



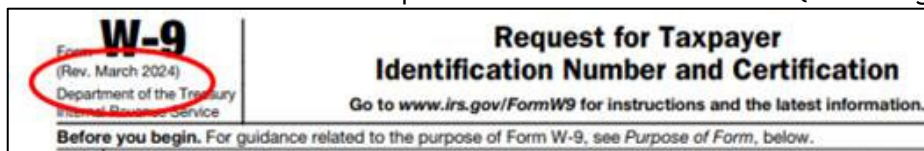
## How to Register & Complete your Supplier Profile

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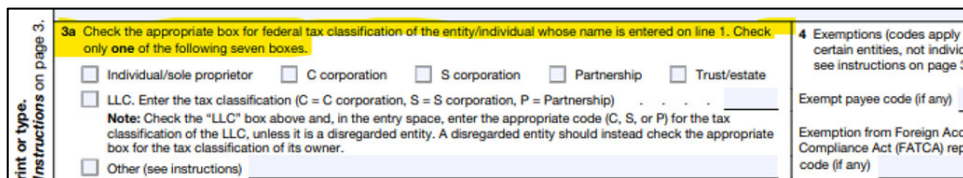
### Important! W-9 Requirements

Please ensure your W-9 Form aligns with the following 6 requirements. Failure to align with these requirements will delay your registration and our ability to pay your organization.

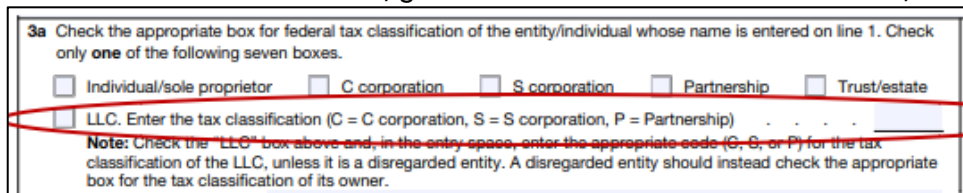
- 1) W-9 form must be on the latest published version from the IRS (Currently 2024 version).



- 2) Legal name on Line 1 of W-9 must match the name registered with the IRS.
- 3) If you receive payment under a name that is different from Line 1, this name must be entered on Line 2 of the W-9 and match the name on your invoice
- 4) Box 3 on the W-9 must be checked



- 5) If "LLC" is selected under Box 3, you must enter a tax classification of C, S or P



- 6) W-9 must be signed and dated.

Use the links below to download a blank form from the IRS' website:

- W-9 (US Company or Individual): <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- W-8BENE (Non-US Company): <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- W-8BEN (Non-US Individual): <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

# Step 1: Create a Supplier Account

Step	Description
1	<ul style="list-style-type: none"> <li>Click on the <b>Access the Account Creation Form</b> link within the email you received from <a href="mailto:AHA.Supplier.Portal@heart.org">AHA.Supplier.Portal@heart.org</a> inviting you register in the Supplier Portal</li> </ul> <div data-bbox="266 321 1318 831" style="border: 1px solid black; padding: 10px;"> <p>The <b>American Heart Association</b> requests that you register in our Supplier Portal.</p> <p>You <b>must register</b> in order to do business with the AHA, receive payment, and bid on new business opportunities. The registration process consists of 4 simple steps:</p> <ol style="list-style-type: none"> <li>1. Create an Account</li> <li>2. Activate your Account</li> <li>3. Complete your Supplier Profile (<b>Note: Required to Receive Payment</b>)</li> <li>4. Save your completed Supplier Profile</li> </ol> <p>Please <b>immediately</b> complete all registration steps.</p> <hr/> <p><b>INSTRUCTIONS:</b></p> <p><b>STEP 1</b> <a href="#">Access the Account Creation Form</a> to Complete &amp; Submit the following details:</p> </div>
2	<ul style="list-style-type: none"> <li>A web page should open with an on-screen message, similar to the one below, giving you two options to register into the Supplier Portal:           <ul style="list-style-type: none"> <li>Click on the <b>first option</b> if this is the first time you or your organization is registering on the SMART by GEP platform</li> <li>Click on the <b>second option</b> if you or your organization is already registered on the SMART by GEP platform for another client &amp; you want to use your existing account credentials</li> </ul> </li> </ul> <div data-bbox="261 1056 1427 1266" style="border: 1px solid black; padding: 10px;"> <p>Hi Gary Jones ,</p> <p>You have been invited by American Heart Association to be a supplier</p> <p>Want to register as a new user. Create your SMART by GEP Account by registering as a new user <a href="#">Click Here</a></p> <p>If you already have an existing SMART by GEP account and want to link this new profile, register as an existing user <a href="#">Click Here</a> .</p> </div>
3	<ul style="list-style-type: none"> <li>A registration form will display with 4 sections to complete</li> <li>The <b>1st section</b> is <b>Account Credentials</b> where you will need to complete the following:           <ul style="list-style-type: none"> <li><b>Username:</b> Enter a Username you would like to use as your Login Credential</li> <li><b>Password:</b> Enter a Password for you would like to use for your credential</li> <li><b>Confirm Password:</b> Re-enter the Password entered above</li> </ul> </li> </ul> <div data-bbox="261 1457 1424 1814" style="border: 1px solid black; padding: 10px;"> <p>Account Credentials</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">       Username * <input type="text"/> ⓘ     </div> <p>User Email * ahageptest+garyjones@gmail.com</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">       Password* <input type="password"/> Password strength: Too short ⓘ     </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">       Confirm Password* <input type="password"/> ⓘ     </div> <p>Mobile Number <input type="text"/> Select ISD Code ▾ <input type="text"/></p> </div>

