
Centerpoint - Vendor Registration Instructions

Citizens Property Insurance Corporation works with a variety of suppliers to procure services and products necessary for our business operations. We are committed to working with our suppliers on innovative and proficient methods of obtaining lower costs for the highest quality goods and services. We strive to build strong supplier partnerships to obtain these goals.

How to Register as a Prospective Supplier:

- At least one of the following is required: Taxpayer ID (United States) or Tax Registration Number (foreign country).
 - Tax form(s) must be attached. For United States suppliers, a current IRS W-9. For foreign suppliers, a current W-8.
 - At least one contact name with email address.
 - At least one business address.
 - *Business Classification* (United States only) – select the respective classification(s) and provide the certificate number, certifying agency, and expiration date (where applicable).
 - Banking information is optional until your registration profile status is changed to spend-authorized.
-




When a prospective supplier clicks *Register as a Vendor*, they will be provided with a multi-factor authentication registration page.

- Enter your email address and click **Send Access Code**.

A screenshot of the "Supplier Registration" page for Citizens Property Insurance Corporation. The page has a dark background with a large, stylized illustration of a person's head and shoulders in shades of brown and orange. The "CITIZENS" logo is in the top left corner. The main heading "Supplier Registration" is in a white box. Below it, a welcome message reads: "Welcome to Citizens Property Insurance Corporation's vendor registration process!". A paragraph explains the purpose of the registration process. A section titled "To complete the vendor registration process you will need to have the following information available:" lists four bullet points: Taxpayer ID or Tax Registration Number (non-US), A current IRS W-9 or W-8 (non-US), Business Classification (United States only), and Banking information. Below this, there are two sections: "Does your business offer restoration services for property insurance claims?" and "Does Citizens have preferred vendors?", each with a bullet point directing the user to read a notice. On the right side, there is a white box titled "Enter your email" with the instruction "Get a one-time access code to start." Below this is an "Email" input field with a "Required" label and a "Send Access Code" button.

Monitor your email for the assigned Access Code (ex. Here's the access code for your supplier registration xxxxxx). The code is time-sensitive and will expire in 15 minutes. It may be easier to copy the access code and paste in the next step.

- Enter the *Access Code* and click **Continue**.



The screenshot shows the 'Supplier Registration' page for Citizens Property Insurance Corporation. The page has a dark header with the company logo and title. Below the header, there's a welcome message and a list of required information for registration. On the right side, there's a section titled 'Enter your code' which includes an email address, a text box for the access code, and a 'Continue' button. A red box highlights the 'Access Code' input field and the 'Continue' button. A 'Required' label is next to the input field. Below the input field, there's a link to 'Get a new code'.

Supplier Registration

Welcome to Citizens Property Insurance Corporation's vendor registration process!

By completing the vendor registration process, you will have the opportunity to be notified about bidding opportunities that match the goods and/or services you are interested in providing. The registration process is also necessary for those vendors that have been awarded a contract in order to facilitate payment.

To complete the vendor registration process you will need to have the following information available:

- Taxpayer ID or Tax Registration Number (non-US).
- A current IRS W-9 or W-8 (non-US).
- Business Classification (United States only), including the respective classification(s), certificate number, certifying agency, and expiration date (where applicable).
- Banking information is optional during the initial registration process, until such time that you receive a contract award.

For vendor registration support or questions, please email Vendor.Inquiry@CitizensFla.com

Does your business offer restoration services for property insurance claims?

- Please read [restoration services notice](#).

Does Citizens have preferred vendors?

Enter your code

Use the code we've sent to email john.chowrimootoo@citizensfla.com.

The code expires in 15 minutes.

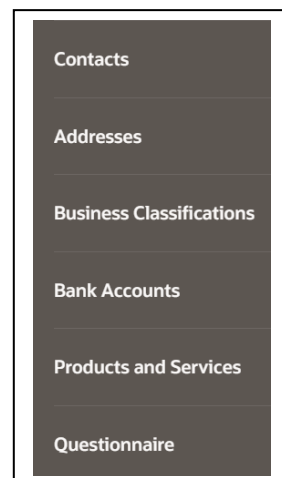
Access Code Required

Continue

[Get a new code](#)

Next, the Supplier Registration page is displayed and starts with the *Company Details* page. There are six additional registration pages (2 to 7), and you can navigate forward or backward to the pages on the right side.

