



SUPPLIERGATEWAY®

SupplierGATEWAY, LLC 2018
Supplier Registration Guide

Revised March 2020



Supplier Registration



Supplier Registration

Federal Home Loan Bank of Des Moines

Register

Log in

Potential Supplier Registration

If you are interested in registering as a potential supplier, please click the Select button below to complete your registration.

Select

Select **Potential Supplier Registration** to begin process



Supplier Registration

Federal Home Loan Bank of Des Moines

REGISTRATION

Need Help? Contact us at: <https://suppliergateway.zendesk.com/home>

Fields in Red Text and denoted by an asterisk (*) are required.

Business ID Number

Please enter your 9-digit Taxpayer Identification Number (Also known as your Employer Identification Number.) If you are a sole proprietor, you may utilize your 9-digit social security number.

*Country:

* Federal Tax ID Number:

-



EIN



SSN

Complete Required Fields
indicated in RED

Company Information

*Company Name:

*Email:

*State:

--Select State--

*Address:

Address 2:

*City:

*Zip:

Review Terms & Agreements,
and then select I Agree

Terms

Terms

IMPORTANT- READ CAREFULLY: YOUR USE OF THE SupplierGATEWAY® WEBSITE AND SERVICES (THE "SERVICES") IS CONDITIONED UPON YOUR COMPLIANCE AND ACCEPTANCE OF THESE TERMS.

Definitions. As used herein, "you," and "your," means the person, and company or organization that registers on this website, and "we," "our," "SupplierGATEWAY®," refers to Mid-America Consulting Group, Inc. dba SupplierGATEWAY®, and its subsidiaries and affiliates.

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2. SERVICES PROVIDED. SupplierGATEWAY® directly, or indirectly through an unaffiliated Internet service provider, shall provide you with electronic access, through your computer or other electronic device (collectively "Computer"), to the Information and Services provided on the Site and the ability to communicate electronically with the Site ("E-mail").

3. USER CODES. As part of your registration process you may be asked to select a user name ("Name") and/or password ("Password"), or a user name and/or password may be created for you (the Name and Password are hereafter referred to as "User Codes"). The User Codes are for your personal use only. You are responsible for

I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND AGREE TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS.

[Privacy Policy](#) [Terms of Use](#) [Contact Us](#)

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Select Language



Supplier Registration

You will receive a **PIN Code** via e-mail

Confirmation

We have just sent a PIN code to your email. Please check your inbox.
Please enter your PIN code to continue:

Pin:*

Close

Continue Registration

[Click here](#), If you haven't received a PIN code via email.

I DON'T AGREE

I AGREE

Once you have received the PIN enter here and **Continue Registration**



Supplier Registration

SUPPLIER REGISTRATION

Please complete the registration form below. Verify that all information you enter is accurate and correct before submitting this registration form.

Required Fields are indicated in red or by an asterisk *

Company Info

*Are you a large business? ☐ Yes ☐ No

*Is your company publicly traded? ☐ Yes ☒ No

DUNS: 345877789

Federal Tax ID Number: 138989999

☐ EIN ☐ SSN

*Company Legal Name: RONNY LLC

Doing Business As:

Is This a PO Box?: ☐ Yes ☒ No

*Address:

*City:

Country: United States

*State: Please Select

*Zip:

*Primary Phone: (312) 312-4325

Alternate Phone: +1 201-555-5555

Fax: +1 201-555-5555

Website: http:

All fields indicated in **RED** are required to **complete** your Supplier Registration



Supplier Registration

CONFIRM YOUR BUSINESS SIZE PER SBA STANDARD

You have indicated that you are a **Small Business**. The standard against which this statement should be made is the Small Business Administration (SBA) size determination. This standard varies by the industry you are in and is determined using revenues and/or employee size and/or asset value. We must ask you a few questions to confirm your status as a **Small Business**. Please click on the "Validate Small Business Status" Button below.

Cancel

[Click here to VALIDATE SMALL BUSINESS STATUS](#)

You must **confirm** your business size status by selecting **Small**

NAICS SIZE DETERMINATION

The information that you enter here will be used to accurately determine your size according to the U.S. Small business Administration (SBA) standards.

Please enter your 6 digit Primary NAICS in the area below. If you do not know your NAICS code, you can click on the NAICS help link to search for it.

