Supplier Portal
Register as a Supplier

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Note: Contents may change without notice.

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Topic Objectives

After completing this course, you should be familiar with the following process:

◆ Register a Customer as a Supplier

Regional
Transportation
Authority

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Register as A Supplier
Procurement & Contracting

Supplier Portal Management

Using the Supplier Portal: Navigation and Registration

The Supplier Portal allows suppliers to access the RTA's Procurement system through a browser.

Suppliers can register themselves as a supplier, respond to events, update their supplier information, negotiate terms, maintain subcontractors, and look up information relating to their contracts.

Step-By-Step Procedure: Register as a Supplier in the Supplier Portal

1. Click the **Supplier Portal** link to access the system.

2. From the **Supplier Portal** landing page, click the icon in the upper right corner of the screen and then select **Register** from the drop-down list. You may also select **Register As A Supplier** from the **More** drop-down list in the menu bar.

3. Review the Terms and Conditions and select the **checkbox** to accept.

4. Click the **Next** button.

5. In the **Become A Supplier – Create an Account** section, complete the required fields:

Field	Value
User Name	Enter the user name. **Note**: Username is case sensitive.
Password	Enter the password.
Confirm Password	Reenter the password to be used.

6. In the **Enter Information About Yourself** section, complete the required fields:

Field	Value
First Name	Enter your first name.
Last Name	Enter your last name.
Phone Number	Enter the 10 digit phone number to be used.
Email Address	Enter the email address to be used to receive notifications.

7. Click the **Next** button.

8. In the **Company Information** section, complete the required fields:

Field	Value
Company Name	Enter the company name.
Doing Business As	Enter the doing business as information if applicable.
Dun and Bradstreet	Enter the company Dun and Bradstreet number.
Business Type	Select the business type from the drop-down list.
Tax ID Type	Select the tax id type from the drop-down list.
Tax ID	Enter the company tax id number.
Website	Enter the company website as www. Format.

Note: VAT Registration Country and VAT Registration Number are for non-U.S.A. based countries. Please leave blank if you do not have a VAT number.

9. In the **Address Information** section, complete the required fields:

Field	Value
Country	Select the country from the drop-down list.
Street Address	Enter the street address.
City	Enter the city.
State/Province	Select the state/province from the drop-down list.
Post Code	Enter the post code.
Remit to Information	Click the checkbox if the remit to address is the same as the mailing address. If not, completed the remit to information.

10. Click the **Next** button.

Note: For security purposes, please do not submit banking information. Banking information will be requested by the RTA Procurement and Contracting at time of award.

11.   You will skip the **Bank Information** screen as you should not submit any banking information until requested by the RTA Procurement and Contracting.

12.   Click the **Next** button.

13.   On the **Diversity Codes** screen, click the **Create** button and complete the required fields:

Note: Registration on RTA Chicago's Supplier Portal requires selecting a diversity code, gender, and/or ethnicity as part of supplier registration.

Field	Value
Diversity Code	Select the diversity, gender, or ethnicity from the drop-down list.
Effective Date	Enter the effective date.
Expiration Date	Enter the expiration date
Attachment	Select a file to attach.

14.   Click the **OK** button.

Note: Repeat steps #13 – 14 for as many codes that apply to your organization.

15.   Click the **Next** button.

16.   On the **Questions** screen; answer any and all question(s) listed and attach document(s) as required.

17.   Click the **Next** button.

18.   Click the **Select Commodity Codes** button.

19.   Select the appropriate **Commodity Code(s).**

Note: Registration on RTA Chicago's Supplier Portal requires selecting one or more commodity code(s) relevant to your business.

20.   Click the **Attach to Contact** button.

21.   Click the **Close** button.

22. Click the **Next** button.

23. On the **Certifications** screen, click the **Create** button and complete the required fields:

Note: Registration on RTA Chicago's Supplier Portal requires selecting certification(s) as a part of supplier registration.

| Field	Value
Contact	Select the contact.
Commodity Code	**IF** certification is for a commodity code, then select the commodity code. If not, leave blank.
Certification Code	Select the certification you would like to register from the drop-down list.
Effective Date	Enter the effective date.
Expiration Date	Enter the expiration date
Attachment	Select the file to attach.

24. Click the **OK** button.

Note: Repeat steps #23 – 24 for as many certifications that apply to your organization.

25. Click the **Next** button.

26. On the **Proxy Notifications** screen, click the **Create** button and complete the required fields:

Field	Value
First Name	Enter the first name of proxy
Last Name	Enter the last name of proxy.
Email Address	Enter the email address of proxy.
Receive Notification	Select Yes or No from the drop-down list.

27. Click the **Next** button.

28. On the **Status** screen, the Supplier Number is assigned and a message of Registration Status: Complete displays.

Note: The next (3) steps will allow you to finalize your account and enable the reset password feature.

29. To log off the supplier portal, click the icon in the upper right corner of the screen and then select **Sign out** from the drop-down list.

30. From the **Supplier Portal** landing page, click the icon in the upper right corner of the screen and then select **Sign in** from the drop-down list. Enter your **User Name** and **Password** to sign in.

31. Please answer the security question that appears. Then hit the Tab button on your keyboard, then finally click the **Save** button.

Expected Results:

You have successfully completed the supplier registration and a supplier number has been assigned.