Cleveland Metropolitan School District (CMSD)

SUPPLIER SELF SERVICE ACCESS SUMMARY



CMSD Procurement/ Purchasing Team

Manage Supplier Registration Process

Initiate/Approve/Deny/ Cancel Transactions

Access and Manage all Supplier Portal Activities

Update Supplier Catalogs

Update/Manage Supplier Self Service Webpage

http://clevelandmetroschools. org/Page/13414

CMSD Buyers/Secretaries Access

No Access to The Supplier Portal

Access to Information on the CMSD Supplier Self Service Website

Registered CMSD Approved Suppliers

Complete Self Service Training

Access to Information on the CMSD Supplier Self Service Website

Supplier Portal Access

- Update Contact Info
- Find/View Invoices
- Find/View Payments
- Find/View Purchase Orders
- Find/View Requests for Quotes(RFQ)

Coming Soon

Create invoices
 Upload catalogs

No Access to Supplier Contracts

No Access to In-Progress Items

Approved Unregistered CMSD Suppliers

Complete the Supplier Registration Process

Receive Login Credentials

Complete Self Service Training

Access to Information on the CMSD Supplier Self Service Website

No Access to the Supplier Portal until Registration is Complete New Suppliers Seeking to Do Business with CMSD

Complete the **New Supplier**Registration
Process

Await CMSD Approval to Proceed to the Next Step

Access to Information on the CMSD Supplier Self Service Website



