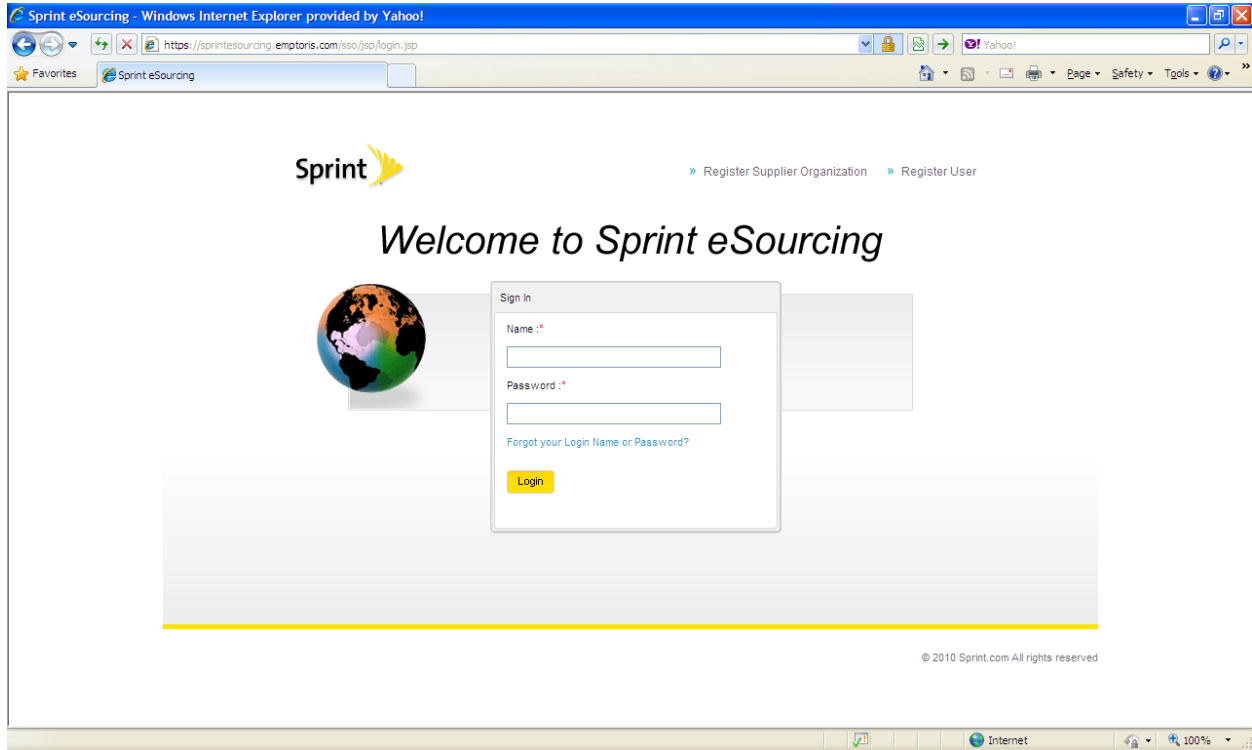


# **Sprint Supplier Registration Guide**

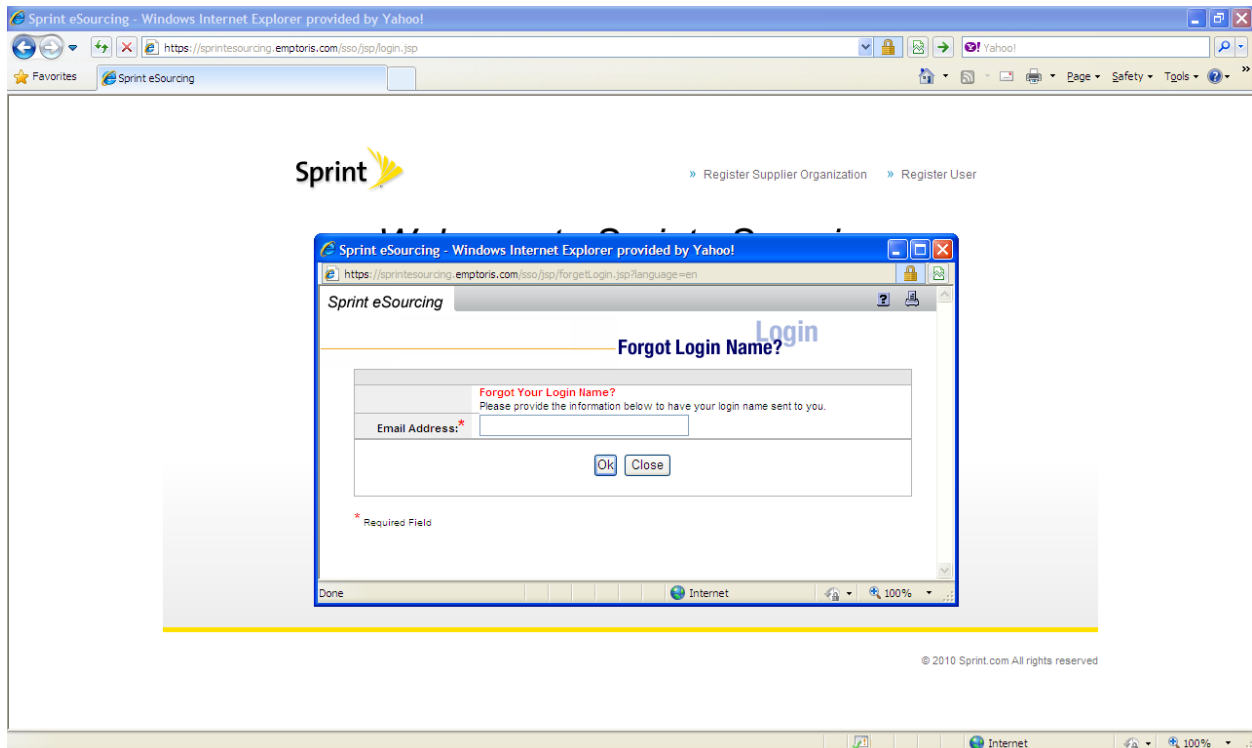
This user guide contains details about how to register using Sprint's supplier registration tool and how to add a new user for a supplier that is already registered with Sprint.

## **Vendor Registration**

Step 1: Go to the URL <http://sprintesourcing.emptoris.com>.



Step 2: If you believe you may already be registered with Sprint, but cannot locate your login information, click on the 'Forgot your Login Name' link and enter the email address of a registered user.



Step 3: If you are not sure of the email address of a registered user, but you believe you are a registered supplier, you may send an email to [eSourcing@sprint.com](mailto:eSourcing@sprint.com) and request confirmation of your registration status.

Be sure to include the full name of your company in the email and your company's Federal Tax ID Number (TIN). Indicate in the email if you are an international vendor and do not have a TIN. Sprint will contact you regarding your registration status.

Step 4: If you could not locate a login name and/or Sprint confirmed that you are not a registered supplier, click on the 'Register Supplier Organization' link at the top of the login page and complete the fields on the registration page.

The screenshot shows a web browser window titled "Sprint eSourcing - Windows Internet Explorer provided by Yahoo!". The address bar contains the URL: [https://sprintesourcing.emptoris.com/en/detail\\_supplier\\_create.jsp?guest=true&orgType=displaySuppliers&edit](https://sprintesourcing.emptoris.com/en/detail_supplier_create.jsp?guest=true&orgType=displaySuppliers&edit). The page content includes the "Sprint eSourcing" logo and a large "Registration" watermark. The main heading is "Register Organization".

The form is divided into two main sections: "Organization" and "User".

**Organization Section:**

- Company Name\* (text input)
- Unique Id (text input)
- Company Website (text input)
- Contact Name (text input)
- Telephone Number (text input)
- Federal Tax ID Number (TIN) - International (text input)
- Suppliers enter: N/A \*
- Is your company diverse?\* (radio buttons for Yes and No, with "No" selected)

**User Section:**

- Role: Application Manager
- Title (text input)
- First Name\* (text input)
- Last Name\* (text input)
- Login Name\* (text input)
- E-mail\* (text input)
- Work Phone Number\* (text input)
- Alternate Phone (text input)

