

City of Topeka e-Procurement Supplier User Guide

Supplier Registration

August 10, 2011

Supplier Registration Guide

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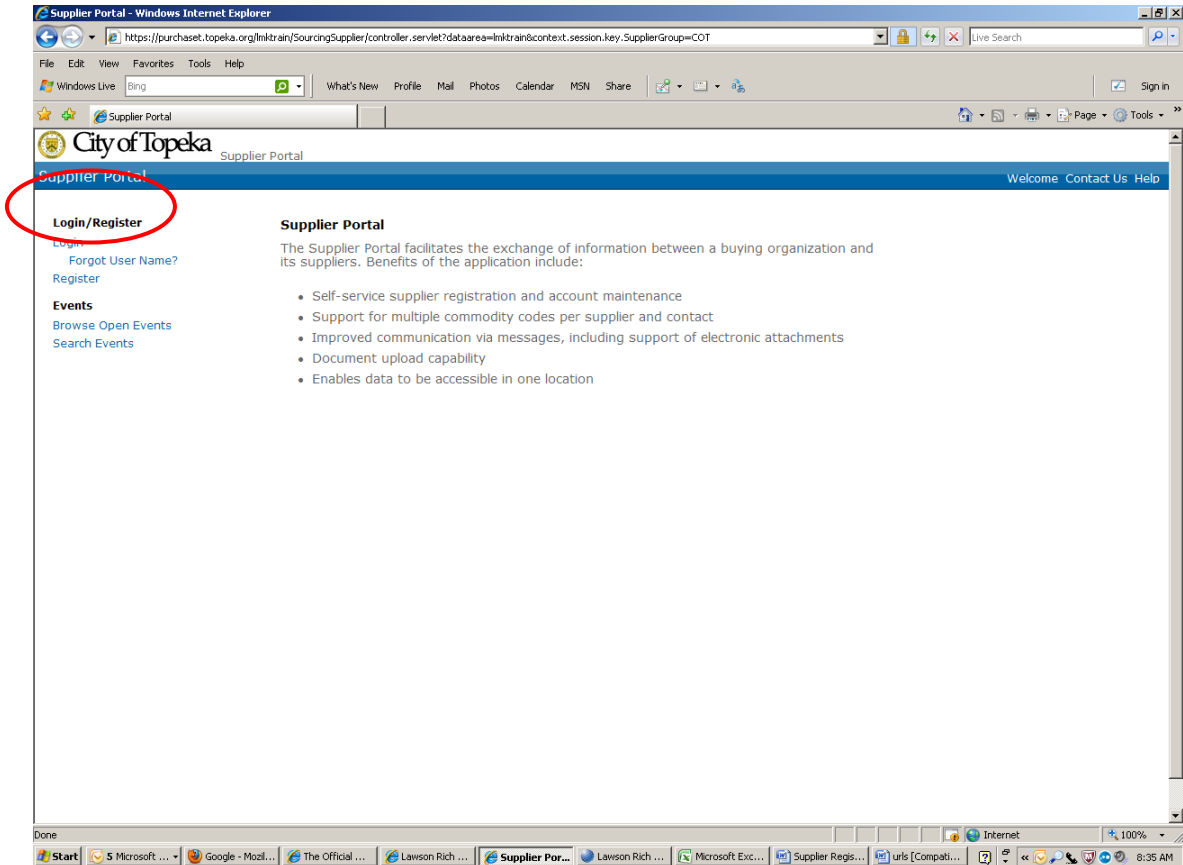
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Supplier Registration Guide

Getting Started

From the portal:

- Click “Register”.



- Read and accept terms and conditions, click **Continue** →

Supplier Registration Guide

Supplier Registration - Terms And Conditions - Windows Internet Explorer

https://purchaset.topeka.org/lnktrain/SourcingSupplier/ln?panel=TermsAndConditions&service=form&action=SupplierCreate&nf=true&dataarea=lnktrain&webappName=...

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Windows Live Bing What's New Profile Mail Photos Calendar MSN Share Sign in

Supplier Registration - Terms And Conditions

LAWSON Supplier Portal

Supplier Registration - Terms And Conditions

Terms And Conditions Contact Information Company Information Diversity Codes Questions Commodity Codes Proxy Notifications

Status

Read the Terms and Conditions for doing business with this organization. To proceed with registration, you must accept the Terms and Conditions.