Step	Description
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- |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | <ul style="list-style-type: none"> <li>The <b>2nd section</b> is <b>Company Information</b> where you will need to complete the following:           <ul style="list-style-type: none"> <li><b>Legal Company Name:</b> Enter the Legal Name of your organization</li> <li><b>Invoice Payment Name:</b> Enter the name of your organization that is displayed/printed on your organization's Invoices. (e.g.: The name your organization receives payment under)</li> <li><b>Headquarter:</b> Select the Country where your organization headquarters is located</li> <li><b>Address Line 1:</b> Enter the Physical Address where your organization is located</li> <li><b>City:</b> Enter the City where your organization is located</li> <li><b>State/Province:</b> Select the State/Province where your organization is located</li> <li><b>Zip/Postal Code:</b> Enter the Zip Code where your organization is located</li> <li><b>Company Identification:</b> Select the appropriate type of US Tax ID (EIN or SSN) or Foreign Registration ID your organization is registered under &amp; enter the associated ID number</li> </ul> </li> </ul> |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Company Information

Legal Company Name \* Technology Partners LLC ⓘ

Invoice Payment Name \* \_\_\_\_\_ ⓘ

Company Website \_\_\_\_\_ ⓘ

Headquarter\* Select Country ▾ ⓘ

Address Line 1 \* Suite, Street, Locality \_\_\_\_\_ ⓘ

Address Line 2 Suite, Street, Locality \_\_\_\_\_ ⓘ

City\* \_\_\_\_\_ ⓘ

State/Province \* \_\_\_\_\_ ⓘ

Zip/Postal Code \* \_\_\_\_\_ ⓘ

Company Phone \* \_\_\_\_\_ ⓘ


Fax \_\_\_\_\_ ⓘ

Business Regions \* National Center 🌐 ⓘ

Category \* Consulting - Informatio 🏢 ⓘ

D-U-N-S Number \* 9 Digit D-U-N-S \_\_\_\_\_ ⓘ

Company Identification \* Select identification type ▾ Identification Nur + ⓘ


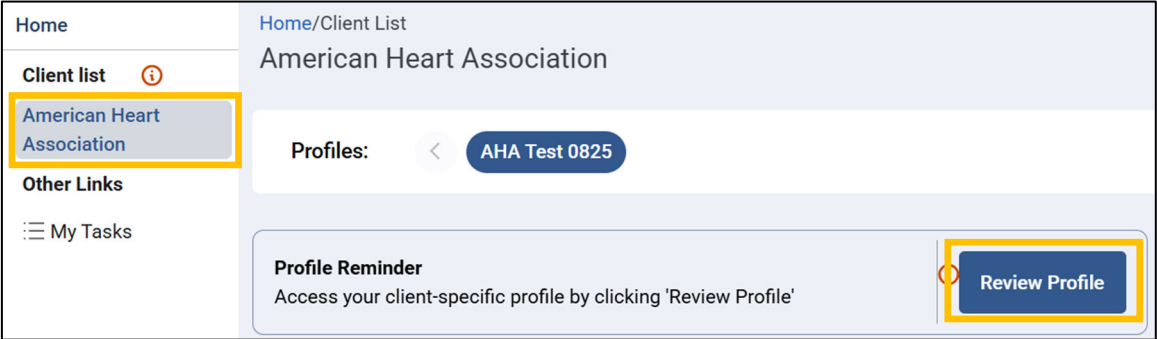
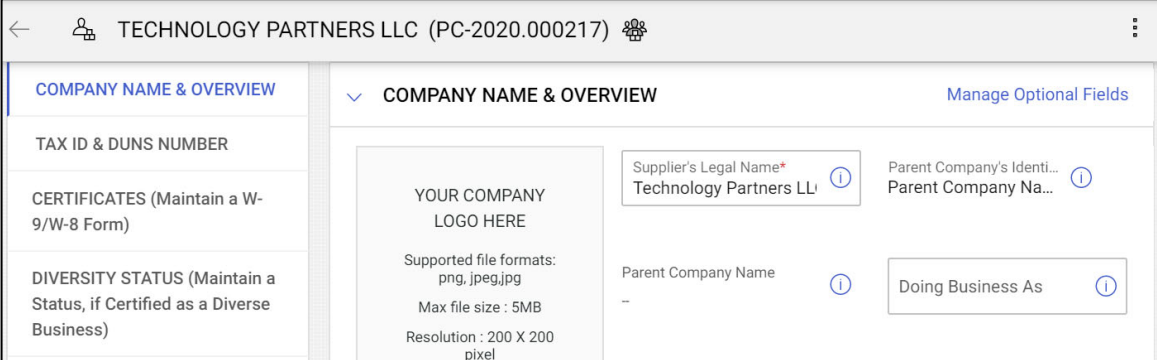
Step	Description
5	<ul style="list-style-type: none"> <li>The <b>3rd section</b> is <b>Primary Contact Information</b> where you will complete the following: <ul style="list-style-type: none"> <li><b>Primary Business Phone Number:</b> The phone number you primarily use, enter numbers only without any special characters (ie: dashes, parenthesis, spaces)</li> <li><b>Time Zone:</b> Select the time zone you are located in</li> </ul> </li> </ul> <div data-bbox="256 306 1425 835" style="border: 1px solid black; padding: 10px;"> <p>Primary Contact Information</p> <p>First Name* Gary ⓘ</p> <p>Last Name* Jones ⓘ</p> <p>Company Email * ahageptest+garyjones@gmail.cor ⓘ</p> <p>Primary Business Phone Number* ⓘ Extension ⓘ</p> <p>Contact's Business Region ⓘ</p> <p>Contact's Category Consulting - IT, ⓘ</p> <p>Time Zone (UTC-06:00) Central Time (US &amp; Canada) ⓘ</p> </div>
6	<ul style="list-style-type: none"> <li>The <b>final section</b> you will need to <b>agree</b> to GEP's Terms &amp; Conditions and Privacy Policy <ul style="list-style-type: none"> <li>Click on the <b>checkbox</b> to left of the statement</li> <li>Click on the <b>Submit</b> button when you are ready to submit the form</li> </ul> </li> </ul> <div data-bbox="263 953 1419 1276" style="border: 1px solid black; padding: 10px;"> <p><input type="checkbox"/> I have read and agree to GEP <a href="#">Terms &amp; Conditions</a> &amp; <a href="#">Privacy Policy</a>. *</p> <p style="text-align: right;"><a href="#">Submit</a></p> </div>
7	<ul style="list-style-type: none"> <li>An on-screen message will display instructing you to check your email for a message to activate your account.</li> </ul> <div data-bbox="263 1360 1419 1629" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 2;"> <p><b>1 more step</b></p> <p>A verification link has been sent to the registered email ID, please use the same to verify the account. If already done please ignore.</p> <p>You have successfully submitted the registration form. If you have any questions, please <a href="#">Click Here</a> to find helpful information to get started.</p> <p>Thanks, SMART by GEP Team</p> </div> </div> </div>

