# New Supplier Registration in Supplier Portal

Thank you for your interest in becoming a Supplier for the City of Virginia Beach. If you have done business with the City of Virginia Beach in the past, and you want to check whether your company already exists in our database, you can send your inquiry with company name and Tax ID to SupplierPortal@vbgov.com.

Once it has been confirmed that you are not already in our database, you may submit a registration request as outlined in this guide. After completing the registration, your registration information will be reviewed by our Supplier Portal Team and you will receive an email informing you of your City of Virginia Beach Supplier Portal account creation within 2 business days.

Contents

1   Enter Company Details
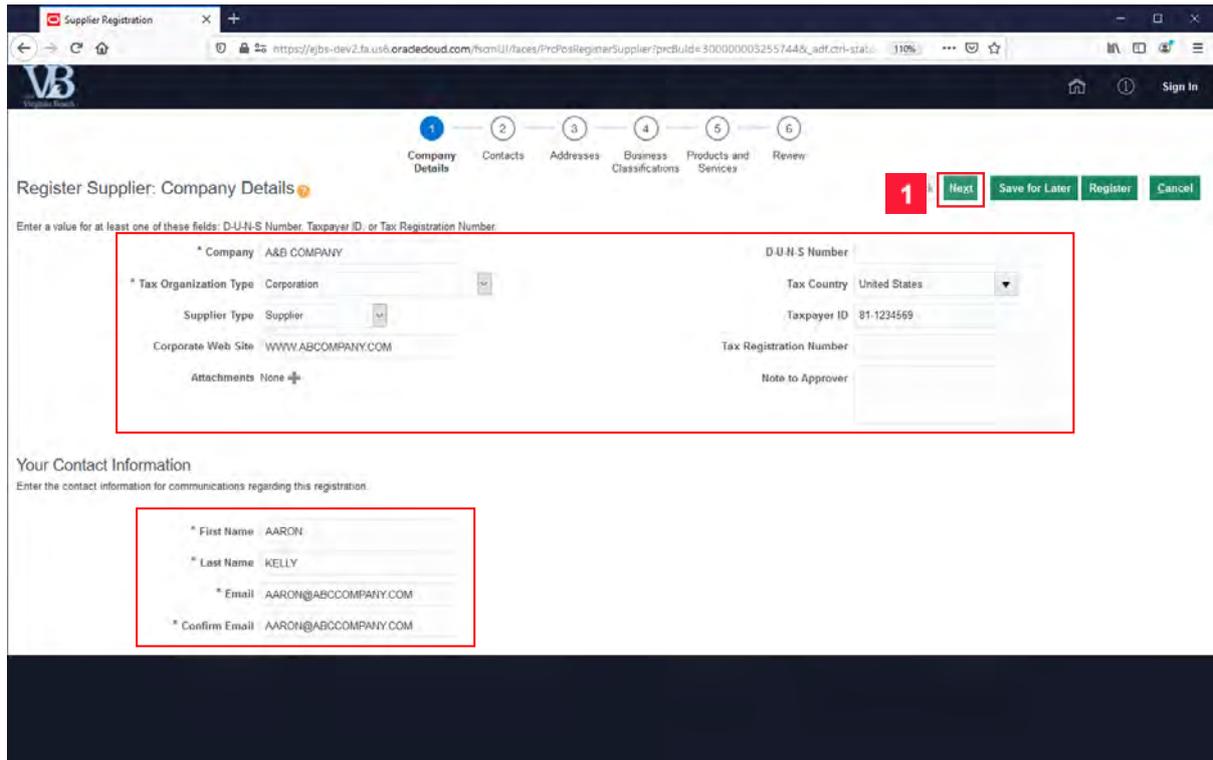
PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

Enter the complete details for your company. Please note you must have your Federal Tax ID number to complete registration. If you are an individual, your Social Security Number (SSN) is your Federal Tax ID. To access the Taxpayer ID or Tax Registration Number fields you must first enter your Tax Country.

1 Once your company information is complete, click the **Next** button.
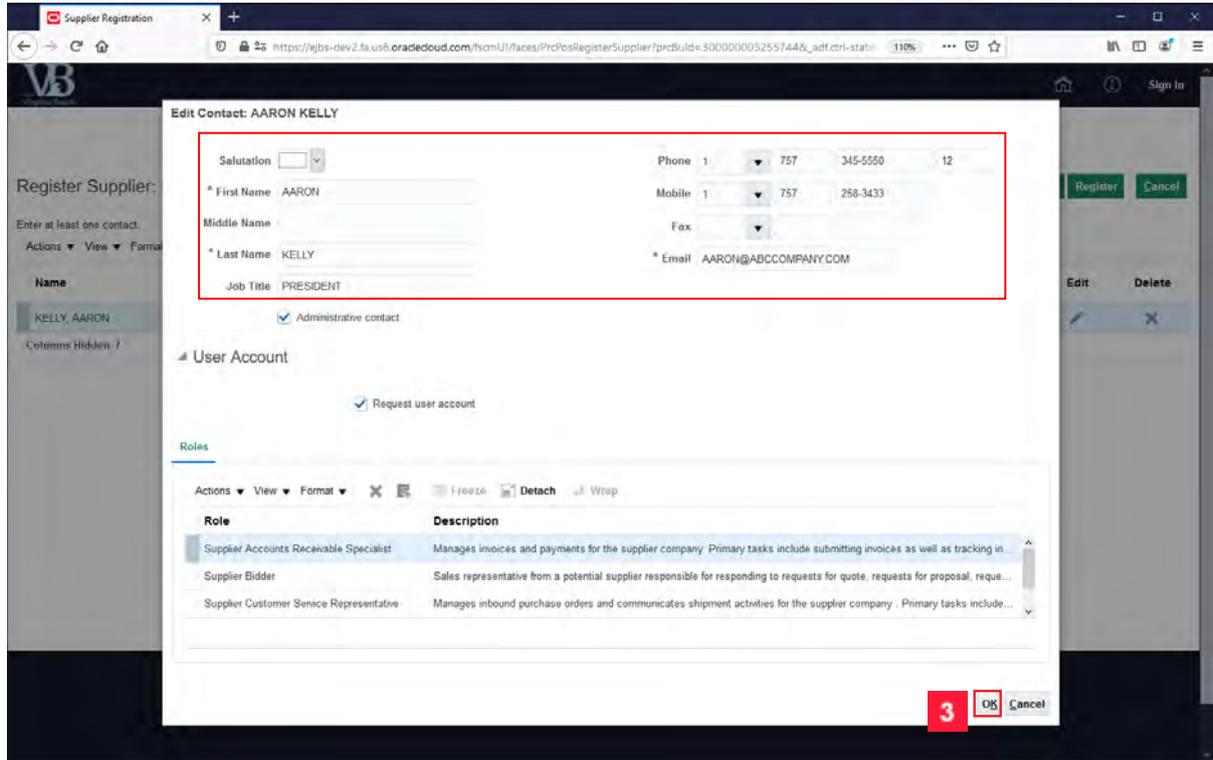
2   Add Contacts
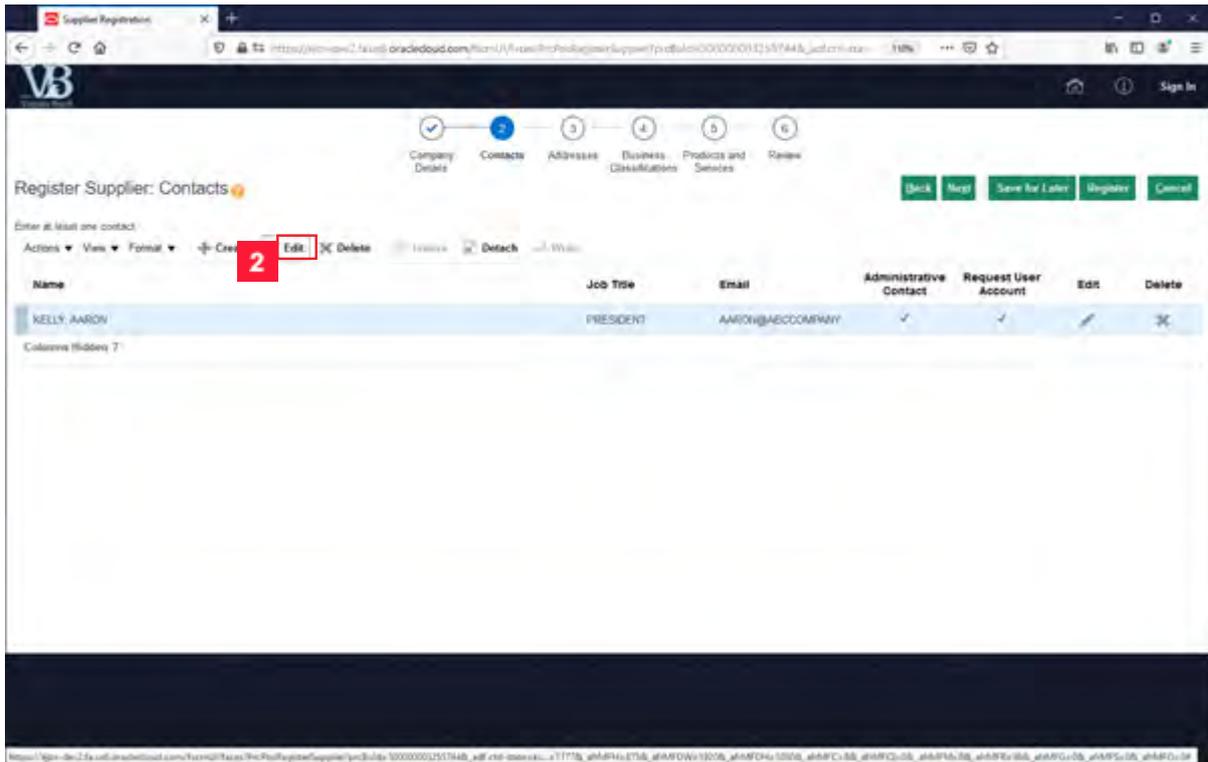
A contact for your company is automatically created based on the **First Name, Last Name** and **Email** from the previous page.

