SupplierOne
Supplier Registration Guide
Background
SupplierOne is a supplier discovery platform used by buyers to find new suppliers. Suppliers can create free profiles with the information buyers need to know when evaluating your company and your products.

Once a completed profile has been approved, it is available with buyers looking for new services in your categories. Suppliers can provide detailed information about their products and provide options for buyers to connect with them to express interest.

Registration Site
The SupplierOne registration site can be found at https://supplierone.co. By submitting your information, you will be entered into our supplier database. If one of our customers has an opportunity related to your submission, they will contact your organization for further information. A submission to the database does not guarantee a business opportunity.

Beginning Your Registration
To begin registration, click on the [Sign up for free] / [Register now] buttons [1] or navigate to the Register your company section of the page.
Next, enter your company name [2], and optionally filter your company search by country [3]. Click [FIND MY COMPANY] [4] to search for your company within the database.

If your company appears on the list, click the [SELECT] button [5] next to the correct company. Note that it is important that you verify it is the correct company based on company name and the address.

If your company does not appear on the list, click the [Register now] button [6].
Registering for an Existing Company

After selecting an existing company from the company search list, you will be presented with the review screen. On this screen, you will be presented with company information you can audit before proceeding with entering your contact information.

After confirming that the selected company is correct, enter your contact information [1], agree to the terms and conditions [2], and click the [Register] button [3].

After registering, an email will be sent to the email address provided with instructions on how to log into the registration system. Logging into the system will allow you to update any company information that is out of date.
Registering a New Company

After clicking the [Register now] button, you will be presented with a form to enter some details about your company [1], provide contact details [2], accept the terms and conditions [3], and submit the registration [4].

After registering, an email will be sent to the email address provided with instructions on how to log into the registration system. Logging into the system will allow you to enter information necessary to complete a registration and be sent for approval.
Continuing Registration

Additional details will need to be provided before a supplier company is fully registered within the system. Logging into the SupplierOne registration site will allow you to enter the necessary information.

Logging in for the First Time

After setting a password for your account, you can access the SupplierOne login page at the following URL: https://supplierone.co/Account/Login. You will need to provide your username (email) and password to log in.

After logging in, you will be presented with the TWO-FACTOR AUTHENTICATION page. On this page, you can enable/disable two factor authentication [1], and if enabled you can choose the method of receiving your authentication code [2]. Click the [Save] button [3] to proceed to the next page.
General Information

On the *General Information* tab, you will need to provide high level information about your company. Any required fields will be marked with *red asterisk* *.

In the top section of the General information tab, you will be able to update the company name [1] and provide any Doing Business As (DBAs) associated with the company [2]. To enter a DBA, type the name into the textbox and hit [Enter] on the keyboard. Multiple DBAs can be provided.

In the next section, the company HQ address can be edited [3], and/or new address can be added [4].

After clicking the edit button on an address, a form will pop up where details can be updated and saved. A similar form will pop up when a new address is being added.
By default, the first address provided is marked as the Company Headquarters for a company. If a different address is the company headquarters, a new address should be added, and the “Company Headquarters” option should be toggled. This will prompt the user to confirm.

In the next section, company contact information should be provided. This includes a company phone number [5], editing existing contacts [6], and adding new contacts [7].

After clicking the edit button on a contact, a form will pop up where details can be updated and saved. A similar form will pop up when a new contact is being added.
The next section is the Company Overview, which allows you to provide an introductory statement about your company, any keywords related to your products and services offered, and other details about your company. Required information includes the organization structure and company type.

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<th>Organization Structures</th>
<th>Company Types</th>
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<tbody>
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</tr>
<tr>
<td>• Limited Liability Company</td>
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<tr>
<td>• Partnership</td>
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<td>• Joint Venture</td>
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<tr>
<td>• Sole Proprietor</td>
<td></td>
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<tr>
<td>• Non-Profit</td>
<td></td>
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</tbody>
</table>

The last section on the General Information tab is where you can provide website and social media links.

