

City of Charleston New Supplier Registration Instructions



[Sign In](#)



Supplier Registration

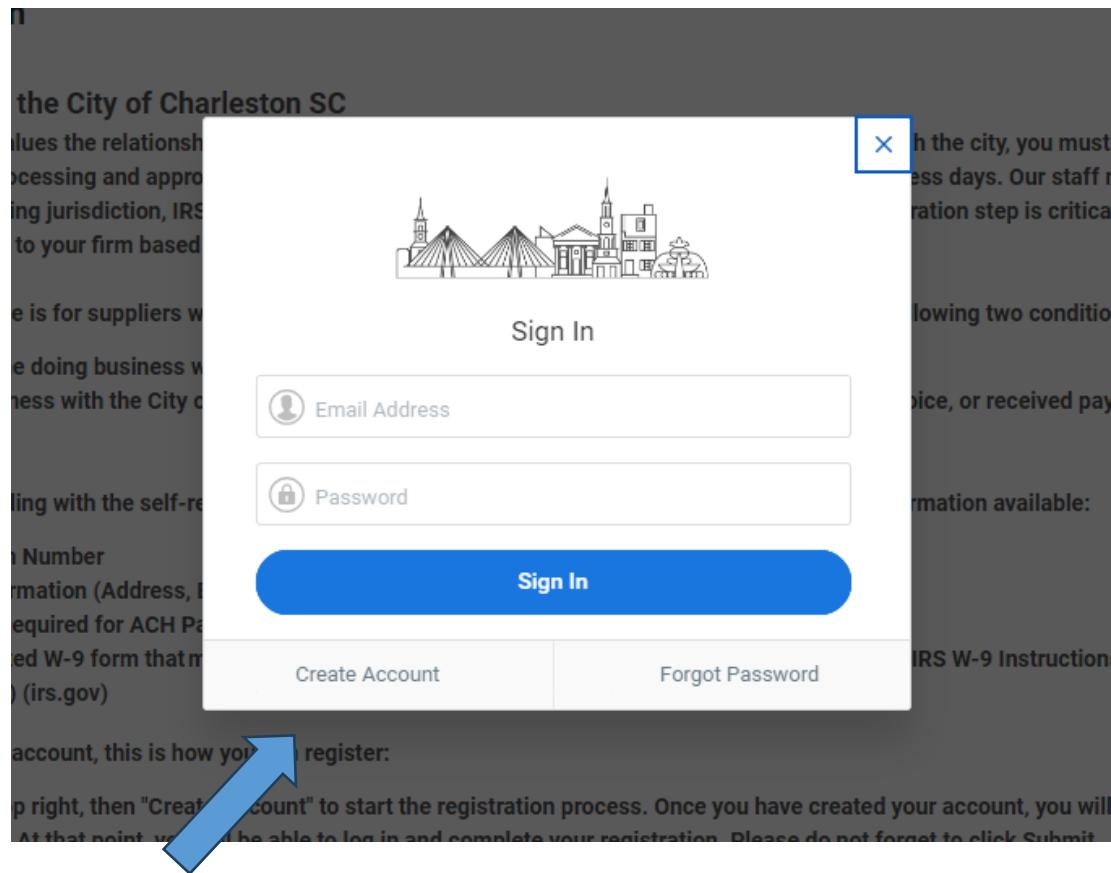
Become a Supplier for the City of Charleston SC

The City of Charleston, SC values the relationships with our suppliers and service providers. To become a supplier with the city, you must complete the supplier self-registration process. Processing and approving your registration information will take approximately three business days. Our staff must determine and validate information such as taxing jurisdiction, IRS paperwork, payment information, and withholding status. This registration step is critical to ensuring that the City can remit payments due to your firm based on the information you provide.

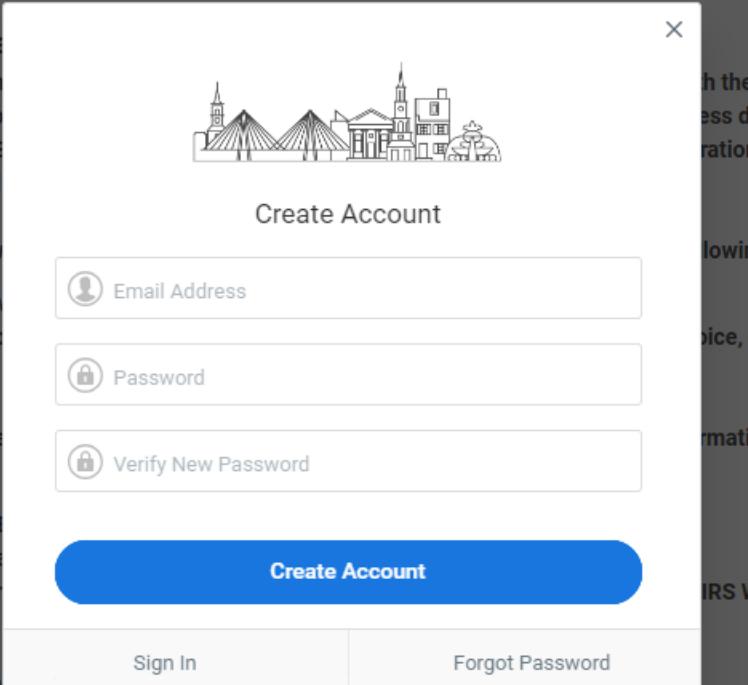
The Supplier Registration Site is for suppliers who need a NEW supplier account. You must meet at least one of the following two conditions:

- 1. This is your first time doing business with the City of Charleston.
- 2. You have done business with the City of Charleston but have not been issued a Purchase Order, billed an invoice, or received payment after enter date.

