



CHICAGO HOUSING  
AUTHORITY™

# **CHA Supplier Portal Registration Training**

**Department of Procurement and Contracts**

**You can access CHA's Supplier Portal from the following links:**

<http://www.thecha.org/doing-business/contracting-opportunities/supplier-portal/>  
<http://tinyurl.com/CHA-Supplier-Portal>

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The CHA Supplier Portal facilitates the exchange of information between a buying organization and its suppliers.

**Benefits of the application include:**

- ▶ Self-service supplier registration and account maintenance
- ▶ Support for multiple commodity codes per supplier and contact
- ▶ Improved communication via messages, including support of electronic attachments
- ▶ Document upload capability
- ▶ Enables data to be accessible in one location

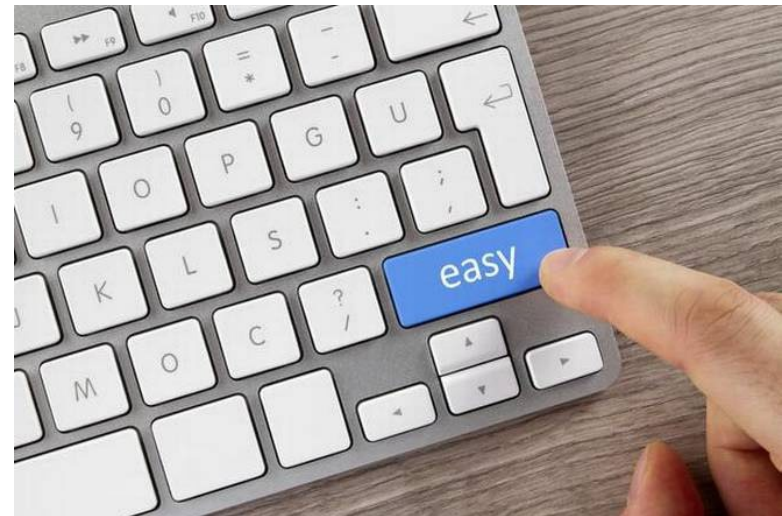
**Note:** Required browsers for the Supplier Portal are Chrome, Mozilla Firefox and I.E. 10 and above.

## **Basic Steps to Register in the Supplier Portal**

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To register in the Supplier Portal from the Chicago Housing Authority's website:

1. Go to CHA's website at: [www.thecha.org](http://www.thecha.org)
2. Click on "Doing Business"
3. Click on "Supplier Portal"
4. Click on "Click here to access the CHA Supplier Portal"
5. Select "Register" (left hand side) and complete the entire registration process



# 1. Click “Register”



## Login/Register

[Login](#)

[Forgot User Name?](#)

[Register](#)

## Welcome to Chicago Housing Authority's Supplier Portal

The CHA Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- Improved communication via messages, including support of electronic attachments
- Document upload capability
- Enables data to be accessible in one location

## Links

[CHA](#)

## Announcements

Welcome to Chicago Housing Authority's Supplier Portal

# 2. Accept Terms & Conditions

## Supplier Registration - Terms And Conditions

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Please read the Disclaimer for doing business with Chicago Housing Authority. To proceed with the registration, you must accept this Disclaimer.

As a courtesy to vendors participating or seeking to participate in CHA procurement opportunities, CHA will provide electronic notice and publication of purchase and/or procurement opportunities (as well as certain related documentation) to any vendor who has registered with CHA for the respective categories of goods and services maintained by the CHA from time to time.

While the CHA intends to provide regularly available access to this web site and its contents and functions, from time to time access to information, system resources, site content and/or other integral functions may be interrupted or prevented due to numerous potential causes, including site disruptions, user issues, internal connectivity issues or disruptions to the Internet generally. Not all access difficulties can be resolved solely or directly by the CHA, since some access failures may be due to the type of computer or communication equipment and services employed by the web user.