**NOTE:** It is important to click the [Save] button on each tab after details have been added.
Product & Services

The Product & Services tab is where you can create a product profile to help buyers learn more about your offerings.

**NOTE:** The first time you visit the Product & Services screen, the system will default to the “Add Product/Service” form. This is where you can add the first product or service that you are offering and provide its details.

The Product Overview is the first section on the form. Here you can provide the name of the product or service, select up to 3 categories that your product or service falls under, provide a description of the product or service, and add phrases and keywords to help buyers find your product or service.

After filling out details in the Product Overview section, you can add images. Images should be at least 400x400 pixels and be no more than 2MB in file size. Users are able to drag and drop the images into the image area [1] or they are able to click the image area and browse to the image location.

OR
In the ReachMe section, provide an email that buyers can use to request more information about a product.

Lastly, you can make additional information available about a product. The system allows you to upload a document, provide link to a video, and provide a link to a website.

NOTE: It is important to click the [Save] button after adding all required product and services fields.
After saving your first product or service, you will be redirected to the *Products & Services* tab in the system. On this tab, you can add another product or service [1], edit / delete existing products [2], or save the tab [3].

**NOTE:** It is important to click the *Save* button on each tab after details have been added. This save differs from the product save screen which saves a specific product or services details. This save will confirm with the system that you have added all your products and services. You can always return to add, edit and delete products after registration.
Capability

The capability section is where you can provide some firmographics pertaining to your organization.

In the first area the system asks for you to select an employee range [1] and provide your average annual revenue over the past 3 years [2].

NOTE: Please read through the disclaimer below the annual revenue. Your company’s revenue information is used to determine if your business meets Federal Small Business Size requirements.

In the next section, you are required to select a primary NAICS code [1]. When typing in the ‘Primary NAICS’ textbox, the system will use autocomplete to search for a code or description. You may add additional NAICS categories that apply as well [2]. The filter box will allow you to filter results based on code or description.

Similar to the additional NAICS codes, the system also allows you to select SIC categories that apply to your organization. The filter box will allow you to filter results based on code or description.
Next, you will be required to select the areas where you provide products and services.

If US is selected, you will be required to select the states in which you offer products and services.

If Global is selected, you will be required to select countries in which you offer products and services.

Lastly the system will prompt you to list customers and competitors.

For customers, the name is required, and their website is optional.

For competitors, only the name is required.
NOTE: It is important to click the [Save] button after adding all required capability fields.

[This section is intentionally left blank]
Company Type

The Company Type section is where you can select all of the different supplier diversity categories that apply to your organization.

When a company type is selected, the system will require some information to be provided if the “I have certificate” is toggled.
Depending on which company types are selected, you may be required to provide additional information. One example is the “Minority-Owned” company type in which ethnicity will be required to select.

![Add Certificate]

**NOTE:** It is important to click the [Save] button on **each tab** after details have been added.

<table>
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<th>Company Type</th>
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<th>Review &amp; Submit</th>
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</thead>
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**Acme Sample Inc**

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Additional Questions
Some buyers may require that suppliers fill out additional questions before they are able to submit their registration. These additional questions will be made available on a separate tab and will differ from buyer to buyer.

Review & Submit
Once all sections have been completed and there are no pending items, you can proceed to the Review & Submit tab to complete the registration.

Upon clicking on the tab, you will be presented with a pdf that summarizes the data you have provided.

If the pdf is not immediately visible, you may have some “helper” prompts on the screen that you will have to scroll down and acknowledge.

On this tab, you will be required to sign an affidavit certifying that the information you provided is accurate. To sign, click the blue area where it states “Sign Here” and a pop-up window will display. Then select a date to apply to the signature.
After providing your signature and date. You may click [Submit Signature].

You will have to click the [Submit] button right after submitting the signature to finalize the registration.

You will then be presented with a page confirming you have completed your profile.

Thank you for completing your profile.

Thank you for completing your information! Now click on View Profile button below to view your profile.

What happens next?
Your Information has been received. While your submission is no guarantee of future business, it helps your information reach the buyers who are looking for diverse suppliers.

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