

*Title: How to Register as a Supplier with Jefferson  
County*

**Category 1 :**

**Category 2 :**

---

**Work Instruction**

**How to Register as a Supplier with Jefferson County (Step 1)**

**Purpose**

Use this procedure to submit your company as a Bidder for Jefferson County.

**Trigger**

Perform this procedure as soon as possible to have your company added to Jefferson County's Bid list.

**Prerequisites**

None

**Helpful Hints**

- Enter Country before Region (state).
- Location = City.

*Title: How to Register as a Supplier with Jefferson  
County*

**Category 1 :**

**Category 2 :**

---

## **Procedure**

1. Click the URL provided on the PACA website, which takes you to the screen below:

*Title: How to Register as a Supplier with Jefferson  
County*

**Category 1 :**

**Category 2 :**

---

## Supplier Self-Registration - Mozilla Firefox

Supplier Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://t201cc.local.org:8000/sap/bD1R6MFW1A==V/c/bop/sap3109\_s67\_req/main.htm

Getting Started Latest Headlines

Welcome to supplier self-registration  
To register yourself as a supplier, enter your data and choose Send

\* Required Entry

**Company Details**

Name of Company \*

D-U-N-S Number

Language \*

**Address Data**

E-Mail Address \*

Telephone \*  Extension

Fax  Extension

Street  House Number

Building

Floor  Room Number

Postal Code \*  Location \*

Region \*

District

Jurisdiction Code

Country \*

P.O. Box  PLZ PO Box

**Which Product Categories can you Deliver?**

Select "Products" and/or "Services" from the list below \*

Products  Services

**Data Privacy Statement**

Your privacy is very important to us. We will collect no personal information about you except where you choose to provide that information to us. WE DO NOT SELL, RENT, OR PUBLISH any of our visitors' personal or private information.

Information that is provided to Jefferson County will be stored for business uses such as procurement of goods and services and payment of debts. We employ reasonable security measures to protect data once it has been received. We restrict employee access to any personal information except where necessary to perform required duties.

2. As required, complete/review the following fields:

R= required O= optional C= conditional

Field Name	R/O/C	Description
Name of Company *	R	Name of Supplier Company *. <b>Example:</b> SR Test Co.
D-U-N-S Number	O	Supplier Dun and Bradstreet Number <b>Example:</b> 223344556.
Language	R	Supplier Language. <b>Select "English" from the drop down</b>
E-Mail Address *	R	Supplier E-Mail Address *. <b>Example:</b> company@yahoo.com

**Title: How to Register as a Supplier with Jefferson County**

**Category 1 :**

**Category 2 :**

Field Name	R/O/C	Description
Telephone	R	Supplier Phone Number. <b>Example:</b> 703-222-12134
Fax	O	Supplier Fax. <b>Example:</b> 703-222-3345
Street	R	Street Address. This is where the Bid Invitation and awarded contracts, if any, will be mailed to. If you have a separate billing address you must register that address as a separate vendor before invoices are processed, and notify the Purchasing Department. I <b>Example:</b> 2123 International Dr., Suite 32123
Postal Code *	R	Postal Code *. <b>Example:</b> 22102
Country	R	Country <b>Example:</b> USA. Note: Use the Drop down Arrow to select this.
Region	R	State <b>Example:</b> Virginia. Note Use the Drop down Arrow to select this. Also, select Region after entering a Country. The available values change depending on the country you select.
Location *	R	City. <b>Example:</b> McLean
PO Box	O	Post Office Box. <b>Example:</b> 120



Jefferson County does not use the following fields:

- House Number
- Building
- Floor
- Room Number
- District
- Jurisdiction Code
- PLZ PO Box

**Title: How to Register as a Supplier with Jefferson County**

**Category 1 :**

**Category 2 :**

---

Select "Products" and /or "Services"	R	Description of the Products or Services*. <b>Example:</b> Check all that apply
--------------------------------------	---	---

3. Click  Products  Services | Make a selection  
English

Use the drop down arrow to select "English" as the default language.

Check Products, Services or both boxes.

. Click  Yes, I have read the data privacy statement and accept the terms.

4. Click Submit .

## Confirmation - Mozilla Firefox

Your registration has been submitted



The system displays the message, "Your registration has been submitted."

5. You have completed this transaction.

### Result

You have completed the first step of Supplier Registration. You should receive an email notification within two (2) business days with additional instructions.

### Comments

*Title: How to Register as a Supplier with Jefferson  
County*

**Category 1 :**

**Category 2 :**

---

This page is intentionally left blank.