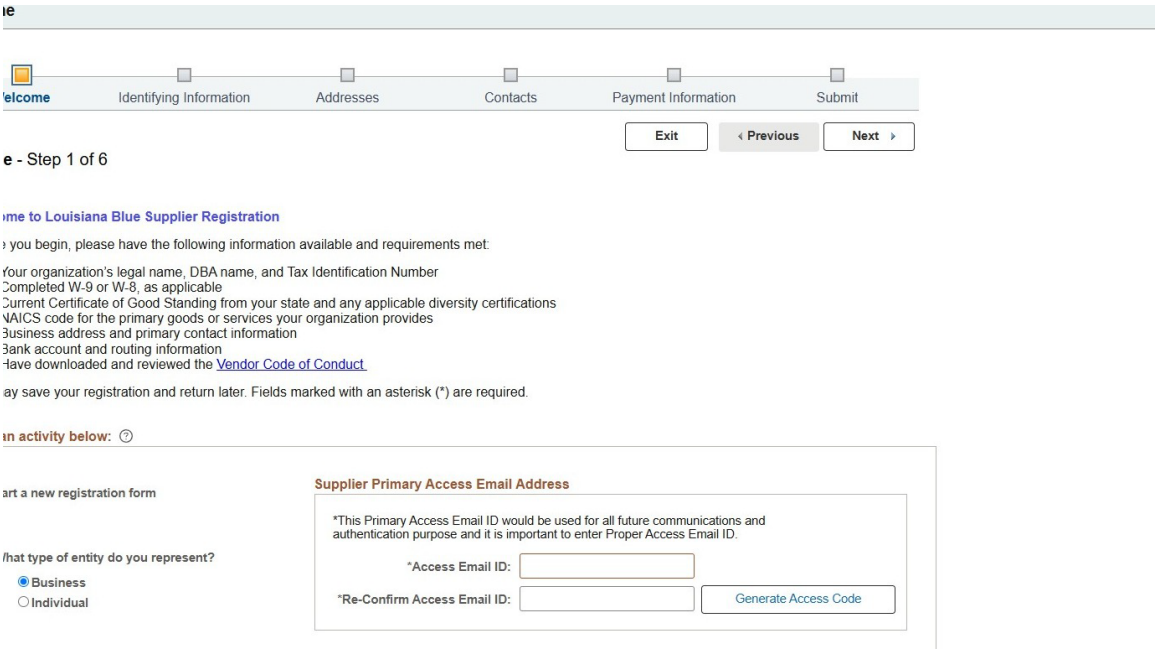
New Vendor Registration

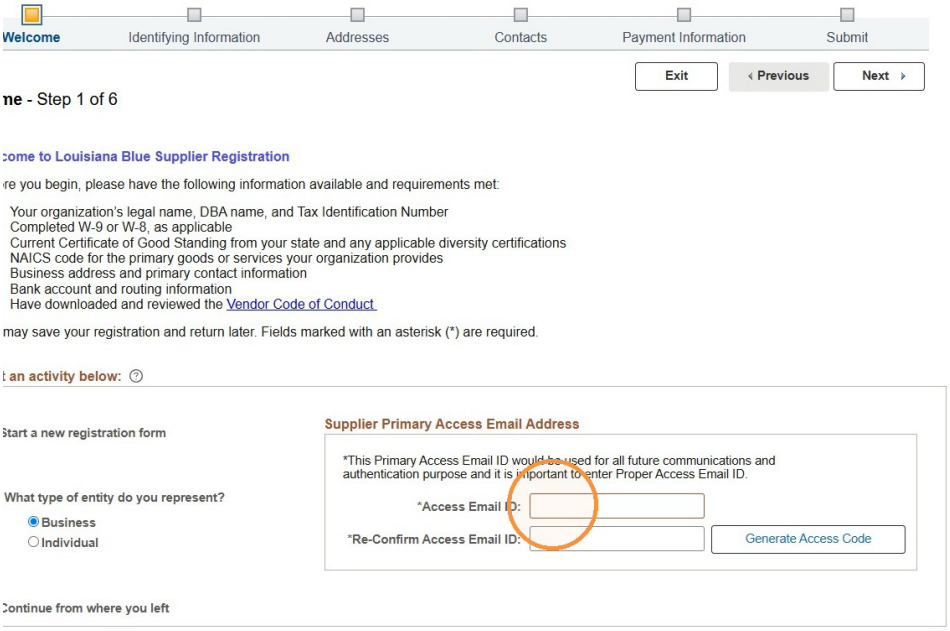
Job Aid for New Vendor Registration through New Vendor Portal

Registration Setup

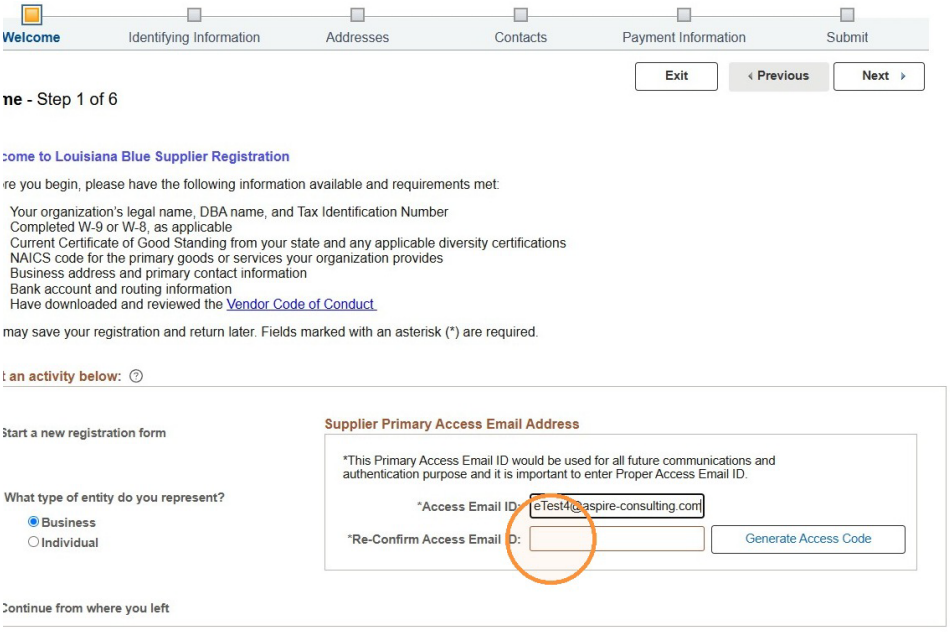
1. Navigate to the link from your LA Blue Registration invitation email