2. Contacts
3. Addresses
4. Business Classifications
5. Bank Accounts
6. Products and Services
7. Questionnaire



A vertical navigation menu with a dark background and white text. It contains seven items: 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', 'Products and Services', and 'Questionnaire'. Each item is separated by a horizontal line.

Contacts

Addresses

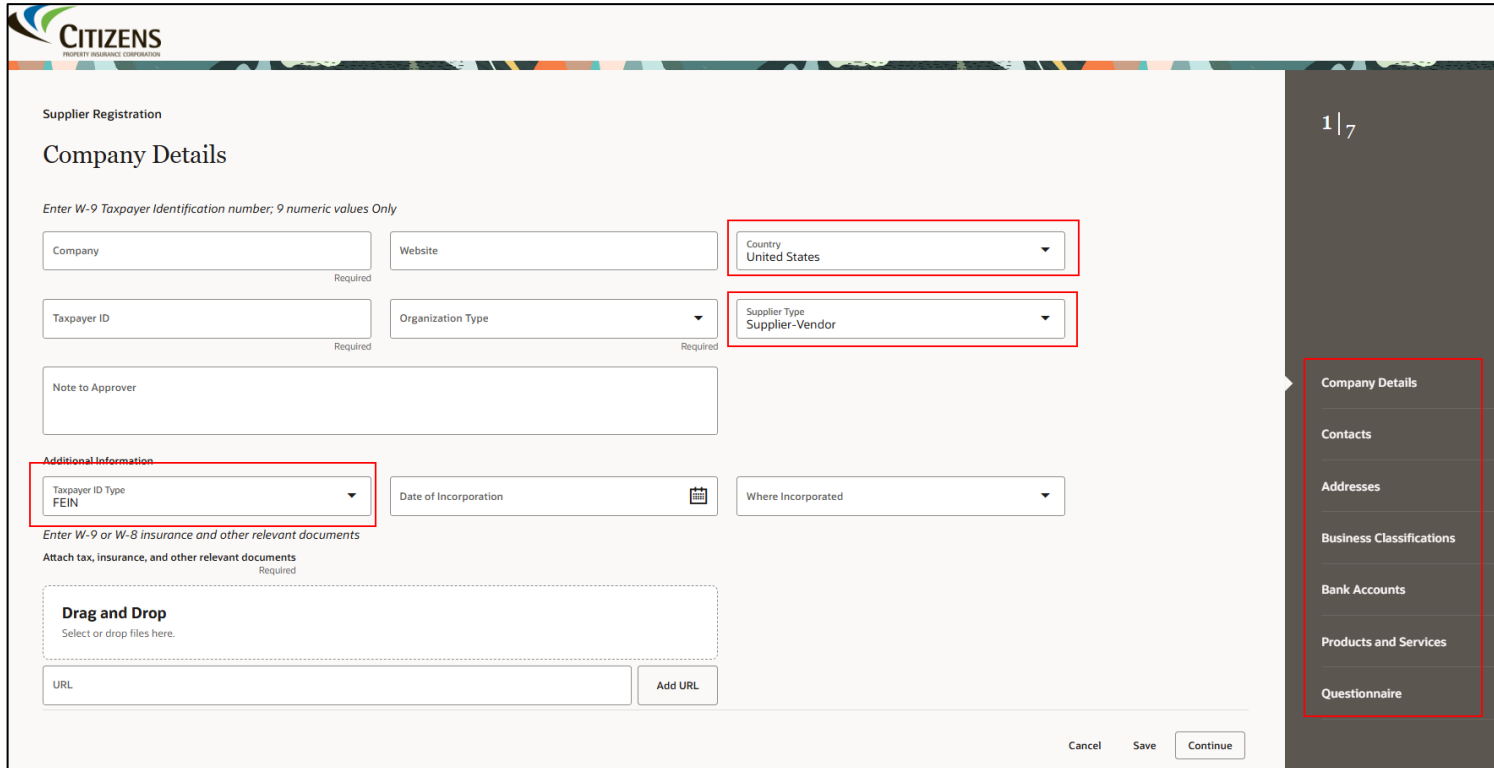
Business Classifications

Bank Accounts

Products and Services

Questionnaire

1. Company Details – United States Vendors



The screenshot shows the 'Supplier Registration' form, specifically the 'Company Details' section. The form is titled 'Supplier Registration' and 'Company Details'. It includes a header with the Citizens logo and a sidebar on the right with a list of sections: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', 'Products and Services', and 'Questionnaire'. The main form area contains several input fields and dropdown menus. The 'Company' field is required. The 'Website' field is optional. The 