



Montgomery County Supplier Registration Guide

Access the Supplier Portal

- Go to the Purchasing Department website (https://www.mctx.org/departments/departments_1_p/purchasing/index.php)
- Select the Supplier Portal link from the left menu tab

Supplier Registration Guide

Supplier Portal

Purchasing Staff

NOTE: You can also cut and paste the following URL into your browser window should you encounter a problem.

<https://sms-mctx-prd.inforcloudsuite.com/fsm/SupplyManagementSupplier/land/99-1?csk.SupplierGroup=MCTX>

Enter the login and primary contact information for your business. An * indicates the field is required.

Supplier Registration

Registration Questions Commodity Codes Status

User Name* Password* Confirm Password*

Title: First Name* Last Name*

Main Country Code: Main Phone Number* Extension:

Mobile Country Code: Phone Number: Sms Enabled

Fax Country Code: Phone Number: Extension:

Email Address* Confirm Email Address*: Company Name*

Tax ID Type: Tax id: Attach Tax Certification: Either tax ID or VAT registration number is required *

VAT Registration Country: VAT registration number:

Mailing address *

Country:

Check if Remit To Address Is The Same As Mailing Address

Dun & Bradstreet: Business Type: Doing Business As:

Website:

Accept Terms and Conditions as Shown Below

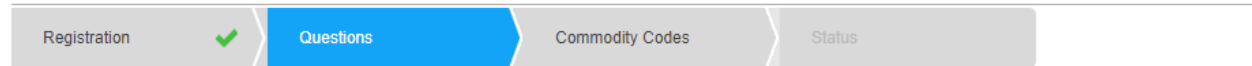
MONTGOMERY COUNTY PURCHASING DEPARTMENT

1. Enter a User Name (login) to be used when signing into the Montgomery County Supplier Portal
2. Enter a Password
3. Enter the Password again to confirm entry
4. Enter the Job Title for the Supplier Contact (optional)
5. Enter the Supplier Contact First Name
6. Enter the Supplier Contact Last Name
7. Enter the Country Code for the phone number in the first field
8. Enter the Phone Number in the center field
9. Enter the extension (if applicable) in the far right field
10. Enter the Country Code for the mobile number in the first field
11. Enter the Mobile Number in the center field
12. Enter the extension (if applicable) in the far right field
13. Enter the Country Code for the fax number in the first field
14. Enter the Fax Number in the center field
15. Enter the extension (if applicable) in the far right field
16. Enter the Supplier Contact Email address
17. Check the Accept Terms and Conditions box
18. Scroll to the bottom of the page and click Next

NOTE:

- Your login user name and password are case sensitive and space sensitive.
- All fields on the screen with an asterisk (*) must be completed. Also, a Tax Certification document must be attached.

Supplier Registration



1 Can you supply a W9?

Yes or No required; attachment required if answer is Yes

Answer:

Attach Document:

2 Can you supply General Liability Insurance and/or Workers' Compensation insurance?

Response is required

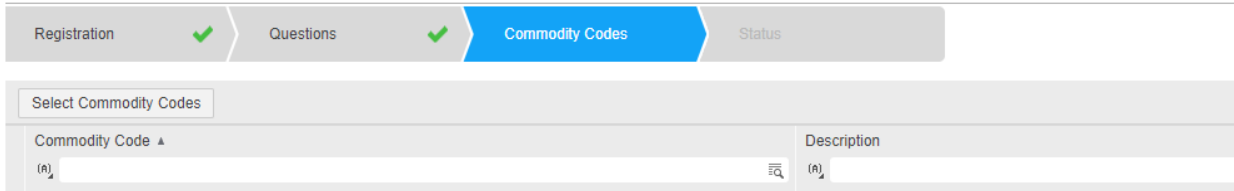
Answer:

Attach Document:

19. Answer the questions on the screen regarding the insurance. The choices are drop down with Yes or No.
20. An attachment is not required for the insurance but an attachment can be added here if available.
21. Answer the question on the screen regarding the W-9. The choices are drop down with Yes or No.
22. An attachment is required here if the response is Yes. If no attachment is added, the registration cannot be completed.

You are required to select at least one Commodity Code to complete the registration.

