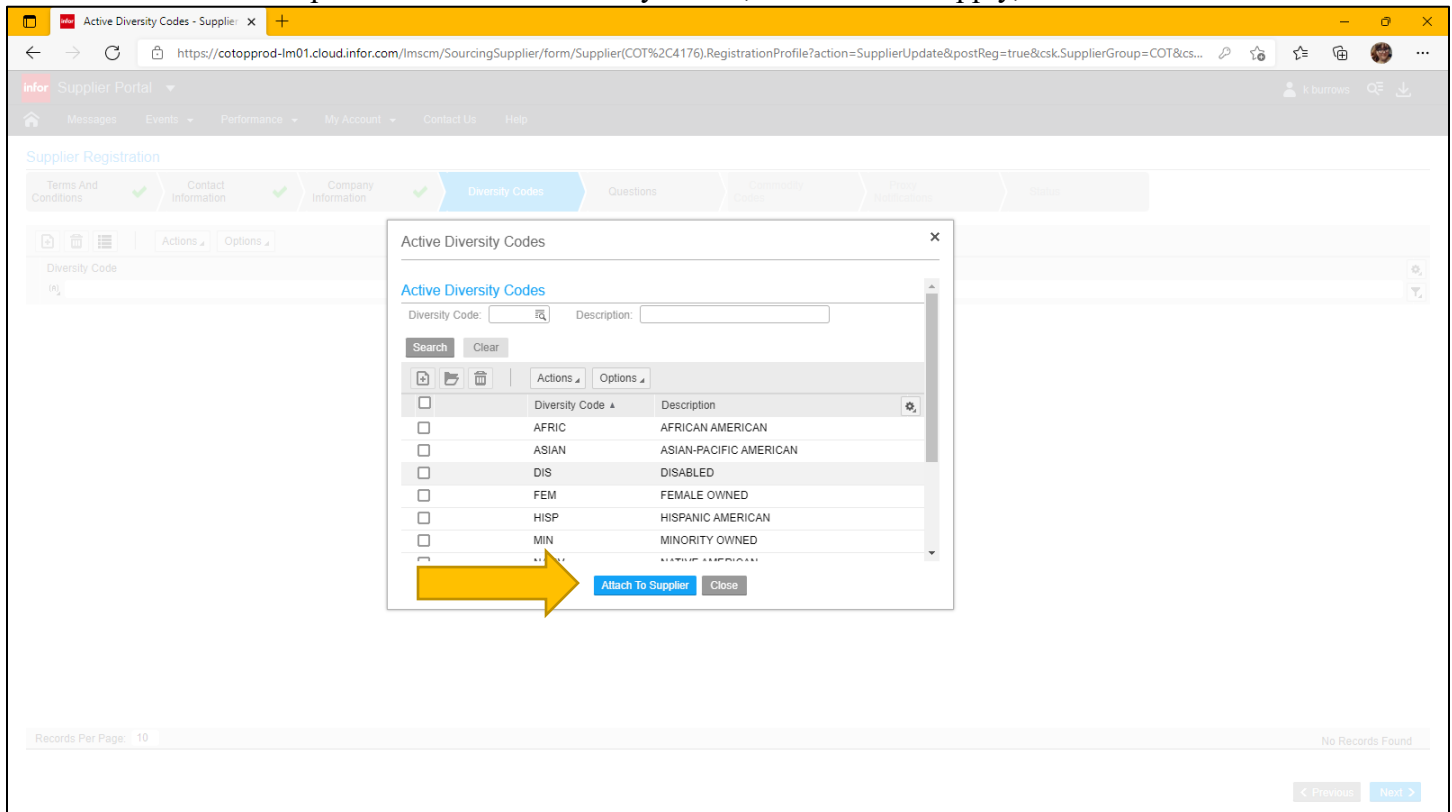
- C. Tax Id number
- D. Check If Remit To Address Is The Same As Mailing Address
- E. Country
- F. Mailing Address
- G. City, State, Postal Code

Select Diversity Codes



The screenshot shows the 'Supplier Registration' process in the Infor Supplier Portal. The navigation bar includes tabs for Terms And Conditions, Contact Information, Company Information, Diversity Codes (highlighted with a yellow arrow), Questions, Commodity Codes, Proxy Notifications, and Status. Below the navigation bar, there is a table with columns for Diversity Code and Description. The table is currently empty, and a message at the bottom states 'No Records Found'.