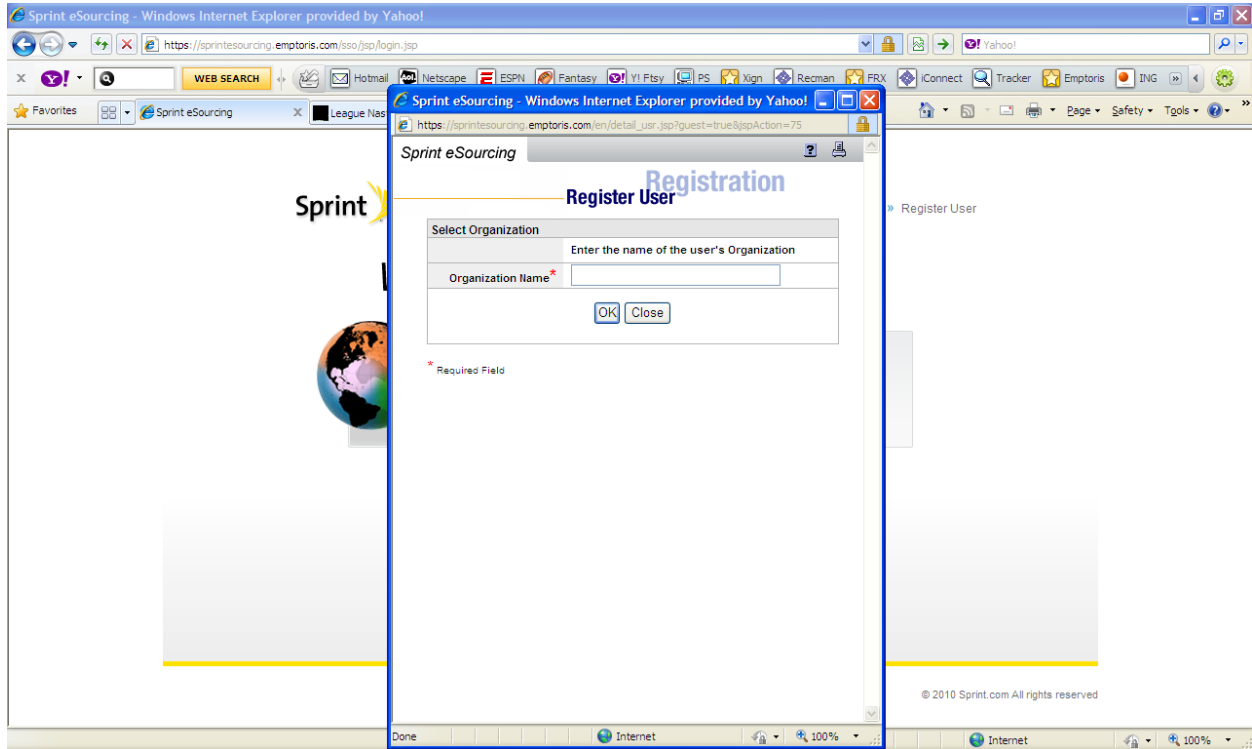
The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

Field Name	Description
Company Name	Enter the name of your company exactly as it appears on your W-9
Unique ID	Leave blank
Company Website	Enter the URL of your company's website (if applicable)
Contact Name	Enter the primary contact for your company
Telephone Number	Enter the primary contact's telephone number for your company
Federal Tax ID Number (TIN)	International suppliers enter N/A
Is your company diverse?	Enter the diversity status of your company. Diverse vendors are classified as vendors that have an active certification for one of the following: <ul style="list-style-type: none"> <li>- Women Owned Business</li> <li>- Minority Owned Business</li> <li>- Small Business</li> </ul>
Role	By default, the user that is being registered will receive the <i>Supplier Application Manager</i> role. This role allows a person within a supplier organization to: <ul style="list-style-type: none"> <li>- View all RFx(s) within the organization</li> <li>- Perform any supplier agent task (analyzing and bidding on RFx(s))</li> <li>- Accept and decline invitations to bid on RFx(s)</li> </ul>
Title	Enter the title of the primary contact
First Name	Enter the first name of the primary contact
Last Name	Enter the last name of the primary contact
Login Name	Enter a preferred login name for the primary contact
E-mail	Enter the email address of the primary contact
Work Phone Number	Enter the work phone number of the primary contact
Alternate Phone Number	Enter the alternate phone number of the primary contact
Fax	Enter the fax number of the primary contact (if applicable)
Preferred Language	Select the preferred language from the dropdown
Preferred Number Format	Select the preferred number format from the dropdown
Preferred Date Format	Select the preferred date format from the dropdown
Preferred Currency	Select the preferred currency from the dropdown
Enable external email notification?	Select 'Yes' if you would like the user to receive system generated messages
Time Zone	Select the preferred time zone from the dropdown