## Step 2: Activate your Account

Step	Description
1	<ul style="list-style-type: none"><li>Go into your email and find a new message from <a href="mailto:AHA.Supplier.Portal@heart.org">AHA.Supplier.Portal@heart.org</a> with instructions to activate your account for the Supplier Portal.</li><li>Click on the <b>Activate Your Account</b> link within the email.</li></ul> <div data-bbox="256 367 1425 667" style="border: 1px solid black; padding: 10px;"><p>Dear Gary Jones,</p><p>Thank you for completing your registration for the American Heart Association's Supplier Portal. Before you can access AHA's Supplier Portal, you need to activate your account by clicking on the link below.</p><p><a href="#">Click to Activate Your Account</a></p><p>Please note, you must complete this step in order to access our Supplier Portal. This step only needs to be performed once.</p></div>
2	<ul style="list-style-type: none"><li>An on-screen message will display confirming your account activation and instructing you log into the Supplier Portal to complete your Supplier Profile</li><li>Click on the <b>Click Here</b> link to log into the Supplier Portal</li></ul> <div data-bbox="243 787 1437 1066" style="border: 1px solid black; padding: 10px;"><div data-bbox="256 808 483 1050" style="background-color: #009688; color: white; padding: 10px; display: inline-block;"><b>Action Required</b></div><p><b>Action Required!</b></p><p>You have successfully activated your account.</p><p>To finish the registration process, you must fill in ALL mandatory information on your supplier profile.</p><p><a href="#">Click Here</a> to login to the GEP SMART system and complete your supplier profile.</p><p>Please Note: The registration process will NOT be complete until ALL mandatory information is completed on your supplier profile. If you forgot your password, click the 'forgot password' link on the login page to generate a new password.</p></div> <ul style="list-style-type: none"><li>Note: You can access the supplier portal at any time by going to <a href="https://smart.gep.com">https://smart.gep.com</a>.</li></ul>


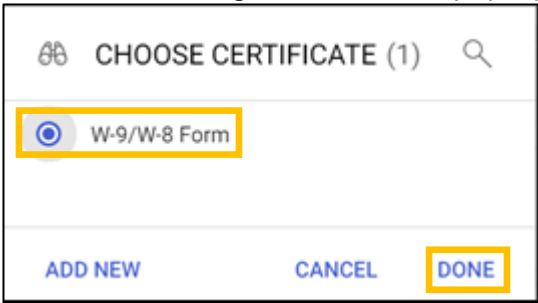
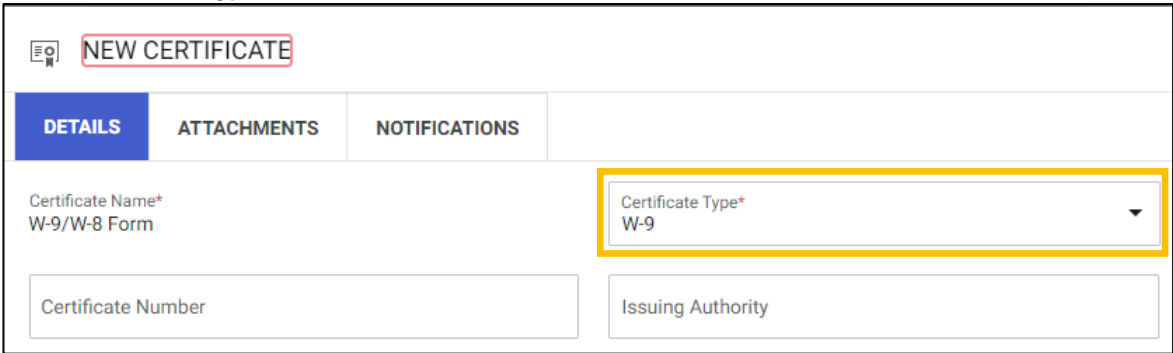
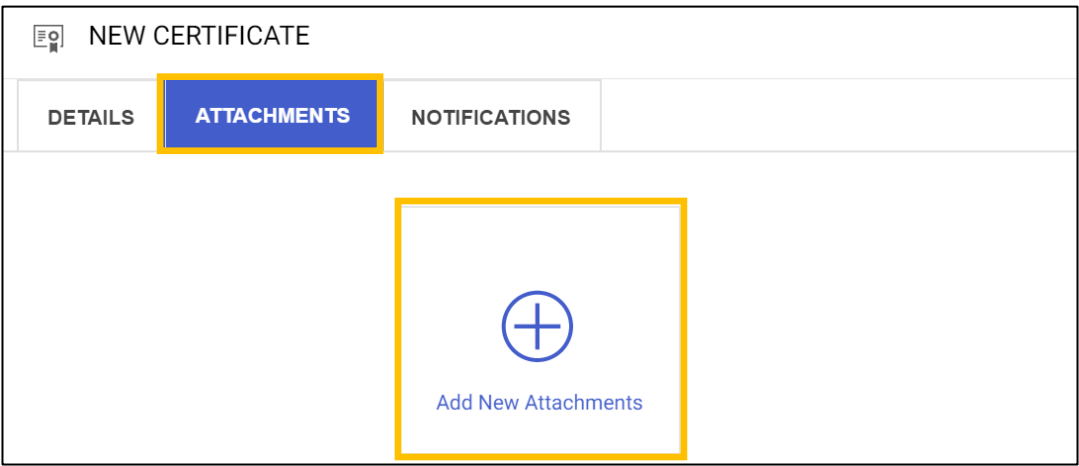
# Step 3: Complete your Supplier Profile

