

Registration Walkthrough

Welcome to
Vendor Access



Link to an existing vendor

Once complete, you'll be directed to vendor profile.

[Link account](#)



Register / create a new vendor

Your registration information will be used to create your vendor profile.

[Register](#)

Vendor registration



1

Profile

2

Location

3

Information

4

Contacts

5

Documentation

6

Review



Hi there!

Let's create your vendor profile. First, share some information about yourself.

Business name*

|

Business name is required



FID



SSN

FID*

Retype FID*

Cancel

Next

Vendor registration



✓ Profile — 2 Location — 3 Information — 4 Contacts — 5 Documentation — 6 Review



Great! Next, share a few details about your business

Vendor information

Vendor type*

Vendor type is required

Doing business as

Vendor email*

Website

Address information

Address*

City*

State*

Zipcode*

Bank information

[Update my bank account](#)

[Cancel](#)

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Update Bank Account

Routing number*

Account number*

☒ Checking ☐ Savings

[Save](#)

[Cancel](#)

Vendor registration



- ☒ Profile
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- ☒ Location
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- 3** Information
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Minority business enterprise

Do any of the following MBE classifications apply to your business?

Applies	Description	Certifications	Actions
<input type="checkbox"/>	Women Owned Business	0	▼
<input type="checkbox"/>	Disadvantaged Business Enterpr	0	▼



Payment terms

Which delivery methods do you accept?

Accounts payable *

- ☐ Mail
- ☐ Email

Purchasing *

- ☐ Mail
- ☐ Email

Cancel

Previous

Next

Vendor registration



✓ Profile — ✓ Location — ✓ Information — **4** Contacts — 5 Documentation — 6 Review



Nice work!

We have your email, but how else can you be contacted?

Full Name*

|

Type*



Name is required

Phone*

Fax number

Mobile phone

Email*

j.kastanis@yahoo.com

Description

Cancel

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Vendor registration



Profile



Location



Information



Contacts



5 Documentation



6 Review



Upload attachments relevant to your vendor activity

Required documentation

Type	Document name		
Vendor W-9			

General documentation (optional)

Type	Document name		
ACH Agreement			
Vendor Attachment			

Cancel

Previous

Next

Add document



Drag files here or

Select files

Done

Cancel

Vendor registration



✓ Profile — ✓ Location — ✓ Information — ✓ Contacts — ✓ Documentation — 6 Review



Review and submit

Profile 

Nice work!



Your registration has been submitted and your vendor profile is being created.

I'm done