

iSupplier Registration

Procedure

This document provides step by step instructions on how to register your business with Hillsborough County and the City of Tampa.

Before you begin:

1. Use the [iSupplier Category Codes](#) located on the Procurement Services website to identify which Products and Services are applicable to your company. Write down the five digit codes, as you will be using them during the registration process.
2. You may choose to submit a [Substitute W-9](#) with your registration. Substitute W-9s are not required in order to review and submit bids; however, a Substitute W-9 must be submitted once a contract is awarded.

If you do not have a completed Substitute W-9, click the link above for a blank form (also available on the Procurement Services website). Please complete the form, print and sign it. Scan the signed Substitute W-9 to your computer and save it in a PDF format.

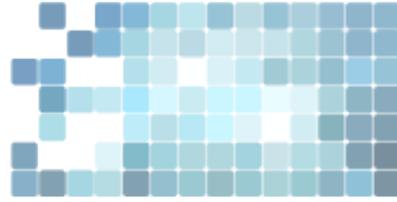
Note: You will have an opportunity to submit a W-9 during this process, but it is optional.

3. Hillsborough County Procurement requires all registrations to be in CAPS. Please complete all entries in the registration screen in CAPS.

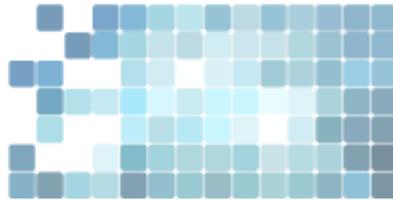
To Begin:

Click the [New Supplier Registration](#) link on the Hillsborough County website. This will open the *City of Tampa and Hillsborough County Common Prospective Supplier Registration* window.

Note: All required information is denoted by an asterisk (*).

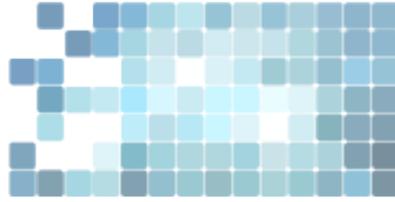


Step	Action
1.	<p><u>TIPS FOR SUPPLIER NAMES:</u></p> <ol style="list-style-type: none">1. Omit the word "THE" when it is the first word 2. Omit all punctuation, including:<ul style="list-style-type: none">-Slashes and dashes (use a blank space)-Periods and commas (omit without leaving a space)-Replace "&" with "AND" 3. No abbreviations except the following mandatory abbreviations:<ul style="list-style-type: none">-- The standards of AT&T, MCI and SBC-- CORP-- CO-- INC-- LLC-- LLP-- LP-- PC-- ASSOC-- ENT-- LTD 4. Acronyms are mandatory as the first word of associations' names when the association name is more than 30 characters long. An acronym alone is unacceptable. Ex: NAIC NATIONAL ASSOC OF INSURANCE COMMISSIONERS

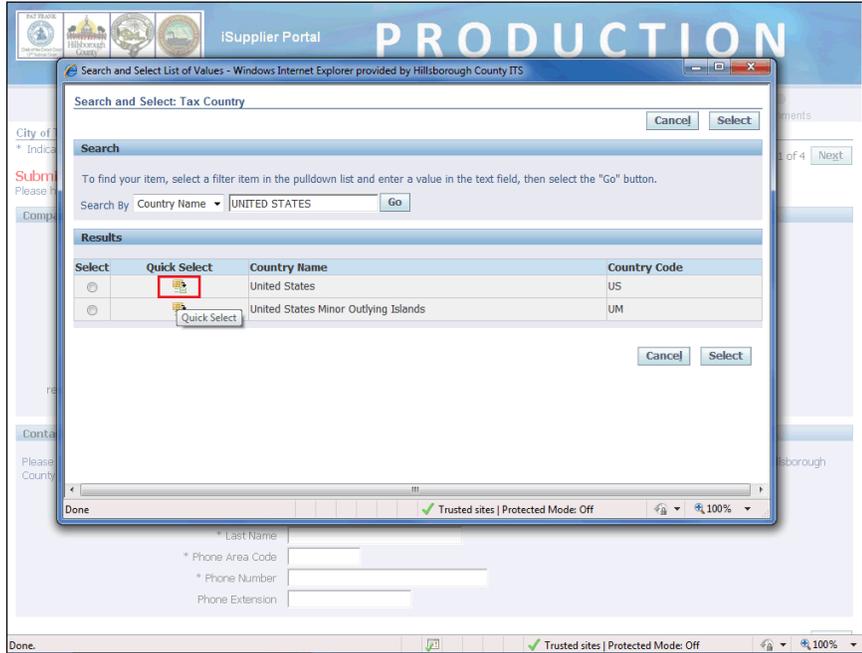


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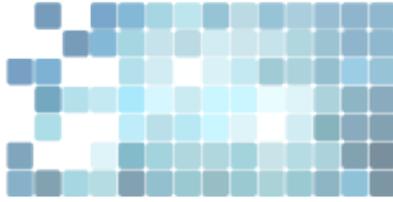
Step	Action
2.	Enter your business's name into the Company Name/Supplier Name field. Use the Tab key to move to the next field.
3.	Enter the letters "Uni" into the Tax Country field and hit the TAB key. The search screen will open. Select United States. Note: Do <u>NOT</u> abbreviate the country here. For example, enter United States, not USA.



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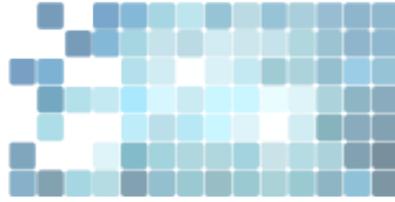


Step	Action
4.	The <i>Search and Select</i> screen will open. Click Quick Select on the appropriate line. 