The City of Topeka attempts to maintain continuous access to this website, however, from time to time access to information and/or documents may be interrupted or prevented due to maintenance, site problems, user problems or Internet problems.. Not all access difficulties can be resolved by the City of Topeka since some access failures are due to the type of computer or communication equipment and services employed by the website user. To ensure maximum access opportunities for users, events/solicitations shall typically be posted for a minimum of ten (10) days and no amendments shall typically be made within the last three days before the event/solicitation is due. Bidders/vendors are cautioned that the competitive nature of their offers could be affected if their submission does not include all amendments. For this reason bidders/vendors are advised to revisit all solicitations to which they intend to respond three (3) days prior to the due date. It is the bidder's/vendor's responsibility to check the website from time to time for updates to events/solicitations and to pick up additional addenda and information.

* Accept Terms and Conditions

Continue Cancel

Done

Start 5 Microsoft ... Google - Mozl... The Official ... Lawson Rich ... Supplier Re... Lawson Rich ... Microsoft Exc... Supplier Regs... Liris (Compati...

Internet 100% 8:36 AM

Supplier Registration Guide

Enter Supplier Information

The screenshot shows a web browser window displaying the 'Supplier Registration - Contact Information' page. The page has a navigation bar with links for 'Terms And Conditions', 'Contact Information', 'Company Information', 'Diversity Codes', 'Questions', 'Commodity Codes', and 'Proxy Notifications'. Below the navigation bar, there is a 'Status' button and a heading 'Supplier Registration - Contact Information'. The main content area is titled 'Become A Supplier - Create An Account' and contains several form sections. The first section is for creating a login account, with fields for 'User Name', 'Password', and 'Confirm Password', all marked with an asterisk (*). The second section is 'Enter Information About Yourself', with fields for 'Title', 'Given Name (First)', 'Family Name (Last)', 'Phone Number', 'Mobile Phone', 'Fax Number', and 'Email Address'. The 'Phone Number', 'Mobile Phone', and 'Fax Number' fields are split into three parts: a main number, an 'Ext' field, and a note '(international prefix, phone number, extension)'. The 'Email Address' field is highlighted in yellow and has a checked box for 'Receive Email Notification'. Below the form, there is a link 'Don't have an email address? Create one here: [Create Email Address](#)'. At the bottom of the form, there is a 'Back' button and a 'Continue' button, which is circled in red. The browser's taskbar at the bottom shows several open applications, including Microsoft Office and Internet Explorer.

Note: All fields flagged with an asterisk (*) are required.

- Create your login user name. **Note:** Your login user name is case sensitive and space sensitive.
- Create your password. **Note:** Your password is case sensitive and space sensitive
- Enter information about yourself; required fields are: First Name, Last Name, Phone Number, and e-Mail Address.
- Click **Continue** →

Supplier Registration Guide

Enter Your Company Information

Status

Enter your company information.

Company Information

* Company Name Doing Business As
Dun And Bradstreet Business Type
* Tax Id Type
* Tax Id Numbers Only. Example: 123456789
Website

Address Information

Mailing address

* Address Line 1
Address Line 2
Address Line 3
Address Line 4
* City
* State Province
* Postal Code
County
* Country

Remit to name and address

Remit To First Name
Remit To Last Name
 Check If Remit To Address Is The Same As Mailing Address
Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
State Province
Postal Code
County
Country

* = Required

[Back](#) [Continue](#) [Cancel](#)

- Enter information about your company: Required fields are: Company Name, Tax Id Type, Tax Id number, Address line 1, City, State, Postal Code, Country.
- When complete, click **Continue** →

Supplier Registration Guide

Select Diversity Codes

The screenshot shows a web browser window displaying the Lawson Supplier Portal. The page title is "Supplier Registration - Diversity Codes". A navigation breadcrumb shows the current step is "Diversity Codes", with other steps including "Terms And Conditions", "Contact Information", "Company Information", "Questions", and "Commodity Codes". Below the breadcrumb, there are buttons for "Proxy Notifications" and "Status". The main heading reads "Select the diversity codes for which best describes or classifies your business." Underneath, there is a section titled "Selected Diversity Codes" with an "Add" button. A table with columns "Diversity Code" and "Description" is shown, but it contains no data, with the text "No data available" centered below it. At the bottom of the page, there are "Back", "Continue", and "Cancel" buttons. The browser's taskbar at the bottom shows several open applications, including "Supplier Regi...", "URLS access [...]", "SupplierRegist...", "Landmark Sma...", and "Microsoft Excel".

