

Registration Walkthrough

Welcome to
Vendor Access

Zephvrhi



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

X

1 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](#)

[Previous](#)

[Next](#)

Update Bank Account

Routing number*

Account number*

Checking Savings

[Save](#)

[Cancel](#)

Vendor registration

X

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



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 * Purchasing *

Mail

Mail

Email

Email

[Cancel](#)

[Previous](#)

[Next](#)

Vendor registration

X

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



Nice work!

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

Full Name*

Name is required

Type*

Phone*

Fax number

Mobile phone

Email*

Description

[Cancel](#)

[Previous](#)

[Next](#)

Vendor registration

X

✓ 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 X

Drag files here or

[Select files](#)

[Done](#) [Cancel](#)

Vendor registration

X

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



Review and submit

Profile A small pencil icon indicating an editable field.

Nice work!



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

[I'm done](#)