**2**   Click the **Edit** input field to add additional information.

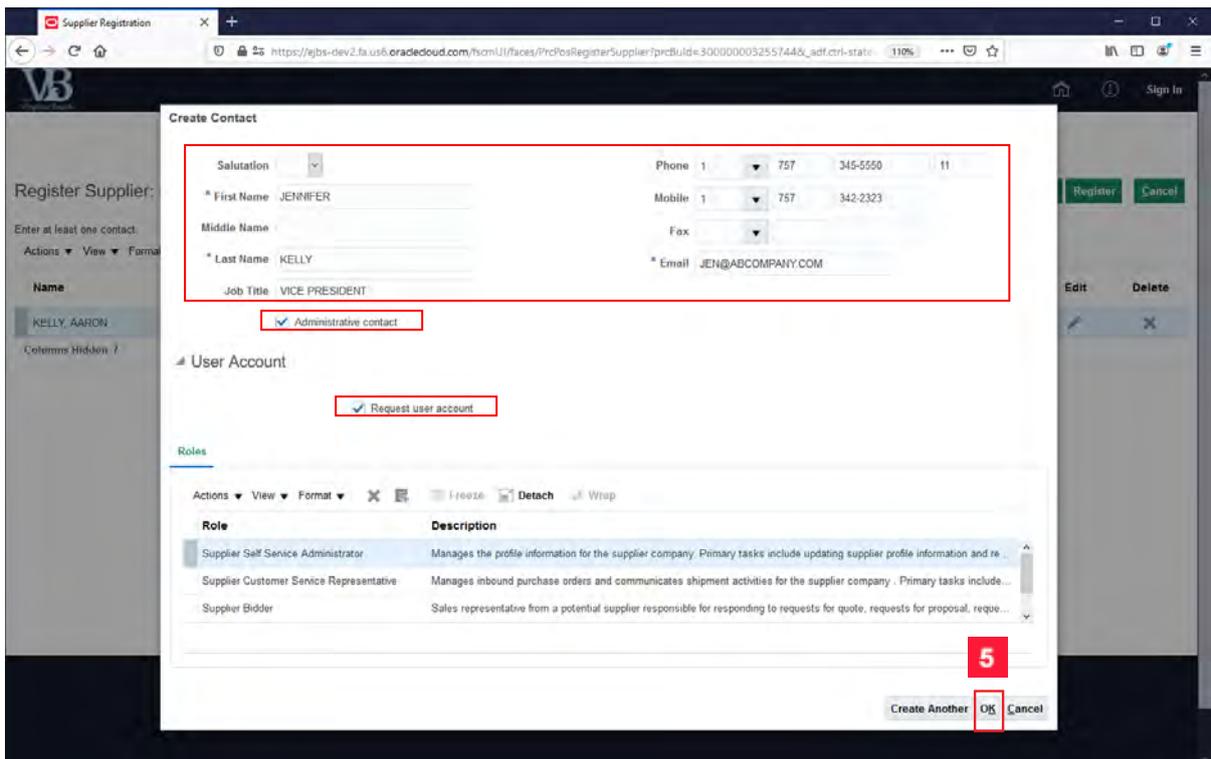PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

Enter additional information for the contact such as **Job Title** and **Phone Numbers**.

- By default, this contact will have administrative rights in the Supplier Portal. As an Administrative contact, you will have the ability to add more contacts and specify their roles and privileges in the portal.

- Additionally, this contact will have a user account created. A username and password for logging into Supplier Portal.

3 Click the **OK** button.
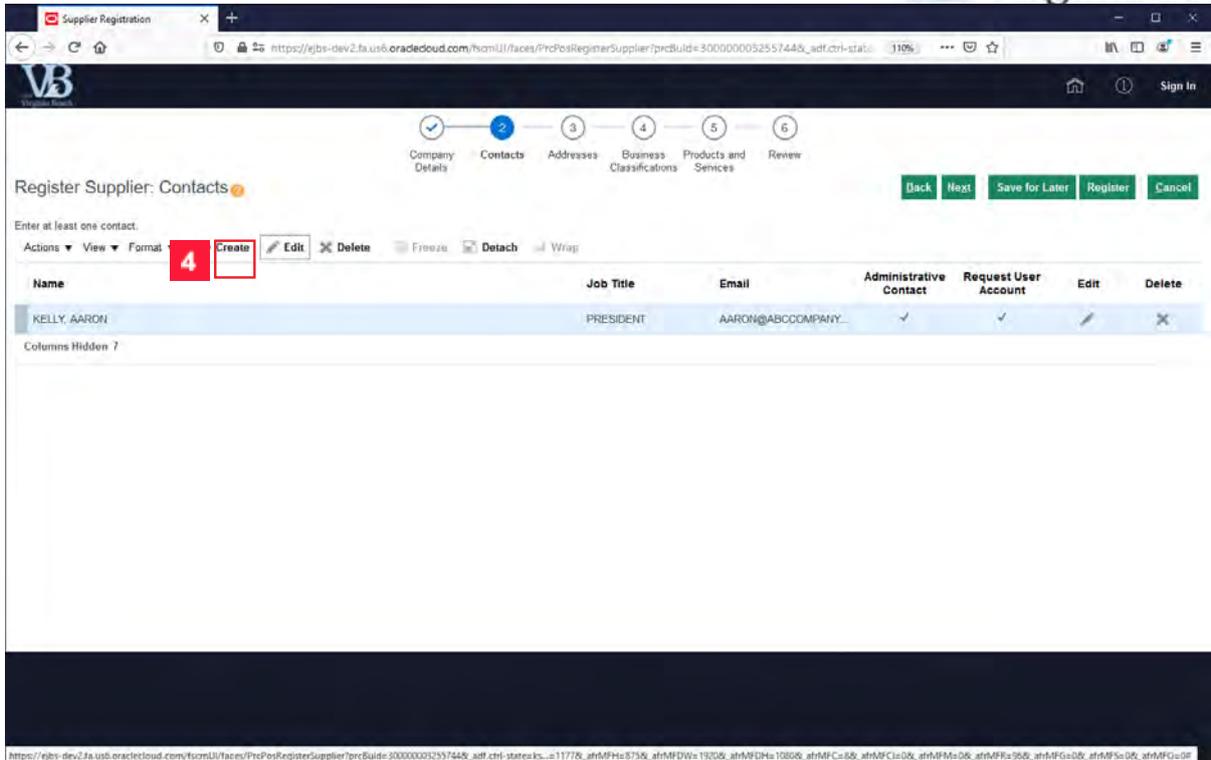
4 Click the **+ Create** button to add additional contacts.

Complete the fields for this contact. In this example, we are making them an Administrative contact and requesting a user account by selecting the checkboxes.