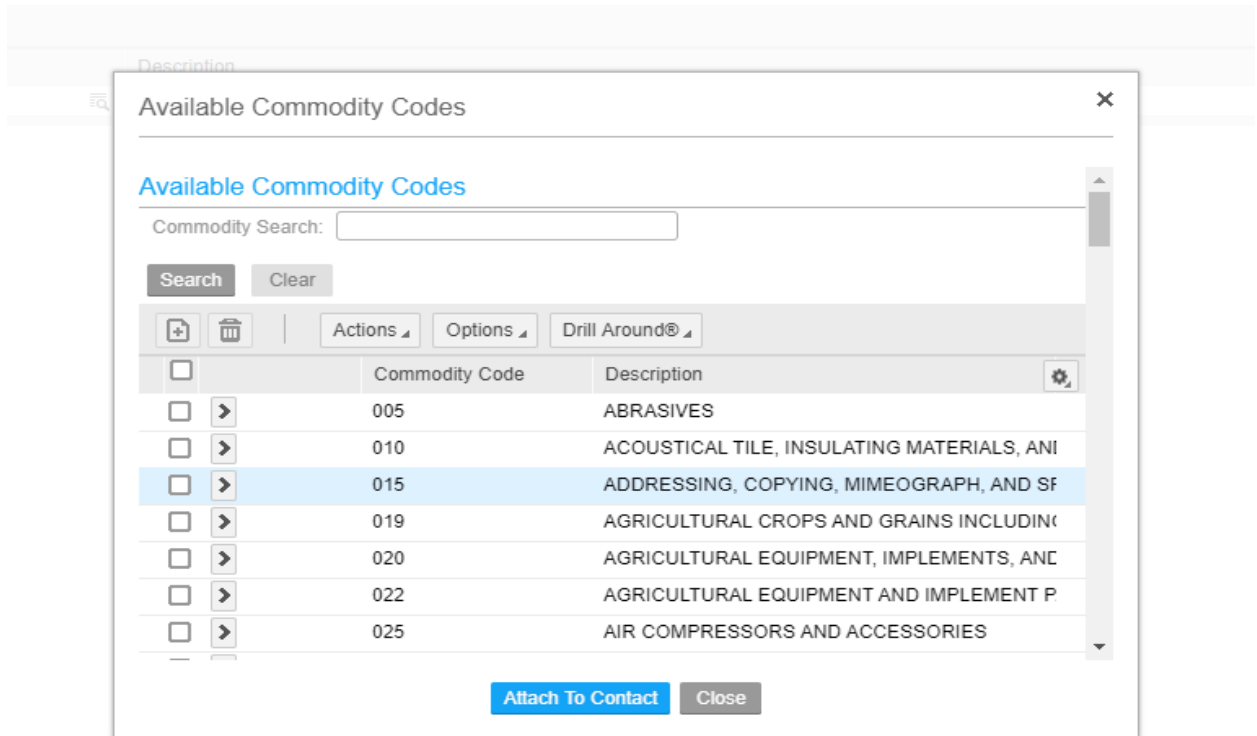
Supplier Registration



The image shows a progress bar for the 'Supplier Registration' process. The steps are: Registration (completed with a green checkmark), Questions (completed with a green checkmark), Commodity Codes (current step, highlighted in blue), and Status. Below the progress bar is a button labeled 'Select Commodity Codes'. Underneath is a table with two columns: 'Commodity Code' and 'Description'. The 'Commodity Code' column has a small '(A)' icon and a dropdown arrow. The 'Description' column has a search icon and a small '(A)' icon.

Commodity Codes are used to categorize products and services. Commodity Codes are also used by Suppliers to indicate which solicitation notifications to receive. When you register through the Supplier Portal, you specify the Commodity Codes you want to be notified of. When a new solicitation is released that contains one of the Commodity Codes, you will be notified by e-mail.

Montgomery County is utilizing NIGP Commodity Codes.



The image shows a dialog box titled 'Available Commodity Codes'. It has a search bar labeled 'Commodity Search:' with a 'Search' button and a 'Clear' button. Below the search bar are three buttons: '+', a trash icon, and a dropdown menu labeled 'Actions'. There are also 'Options' and 'Drill Around' dropdown menus. The main area is a table with columns for 'Commodity Code' and 'Description'. Each row has a checkbox and a right-pointing arrow to its left. The row with code '015' and description 'ADDRESSING, COPYING, MIMEOGRAPH, AND SF' is highlighted. At the bottom of the dialog are two buttons: 'Attach To Contact' (in blue) and 'Close'.