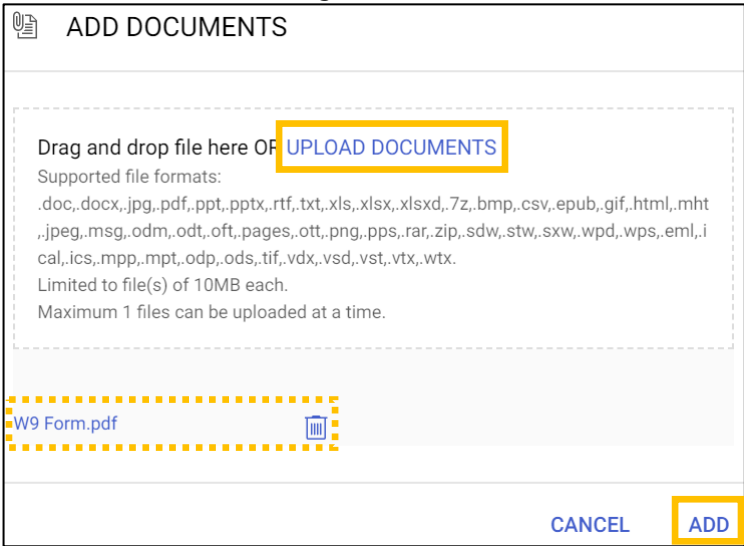
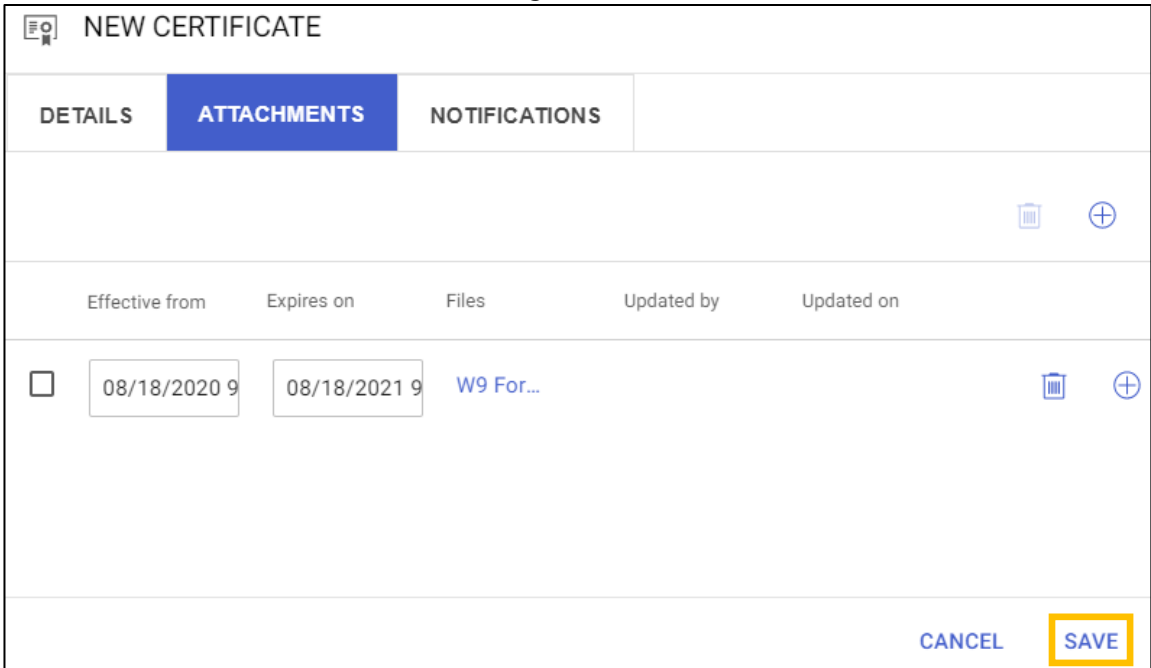
## Login and Access your Supplier Profile

Step	Description
1	<ul style="list-style-type: none"> <li>You will be taken to a login screen where you will <b>enter your Username</b>, press the <b>Next</b> button, then <b>enter your Password</b>.</li> <li>Press the <b>Sign In</b> button</li> </ul> 
2	<ul style="list-style-type: none"> <li>Once logged in, <b>click on American Heart Association</b>, under the Client list, then <b>click on the Review Profile</b> button</li> </ul> 
3	<ul style="list-style-type: none"> <li>You will be taken to your company's supplier profile</li> </ul> 


