

How to Register as a Vendor

From: **EBUS Pacebus Workflow Mailer** <Oracle.EbsDev@pacebus.com>

Date: Thu, Mar 21, 2019 at 3:06 PM

Subject: FYI: Invitation to register


To: SEND_SUPPLIER_INVITE_REG_NTF_52022 <cpatel@yahoo.com>

To SEND_SUPPLIER_INVITE_REG_NTF_52022
Sent 21-MAR-19 15:04:40
ID 7110159

Pace, the Suburban Bus Division of the Regional Transportation Authority, has invited you to register as a vendor. To register, click this [REGISTRATION](#) link.

DO NOT REPLY DIRECTLY TO THIS EMAIL AS IT WAS SENT FROM A NOTIFICATION-ONLY EMAIL ADDRESS THAT CANNOT ACCEPT INCOMING EMAILS.

STEP 1

If you received an email inviting you to register as a vendor, click the Registration link in the email . If you did not receive such an email, click the following link: [REGISTRATION](#).

pace iSupplier Portal

Close Preferences

Prospective Supplier Registration

* Indicates required field

Continue 1

Company Details

* Company Name

John Doe Co.

* Tax Country

United States

1

* Taxpayer ID

1234567

Contact Information

* Email

John@Yahoo.com

* First Name

John

* Last Name

Doe

* Phone Area Code

847

* Phone Number

123-4560

Phone Extension

Search and Select: Tax Country

Cancel Select

2

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Country Name United States Go

Results

Select	Quick Select	Country Name	Country Code
<input type="radio"/>		United States	US

Cancel Select

Continue 3

Close Preferences

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STEP 2

The Prospective Supplier Registration page will appear. Complete the required fields. If you received an email inviting you to register as a vendor, some fields may already contain information that you previously provided to Pace. Review that information and make changes as appropriate. To complete the Tax Country field, click 1 to open a pop-up window 2 where you can select the appropriate Tax Country. Your selection will appear in the Tax Country field. Click Continue 3.

Prospective Supplier Registration: Additional Details

* Indicates required field

[Back](#) [Save For Later](#) [Register](#)

Company Name **John Doe Co.**
 Tax Country **United States**
 Taxpayer ID **1234567**
 Alternate Supplier Name
 Note to Buyer
 Note to Supplier

Address Book

* At least one physical street address is required. A P.O. Box will not be accepted.

[Create](#)

Address Name	Address Details	Purpose	Update	Delete
No results found.				


Contact Directory

[Create](#)

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Doe	847-123-4560	John@Yahoo.com	✓		

STEP 3

The Additional Details page will appear. You must add your address. Address Name refers to a building or campus designation for your business (e.g., Headquarters or Main Branch). Address Details refers to the physical street address of your business. Click Create 1.

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Create Address

* Indicates required field

* Address Name	<input type="text" value="HQ"/>	
* Country	<input type="text" value="United States"/>	▼
* Address Line 1	<input type="text" value="2133 North Avenue"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
* City/Town/Locality	<input type="text" value="Palatine"/>	
County	<input type="text"/>	
* State	<input type="text" value="IL"/>	
Province	<input type="text"/>	
* Postal Code	<input type="text" value="60006"/>	
Phone Area Code	<input type="text"/>	

A two-letter State abbreviation is required (Example: IL for Illinois).

Phone Number	<input type="text"/>
Fax Area Code	<input type="text"/>
Fax Number	<input type="text"/>
Email Address	<input type="text"/>

☐ Purchasing Address

A physical street address is required. A P.O. Box will not be accepted.


A physical street address is required. A P.O. Box will not be accepted.

Close Preferences

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STEP 4

The Create Address page will appear. Complete the required fields. You may complete the other fields on this page but are not required to do so in order to register. Click Apply .



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Prospective Supplier Registration: Additional Details

* Indicates required field



Back Save For Later Register

Company Name **John Doe Co.**
 Tax Country **United States**
 Taxpayer ID **12345678**
 Alternate Supplier Name
 Note to Buyer
 Note to Supplier

Address Book


* At least one physical street address is required. A P.O. Box will not be accepted.

Create

Address Name	Address Details	Purpose	Update	Delete
HQ	2133 North, IL 60006 United States			

Contact Directory

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Doe	847-123-4560	John@Yahoo.com	✓		

STEP 5

The Additional Details page will appear and reflect the address that you added, except the City/Town/Locality will not be shown 1.