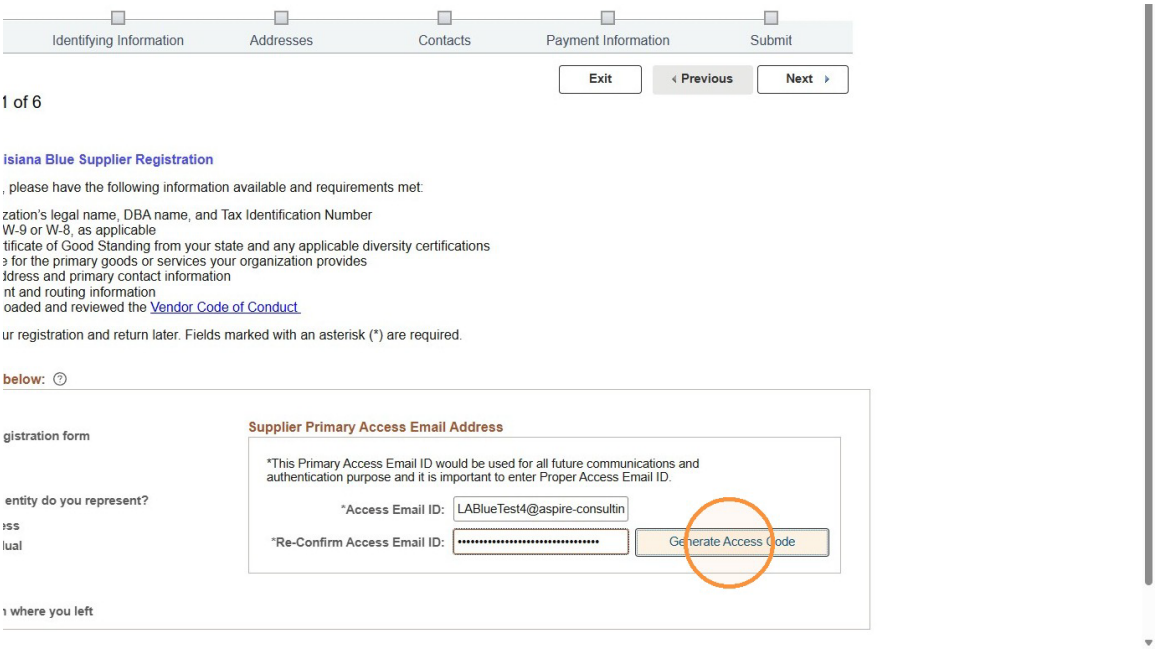
2. Click the "Access Email ID" field and enter your invited email address. Please note that due to security requirements, only invited email addresses may register and you should maintain access to that email during the course of your ongoing business with Louisiana Blue.



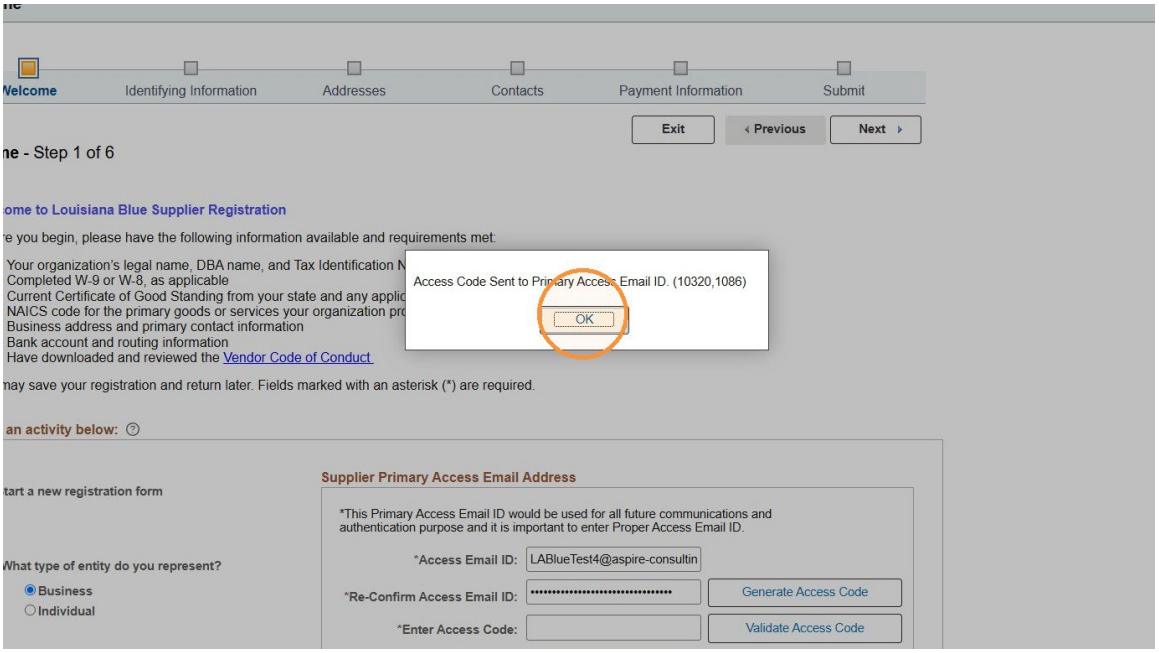
3. Re-Enter the "Access Email ID" in the confirmation field