Firms or individuals interested in responding to CHA solicitations remain responsible for reviewing and obtaining any amendments or adjustments and incorporating those changes, if any, into their proposals or bids prior to the CHA's published deadlines for submission. To ensure maximum access opportunities for users, and to comply with U.S. Department of Housing and Urban Development procurement regulations, solicitations estimated to exceed \$100,000 will be posted (advertised) for a minimum of fourteen (14) calendar days. Bids or procurement opportunities expected to be less than \$100,000 will be posted (advertised) for varying timeframes, depending on the type and complexity of the solicitation. Vendors are cautioned that the competitive nature of their submissions could be affected if submissions do not address all amendments or include all documentation required to be responsive to the solicitations or any other type or form of procurement, including any and all amendments issued and posted for such matters. Vendors are advised to revisit all solicitations to which they intend to respond to ensure there are no outstanding amendments. (It is the CHA's policy to extend the solicitation due date by seven (7) days for each amendment). If access to solicitations on the web site has been negatively impacted or curtailed, the CHA reserves the right to extend the due date of affected solicitations at its sole discretion. It is each vendor's express responsibility to regularly and promptly check the website for updates to opportunities and to pick up additional addenda and related information, including notices or other form of communications or documentation.

\* Accept Terms and Conditions

Continue Cancel

# 3. Complete Contact Information

## Supplier Registration - Contact Information

Terms And Conditions > **Contact Information** > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Enter the login and primary contact information for your business.

### Become A Supplier - Create An Account

\* User Name

\* Password

\* Confirm Password

### Enter Information About Yourself

Title

\* First Name

\* Last Name

\* Phone Number   Ext  *(international prefix, phone number, extension)*

Mobile Phone   Ext  *(international prefix, phone number, extension)*

Fax Number   Ext  *(international prefix, fax number, extension)*

\* Email Address  *You will be set to receive email notifications; use update account information to change flag*

Don't have an email address? Create one here: [Create Email Address](#)

\* = Required

Back

Continue

Cancel

# 4. Complete Company Information

## Supplier Registration - Company Information

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions > Commodity Codes > Proxy Notifications >

Status

Enter your company information

### Company Information

\* Company Name  Doing Business As   
Dun And Bradstreet  Business Type   
\* Tax Id Type    
\* Tax Id  *Include '-' Characters. Example: 12- 3456789*  
Website

### Address Information

**Mailing address**

\* \* Address Line 1   
Address Line 2   
Address Line 3   
Address Line 4   
\* \* City   
\* \* State Province   
\* \* Postal Code   
County   
\* \* Country

### Remit to name and address

Remit To First Name   
Remit To Last Name   
 Check If Remit To Address Is The Same As Mailing Address

Address Line 1   
Address Line 2   
Address Line 3   
Address Line 4   
City   
State Province   
Postal Code   
County   
Country

\* = Required

Back

Continue

Cancel

# 5. Choose a Tax Id Type

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Enter your company information

## Company Information

\* Company Name

Doing Business As

Dun And Bradstreet

Business Type

\* Tax Id Type

\* Tax Id  include '-' Characters. Example: 12- 3456789

Website

## Address Information

**Note:** A valid employer ID number (EIN) is nine digits long. The first two digits are separated from the remaining seven digits by a dash.

### Examples:

Social Security Number: 111-22-3333

Federal Tax Id/EIN: 12-3456789

Foreign ID: 111-22-3333



**Note:** If any required fields are missing, you will receive an error message in red.

Supplier Registration - Company Information



\* Address Line 1: Field is required.

- Terms And Conditions
  - Contact Information
  - Company Information
  - Diversity Codes
  - Questions
  - Commodity Codes
  - Proxy Notifications
- Status

Enter your company information

Company Information

\* Company Name  Doing Business As

Dun And Bradstreet  Business Type

\* Tax Id Type

\* Tax Id  *Include '-' Characters. Example: 12- 3456789*

Website

Address Information

Remit to name and address

Remit To First Name

Remit To Last Name

Check If Remit To Address Is The Same As Mailing Address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State Province