'Country' dropdown is set to 'United States'. The 'Taxpayer ID' field is required and contains 9 numeric values. The 'Organization Type' dropdown is set to 'Supplier-Vendor'. The 'Note to Approver' field is optional. The 'Additional Information' section includes a 'Taxpayer ID Type' dropdown set to 'FEIN', a 'Date of Incorporation' calendar picker, and a 'Where Incorporated' dropdown. Below this is a 'Drag and Drop' area for documents and a 'URL' field with an 'Add URL' button. At the bottom right are 'Cancel', 'Save', and 'Continue' buttons.

Supplier Registration

Company Details

Enter W-9 Taxpayer Identification number; 9 numeric values Only

Company Website Country United States

Taxpayer ID Organization Type Supplier Type Supplier-Vendor

Note to Approver

Additional Information

Taxpayer ID Type FEIN Date of Incorporation Where Incorporated

Enter W-9 or W-8 insurance and other relevant documents

Attach tax, insurance, and other relevant documents

Drag and Drop

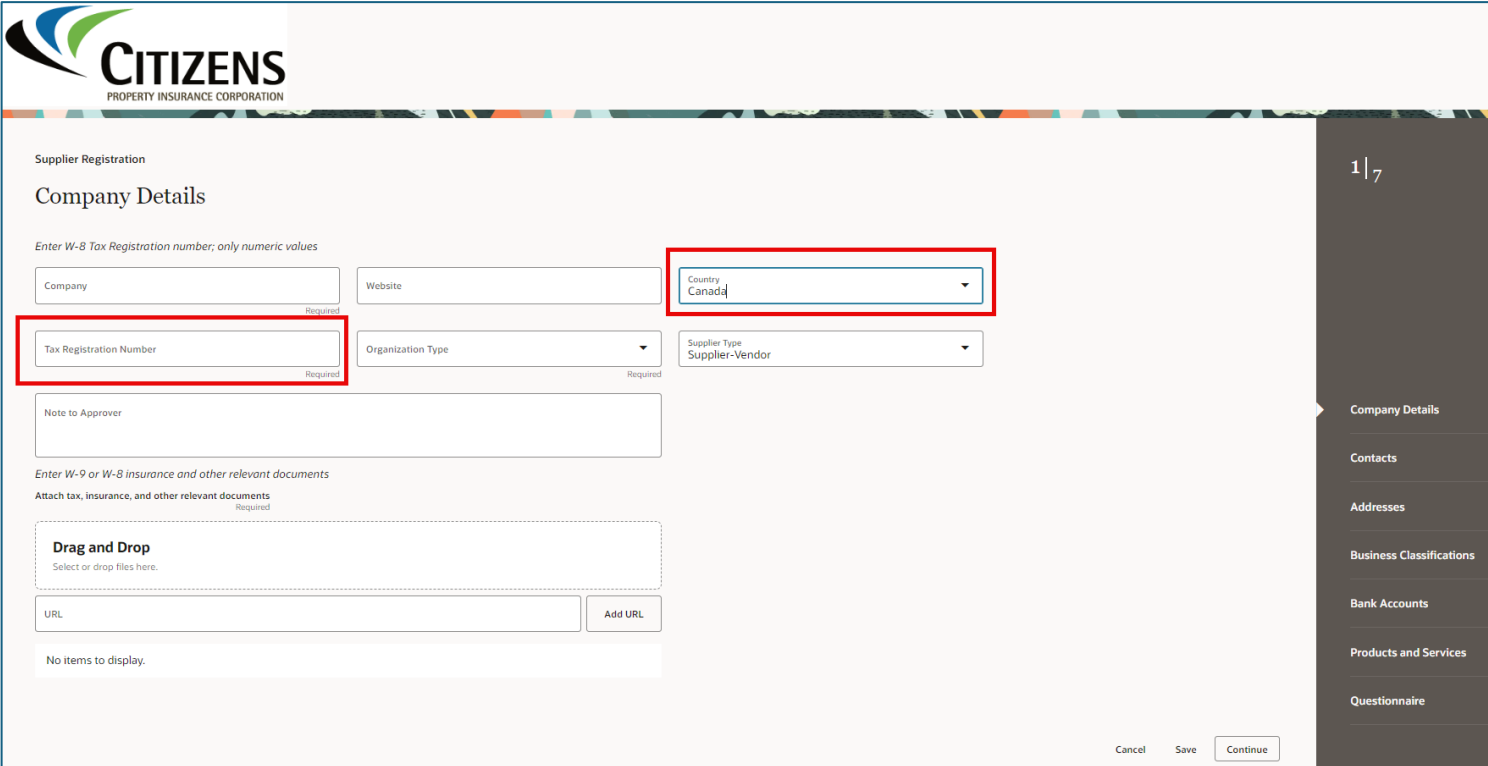
Select or drop files here.