Products and Services

* At least one Products and Services code is required. If none of the codes applies to you, select Default Value (000).

Create 1

Code	Products and Services	Delete
No results found.		

Attachments

* Your completed IRS Form W-9 or, if you are a foreign vendor, IRS W-8 series form is required. Click the link below to download IRS Form W-9 or visit www.irs.gov to download the appropriate IRS W-8 series form. Save your completed IRS form to your computer.

[IRS Form W-9](#)

Add Attachment

Title	Type	Description	Last Updated By	Last Updated	Usage	Update	Delete
No results found.							

* ☐ Check here to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered.

* ☐ Check here to confirm that you have read and agree to the Pace Privacy Policy.

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STEP 6

You must add the Products and Services code(s) that apply to you. Click Create 1.



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Prospective Supplier Registration: Additional Details >

Add Products and Services: : (John Doe Co.)

☒ Browse All Products & Services 1
☐ Search for Specific Code and Product

3

Previous 1-10 Next 10 2

Code	Products and Services	View Sub-Categories	Applicable 4
000	Default Value		<input type="checkbox"/>
031-06-00	Air Conditioning and Heating: Central Units, and Parts and Accessories Not Individually Itemized		<input type="checkbox"/>
045-78-00	Vacuum Cleaners, Electric (Including Parts and Accessories)		<input type="checkbox"/>
052-48-00	Mixed Media		<input type="checkbox"/>
052-72-00	Posters and Prints (Not Originals)		<input type="checkbox"/>
055-40-00	Interior Trim Items, Vehicle		<input type="checkbox"/>
055-86-00	Tanks and Miscellaneous Accessories and Parts (Not Otherwise Listed)		<input type="checkbox"/>
060-61-00	Hydraulic System Components and Parts		<input type="checkbox"/>
060-67-00	Recycled Automotive Parts		<input type="checkbox"/>
070-06-50	Automobiles, Large Compact, Alternative Fueled OEM Vehicle, CNG/Gasoline		<input type="checkbox"/>

3

Previous 1-10 Next 10 2

Cancel Apply 5


Close Preferences

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STEP 7

The Add Products and Services page will appear. Browse All Products & Services 1 will be selected by default. To browse, click Next 10 2 or Previous 3. When you locate your Products and Services code(s), select the appropriate box(es) under the Applicable column 4, click Apply 5, and proceed to Step 10. To search for specific Products and Services code(s), proceed to Step 8.



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[Preferences](#)

Prospective Supplier Registration: Additional Details >

Add Products and Services : (John Doe Co.)

☐ Browse All Products & Services
 ☒ Search for Specific Code and Product 1

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description

Go

Clear

Code	Description	Applicable
600-02-00	Accessories, Calculators, Electronic	<input type="checkbox"/>
839-12-00	Accessories, Telephone (Not Otherwise Classified)	<input type="checkbox"/>
953-06-00	Accident	<input type="checkbox"/>
600-03-00	Accounting and Bookkeeping Machines (Not Data Processing)	<input type="checkbox"/>
918-04-00	Accounting/Auditing/Budget Consulting	<input type="checkbox"/>
209-11-00	Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.	<input type="checkbox"/>
208-10-00	Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.	<input type="checkbox"/>
190-18-00	Acids, Mineral: Boric, Hydrobromic, Hydrochloric, Sulfuric, etc.	<input type="checkbox"/>
910-01-00	Acoustical Ceilings and Walls: Cleaning, Installation, Restoration, Maintenance and Repair (Including Panel Wall Systems)	<input type="checkbox"/>
906-02-00	Acoustics; Noise Abatement - Architectural Services	<input type="checkbox"/>

[< Previous](#)

1-10

[Next 10 >](#)

[Cancel](#)
[Apply](#)


[Close](#)
[Preferences](#)

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STEP 8

Select the circle preceding Search for Code and Product 1.


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Close Preferences

Prospective Supplier Registration: Additional Details >
Add Products and Services: : (John Doe Co.)

