

To successfully complete your supplier setup in the required program, please adhere to the following steps:

1. Register in the Supplier Management Portal: <https://cai.service-now.com/sm> and select 'Register Your Company.'

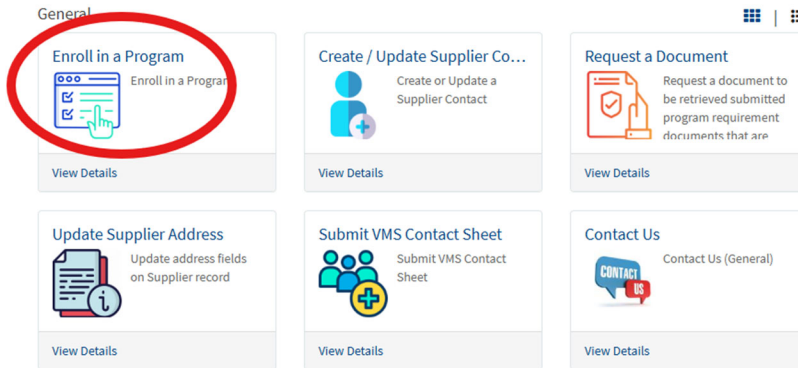
2. Once you have registered, you will be provided with log in information. Log into the Supplier Management Portal and select 'Make a Request.'

3. Next, select the 'W-9' task. You must upload a copy of your W-9. The W-9 must be the current version with the IRS or it will not be accepted.

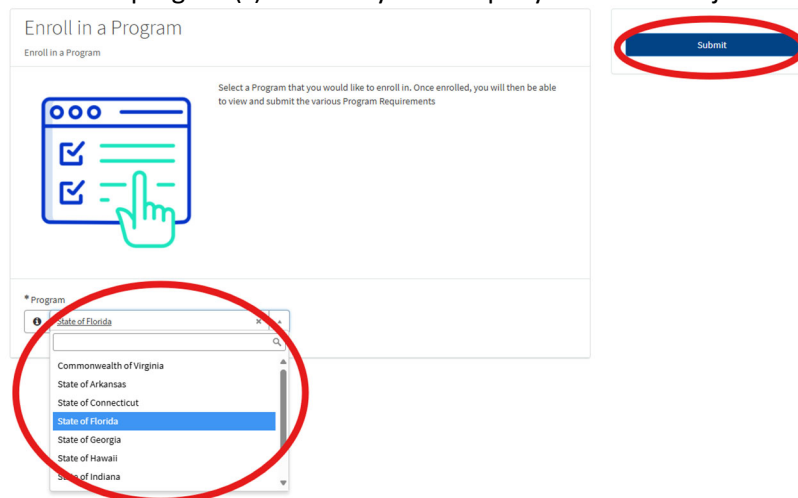
- The Supplier Management Team will perform a review of the W-9 and a TIN check with the IRS.
- If an updated W-9 is required, the team will reach out through the portal for any changes needed.

- If the W-9 is deemed that the company is a 1099 contractor, the information will be passed along to our Vendor Compliance Team.
- If the W-9 is approved, you will receive an email noting this has been approved. You will then need to log back into the portal to complete the paperwork.

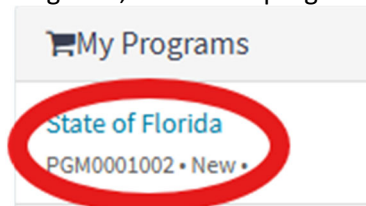
4. Log into the Supplier Management Portal. Select 'Make a Request' followed by 'Enroll in a Program.'



5. Select the program(s) in which your company would like to join and click 'Submit.'



6. Once you select the program you want to join, you will be brought back to the main page. Under 'My Programs,' select the program you are joining.



7. You will need to select the "+" in order to upload the needed attachments.

- The documents will vary per program.

Program: State of Florida
Program Status: New

Supplier: COMAPK

Vendors interested in participating in the State of Florida Temporary Staffing Services Contract must initially register with CAI through the Supplier Management Portal, via the link below. If your company has already registered and has login credentials, you can log into the Portal via this link.

<https://cai.service-now.com/sm>

Program Requirements

Requirement	Status	Start Date	End Date	Last Updated	Actions
Proof of Certified Business Enterprise Status (Florida)	Not Submitted			2025-10-28 13:44:00	+
Certificate of Insurance (Florida)	Not Submitted			2025-10-28 13:44:00	+
Subcontractor Agreement (Florida)	Not Submitted			2025-10-28 13:44:00	+
W-9	Processed			2025-10-22 13:58:43	+

8. When selecting the Supplier Agreement task, you will need to enter your authorized signer for the agreement. No attachments are required on this task.

Subcontractor Agreement (Florida)



Please provide us with the name and email address of your authorized signer. We need this information to send the Florida Agreement through DocuSign. Once the signer has completed the agreement, it will be automatically uploaded to your account.

Payment terms will be confirmed via a drop-down menu below your selection, and then the agreement will be sent to your signer.

Finally, if CAI ever issues a future amendment to the agreement, please select the 'Amendment' option below to ensure your submission is processed correctly.

Please note that you can view the agreement here: [Florida MSP Site](#) (Under the header Join)

Required information

Authorized Signer **Authorized Signer Email Address**

* New Agreement Or Amendment

☒ New Agreement

☐ Amendment

* Authorized Signer

* Authorized Signer Email Address

Date Signed

YYYY-MM-DD

* Payment Terms

2 Day Option

Comments

9. Once all required documents are submitted and the Supplier Management Team has not communicated for any edits, you will need to submit a VectorVMS Contact Sheet. Click 'Make a Request,' click 'Submit VMS Contact Sheet,' and download the attachment: 'Submit VMS Contact Sheet.'
- Fill out the Contact Sheet to entirety and add attachment and submit.

Submit VMS Contact Sheet

Submit VMS Contact Sheet



You will need to submit a completed VMS Contact sheet in order to have your access established. The VMS Contact sheet template can be downloaded by accessing the following Knowledge Article: [Submit VMS Contact Sheet](#)

Please complete the template and attach it to this record for submission and processing. Once approved, you will receive an email with your VMS login details.

Comments

* Add attachments

10. Once all docs are provided along with the VectorVMS Contact Sheet, you will receive login information to Vector to submit candidates to these programs.