

Overview of the new State of Delaware eSupplier Portal

- **Beginning May 7, 2018**, the new State of Delaware eSupplier Portal will replace the current Delaware Substitute Form W-9 process.
- **Invoice and Payment processes are not changing.**
- Existing Supplier information will remain active and on record. Action is only required when you need future updates to that information.
- No action is required unless you need to make a change to your Supplier information on record (i.e., update address, add a contact, etc.).

Below is a high-level look at the new eSupplier Portal.


- The current Delaware Substitute Form W-9 process is an on-line form completed in it's entirety whether you're a new Supplier or an existing Supplier wanting to change information.
- The new eSupplier Portal is broken into steps for new suppliers creating a new registration.
- New Suppliers will establish a user id and password when registering.
- Existing Suppliers will only need to complete the sections that require a change.
- **Existing suppliers will request a user id and password, using an access code received by email.**

The **eSupplier Portal Home Page** is tile based. You click on the appropriate tile for the action you wish to take.



Each tile and function is covered below.

User Registration



View Registration Options.

- New Suppliers will use User Registration to create a new registration which includes establishing a user id and password.
- Existing Suppliers will use User Registration to establish a user id and password.

After clicking the **User Registration** tile the **User Registration** page opens

The screenshot shows the 'User Registration' page with two main sections: 'Supplier' and 'User'. The 'Supplier' section includes a 'Register as a Supplier' button and a 'Register now' button. The 'User' section includes an 'Existing Suppliers' section with a 'Register now' button. Two callout boxes provide additional information:

- Supplier Registration** is for new Suppliers to the State of Delaware.
- See **New Supplier Registration** box below for more detail.

- User Registration** is for existing Suppliers with the State of Delaware and only needs to be completed the first time using the new eSupplier Portal.
- This step is necessary to create a user id and password.
- See **Register New User Accounts** box below for more detail.

The **New Supplier Registration** box opens when a *new supplier* clicks the **Register Now** button.

The screenshot shows the 'New Supplier Registration' process flow with seven steps: Welcome, Identifying Information, W9 Information, Addresses, Contacts, and Payment Information. The 'Welcome' step is highlighted as 'Step 1 of 7'. A callout box provides details about the registration process:

- Creating a new registration is broken into seven steps. After you complete the information at each step you will click "Next" to advance to the next step.
- The final step submits your registration for approval. You will receive an email confirmation of your submission for approval.
- Once your registration has been approved by the Supplier Maintenance team, your Supplier record will be established and you will receive an email with your Supplier ID.
- Detailed instructions are located under the **FAQs/Contact Us** tile.

The **Supplier User Registration** box opens when an existing supplier clicks the **Register Now** button

Supplier User Registration

Register New User Accounts

Authentication

* Access Code

If you don't have Access Code, please contact Supplier Maintenance team through Contact Us link in Home page.

Supplier List

*Supplier ID *Tax Identification Number

User Account Information ?

* Requested User ID

* Password

* Confirm Password

* Email Address

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

Terms and Conditions

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

[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.

- Existing Suppliers will receive an email with an access code by May 8, 2018. If you are an existing Supplier and have not received one by that date contact Supplier Maintenance.
- Existing Suppliers need to complete this information in order to create a user id and password.
- The new user id and password are used Sign In to the eSupplier Portal
- Once you have established a user id and password, you will use the **Sign In** tile to access your Supplier information and submit changes.

Sign In



- The first time you use the eSupplier Portal you will need to create a user id and password (covered above).
- Once you have established a user id and password, you will use the **Sign In** tile to access your supplier information and submit changes.
- Sign In is used for existing Suppliers and provides enhanced security.


Announcements



0 Announcements

- Announcements regarding the eSupplier Portal are accessed by clicking on the **Announcements** tile (i.e., system down time).

FAQs | Contact Us



Get helpful information here.

- Contact information and detailed User Guides for the eSupplier Portal are located under the **FAQs/Contact Us** Tile.