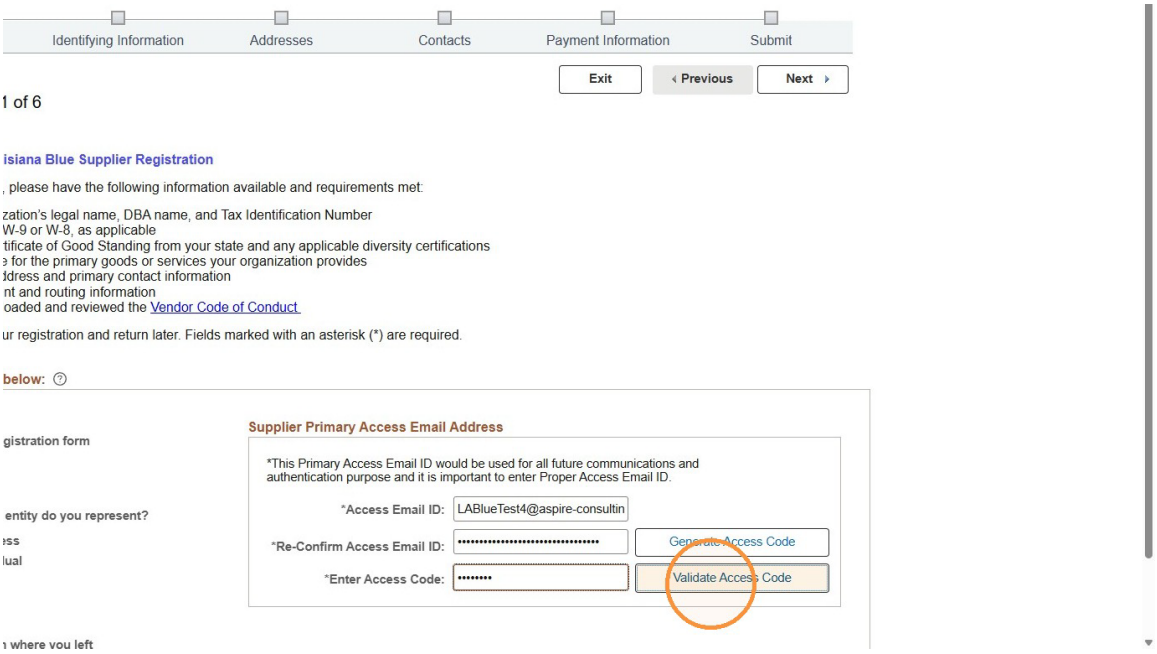
4. Click Generate Access Code



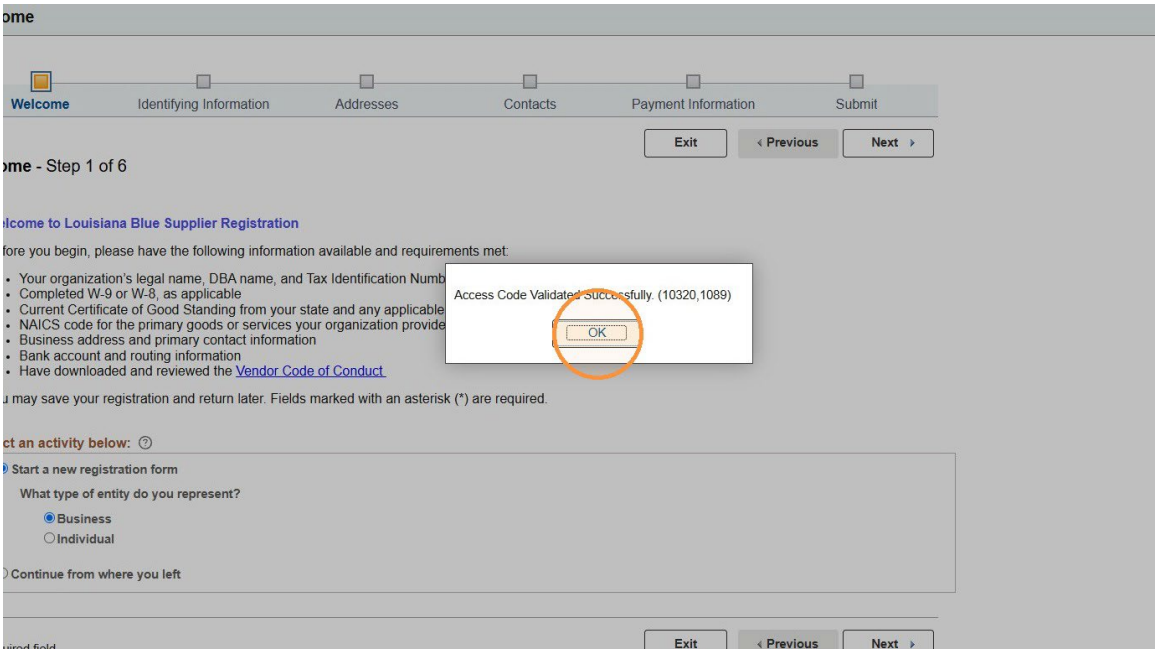
5. Click OK on the access-code confirmation dialog



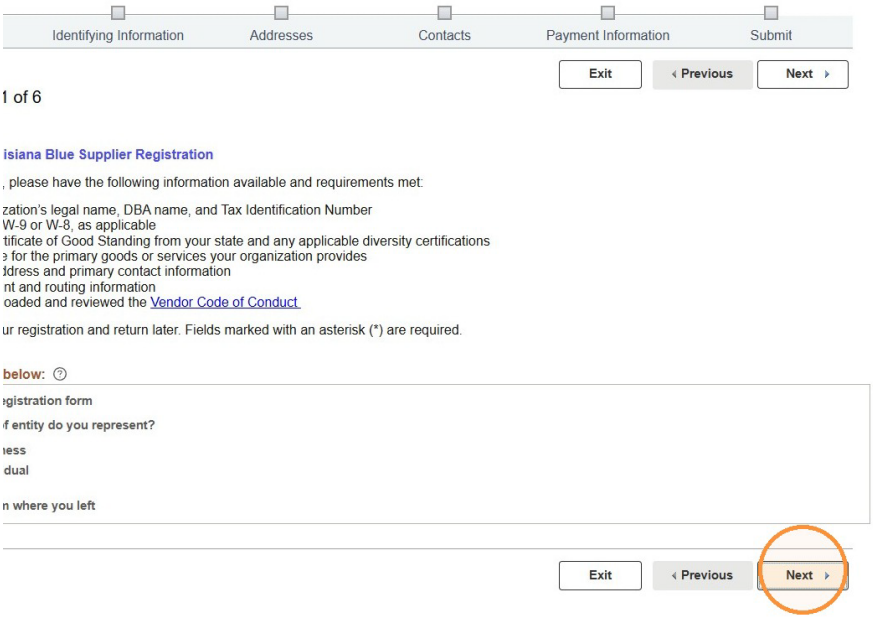
6. Enter the access code emailed to you and click Validate Access Code