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Step	Action
5.	<p>You are now back in the <i>City of Tampa and Hillsborough County Common Prospective Supplier Registration</i> window.</p> <p>Enter your company's tax identification into the EIN/FEIN field (include the dash).</p> <p>Note: If you do not have a EIN/FEIN Number, you may enter your Social Security Number. If using your SSN Number, enter it in the SSN field below the EIN field and leave the EIN/FEIN field <u>BLANK</u>.</p>
6.	<p>Now you will enter contact information. This is basic contact information (for you) captured during this part of the registration process. Information entered here will create the first contact in your company's Contact Directory (which will be shown on the next screen).</p> <p>Additional information for this contact can be added at a later time during the registration.</p> <p>All required information is denoted by an asterisk (*).</p>



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Basic Information Company Details Additional Information Attachments

City of Tampa and Hillsborough County Common Prospective Supplier Registration

* Indicates required field Step 1 of 4 **Next**

Submitting this registration will enroll you with both the City of Tampa and Hillsborough County.
Please have your Address and Products & Services (that you provide) ready to submit this registration.

Company Details

* Company Name/Supplier Name: PHOENIX, INC.
(Maximum 40 characters; if exceeds continue on Line 1 of the Address Book.)

* Tax Country: United States
Click on the Search icon and type in the letters Uni, GO and then select United States. Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

* EIN/FEIN: 12-0101011
Format: XX-XXXXXX

SSN Number (If no EIN/FEIN provided):
Either a EIN/FEIN Number or SSN Number is required to be able to complete the registration request.
Format: XXX-XX-XXXX

Contact Information

Please enter a valid email address. The email address entered here will be your username to access your information. Please ensure that City of Tampa/Hillsborough County emails are not marked as spam by your email provider.

* Email:

* First Name:

* Last Name:

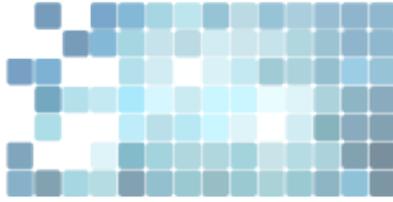
* Phone Area Code:

* Phone Number:

Phone Extension:

Step 1 of 4 **Next**

Step	Action
7.	Enter your email address into the Email field.
8.	Enter your first name into the First Name field.
9.	Enter your last name into the Last Name field.
10.	Enter your area code into the Phone Area Code field.
11.	Enter your phone number into the Phone Number field (include dash).
12.	When all fields are completed, click Next . 
13.	The <i>Prospective Supplier Registration: Additional Details</i> window opens. On this page, you will create an Address for your company profile, add Contacts and Products and Services. You may also communicate with the approver by entering any questions you may have for the approver into the Note to Approver field. Note: This is not a required field, so you may leave it blank.



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Basic Information **Company Details** Additional Information Attachments

Prospective Supplier Registration: Additional Details
Blank label for instruction text [Save For Later](#) [Back](#) Step 2 of 4 [Next](#)

Company Name: PHOENIX, INC.
Tax Country: United States
EIN/FEIN: 12-0101011
SSN Number:
Note to Approver:

Address Book
At least one entry is required.
[Create](#)

Address Details	Purpose	Update	Delete
No results found.			

Contact Directory
At least one entry is required.
[Create](#)

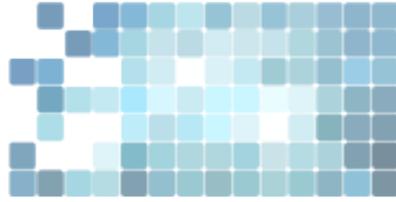
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
ALBUS	DUMBLEDORE	813-555-1212	DUMBLEDOREA@PHOENIX.COM	✓		

Products and Services
At least one entry is required.
[Create](#)

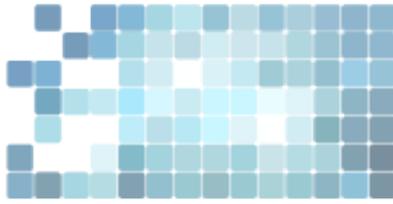
Code	Products and Services	Delete
No results found.		

[Save For Later](#) [Back](#) Step 2 of 4 [Next](#)

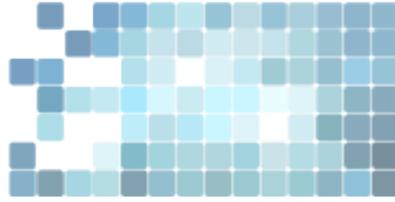
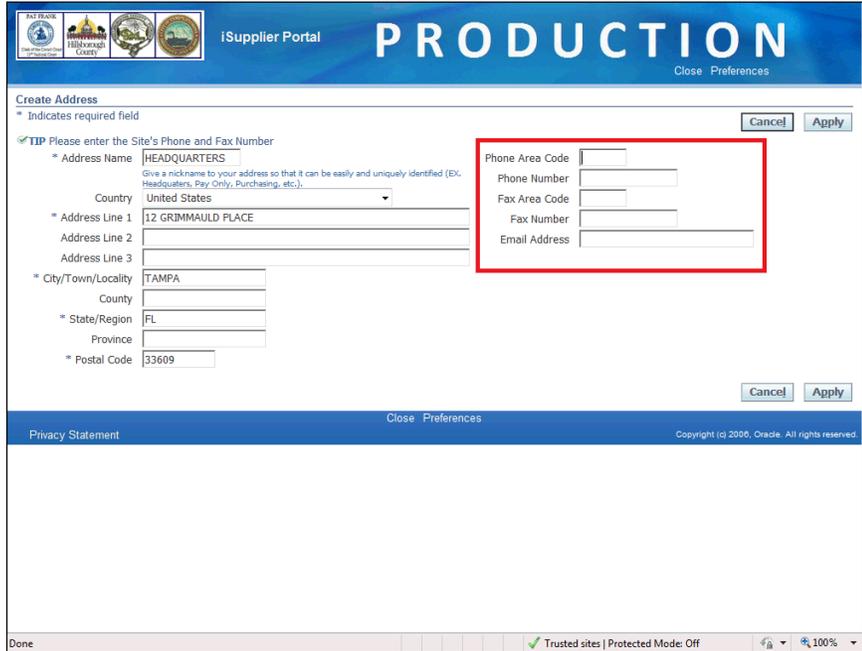
Step	Action
14.	In the Address Book section, click Create .