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA
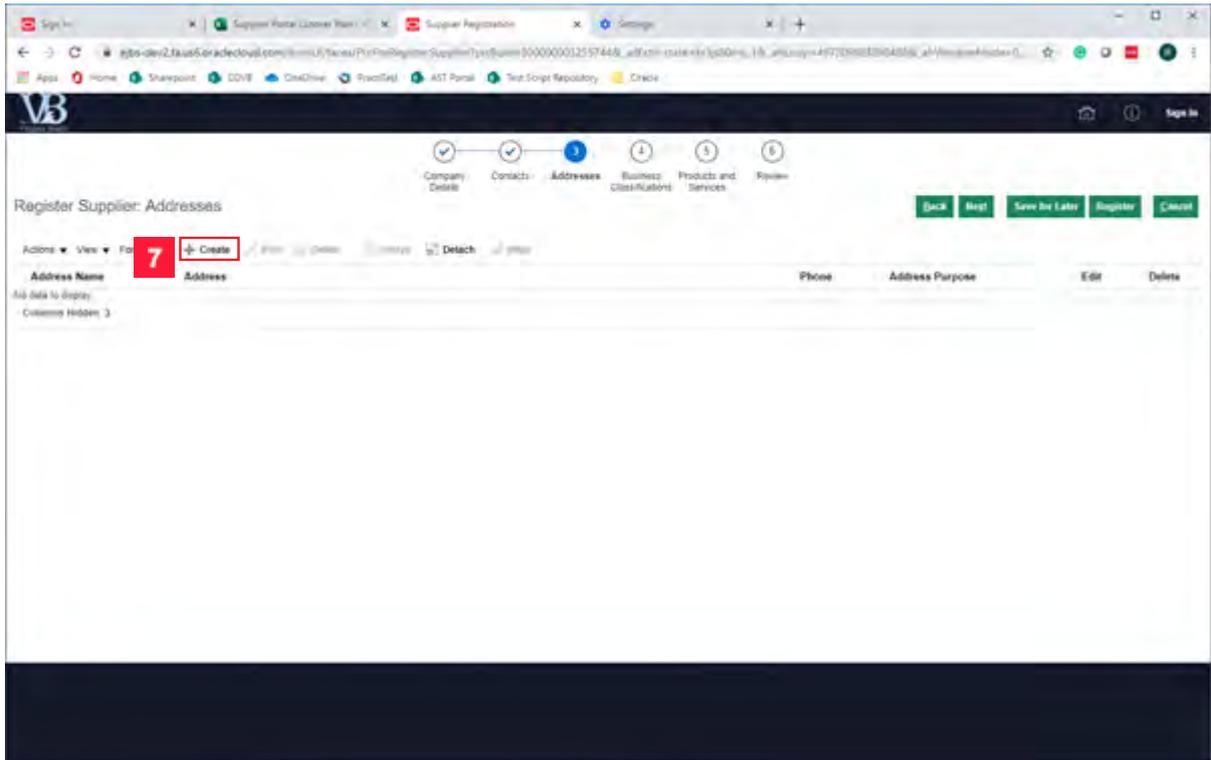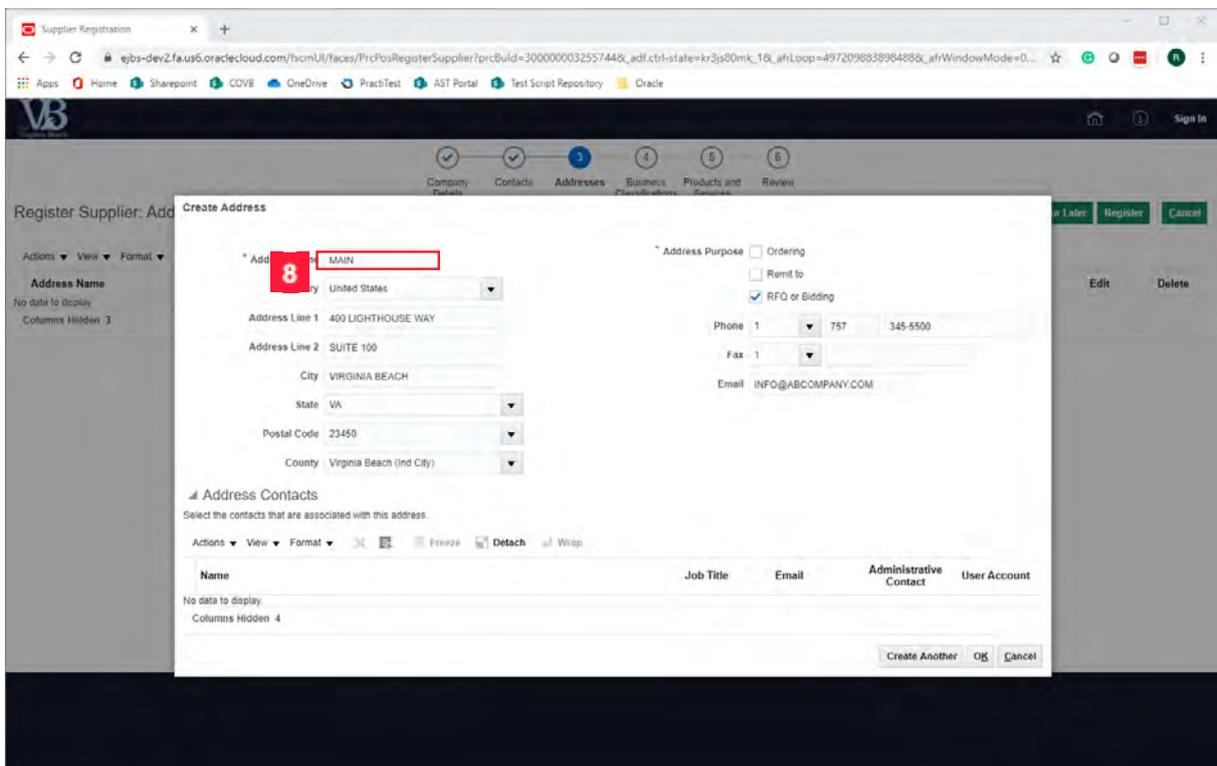
5 Click the **OK** button.

6 Click the **Next** button.

3 Add Addresses

7 Click the ➕ **Create** button to add an address.

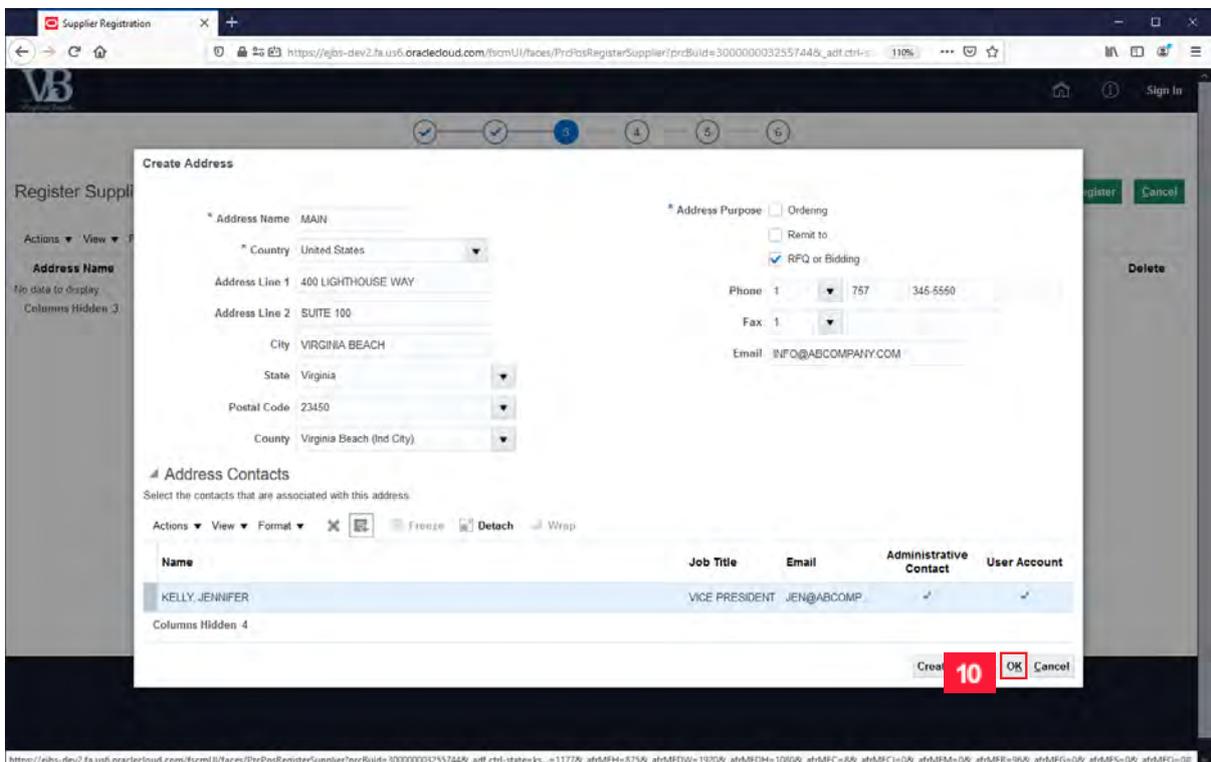> PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

