Supplier Registration Help Document

Purpose: Step-By-Step process to become a True Value supplier. Once you have had a conversation with your Product Merchant and have been awarded business with True Value, you will need to complete the new supplier setup process below.

1. Go to VendorsOnline (https://vendor.truevalue.com/vol/)
2. In the 'New Supplier Registration' module, click *New Supplier Registration Form*.

New Supplier Registration

Are you interested in becoming a True Value supplier?

If you are not a current True Value supplier and are interested in becoming a supplier please email *MerchAdmin@truevalue.com*

Please include the following information in the body of the email (*required):

- Contact name*
- Contact phone*
- Contact email* (if different then sending email)
- Products your company offers*
- Company website

Have you already been awarded the business?

If you are awarded business, you will be required to provide additional information in order to activate your account on vendorsonline by completing the:

New Supplier Registration Form

Need help completing the Registration Form? *Click here* If you have additional questions completing the supplier registration form please contact your Product Merchant.

3. Complete the Corporate information – All fields are required with exception of Street Address Line2.

Legal Business Name	Legal Business Name	**Import**	No
Corporate Address	Street Address Line1		
	Street Address Line2		
	City	State / Province	Zip
Tax Payer ID	Tax Payer ID	**Tax Payer Country**	Tax Payer Country
Corporate Contact Name	Corporate Contact Name	**Email**	Email
Country Code	1	**Phone**	Phone Number

4. Review Program Terms and complete applicable fields.
NOTE: If you are Warehouse only or DS only vendor, you only have to complete the terms that apply. Additionally, if you select Freight Terms Collect, you do not need to fill out the Prepaid fields.

PROGRAM TERMS

True Value offers two vendor programs. A warehouse (WHSE) vendor is a supplier who ships items to one or more True Value Regional Distribution Centers (RDC). True Value houses the inventory and ships to their customers. A Direct Ship or Drop Ship (DS) vendor is a supplier who ships items directly to customers (or stores). Many of True Value's vendors offer both a Warehouse and Direct Ship program.
Information supplied for either warehouse or direct ship program is at the individual purchase order level. Questions regarding your program terms? Please contact your Product Merchant.

WAREHOUSE PROGRAM (if applicable)

Payment Terms	Freight Terms	Order Prepaid Min	Prepaid Min Type	Order Min	Order Min Type
Select Payment ▾	Select Freight 1 ▾		Select Prepaid ▾		Select Order Mi ▾

DIRECT SHIP PROGRAM (if applicable)

Payment Terms	Freight Terms	Order Prepaid Min	Prepaid Min Type	Order Min	Order Min Type
Select Payment ▾	Select Freight 1 ▾		Select Prepaid ▾		Select Order Mi ▾

5. Review Direct Ship Defective Allowance and select a Policy.

DIRECT SHIP DEFECTIVE ALLOWANCE
(required if participating in Direct Ship Program)

True Value Company has two types of defective claim programs in place for our Vendors and Retailers. Both policies are structured to eliminate costs for our Vendors as True Value Company processes and handles the individual Retailer claims. Choose the policy that applies to your Direct Ship Program. The Defective Allowance for Warehouse program is handled at the individual item/SKU level.

☐ Policy A: Destroy in Field (True Value preferred defective policy)
☐ Policy B: True Value or Retailer contacts Vendor for disposition of goods. True Value automatically deducts from Vendor payment.

6. Enter Primary Contact Information and select your Product Merchant.
NOTE: This contact is responsible for the vendor setup process. Additionally, select the Product Merchant who has awarded you the business unless directed to select another True Value associate.

PRIMARY VENDOR CONTACT INFORMATION

The individual designated as the primary contact will receive information regarding the vendor set-up request along with access to the various True Value applications needed to complete the set-up process. This individual will also be responsible for granting access to others in their organization to these applications.

Contact Name		Email Address	
Country Code	1	Phone	Phone Number
Product Merchant	ADOREE PETO ▾		

7. Download and complete ALL attachments. Upload them to the form.
NOTE: Save these files. In the case that your supplier form gets rejected, you will need to complete these forms again.

REQUIRED ATTACHMENTS
Please complete and upload all of the documents listed below

Non Disclosure	Choose File	No file chosen	Download
Contact Information	Choose File	No file chosen	Download

[Submit] [Clear]

8. Submit the form.
NOTE: The form is submitted to the Product Merchant you have selected.

Submit | Clear

9. You will receive an email from <u>vendor.request@truevalue.com</u>. At this time, no action is required.

Dear User,

Thank you for your submission to become a True Value vendor. While we are reviewing your information for processing if you have any questions please reach out to your Product Merchant.

Regards,
Vendor Request Team

10. You will receive either an Approval OR a Rejection email from <u>vendor.request@truevalue.com</u>.
NOTE: The highlighted portion of the 'rejection' email shown below will be replaced by a note from the Product Merchant exaplaining why the form was rejected.

Approval:

Dear User,

We are happy to inform you that your New Vendor Set Up Request Form has been approved and submitted for processing.

Regards,
Vendor Request Team

Rejection:

Dear User,

We're sorry to report that we are unable to begin processing your request due to rejection note from PM. Please make the necessary corrections and re-submit the Vendor Set Up Request Form. Note: You will need to start the form submission from the beginning. Previous submission was not saved.

Regards,

Vendor Request Team.

11. If you receive a rejection email, repeat steps 1-8. If you receive an approval email, go to next step.
NOTE: Review rejection note from Product Merchant to make sure your submission is updated as needed.

12. Upon set-up you will receive an automated email from oracle.com providing Oracle Supplier Portal account information, an email from VOL@truevalue.com providing VOL logon credentials and a notification from oracle.com of pending tasks. Additionally, your Product Merchant will contact you with your True Value Vendor # and next steps.