- Select the Add Button

Supplier Registration Guide

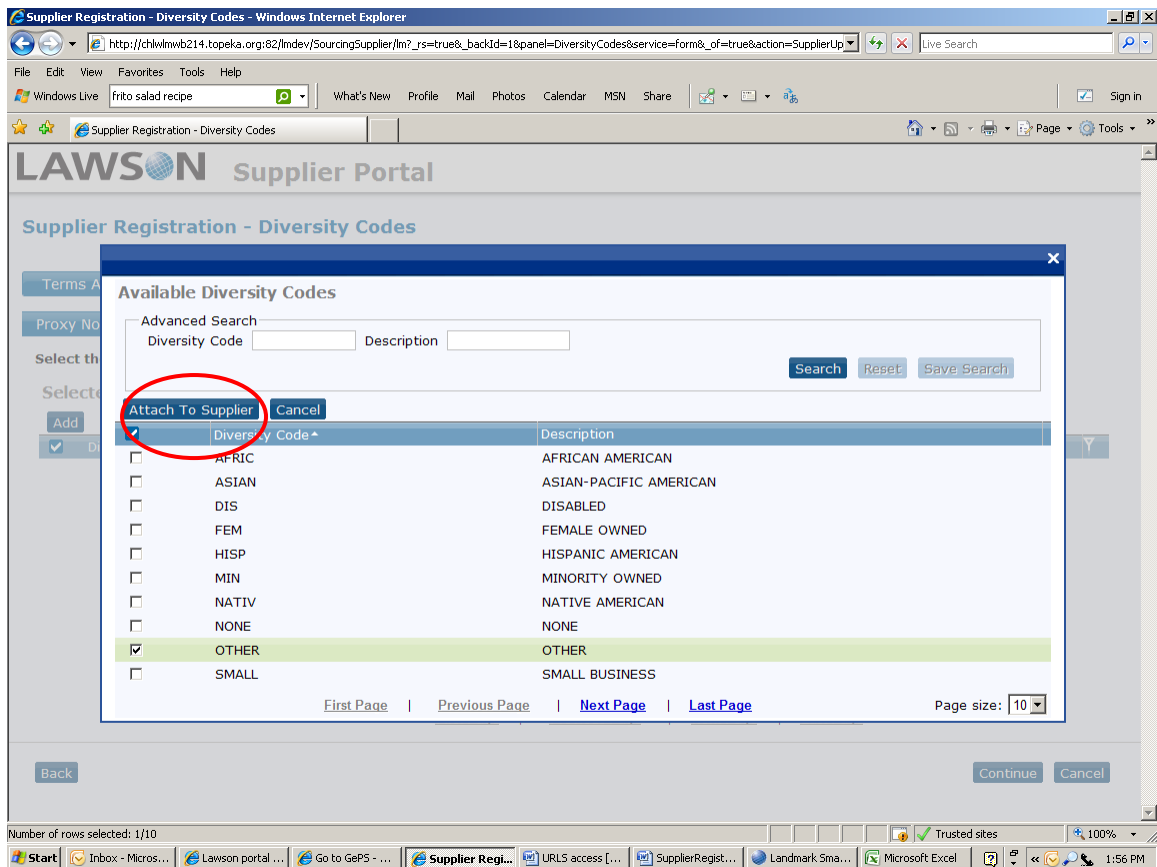
The screenshot shows the Lawson Supplier Portal interface. A dialog box titled "Available Diversity Codes" is open, allowing a user to select diversity codes for a supplier. The dialog box includes an "Advanced Search" section with input fields for "Diversity Code" and "Description", and buttons for "Search", "Reset", and "Save Search". Below the search section is a table of available diversity codes, each with a checkbox and a description. The "Attach To Supplier" button is highlighted, and the "Cancel" button is also visible. The table lists the following codes and descriptions:

<input checked="" type="checkbox"/>	Diversity Code	Description
<input type="checkbox"/>	AFRIC	AFRICAN AMERICAN
<input type="checkbox"/>	ASIAN	ASIAN-PACIFIC AMERICAN
<input type="checkbox"/>	DIS	DISABLED
<input type="checkbox"/>	FEM	FEMALE OWNED
<input type="checkbox"/>	HISP	HISPANIC AMERICAN
<input type="checkbox"/>	MIN	MINORITY OWNED
<input type="checkbox"/>	NATIV	NATIVE AMERICAN
<input type="checkbox"/>	NONE	NONE
<input type="checkbox"/>	OTHER	OTHER
<input type="checkbox"/>	SMALL	SMALL BUSINESS

At the bottom of the dialog box, there are navigation links: "First Page", "Previous Page", "Next Page", and "Last Page". The "Page size" is set to 10. The background shows the Lawson Supplier Portal header and a sidebar with navigation options like "Terms A", "Proxy No", "Select th", and "Select". The browser window title is "Supplier Registration - Diversity Codes - Windows Internet Explorer". The status bar at the bottom indicates the system is powered by Landmark (Patent Pending), Copyright (c) 2005-2010 Lawson Software, All Rights Reserved. The taskbar shows several open applications, including "Inbox - Micros...", "Lawson portal...", "Go to GePS - ...", "Supplier Regi...", "URLS access [...]", "SupplierRegist...", "Landmark Sma...", and "Microsoft Excel". The system clock shows 1:55 PM.

