


City of Charleston New Supplier Registration Instructions



[Sign In](#)

Supplier Registration

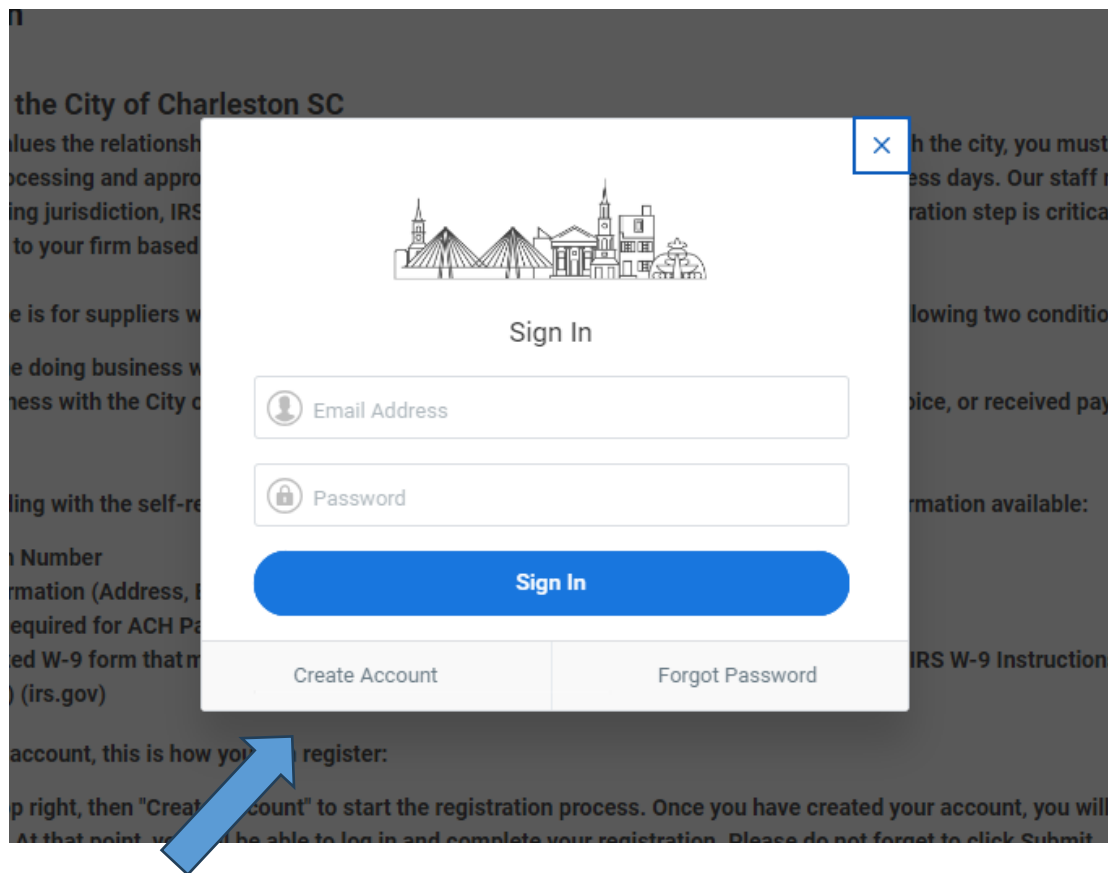
Become a Supplier for the City of Charleston SC

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.

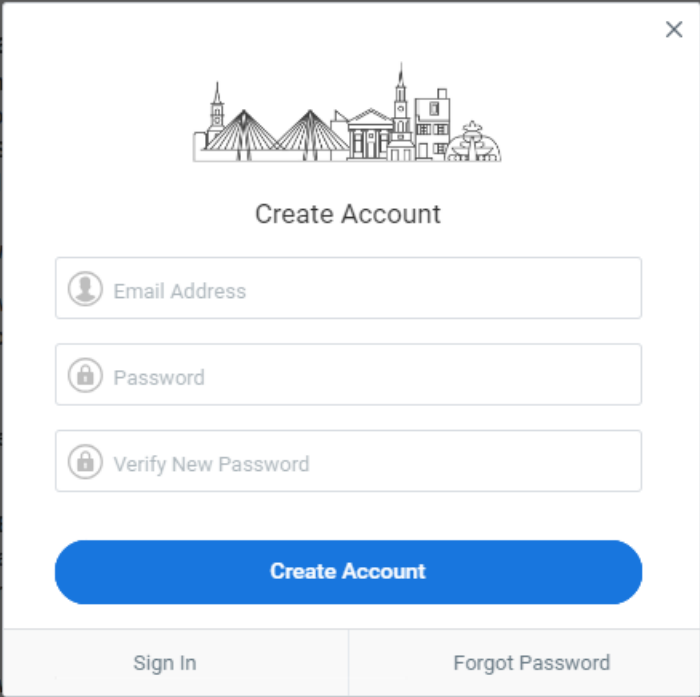
The Supplier Registration Site is for suppliers who need a NEW supplier account. You must meet at least one of the following two conditions:

- 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 form. At the top is a city skyline icon. Below it is the title 'Create Account'. There are three input fields: 'Email Address' with a person icon, 'Password' with a lock icon, and 'Verify New Password' with a lock icon. A blue 'Create Account' button is below the fields. At the bottom are two links: 'Sign In' and 'Forgot Password'. The modal is set against a dark background with some text visible from the page it's overlaid on.

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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.

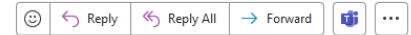
A numeric character.

Verify your supplier account



charlestonsc@myworkday.com
To: Gary Cooper

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



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/dd4q6ybo8qivio78zifus5uv6b0pwv/kqbskf3uaf16jsuur372pfqo3xpkw43fo03d5qrbusa7qvlpwvifhqbvti7amsqkl06/

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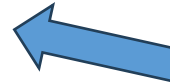
IMPORTANT: Before proceeding with the self-registration process, please make sure that you have the following information available:

- 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 *

Supplier Group

Tax ID *

Payment Types

Accepted Payment Types *

Default Payment Type *

Business Contact Details

Add Primary Phone

☐

Email Address *

Website URL

Remit-To Address

Country *

Mailing Address

Country *

Next



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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



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

select one ▼

Add Primary Phone

☐

Email Address

Mailing Address

Country

select one ▼



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Back

Next

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

Summary

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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

cooper@charleston-sc.gov

Back Submit



Review your information and click “submit.”

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