7. Click OK on the validation confirmation dialog

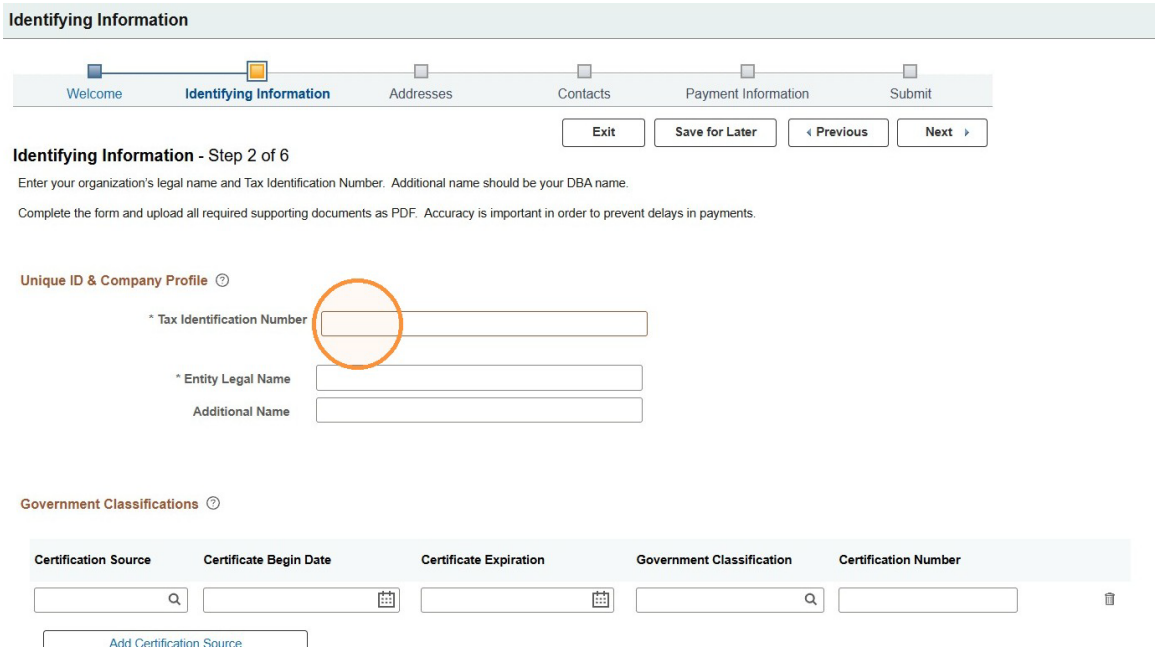


8. Congratulations you are now ready to being entering your vendor information. Please read the on-screen instructions and when ready click Next



