

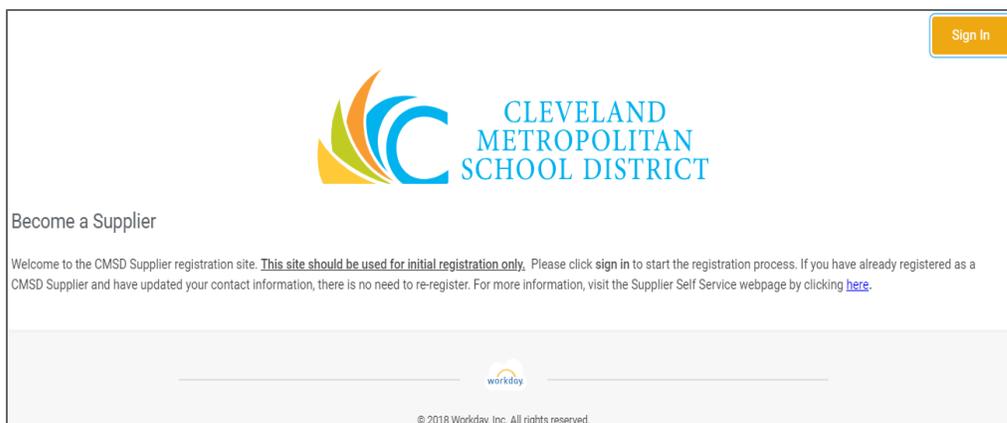
New Supplier Registration Instructions



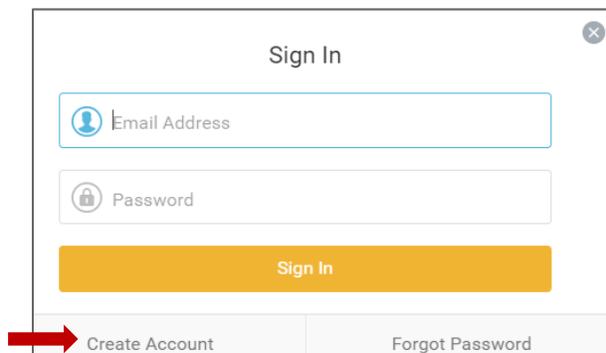
All Suppliers seeking to do business with the Cleveland Metropolitan School District (CMSD) are required to complete the online registration process.

Follow the steps below to complete the registration process.

1. Type <http://clevelandmetroschools.org/Domain/120> into your internet search bar.
2. Click the **Supplier Self Service** option on the Procurement/Purchasing menu on the left side of the screen.
3. Scroll down to the **START HERE** section.
4. Click **New Supplier Registration**.
5. This will take you to the **Become a Supplier** registrations screen. Click **Sign In** in the upper right corner of the screen.



6. You will receive this sign in popup box. Click **Create Account**.

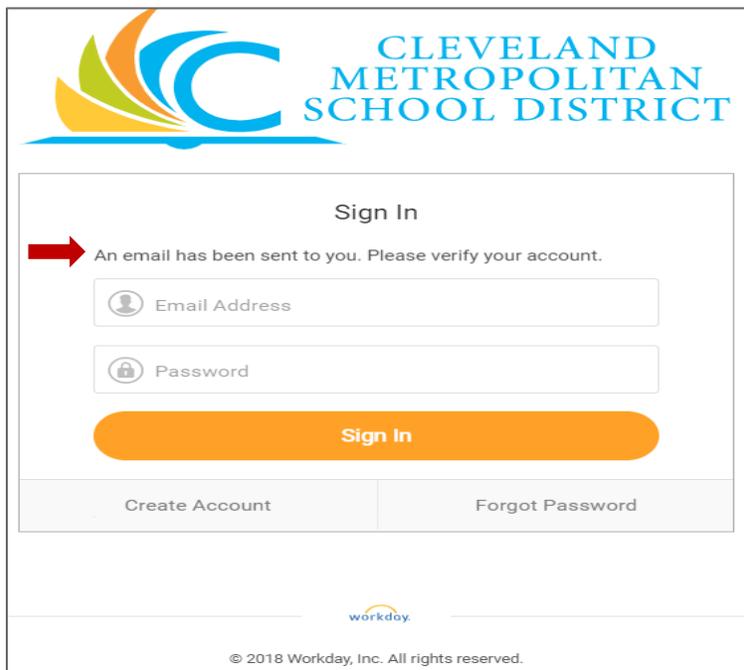


7. Enter a valid email address and password. Password requirements are as follows:

New Supplier Registration Instructions

Password must include:
An uppercase character.
A lowercase character.
An alphabetic character.
A minimum of 8 characters.
A special character.
A numeric character.

8. Verify password and click [Create Account](#).
9. You will see the screen below with a note that an email has been sent to you.



Sign In

An email has been sent to you. Please verify your account.

Email Address

Password

Sign In

Create Account

Forgot Password

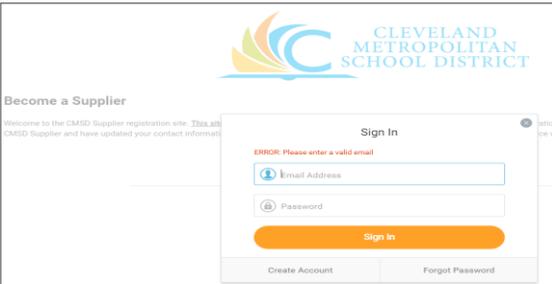
workday

© 2018 Workday, Inc. All rights reserved.

