



Contents

Overview	2
Creating A New Account	
Logging In	{
Logging In As An Existing Supplier	
Forgot Password/Username	10
Changing a Password	12
Updating and Adding Contacts	13
Profile Maintenance	15
Acknowledging Purchase Orders	16
Viewing Purchase Orders	17
Viewing Contracts	20
Appendix 1 – Commodity Codes in FSM	2 ⁻



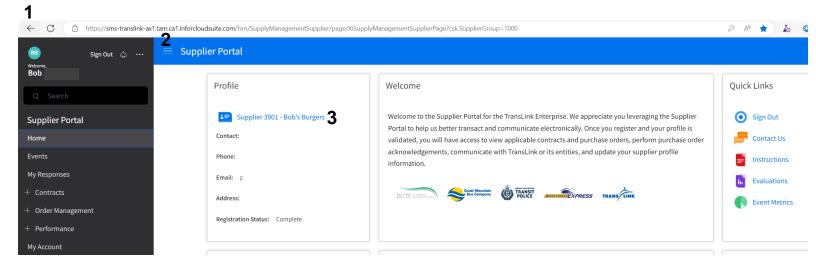
Overview

The FSM Supplier Portal allows suppliers to manage their company and contact information as well as acknowledge and view purchase orders and contracts pertaining to their firm.

The portal can be accessed through this link: <u>Supplier Portal / Supplier Portal (inforcloudsuite.com)</u>

Quick Navigation Tips:

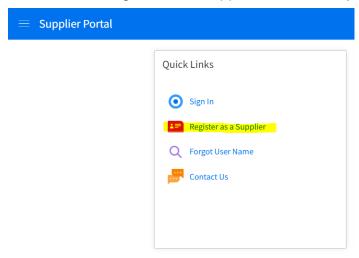
- 1. Use your browsers back button to navigate to the previous screen or right click and select "Back".
- 2. Clicking the three horizontal lines will expand/hide the grey navigation pane to the left.
- 3. Clicking on supplier name will enter the My Account screen to update/add company and contact information.





Creating A New Account

- Navigate to the supplier portal <u>Supplier Portal / Supplier Portal</u> (inforcloudsuite.com)
- 2. Click on the "Register as a Supplier" link in the quick links box



- 3. Enter company information as applicable (Note: Fields marked with an * are mandatory)
 - a. The password requirements are:
 - i. Minimum length of 8 characters
 - ii. Contains both capital and lowercase
 - iii. At least 1 number
 - iv. At least 1 special character (%.#?!, etc)
 - v. A password not previously used
 - vi. Does not contain a part of the username
 - vii. No sequential numbers and letters (123, ABC)
- 4. If you have a CRA tax ID use the "Tax ID Type" as Other

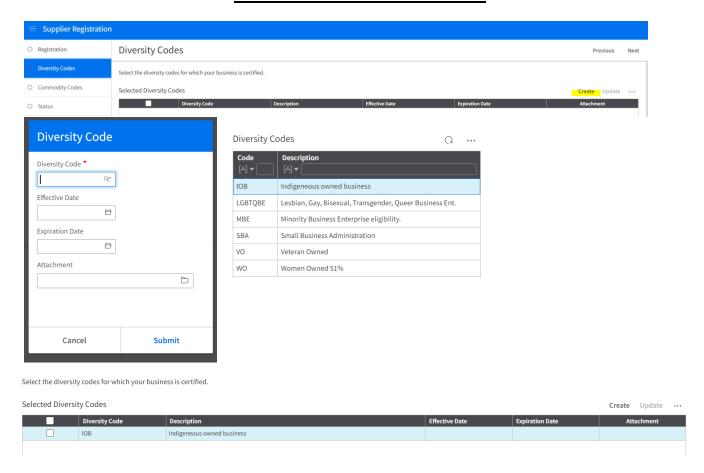


Registration Enter your company information here. See My Account after registration for entering additional required or optional information. Note that fields with an * are required. User Name Password Confirm Password Company Name * Testuser1 Test Company First Name * Last Name * Contact Type ★ Title Bob Smith Financial Main Phone Number * Extension Main Country Code Q= 604-123-4567 Phone Number Mobile Country Code Q= Sms Enabled Fax Country Code Phone Number Extension Q= Email Address * BobSmith@testcompany.com Tax ID Type * Tax ID * Attach Tax certification OTHER Q= 2468592 UAT D4 - TST System Access (1).docx \boxtimes Either tax ID or VAT registration number is required * **VAT Registration Country** VAT registration number Q= Mailing Address Street Address * 123 Main St. Add More City * Vancouver State/Province * BC British Columbia Post Code V6A 2S5 County/District Region Q= Country Canada Change Check If Remit To Address Is The Same As Mailing Address Company Information Dun & Bradstreet Business Type Doing Business As Website Enter http://When adding Website Accept Terms and Conditions as Shown Below



