FSCJ Florida State College at Jacksonville

E-Supplier Portal Guide

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Introduction

Welcome to Florida State College at Jacksonville's (FSCJ) E-Supplier Portal. Thank you for your interest in becoming a supplier with FSCJ. This portal is designed to assist companies and individuals in registering as suppliers and accessing payment information.

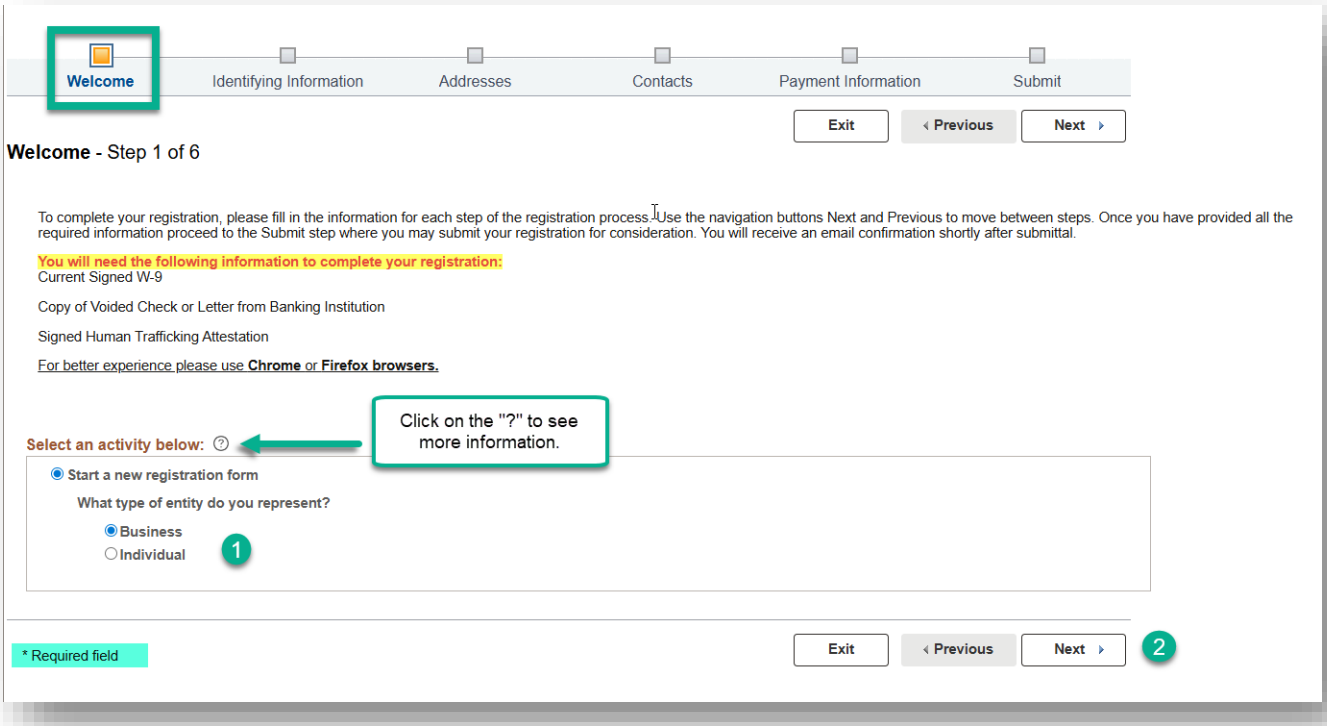
Before starting your registration, please ensure the following documentation and details are readily available. Note: The application must be completed in one session, as it cannot be saved and resumed later. If you have any questions, please contact us at suppliercontact@fscj.edu.

Required Information:

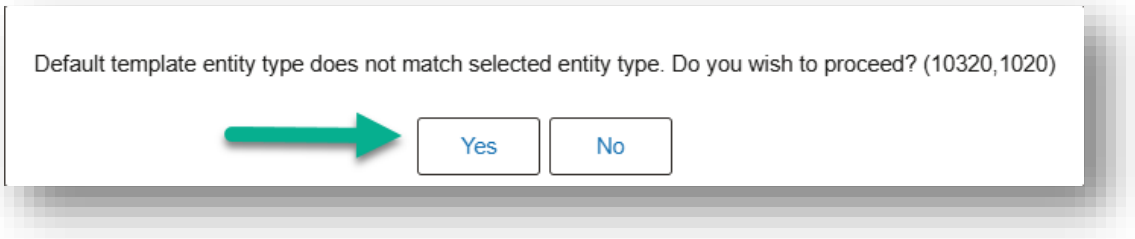
- A completed and signed IRS Form W-9, signed & dated within the same month as your application submission.
- ACH payment requires a completed ACH form & a **voided check** or **a bank letter** (required for ACH payment setup).
- A completed, signed, and dated Human Trafficking Attestation (HTA) form for companies.
    - Individuals and government entities are excluded from the HTA requirement.
- Remittance and invoice addresses (if different from the address listed on your W-9).
- A primary contact name, email address, and phone number.
- Certification from the Department of Management Services (DMS) for businesses certified as disadvantaged, woman-owned, minority-owned, or veteran-owned (if applicable).
- Certifying agency name and certification number (for minority-owned businesses) if applicable.
- The first and last name of your FSCJ point of contact.

