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

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

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

1. Go to CHA’s website at: 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”
2. Accept Terms & Conditions

Supplier Registration - Terms And Conditions

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

Enter the login and primary contact information for your business.

Become A Supplier - Create An Account

* User Name  pillowady
* Password  ************
* Confirm Password  ************

Enter Information About Yourself

Title
* First Name  Lady
* Last Name  Love
* Phone Number  312  123-4567  Ext
Mobile Phone
Fax Number
* Email Address  colinrigby@hotmail.org  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
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
- Dun And Bradstreet
- Tax Id Type
- Tax Id
- Website
- Doing Business As
- Business Type

Address Information

Mailing address

- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- State Province
- Postal Code
- 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
5. Choose a Tax Id Type

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.
6. Complete Address Information

<table>
<thead>
<tr>
<th>Mailing address</th>
<th>Remit to name and address</th>
</tr>
</thead>
<tbody>
<tr>
<td>* = Address Line 1</td>
<td>Remit To First Name</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Remit To Last Name</td>
</tr>
<tr>
<td>Address Line 3</td>
<td>☐ Check If Remit To Address Is The Same As Mailing Address</td>
</tr>
<tr>
<td>Address Line 4</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>* = City</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>* = State Province</td>
<td>Address Line 3</td>
</tr>
<tr>
<td>* = Postal Code</td>
<td>Address Line 4</td>
</tr>
<tr>
<td>County</td>
<td>City</td>
</tr>
<tr>
<td>* = Country</td>
<td>State Province</td>
</tr>
<tr>
<td></td>
<td>Postal Code</td>
</tr>
<tr>
<td></td>
<td>County</td>
</tr>
<tr>
<td></td>
<td>Country</td>
</tr>
</tbody>
</table>

* = Required
7. Include a Remittance Address if applicable or check the box if it is the same as the mailing address
8. **Add Diversity Codes**

The diversity of the company’s **CEO** or **Principle**

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**Supplier Registration - Diversity Codes**

Select the diversity codes for which your business is certified.

**Selected Diversity Codes**

- Add

<table>
<thead>
<tr>
<th>Diversity Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF</td>
<td>ASIAN FEMALE</td>
</tr>
<tr>
<td>AFR</td>
<td>AFRICAN FEMALE</td>
</tr>
<tr>
<td>AFM</td>
<td>AFRICAN MALE</td>
</tr>
<tr>
<td>AM</td>
<td>ASIAN MALE</td>
</tr>
<tr>
<td>BF</td>
<td>BLACK/AFRICAN AMERICAN FEMALE</td>
</tr>
<tr>
<td>BM</td>
<td>BLACK/AFRICAN AMERICAN MALE</td>
</tr>
<tr>
<td>CF</td>
<td>CAUCASIAN FEMALE</td>
</tr>
<tr>
<td>CM</td>
<td>CAUCASIAN MALE</td>
</tr>
<tr>
<td>HF</td>
<td>HISPANIC OR LATINO FEMALE</td>
</tr>
<tr>
<td>HM</td>
<td>HISPANIC OR LATINO MALE</td>
</tr>
<tr>
<td>IH</td>
<td>AM INDIAN OR ALASKA NAT FEMALE</td>
</tr>
<tr>
<td>IN</td>
<td>AM INDIAN OR ALASKA NAT MALE</td>
</tr>
<tr>
<td>OTH</td>
<td>OTHER</td>
</tr>
<tr>
<td>PS</td>
<td>NAT HAW OR PACI ISLAND FEMALE</td>
</tr>
<tr>
<td>PM</td>
<td>NAT HAW OR PACI ISLAND MALE</td>
</tr>
</tbody>
</table>
9. Include Compliance Certifications

Only include current certifications, if applicable.
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.

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**Example of W-9**

- **Purpose of Form:** A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) from you, for example, income paid to you, real estate transactions, mortgage interest payments, rental income paid to you, or other transactions. You must give your TIN to the person who is required to file the information return. The person may use Form W-9 if you (or your organization) do not have a TIN or do not wish to use your TIN when reporting transactions to the IRS.

**General Instructions**

- **User Form W-9 if you (or your organization) do not have a TIN or do not wish to use your TIN when reporting transactions to the IRS.**

**Part 1 - Taxpayer Identification Number (TIN)**

- **Social Security number**
- **Employer identification number**

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**Answers**

**Save Answers**

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

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

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

4. **W-9 Form? If No, please attach another type of Tax Identification Form.**
   - *Answer Yes
   - *Attach document*
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.

![Supplier Registration - Commodity Codes](image)

- **Selected Commodity Codes**
  - 005: ABRASIVES
  - 019: AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS
  - 150: BUILDER’S SUPPLIES
  - 295: ELEVATORS, ESCALATORS, AND MOVING WALKS (BUILDING TYPE)
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.
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.

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**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.

<table>
<thead>
<tr>
<th>Supplier Group</th>
<th>CHA Supplier Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>THE PILLOW COMPANY</td>
</tr>
<tr>
<td>* First Name</td>
<td>JOHN</td>
</tr>
<tr>
<td>* Last Name</td>
<td>DOE</td>
</tr>
<tr>
<td>* Email Address</td>
<td><a href="mailto:cd.crawford@thecha.org">cd.crawford@thecha.org</a></td>
</tr>
</tbody>
</table>

* = Required
13. Registration Complete!

Supplier Portal

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

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

Enter the email that was used to register. An email to reset your password will be sent shortly.

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, 312.913.7356 or Doretha Coleman @ docoleman@thecha.org, 312.786.3356.

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