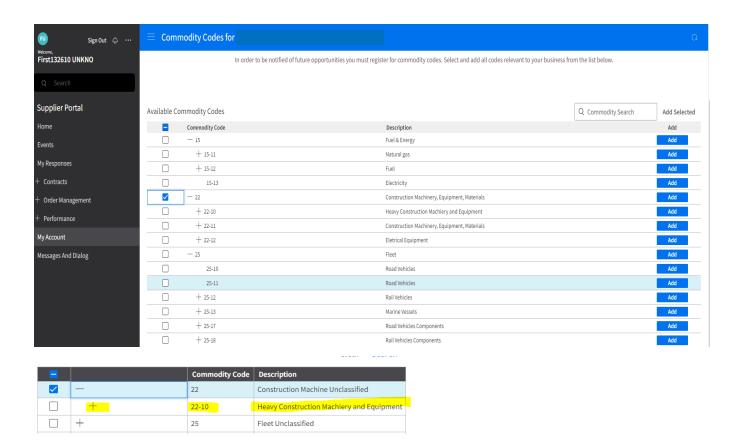
- 5. Once complete click Next to move to the "Diversity Codes" page. If applicable click "Create" to bring up the dialog box, then click on the magnifying glass icon in the "Diversity Code" field.
 - a. Select the applicable diversity code to add and click submit. Repeat as required for multiple diversity codes then click Next.

SAMPLE DIVERSITY CODE VIEW



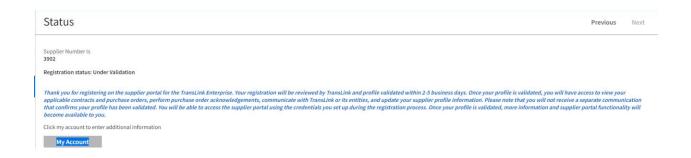


- On the "Commodity Codes" page click "Select Commodity Codes" to bring up the available commodity codes. Refer to Appendix 1 for a full list of Commodity Codes in FSM.
 - a. Codes can be searched for in the search box, and the + sign can be clicked on to expand categories to lower levels of the hierarchy.
 - b. Select the code(s) that are applicable then click "Attach", then click "Close".

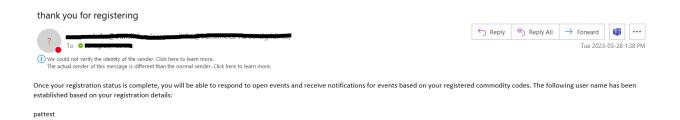




7. Click "Next" to see the status of your profile. Please allow 2-5 business days for TransLink to Approve your account.



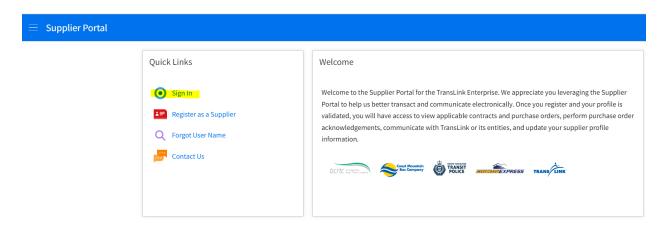
8. Once approved you will receive an email confirmation that your profile has been approved along with your username.





Logging In

- 1. Navigate to the supplier portal <u>Supplier Portal / Supplier Portal (inforcloudsuite.com)</u>
- 2. Click "Sign In" under the quick links box.