We appreciate your cooperation and look forward to working with you.

Welcome Registration Page

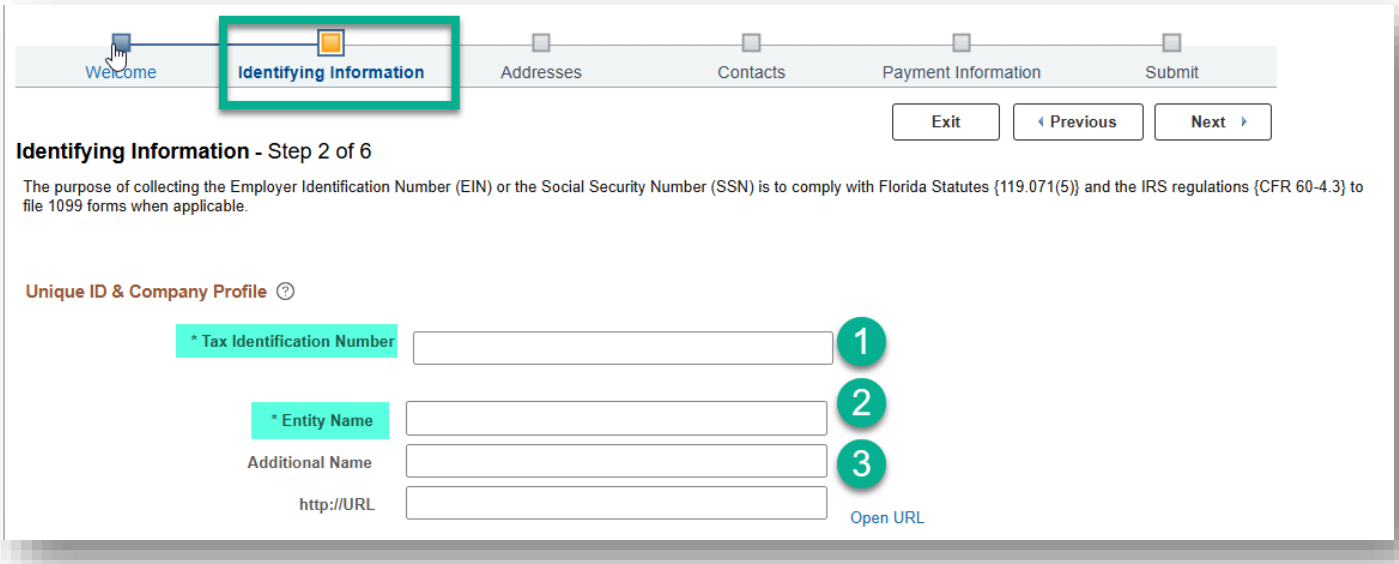


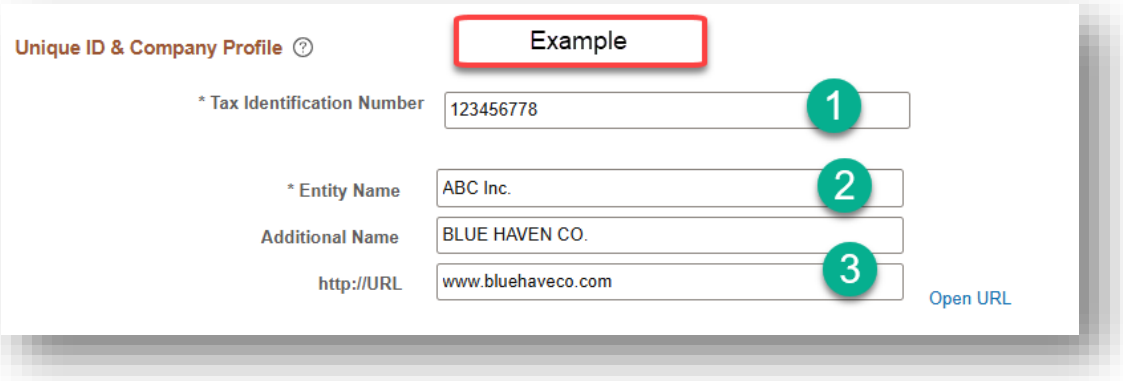
1. Choose your entity type (business or individual).
    a. When choosing “individual” the below box will populate. Click on “yes” to continue.



