

Registering as a Supplier

JGSM-03-B



Supplier Profile

Preparer's:

- *Initials, *Name, Title
- *Email Address

- *Legal Company Name
- Doing Business As
- *Country of Origin
- *DUNS
- *Legal Structure
- Web Site

- Majority Owned/Controlled By
- Social/Diverse Certifications
- Enviro/Other
- Compensate Living wage

- Year Est.
- Description
- Annual Revenue/Receipts
- NAICS
- Commodity Codes
- Keywords



***Sales Contact Information**

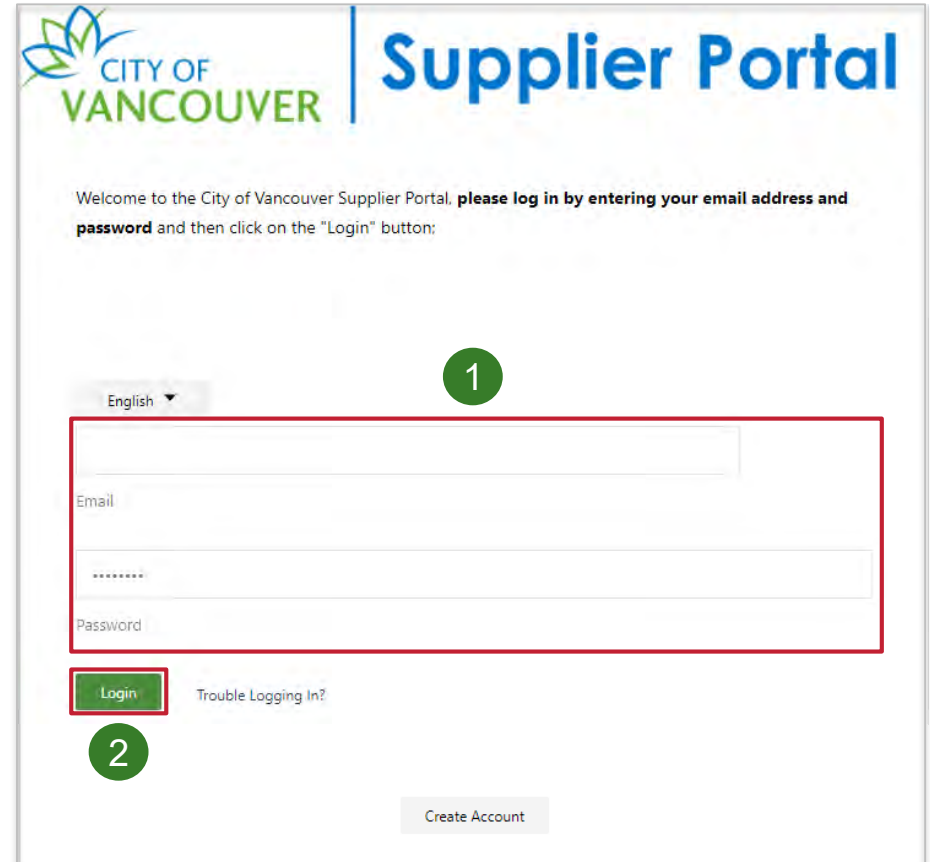
Minimum

***Physical Address**

Minimum

***Mandatory**

Profile – Sign In



English

Email

Password

Login

Trouble Logging In?

Create Account

- 1 Enter **Sign In** credentials on the Supplier Portal home page.
- 2 Select the **Login** button.