8 For your primary or main address, enter **MAIN** in the **Address Name** field.
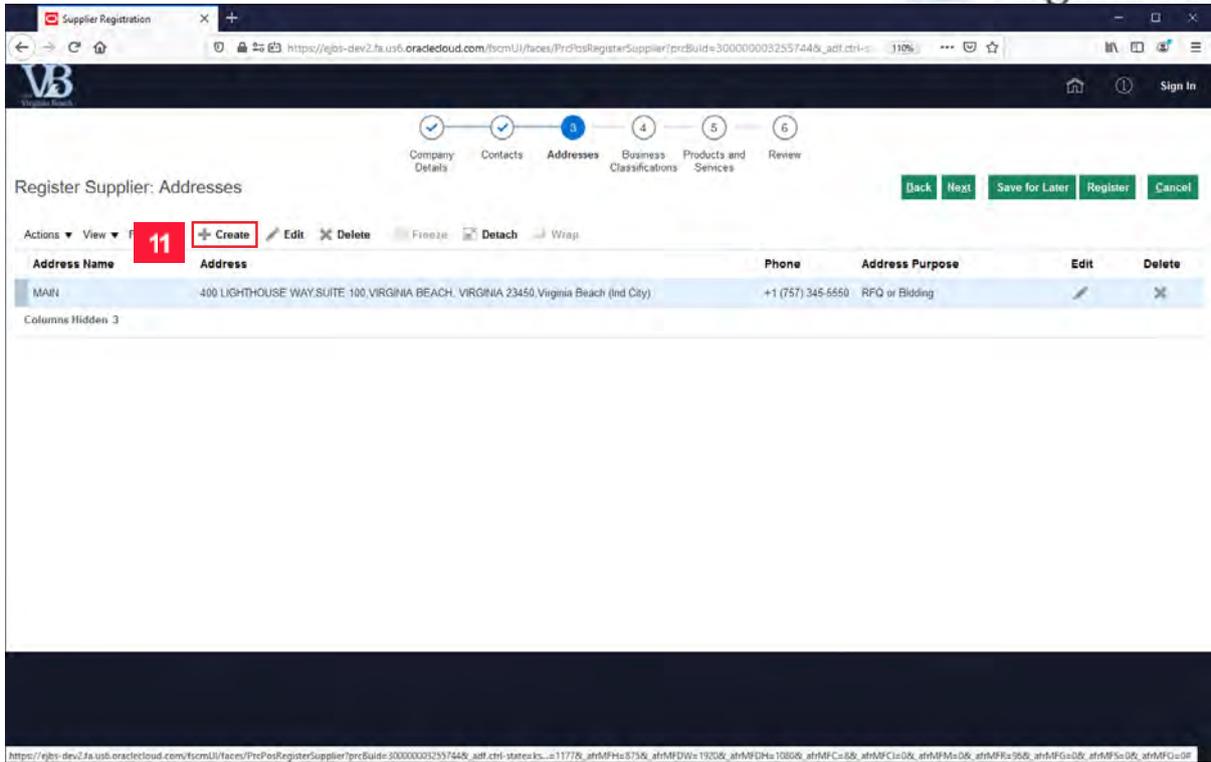
Complete all the fields on the page
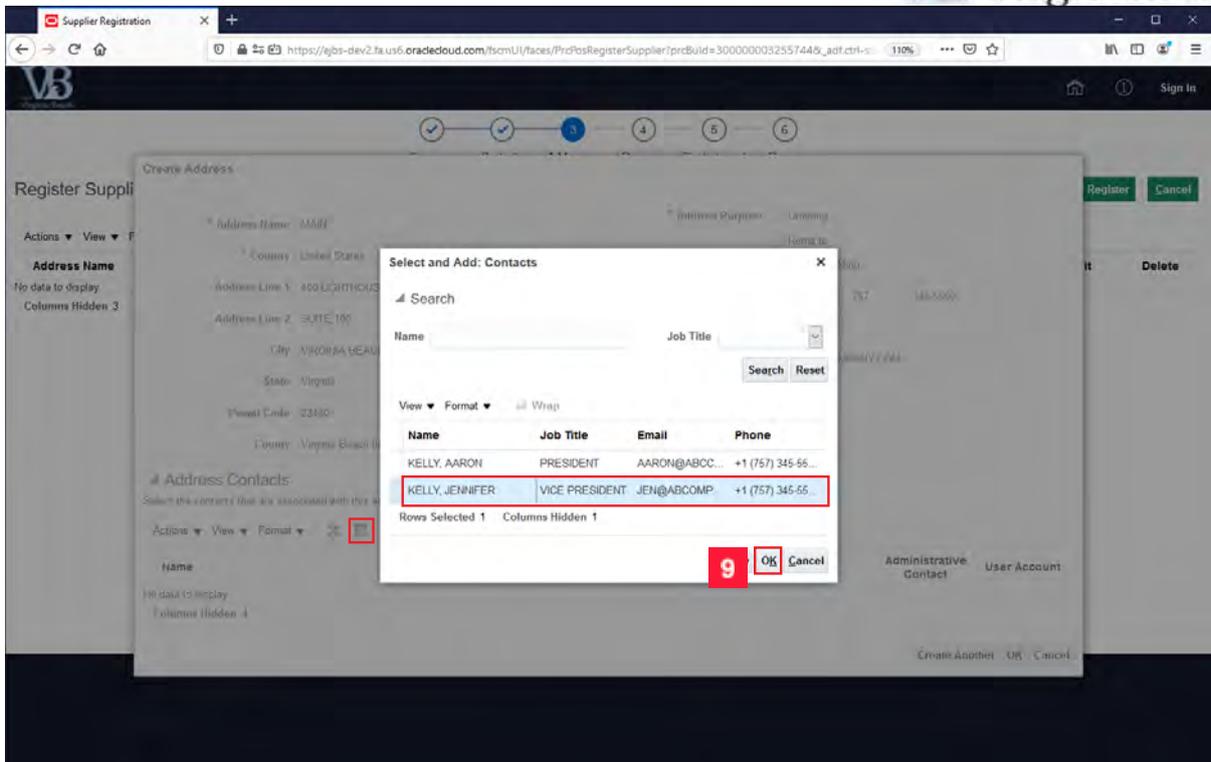
In the Address Contact section, you will connect a contact with this address. Click the **Select and Add** button. Select the row of the contact you want to add so it is highlighted in blue.
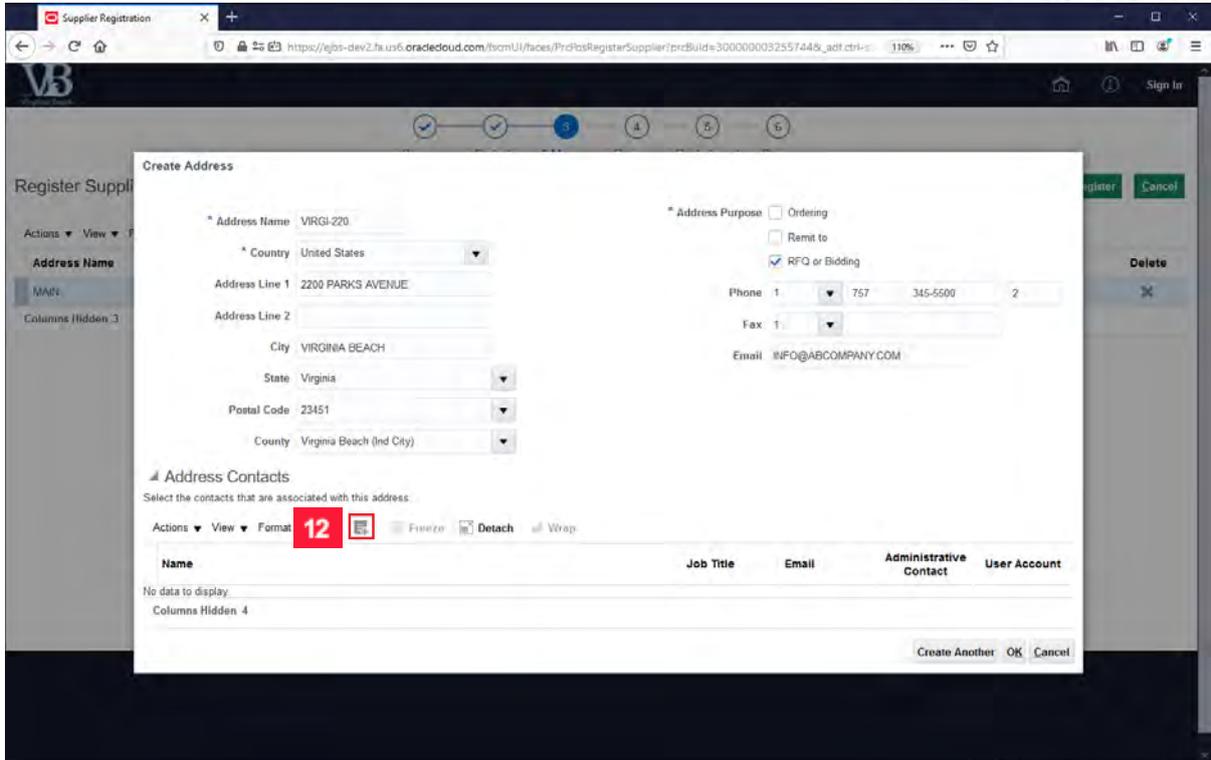
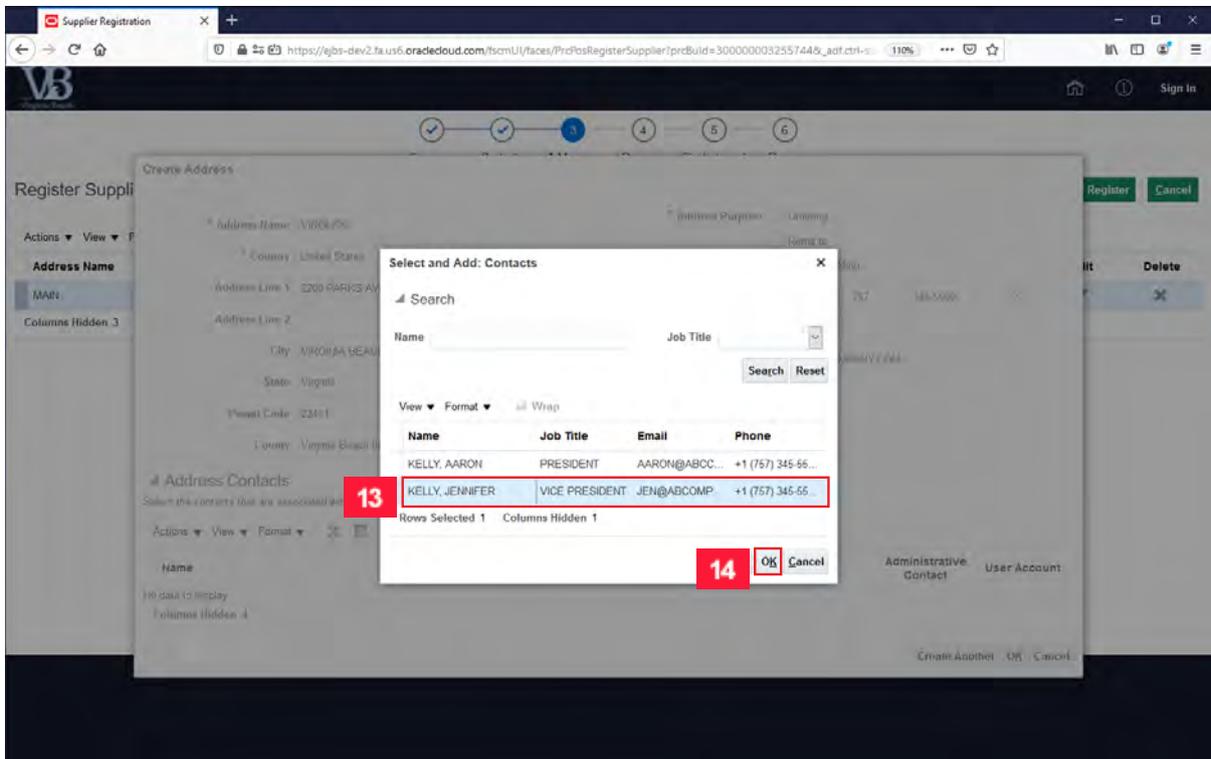**9** Click the **OK** button.