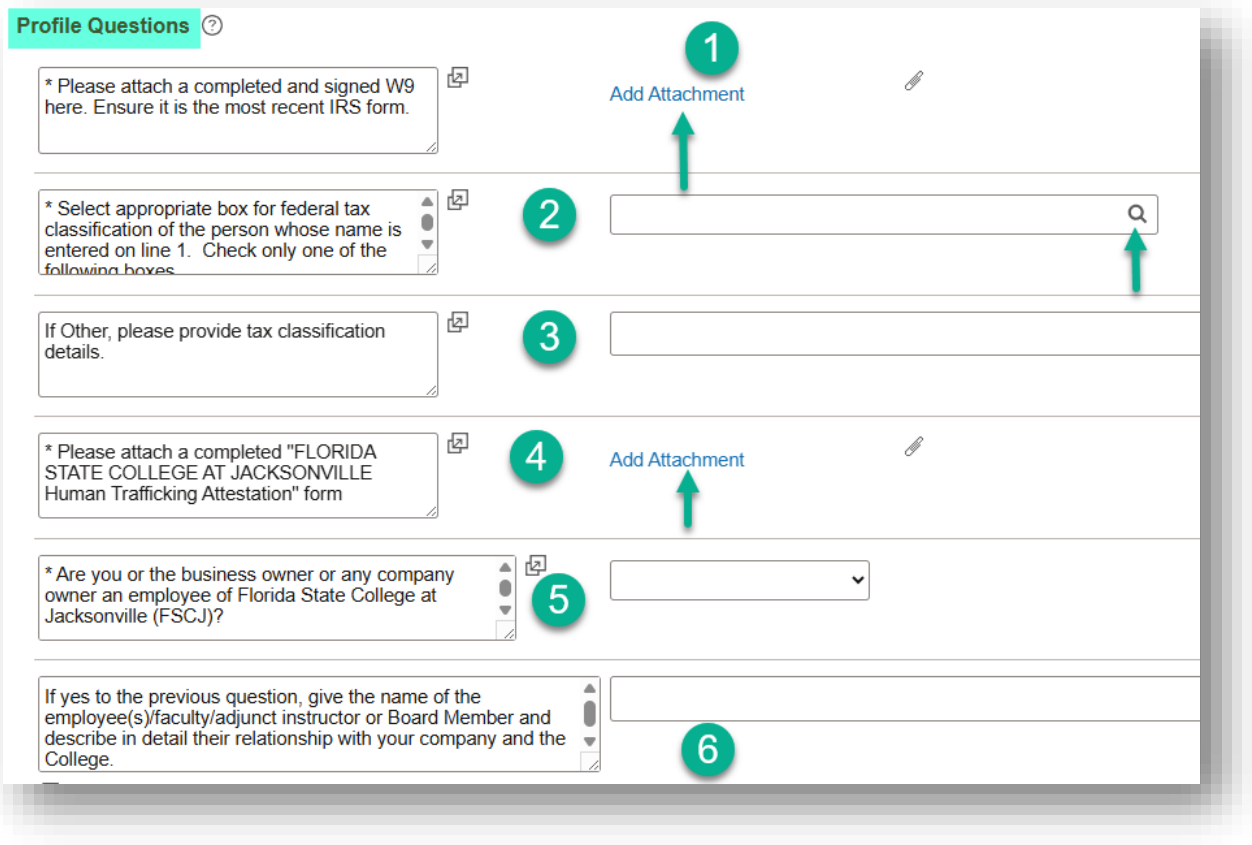
2. Click the 'Next' button to proceed.
    a. **Note** that anything asterisked “*”is a required field and must be entered to move to the next section of the application process.
3. When choosing “individual” please note the below box will populate. Click on “yes” to proceed.

Identifying Information Page





1. Enter your Tax ID number **without** dashes (e.g., 123456789).
2. Enter the name registered with the IRS under the Tax ID.
3. If applicable, enter an alternative payment name in the 'Additional Name' field.