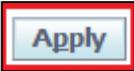


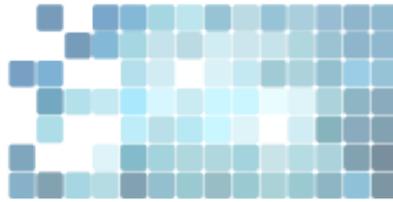
Step	Action
15.	<p>When entering an address, use the following rules:</p> <ol style="list-style-type: none"> 1. Use all capital letters throughout the address 2. Use 2-letter state abbreviations 3. Only enter US states in the state field 4. Nine characters (XXXXX-XXXX) are preferred for postal code but five characters are acceptable 5. Punctuation should be kept to a minimum within the street address portion of the site record and should only be used when it can reduce the length of the address and/or is necessary to conform to US Postal Service guidelines. <p>ST=STREET RR=RURAL ROUTE CIR=CIRCLE BLVD=BOULEVARD LN=LANE RD=ROAD RTE=ROUTE CT=COURT AVE=AVENUE PKWY=PARKWAY HWY=HYWAY DR=DRIVE</p> <p>N=NORTH S=SOUTH E=EAST W=WEST NE=NORTHEAST NW=NORTHWEST SE=SOUTHEAST SW=SOUTH WEST</p> <p>APT=APARTMENT RM=ROOM STE=SUITE FL=FLOOD DEPT=DEPARTMENT</p> <p>BCH=BEACH DIV=DIVISION & = AND ATTN=ATTENTION PO=POST OFFICE</p>



Step	Action
16.	<p>The <i>Create Address</i> window opens.</p> <p>Any required information is denoted by an asterisk(*). All other fields are optional.</p> <p>Give your company address a name such as Headquarters, Payment, Remit To, etc. in the Address Name field.</p>
17.	<p>Enter your company's address into the Address Line 1 field.</p> <p>Important! A PO Box cannot be used for a regular Purchase Order address. A PO Box can only be used for Remit To addresses.</p>
18.	<p>Enter your company's city/town into the City/Town/Locality field.</p>
19.	<p>Enter your company's State into the State/Region field.</p>
20.	<p>Enter your company's zip code into the Postal Code field.</p>

Step	Action
21.	The Phone Number, Fax Number and Email Address in this section are <u>optional</u> . They are not intended to be the contact's phone number, but the main number for your business. For example, this would be a reception desk phone & fax number or a general company email address.
22.	Enter the area code into the Phone Area Code field.
23.	Enter the phone number into the Phone Number field (include dash).
24.	When all fields are completed, click Apply . 
25.	You are now back in the <i>Prospective Supplier Registration: Additional Details</i> window. Create additional addresses as needed for your company. Each one should be named according to its function (i.e., Headquarters, Remit to, Payment, etc.) If additional addresses are not necessary, please continue to the Contact Directory section.



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Close Preferences

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration: Additional Details

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Company Name: PHOENIX, INC.
 Tax Country: United States
 EIN/FEIN: 12-0101011
 SSN Number:
 Note to Approver:

Address Book

At least one entry is required.
Create

Address Details	Purpose	Update	Delete
12 GRIMMAULD PLACE, TAMPA FL 33609 United States	RFQ Only		

Contact Directory

At least one entry is required.
Create

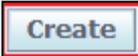
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
ALBUS	DUMBLEDORE	813-555-1212	DUMBLEDOREA@PHOENIX.COM	<input checked="" type="checkbox"/>		

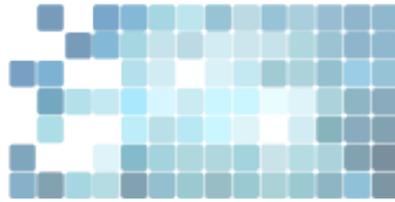
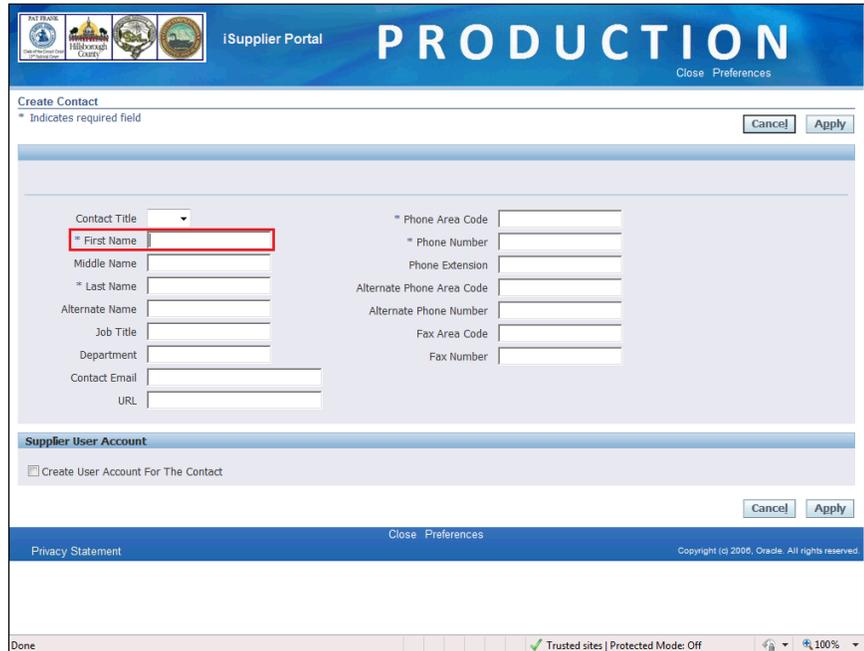
Products and Services