Postal Code

County

Country

Mailing address

\* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* City

\* State Province

\* Postal Code

County

\* Country

\* = Required

Back

Continue

Cancel

# 6. Complete Address Information

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## Address Information

**Mailing address**

\* \* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* \* City

\* \* State Province

\* \* Postal Code

County

\* \* Country

**Remit to name and address**

Remit To First Name

Remit To Last Name

Check If Remit To Address Is The Same As Mailing Address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State Province

Postal Code

County

Country

\* = Required

Back

Continue

Cancel



# 7. Include a Remittance Address if applicable or check the box if it is the same as the mailing address

✖ Must either enter remit address or check box indicating it is the same as mailing address

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Enter your company information

### Company Information

* Company Name	<input type="text" value="THE PILLOW COMPANY"/>	Doing Business As	<input type="text"/>
Dun And Bradstreet	<input type="text"/>	Business Type	Corporation
* Tax Id Type	Federal Tax Id		
* Tax Id	89-8908908	Include '-' Characters. Example: 12- 3456789	
Website	<input type="text"/>		

### Address Information

**Mailing address**

* * Address Line 1	<input type="text" value="123 MARY LANE"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
* * City	<input type="text" value="CHICAGO"/>
* * State Province	<input type="text" value="IL"/>
* * Postal Code	<input type="text" value="12345"/>
County	<input type="text"/>
* * Country	<input type="text" value="United States of America"/>

### Remit to name and address

Remit To First Name	<input type="text"/>
Remit To Last Name	<input type="text"/>
<input type="checkbox"/>	Check If Remit To Address Is The Same As Mailing Address
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
City	<input type="text"/>
State Province	<input type="text"/>
Postal Code	<input type="text"/>
County	<input type="text"/>
Country	<input type="text"/>

\* = Required

# 8. Add Diversity Codes

The diversity of the company's CEO or Principle

## Supplier Registration - Diversity Codes

Terms And Conditions > Contact Information > Company Information > **Diversity Codes** > Questions > Commodity Codes > Proxy Notifications

Status

Select the diversity codes for which your business is certified.

### Selected Diversity Codes

Add

<input checked="" type="checkbox"/> Diversity Code	Description
--	-------------

No data available

**Select a Code**

Diversity Code	Description
AF	ASIAN FEMALE
AFF	AFRICAN FEMALE
AFM	AFRICAN MALE
AM	ASIAN MALE
BF	BLACK/AFRICAN AMERICAN FEMALE
BM	BLACK/AFRICAN AMERICAN MALE
CF	CAUCASIAN FEMALE
CM	CAUCASIAN MALE
HF	HISPANIC OR LATINO FEMALE
HM	HISPANIC OR LATINO MALE
IF	AM INDIAN OR ALASKA NAT FEMALE
IM	AM INDIAN OR ALASKA NAT MALE
OTH	OTHER
PF	NAT HAW OR PACI ISLAND FEMALE
PM	NAT HAW OR PACI ISLAND MALE

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Continue

Cancel

## 9. Include Compliance Certifications

Only include **current** certifications, if applicable.

### Supplier Registration - Questions

Terms And Conditions > Contact Information > Company Information > Diversity Codes > **Questions** > Commodity Codes > Proxy Notifications >

Status

Answer the following questions related to your company. An \* indicates a required field.

**1. Compliance Certified?**

\*Answer: MN-Minority Owned Business

**2. Second Compliance Certification?**

Answer: SEC3-Section 3 Business Concern

**3. Third Compliance Certification?**

Answer:

Back

Continue

Cancel



# 10. Include a current W-9 Form

- ▶ **Mandatory:** Everyone **must** attach a current W-9 form to continue with registration.
- ▶ **Visit:** [www.irs.gov](http://www.irs.gov) for a copy of the W-9 form to complete

## Example of W-9

**infor Supplier Portal**

Home Messages Events Performance My Account Contact Us Help User Preferences

### Answers

Back

Answers

Save Answers

1. **Compliance Certified?**  
\*Answer: OTHER-Not Applicable

2. **Second Compliance Certification?**  
Answer:

3. **Third Compliance Certification?**  
Answer:

4. **W9 Form? If No, please attach another type of Tax Identification Form.**  
\*Answer: Yes

\*Attach document C:\Users\cdcrawford\Documents\DI Browse...