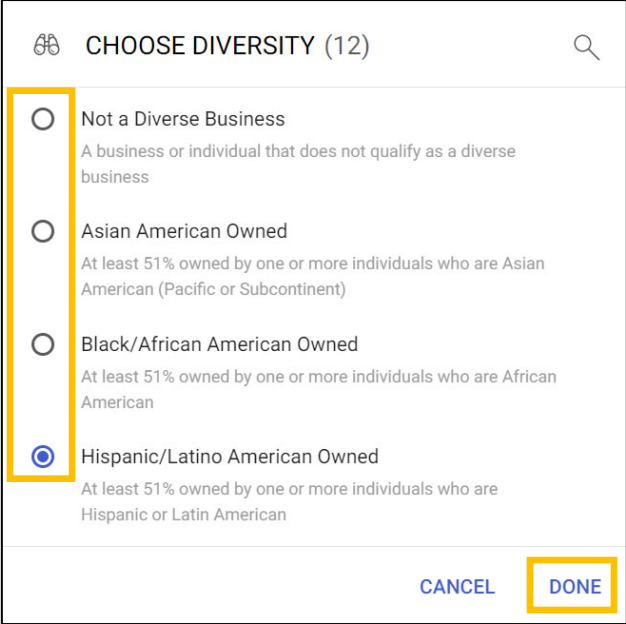
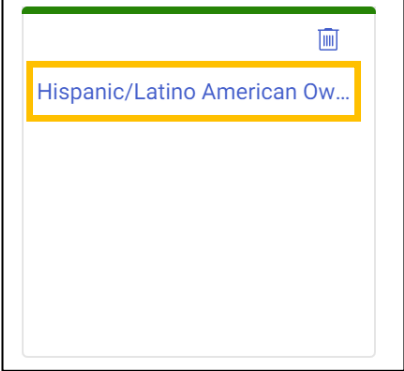
## Attach your W-9/W-8 Tax Form

AHA requires you attach a signed (physical or digital) copy of your W-9/W-8 form.

Step	Description
1	<ul style="list-style-type: none"><li>• Scroll down to the <b>CERTIFICATES</b> section</li><li>• Click on the <b>(+) Add New Certificate</b> button at the right side of the section</li></ul>  <p>CERTIFICATES (MAINTAIN A W-9/W-8 FORM) ⚠️ <span>?</span> <b>(+) Add New Certificate</b></p>
2	<ul style="list-style-type: none"><li>• A pop-up window will appear</li><li>• Click on the <b>W-9/W-8 Form</b> option</li><li>• Click on the <b>DONE</b> button in the bottom right corner of the pop-up window</li></ul>  <p>CHOOSE CERTIFICATE (1) 🔍</p> <p><input checked="" type="radio"/> W-9/W-8 Form</p> <p>ADD NEW CANCEL <b>DONE</b></p>
3	<ul style="list-style-type: none"><li>• <b>Select/Enter</b> the following information:<ul style="list-style-type: none"><li>- <b>Certificate Type:</b> Select the type of W-9/W-8 form you plan to upload</li></ul></li></ul>  <p>NEW CERTIFICATE</p> <p>DETAILS ATTACHMENTS NOTIFICATIONS</p> <p>Certificate Name* W-9/W-8 Form</p> <p>Certificate Type* W-9</p> <p>Certificate Number Issuing Authority</p>
4	<ul style="list-style-type: none"><li>• Click on the <b>ATTACHMENTS</b> tab at the top of pop-up window</li><li>• Click on the <b>Add New Attachments</b> tile in the middle of the section</li></ul>  <p>NEW CERTIFICATE</p> <p>DETAILS <b>ATTACHMENTS</b> NOTIFICATIONS</p> <p><b>(+) Add New Attachments</b></p>

Step	Description
5	<ul style="list-style-type: none"> <li>Click on the <b>UPLOAD DOCUMENTS</b> link to find the W-9/W-8 Form you would like to upload</li> <li>Once the upload is complete, the document will appear towards the bottom of the window</li> <li>Click on the <b>ADD</b> button at the bottom right of the window</li> </ul> 
6	<ul style="list-style-type: none"> <li>Click on the <b>SAVE</b> button at the bottom right of the window</li> </ul> 