At least one entry is required.
Create

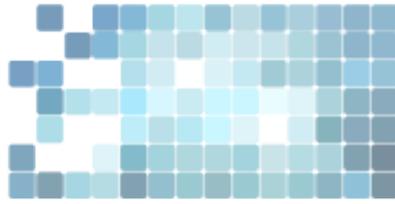
Code	Products and Services	Delete
No results found.		

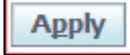
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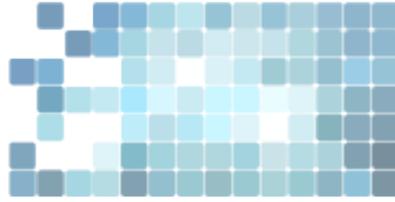
Step	Action
26.	In the Contact Directory section, click Create to add contacts for your company.
	

Step	Action
27.	The <i>Create Contact</i> window opens. Any required information is denoted by an asterisk(*). All other fields are optional. Enter the contact's first name into the First Name field.
28.	Enter the contact's last name into the Last Name field.
29.	Enter the area code into the Phone Area Code field.
30.	Enter the phone number into the Phone Number field (include dash).
31.	If you want this user to have an iSupplier logon, and be able to submit bids on behalf of your company, click the Create User Account For The Contact option. Otherwise, click Apply. 
32.	Note that once the " Create User Account " option is checked, the Contact Email is now a required field. Enter the contact's email into the Contact Email field.



Step	Action
33.	When all fields are completed, click Apply . 
34.	<p>You are now back in the <i>Prospective Supplier Registration: Additional Details</i> window.</p> <p>You may update your contact details by clicking the Update (pencil icon) next to the entry being edited.</p> <p>Once you have finished adding your contacts, you will select the Products and Services (NIGP codes) that your company offers.</p> <p><u>TIP:</u> You may use the iSupplier Category Codes link on the Procurement Services web page to review the list of NIGP commodity codes and determine in advance which products and services to add. Locate your products on the list and write down their corresponding 5 digit numbers. You can search <i>Products and Services</i> using the number as criteria.</p>



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Basic Information **Company Details** Additional Information Attachments

Prospective Supplier Registration: Additional Details
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Save For Later Back Step 2 of 4 Next

Company Name: PHOENIX, INC.
Tax Country: United States
EIN/FEIN: 12-0101011
SSN Number:
Note to Approver:

Address Book

At least one entry is required.

Create

Address Details	Purpose	Update	Delete
12 GRIMMAULD PLACE, TAMPA FL 33609 United States	RFQ Only		

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
ALBUS	DUMBLEDORE	813-555-1212	DUMBLEDOREA@PHOENIX.COM	✓		
HARRY	POTTER	813-555-1313	POTTERH@PHOENIX.COM	✓		

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
No results found.		

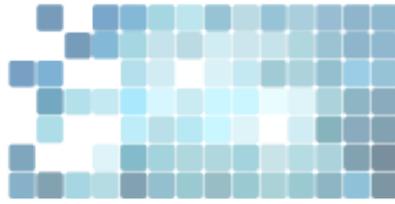
Save For Later Back Step 2 of 4 Next

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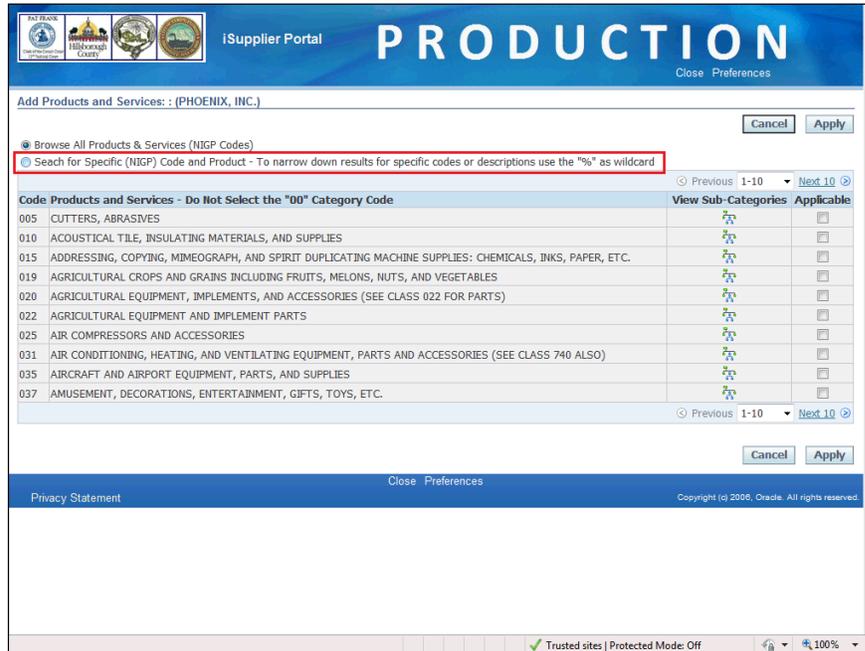
Done Trusted sites | Protected Mode: Off 100%

Step	Action
35.	Under the Products and Services Section, click Create .