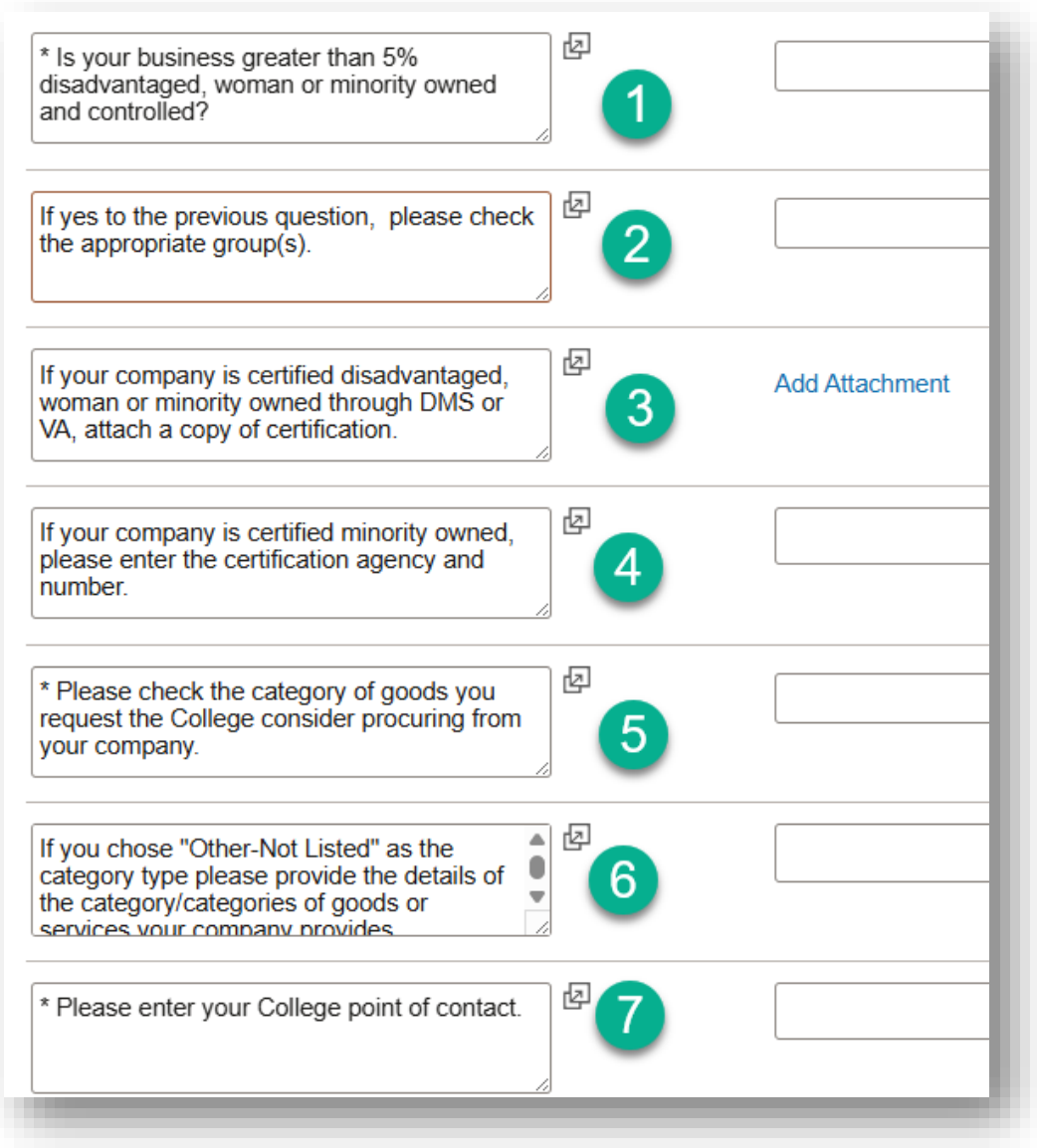
1. Upload a signed and dated W-9 using the 'Add Attachment' button. **Note:** The W-9 must be signed within the same month of the application submission.
2. Select the appropriate federal tax classification using the magnifying glass icon.

Pick List

List Line Number	List Item
1	Individual/sole proprietor or single-member LLC
2	C Corporation
3	S Corporation
4	Partnership
5	Trust/Estate
6	Limited Liability Company - C Corporation
7	Limited Liability Company - S Corporation
8	Limited Liability Company - P Partnership
9	Other