☐ Browse All Products & Services
☒ Search for Specific Code and Product

Cancel

Apply

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description

%Engine%

Go

Clear

Code	Description	Applicable
925-17-00	Civil Engineering	<input type="checkbox"/>
600-41-00	Copy Machines, Engineering, for Reproduction and Design Production	<input type="checkbox"/>
075-20-00	Crankshaft Truing and Engine Stands	<input type="checkbox"/>
925-31-00	Electrical Engineering (Incl. Cogeneration Design Services)	<input type="checkbox"/>
557-33-00	Engine Parts	<input type="checkbox"/>
907-40-00	Engineering Services, Non-Licensed (Not Otherwise Classified)	<input type="checkbox"/>
208-41-00	Engineering Software	<input type="checkbox"/>
209-47-00	Engineering Software (Mini/Mainframe Computer)	<input type="checkbox"/>
557-30-00	Engines, Complete	<input type="checkbox"/>
208-67-00	Programming: Basic, Assembler, Computer Assisted Software Engineering Tools (CASE), Libraries, etc.	<input type="checkbox"/>

Previous

1-10

Next 10

Cancel

Apply

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STEP 9

To search by Code or by Description ¹, include the percent symbol (%) before and after your search criteria to maximize your search results, and click Go ². To erase your search criteria, click Clear ³. When you locate your Products and Services code(s), select the appropriate box(es) under the Applicable column ⁴ and click Apply ⁵.

Products and Services

* At least one Products and Services code is required. If none of the codes applies to you, select Default Value (000).

Create

Code	Products and Services	Delete
557-30-00	Engines, Complete	
557-33-00	Engine Parts	

Attachments

* Your completed IRS Form W-9 or, if you are a foreign vendor, IRS W-8 series form is required. Click the link below to download IRS Form W-9 or visit www.irs.gov to download the appropriate IRS W-8 series form. Save your completed IRS form to your computer.

[IRS Form W-9](#)

Add Attachment

Title	Type	Description	Last Updated By	Last Updated	Usage	Update	Delete
No results found.							

* ☐ Check here to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered.

* ☐ Check here to confirm that you have read and agree to the Pace Privacy Policy.

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STEP 10

The Additional Details page will appear and reflect your Products and Services code(s) 1.

Products and Services

* At least one Products and Services code is required. If none of the codes applies to you, select Default Value (000).

Create

Code	Products and Services	Delete
557-30-00	Engines, Complete	
557-33-00	Engine Parts	

Attachments

* Your completed IRS Form W-9 or, if you are a foreign vendor, IRS W-8 series form is required. Click the link below to download IRS Form W-9 or visit www.irs.gov to download the appropriate IRS W-8 series form. Save your completed IRS form to your computer.

[IRS Form W-9](#)

Add Attachment 1

Title	Type	Description	Last Updated By	Last Updated	Usage	Update	Delete
No results found.							

* ☐ Check here to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered.

* ☐ Check here to confirm that you have read and agree to the Pace Privacy Policy.

