

# Access the Supplier Portal

JGSM-03-A



# Access the Supplier Portal

There are three ways to access the COV (City of Vancouver) Supplier Portal.

## From City of Vancouver website

City of Vancouver's official government website will have a link to the Supplier Portal.

Suppliers interested in doing business with City of Vancouver can log in/register from the portal link.

## Visit the COV Supplier Portal

Visit the website Supplier Portal

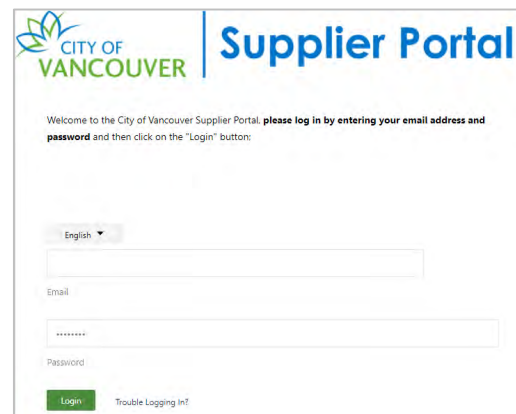
## City of Vancouver invites supplier to register

An invitation from City of Vancouver to existing suppliers who have an account set up in the Supplier Portal, or an invitation to participate in a sourcing event.

Invited suppliers will receive an email that includes instructions and a link to the Supplier Portal.



The screenshot shows the City of Vancouver website's 'Doing business' section. The navigation bar includes 'Contact', 'Transit', 'Careers', 'Guides', and 'Online services'. The main menu lists categories like 'Green Vancouver', 'Your government', 'About Vancouver', 'Parks, recreation, and culture', 'Home, property, and development', 'People and programs', 'Streets and transportation', and 'Doing business'. The 'Doing business' section is expanded, showing options like 'Support for local businesses and nonprofits', 'Business licences and permits', 'Selling to and buying from us', 'Bids, contracts, RFIs, purchase orders', 'Delivering to and receiving from the City', 'City-owned properties for sale or lease', 'Hired trucking services', 'Used vehicles and equipment sales', 'Economic development', and 'Paying the City'. The 'Selling to and buying from us' section is highlighted, featuring a photo of a building and the text: 'Selling to and buying from the City. We adhere to the highest standards of equity, honesty, and open communication when purchasing goods and services. We comply with environmentally sound purchasing practices, and give suppliers fair and equal opportunity to compete for bids. Be a supplier.'



The screenshot shows the City of Vancouver Supplier Portal login page. The header includes the City of Vancouver logo and 'Supplier Portal'. The main text reads: 'Welcome to the City of Vancouver Supplier Portal. please log in by entering your email address and password and then click on the "Login" button:'. Below this is a language dropdown set to 'English', an email input field, and a password input field. A 'Login' button is at the bottom left, and a 'Trouble Logging In?' link is at the bottom right.



The screenshot shows the City of Vancouver Supplier Portal registration page. The header includes the City of Vancouver logo and 'Supplier Portal'. The main text reads: 'Supplier Registration for COV Supplier Portal. Dear Smith Roofing, Thank you for starting the registration process with COV Supplier Portal. Please click the "Complete Registration Now" link below to continue your registration process.' Below this is a 'Complete Registration Now' button. The text continues: 'Please remember, your supplier profile is not complete until you finish all required fields on the registration form and click the submit button on the last tab. If you need to leave the form and complete the registration at a later date, please be sure to save your information before exiting. Once your profile is submitted completely, you will receive a confirmation email that your company was successfully registered.' At the bottom, it says: 'Company: Smith Roofing, Email: smithroofing@gmail.com, Thank You, COV Supplier Portal'

# Login or Create an Account

From the COV Supplier Portal welcome page, follow the steps below to log in or create an account:

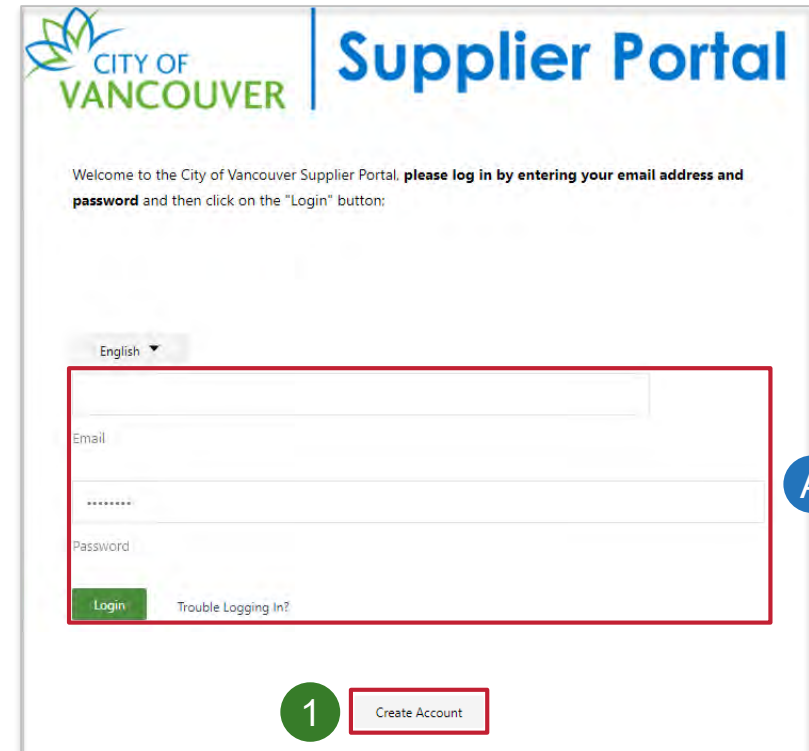
## Login

- A Enter the email address and password that is associated to the account and Select the **Login** button

## Create an Account

If an account is not set up. Follow these next steps.

- 1 Select the **Create Account** button.



English

Email

.....

Password

Login Trouble Logging In?

1 Create Account

- 2 Select the option that applies
- **...represent a company**  
Ability to add NAICS and Commodity Codes to assist CoV to include you in upcoming events
  - **...a person**
    - No ability to add NAICS and Commodity Codes
    - Required to provide financial details up front.

2 Welcome to Supplier Registration

Which of the following applies to you?

I represent a company.

I am or represent a person providing goods or services.

1. The first step of the registration process is to create an account where you will be requested to enter your email address and a password. **This information will be your login credentials to the Supplier Portal.**

2. Once you are logged into the Supplier Portal, registration status can be tracked on the left of the screen.

- A green checkmark indicates the required fields in a section are complete
- You may complete the sections in any order.
- The last step is to Certify & Submit your registration
- After you submit your registration, you may update it at any time by clicking on the appropriate section name and making the necessary changes

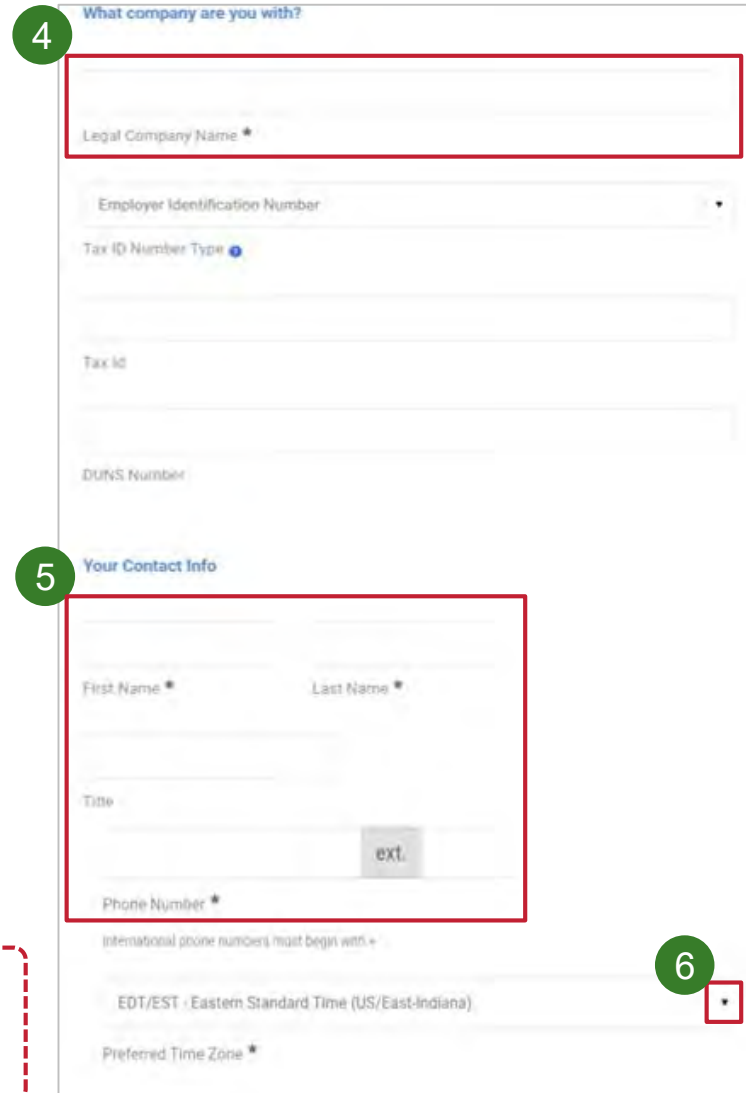
3. Please note that it is the preparer's responsibility to ensure information is accurate and current. Knowingly providing false information may result in disqualifying you or your company from doing business with City of Vancouver.