3. Enter username and Password then click sign in





Logging In As An Existing Supplier

- 1. If you have an active contract or purchase order with TransLink you will receive an email containing a system generated username and password and can follow the steps above to login.
- 2. If you have an active contract or purchase order but have not received an email containing login information please contact procurement at procurement@translink.ca and provide the following information:
 - a. Name of company
 - b. Contact information of primary contact listed on purchase order/contract
 - c. A brief description regarding your active purchase order or contract
- 3. Please allow 2 5 business days for TransLink to verify your information and send an email with your account data.



Forgot Password/Username

1. Follow the steps for logging in and at login screen click on "Forgot Password"

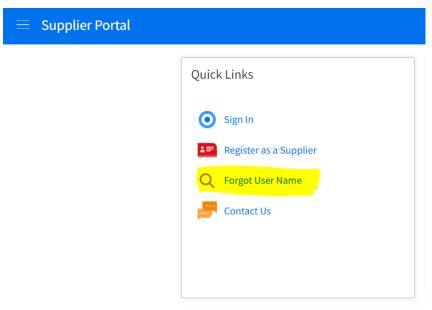


2. Enter username on next screen, click reset and wait for email to be sent with a password reset link.





- 3. If you have forgotten your username navigate to the supplier portal and click "Forgot User Name" in the quick links box.
 - a. A box will pop up prompting to enter your email address which will generate an email with your user name.

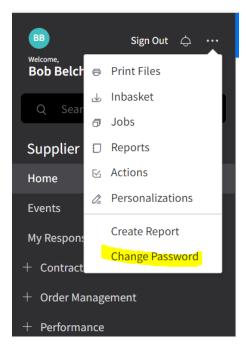


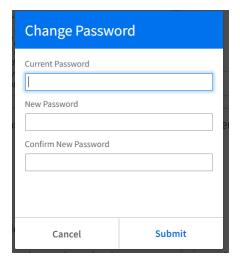
Forgot User Name		
Email Address *		
Confirm Email Address *		
We will send your User Name to you.		
Cancel	Submit	



Changing a Password

- 1. Click on the three dots at the top left navigation pane and select change password.
- 2. Enter a new password following the password requirements mentioned in the create an account section then click submit.



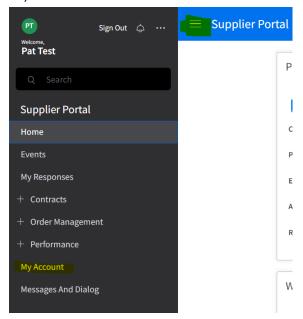




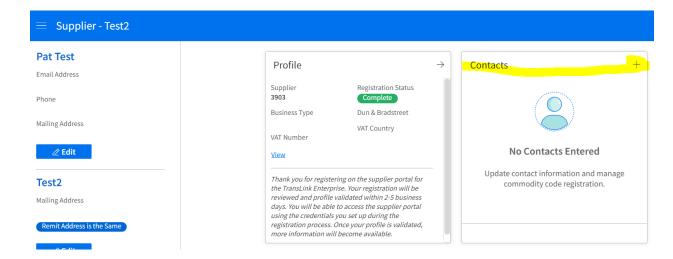
Updating and Adding Contacts

Only the primary contact person can add or remove additional contacts.

1. Navigate to the "My Account" section in the left navigation bar. (Note: If you cannot see this bar click on the 3 horizontal lines beside the supplier portal title).



2. Click on the + symbol in the "Contacts" Box

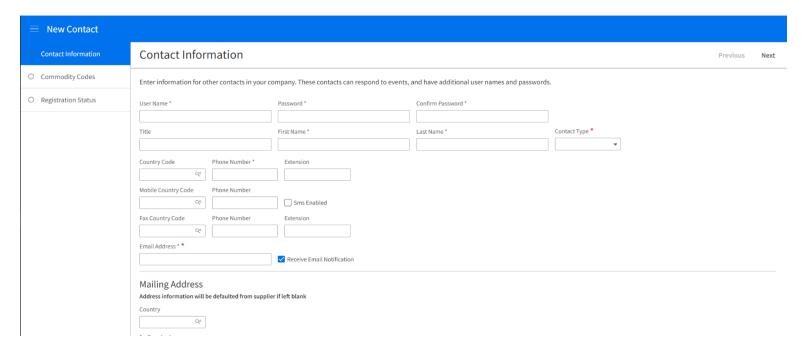


13

TABLE OF CONTENTS



3. Enter the information for additional contacts in the company following the same field and password rules as described in the Create an Account section.