	Commodity Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, ANI
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SF
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDIN
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, ANC
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT P
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES

23. Click on the Select Commodity Codes link
24. You may search by typing in all or part of the description of the commodity you want to add or by scrolling through the comprehensive list
25. Click in box to the left of the commodity code you want to add
26. Then click on Attach to Contact at the bottom
27. Select as many other commodities as needed
28. When finished, click close
29. Scroll to the bottom of the screen and click Next

NOTE:

- A Commodity Code must be selected to complete the registration and to receive email notifications
- Suppliers will be able to bid on a solicitation/bid event regardless of the commodity code(s) selected.

Supplier Registration

Registration ✓ Questions ✓ Commodity Codes ✓ Status

Status

Supplier Number is: 550

Registration status: Complete

Congratulations! Your account has been set up and you will now receive email notifications of events related to commodity codes for which you registered. You can respond to those events through this account. Select Home or any menu item to proceed

Click my account to enter additional information

[My Account](#)

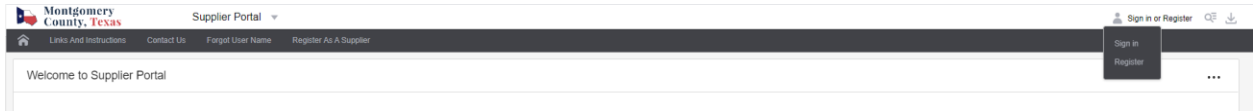
If registration is successful, this screen will display your supplier number and the following statement:

Registration status: Complete

Congratulations! Your account has been set up and you will now receive email notifications of events related to commodity codes for which you registered. You can respond to those events through this account. Select Home or any menu item to proceed

First login after registering:

1. Login to the Supplier Portal



2. On you first login after registering you will be prompted to create security questions for resetting your password if necessary.

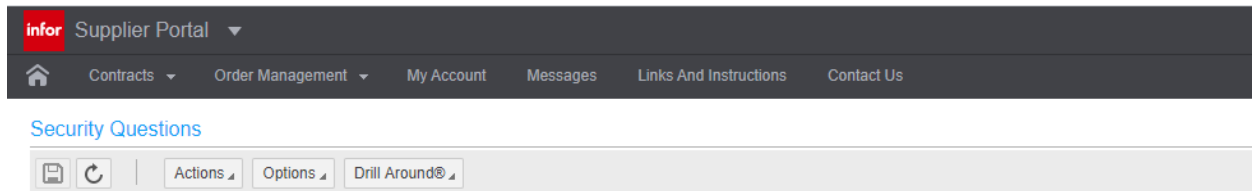
Security Questions

A screenshot of the Security Questions form. At the top, there are navigation buttons: Save, Refresh, Actions, Options, and Drill Around. Below this is a prompt: "Please answer 1 question(s) to enable password reset for your account, then press save". A blue "Questions" button is visible. The form contains three questions, each with a text input field:

- 1 What is your Tax ID?
- 2 What is your middle name?
- 3 What was the model of your first car?

3. After answering the questions, select the Action button on the top of the page and select save from the drop down options.

To make any changes to your account information:



4. Select My Account from the list
5. Under Account Information, select Update Supplier Information
6. Update any items necessary
7. Click Save to keep any changes
8. Select the Update Company Address to make any changes to the address on file
9. Click save when finished to keep any changes

Forgot Password Instructions

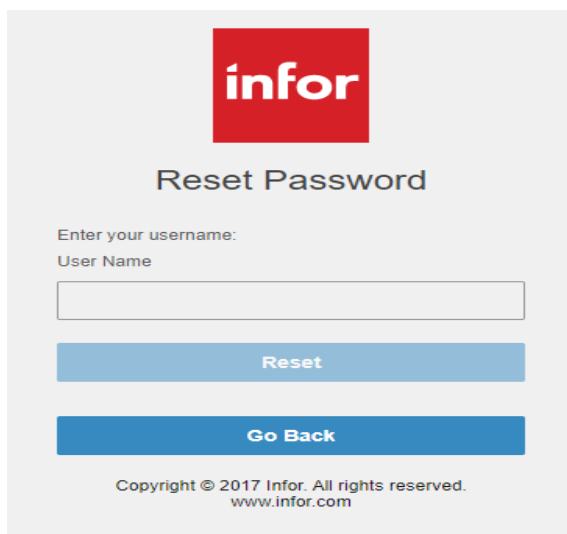
If you forget your login password, after selecting the sign in option on the home screen, follow these instructions:



1. Access the Supplier Portal
2. Click the Sign or Register drop down menu
3. Select Sign in
4. Select Forgot password? Option

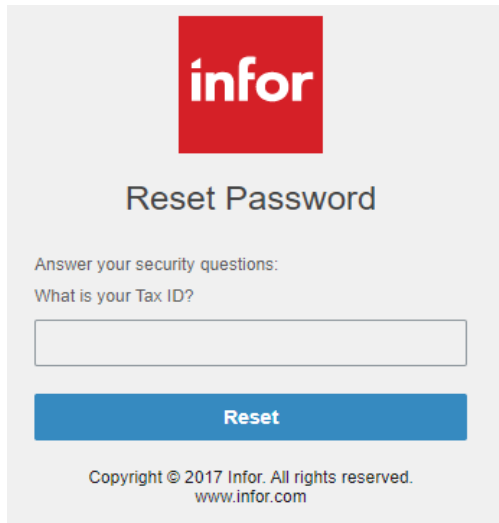
A screenshot of the Infor login page. The Infor logo is at the top. Below it, there is a "User Name *" field with a red border and a red "Required" error message. Below that is a "Password *" field. A blue "Login" button is centered below the fields. At the bottom, there are links for "Register" and "Forgot password?". The footer text reads "Copyright © 2017 Infor. All rights reserved. www.infor.com".

5. Enter username

A screenshot of the Infor "Reset Password" page. The Infor logo is at the top. Below it, the text "Reset Password" is displayed. Underneath, it says "Enter your username:" followed by a "User Name" label and a text input field. Below the input field are two buttons: a light blue "Reset" button and a dark blue "Go Back" button. The footer text reads "Copyright © 2017 Infor. All rights reserved. www.infor.com".

6. Select Reset

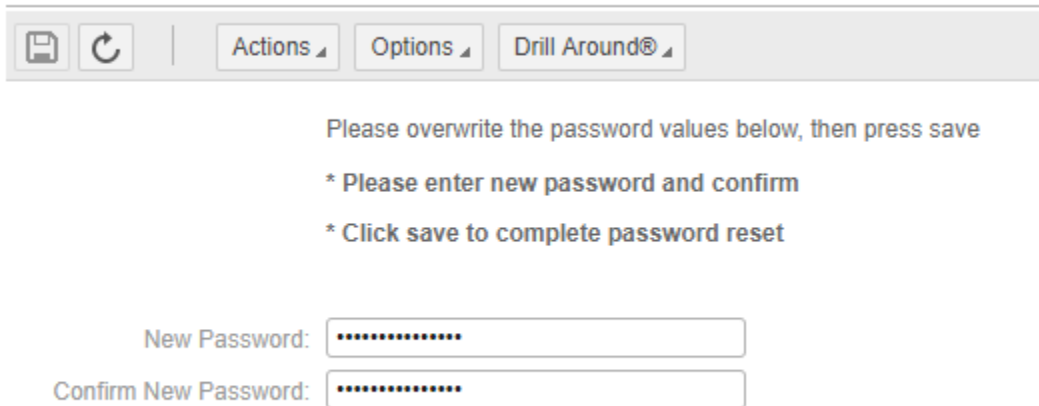
7. Answer the security question/s that you are prompted to answer.



The screenshot shows the Infor logo at the top, followed by the heading "Reset Password". Below this, it says "Answer your security questions:" and "What is your Tax ID?". There is a text input field for the answer. A blue "Reset" button is positioned below the input field. At the bottom, there is a copyright notice: "Copyright © 2017 Infor. All rights reserved. www.infor.com".

8. Create a new password in the next screen.

Reset Password



The screenshot shows a software interface with a top toolbar containing icons for save, refresh, and a menu with "Actions", "Options", and "Drill Around®" options. Below the toolbar, there are instructions: "Please overwrite the password values below, then press save", "* Please enter new password and confirm", and "* Click save to complete password reset". There are two text input fields, one labeled "New Password:" and the other "Confirm New Password:", both containing masked characters (dots).

9. Once you have put in a new password, select Actions from the menu tab and select save from the drop down menu.