Supplier Registration Instructional Guide

Suppliers are required to follow these instructions to avoid any delays in processing.
Applications are not saved unless you submit.
Items marked with an asterisk (*) ar uv

Default Currency	Click the option (arrow) to Select USD
Business Contact Details – Add Primary Phone **VERY IMPORTANT**	Application will be sent back if missing the company's phone number. (**Required**)

Add Primary Phone	Click box

*Postal Code	Enter your US Postal Zip Code (6 digits)
Mailing Address	Enter your company's general mailing address if different from the 'Remit To' Address entered above. Repeat the steps above (address details) for the mailing address.
Goods and Services	Click Next to **Skip** Spend Category Hierarchies

Classifications: **Business Certification**
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*Classifications (**Business Description**) (Step 2 of 3)	Click to Select Country and then click circle for **Business Description**
Classifications (**Business Description**)	Type your organizations business description (Short description)
Classifications: **Business Certification and Business Description**	**Click "Add"**
CONTACT INFORMATION	Click option (arrow) to select Country
Add Primary Phone	Check this box to enter the company's Contact phone number.

Area Code	e	h	Enter Company Contact's Area Code ont Toephone 478e54262.32 544.

Disclaimer	Read disclaimer and Check the Accept Disclaimer to accept certain risks associated with this application process.
Signature	Type your first and last name to serve as your signature.

Summary   Review all the information that you have provided.