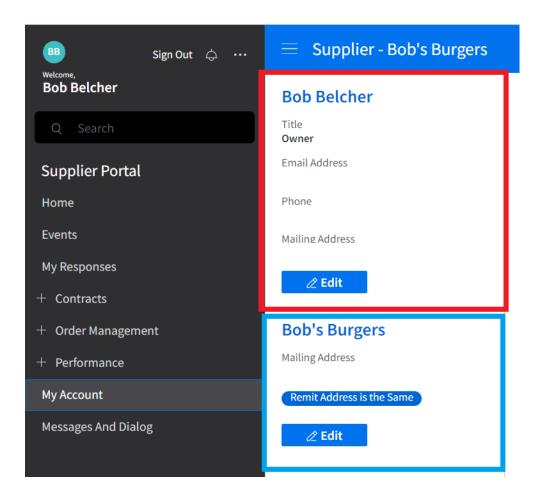
- 4. Click Next to move to the Commodity Code section and enter applicable codes in the same way as described in the Create an Account section.
- 5. Once added new accounts will be visible in the contacts box. They can be deleted by clicking the trash bin icon or edited by double clicking on the name.





Profile Maintenance

- 6. To update your profile or company information Navigate to the "My Account" section in the left navigation bar. (Note: If you cannot see this bar click on the 3 horizontal lines beside the supplier portal title).
- 7. To update your profile, click on the first edit button (around the red box) make any changes required then click the Save and Close button.
- 8. To update company information such as Name or Mailing Address, click the second edit button (around the blur box) make any changes required then click the Save and Close button.





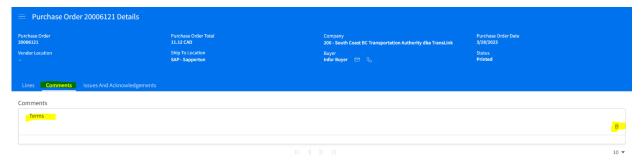
Acknowledging Purchase Orders

All contacts in the supplier profile can view and acknowledge Purchase Orders and Contracts

- 1. Navigate to the "Order Management" click the + sign and then "Acknowledge Orders" section in the left navigation bar. (Note: If you cannot see this bar, click on the 3 horizontal lines beside the supplier portal title).
- Purchase Orders that have not been acknowledged by the Supplier will appear. Select the order to acknowledge then click "Create Acknowledgements"



3. Purchase Order terms and conditions can be found in the Comments tab, click on the paperclip icon to download any additional documents.



4. Once terms are reviewed click "Finish Acknowledgements" to complete the task.

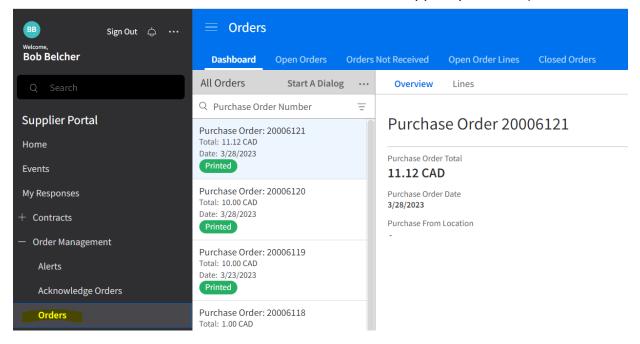




Viewing Purchase Orders

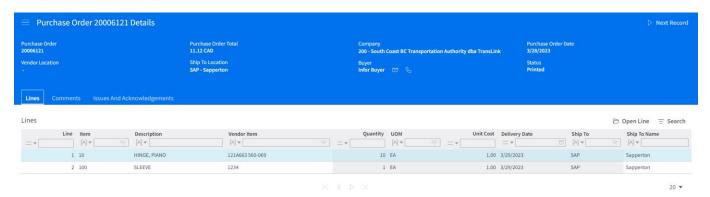
All contacts in the supplier profile can view and acknowledge Purchase Orders and Contracts

1. To view a Purchase Order, navigate to the "Order Management" click the + then "Orders" section in the left navigation bar. (Note: If you cannot see this bar click on the 3 horizontal lines beside the supplier portal title).