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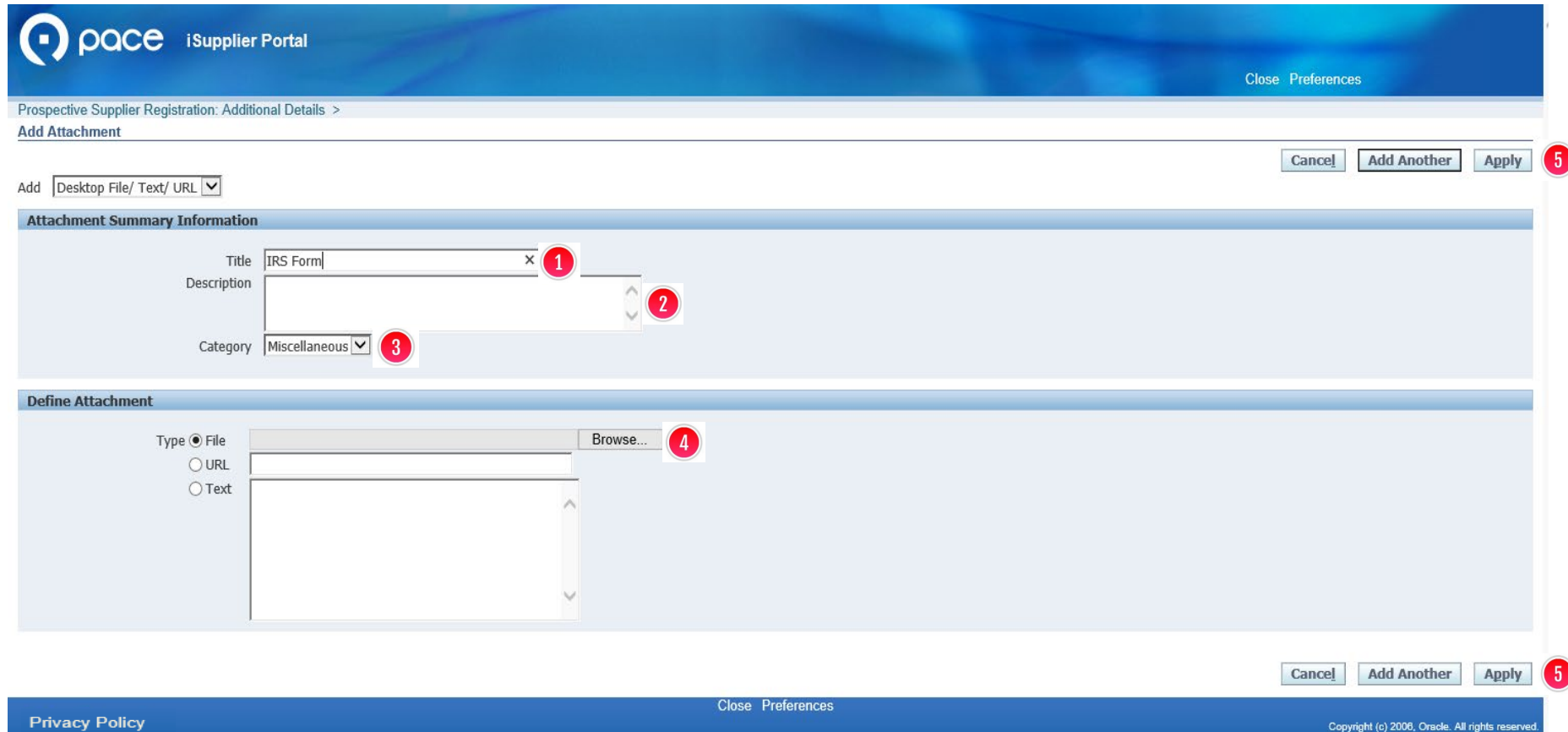
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STEP 11

You must upload your completed IRS form. Click Add Attachment 1.



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Prospective Supplier Registration: Additional Details >
Add Attachment

Add Desktop File/ Text/ URL

Cancel Add Another Apply

Attachment Summary Information

Title IRS Form

Description

Category Miscellaneous

Define Attachment

Type ☒ File ☐ URL ☐ Text

Browse...

Cancel Add Another Apply

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STEP 12

The Add Attachment screen will appear. You may enter a Title ¹ and Description ² for your IRS form but are not required to do so. Select Miscellaneous from the drop-down menu in the Category field ³. Click Browse ⁴. A pop-up window of your computer's directory will appear. Select your IRS form that you saved to your computer and click Open. Click Apply ⁵.

Products and Services

* At least one Products and Services code is required. If none of the codes applies to you, select Default Value (000).

Create

Code	Products and Services	Delete
557-33-00	Engine Parts	
557-30-00	Engines, Complete	

Attachments

* Your completed IRS Form W-9 or, if you are a foreign vendor, IRS W-8 series form is required. Click the link below to download IRS Form W-9 or visit www.irs.gov to download the appropriate IRS W-8 series form. Save your completed IRS form to your computer.

[IRS Form W-9](#)

Add Attachment

Title	Type	Description	Last Updated By	Last Updated	Usage	Update	Delete
 IRS Form	File		GUEST	25-Feb-2019	One-Time		

* ☐ Check here to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered.

* ☐ Check here to confirm that you have read and agree to the Pace Privacy Policy.

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STEP 13

The Additional Details page will appear and reflect your attachment .

Products and Services

* At least one Products and Services code is required. If none of the codes applies to you, select Default Value (000).

Create

Code	Products and Services	Delete
557-33-00	Engine Parts	
557-30-00	Engines, Complete	

Attachments

* Your completed IRS Form W-9 or, if you are a foreign vendor, IRS W-8 series form is required. Click the link below to download IRS Form W-9 or visit www.irs.gov to download the appropriate IRS W-8 series form. Save your completed IRS form to your computer.