3 [Continue With Registration](#)

- 3 Select the **Continue with Registration** button.

# Create an Account

- 4 Enter the **Legal Company Name** associated with the supplier.
- 5 Enter the **Contact Information**.
- 6 Select the **drop-down arrow** to choose the **Preferred Time Zone**.



The screenshot shows a registration form with the following sections and fields:

- Section 4: What company are you with?** (indicated by a green circle with the number 4)
  - Legal Company Name \* (highlighted with a red box)
  - Employer Identification Number (dropdown menu)
  - Tax ID Number Type (dropdown menu)
  - Tax Id (text input)
  - DUNS Number (text input)
- Section 5: Your Contact Info** (indicated by a green circle with the number 5)
  - First Name \* (text input)
  - Last Name \* (text input)
  - Title (text input)
  - Phone Number \* (text input with an "ext." button)
  - International phone numbers must begin with + (text input)
- Section 6: Preferred Time Zone \*** (indicated by a green circle with the number 6)
  - EDT/EST - Eastern Standard Time (US/East-Indiana) (dropdown menu, highlighted with a red box)

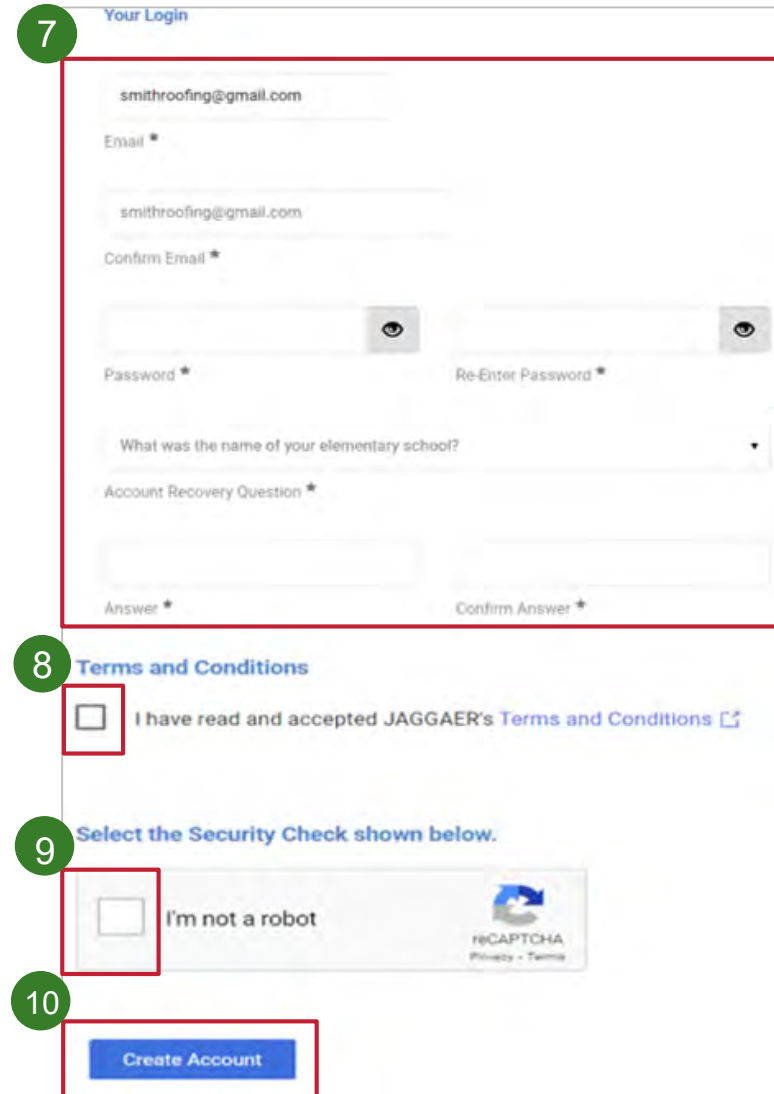


Complete all fields marked with an asterisk (\*)

# Create an Account

- 7 Enter **Login Information** including: **Email** address, **Password** and **Account Recovery Question**.
- 8 Read **Terms and Conditions** and select the checkbox.
- 9 Select the **Security Check** checkbox to verify identity.
- 10 Select the **Create Account** button.