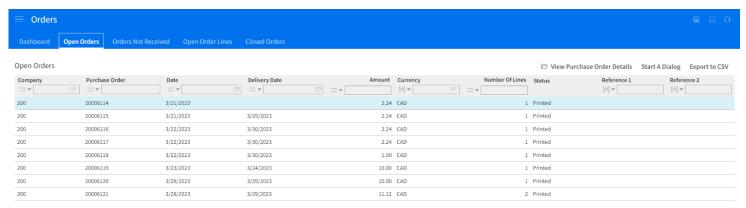




- 2. Purchase orders can be previewed from the Dashboard tab by clicking on them once and the corresponding overview and line details will populate to the right.
 - a. To open a purchase order double click on it to see relevant information about lines, delivery dates, and costs.

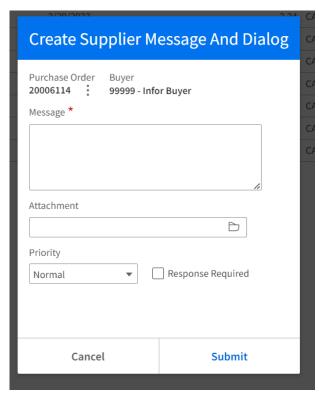


- 3. Purchase orders can be searched by order number or keyword in the search box at the top as well from the Dashboard tab.
- 4. Additional tabs across the top can be used to filter by order status and includes search and order download functions.





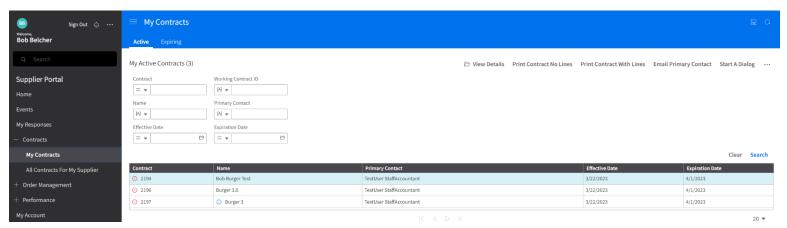
5. The "Start a Dialog" button can be used to send the TransLink contact listed on the purchase order a message regarding a purchase order.



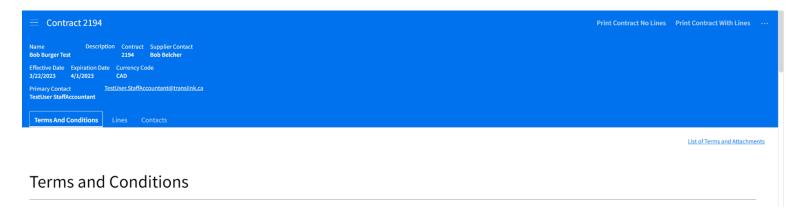


Viewing Contracts

- To view a contract, navigate to the "Contracts" click the + sign and then click "My Contracts" section in the left navigation bar or the "All contracts for My Supplier" to view all contracts if there are contracts assigned to multiple contacts within the company. (Note: If you cannot see this bar click on the 3 horizontal lines beside the supplier portal title).
 - a. You can single click on a contract to select it and then click on one of the options in the top right to view details, print, or start a dialog regarding that contract.



2. Double click a contract to expand into the details view and view the terms and conditions, lines, and contacts tabs. You can also print the contract by clicking on the corresponding buttons in the top right.