Enter Primary NAICS Code: [Click here to look up NAICS](#)

CONFIRM YOUR BUSINESS SIZE PER SBA STANDARD

You have indicated that you are a **Large Business**. The standard against which this statement should be made is the Small Business Administration (SBA) size determination. This standard varies by the industry you are in and is determined using revenues and/or employee size and/or asset value. If you are sure that you are a **Large Business**, you may continue and click on "Yes" below. If you are not sure, click on "No" and the system will assist you in making the determination.

No - I am not large business or I am not sure
[Help me to figure out](#)

Yes - I am a large business according to the SBA Size Standard

NAICS SIZE DETERMINATION

The information that you enter here will be used to accurately determine your size according to the U.S. Small business Administration (SBA) standards.

Please enter your 6 digit Primary NAICS in the area below. If you do not know your NAICS code, you can click on the NAICS help link to search for it.


Enter Primary NAICS Code: [Click here to look up NAICS](#)

OR by selecting that you are a **Large** business



Supplier Registration

Primary Contact Information


*First Name  Ronika

*Last Name Motley

*Job Title

*E-Mail ronika@suppliergateway.com

*Verify E-Mail: ronika@suppliergateway.com

Are you establishing an account at this time for someone other than primary contact?  ☐ Yes ☒ No

Complete the **Primary Contact** information to establish yourself a user account



Supplier Registration

Additional Info

***Year Established**

***Number of Employees**

2016 Revenue:

(Numbers only, no commas or symbols. Decimal Points are permitted.)

***Primary NAICS**

(6 Digit Codes only)

Ownership: (Majority Owner; 51% or more) You must make a "Yes" or "No" selection for each of the categories shown.

***Minority** ☐ Yes ☐ No

***Veteran** ☐ Yes ☐ No

*** US Citizen/Permanent Resident** ☐ Yes ☐ No

*** Woman** ☐ Yes ☐ No

*** Service Disabled Veteran** ☐ Yes ☐ No

Owners Ethnicities: (Majority Owner; 51% or more) Required if Minority Selected

☐ African American

☐ Asian Pacific American

☐ Canadian Aboriginal

☐ Hispanic American

☐ Native American

☐ Subcontinent Asian American

☐ White (not Hispanic)

Complete remaining required fields indicated in RED



Supplier Registration

You may also list any **Certification** information your company may have here

Certifications ?

If you have certifications, select those that apply to your company from the list below.
You must provide Certification Name/Number and expiration date for any certification you select.
You can upload file with the maximum size of 1000000 and these are the allowed file types for attachments:
.DOC,.XLS,.DOCX,.XLSX,.PPT,.PPTX,.JPG,.PDF,.PPT,.PPTX

Certification	Cert Number	Category	Expiration Date	Attachment
<input type="checkbox"/> (CPUC) M/WBE Clearinghouse				<input type="button" value="Choose File"/> No file chosen
<input checked="" type="checkbox"/> 8(a) Certification	678599		09/23/2025 <input type="button" value="Q"/>	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> Canadian Aboriginal & Minority Supplier Council				<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> City Agency (MWBE)				<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> Federal Agency				<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> National Women Business Owner Corporation (NWBOC)				<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> Natl Minority Supplier Development Council (NMSDC)		Please Select ▼		<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> SAM (System for Award Management)				<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> SBA Certified SDB				<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> SBA Hub Zone Certified				<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> Self Certified SDB				<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> State Agency (MWBE)		Please Select ▼		<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> US Pan Asian American Chamber of Commerce				<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> Small Business Enterprise (SBENC)				<input type="button" value="Choose File"/> No file chosen

If you do not have any Certifications, this is **not required** and you may **bypass**




Supplier Registration

If you were provided an **Invitation Code** by the client you may enter here

Invitation

If you were asked to register in this site and were provided with an invitation code, please enter it here.

Invitation Code 

Invitation Code
You may have received an Invitation Code when you were asked to register in this site. This helps your potential customer to keep track of when you register. If you do not have an Invitation Code, your registration will still be processed the same way. If you have an invitation code, please enter it in the space provided.

Still Need Help? sgsupport@suppliergateway.com. Please try to provide as much information about what you need help with, what site you are registering in and a phone number we need to call you, so we can respond to you as quickly as possible.

