



New State of Delaware eSupplier Portal

On May 7, 2018 the State of Delaware is replacing the current Delaware Substitute Form W-9 process with the eSupplier Portal

What is the eSupplier Portal?

- ✓ The eSupplier Portal is a secure login page for new suppliers to register and existing suppliers to manage their information

Benefits of the new eSupplier Portal

- ✓ Enhanced security
- ✓ User friendly – suppliers can manage their own information
- ✓ Streamlined process
- ✓ Improved response time
- ✓ Integrated with the State of Delaware Financial System

What Do I Need to Do?

- ✓ Continue using the current Delaware Substitute Form W-9 process until noon on Friday, May 4, 2018
- ✓ Beginning 8 a.m., Monday, May 7, 2018, begin using the new eSupplier Portal
- ✓ Read future communications regarding the new eSupplier Portal
- ✓ Visit the Delaware Substitute Form W-9 website for communication postings
https://accounting.delaware.gov/w9_notice.shtml

Future Communications

- ✓ Week of April 30, 2018
 - High-level overview of the changes from the Delaware Substitute Form W-9 to the new eSupplier Portal
 - New eSupplier Portal link
 - Email invitation from the new eSupplier Portal

If you have any questions please contact fsf_supplier_maintenance@state.de.us