Appendix 1 – Commodity Codes in FSM











Commodity Code in FSM

version: April 3, 2023

TLSS Category Team

Fleet Team: 25, 78 Technology Team: 43, 81

Construction & Major Project Team: 33, 88, 22, 30, 72

P&T, Energy Team: 80, 15

MRO & Facilities Team: 26, 28, 95, 90



<u>u</u>	<u>12</u>	<u>13</u>
25 Fleet		
	2511 Road Vehicles	
•		251111 Conventional Bus
		251112 HandyDART
		251113 Community Shuttle
		251114 Non-Revenue and Support Vehicles
		251115 Utility Road Vehicles
	2512 Rail Vehicles	
		251211 SkyTrain Car
		251212 Passenger Coach Car
		251213 Locomotive
		251214 Non-Revenue and Support Rail Vehicles
	2513 Marine Vessels	
		251311 Passenger Ferry
		251312 Non-Revenue and Support Vessels
	•	
78 Fleet Services	and a living a	
	7811 Road Vehicles Services	
		781111 Revenue Vehicles Maintenance Services
		781112 Non-Revenue and Support Vehicles Maintenance Services 781113 Contracted Road Transit Services
		75-2-2
		781114 Vehicle Rental and Lease Services 781115 Non-Revenue and Support Vehicles Fleet Management Services
		11
	7812 Rail Vehicles Services	781116 Utility Vehicles Maintenance Services
	7812 Rail Verlicles Services	781211 Revenue Rail Vehicles Maintenance Services
		781212 Non-Revenue and Support Rail Vehicles Maintenance Services
		781212 Non-Revenue and Support Rail Vehicles Maintenance Services 781213 Contracted Rail Transit Services
	7813 Marine Vessels Services	701213 Contract National Processing
	7013 Marrile Acasers Sel Aloes	781311 Passenger Ferry Maintenance Services
		781312 Non-Revenue and Support Vessels Maintenance Services
		701012 Non-Nevenue and Support Vessels Maintenance Services



	L1		<u>L2</u>		<u>13</u>
43	Information Technology Hardware	1	_		<u> </u>
		4311	Computer Equipment and Accessories		
				431111	Computers and peripherals
				431112	IT Servers, Data Storage, Network Equipment and Cables
				431113	Print Devices
				431114	Physical Security Technology Devices
				431115	Audio Visual Equipment
				431116 431117	Integrated Transportation System Equipment
		4312	Communications Device and Accessories	451117	Furniture/Racking for IT hardware
		4312	Communications bevice and Accessories	431211	Cell Phone and peripherals
				431212	Handheld Phone and Backend equipment
				431213	Radio Equipment and Antenna
		4313	Software Licenses		
				431311	Business Software License and annual maintenance fee
				431312	Operation Software License and annual maintenance fee
81	Information Technology Services				
		8111	Communication Services	044444	Calledon Construe
				811111 811112	Cellular Services Internet & Data Services
				811112	Radio Services
				811114	Telecommunication Services
		8112	Application Services	011114	relection munication der vices
				811211	IT Application Support Services
				811212	Software Design & Implementation Services
				811213	Software Escrow Services
		8113	IT Hardware Services		
				811311	IT Hardware Annual Maintenance and Warranty
				811312	IT Hardware Support Services
				811313	IT Hardware Design & Installation Services
		8114	Software as a Service (SaaS)	811411	Subscription for Business SaaS
				811411	Subscription for Operations SaaS
		8115	IT Infrastructure as a Service	011412	Subscription for Operations Saas
		0113	Ti minastractare as a service	811511	Subscription for Cloud Computing and Storage
		8116	IT Services	022022	
				811611	Managed Print Services
				811612	Website Hosting Services
				811613	IT Security Services
				811614	IT Training
				811615	IT Consulting Services
				811616	IT Staff Augmentation
				811617	Digital Marketing Services
				811618	IT Related Membership and Subscription
				811619	Data Licensing / Subscription



<u>u</u>	<u>12</u>	<u>13</u>
33 Operating Technology		
, , ,	3311 OT Computer Equipment, Materials and Accessories	
		331111 Equipment/Materials- Auto Train Control System
		331112 Equipment/Materials- Comm System (SCOT, STARS, PIDS)
		331113 Equip/Mtrl- Safety System (Track Intrusion, FireLife Safety)
		331114 Equipment/Materials- OT System (SCADA, WMS/IANS, CCTV)
	3312 OT Software Licenses	
		331211 License/Annual fee- Auto Train Control System
		331212 License/Annual fee- Comm System (SCOT, STARS, PIDS)
		331213 Lic/Ann fee-Safety System(Track Intrusion,Fire Life Safety)
		331214 License/Annual fee- OT System (SCADA, WMS/IANS,CCTV)
88 Operating Technology Services		•
	8811 OT Application Services	
		881111 Services for Automatic Train Control System
		881112 Services for Communications System (SCOT, STARS, PIDS)
		881113 Services- Safety System (Track Intrusion, Fire Life Safety)
		881114 Services for OT (SCADA, WMS/IANS,CCTV)
	8812 OT Hardware Services	
		881211 Hardware Services- Auto Train Control System
		881212 Hardware Services- Comm System (SCOT, STARS, PIDS)
		881213 HW Services-Safety System(Track Intrusion,Fire Life Safety)
		881214 Hardware Services- OT System (SCADA, WMS/IANS,CCTV)