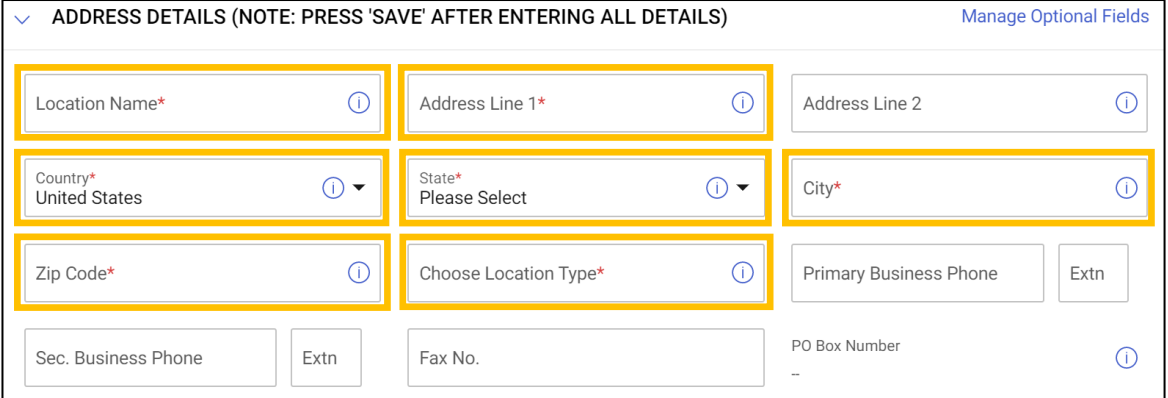


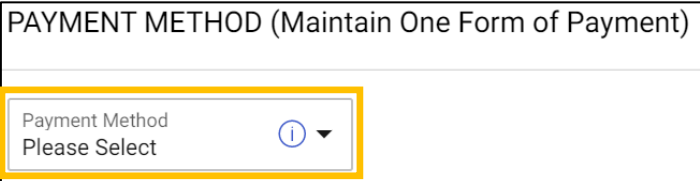
## Select a Diversity Status

Step	Description
1	<ul style="list-style-type: none"> <li>• Scroll to the <b>DIVERSITY STATUS</b> section</li> <li>• Click on the <b>(+) Add New Diversity Status</b> button at the right side of the section</li> </ul> 
2	<ul style="list-style-type: none"> <li>• A pop-up window will appear</li> <li>• Scroll through the list and <b>Click</b> on the classification you are certified under</li> <li>• Click on the <b>DONE</b> button in the bottom right corner of the pop-up window</li> </ul> 
3	<ul style="list-style-type: none"> <li>• The selected status should appear in the <b>DIVERSITY STATUS</b> section.</li> <li>• If you selected a status other than "Not a Diverse Business", <b>Click</b> the tile to add your certificate.</li> </ul> 

## Add your Payment Information (Payment Address & Preferred Payment Method)

You must add a 2<sup>nd</sup> location to your profile containing for your payment information including:

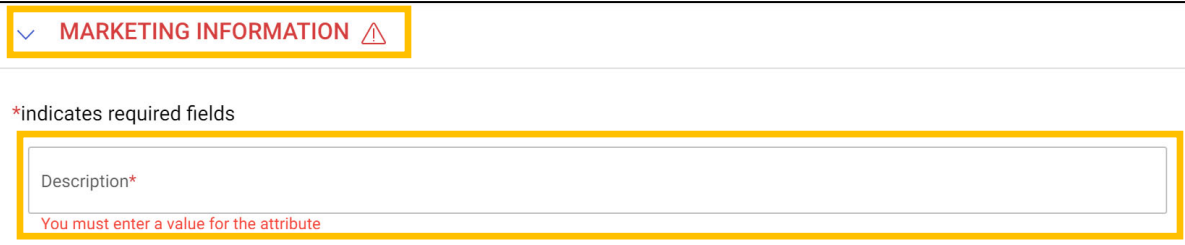
- ✓ Payment Address
- ✓ Preferred Payment Method (Check, ACH or Wire)
- ✓ Bank Account Information if you select ACH or Wire Transfer as your preferred payment method

Step	Description
1	<ul style="list-style-type: none"> <li>• Scroll down to the <b>ADDRESS &amp; PAYMENT INFO</b> section</li> <li>• Click on the <b>(+) Add New Location</b> button at the right side of the section</li> </ul> 
2	<ul style="list-style-type: none"> <li>• A screen will open where you will <b>enter/select</b> the following information: <ul style="list-style-type: none"> <li>• <b>Location Name:</b> Enter "Payment Information"</li> <li>• <b>Address Line 1:</b> Enter the Street Address that matches the address on your invoice.</li> <li>• <b>Country:</b> Select the Country where this address is located</li> <li>• <b>State:</b> Select the State/Province where this address is located</li> <li>• <b>City:</b> Enter the City where this address is located</li> <li>• <b>Zip Code:</b> Enter the Zip Code where this address is located</li> <li>• <b>Choose Location Type:</b> Click on "Show Lookup" then select "Payment/Billing Location"</li> </ul> </li> </ul>  <ul style="list-style-type: none"> <li>• Press the <b>SAVE</b> button at the bottom right of the page. (<b>Note:</b> Do Not press <b>SAVE &amp; CLOSE</b>)</li> </ul> 
3	<ul style="list-style-type: none"> <li>• Scroll down to the <b>PAYMENT METHOD</b> section</li> <li>• Click on the <b>(+) Banking Info</b> button at the right side of the section</li> </ul> 
4	<ul style="list-style-type: none"> <li>• A pop-up window will appear</li> <li>• Click on the <b>Payment Method</b> field to select your preferred method to receive payment <ul style="list-style-type: none"> <li>- <b>EFT/ACH:</b> Electronic payment method directly to a US bank account <b>ONLY</b></li> <li>- <b>Wire Transfer:</b> Electronic payment method to <b>non-US</b> bank account <b>ONLY</b></li> <li>- <b>Check:</b> AHA will send a physical Check to the Payment Address you previously entered</li> </ul> </li> </ul> 