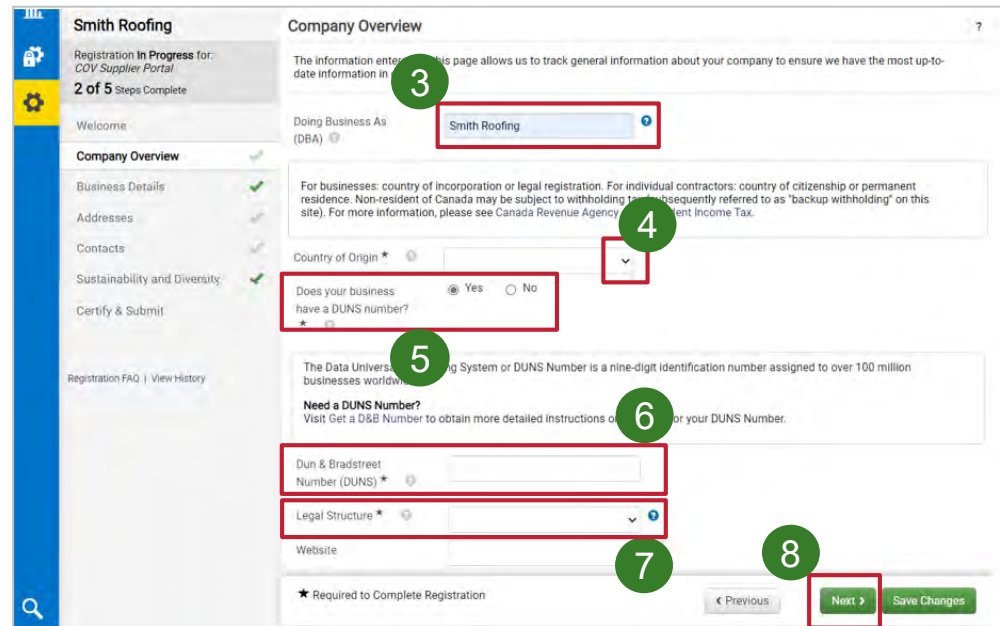
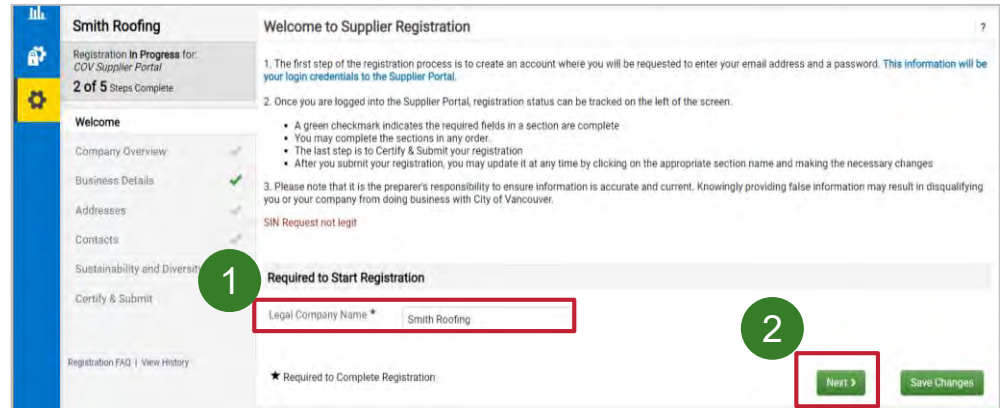


Suppliers can use the link below to sign in.
[COV Supplier Portal](#)

1. Profile – Company Overview

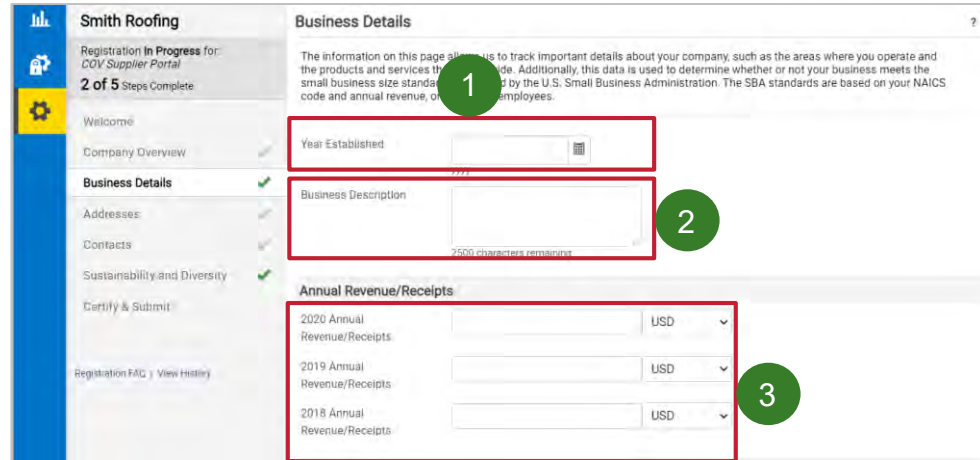
- 1 Enter **Legal Company Name**.
- 2 Select the **Next** button to continue.
- 3 Enter **Alternate Business name**.
(if applicable)
- 4 Select the **drop-down arrow** to choose the company's country of origin.
- 5 Select **Yes** or **No** to provide a DUNS number.
- 6 Enter **DUNS number** in the required field
(if applicable)
- 7 Select the **drop-down arrow** to choose the business's **Legal Structure**.
- 8 Select the **Next** button to continue.

