New Supplier registration is required for any individual or business entity providing a service for the State of Delaware. Below are detailed steps for New Supplier Registration.

1. Click User Registration tile

2. The User Registration page opens

   - Click Register now

Continue to the next page
The New Supplier Registration Welcome box opens

Welcome - Step 1 of 7

The State of Delaware requires the following information for all Supplier (payees) before any payments can be issued. This information is used to populate and maintain the State’s vendor file.

Select an activity below:

- Start a new registration form
- What type of entity do you represent?
  - Business (Business/individual providing goods or services to the State of Delaware)
  - Employee (State of Delaware Employee with an Employee ID)
- Access a previously submitted registration (if additional information has been requested)

Click the Business radio button

Click Next

The New Supplier Registration Identifying Information box opens

Identifying Information - Step 2 of 7

Unique ID & Company Profile

- Tax Identification Number
- Entity Name

Profile Questions

- May we contact you about receiving credit card payments?
  - No
  - Yes

Additional Reporting Elements

- Emerging Small Business
- Women-Owned Business
- Veteran
- Disabled
- Minority Owned

Comments are optional: If you would like to provide a note regarding the services you are providing or other information for the Supplier Maintenance team to see, enter it here. This is NOT required.

Enter your Tax Identification Number (TIN) (your EIN or SSN)

Enter your Entity Name

These must match IRS records

Select No or Yes from the drop down box

Check all that apply
If none apply, leave blank

Click Next
The **New Supplier Registration W9 Information** box opens

Check the appropriate federal tax classification radio button and associated checkbox(es)

Additional fields will open up based on the radio button chosen

A selection must be made before clicking **Next**

**Click Next**

The **New Supplier Registration Addresses** box opens

Enter **Primary Address** information

Enter **Email ID**

*Note: If you opt to receive payment via ACH (direct deposit), this is the email address the ACH remittances will be sent to*

Only click the **Remit To** or **Invoice Address** Box and enter address information if different from **Primary Address**

**Click Next**
The **New Supplier Registration** box opens.

The **Company Contacts** box opens.

You have not added any contact information to your application. Click "Add Contact" button to add new contact information.

- **Add Contact**
- **Click Next**

**Contacts** - Step 5 of 7

**Required field**

You will be returned to the **Contacts** box.

**Click Add Contact**

**Click Next**

The **Add Contacts** box opens.

Enter your **Contact Information**

- **Note:** Fields with an asterisk (*) are required fields

**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 OK**

You can add additional contacts to access and manage your supplier information.

**Click Next**
The New Supplier Registration Payment Information box opens

Select the preferred Payment Method from the drop down box.

Supplier Banking Information is where your ACH payments will go.

Enter the Bank Name

Enter the Bank Routing Number

Enter the Bank Account Number

Select the Checking or Savings Account from the Account Type drop down box.

Click Next
The New Supplier Registration Submit box opens

Email will default in

Enter the password you created on the previous screen

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

Enter your Response

Read the Terms of Agreement

Click the accept terms and conditions checkbox

The Submit button will ungrey

Click Submit
The New Supplier Registration Registration Submit Details box opens

- You have successfully submitted your registration request for approval
- You will be assigned a Registration ID
- Your email will be listed and you will receive and initial email confirming your submission for approval
- Click the X at the top right of the box to exit

Once your registration has been approved by the Supplier Maintenance team your Supplier record will be established and you will receive a second email containing your new Supplier ID.