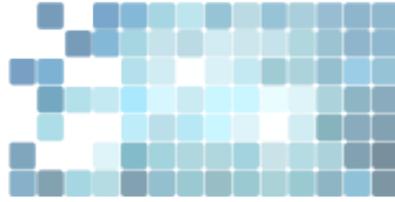




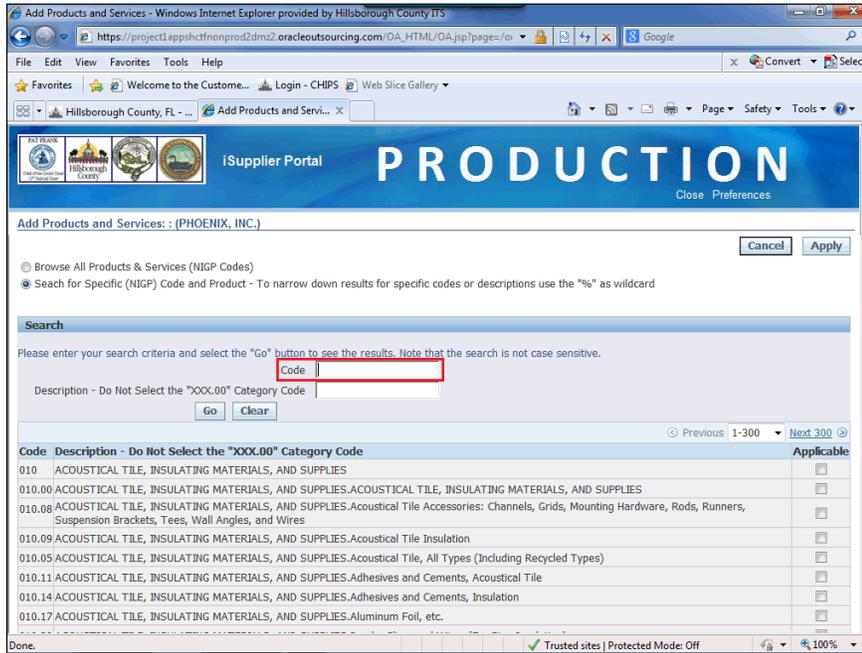
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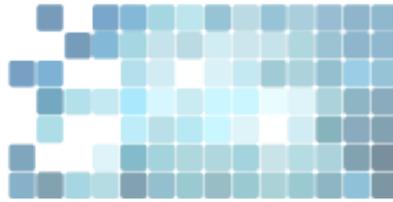
Step	Action
36.	Select the Search for Specific (NIGP) Code and Product option.
	



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Step	Action
37.	Enter the NIGP Class code into the Code field.
38.	If you do not know the NIGP Class code, enter a search term into the Description field.
39.	Click Go . 



Add Products and Services: (PHOENIX, INC.)

Browse All Products & Services (NIGP Codes)
 Search for Specific (NIGP) Code and Product - To narrow down results for specific codes or descriptions use the "%" as wildcard

Search

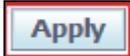
Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

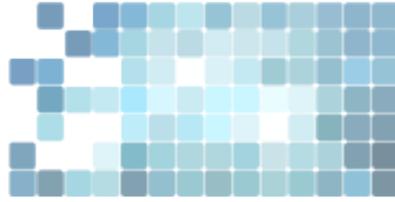
Code

Description - Do Not Select the "XXX.00" Category Code

Code	Description - Do Not Select the "XXX.00" Category Code	Applicable
405	FUEL, OIL, GREASE AND LUBRICANTS	<input type="checkbox"/>
405.02	FUEL, OIL, GREASE AND LUBRICANTS.Alternative Fuels (Not Otherwise Classified)	<input checked="" type="checkbox"/>
405.03	FUEL, OIL, GREASE AND LUBRICANTS.Butane and Propane (Including Liquefied Petroleum Gas)	<input checked="" type="checkbox"/>
405.05	FUEL, OIL, GREASE AND LUBRICANTS.Charcoal	<input type="checkbox"/>
405.06	FUEL, OIL, GREASE AND LUBRICANTS.Coal, Coke, Lignite and Peat	<input type="checkbox"/>
405.08	FUEL, OIL, GREASE AND LUBRICANTS.Distillates, Petroleum (Not Otherwise Classified)	<input type="checkbox"/>
405.00	FUEL, OIL, GREASE AND LUBRICANTS.FUEL, OIL, GREASE AND LUBRICANTS	<input type="checkbox"/>
405.07	FUEL, OIL, GREASE AND LUBRICANTS.Fuel Additives, Extenders, Octane Enhancers, etc.	<input type="checkbox"/>
405.09	FUEL, OIL, GREASE AND LUBRICANTS.Fuel Oil, Diesel (Use 405-02 for Biodiesel)	<input type="checkbox"/>
405.12	FUEL, OIL, GREASE AND LUBRICANTS.Fuel Oil, Heating (Use 405-02 for Biodiesel)	<input type="checkbox"/>
405.13	FUEL, OIL, GREASE AND LUBRICANTS.Gas, Natural (Incl. Compressed Natural Gas (CNG))	<input type="checkbox"/>
405.14	FUEL, OIL, GREASE AND LUBRICANTS.Gasohol	<input type="checkbox"/>
405.15	FUEL, OIL, GREASE AND LUBRICANTS.Gasoline, Automotive	<input type="checkbox"/>
405.18	FUEL, OIL, GREASE AND LUBRICANTS.Gasoline, Aviation (Including Jet Fuel)	<input type="checkbox"/>
405.21	FUEL, OIL, GREASE AND LUBRICANTS.Gasoline, Marine White	<input type="checkbox"/>
405.23	FUEL, OIL, GREASE AND LUBRICANTS.Graphite Lubricant	<input type="checkbox"/>
405.24	FUEL, OIL, GREASE AND LUBRICANTS.Grease, Lubrication Type	<input type="checkbox"/>
405.27	FUEL, OIL, GREASE AND LUBRICANTS.Grease, Protective Coating Type	<input type="checkbox"/>
405.30	FUEL, OIL, GREASE AND LUBRICANTS.Kerosene	<input type="checkbox"/>
405.31	FUEL, OIL, GREASE AND LUBRICANTS.Lubricants, Industrial Type (Incl. Biodegradable Type)	<input type="checkbox"/>
405.32	FUEL, OIL, GREASE AND LUBRICANTS.Methanol (Fuel)	<input type="checkbox"/>
405.33	FUEL, OIL, GREASE AND LUBRICANTS.Naphtha	<input type="checkbox"/>