- Select the appropriate code(s). More than one may be selected.

Supplier Registration Guide



- Select Attach to Supplier

Supplier Registration Guide

Supplier Registration - Diversity Codes - Windows Internet Explorer

http://ch1wlmwb214.topoka.org:82/ln/dev/SourcingSupplier/ln?service=go&stack=14&nextPanel=DiversityCodes&_laj=true

File Edit View Favorites Tools Help

Windows Live frito salad recipe What's New Profile Mail Photos Calendar MSN Share Sign in

Supplier Registration - Diversity Codes

LAWSON Supplier Portal

Supplier Registration - Diversity Codes

Attach To Supplier Completed

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes

Proxy Notifications > Status

Select the diversity codes for which best describes or classifies your business.

Selected Diversity Codes

Actions Delete Add

Diversity Code	Description
<input checked="" type="checkbox"/>	OTHER
<input type="checkbox"/>	OTHER

First Page | Previous Page | Next Page | Last Page

Page size: 10

Back Continue Cancel

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Start Inbox - Micros... Lawson portal ... Go to GePS - ... Supplier Regi... URLs access [... SupplierRegist... Landmark Sma... Microsoft Excel 2:00 PM

- When complete, click **Continue** →

Supplier Registration Guide

Answer Supplier Questions

Supplier Registration - Questions - Windows Internet Explorer

http://chlwimwb214.topeka.org:82/findev/SourcingSupplier/In?sicm=true&SupplierGroup=COT&panel=Questions&service=Form&of=true&ctx.sicm=tr...

File Edit View Favorites Tools Help

Windows Live frito salad recipe What's New Profile Mail Photos Calendar MSN Share Sign in

Supplier Registration - Questions

LAWSON Supplier Portal

Supplier Registration - Questions

Terms And Conditions > Contact Information > Company Information > Diversity Codes > **Questions** > Commodity Codes

Proxy Notifications > Status

Answer the following questions related to your company. An * before the question indicates that an answer is required.

1. * Do you have a completed W9 form for your organization? All vendors must have a current W9 for bid award to be finalized. Please upload your completed W9 form as an attachment to your response to this question. The W9 form link is located on the main page where you began the registration process.

Answer Yes

Attach Document Browse...

Back Continue Cancel

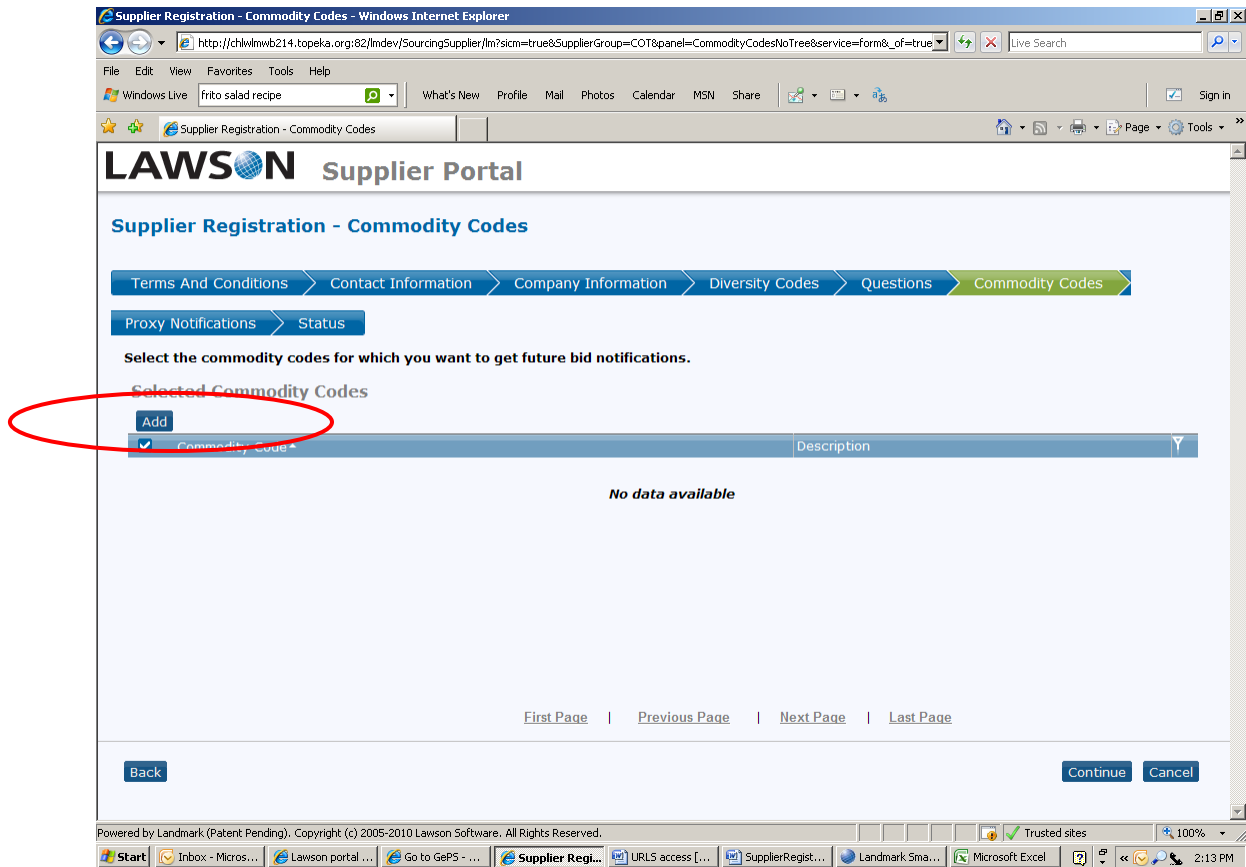
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Start Inbox - Micros... Lawson portal ... Go to GePS - ... Supplier Regi... URLS access [...]. SupplierRegist... Landmark Sma... Microsoft Excel 2:08 PM