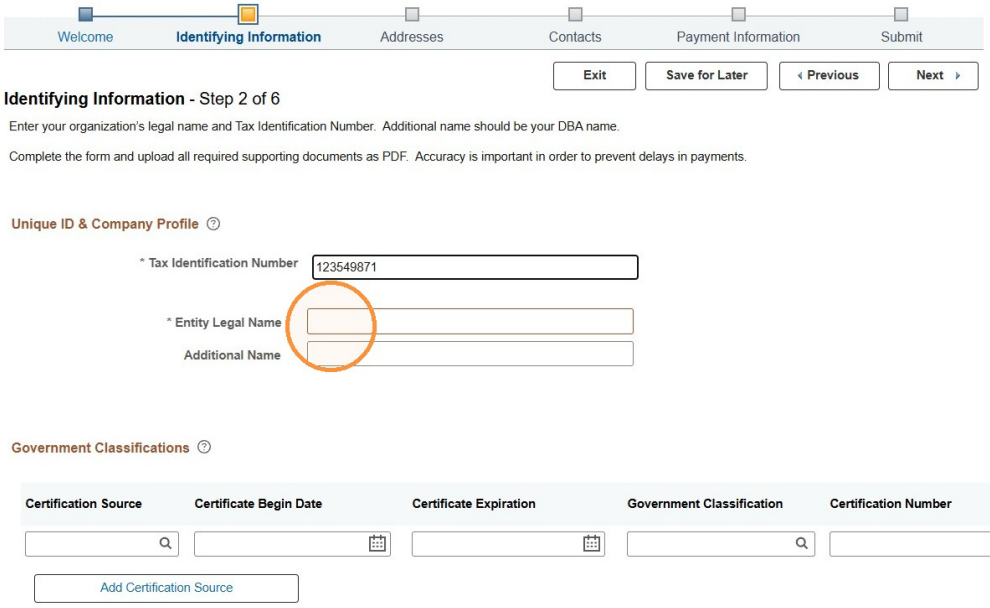
Company Information

9. Enter your 9 digit US Tax Identification Number

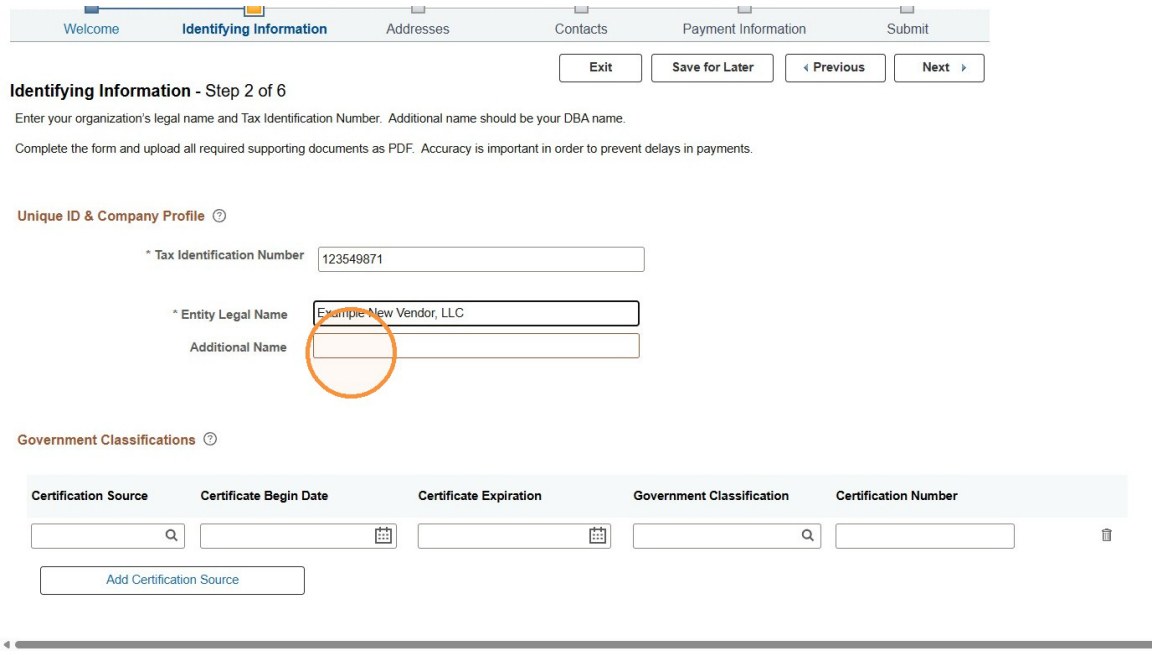


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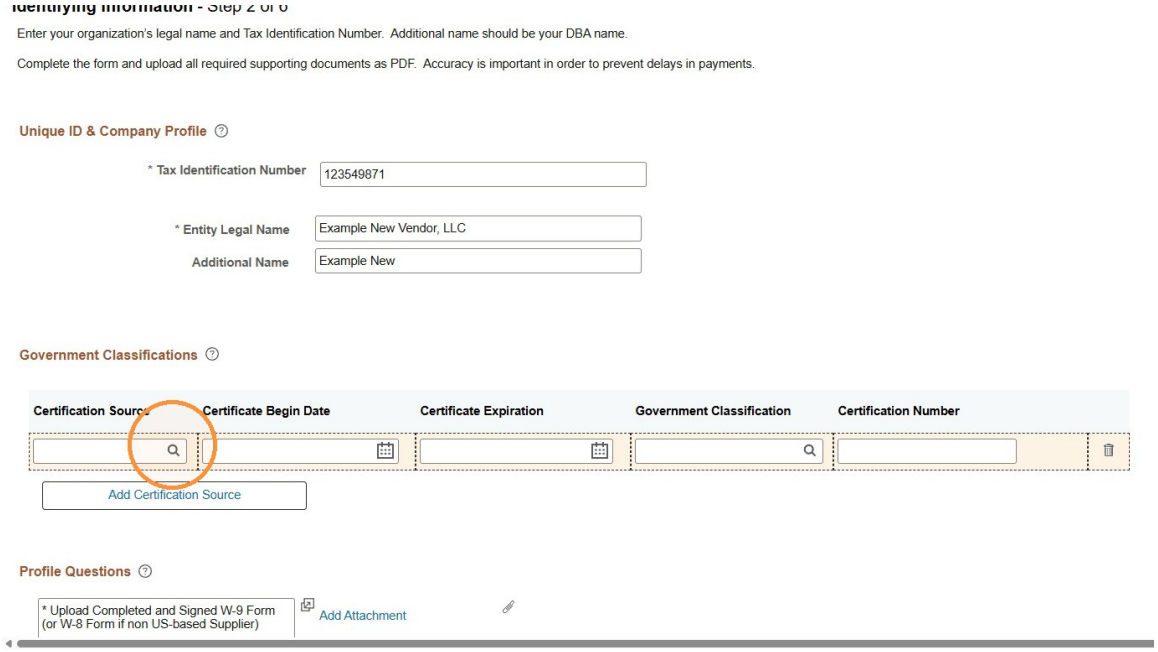
10. Enter the Entity Legal Name



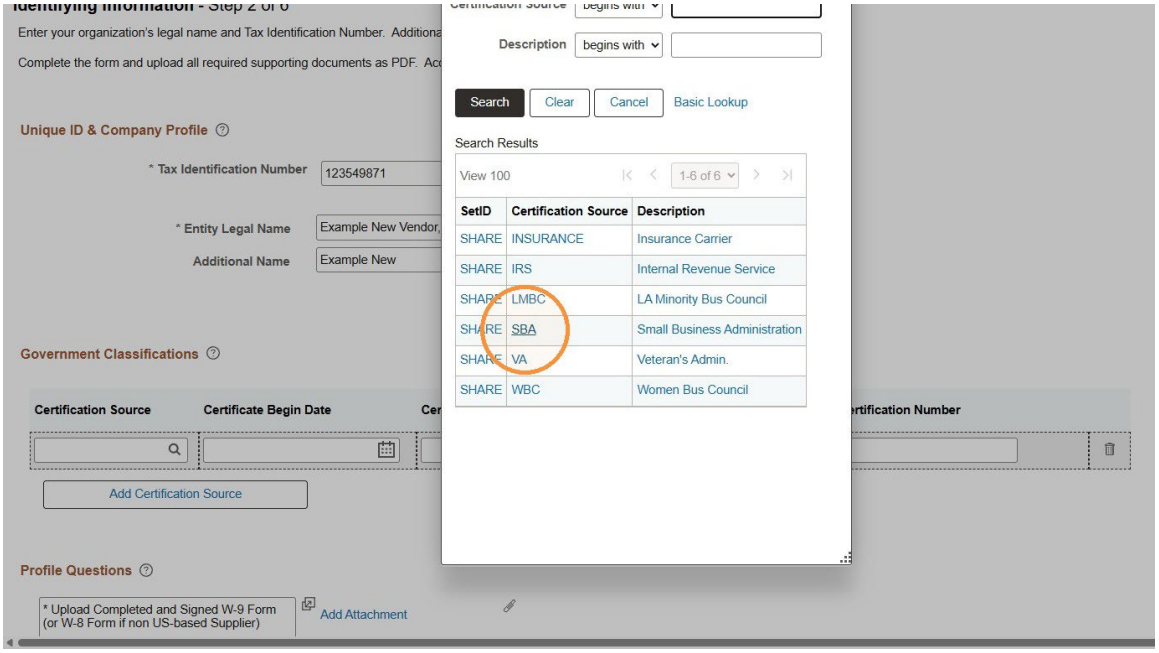
11. Enter the Additional Name, which should be your DBA name