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Step	Action
40.	<p>The system will return a list matching the criteria you entered.</p> <p>Check all applicable codes for your company. On this screen, you see multiple options were selected for Fuel. Notice that the "top level" option (405) for Fuel is NOT chosen.</p> <p>CAUTION: Selecting a product or service indicates that it is supplied by your company. Through this selection, you are choosing to receive procurement opportunities from the County when the County is seeking those products or services. If you select the "main" item (in this case 405) then ALL items related to it will be chosen, and you will receive requests for each one.</p> <p>If your company does not supply every subproduct listed, then do NOT select the main product; instead go through the list and select each subproduct that your company provides.</p> 
41.	<p>When all options are selected, click Apply.</p> 



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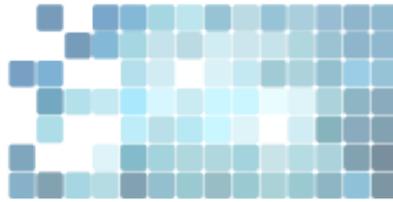
Address Details		Purpose	Update	Delete
12 GRIMMAULD PLACE, TAMPA FL 33609 United States		RFQ Only		

Contact Directory						
At least one entry is required.						
<input type="button" value="Create"/>						
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
ALBUS	DUMBLEDORE	813-555-1212	DUMBLEDOREA@PHOENIX.COM	✓		
HARRY	POTTER	813-555-1313	POTTERH@PHOENIX.COM	✓		

Products and Services		
At least one entry is required.		
<input type="button" value="Create"/>		
Code	Products and Services	Delete
405.02	FUEL, OIL, GREASE AND LUBRICANTS.Alternative Fuels (Not Otherwise Classified)	
405.03	FUEL, OIL, GREASE AND LUBRICANTS.Butane and Propane (Including Liquefied Petroleum Gas)	
405.05	FUEL, OIL, GREASE AND LUBRICANTS.Charcoal	
405.06	FUEL, OIL, GREASE AND LUBRICANTS.Coal, Coke, Lignite and Peat	
405.08	FUEL, OIL, GREASE AND LUBRICANTS.Distillates, Petroleum (Not Otherwise Classified)	
405.00	FUEL, OIL, GREASE AND LUBRICANTS.FUEL, OIL, GREASE AND LUBRICANTS	
405.07	FUEL, OIL, GREASE AND LUBRICANTS.Fuel Additives, Extenders, Octane Enhancers, etc.	
405.09	FUEL, OIL, GREASE AND LUBRICANTS.Fuel Oil, Diesel (Use 405-02 for Biodiesel)	
405.12	FUEL, OIL, GREASE AND LUBRICANTS.Fuel Oil, Heating (Use 405-02 for Biodiesel)	
405.13	FUEL, OIL, GREASE AND LUBRICANTS.Gas, Natural (Incl. Compressed Natural Gas (CNG))	

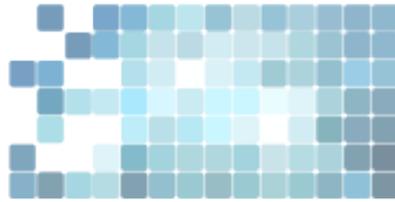
Step 2 of 4

Step	Action
42.	<p>You are returned to the <i>Prospective Supplier Registration: Additional Details</i> window. You will see your selections listed in the Products and Services Sections. You may add more by clicking Create; or delete items by clicking the trash can icon next to the entry.</p> <p>Click Next to move to the <i>City of Tampa Certifications</i> window.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Next</div>



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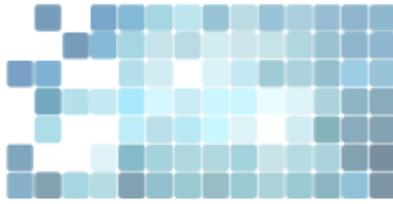
Step	Action
43.	<p>This screen is OPTIONAL, and only applies to the City of Tampa. If you have no selections, or do not wish to be certified as a Women/Minority owned business, click Next; otherwise, make the appropriate selections.</p> <p>Note: You may update this page at any time once your registration is approved.</p>
44.	<p>Click Next to move to the <i>Attachments</i> page.</p> 