10. Return to your email account to view the email. The email will contain a link to activate your account.
11. Click the link in the email to verify your account. A new tab will appear and state account activated.
12. The registration process requires the completion of the registration form and submission of all required documentation.
13. Follow the steps below to complete the registration process. (**Note:** Use the same email address and password you used to create the account).

New Supplier Registration Instructions



TASK	Description – Navigation	INSTRUCTIONS
1	Sign in to the External Supplier Registration Site	<p>You should see the screen below. Enter the email address and password you provided earlier for creating an account.</p>  <p>Click </p>
2	Open the Registration form	Click the  button. It should redirect you to the application.
3	Complete Registration Business Contact section	<p>Complete the following information:</p> <ul style="list-style-type: none"> • Business Name • Supplier Category • Tax ID • Accepted Payments Types • Default Payment Type • Accepted Currencies • Default Currency • Click box Add Primary Phone • Country Phone code • Area Code • Phone number • Phone Device • Email Address • Remit-to address
4	<p>Complete the Banking and Payments section</p> <p>(OPTIONAL – NOT REQUIRED)</p> <p>Please note: While this section is optional, if you start entering banking information, the system will require you to complete the process before moving to the next section.</p>	<p>Complete the following information:</p> <ul style="list-style-type: none"> • Payment Types • Country • Account Type • Bank Name • Routing Transit Number • Account Number

New Supplier Registration Instructions



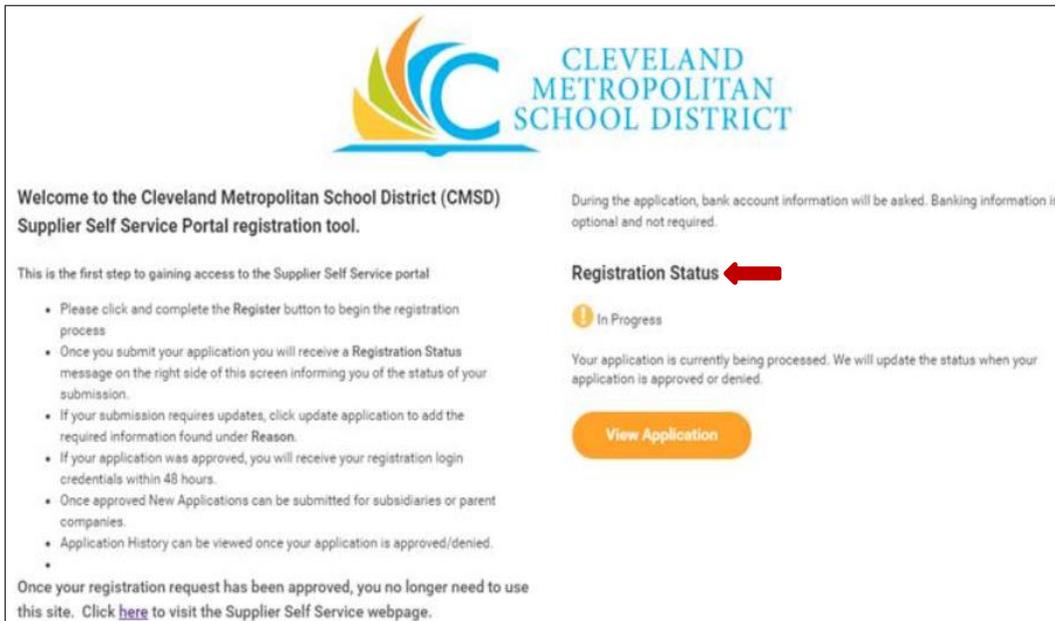
TASK	Description – Navigation	INSTRUCTIONS
5	Complete the Contact Information section	Complete the following information: <ul style="list-style-type: none"> • Country • First and Last name • Click Add Primary Phone • Country Code • Area Code • Phone Number • Phone Device • Email Address • Are you the preferred contact? • Were you referred by an employee of CMSD or school? • Are you a current employee of CMSD? • Are you part of a Co-op contract or state term agreement? • If you selected other in the question above, please input the co-op or state term agreement you are in that was not listed. If you did not select other, please skip question. * (if applicable) • What is your preferred delivery option for purchase orders? <ul style="list-style-type: none"> ○ Is there any additional relevant information you would like to share? (If applicable) • Date Completed
6	Complete the Attachments section	<ul style="list-style-type: none"> • Attach your completed W-9 Form • Attach verification of your current bank routing number bank and account number
7	Complete the Signature section	Complete the following: <ul style="list-style-type: none"> • Click and read the Terms of Use & Disclaimer. The document will be redirected to a downloadable format. • Read the terms and use before signing. • Close Terms of Use & Disclaimer tab on your browser  • Click accept • Complete name in Signature • Click Next
8	Review the Summary section	Review the Summary page to confirm all fields are accurate. Then hit Submit .

14. By reading, accepting and signing that you’ve read, understand and accept the disclaimer you have completed the registration process.

New Supplier Registration Instructions



15. Once you submit your application, the registration process is complete. You can review the status of your application on the Supplier Registration home page (see example on the next page).



16. If you do not receive notification within three business days, contact us at SupplierSelfService@clevelandmetroschools.org.