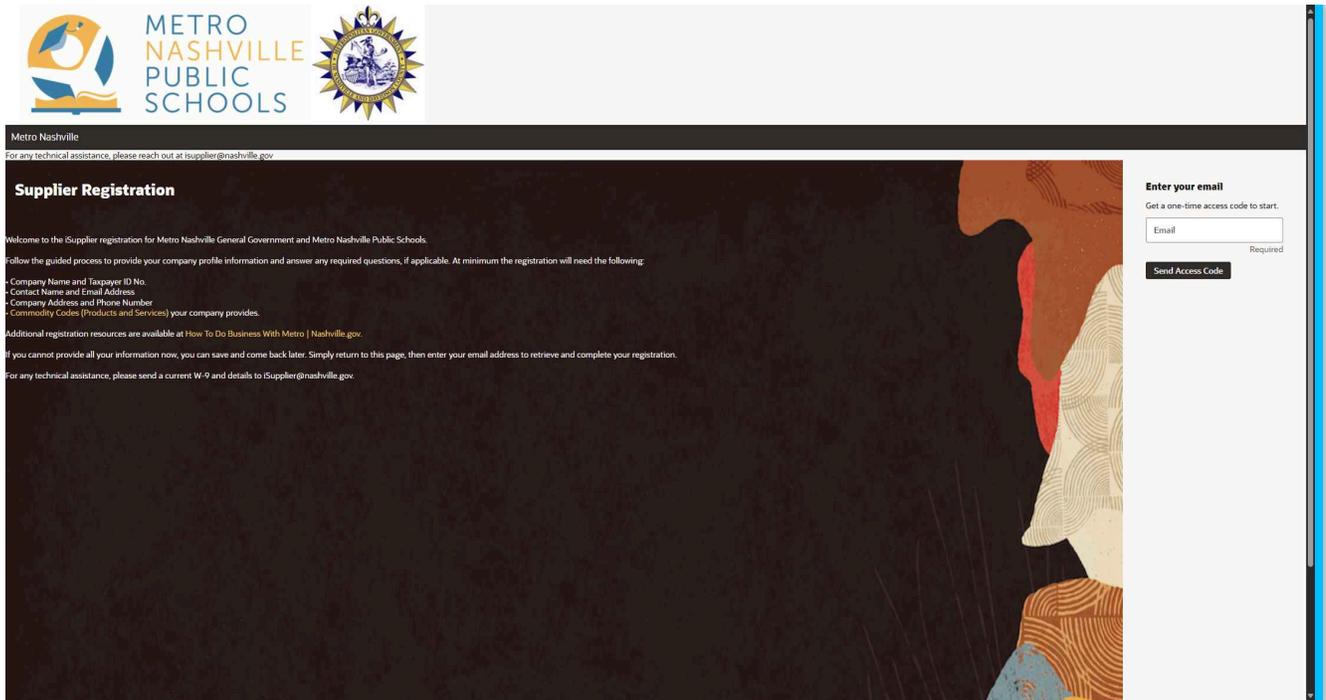


Supplier Registration Guide

Step 1



Metro Nashville
For any technical assistance, please reach out at tsupplier@nashville.gov

Supplier Registration

Welcome to the Supplier registration for Metro Nashville General Government and Metro Nashville Public Schools.

Follow the guided process to provide your company profile information and answer any required questions, if applicable. At minimum the registration will need the following:

- Company Name and Taxpayer ID No.
- Contact Name and Email Address
- Company Address and Phone Number
- Commodity Codes (Products and Services) your company provides.

Additional registration resources are available at How To Do Business With Metro | Nashville.gov.

If you cannot provide all your information now, you can save and come back later. Simply return to this page, then enter your email address to retrieve and complete your registration.

For any technical assistance, please send a current W-9 and details to tsupplier@nashville.gov.

Enter your email
Get a one-time access code to start.

Email Required

Send Access Code

To begin your registration, enter your email address and click **Send Access Code**.

Enter your access code and **Click Continue**.

If you do not receive your access code, please make sure to check your spam or junk folder

If your Oracle Guided Learning (OGL) guide pauses or needs to restart, please use the **Oracle Guided**



Learning widget to resume or relaunch it. The widget can be accessed at any time from the on-screen menu or toolbar.

Step 2



METRO
NASHVILLE
PUBLIC
SCHOOLS



Metro Nashville

For any technical assistance, please reach out at tsupplier@nashville.gov

Supplier Registration

Company Details

Enter Taxpayer ID as 9 numerical characters without dashes. Format: XXXXXXXXX

Company Name Website Country
United States

Taxpayer ID
444444444

Organization Type
C Corporation

Note to Approver
Example Note

Attach tax, insurance, and other relevant documents

Drag and Drop

Select or drop files here.

URL

Add URL

No items to display.

Example Required Information

Company: Explain required information

Taxpayer ID:
Only 9 Digits with no dashes. Not following this format will result in a rejected application.

Note to Approver: Explain required information

Close

1 | 6

Company Details

Contacts

Addresses

Bank Accounts

Products and Services

Questionnaire

Cancel Save Continue

The following fields need to be completed if applicable to your company:
Company, Country, Taxpayer ID, and Organization Type.

Please note:

If you include dashes in the Taxpayer ID field, this format will result in a rejected application.

Step 2.1

Metro Nashville
For any technical assistance, please reach out at isupplier@nashville.gov

Supplier Registration

Company Details

Enter Taxpayer ID as 9 numerical characters without dashes. Format: XXXXXXXXX. Also, provide W9 in the attachments section, if applicable.