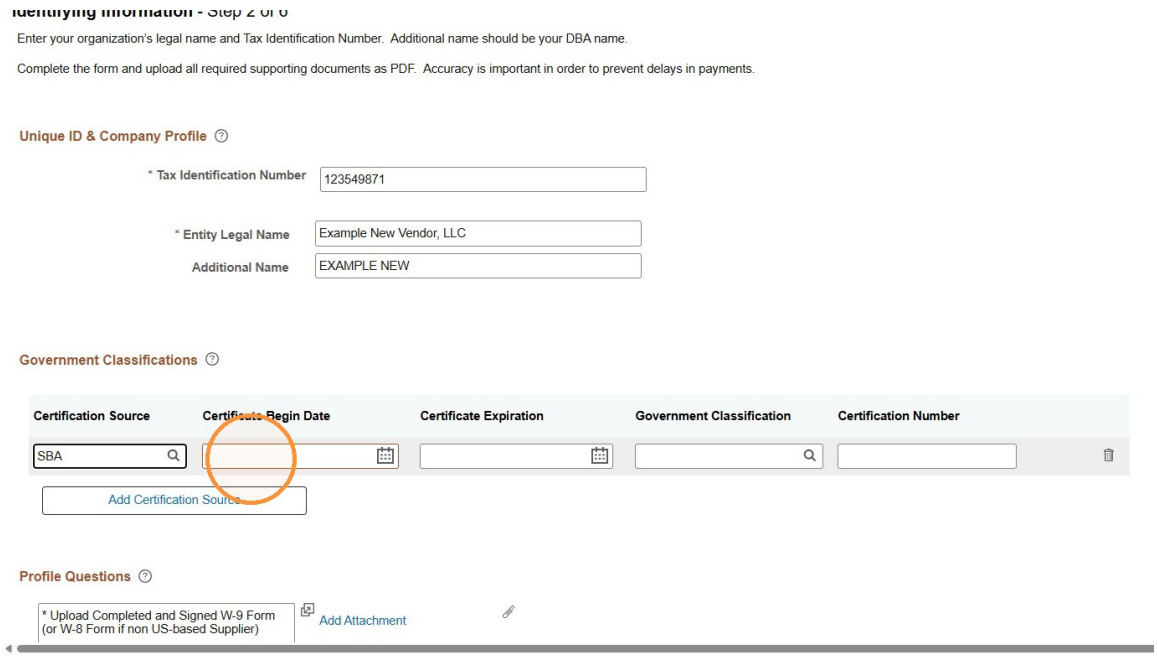
12. Click the Certification Source lookup icon and enter any that apply



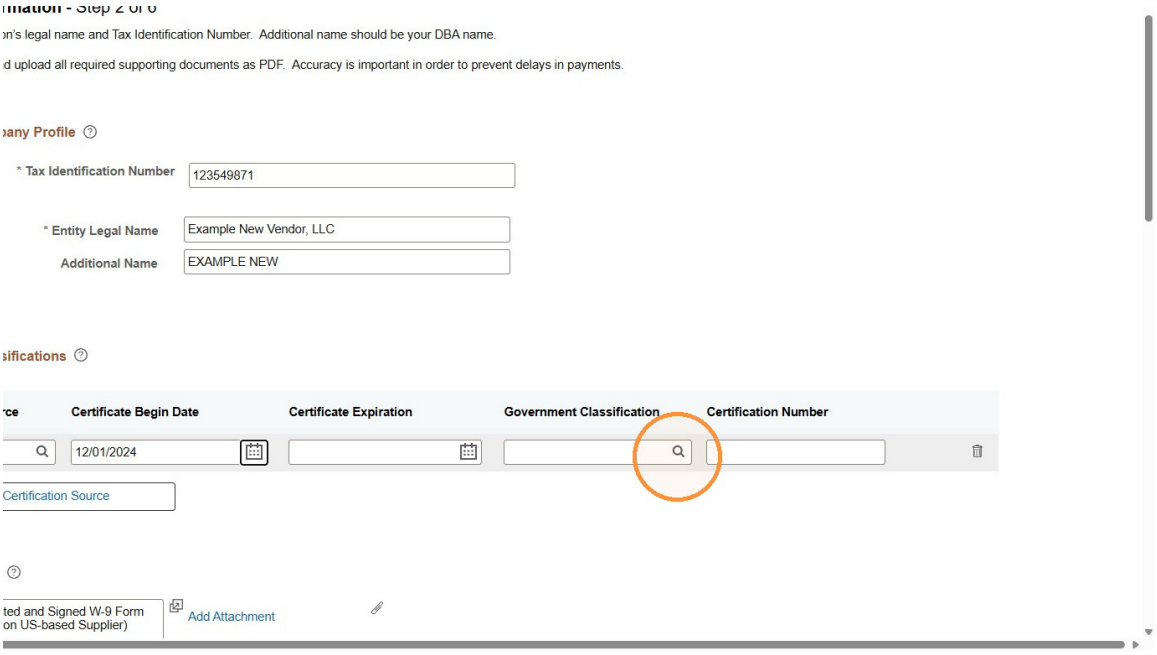
13. For instance by way of example, click "SBA" for small business designation