- Answer all Required questions, then click **Continue** →
- All questions with an asterisk (*) are required.

Supplier Registration Guide

Select Your Commodity Codes

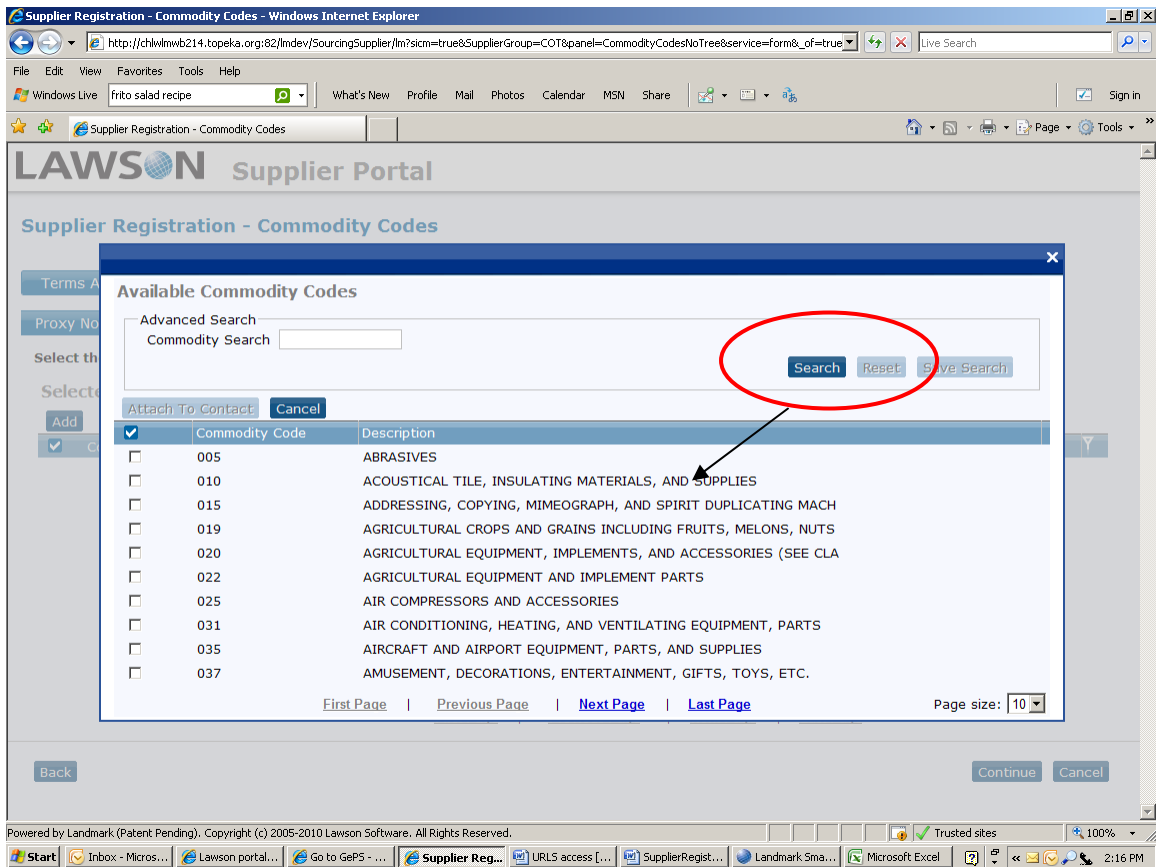


- To select the Commodity Code(s) for which you would like to receive future bid notifications, click the button labeled “**Add**”

The system will open a list of available codes.

Note: You must select a commodity code to receive notifications. And you will only be notified of events that have commodity code classifications matching your setup. You may select any and all applicable commodity codes specific to your lines of business. However, you may view and respond to any event by selecting browse open events from the home page once your registration is complete.

Supplier Registration Guide



- To find the Commodity Code(s), you may:
 - Use the **Next Page** option at the bottom to scroll thru the list of codes.
 - Use the **Search** function at the top of page to locate Code(s) by entering either the specific code number or a keyword description
 - To display codes with a description that includes a specific keyword, enter only that word. Example: office
- To select the code, click in the box to the left of the Code(s) and click **Attach to Contact** in the upper left hand corner of the form. The system will return you to the Selected Commodity Codes form where you can view previously selected Commodity Codes.

Supplier Registration Guide

The screenshot shows a web browser window titled "Supplier Registration - Commodity Codes". The URL is http://ch1wfmwb214.topoka.org:82/Imdev/SourcingSupplier/Im?sicm=true&SupplierGroup=COT&panel=CommodityCodesNoTree&service=form&_of=true. The page displays the "Available Commodity Codes" dialog box. The search criteria are "Concrete". The results table is as follows:

<input checked="" type="checkbox"/>	Commodity Code	Description
<input checked="" type="checkbox"/>	210	CONCRETE AND METAL PRODUCTS, CULVERTS, PILINGS, SEPTIC TANKS