**W-9**  
Form (Rev. January 2011)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/registered entity name, if different from above

Check appropriate box for federal tax classification (required):  Individual/sole proprietor  C Corporation  S Corporation  Partnership  Trust/estate  Exempt payee

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

Other (see instructions) ▶

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.  
**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**  
Under penalties of perjury, I certify that:  
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and  
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and  
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here** Signature of u.s. person ▶ Date ▶

**General Instructions**  
Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**  
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:  
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),  
2. Certify that you are not subject to backup withholding, or  
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, you

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.  
**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:  
• An individual who is a U.S. citizen or U.S. resident alien,  
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,  
• An estate (other than a foreign estate), or  
• A domestic trust (as defined in Regulations section 301.7701-7).  
**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S.

# 11. Add Commodity Codes

**Note:** You must select at least one commodity code or your registration will not be complete. Selecting the correct commodity codes determines which event notifications you will receive by email.

**infor** Supplier Portal

Supplier Registration - Commodity Codes

Attach To Contact Completed

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Select the commodity codes for which you want to get future bid notifications.

Selected Commodity Codes

Actions Delete Add

<input checked="" type="checkbox"/>	Commodity Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS
<input type="checkbox"/>	150	BUILDER'S SUPPLIES
<input type="checkbox"/>	295	ELEVATORS, ESCALATORS, AND MOVING WALKS (BUILDING TYPE)

Navigation icons: back, forward, search, etc.

Page size: 10

Back

Continue

Cancel



# How to Search for Commodity Codes

When doing a commodity search simply type in a word or a phrase and the system will return commodities that contain the word or phrase in the description.

For example, when you type in a **phrase** (i.e. “lawn service”), the system will return records that have the two words in the description. **Note:** Not case sensitive.

The screenshot shows a web interface titled "Available Commodity Codes". At the top, there is a "Search" section with a "Commodity Search" input field containing the text "snow removal". Below the search field are two buttons: "Attach To Contact" and "Cancel". The main area is a table with the following data:

<input checked="" type="checkbox"/>	Commodity Code	Description
<input type="checkbox"/>	192-46	Ice and Snow Removal Chemicals (See 775-45 for Road Salt)
<input type="checkbox"/>	968-72	Snow and Ice Removal Services

The screenshot shows a web interface titled "Available Commodity Codes". At the top, there is a "Search" section with a "Commodity Search" input field containing the text "lawn service". Below the search field are two buttons: "Attach To Contact" and "Cancel". The main area is a table with the following data:

<input checked="" type="checkbox"/>	Commodity Code	Description
<input type="checkbox"/>	934	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR LAUNDRY, LAWN,



## 12. Add additional Proxy Notifications

Adding additional proxy notifications allows other individuals to receive event notifications by email based on the commodity codes that were selected.

### Proxy Notification - Proxy Notifications

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Supplier Group **626** CHA Supplier Group  
Supplier **41** THE PILLOW COMPANY  
\* First Name   
\* Last Name   
\* Email Address   
 Receive Email Notification

\* = Required

# 13. Registration Complete!

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 Supplier Portal

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## Supplier Registration - Status

### Status

**Registration status: Complete**

*Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.*

Supplier Number Is: 41

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[Back](#)

[Done](#)

**14. Click “Done” and retain your login username and password for access to the Supplier Portal at any time.**



# Forgot User Name?

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infor Supplier Portal

Welcome [Login] [Register]

Home Events Contact Us Help

### Forgot User Name

OK Cancel

Enter your email address below. Click the OK button. We will send your user ID information to you.

\* Email Address

\* Confirm Email Address

To assist vendors with Supplier Portal issues or concerns, the following resources are available:

For questions or issues regarding the Supplier Portal, please contact Harrette Herron-King @ [HHerron@thecha.org](mailto:HHerron@thecha.org), 312.913.7356 or Doretha Coleman @ [docoleman@thecha.org](mailto:docoleman@thecha.org), 312.786.3356.

For technical questions, please call CHA Tech Support at 312.786.4000.