10 Click the **OK** button.

11 Click the ➕ **Create** button to add an add another address.

For additional addresses please use a five (5) letter abbreviation of the City and the street number. For example, 2200 PARKS AVENUE VIRGINIA BEACH, VA would have an address name of VABEA-220. Please note that each location must have a different **Address Name**.
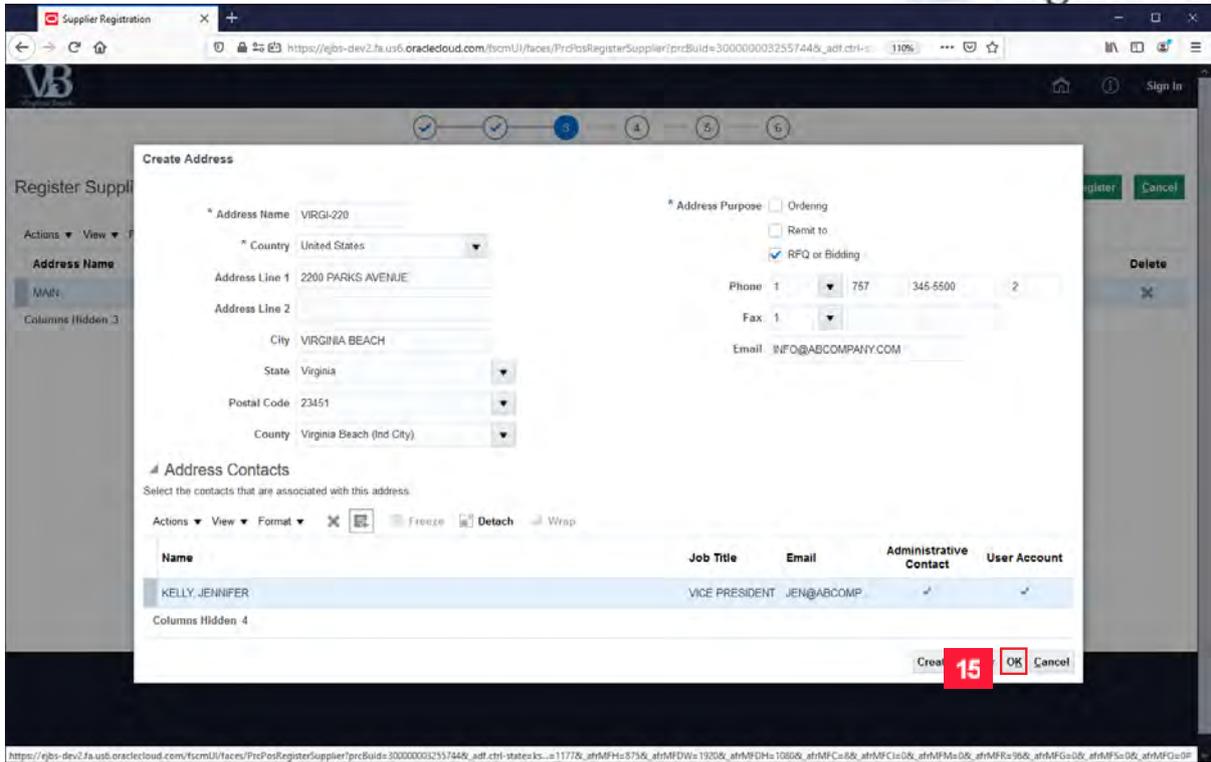
PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