Step	Description																
5	<ul style="list-style-type: none"> <li>Depending on the Payment Method selected, additional information may be required</li> <li><b>Check:</b> No additional information needed</li> </ul> <div data-bbox="313 239 1365 342" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">       Payment Method        Check <span style="float: right;">(i) ▼</span> </div> <ul style="list-style-type: none"> <li><b>EFT/ACH: Enter/Select the following bank account information:</b> <ul style="list-style-type: none"> <li><b>Bank Name:</b> Enter the name of the banking institution</li> <li><b>Country:</b> Select the Country where the banking institution is located</li> <li><b>Bank Key/ABA:</b> Enter the 9-digit ABA Routing Number associated with the bank account</li> <li><b>Bank Account Number &amp; Verify Bank Account Number:</b> Enter the bank account number</li> </ul> <div data-bbox="308 527 1370 751" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 30%;">Bank Name* <span style="float: right;">(i)</span></div> <div style="border: 1px solid black; padding: 2px; width: 30%;">Country* Please Select <span style="float: right;">(i) ▼</span></div> <div style="border: 1px solid black; padding: 2px; width: 30%;">BankKey / ABA* <span style="float: right;">(i)</span></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; width: 45%;">Bank Account Number* <span style="float: right;">(i)</span></div> <div style="border: 1px solid black; padding: 2px; width: 45%;">Verify Bank Account Number*</div> </div> </div> </li> <li><b>Wire Transfer: Enter/Select the following bank account information:</b> <ul style="list-style-type: none"> <li><b>Bank Name:</b> Enter the name of the banking institution</li> <li><b>Country:</b> Select the Country where the banking institution is located</li> <li><b>SWIFT/BIC:</b> Enter the Swift or BIC making Wire Transfer Payments with this bank account</li> <li><b>Bank Key/ABA:</b> Enter the 9-digit ABA Routing Number associated with the bank account</li> <li><b>IBAN:</b> Enter the IBAN associated for Wire Transfer Payments. Enter a "0" if no IBAN exists</li> <li><b>Bank Account Number &amp; Verify Bank Account Number:</b> Enter the bank account number</li> </ul> <div data-bbox="308 1005 1370 1373" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 30%;">Bank Name* <span style="float: right;">(i)</span></div> <div style="border: 1px solid black; padding: 2px; width: 30%;">Country* Please Select <span style="float: right;">(i) ▼</span></div> <div style="border: 1px solid black; padding: 2px; width: 30%;">Swift/BIC* <span style="float: right;">(i)</span></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; width: 30%;">BankKey / ABA* <span style="float: right;">(i)</span></div> <div style="border: 1px solid black; padding: 2px; width: 30%;">IBAN* <span style="float: right;">(i)</span></div> <div style="border: 1px solid black; padding: 2px; width: 30%;">Bank Account Number* <span style="float: right;">(i)</span></div> </div> <div style="border: 1px solid black; padding: 2px; width: 45%; margin-top: 10px;">Verify Bank Account Number*</div> </div> </li> <li>Click the <b>DONE</b> button at the bottom right of the pop-up window</li> </ul> <div data-bbox="264 1419 1370 1482" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="text-align: right;"> <span style="margin-right: 20px;">CANCEL</span> <span style="border: 1px solid black; padding: 2px 10px;">DONE</span> </div> </div>																
6	<ul style="list-style-type: none"> <li>Click on the <b>SAVE &amp; CLOSE</b> button at the bottom right of the screen</li> </ul> <div data-bbox="259 1535 1421 1871" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">       ▼ PAYMENT METHOD (MAINTAIN ONE FORM OF PAYMENT)       <span style="float: right;">🗑️ +</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Payment Method</th> <th style="width: 20%;">Bank Name</th> <th style="width: 10%;">Branch</th> <th style="width: 10%;">Country</th> <th style="width: 10%;">Account Type</th> <th style="width: 25%;">Account Number</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>EFT/ACH (US ...</td> <td>Bank of America</td> <td style="text-align: center;">--</td> <td>United St...</td> <td style="text-align: center;">--</td> <td>XXXXX6789</td> <td style="text-align: right;">✎ 🗑️</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <span style="margin-right: 20px;">CANCEL</span> <span style="margin-right: 20px;">SAVE</span> <span style="border: 1px solid black; padding: 2px 10px;">SAVE &amp; CLOSE</span> </div> </div>		Payment Method	Bank Name	Branch	Country	Account Type	Account Number		<input type="checkbox"/>	EFT/ACH (US ...	Bank of America	--	United St...	--	XXXXX6789	✎ 🗑️
	Payment Method	Bank Name	Branch	Country	Account Type	Account Number											
<input type="checkbox"/>	EFT/ACH (US ...	Bank of America	--	United St...	--	XXXXX6789	✎ 🗑️										

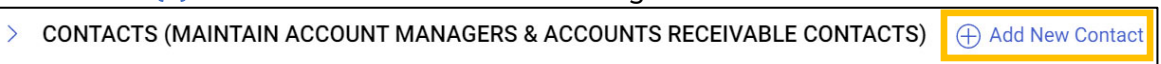
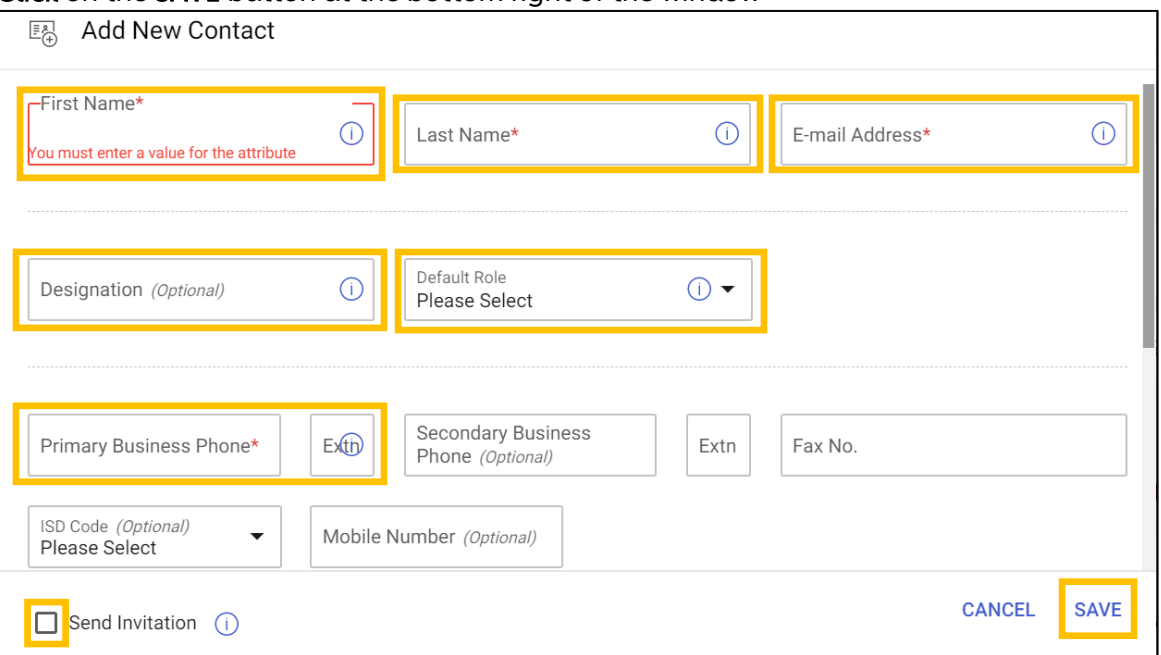
## Enter a Description of your Organization

Enter a description of your organization including the products/services you offer. This helps AHA identify future business opportunities to potentially extend to you/your organization.