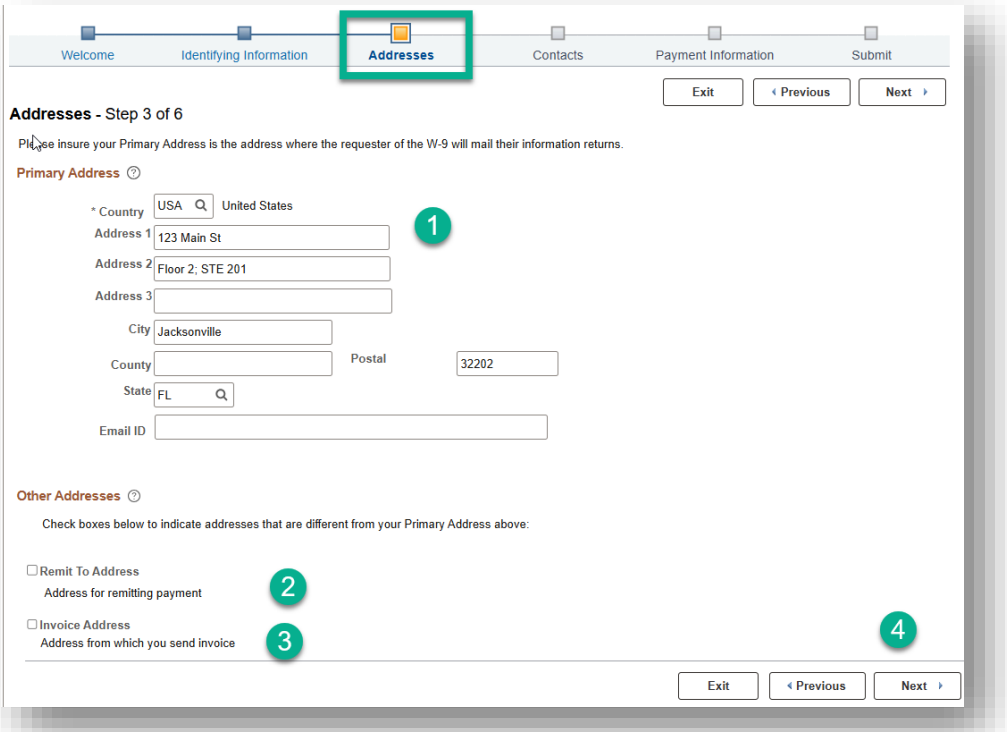
3. If “other” is chosen, please use this field to list what classification the entity is. For example, “503C”.
4. Upload your completed Human Trafficking Attestation (HTA) form. *If you are a government entity, upload a blank form.*
    a. All other entities are **required** to submit a signed HTA form.
    b. If the entity type is “individual” the HTA is *not required* and will not be asked to submit.

5. Indicate whether you, the business owner or any company owner are an FSCJ employee.
6. If the answer was yes to being an employee at FSCJ, please answer the following question.

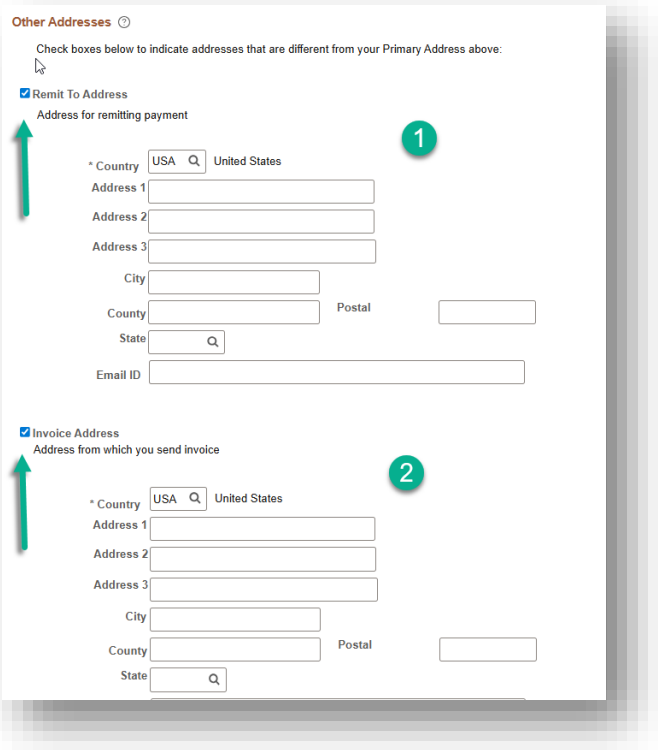


1. Select either “yes” or “no” regarding the business being greater than 5% disadvantaged, woman or minority owned.
2. If the answer was yes to the previous question, please select the magnifying glass to see the picklist of answers to choose from.
3. If the company is a certified disadvantaged woman or minority owned through DMS or VA please attach a copy of the certification here.
4. Enter the certification agency and number if this question is applicable to the company.
5. Select the magnifying glass and choose from the picklist of items of what goods or services the company offers.
6. If the goods or services are not listed in the previous question select “other-not listed” please type in the goods or services, that are offered in this field.
7. Enter the FSCJ college point of contact with both the first and last name.

Addresses Page

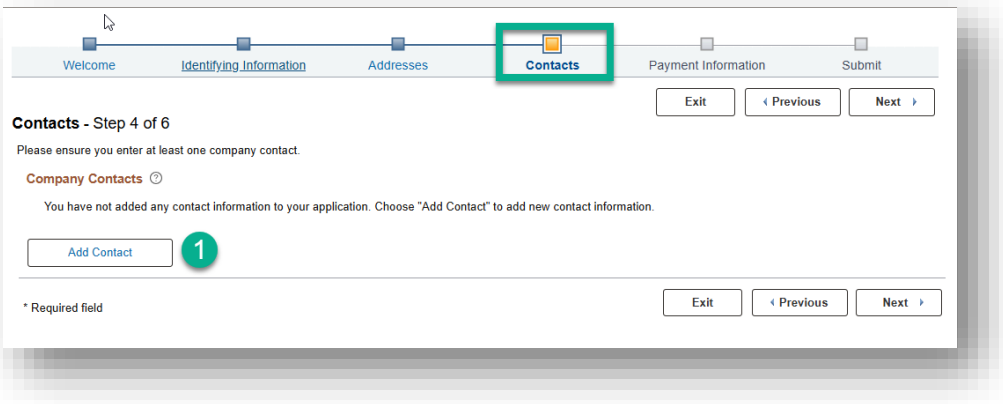


1. Enter the main address listed on the W-9.
2. If applicable, enter remit-to addresses.
3. If applicable, enter invoice addresses.