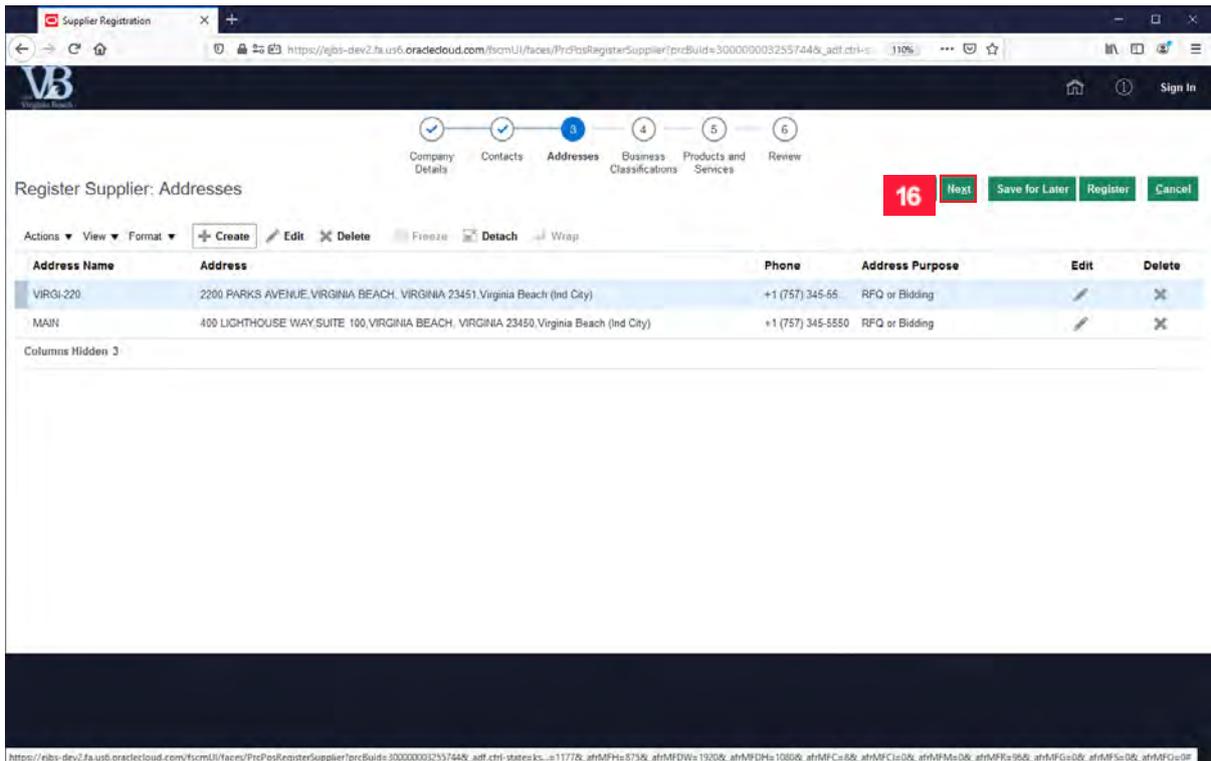**12**   Click the **Select and Add** button to connect a contact with this address.

13   Select the contact to connect with this address.
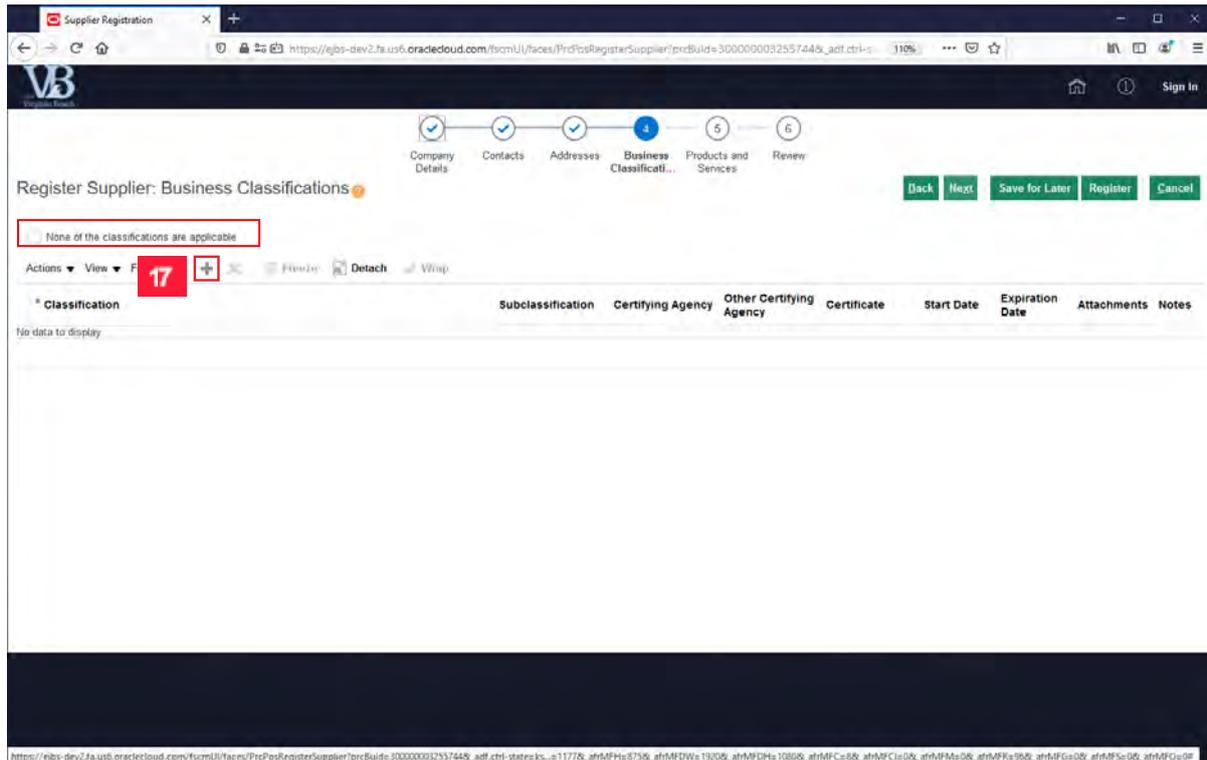
14   Click the **OK** button.

15   Click the **OK** button.

16   Click the **Next** button.

# 4   Add Business Classifications

Examples of business classifications are Small, Woman, Minority or Service-disabled Veteran owned business.

- Please add all applicable classifications and provide any certifications, if available.

- Self-certification is acceptable.

- If your company does not meet any of the business classifications, please select the checkbox for None.

This data is mandatory, and you cannot complete registration without completing this information.

