



# New Supplier Registration Guide

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**.

State of Delaware

Supplier Public Home Page

Sign In

User Registration

Announcements

FAQs | Contact Us

View Registration Options.

01 Announcements

Get helpful information here.

Click 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

Click 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

Continue to the next page

The New Supplier Registration *Welcome* box opens

**New Supplier Registration**

Welcome Identifying Information W9 Information Addresses Contacts Payment Information

Exit Previous Next

**Welcome - Step 1 of 7**

The State of Delaware requires the following information for all Suppliers (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)

Exit Previous Next

\* Required field

The New Supplier Registration *Identifying Information* box opens

**New Supplier Registration**

Welcome Identifying Information W9 Information Addresses Contacts Payment Information

Exit Previous Next

**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 ?

Please check all that apply:

Emerging Small Business

Women-Owned Business

Veteran

Disabled

Minority Owned

Comments ?

Exit Previous Next

Click Next

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**

**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.

The New Supplier Registration *W9 Information* box opens

**New Supplier Registration**

Welcome Identifying Information **W9 Information** Addresses Contacts Payment Information

Exit Previous Next

**W9 Information - Step 3 of 7**

Check appropriate box for federal tax classification.

**Individual/sole proprietor or single-member LLC**

Will your business be receiving payment from the State of Delaware for any of the following? Check applicable response(s).

Rents  Gross Attorney Proceeds  Non-Employee Compensation (excludes reimbursements)

Prizes and Awards  Agriculture Payments  N/A- Providing goods or receiving a reimbursement

Medical & Health Care Services  Taxable Grant Payments

Legal Services  Interest Income

C Corporation

S Corporation

Partnership

Trust/Estate

Limited Liability Company

Other

Exemptions

**Click Next**

Exit Previous Next

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**

The New Supplier Registration *Addresses* box opens

**New Supplier Registration**

Welcome Identifying Information W9 Information **Addresses** Contacts Payment Information

Exit Previous Next

**Addresses - Step 4 of 7**

**Primary Address** ?

\* Country USA United States

Address 1

Address 2

City Postal

State

\*Email Address (used for ACH Remittance Notifications)

**Other Addresses** ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address  
Address for remitting payment

Invoice Address  
Address from which you send invoices

**Click Next**

Exit Previous Next

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**

The New Supplier Registration *Contacts* box opens

The *Add Contacts* box opens

You will be returned to the *Contacts* box

The New Supplier Registration *Payment Information* box opens

The screenshot shows a web form titled "New Supplier Registration" with a progress bar at the top. The progress bar includes steps: Identifying Information, W9 Information, Addresses, Contacts, **Payment Information** (highlighted), and Submit. Below the progress bar are "Exit", "Previous", and "Next" buttons. The main heading is "Payment Information - Step 6 of 7".

**Payment Preferences**

If **Manual Check** is selected, NO banking information is required

Invoice Address [dropdown]  
Remit Address [dropdown]  1099 Reportable  
\*Payment Method [dropdown menu with options: Automated Clearing House, Manual Check]

**Supplier Banking Information**

\*Country [USA] United States  
\*Bank Name [text field]  
Branch Name [text field]  
\*Bank Routing Number [text field]  
\*Bank Account Number [text field]  
\*Account Type [dropdown menu]

Annotations (in red boxes):

- Red box on the left: "If **Manual Check** is selected, NO banking information is required".
- Red box on the right: "Select the preferred **Payment Method** from the drop down box".
- Red box on the right: "Supplier Banking Information is where your ACH payments will go".
- Red box on the right: "Enter the **Bank Name**".
- Red box on the right: "Enter the **Bank Routing Number**".
- Red box on the right: "Enter the **Bank Account Number**".
- Red box on the right: "Select the Checking or Savings Account from the **Account Type** drop down box".
- Red box at the bottom right: "Click **Next**".

\*Required Field

Exit | Previous | Next

Continue to the next page

The New Supplier Registration *Submit* box opens

**New Supplier Registration**

**Submit - Step 7 of 7**

Click the "Review" button to review the registration information.  
Click the "Submit" button to submit your registration after reviewing and accepting the following Terms of Agreement .

Email communication regarding this registration will be sent to:

After clicking Submit, your request for a new account will be reviewed by the Supplier Maintenance Team. You will receive a confirmation email once your request has been approved. For questions, please e-mail [FSF\\_Supplier\\_Maintenance@state.de.us](mailto:FSF_Supplier_Maintenance@state.de.us), or call 302-672-5000 to speak to someone on the Supplier Maintenance team.  
Please provide a keycode for re-access should we require more information from you to complete the registration process.

\*Keycode

**Forgot Password Question & Response**

\*Question

\*Response

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

**Certification:**

**Under penalties of perjury, I certify that:**

1. The number shown on this form is my correct tax payer identification number (or) I am waiting for a number to be issued to me,  
AND
2. I am not subject to backup withholding because:
  - I am exempt from backup withholding,
  - I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
  - The IRS has notified me that I am no longer subject to backup withholding, AND
3. I am a U.S. citizen or other U.S. person (defined below).  
Definition of a U.S. Person. For federal tax purposes, you are considered a U.S. person if you are:
  - An individual who is a U.S. citizen or U.S. resident alien,
  - A partnership, corporation, company, or association created or organized in the United States of the United States,
  - An estate (other than a foreign estate), or
  - A domestic trust (as defined in regulations section 301.7701-7)

**Electronic System Submission:**

**Under penalties of perjury, I certify that:**

I am the same person (or payee's agent) accessing the system and submitting this form as identified on the Substitute Form W-9.

By submitting this form electronically, I am affixing my electronic signature as the payee identified on the Substitute Form W-9 and I am in agreement with the State of Delaware to accept and process this transaction in electronic form.

"The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding."

Click to accept the Terms of Agreement above.

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

Supplier/Bidder User registrat

Registration Submit Details

**Submitted**

✓ You have successfully submitted your registration.

Your registration ID:  
00000000

Any email regarding the registration status will be sent to:

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 an 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.