<input checked="" type="checkbox"/>	755	ROAD AND HIGHWAY ASPHALT AND CONCRETE HANDLING AND PROCESSIN

Navigation options include "First Page", "Previous Page", "Next Page", "Last Page", and "Page size: 10".

Supplier Registration Guide

The screenshot shows the Lawson Supplier Portal interface. At the top, there is a navigation bar with the Lawson logo and the text "Supplier Portal". Below this, the page title is "Supplier Registration - Commodity Codes". A breadcrumb trail shows the following steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, and Commodity Codes. A button labeled "Attach To Contact Completed" is visible in the top right. Below the breadcrumb trail, there are buttons for "Proxy Notifications" and "Status". The main content area contains the instruction: "Select the commodity codes for which you want to get future bid notifications." Underneath, there is a section titled "Selected Commodity Codes" with buttons for "Actions", "Delete", and "Add". A table lists commodity codes with checkboxes and descriptions. The "Add" button and the "Continue" button are circled in red. The table contains the following data:

Commodity Code	Description
<input type="checkbox"/> 210	CONCRETE AND METAL PRODUCTS, CULVERTS, PILINGS, SEPTIC TANKS
<input type="checkbox"/> 755	ROAD AND HIGHWAY ASPHALT AND CONCRETE HANDLING AND PROCESSIN

At the bottom of the page, there are navigation links for "First Page", "Previous Page", "Next Page", and "Last Page", along with a "Page size" dropdown set to 10. A "Back" button is on the left, and "Continue" and "Cancel" buttons are on the right. The footer contains copyright information: "Powered by Landmark (Patent Pending). Copyright (c) 2005-2010 Lawson Software. All Rights Reserved." The taskbar at the bottom shows various open applications and the system clock at 2:19 PM.

- To select additional codes, click “Add” in left area of the form. The system will reopen the select box.
- Locate additional codes and click the box to the left of the desired Code(s).
- Click “Attach to Contact” to update
- When finished, click **Continue** →

