Supplier Registration
User Manual

URL: New Supplier Registration

Step1 > **Supplier Registration initial process to get code to your company email address :**

1. Enter company email address and click '**Send Access Code**' to receive a one-time code to start the registration process.
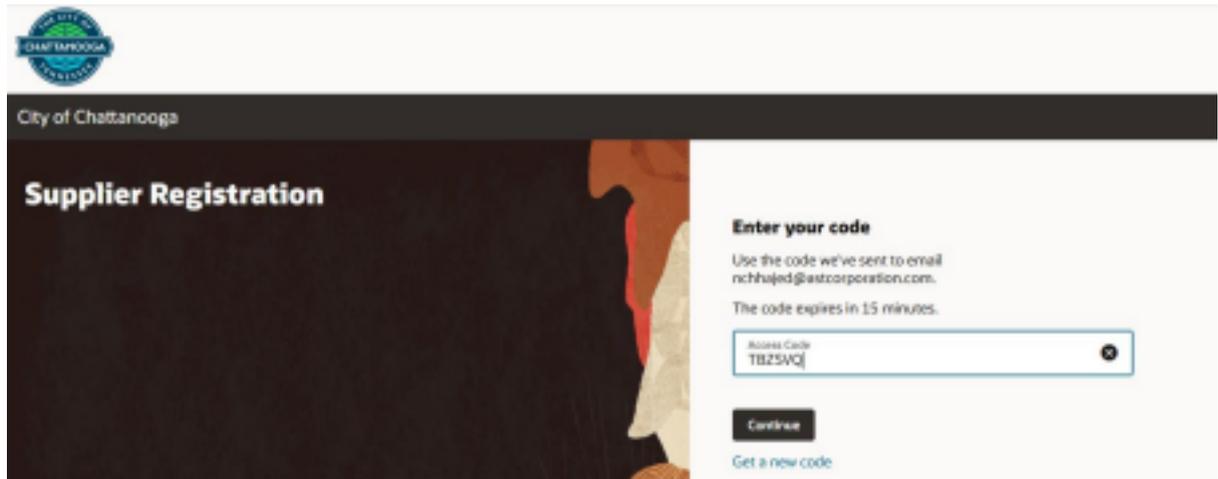

Note: the one-time 5-9 digit numeric and alpha access code sent to your company   email inbox will expire after 15 minutes.

 Access code will be sent to your company email as below sample.

2. Type the code exactly as it appears in the *Access Code* box and click '**Continue'**.

Step2 > Company Details page section :

   A. Enter Company name

   B. Website URL if any.

   C. Country

   D. Taxpayer ID

   E. Organization type

   F. Note to Approver

   G. Supply

   H. Attachment section – attach required supplier registration supporting documents
      (Tax certificate / Insurance / Other relevant documents).

   I. Hit Continue to move under section-2 and Hit Save button for saving the
     entered information.
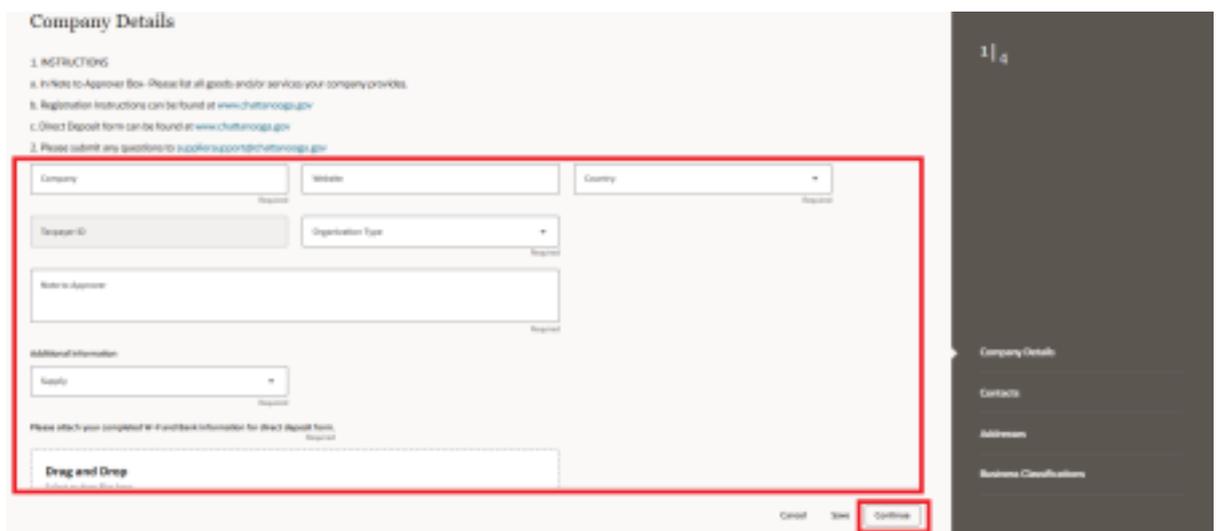
Step3 > Enter contact information under Contacts section :

     a) Add all contacts for company here. The administrative contact should be
        added first.

b) Enter valid phone number

c) Hit Continue button to move under next section.

NOTE: *Multiple contacts for a business can be added on the Contacts page. After clicking the* Save *button, click* Add Another Contact, *and repeat above steps. Once all contacts have been added* Save, *then click* Continue.

Step4 > **Addresses Section**

a) Enter the address . If a company has multiple addresses each address can be listed here. The primary address should be added first.

b) Select one or more purposes for the address. Add the complete address including an email address and phone number.

c) Select the contact associated with the address.

d)

Note – If you want to add another address hit on "Add Another Address" and enter the required information.

Once all addresses are added click save then continue.