 Select the **Save Changes** button and save your progress



2. Profile – Business Details

- 1 Select the calendar icon to pick the **Year Established** for your business.
- 2 Enter a brief description about your business in the **Business Description** field.
- 3 Enter your annual revenue for the last three years in the **Annual Revenue/Receipts** section. You can update the currency if needed.



Smith Roofing

Registration **In Progress** for:
COV Supplier Portal
2 of 5 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓


Sustainability and Diversity ✓

Certify & Submit

Registration FAQ | View History

Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards established by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Year Established 

Business Description

2500 characters remaining

Annual Revenue/Receipts

| | | |
|-------------------------------|-------------------------------|-----|
| 2020 Annual Revenue/Receipts: | <input type="text" value=""/> | USD |
| 2019 Annual Revenue/Receipts: | <input type="text" value=""/> | USD |
| 2018 Annual Revenue/Receipts: | <input type="text" value=""/> | USD |

2. Profile – Business Details

4 Select the **Edit** button to choose the appropriate **NAICS Codes** and **Commodity Codes**.

New windows display

A Select the appropriate **NAICS** and **Commodity** codes then select **Done**.

5 Select the **Next** button to continue to the **Address** section.

The screenshots illustrate the workflow for selecting NAICS and Commodity codes. The first window shows the initial state with no codes selected. The second window shows the selection process in two sub-windows. The final window shows the selected codes (238160 - Roofing Contractors and 10101003 (Housing)) and the 'Next' button highlighted, indicating the user should proceed to the address section.

3. Profile - Addresses

1 Select the **Add Address** button.

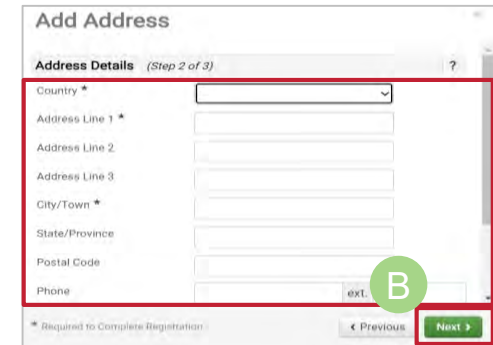
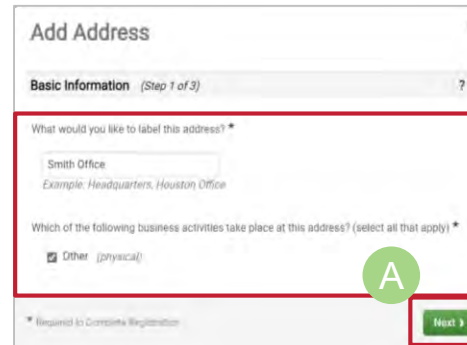
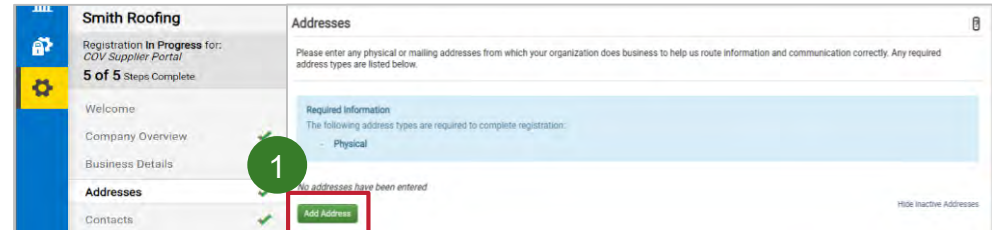
A window for entering **address** information displays.