17   Click the ➕ icon to add a **Business Classification** or select the **None of the classifications are applicable** checkbox.
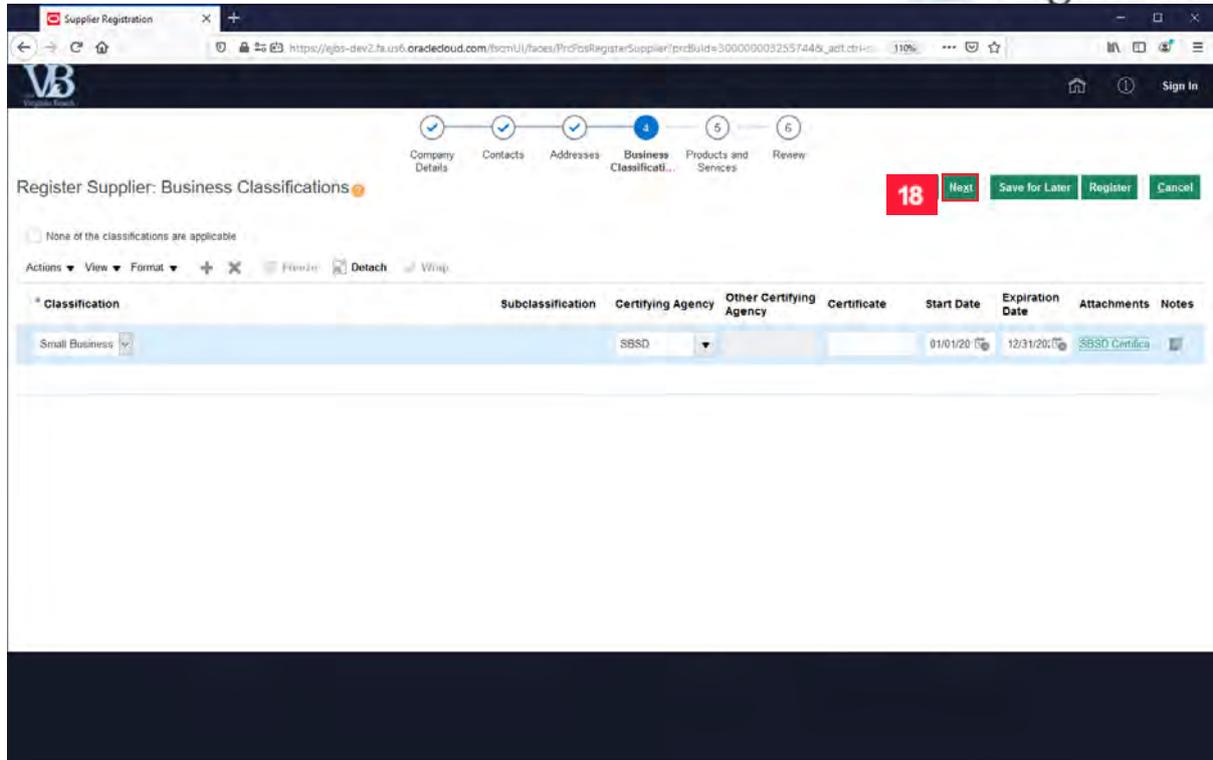
18   Click the **Next** button.
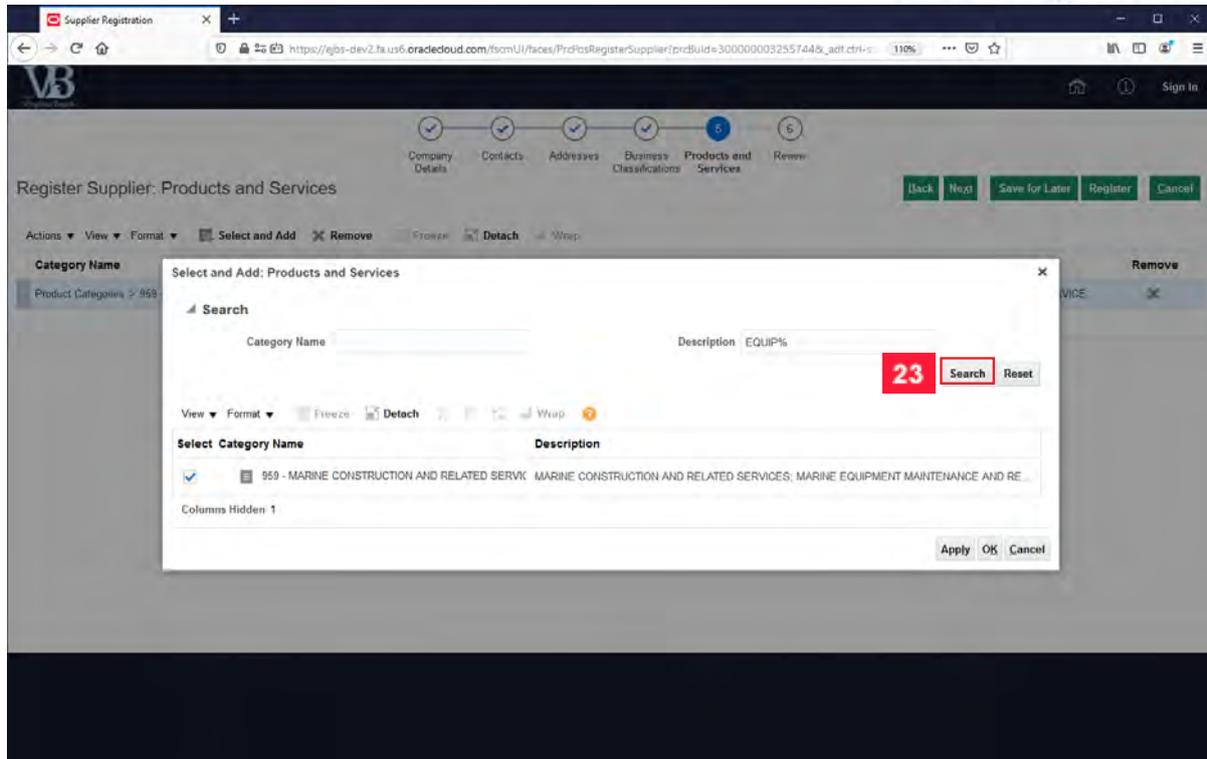
5   Add Products and Services
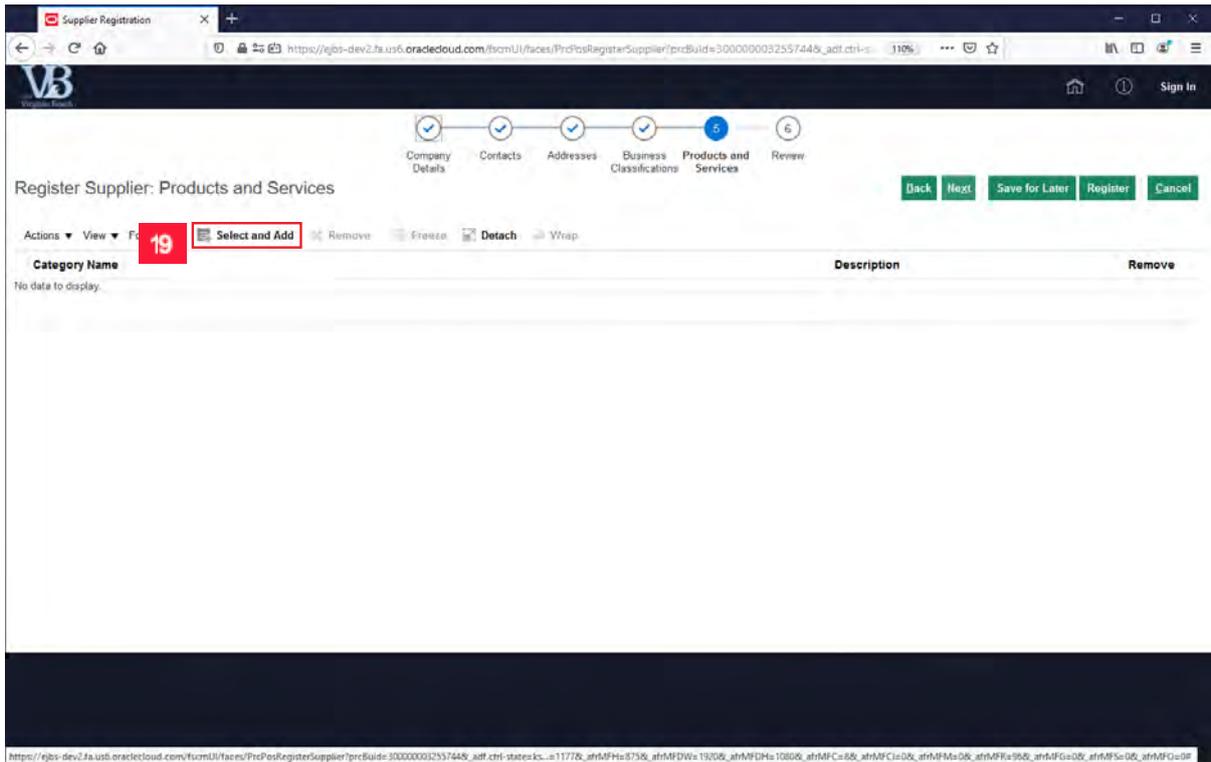
Please select and add the products or services that your company provides. The products and services are based on the National Institute of Governmental Purchasing (NIGP) codes.

19   Click the **Select and Add** button.
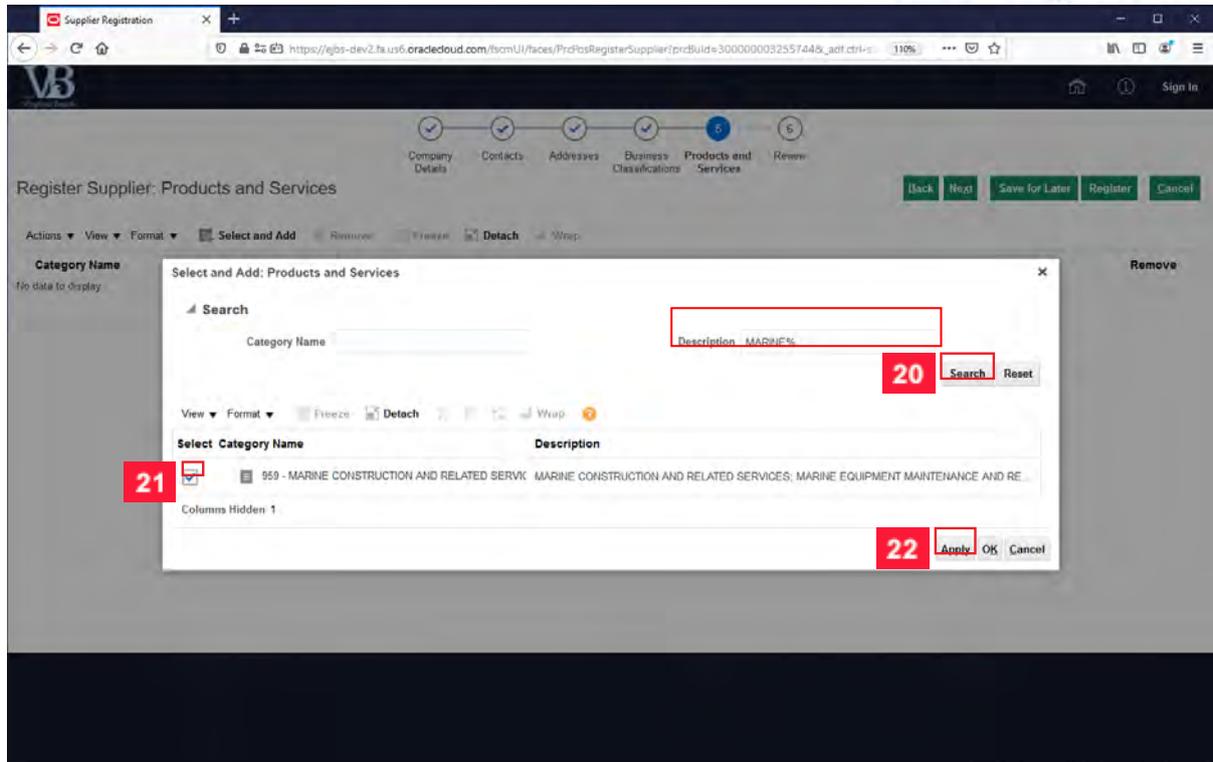
Enter a keyword in the **Description** field.

