



Establishing User ID and Password Guide

Existing Suppliers must complete a one page form in order to obtain a User ID and Password. User ID and Password allow Suppliers to login to the eSupplier portal to manage their information. Below are detailed instructions for establishing a User ID and Password.

State of Delaware

Supplier Public Home Page

Sign In

User Registration

Announcements

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View Registration Options.

01 Announcements

Get helpful information here.

Click the **User Registration** tile

The User Registration page opens

< Supplier Public Home Page

User Registration

Supplier

Register as a Supplier

New Suppliers Click below to register with the State of Delaware. This is for Suppliers, both businesses and employees, who have not previously registered with the State. If you have previously registered with the State, please use the second choice to obtain a user ID and password.

Less...

Register now

User

Existing Suppliers: Click below to request a User ID and Password.

Existing Suppliers must complete a one page request form in order to obtain a user ID and password. User ID and password allow suppliers to login to the eSupplier portal to manage their information.

Note: Suppliers will need their Supplier ID, an Access Code, and TIN number in order to request a user ID and password. Please contact Supplier Maintenance at 302-672-5000 if you need help locating your Supplier ID, or have not received an Access Code.

Less...

Register now

Click the **Register Now**

Continue to next page

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The Register New User Accounts box opens

Supplier User Registration

Authentication

* Access Code

If you don't have an Access Code, please contact the Supplier Maintenance team through the Contact Us link on the home page.

Supplier List

*Supplier ID *Tax Identification Number

User Account Information ?

* Email Address

* Requested User ID

* Password

* Confirm Password

*Forgot Password Question

*Forgot Password Response

If your email address does not match our current records, we will contact you or your organization to verify the information.

Terms and Conditions

Make sure you read terms of agreement fully before submitting your request.

State of Delaware Terms of Use

I understand it is my responsibility, as an authorized supplier, to enter only true and accurate information into the State of Delaware eSupplier Portal. Willful entry of material inaccurate or wrongful information into the eSupplier Portal may constitute fraud. If I am found to have engaged in fraudulent activity, I understand that I am subject to **having legal action taken against me by the State of Delaware which may include criminal prosecution.**

Click to accept the Terms of Agreement above.

Enter your **Access Code**

Note: If you don't have one contact the Vendor Maintenance team at 302-672-5000

Enter your **Supplier ID**

Enter your **TIN Number**

Enter your **Email Address**

Requested User ID will default to email address provided above

Create a **Password**

Password Requirements:

- Minimum 10 characters
- At least one upper case
- At least one lower case
- At least one number
- At least one special character

Confirm your **Password**

Click the magnifying glass to select your **Forgot Password Question** from the drop down list

Enter your **Response**

Read the **Terms and Conditions**

Click the **Accept Terms of Agreement** checkbox

Click **Submit**

The following pop up box opens

New User Profile has been submitted for Approval

Please exit using the close (X) icon on the top right corner.

You have successfully submitted your request to establish a User ID and Password

Click the X as instructed

You will receive a confirmation email of your submission for approval

Once your request has been approved by the Supplier Maintenance team your User ID and Password will be active and ready to be used to login to the eSupplier Portal.