6. Click on the Helper List to list all Diversity Codes, Select all that apply, Click Attach.



The screenshot shows the 'Active Diversity Codes' dialog box. The dialog box has a title bar 'Active Diversity Codes' and a search bar. Below the search bar, there is a table with columns for Diversity Code and Description. The table lists several diversity codes with checkboxes next to them:

Diversity Code	Description
<input type="checkbox"/> AFRIC	AFRICAN AMERICAN
<input type="checkbox"/> ASIAN	ASIAN-PACIFIC AMERICAN
<input type="checkbox"/> DIS	DISABLED
<input type="checkbox"/> FEM	FEMALE OWNED
<input type="checkbox"/> HISP	HISPANIC AMERICAN
<input type="checkbox"/> MIN	MINORITY OWNED

A yellow arrow points to the 'Attach To Supplier' button at the bottom of the dialog box.

7. Once Attached, Click Next

Active Diversity Codes - Supplier x

https://cotoprod-lm01.cloud.infor.com/lmscm/SourcingSupplier/form/Supplier(COT%2C4176).RegistrationProfile?action=SupplierUpdate&postReg=true&csk.SupplierGroup=COT&cs...

infor Supplier Portal

Messages Events Performance My Account Contact Us Help

Supplier Registration

Terms And Conditions ☒ Contact Information ☒ Company Information ☒ Diversity Codes ☒ Questions ☐ Commodity Codes ☐ Proxy Notifications ☐ Status

Actions Options

Diversity Code	Description
AFRIC	AFRICAN AMERICAN
ASIAN	ASIAN-PACIFIC AMERICAN
DIS	DISABLED
FEM	FEMALE OWNED
HISP	HISPANIC AMERICAN
MIN	MINORITY OWNED
NATIV	NATIVE AMERICAN
NONE	NONE
OTHER	OTHER
SMALL	SMALL BUSINESS

Records Per Page: 10

< Previous Next >

W9 Question

8. Select whether or not your business has a completed W9. If yes, please attach.

Active Diversity Codes - Supplier x

https://cotoprod-lm01.cloud.infor.com/lmscm/SourcingSupplier/form/Supplier(COT%2C4176).RegistrationProfile?action=SupplierUpdate&postReg=true&csk.SupplierGroup=COT&cs...

infor Supplier Portal

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Supplier Registration

Terms And Conditions ☒ Contact Information ☒ Company Information ☒ Diversity Codes ☒ Questions ☒ Commodity Codes ☐ Proxy Notifications ☐ Status

1 Do you have a completed W9 form for your organization? All vendors must have a current W9 for a bid award to be finalized.

Response is required

*Answer: Yes

Attach document:

< Previous Next >

Commodity Codes

9. Select the appropriate code(s). More than one may be selected.

The screenshot shows the 'Supplier Registration' process in the Infor Supplier Portal, specifically the 'Commodity Codes' step. The navigation bar includes 'Terms And Conditions', 'Contact Information', 'Company Information', 'Diversity Codes', 'Questions', 'Commodity Codes' (highlighted), 'Proxy Notifications', and 'Status'. Below the navigation bar, there is a table with columns 'Commodity Code' and 'Description'. A yellow arrow points to the 'Commodity Code' column header. The table is currently empty, and a message at the bottom states 'No Records Found'.

10. Click on the Helper List to list all Commodity Codes, Search and Select all that apply, Click Attach.

The screenshot shows the 'Available Commodity Codes' dialog box. It contains a search bar, a 'Search' button, and a table of commodity codes. A yellow arrow points to the 'Attach To Contact' button at the bottom of the dialog. The table lists the following commodity codes and descriptions:

Commodity Code	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, ANI
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SF
019	AGRICULTURAL CROPS AND GRAINS INCLUDIN
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, ANC
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT P

Note: You **must** select at least one commodity code to receive notifications of bid opportunities that pertain to the commodity code selected. This commodity code does not limit any bid opportunities that you wish to participate.

11. Click Next

The screenshot shows the 'Supplier Registration' progress bar with steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, Commodity Codes (active), Proxy Notifications, and Status. Below the progress bar is a table of commodity codes.

Commodity Code	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACH
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS

At the bottom right, a yellow arrow points to the 'Next >' button.

Proxy Notifications

12. Add secondary persons as a proxy on the account to receive bid notification emails

The screenshot shows the 'Supplier Registration' progress bar with steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, Commodity Codes, Proxy Notifications (active), and Status. Below the progress bar is a table for adding proxy persons.