Supplier Registration Guide

Select Your Proxy – If Desired

The screenshot shows a web browser window titled "Supplier Registration - Proxy Notifications - Windows Internet Explorer". The address bar contains a URL starting with "http://chlwinwb214.topeka.org:82/findev/SourcingSupplier/In?sicm=true&SupplierGroup=COT&panel=ProxyNotifications&service=form&of=true&ctx;". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows "Windows Live" and "frito salad recipe". The main content area is titled "LAWSON Supplier Portal" and "Supplier Registration - Proxy Notifications". A navigation bar contains links for Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, and Commodity Codes. Below this, there are links for Proxy Notifications and Status. A message states: "Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password." The "Proxy Notifications" section has an "Add" button and a table with columns: First Name, Last Name, Email Address, and Receive Notifications? (with a dropdown arrow). The table is currently empty, with the text "No data available" centered below it. At the bottom of the table area, there are links for First Page, Previous Page, Next Page, and Last Page. Below the table area, there are "Back", "Continue", and "Cancel" buttons. The footer of the page reads: "Powered by Landmark (Patent Pending). Copyright (c) 2005-2010 Lawson Software. All Rights Reserved." The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Micros..., Lawson portal..., Go to GePS - ..., Supplier Reg..., URLs access [...], SupplierRegist..., Landmark Sma..., Microsoft Excel), and the system tray with the time 2:21 PM.

Supplier Registration - Proxy Notifications

http://chlwinwb214.topeka.org:82/findev/SourcingSupplier/In?sicm=true&SupplierGroup=COT&panel=ProxyNotifications&service=form&of=true&ctx;

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Supplier Registration - Proxy Notifications

LAWSON Supplier Portal

Supplier Registration - Proxy Notifications

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes

Proxy Notifications > Status

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Proxy Notifications

Add

<input checked="" type="checkbox"/>	First Name	Last Name	Email Address	Receive Notifications?
<i>No data available</i>				

First Page | Previous Page | Next Page | Last Page

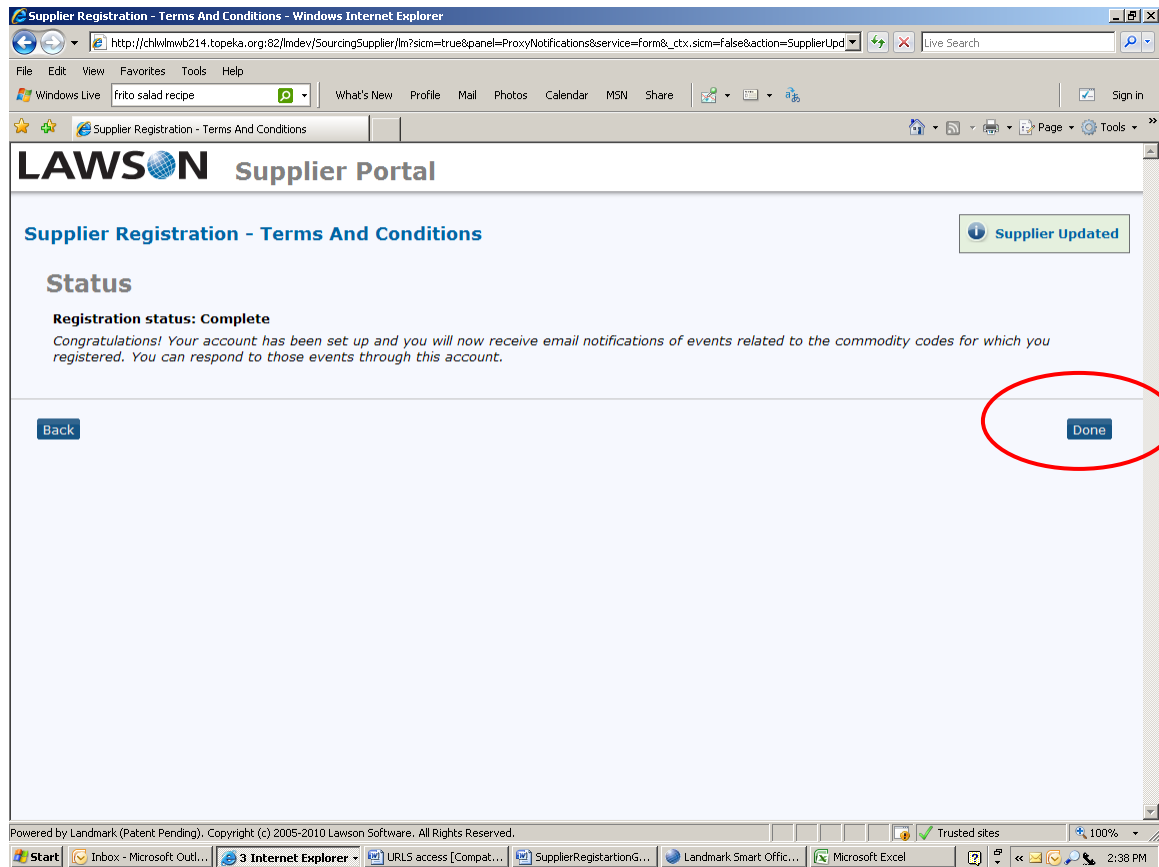
Back Continue Cancel

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Start Inbox - Micros... Lawson portal... Go to GePS - ... Supplier Reg... URLs access [...] SupplierRegist... Landmark Sma... Microsoft Excel 2:21 PM