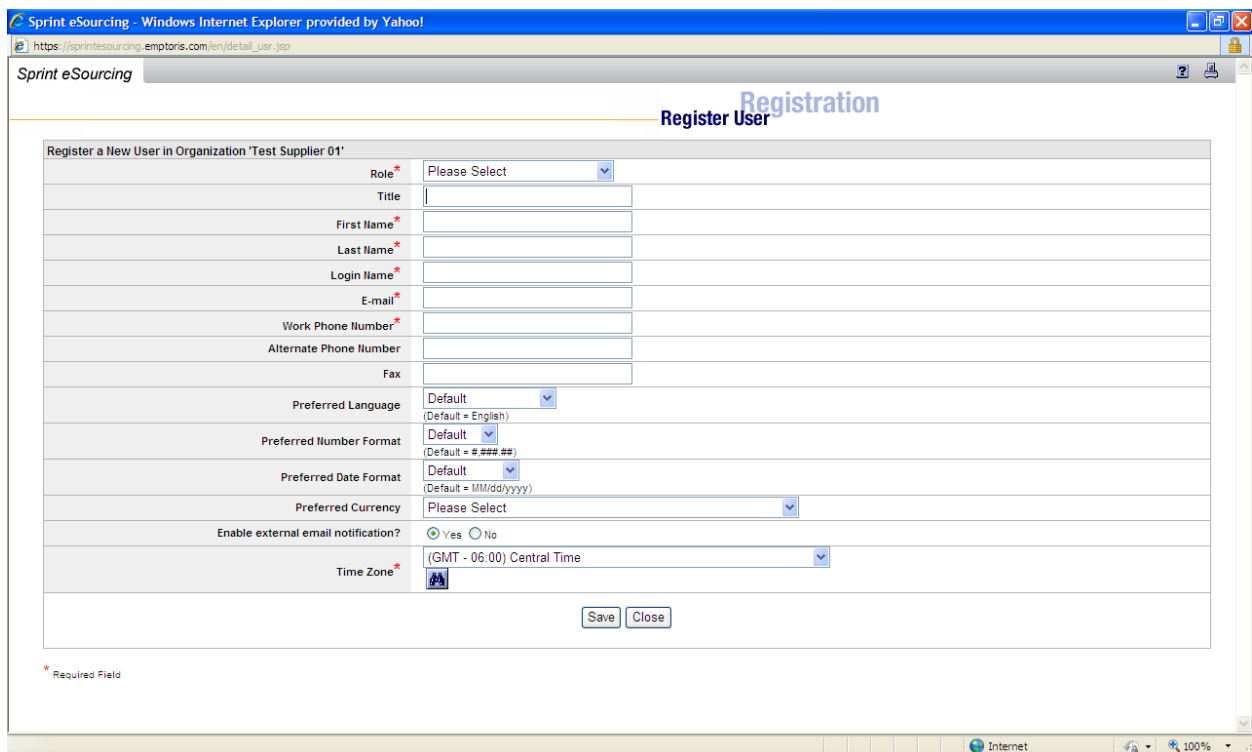
*\*\*\*Note: If you complete a registration request and you are already in the system, your registration request will be denied. You will be informed of the status via the email address that was provided upon registering.*

## Adding a New User for a Registered Supplier

Step 1: If you are a registered supplier and you would like to add a new user that will be able to access the company profile in the system, click on the 'Register Supplier Organization' link at the top of the login page and enter the company name exactly as it appears in the system. Only exact matches will be accepted.



Step 2: Complete the new user profile and save.



Field Name	Description
Role	<p><i>Supplier Application Manager</i> - A person within a supplier organization whose responsibilities include:</p> <ul style="list-style-type: none"> <li>- Viewing and all RFx(s) within the organization</li> <li>- Performing any supplier agent task (analyzing and bidding on RFx(s))</li> <li>- Accepting and declining invitations to bid on RFx(s)</li> </ul> <p><i>Supplier Agent</i> - A person within a supplier organization who is responsible for analyzing and responding to RFx(s).</p>
Title	Enter the title of the new user
First Name	Enter the first name of the new user
Last Name	Enter the last name of the new user
Login Name	Enter the login name of the new user
E-mail	Email address of the new user
Work Phone Number	Enter the work phone of the new user
Alternate Phone Number	Enter the alternate phone of the new user
Fax	Enter the fax of new user
Preferred Language	Select the preferred language from the dropdown
Preferred Number Format	Select the preferred number format from the dropdown
Preferred Date Format	Select the preferred date format from the dropdown
Preferred Currency	Select the preferred currency from the dropdown
Enable external email notification?	Select 'Yes' if you would like the user to receive system generated messages
Time Zone	Select the preferred time zone from the dropdown

Step 3: Upon completing the registration a pop-up message will indicate that you will be notified via email if the new user is approved or rejected. If approved, the notification email will contain a temporary password that will need to be changed at the first login.