An email with instructions on how to complete the next steps of the registration process will be sent.



The screenshot shows a registration form titled "Your Login" with the following fields and steps:

- 7** **Your Login**: Fields for Email (smithroofing@gmail.com), Confirm Email (smithroofing@gmail.com), Password, Re-Enter Password, Account Recovery Question (What was the name of your elementary school?), Answer, and Confirm Answer.
- 8** **Terms and Conditions**: A checkbox labeled "I have read and accepted JAGGAER's Terms and Conditions" with a link to the terms.
- 9** **Select the Security Check shown below.**: A checkbox labeled "I'm not a robot" next to a reCAPTCHA widget.
- 10** **Create Account**: A blue button at the bottom of the form.

# Create an Account

- 11 Review the email with the subject: **Supplier Registration for COV Supplier Portal**.
- 12 Select the **Complete Registration Now** button in the email to validate the account.

11


[EXT] Supplier Registration for COV Supplier Portal

UIT\_City of Vancouver\_eSourcing <UIT\_CityofVancouv>  
To: Smith Roofing

Reply Reply All Forward

Tue 9/14/2021 12:59 PM

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

 **Supplier Portal**

**Supplier Registration for COV Supplier Portal**

Dear Smith Roofing,

12 Thank you for starting the registration process with COV Supplier Portal. Please click the "Complete Registration Now" link below to continue your registration process.

[Complete Registration Now](#)

Please remember, your supplier profile is not complete until you finish all required fields on the registration form and click the submit button on the last tab. If you need to leave the form and complete the registration at a later date, please be sure to save your information before exiting. Once your profile is submitted completely, you will receive a confirmation email that your company was successfully registered.

Company: Smith Roofing

Email: [smithroofing@gmail.com](mailto:smithroofing@gmail.com)

Thank You,

COV Supplier Portal



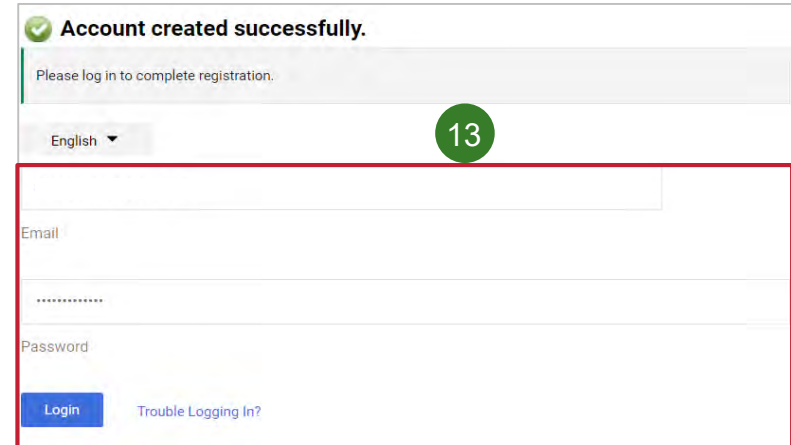
# Create an Account

- 13 Enter the **Email** and **Password** that were used in the initial account creation step, and then click the **Login** button.

*A new **Confirmation** window will display*

- 14 Select the **Submit** button on the confirmation screen

You have now successfully set up your account to access to the **COV Supplier Portal**.



✓ **Account created successfully.**  
Please log in to complete registration.

English ▾

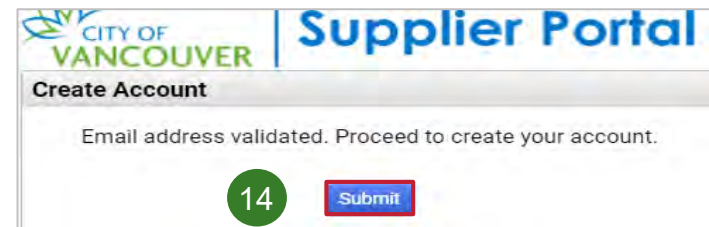
13

Email

.....

Password

Login Trouble Logging In?



CITY OF VANCOUVER | **Supplier Portal**

**Create Account**

Email address validated. Proceed to create your account.

14 **Submit**