Company derricks test	Website	Country United States
Taxpayer ID 090909090	Tax Registration Number	D-U-N-S Number
Organization Type Corporation	Note to Approver	

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL

No items to display.

Last updated 2 minutes ago

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

If this replaces a existing registration due to an acquisition, merger, or restructure to indicate such here.

Step 3

Metro Nashville
For any technical assistance, please reach out at isupplier@nashville.gov

Supplier Registration

Company Details

Enter Taxpayer ID as 9 numerical characters without dashes. Format: XXXXXXXXX. Also, provide W9 in the attachments section, if applicable.

Company derricks test	Website	Country United States
Taxpayer ID 090909090	Tax Registration Number	D-U-N-S Number
Organization Type Corporation	Note to Approver	

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

Verify the Roles below are correctly needed.

If not either check or uncheck the box accordingly before continuing.

Step 3.1



Add another contact if needed.

Make sure to select the appropriate roles for the contact.

Step 4

Metro Nashville
For any technical assistance, please reach out at isupplier@nashville.gov

Supplier Registration

Addresses

Address 1

Address Name: 1234 Mary Lane
What's this address used for? Select at least 1 purpose.
 Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region: United States

Address Line 1: 34 wood dr. Address Line 2: Postal Code: 00501

City: Nolensville State: NY County: Sunnyside

Email: Country: US Phone: Ext: Fax: Country: US

Which contacts are associated to this address?

<input type="checkbox"/>	Nathan J	derrick.butler@argano.com	Example Job
--------------------------	----------	---------------------------	-------------

[+ Add Another Address](#)

Last updated 3 minutes ago

Cancel Save **Continue**

3 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

Enter Postal Code First

What's this address used for?
Define options

Contacts Check Box

Please Select Continue.

Close

Provide values for all required and optional fields, and ensure the correct contact(s) is linked to the address by checking the box.

Step 5



Metro Nashville
For any technical assistance, please reach out at supplier@metro-nashville.gov

Supplier Registration

Bank Accounts

Enter at least one bank account.

Attach ACH form, if applicable

Bank account 1

Country

Routing Number Bank Bank Branch

Account Number Currency Account Type

Account Holder

Attach supporting documents.

Drag and Drop
Select or drop files here:

URL

No items to display.

Bank Account Example Information required
Close

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Company Details
Contacts
Addresses
Bank Accounts
Products and Services
Questionnaire

Last updated 5 minutes ago

Cancel Save Continue

To be considered *spend authorized* (eligible for purchase orders and/or payments), vendors must:

- Upload a **current W-9** (for U.S. vendors) or **W-8** (for international vendors).
- Enter **banking information** and upload a completed **ACH Form**.

Note:

Failure to include this information during registration may delay the issuance of purchase orders and/or payments.

ACH Form

Step 6

Metro Nashville
For any technical assistance, please reach out at trupplier@nashville.gov

Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

Category	Description
<input type="checkbox"/> Root	Root

5 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

Explanation for searching Products and Services
Close

You can search by commodity code number or the description.

Example:

- 43230000 (Category Code)
- Software (Description)

Select all category codes for your company. Click **Save** and **Continue**

Step 7

payment system can guarantee absolute protection. Metro will not be held liable for unauthorized access, breaches, or compromises that may occur despite these efforts.

2. **System Maintenance and Updates:** Metro may, from time to time, perform maintenance or updates on the payment system to enhance security and performance. User may experience temporary interruptions in service during such maintenance.

3. **Payment Terms:** METRO setups vendors with minority-owned (MBE), woman-owned (WBE), LGBT owned (LGBTBE), small business (SBE), service-disabled veteran owned (SDV), or Non-Profits as Net 15 payment terms. All other vendors not with the identified classifications list herein will be set up with Net 30 payments terms. Check out purchasing.nashville.gov for additional information about doing business with Metro.

Limitation of Liability.

1. **No Responsibility for External Security:** Metro is not responsible for the security of the User's own devices, network, or workstations. User acknowledges that it is their responsibility to ensure the security of their personal and/or organizational devices that access Metro's payment system.

2. **Third-Party Services:** The payment system may integrate with or rely on third-party systems for certain services. Metro does not warrant the security of third-party systems and is not responsible for any data breaches or unauthorized access that may arise from third-party services.

3. **Indemnity:** User agrees to indemnify and hold harmless Metro, its affiliates, employees, and agents from any claims, damages, or losses resulting from User's failure to safeguard account credentials, unauthorized access to their account, or misuse of the payment system.

Account Termination

Metro reserves the right to terminate any User's account upon detection of unauthorized use, suspicious activity, or any behavior inconsistent with these Terms of Service.

Governing Law

These Terms of Service are governed by and construed in accordance with the laws of the State of Tennessee, without regard to conflict of law principles. Any disputes arising under or related to these Terms shall be resolved exclusively in the courts located within Davidson County, Tennessee.

Amendments

Metro reserves the right to amend these Terms of Service at any time. Users will be notified of any significant changes, and continued use of the payment system following such notice constitutes acceptance of the updated Terms.

Acceptance

By creating an account and accessing this system, User confirms that they have read, understood, and agree to these Terms of Service.

Required

a. Yes, I acknowledge.

End of Section 1 of 2

6 | 6

Company Details

Contacts

Addresses

Bank Accounts

Products and Services

Questionnaire

Please verify the information provided is correct before submitting your registration. Click on the following tabs:

- Company Details
- Contacts, Addresses
- Bank Accounts
- Products and Services
- Questionnaire

Click **Submit**