14. Enter the SBA small business certification begin and expiration dates if applicable

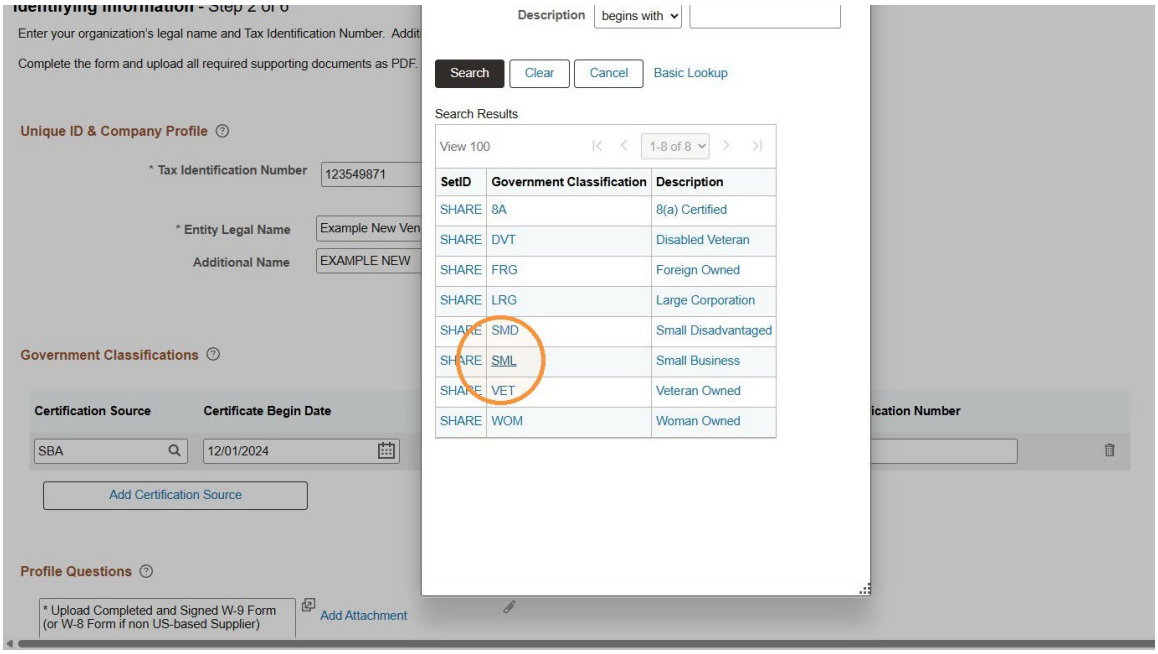


15. Click the Government Classification lookup icon

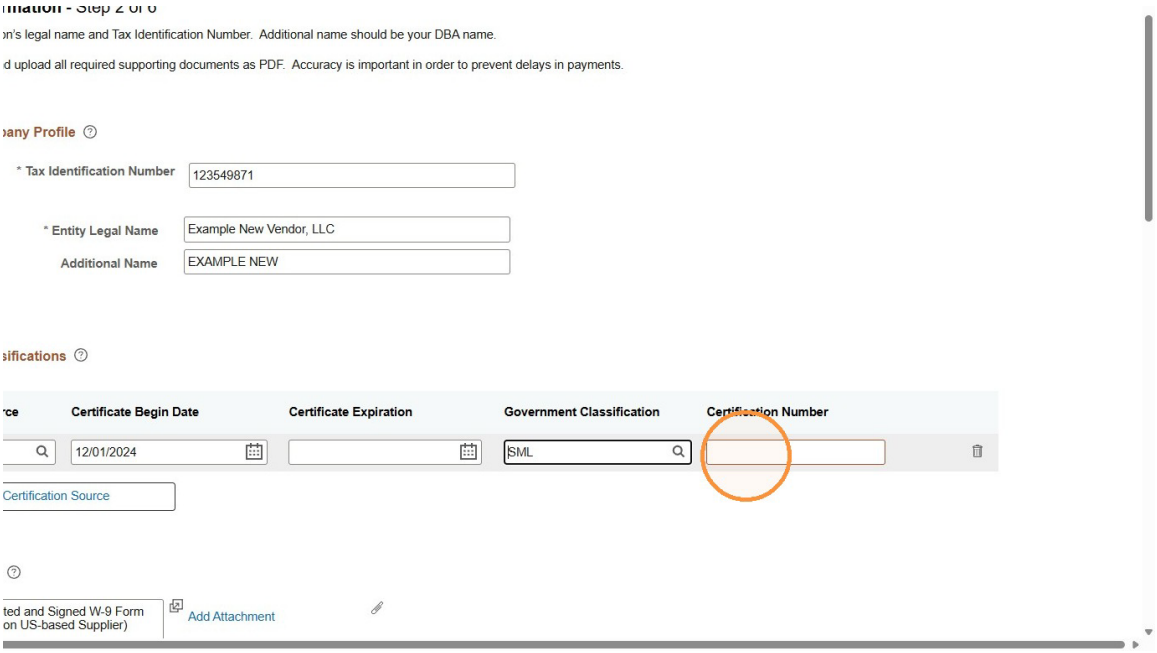


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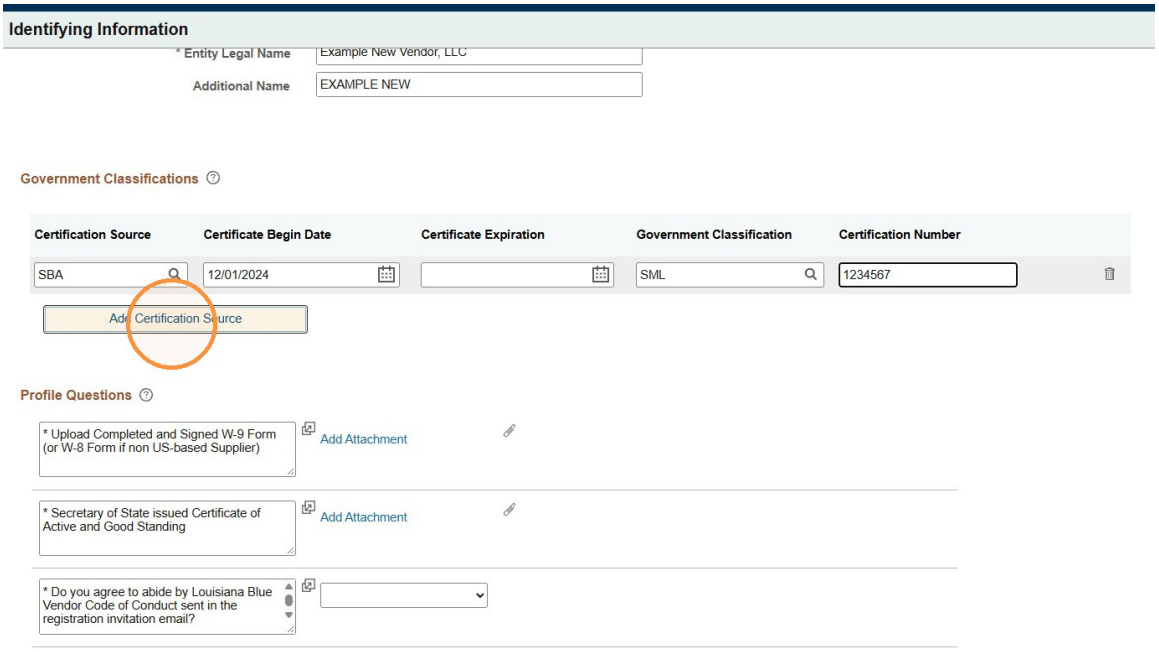
16. Click whichever applies to your certification