Step5 > **Business classification Section**

a) Select the application business classification from LOV for your line of business. b) If nothing is applicable, please select / enter "None of the Classifications are applicable".
c) Hit Save button to save the record
d) Hit Submit button to submit the request for approval to City of Chattanooga Supplier Administrator.

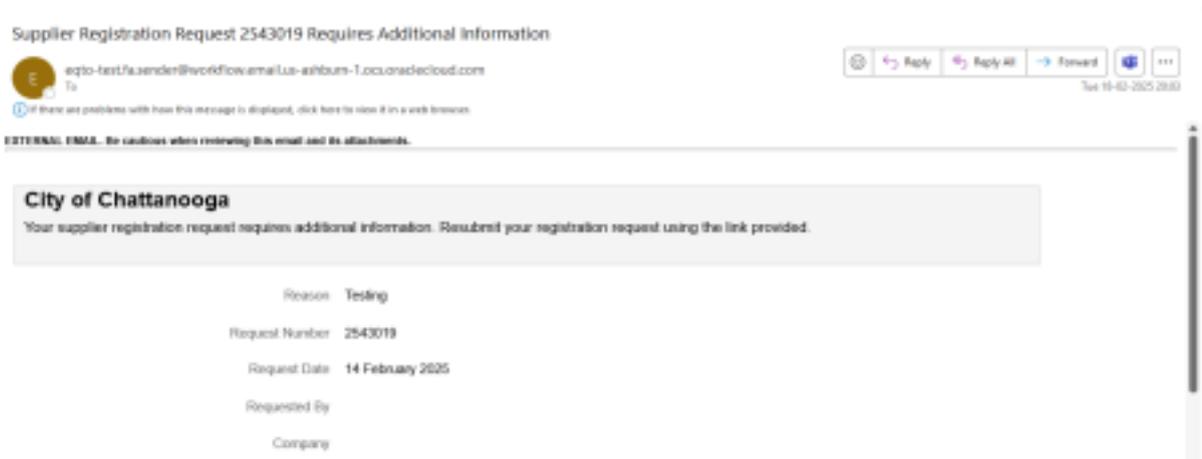**Step6** > **Supplier registration request submit confirmation.**

a) If you have any clarification, please reach out to **City of Chattanooga Supplier administrator** with Registration request number XXXXXX.
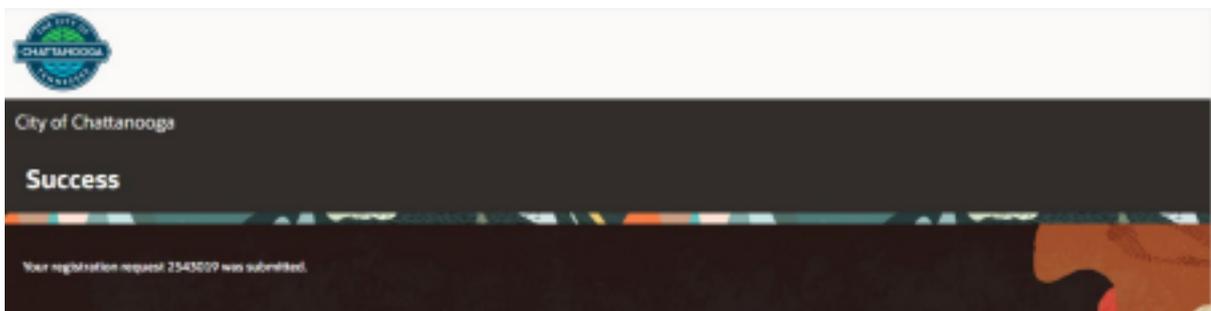
b) Once "Supplier Administrator" approved and the registration is approved, an email is sent to the email address confirming activation of Supplier.
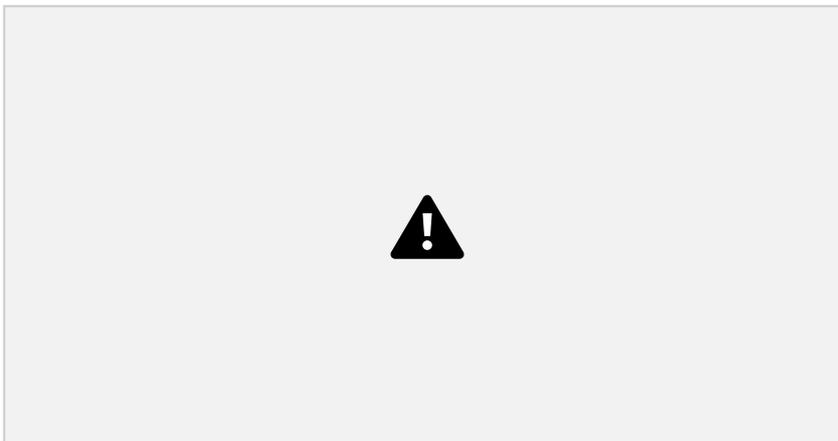
c) If additional information is needed an email similar to the one below will be sent.

Supplier Registration Request 2543019 Requires Additional Information

eqto-test.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com
To

If there are problems with how this message is displayed, click here to view it in a web browser.

EXTERNAL EMAIL. Be cautious when reviewing this email and its attachments.

City of Chattanooga

Your supplier registration request requires additional information. Resubmit your registration request using the link provided.

Reason	Testing
Request Number	2543019
Request Date	14 February 2025
Requested By	
Company	

Step7 > Incase if you want to save the record for later, please follow below steps

a) Hit the cancel button on as shown in 1.
b) Hit Save button shown as 2 to save for later.
c) Access URL from Step-1 and follow the same steps to access the save
   registration request to access and submit as per your convenience.

- END -