[IRS Form W-9](#)

Add Attachment

Title	Type	Description	Last Updated By	Last Updated	Usage	Update	Delete
IRS Form	File		GUEST	25-Feb-2019	One-Time		

1

* ☒ Check here to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered.

2

* ☒ Check here to confirm that you have read and agree to the Pace Privacy Policy.

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STEP 14

You must select this box 1 to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered. You must also select this box 2 to confirm that you have read and agree to the Pace Privacy Policy.



iSupplier Portal

Close Preferences

Prospective Supplier Registration: Additional Details

* Indicates required field

Company Name
Tax Country
Taxpayer ID
Alternate Supplier Name
Note to Buyer

Note to Supplier

John Doe Co.

United States



1234567

Back
Save For Later
Register

Address Book


* At least one physical street address is required. A P.O. Box will not be accepted.

Create


Address Name	Address Details	Purpose	Update	Delete
HQ	2133 North, IL 60006 United States			


Contact Directory

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Doe	847-123-4560	John@Yahoo.com	✓		

STEP 15

You may add another contact but are not required to do so in order to register. If you want to add another contact, click Create ; otherwise, proceed to Step 18.

 **iSupplier Portal**

Close Preferences

Create Contact

* Indicates required field

Cancel

Apply

Contact Title

* First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

* Contact Email

URL

* Phone Area Code

* Phone Number

Phone Extension

Alternate Phone Number

Fax Area Code

Fax Number

Supplier User Account

☒ Create User Account For The Contact

Cancel

Apply

Close Preferences

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STEP 16

The Create Contact page will appear. Complete the required fields. Check the Create User Account For The Contact box **1** if the contact requires access to the iSupplier Portal. Click Apply **2**.


Contact Directory

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Doe	847-123-4560	John@yahoo.com	✓		
1 Jane	Doe	847-123-4568	Jane.Doe@yahoo.com	✓		

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
Small Business Enterprise (SBE)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 

 **TIP** Date format example: 25-Feb-2019

Products and Services

* At least one Products and Services code is required. If none of the codes applies to you, select Default Value (000).

Create

Code	Products and Services	Delete
No results found.		

STEP 17

The Additional Details page will appear and reflect your additional contact 1.

Business Classifications

1

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business Enterprise (SBE)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

✓ **TIP** Date format example: 26-Feb-2019

Products and Services

* At least one Products and Services code is required. If none of the codes applies to you, select Default Value (000).

Code	Products and Services	Delete
No results found.		

Attachments

* Your completed IRS Form W-9 or, if you are a foreign vendor, IRS W-8 series form is required. Click the link below to download IRS Form W-9 or visit www.irs.gov to download the appropriate IRS W-8 series form. Save your completed IRS form to your computer.

[IRS Form W-9](#)

Title	Type	Description	Last Updated By	Last Updated	Usage	Update	Delete
No results found.							

* ☐ Check here to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered.

* ☐ Check here to confirm that you have read and agree to the Pace Privacy Policy.

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[Close](#) [Preferences](#)

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STEP 18

You may provide information concerning your classification as a DBE or an SBE but are not required to do so in order to register. If you want to provide such information, select the appropriate classification under the Applicable column 1 and complete the corresponding Certificate Number, Certifying Agency, and Expiration Date fields; otherwise, proceed to Step 19.

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business Enterprise (SBE)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

TIP Date format example: 25-Feb-2019

Products and Services

* At least one Products and Services code is required. If none of the codes applies to you, select Default Value (000).

Create

Code	Products and Services	Delete
557-33-00	Engine Parts	
557-30-00	Engines, Complete	

Attachments

* Your completed IRS Form W-9 or, if you are a foreign vendor, IRS W-8 series form is required. Click the link below to download IRS Form W-9 or visit www.irs.gov to download the appropriate IRS W-8 series form. Save your completed IRS form to your computer.

[IRS Form W-9](#)

Add Attachment

Title	Type	Description	Last Updated By	Last Updated	Usage	Update	Delete
IRS Form	File		GUEST	25-Feb-2019	One-Time		

* ☒ Check here to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered.

* ☒ Check here to confirm that you have read and agree to the Pace Privacy Policy.

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Register 1


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STEP 19

Click Register 1 to complete the registration process.

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Close Preferences

 **Confirmation**

Thank you. After approval of your registration information by Pace, you will receive an email notification with your user name and temporary password.

Close Preferences

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STEP 20

The Confirmation page will appear.