URL Add URL

Cancel Save Continue

- **Company** – Required
- **Website** – Optional
- **Country** – Defaulted to *United States*
- **Taxpayer ID** – Required (9 numbers)
- **Organization Type** – Required drop-down list
- **Supplier Vendor** – Defaulted to *Supplier-Vendor*
- **Note to Approver** – Optional
- **Taxpayer ID Type** – Only available for United States. Defaulted to *FEIN*.
- **Date of Incorporation** – Only available for United States
 - Select date from calendar
- **Where Incorporated** – Only available for United States
 - Choose a State
- **Documents** – The minimum registration requirement is to provide an IRS W-9 or W-8.

1. Company Details – Not United States Vendors



The screenshot shows the 'Company Details' section of the 'Supplier Registration' form. The form includes several required fields, some of which are highlighted with red boxes: 'Company' (text input), 'Website' (text input), 'Country' (dropdown menu with 'Canada' selected), 'Tax Registration Number' (text input), 'Organization Type' (dropdown menu), and 'Supplier Type' (dropdown menu with 'Supplier-Vendor' selected). Below these fields is a 'Note to Approver' text area. Further down, there is a section for 'W-9 or W-8 insurance and other relevant documents' with a 'Drag and Drop' area and a 'URL' input field with an 'Add URL' button. At the bottom right, there are 'Cancel', 'Save', and 'Continue' buttons. A sidebar on the right contains a list of navigation links: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', 'Products and Services', and 'Questionnaire'.

Supplier Registration

Company Details

Enter W-8 Tax Registration number; only numeric values

Company Website Country

Tax Registration Number Organization Type Supplier Type

Note to Approver

Enter W-9 or W-8 insurance and other relevant documents

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL Add URL

No items to display.

Cancel Save Continue

- **Tax Registration Number** – Only available when *not* United States.

2. Contacts

Supplier Registration

2 | 7

Contacts

Contact 1

Enter contact details. Registration communications will be sent to this contact.

First Name

Last Name

Email

Required

Required

john.chowrimootoo@citizensfla.com

Job Title

Country

Mobile

US

+1

Country

Phone

Ext

US

+1

Country

Fax

US

+1

Is this an administrative contact?

Administrative contact will receive general communications from us.

☒ Yes ☐ No

Does this contact need a user account?

User accounts will provide online access to supplier transactions and self-service tasks.