To begin the new supplier registration process, click “sign in.”



Click create account.



The image shows a 'Create Account' modal window. At the top, there is a small icon of a city skyline. Below it, the text 'Create Account' is centered. There are three input fields: 'Email Address' (with a person icon), 'Password' (with a lock icon), and 'Verify New Password' (with a lock icon). Below these fields is a large blue 'Create Account' button. At the bottom of the modal, there are two links: 'Sign In' and 'Forgot Password'.

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Create Account

Email Address

Password

Verify New Password

Create Account

[Sign In](#) [Forgot Password](#)

then "Create Account" to start the registration process. Once you have created your account, you will be able to log in to the City of Atlanta's...

When you are creating your account, your password must include:

Password must include:
An uppercase character.
An alphabetic character.
A special character.
A minimum of 8 characters.
A lowercase character.
A numeric character.

Verify your supplier account



charlestonsc@myworkday.com

To Cooper, Gary

i If there are problems with how this message is displayed, click here to view it in a web browser.

(smiley face) Reply Reply All Forward Outlook ...

Mon 9/23/2024 3:01 PM

ATTENTION: This email originated from outside the City of Charleston's systems. Do not click links or open attachments unless you are expecting them from the sender and/or have confirmed the content is safe. Forward any suspicious emails for reviews to spam@charleston-sc.gov.

Click this link to confirm your email address and complete setup for your supplier account
https://wd5.myworkdaysite.com/supplier/charlestonsc/Supplier_Registration/activate/dd4q6ybo8qivio78zifus5uv6b0pwykqbskf3uaf16isuur372pfqo3xpkw43fo03d5qrbusa7qvlpwvifhqbt7amsqk061/
The link will expire after 24 hours.



Once you have created your account, Workday will send you an email with the link to complete your registration. Click the link in the email and sign in to begin.



Supplier Registration

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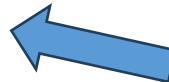
IMPORTANT: Before proceeding with the self-registration process, please make sure that you have the following information available:

- Taxpayer Identification Number
- Business Contact Information (Address, Email Address, Phone Number)
- Banking Information Required for ACH Payment Type
- Current signed and dated W-9 form that must be electronically attached to your registration. Please refer to the IRS W-9 Instructions if needed. Form W-9 (Rev. March 2024) (irs.gov)

Important:

- The latest version of W-9 form must be attached.
- The name on the application and address should match what is on the W-9 form.
- Only Payment Types of Check and ACH are accepted.
- For any changes needed after registration, contact the Procurement Office at (843) 724-7312 or procurement@charleston-sc.gov.

Register



Opening the link will take you to registration page. Please make sure you have all the information you will need to register. Click on Register to begin.

Business Information



Business Details

Business Name *

Supplier Category *

select one

Supplier Group

Tax ID *

Payment Types

Accepted Payment Types *

Default Payment Type *

select one

Business Contact Details

Add Primary Phone

Email Address *

Website URL

Remit-To Address

Country *

Mailing Address

Country *

Next

workday

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Enter your information. Click next

Classifications



Diverse Supplier Classifications (If Applicable)

Add



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Back

Next

If applicable, add your diversity information. Click "add." Then select United State of America to see your options. Click "next" to move to the next page.

Banking and Payments



If using Electronic Payment Type, Select ACH in the Payment Types Prompt

Account Nickname

Payment Types

 ⋮

Account Details (Only US Banks Accepted)

Country

 ▼

Back

Next

workday

If you are choosing an electronic payment method, you will need to provide your banking information. If you only chose “check” as your payment method, you do not need to provide your banking information. Click “next” when completed.

Contact Information



Legal Name

Country

Add Primary Phone

Email Address

Mailing Address

Country



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[Back](#)

[Next](#)

Enter your contact information. Click “next” when completed.

Summary



Business Information

Business Details

Business Name

Downtown Rentals

Supplier Category

General Business

Supplier Group

Suppliers A - L

Tax ID

*****8888

Payment Types

Accepted Payment Types

Check

Default Payment Type

Check

Business Contact Details

Email Address

Back

Submit

cooper@charleston-sc.gov



Review your information and click “submit.”

Please call (843-724-7312) or email (procurement@charleston-sc.gov) with any questions.