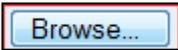
Training Guide iSupplier - Registration

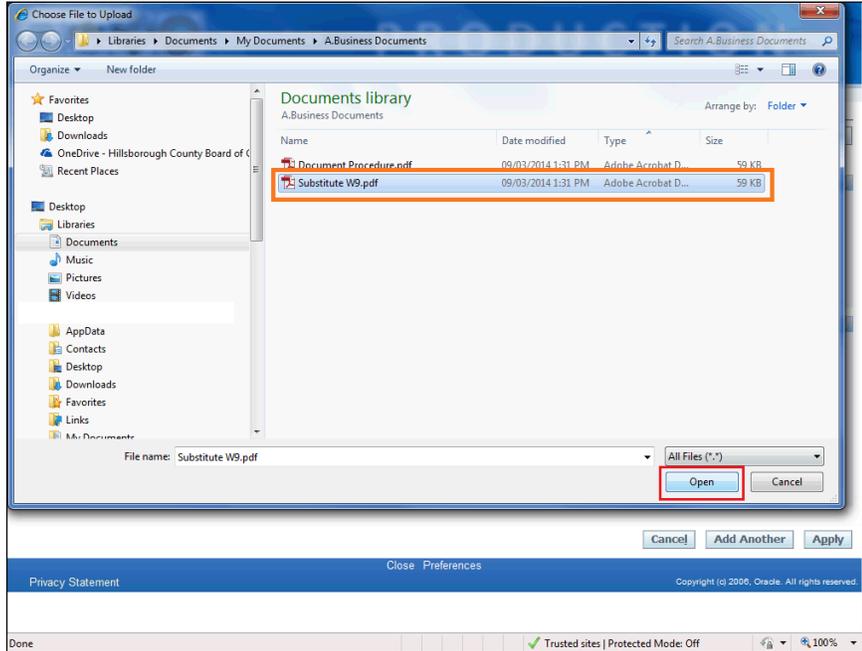
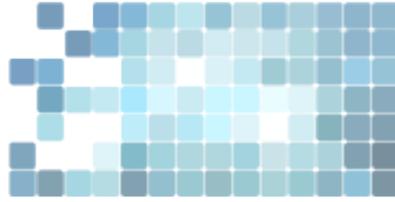
The screenshot shows the 'iSupplier Portal' interface in 'PRODUCTION' mode. The page is divided into several sections: 'Basic Information', 'Company Details', 'Additional Information', and 'Attachments'. The 'Attachments' section is currently active, showing a table with columns for 'Title', 'Type', 'Description', 'Category', 'Last Updated By', 'Last Updated', 'Usage', 'Update', and 'Delete'. A red box highlights the 'Add Attachment...' button located above the table. The page also includes navigation buttons like 'Submit' and 'Back', and a 'Step 4 of 4' indicator.

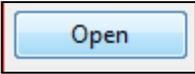
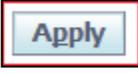
Step	Action
45.	<p>You may choose to submit a Substitute W-9 at this point in the process. If you do not have one, a blank form is available on the Procurement web page (under Forms).</p> <p>Caution: This W-9 will become part of the Public Record. If you are using a Social Security Number instead of an EIN/FEIN number, DO NOT ATTACH THE W-9 HERE. Instead, fax it to the following number: 813-272-5544 Attention: ERP Suppliers</p> <p>To attach your substitute W-9 (or any other required document), click Add Attachment...</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Add Attachment...</p> </div>

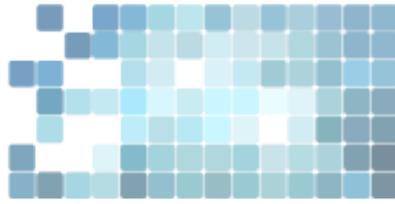


The screenshot shows the 'iSupplier Portal' interface for 'PRODUCTION'. The main heading is 'PRODUCTION' with a 'Close Preferences' link. Below this, there's a section for 'Add Products and Services: (PHOENIX, INC.) >' and an 'Add Attachment' section with 'Cancel', 'Add Another', and 'Apply' buttons. A dropdown menu is set to 'Desktop File/ Text/ URL'. The 'Attachment Summary Information' section contains a 'Title' field (highlighted with a red box), a 'Description' field, and a 'Category' dropdown set to 'Miscellaneous'. The 'Define Attachment' section has radio buttons for 'File' (selected), 'URL', and 'Text', with a 'Browse...' button next to the 'File' option. At the bottom, there are 'Cancel', 'Add Another', and 'Apply' buttons, a 'Privacy Statement' link, and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.' The browser status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of 100%.

