



New Supplier Registration Guide for incentives and grants through the Division of Climate, Coastal and Energy

New Supplier registration is required for any individual or business entity providing a service for the State of Delaware. In this case, you supplied a service to the state by purchasing a clean vehicle or installing energy efficient technologies in your home or business. Below are detailed steps for **New Supplier Registration for the Delaware Clean Vehicle Rebate Program**.

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...

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

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

Exit Previous Next

If you are applying for the rebate as yourself, choose **INDIVIDUAL**. If you are applying under your **BUSINESS**, choose the correct federal tax classification.

Additional fields will open up based on the radio button chosen

Choose "Taxable Grant Payment" and click **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

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**

Click Next

The New Supplier Registration *Contacts* box opens

The *Add Contacts* box opens

Enter your **Contact Information**
Note: Fields with an asterisk () are required fields*

Requested User ID will default to email address provided above
 Create a **Password**
Password Requirements:

- Minimum 10 characters
- At least one upper case
- At least one lower case
- At least one number
- At least one special character

Confirm your Password
 Click OK

You will be returned to the *Contacts* box

The New Supplier Registration *Payment Information* box opens

New Supplier Registration

Identifying Information | W9 Information | Addresses | Contacts | **Payment Information** | Submit

Exit | Previous | Next

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: Automated Clearing House, Manual Check

Supplier Banking Information

*Country: USA | United States
*Bank Name [text]
Branch Name [text]
*Bank Routing Number [text]
*Bank Account Number [text]
*Account Type [dropdown]

Click Next

Exit | Previous | Next

*Required Field

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, 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 taxpayer 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

The screenshot shows a browser window titled "Supplier/Bidder User registrat" with a close button (X) in the top right corner. The main content area is titled "Registration Submit Details" and displays a "Submitted" status with a green checkmark. The text reads: "You have successfully submitted your registration." Below this, it says "Your registration ID: 00000000" and "Any email regarding the registration status will be sent to:". A yellow callout box with a red border is overlaid on the right side of the window, containing the following text: "You have successfully submitted your registration request for approval", "You will be assigned a Registration ID - this is NOT the supplier ID*", "Your email will be listed and you will receive and initial email confirming your submission for approval", and "Click the X at the top right of the box to exit". Two red arrows point from the callout box to the registration ID and the email field.

***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.**