11		L2		<u>13</u>
22 Construction Machinery, Equipment, Materials	1	<u></u>		<u></u>
	2211	Construction Machinery, Equipment, Materials		
			221111	Construction Machinery
			221112	Construction Equipment
			221113	Conveying Equipment
			221114	Marine Construction Equipment and Materials
			221115	Rail Construction Equipment and Materials
	2212	Eletrical Equipment	224244	Character September
			221211	Charging Equipment
			221212	Rectifier, Propulsion Power (PPS), Transformers, TOH
30 Construction Components	1			
50 Construction components	3011	Structural materials	1	
	3011	Structural materials	301111	Land
			301112	Structual Materials
			301113	Portable Structual Materials
			301114	Prefabricated Structual Materials
72 Construction Services			_	
	7211	Infrastructure Construction Services		
			721111	Building Services
			721112	General Construction Services
			721113	Construction Related Rental or Lease
			721114	Specialized Construction Services
	7212	Civil Construction Services		
			721211	Roads - General Construction
			721212	Bus Loops, Bus shelters/structures/anciliary Construction
			721213 721214	Demolition, Pre-load, Excavation Specialized Civil Construction Services
	7213	Marine Construction Services	721214	Specialized Civil Construction Services
	/213	IVIATITIE COTISTI UCTION SELVICES	721311	Above water structures Construction Services
			721311	Under water structures Construction Services
			721312	Specialized Marine Construction Services
	7214	Rail Construction Services		
			721411	Design/Implementation of Rail Construction
			721412	Rail Construction Repairs
			721413	Specialized Rail Construction Services
	7215	Bridge Construction Services		
			721511	Bridge Structural Services
			721512	Bridge Roads - General Construction Services
			721513	Bridge Electrical Services
			721514	Specialized Bridge Construction Services
	7216	Electrical Construction Services		
			721611	General Electrical Construction
			721612	Station and Substation Power
			721613	Rectifiers, Trolley Overhead
			721614	Specialized Electrical Services



<u>L1</u>	<u>L2</u>	<u>13</u>
80 Professional and Technical	8011 Management Advisory Services	
	BOIT Wallagement Advisory Services	801111 Management Consulting Services
		801112 Ridership Consulting Services
		801113 Project Management Services
		801114 Organizational Change Management Services
	8012 Human Resources Services	0 0
		801211 HR Recruitment/Staffing
		801212 HR Comp and Benefits
		801213 HR Org Development and Training
		801214 HR Employee Relations
	8013 Legal, Risk, Treasury Services	
		801311 Legal Services
		801312 Insurance Brokage & Captive Insurance
		801313 Investment Custody Services
		801314 Auditing services
		801315 Asset Apprasial Services
	8014 Real Estate Services	
		801411 AID program
		801412 Development Permits
		801413 Land apraisal, Property acquisition, Assessment
		801414 Commerical Properties Management
	8015 Communications services	
		801511 Multi-disciplinary Communication services
		801512 Creative Development
		801513 Event Planning
		801514 Issues Management
		801515 Media Relations
		801516 Media Training
		801517 Photography
		801518 Presentation Development
		801519 Public Speaking
		801520 Issues Research
		801521 Social Media
		801522 Speech Writing 801523 Stakeholder Management
		801523 Stakeholder Management 801524 Strategic Communications
		801525 Video Production
		801526 Web Content Development
	8016 Financial services	001320 Web Content Development
	0020	801611 Auditing services
		801612 Financial Analysis
		801613 Tax services
		801614 Actuarial services
	8017 Sustainabilty	
		801711 Climate action and resiliency
		801712 Low carbon fuel