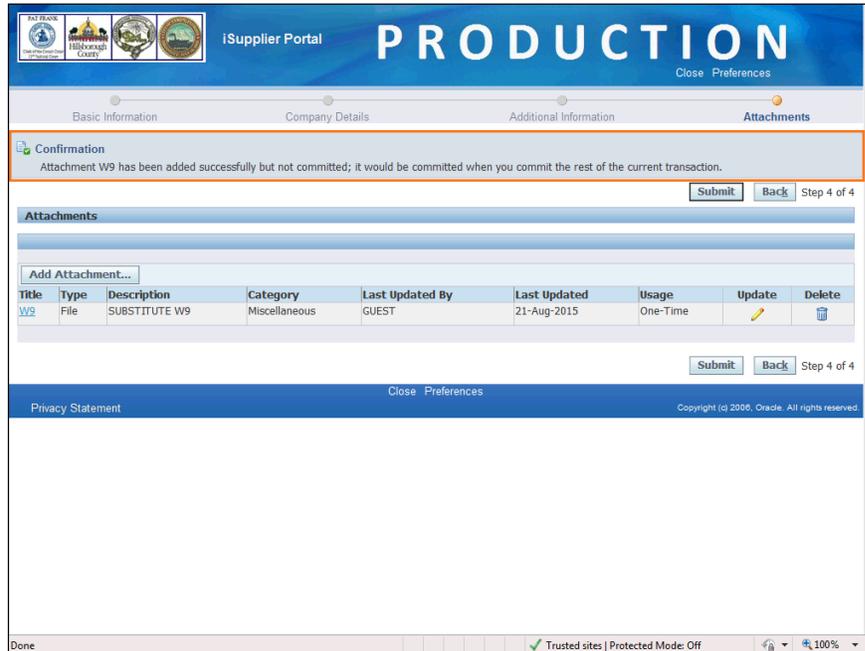
Step	Action
46.	Optional: Enter a document title into the Title field. For example, enter " W-9 ".
47.	Optional: Enter a description into the Description field. For example, enter " SUBSTITUTE W-9 ".
48.	Click Browse... to search for the document on your computer. 



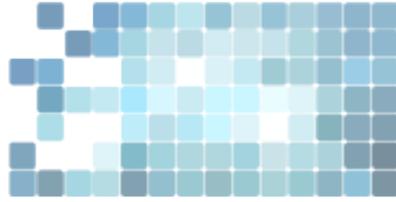
Step	Action
49.	<p>Select the document being added.</p> <p>Click Open.</p> 
50.	<p>To add more documents, click Add Another. When all documents are added, click Apply.</p> 



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Step	Action
51.	<p>The system will provide confirmation that the documents are attached.</p> <p>At this point, you are ready to submit your registration. Prior to submitting, you may click Back to go back through the screens and review your entries.</p> <p>If you want to update an entry, click the Pencil icon to the right of the entry.</p> <p>If you want to delete an entry, click the trash can icon to the right of the entry.</p>



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iSupplier Portal PRODUCTION

Close Preferences

Basic Information Company Details Additional Information Attachments

Submit Back Step 4 of 4

Attachments

Add Attachment...

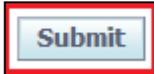
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
W9	File	SUBSTITUTE W9	Miscellaneous	GUEST	21-Aug-2015	One-Time		

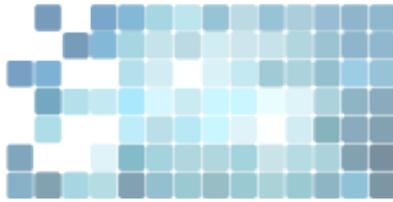
Submit Back Step 4 of 4

Privacy Statement Close Preferences Register Copyright © 2015 Oracle. All rights reserved.

Trusted sites | Protected Mode: Off

Step	Action
52.	When you have reviewed your data, click Submit .





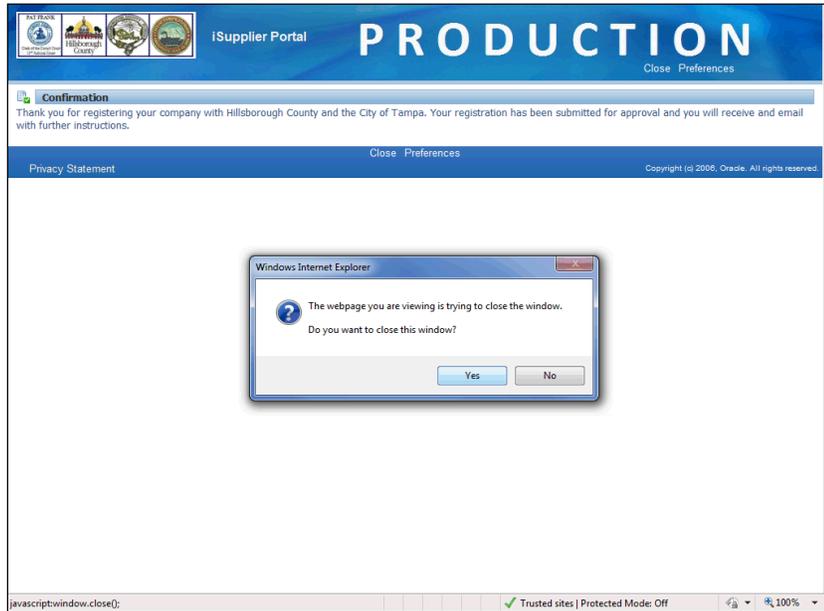
Training Guide iSupplier - Registration

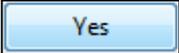


Step	Action
53.	<p>A Confirmation screen opens verifying that your registration has been submitted for approval.</p> <p>You will also receive an email indicating your registration is received and is being reviewed. To view the status of your request, click the link contained in the confirmation email. Save the email for your records.</p> <p>Click Close.</p> 



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Step	Action
54.	Click Yes if you receive a prompt to close the page. 
55.	<p>You have successfully submitted your registration with Hillsborough County and the City of Tampa.</p> <p>Next Steps: Your registration will be reviewed and approved. You will receive an automated email from the system confirming the registration was submitted. You may use the link in the confirmation email to see the status of your request.</p> <p>Once your request is approved, a second automated email is sent to you with your logon information. Use the link in the email to log into iSupplier for the first time. Review the document titled First Time Access for detailed instructions.</p> <p>NOTE: If you do not receive a confirmation of the submission, check your "spam" folder.</p> <p>If you have questions or issues with this process, please contact the help desk via email or telephone.</p> <p style="text-align: center;">Email: iSupplier@hillsclerk.com Phone: (813)307-7160</p> <p>End of Process.</p>