A Complete **Basic Information** section then select the **Next** button.

B Complete **Address Details** and then select the **Next** button.

C Select **Enter New Contact** to complete the **Primary Contact for the Address** or select **Not Applicable** and then click the **Save Changes** button.

2 Select the **Next** button at the bottom of the page to continue.



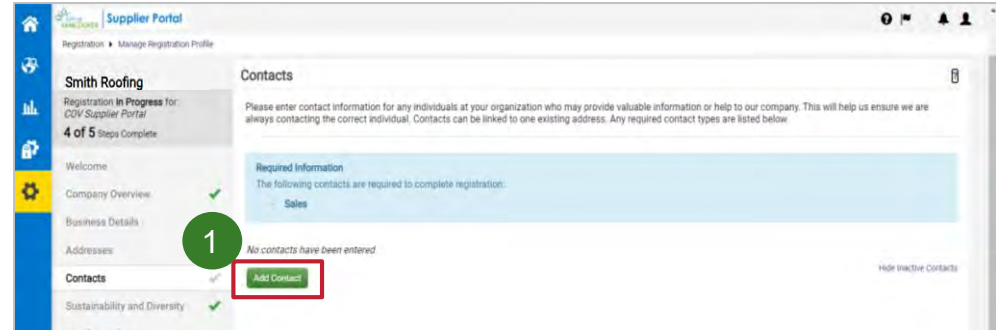
 **The *Physical* address is required**

4. Profile - Contacts

1 Select the **Add Contact** button.

A window displays.

A Enter your contact details in the relevant fields



2 Select the **Next** button at the bottom of the page to continue.



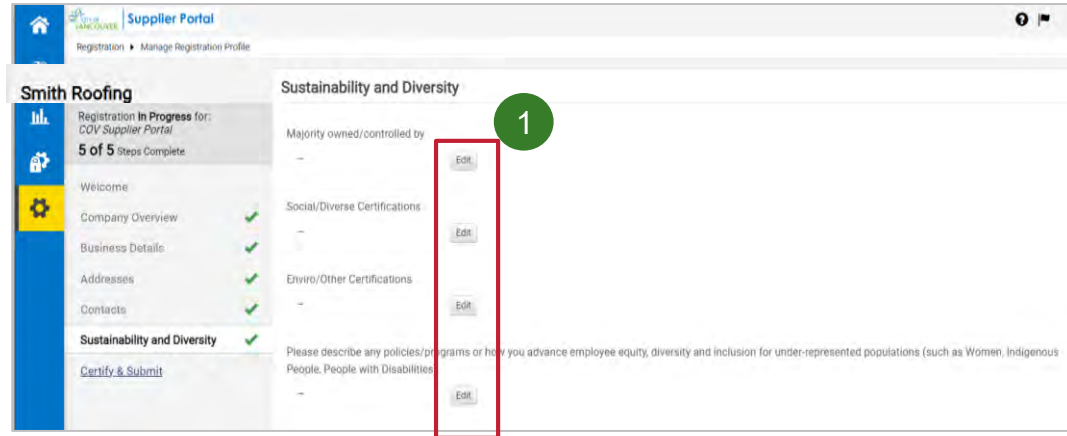
Sales contact information is required

5. Profile – Sustainability & Diversity

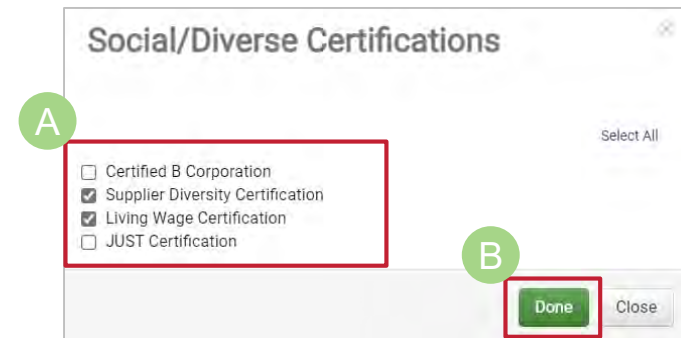
1 Click the **Edit** buttons to respond to all the **Sustainability and Diversity** questions, where applicable.