First Name	Last Name	Email Address	Receive Notifications?
(a)	(a)	(a)	<input type="checkbox"/>

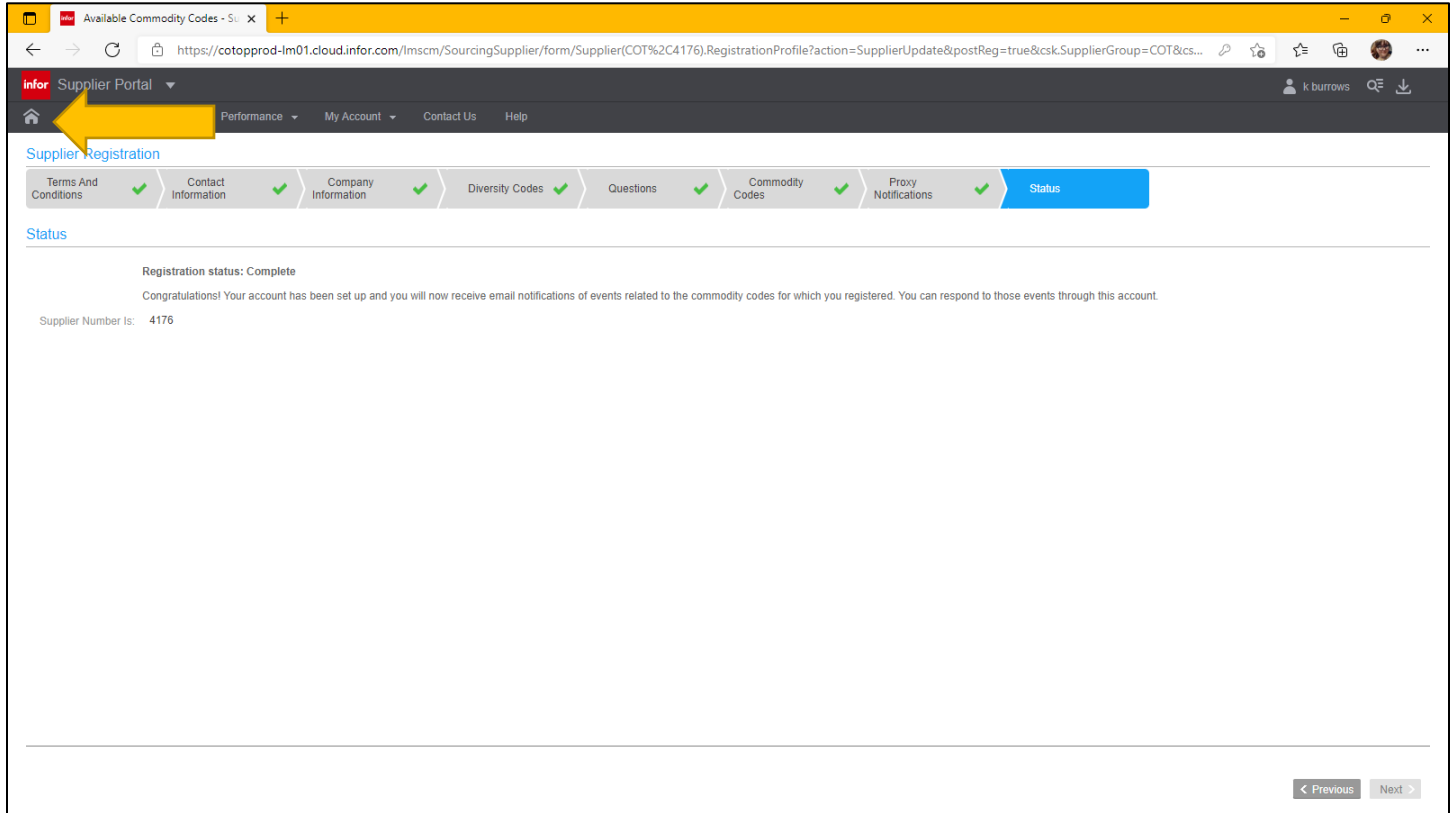
A yellow arrow points to the 'Add' button in the 'Actions' menu above the table.

At the bottom right, it says 'No Records Found' and has 'Previous' and 'Next >' buttons.

Complete Registration

13. No other steps are necessary once the status of your account is **complete**. Please log in to the system to maintain account information and respond to bid events.

14. Click **Home**



Maintain Your Account Information

15. To update your account information, click on **Update Account Information**, Click **SAVE** when modifying information