20 Click the **Search** button.

21 Review and select the checkbox with the Category Name and Description of Products or Services that apply to your company.

22 Click the **Apply** button.

To select another Product and/or Service, enter another keyword in the **Description** field.

23 Click the **Search** button.
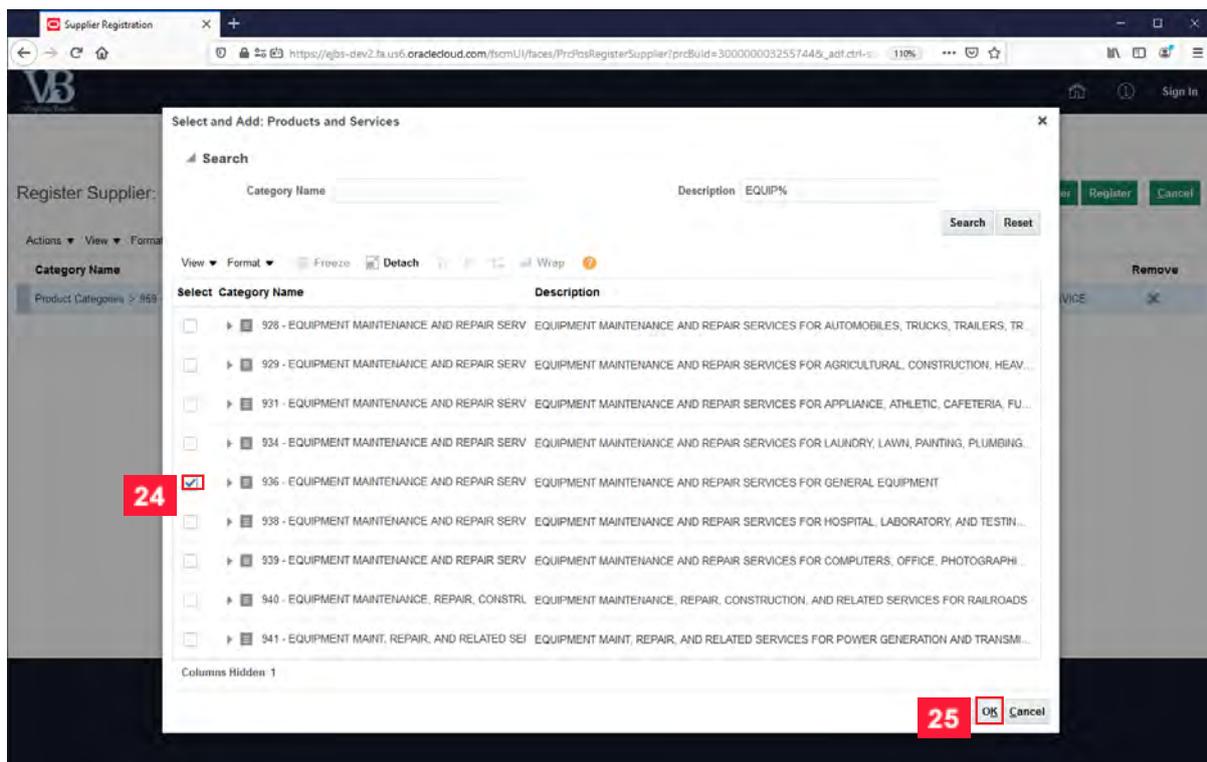
24 Once again, review and select the checkbox with the Category Name and Description of Products or Services that apply to your company.

25 Click the **OK** button. Repeat steps 19 – 24 as necessary.

26   Click the **Next** button.

6 Review Supplier Registration Information

27 Review the information you have entered is accurate. If not, click the **Back** button at the top to make any changes.

28 If the information you have entered is accurate and complete, click the **Register** button.
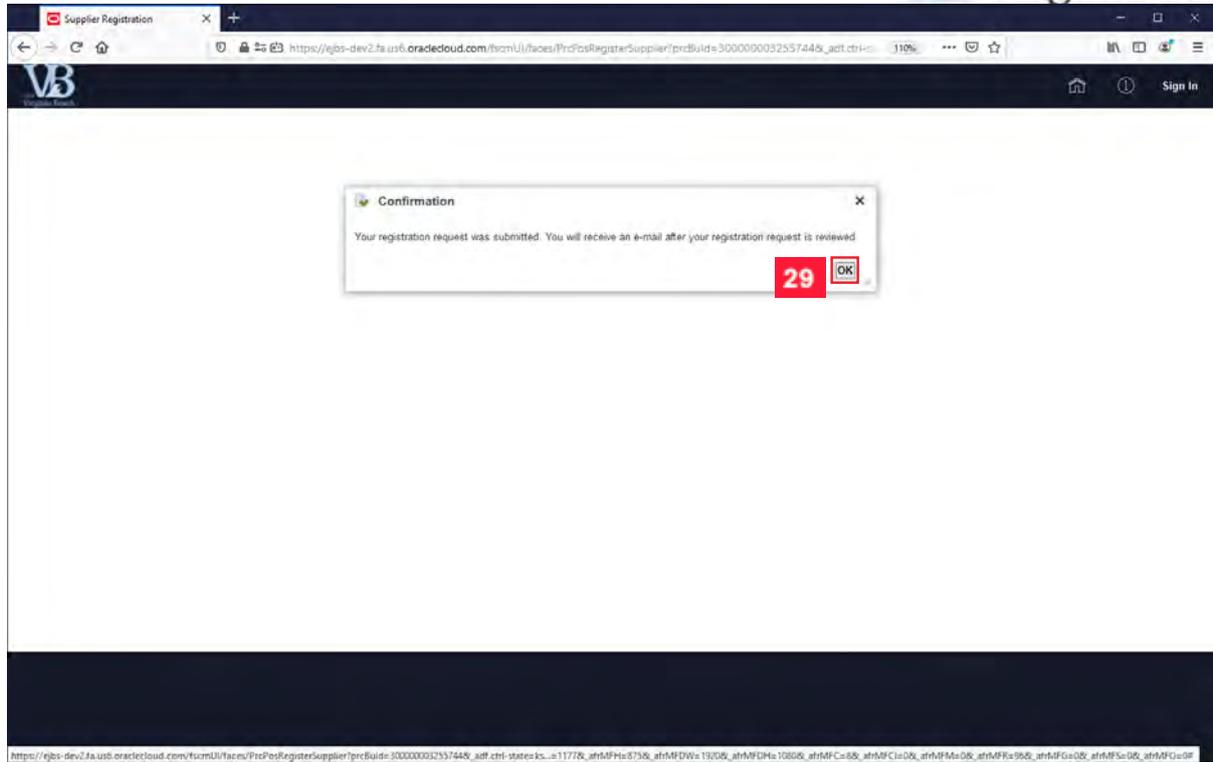
A confirmation window will appear.

29 Click the **OK** button.

7   Supplier Portal Support

You have successfully registered as a new supplier for the City of Virginia Beach. If you have questions or need additional assistance, please contact us at SupplierPortal@vbgov.com or (757) 385-4438.