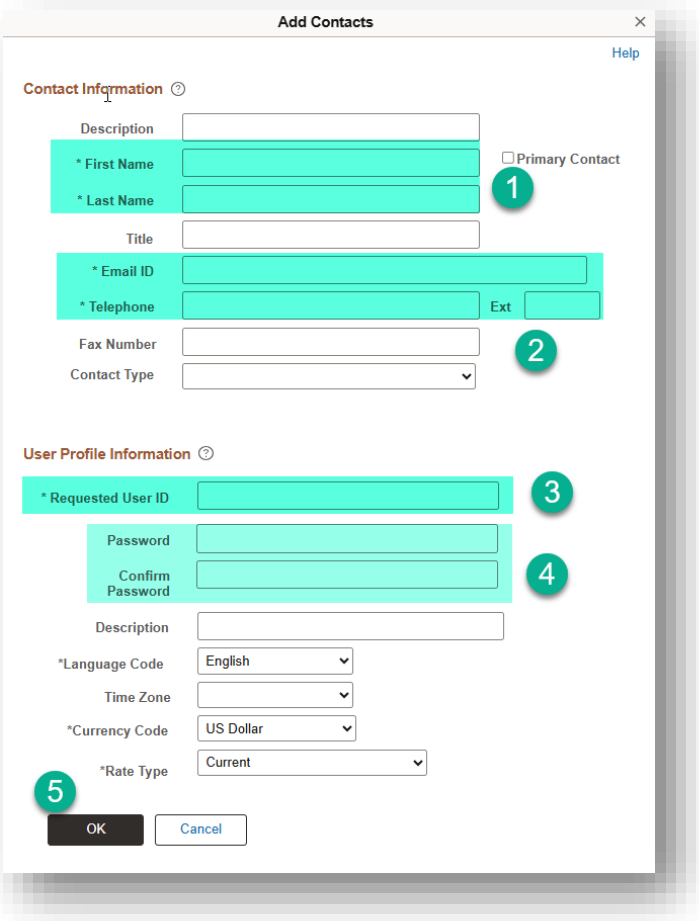


4. Click 'Next' to proceed.

Contact Page

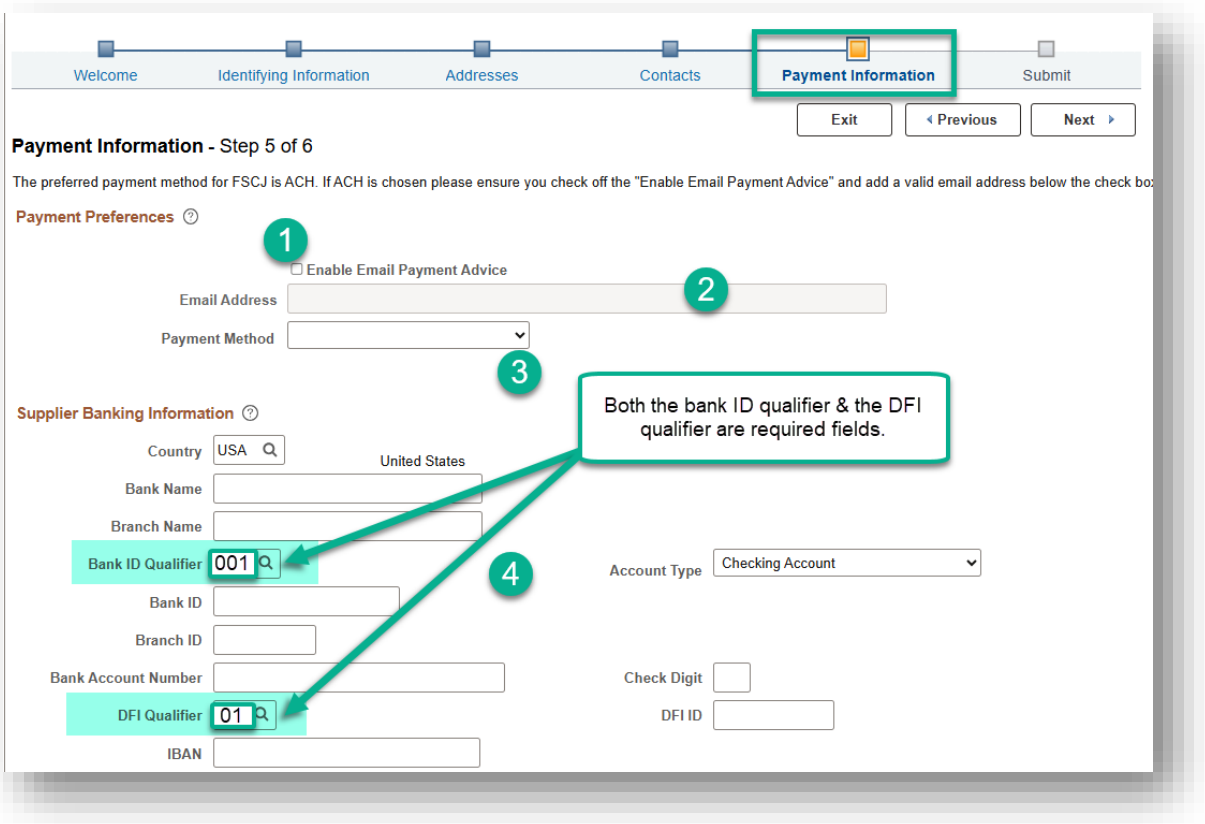


1. Click 'Add Contact' to enter contact details for your contact information or primary contact information for your organization.

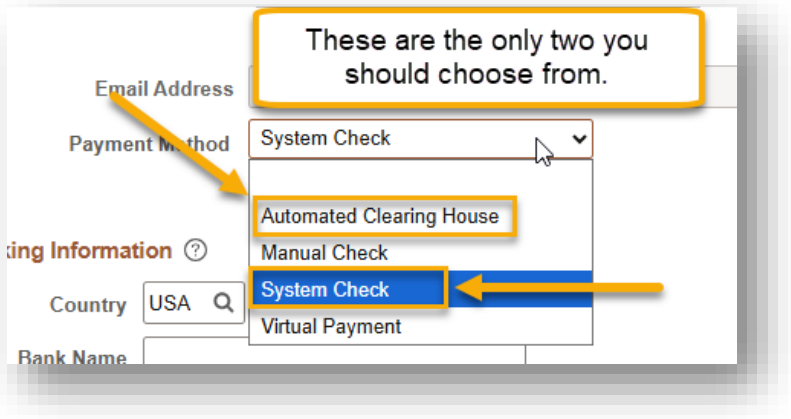


1. Provide the contact's name.
2. Provide the contact's email address.
3. Provide the contact's phone number.
4. Create a User ID and password. Save this information for future login.
5. Click 'OK' to continue.