Step	Description
1	<ul style="list-style-type: none"> <li>• Scroll to the <b>MARKETING INFORMATION</b> section &amp; Click on the title to open the section.</li> <li>• In the <b>DESCRIPTION</b> field, enter a brief description of the products &amp;/or services you provide.</li> </ul>  <p>The screenshot shows a section titled "MARKETING INFORMATION" with a warning icon. Below it, a text input field labeled "Description*" is highlighted with a yellow border. A red error message below the field reads: "You must enter a value for the attribute".</p>

## Add Additional Contacts

Please add your Account Receivable contact or Account Representatives who could engage with the AHA.

Step	Description
1	<ul style="list-style-type: none"> <li>• Scroll down to the <b>CONTACTS</b> section</li> <li>• Click on the <b>(+) Add New Contact</b> button at the right side of the section</li> </ul>  <p>The screenshot shows a navigation bar with the text "CONTACTS (MAINTAIN ACCOUNT MANAGERS &amp; ACCOUNTS RECEIVABLE CONTACTS)" and a blue button with a plus sign and the text "Add New Contact".</p>
2	<ul style="list-style-type: none"> <li>• A pop-up will open where you will <b>enter/select</b> the following information: <ul style="list-style-type: none"> <li>- <b>First Name:</b> Enter the contact's First Name</li> <li>- <b>Last Name:</b> Enter the contact's Last Name</li> <li>- <b>E-mail Address:</b> Enter the contact's Email</li> <li>- <b>Designation:</b> Enter the individual's job title (ie: A/R Manager)</li> <li>- <b>Default Role:</b> Select the role that most closely aligns with the individuals job function</li> <li>- <b>Primary Business Phone:</b> Enter the contact's phone number. Enter numbers only.</li> <li>- <b>Send Invitation (Optional):</b> Select this option to invite the contact to register</li> </ul> </li> <li>• Click on the <b>SAVE</b> button at the bottom right of the window</li> </ul>  <p>The screenshot shows a "Add New Contact" form with the following fields: <ul style="list-style-type: none"> <li>First Name* (required, with error message: "You must enter a value for the attribute")</li> <li>Last Name* (required)</li> <li>E-mail Address* (required)</li> <li>Designation (Optional)</li> <li>Default Role (Please Select)</li> <li>Primary Business Phone* (required) with an "Extn" button</li> <li>Secondary Business Phone (Optional)</li> <li>Extn</li> <li>Fax No.</li> <li>ISD Code (Optional) (Please Select)</li> <li>Mobile Number (Optional)</li> <li>Send Invitation (Optional) checkbox</li> <li>CANCEL and SAVE buttons</li> </ul> </p>

## Step 4: Save your Supplier Profile

Step	Description
1	<ul style="list-style-type: none"> <li>Be sure all section on your Supplier Profile are no longer highlighted in red.</li> </ul> <div data-bbox="397 348 1284 947" style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> <li>&gt; COMPANY NAME &amp; OVERVIEW</li> <hr/> <li>&gt; TAX ID &amp; DUNS NUMBER</li> <hr/> <li>&gt; CERTIFICATES (MAINTAIN A W-9/W-8 FORM) ( 1 Active )</li> <hr/> <li>&gt; DIVERSITY STATUS (MAINTAIN A STATUS, IF CERTIFIED AS A DIVERSE BUSINESS)</li> <hr/> <li>&gt; ADDRESS &amp; PAYMENT INFO (2 LOCATIONS REQUIRED: HEADQUARTER &amp; REMIT-TO)</li> <hr/> <li>&gt; CONTACTS (2 CONTACTS REQUIRED: ACCOUNT MANAGER &amp; ACCOUNTS RECEIVABLE)</li> <hr/> <li>&gt; BUSINESS INFORMATION</li> <hr/> <li>&gt; MARKETING INFORMATION</li> </ul> </div>
2	<ul style="list-style-type: none"> <li>Press the <b>SAVE</b> button at the bottom right of the screen.</li> </ul> <div data-bbox="264 1001 1446 1146" style="border: 1px solid black; padding: 10px;"> <p>&gt; MARKETING INFORMATION</p> <div style="background-color: #333; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 2em; color: #00FF00;">%</span> <span>PROFILE COMPLETENESS</span> <span>CLOSE</span> <span style="border: 2px solid yellow; padding: 2px 10px;">SAVE</span> </div> </div>
3	<ul style="list-style-type: none"> <li>Wait for your profile status to change from <b>INVITED</b> to <b>REGISTERED</b>.</li> </ul> <div data-bbox="264 1199 1023 1287" style="border: 1px solid black; padding: 10px;"> <p>  <span style="font-weight: bold;">TECHNOLOGY PARTNERS LLC (PC-2020.000217)</span>  </p> <p style="background-color: #ccc; padding: 2px 5px; display: inline-block; border: 1px solid yellow;">REGISTERED</p> </div>