<u>L1</u>

<u>L2</u>	_	<u>L3</u>
8018 Ridership Development Customer Experience		
	801811	Ambassador campaigns
	801812	Ridership Development
	801813	Music programming
8019 Government and Public relations services		
	801911	Public Relations
Name of Continue	801912	Government Relations
8020 Planning Services		
	802011	RTS Planning
	802012	Facilities Planning
	802013	Access Transit Planning
	802014	Planning Major Studies
	802015	Funding Strategy
	802016	Transportation Planning
	802017	Multi-disciplinary Planning
	802018	New Mobility
	802019	Surveys Data Analytics
8021 Health and Safety Services		
	802111	Medical officer and health nurse
	802112	Ergonomic services
	802113	First aid attendents
	802114	Worksafe BC appeals
	802115	Pre-placement health assessments
	802116	Independent medical exams
	802117	Health monitoring
	802118	Cor audit
coop Facility of Continue	802119	Drug alcohol testing
8022 Engineering Services	002244	Civil Engineering Consider
	802211 802212	Civil Engineering Services Marine Engineering Services
	802212	Rail Engineering Services
	802213	Bridge Engineering Services
	802214	Electrical Engineering Services
	802216	Misc Engineering Services
	802217	Multi-disciplinary Engineering
	802217	System Engineering
	802218	Mechanical Engineering
	802220	Asset Management Services
	802221	MRN Goods Movement
	802222	Bicycle Network Services
	802223	GIS and data analytics
8023 Marketing Services	STEELS	
	802311	Marketing Agency and Media
	802312	Marketing Consulting
	802313	Marketing Promotional
	802314	Marketing Printing
	802315	Marketing Other Services



<u>L1</u>	<u>L2</u>	<u>L3</u>
15 Fuel & Energy	1	
	1511 Natural gas	
		151111 Fossil NG
		151112 RNG
	1512 Fuel	
		151211 Fossil diesel
		151212 Fossil gasoline
		151213 Renewable diesel
		151214 Fuel Cards
	1513 Electricity	

<u>L1</u>	<u>L2</u>	<u>13</u>
26 Fleet Material		
	2611 Tires	
		261111 Tires RV
		261112 Tires NRV
	2612 Fleet Parts and Supplies	
	<u> </u>	261211 Bus Parts and Supplies
		261212 Rail Parts and Supplies
		261213 SeaBus Parts and Supplies
		261214 TOH Parts and Supplies
		261215 Vehicle Parts and Supplies
28 Facilities Material		
	2811 Shop Equipment and Material	
		281111 Hand/Power Tools (Garage Equipments)
		281112 Bolts & Hardware
		281113 Electrical Components
		281114 Safety Supplies & PPE
		281115 Fluid, Oil & Lubricants for Facilities
		281116 Filters
		281117 Hoist Supplies
		281118 Security Supplies
		281119 HVAC Supplies
	2812 General Materials	
		281211 Signs and Decals
		281212 Uniform Supply & Cleaning
		281213 Office Furniture
		281214 Stationary & Office Supplies
		281215 Fitness Equipment Purchases
		281216 Beverages



L1	<u>L2</u>	<u>13</u>
95 Facilities Services	1	<u>u</u>
Tacinites services	9511 Cleaning Services	1
		951111 Janitorial Services
		951112 Carpet Cleaning
		951113 High Glass & Art Cleaning
	9512 General Facilities Services	
		951211 Landscaping
		951212 Arborist
		951213 Snow Removal
		951214 Moving Services
		951215 Painting Services
		951216 Pest Control
		951217 HVAC Services
		951218 Document Shredding
		951219 Document Storage
		951220 Beverages Services
		951221 Hoist Maintenance
		951222 Conveying Maintenance
		951223 Building Repair/Refurbishment
		951224 Fencing
		951225 Fitness Equipment Rental Services
	2542 W. J. M.	951226 Fitness Equipment Maintenance
	9513 Waste Management	054244 Wasta Maranasa Danulina
		951311 Waste Management Recycling
		951312 Waste Management Removal 951313 Waste Management Hazardous
	9514 Facilities Security Services	951313 Waste Management Hazardous
	9514 Tacilities Security Services	951411 Alarm Monitoring Services
		951412 Guarding Services
	9515 Bridge Maintenance Services	331412 Oddrumg Scrinces
	3515	
90 Non-Technical Services	1	
	9011 Courier Services	1
	9012 Logistics and Customs Services	
	9013 Catering	
	9014 Welding Services	
	9015 Mobile fuel Services	
	9016 CNG Fueling Station Repair and Maintenance	
	5 1: 14	
	9017 Fueling Measurement and Metering	