☒ Yes ☐ No

+ Add Another Contact

Last updated 49 seconds ago

Cancel Save Continue

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

- Enter contact name, email, and phone number(s) as required.
- Multiple contacts are allowed.



3. Addresses

Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name

Business

What's this address used for? Select at least 1 purpose.

☒ Receive Purchase Orders

☒ Receive Payments

☒ Bid on RFQs

Country/Region

United States

Address Line 1

123 main st

Address Line 2

City

Jacksonville

State

FL

Postal Code

32201

Email

Country

US

Phone

Ext

Country

US

Fax

Which contacts are associated to this address?

☐

John Chow

john.chowrimootoo@citizensfla.com

The Boss

+ Add Another Address

Last updated 2 minutes ago

Cancel

Save

Continue

3|7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

- You will be prompted for country specific address information.
- Hint: For United States, begin with the Postal Code and then select a city from the list of values.
- You may enter multiple addresses to differentiate a *Purchase Orders* address from a *Remit* address from a *Bids* or *RFQ* address.

4. Business Classifications

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Select a classification or confirm that none are applicable.

Classification ▼

Last updated 3 minutes ago

Cancel Save Continue

4 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

- You will be prompted to enter either none, one, or multiple classifications.



5. Bank Accounts

Supplier Registration

Bank Accounts

At this time your requirement to enter Banking information is optional

Bank account 1

Country
United States

Routing Number

Account Number

Account Holder

+ Add Another Bank Account

Bank

Currency

Bank Branch

Account Type

Updated just now

Cancel

Save

Continue

5|7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

- Banking information is optional until you are awarded a competitive solicitation contract, or a Purchase Order is created.
- You will be prompted to enter country specific banking information.



6. Products and Services

Supplier Registration

Products and Services

Enter at least one products and services category.

Q Search by category or description

Category	Description
<input type="checkbox"/> ▸ <input type="checkbox"/> Associations and Memberships	2000.0000
<input type="checkbox"/> ▸ <input type="checkbox"/> Communications, marketing, advertising and supplies and services	1100.0000
<input type="checkbox"/> ▸ <input type="checkbox"/> Corporate Business Services	1800.0000
<input type="checkbox"/> ▸ <input type="checkbox"/> Facility and Building services and supplies	1200.0000
<input type="checkbox"/> ▸ <input type="checkbox"/> Freight and Shipping	1900.0000
<input type="checkbox"/> ▸ <input type="checkbox"/> Information Technology	1300.0000
<input type="checkbox"/> ▸ <input type="checkbox"/> Mail and Storage supplies	1400.0000
<input type="checkbox"/> ▸ <input type="checkbox"/> Office Supplies & Equipment	1500.0000
<input type="checkbox"/> ▸ <input type="checkbox"/> Policy Services	2100.0000
<input type="checkbox"/> ▸ <input type="checkbox"/> Professional Services	1600.0000
<input type="checkbox"/> ▸ <input type="checkbox"/> Travel	1700.0000

Last updated 26 seconds ago

Cancel

Save

Continue

6|7

Company Details

Contacts

Addresses

Business Classifications


Bank Accounts

Products and Services

Questionnaire


- You will be prompted to enter products and services elections.
- You may select a high-level category or drill into specific sub-categories.

7. Questionnaire



Supplier Registration

Questionnaire

Questionnaire Step 

Section 1 of 1

1. You may optionally attach additional credentials and qualifications. Examples:

1. Certificate of Insurance.

2. Industry Certifications.

3. A sample invoice. To ensure accurate payments, Citizens requires that the invoice's remit-to name precisely matches the information provided on the vendor's W-9 form, particularly when a DBA name is listed.

4. Information Security:

▪ Current Service Organization Control (SOC) 2 Type 2 report.

▪ Current ISO 27001 attestation.

Required

☒ a. I will not provide additional vendor documents at this time.

☐ b. I will attach one or more additional vendor documents.

End of Section 1 of 1

Last updated 19 seconds ago

Cancel

Save

Submit

7|7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

- You can elect to attach additional credential(s) and qualification(s) documents.

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