A Select the **Options** that apply.

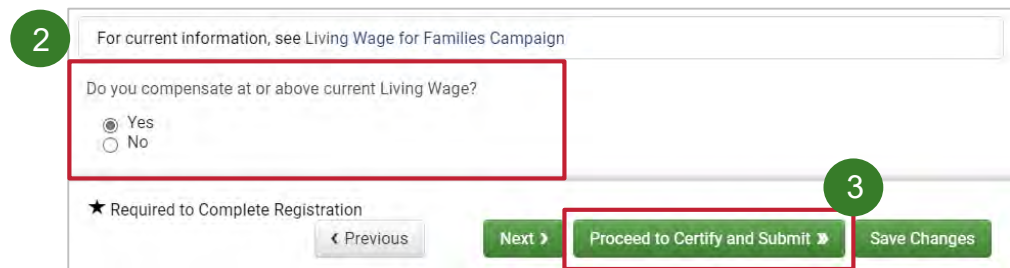
B Select the **Done** button.



2 Select **Yes** or **No** for the **Do you compensate at or above current Living Wage** question.



3 Select the **Proceed to Certify and Submit** button to proceed with the registration.

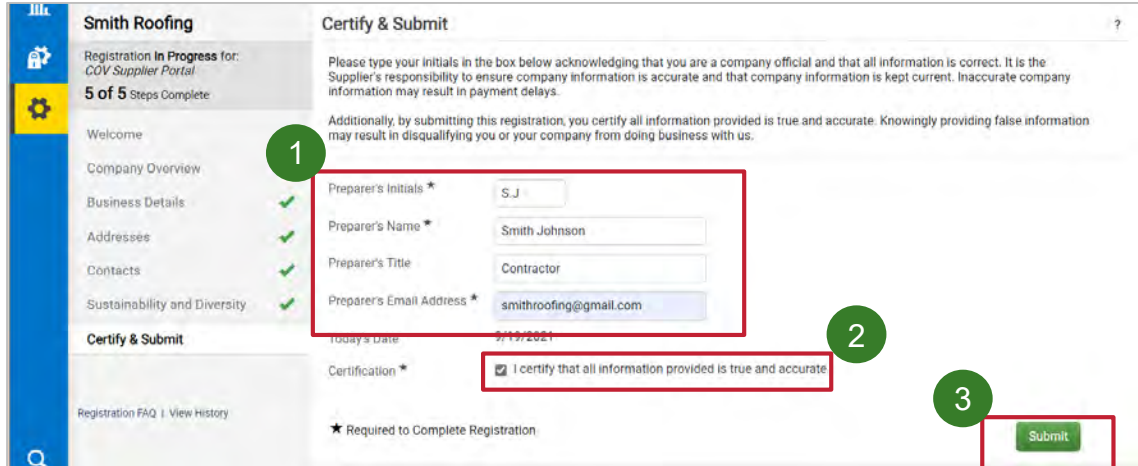


6. Profile – Certify & Submit

1 Enter **Certification Details**.

2 Select the **Certification checkbox**.

3 Select **Submit** to finish Profile registration.



The screenshot shows the 'Smith Roofing' registration page. The left sidebar contains a navigation menu with items: Welcome, Company Overview, Business Details (checked), Addressee (checked), Contacts (checked), and Sustainability and Diversity (checked). The main content area is titled 'Certify & Submit' and includes a warning about providing accurate information. A red box labeled '1' highlights the input fields for Preparer's Initials (S.J.), Preparer's Name (Smith Johnson), Preparer's Title (Contractor), and Preparer's Email Address (smithroofing@gmail.com). A red box labeled '2' highlights the 'Certification' checkbox, which is checked and contains the text 'I certify that all information provided is true and accurate'. A red box labeled '3' highlights the 'Submit' button at the bottom right. The page also shows 'Today's Date' as 9/19/2021 and a note that the certification is required to complete registration.

