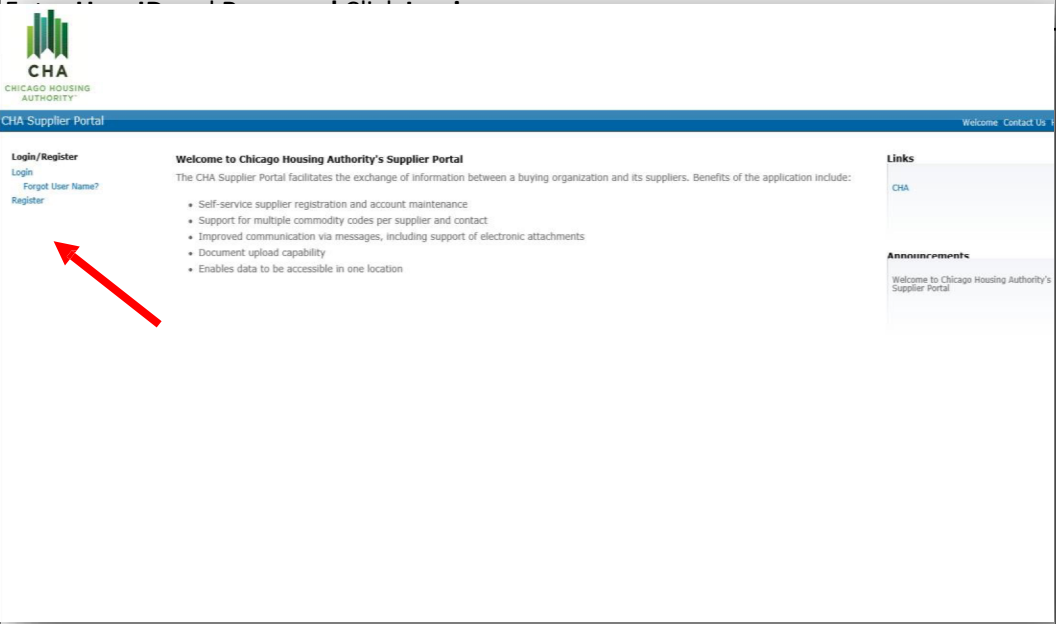
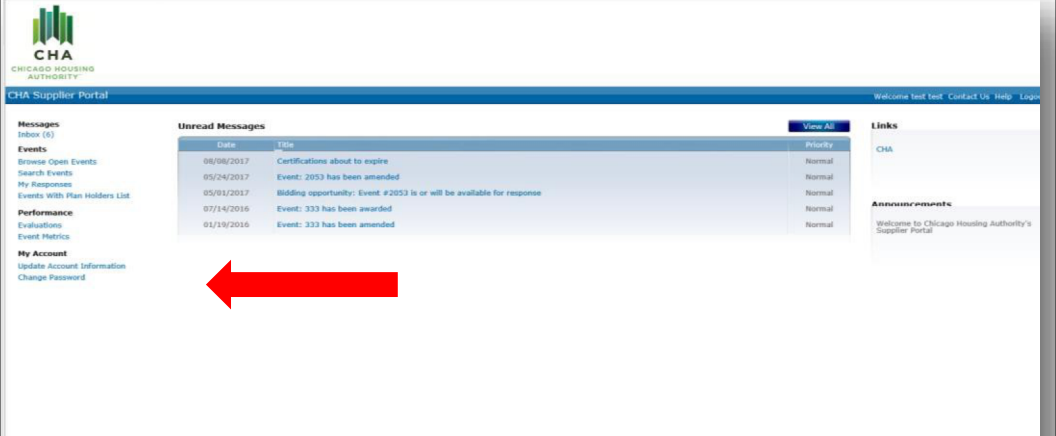




CHICAGO HOUSING AUTHORITY SUPPLIER PORTAL

Introduction Will provide instructions to navigate the CHA Supplier Portal Dashboard.
User will require access to Supplier Portal.
<https://supplier.thecha.org/>

To login to the Supplier Portal follow the steps below:

Step	Action
1	Access the supplier Portal by clicking on "Login"
2	
NOTE	If you do not have access to the Supplier Portal, or require a password reset, contact Rashauna Scott at rscott@thecha.org or at 312.913.7161.
Step	Action
3	

Step

Action

Complete each section of your account information that needs updating by clicking on "Edit"

4

infor Supplier Portal Welcome, test test [Logout]

[Home](#) [Messages](#) [Events](#) [Performance](#) [My Account](#) [Contact Us](#) [Help](#) [User Preferences](#)

Account Information

[Collapse All](#) [View as pdf](#)

Supplier: test

Registration 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 Information
[Edit](#)

General Information
 Supplier Number: 1825
 Tax ID Type: Social Security Number
 Tax ID: 123-21-3212

Address Information
 Address: 60 E. VanBuren
 City: Chicago
 State: Illinois
 Postal Code: 60612
 Country: United States of America

My Contact Information
[Edit](#)

General Information
 Name: test test
 Phone: 312733 3127335728
 Mobile Phone: 312733 3127335728

Step

Action

Select the Help section to access frequently asked questions.

5

CHA
 CHICAGO HOUSING
 AUTHORITY

CHA Supplier Portal Welcome DPC Account [Contact Us](#) [Help](#) [Logout](#)

Messages
[Inbox \(176\)](#)

Events
[Browse Open Events](#)
[Search Events](#)
[My Responses](#)
[Events With Plan Holders List](#)

Performance
[Evaluations](#)
[Event Metrics](#)

My Account
[Update Account Information](#)
[Change Password](#)

Unread Messages [View All](#)

Date	Title	Priority
05/18/2018	Event: 2487 has been amended	Normal
05/15/2018	One or more lines on event: 2494 have been cancelled	Normal
05/15/2018	One or more lines on event: 2495 have been cancelled	Normal
05/15/2018	Bidding opportunity: Event #2495 is or will be available for response	Normal
05/15/2018	Bidding opportunity: Event #2494 is or will be available for response	Normal

Links

[Chicago Housing Authority Homepage](#)
 NOW is the Time to Update Your Contact Information in our Supplier Portal! Click here.

[IRS W-9 Form](#)
[CHA Open Solicitations](#)
 Stay up to date on upcoming solicitations and Procurement news by following us on Facebook!

Stay up to date on upcoming solicitations and Procurement news by following us on Twitter!

Announcements

Welcome to Chicago Housing Authority's Supplier Portal



Complete each section, if applicable.

infor Supplier Portal Welcome, test test [Logout]

Home Messages Events Performance My Account Contact Us Help User Preferences

Account Information

Supplier: test + Expand All [View as pdf](#)

- ☐ Registration Status
- ☐ Supplier Information
- ☐ My Contact Information
- ☐ Questions
- ☐ Diversity Codes
- ☐ My Commodity Codes
- ☐ My Proxy Notifications
- ☐ Additional Contacts Add

Step Action

Edit information where applicable and click "OK" to save.

6

infor Supplier Portal Welcome, test test [Logout]

Home Messages Events Performance My Account Contact Us Help User Preferences

Update Supplier 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
Country
* 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
Country
Country

* = Required

OK Cancel