[Close Window](#)

Please note the **Invitation Code** is **not required**, and if you did not receive one you may continue by selecting **Submit** to complete your registration





SUPPLIERGATEWAY®

Final Supplier Application



Final Supplier Application

You must add the **Contact** information required by FHLB DM

Navigate to:

Contacts

Complete Application Later

 **Contacts** INCOMPLETE

 Completed 0 of 7 

Please provide the following information

- Click on "Add Contact" to add new contact or "Remove Contact" to delete contact(s) from the list.

List of contact types which are still needed

- Primary Contact

Simply select the **+Add Contact** action item to begin adding your Contact information



No Contact defined

 **Support**

Prev

Click to Complete This Section

Next

Once finished, remember to select **Click to complete this section**



Final Supplier Application

You will be required to complete
all fields indicated in **RED**,

Products
Services
Capabilities

Navigate to:
Products and Services

Products and Services INCOMPLETE

Please provide the following information

*Indicates Required Field

* List Products
(4000 characters or less)
0

Enter Products

Please enter Products Listing

* List Services
(4000 characters or less)
0

Enter Services

Please enter Services Listing

* Other Capabilities
(2000 characters or less)
0

Enter Other Capabilities

Please enter Capabilities

NAICS/UNSPSC Codes

Click to Add Codes

Remove Code

All Other Plastics Product Manufacturing [326199] - NAICS
Asphalt Paving, Roofing, and Saturated Materials Manufacturing [32412] - NAICS
Bird proofing services [72102101] - UNSPSC
Boiler and furnace construction and maintenance services [72151000] - UNSPSC
Boiler feed chemicals [47101604] - UNSPSC
Boiler installation and setup service [72151002] - UNSPSC
Boiler maintenance service [72151001] - UNSPSC
Boiler or heater igniter [40101833] - UNSPSC

Prev Save Click to Complete This Section Next

Once finished, remember to
select Click to complete this
section



Final Supplier Application

Navigate to:

Company Addresses

Complete Application Later

Company Addresses INCOMPLETE

Please provide the following information

Click on "+ Add Location" to add A New Address to the list.

The following addresses still need to be completed:

- None. You are good to go; click Done to complete this segment.

Simply select the +Add Location action item to begin adding your Company Address Information

 Add Location

Type

Location

Address

Primary Vendor Address

123 Beech Havent Ct
Cleveland, AL 44017



 Support

Prev

Click to Complete This Section

Next

Once finished, remember to select Click to complete this section



Final Supplier Application

Navigate to:

Upload Attachments *

Attach Documents/Files INCOMPLETE

Please provide the following information

*Indicates Required Field

Click on the "Browse" button to search for your file on your hard drive. Once you have selected a file, click on the "Upload" button. Only .pdf,.doc,.docx,.xls,.xlsx,.jpg file types are supported to upload and the file cannot be more than 10 MB in size for this area. This area is not required. It is intended for product, service and/or capability related information. Certification information should be added to the Certification Section.

Note: By using this feature, you are certifying that your information is true. If not, please do not upload any files or images to avoid unintentionally misrepresenting your company.

*Choose a file

Choose File No file chosen

*File name

Description
(Limited to approx. 500 Words)

Submit

Reset

You may upload Attachments
such as PDFs, Brochures, &
Catalogs here

Please note however that this
section is not required

Once finished, remember to
select [Click to complete this
section](#)



Final Supplier Application

Navigate to:

References

Customer References INCOMPLETE

Please provide the following information

You must provide at least 2 Customer References to complete this section

- To Add a new Customer Reference for your Company, please click on the "Add Customer Reference" button.
- To Edit the an existing reference, click the Reference Name link

[+ Add Customer Reference](#)

Reference

Contact

[Test Reference](#)



 **Support**

Prev

[Click to Complete This Section](#)

Next

Once finished, remember to select [Click to complete this section](#)

Simply select the [+Add Customer Reference](#) action item to begin adding your Reference Details



Final Supplier Application

Once you have completed all of the required application segments you will need to select '**Submit Your Application**' to successfully complete the application process

Once you have done that you will be taken to the **Welcome Page** each time you log in.

Please remember to periodically **update** your company's organizational information on the portal site





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