Supplier Registration Guide

Complete Registration

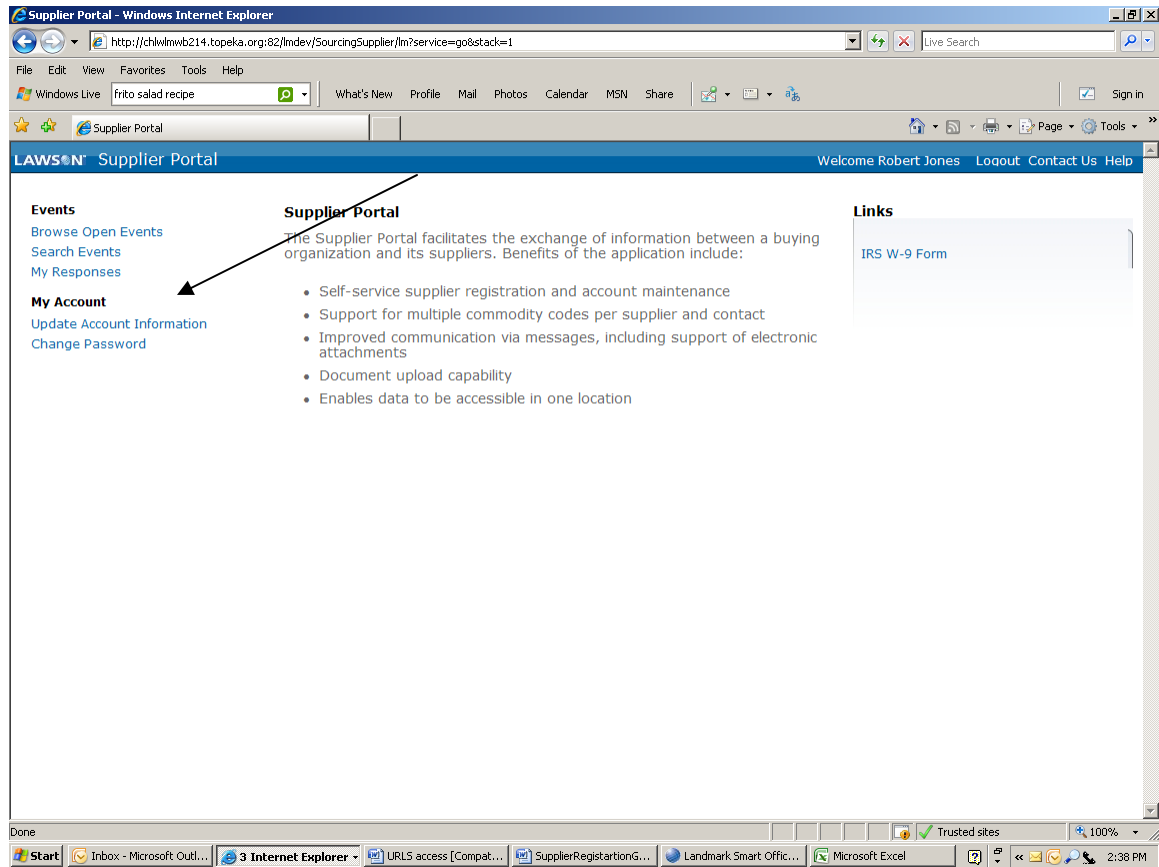


- Click **Done** to complete registration

Supplier Registration Guide

Maintain Your Account Information

- To update your account information, click on **Update Account Information**



- Click **Edit** → to edit the section you need to update.

Supplier Registration Guide

Account Information

Supplier: Acme Fixtures

Registration Status
Registration status: **Complete**
Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.

Supplier Information
[Edit](#)

General Information
Doing Business As: Acme Fixtures
Business Type: Corporation
Tax ID Type: Federal Tax Id
Tax ID: 48-1234567
Website: www.acmefixtures.com

Address Information
Address: 123 Anywhere
City: Timbuktu
State: KS
Postal Code: 66508
County: Marshall
Country: United States of America

My Contact Information

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- Continue to scroll down the page till you reach your desired area to edit.
- After making updates, click **Back** →
- Back will return you to the page with your account information.
- Click **Home** to finish the update process and return to the Main form.