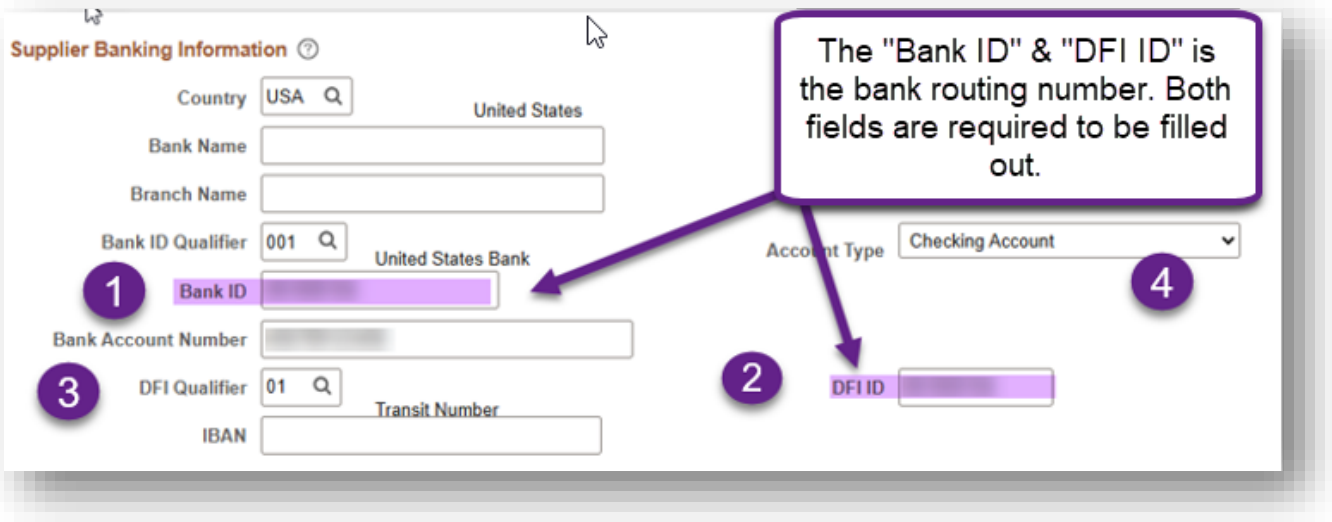
Payment Information Page



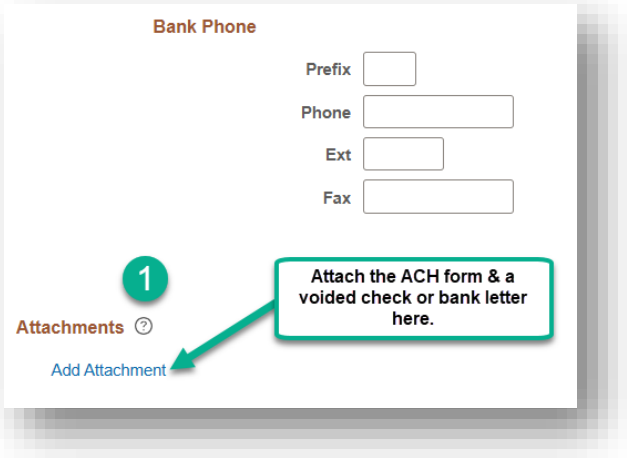
1. Enable email payment advice.
2. Enter the recipient email address.
3. Select your payment method: **ACH** or **system check**.



4. For ACH, enter the Bank ID Qualifier (**001**), DFI Qualifier (**01**), routing number, account number, and account type.

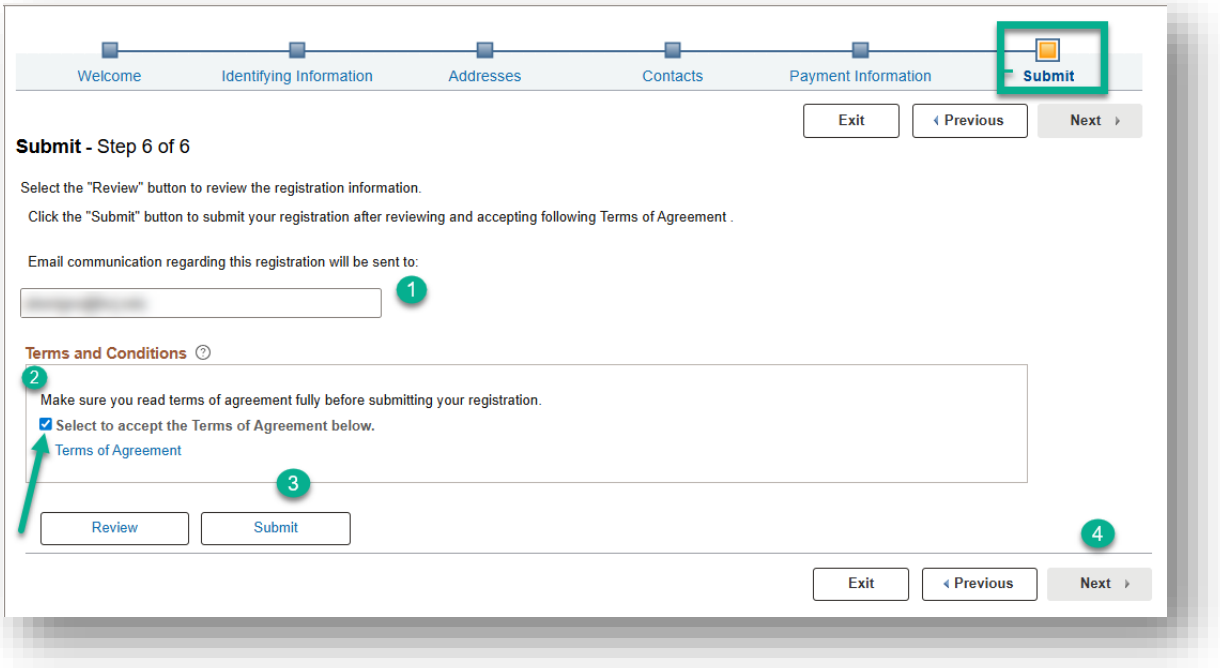


1. The "**bank ID**" is the bank's **routing number**.
2. The "**DFI ID**" is the bank's **routing number**.
    a. Please enter in the routing number in **<u>both places</u>**.
3. Enter in the bank account number in this field.
4. Select if this is a checking or savings account.



1. Attach the ACH form, a voided check or bank letter for verification.

Submit Page



1. Verify the email address.
2. Read & accept the “Terms of Agreement”.
3. Select the submit button.
4. Click 'Next' to complete the registration.

Thank you

Thank you for registering with the E-Supplier system at Florida State College at Jacksonville. We appreciate your time and interest in becoming a supplier with us.

You will soon receive two separate emails:

- A registration confirmation
- Your User ID and password credentials

Once your application has been reviewed and approved, you will receive a formal approval notification. At that point, your supplier registration will be considered complete.

If additional information is required during the review process, a system-generated email will be sent to the email address provided during registration.

For any questions or assistance, please feel free to contact us at suppliercontact@fscj.edu.

Thank you again for partnering with FSCJ.