

CITY OF CHATTANOOGA PURCHASING DEPARTMENT  
SUPPLIER REGISTRATION QUICKSTART GUIDE

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**Portal Registration**

- Enter Chattanooga.gov into your web browser. When the main page loads, access the Department list in the main header and click on Finance.
- You will be able to access the **Purchasing** page when the Finance main page loads.
- On the Purchasing webpage, navigate the page to Supplier Registration.
- Look for the button labeled **SUPPLIER REGISTRATION**.
- When the button is clicked, the form will open for you to complete your registration.
- All information is required because we use this information to set up your purchase order and to notify you when a new solicitation has been posted.

- **Company Details Page**

- Enter your entity's full name as it will appear on invoices.
- Enter your Tax organization Type
- Choose the supplier type category that best fits your entity.
- Look for **ATTACHMENTS** and click on the plus sign next to it.
- A small window will open -click on **CHOOSE FILE** to upload your W9 and ACH form.
- Click on the down arrow in the **SUPPLY** box to let us know what you provide (Goods, Services, or Goods & Services)
- Enter your Tax Country
- Enter Tax Payer ID without dashes.
- Tax Registration is not required
- Enter any comments you wish us to know in NOTE TO Approver
- Enter Your contact Information


- Click on NEXT

- **Contacts Page**

- Click on the **CREATE** Icon in the ribbon above to add any additional contacts
- Enter the new contact in the pop-up form. If you wish the contact to have access to the portal, please make sure to click the box next to Request User Account.
- Upon approval of your registration, you will receive an email asking you to set your password. The email address you specified in your contact information will be your user name.

- Click on NEXT

- **Address Page**

- Click on the **CREATE** Icon in the ribbon above to add your mailing & payment address
- In **ADDRESS NAME**: Enter the first 15 characters of your street address
- In **ADDRESS LINE 1**: Enter your full street address
- To the right, mark the address purpose (ordering, remit, or bidding). All three can be added to the same address or you can have a separate address for payment.
- In **POSTAL CODE**: Enter your postal code and press Enter on your keyboard. A pop-up window will appear with a list of City/State to choose from.
  
- Go to **ADDRESS CONTACTS**: Click on the  icon to open the contact list. Choose the contact you wish the buyers to use to reach out about solicitations and correspondence.
- Click **OK**


- Click on NEXT

- **Business Classification Page**

- Are you a Minority Owned, Women Owned, LGBTQ Owned or Service Disabled Veteran owned business? If not click; None of the classifications are applicable.
- If you are, please click on the plus sign in the ribbon.
- A new line will appear, please click on the down arrow in the box under CLASSIFICATION to choose which category that fits your business. If more than one category applies, please add an additional line.

- Click on NEXT

- **Products & Services Page**

- In the Ribbon, click on  **Select and Add**
- Click on the tiny arrow next to NIGP Category.
- A list of products and services will appear to choose. Please select the best category that fits what your business provides. You are able to choose as many categories as you wish. Select the category by clicking the box next to it.
- The categories are very broad, you will need to review if your business falls under a particular category.
- Click APPLY
- Click OK

- You can click **NEXT** to review or if you are satisfied with the information, click on SUBMIT.

Questions! Need Support! Please reach out to [suppliersupport@chattanooga.gov](mailto:suppliersupport@chattanooga.gov)