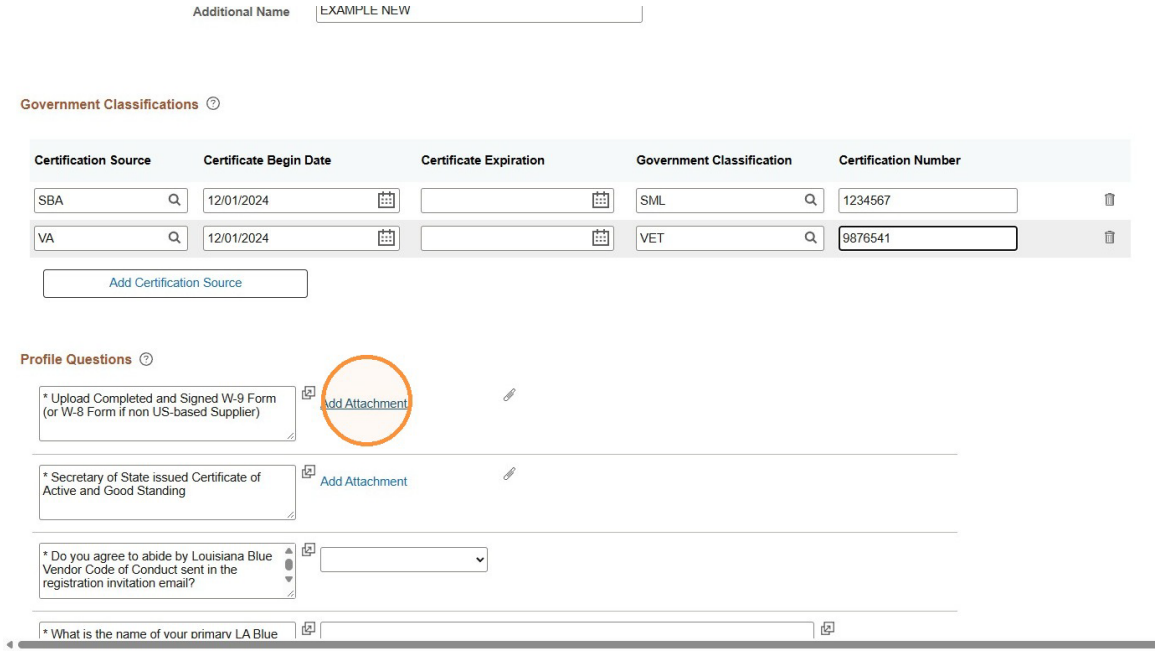
17. Enter the SBA Certification Number



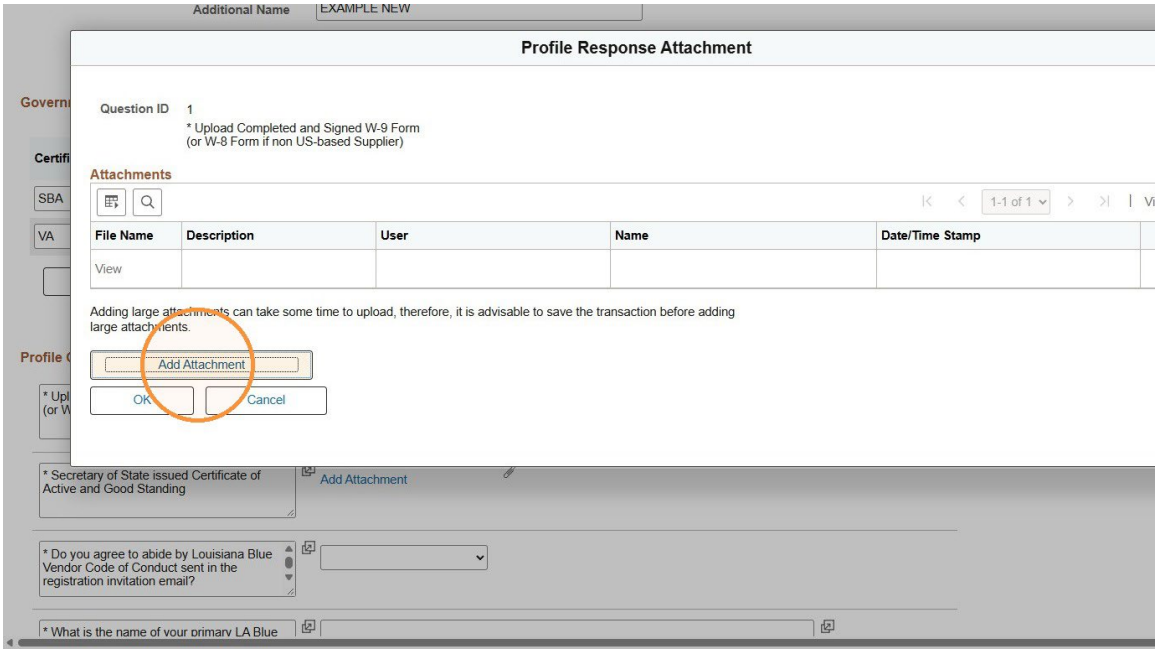
18. Click Add Certification Source if you want to add additional certifications



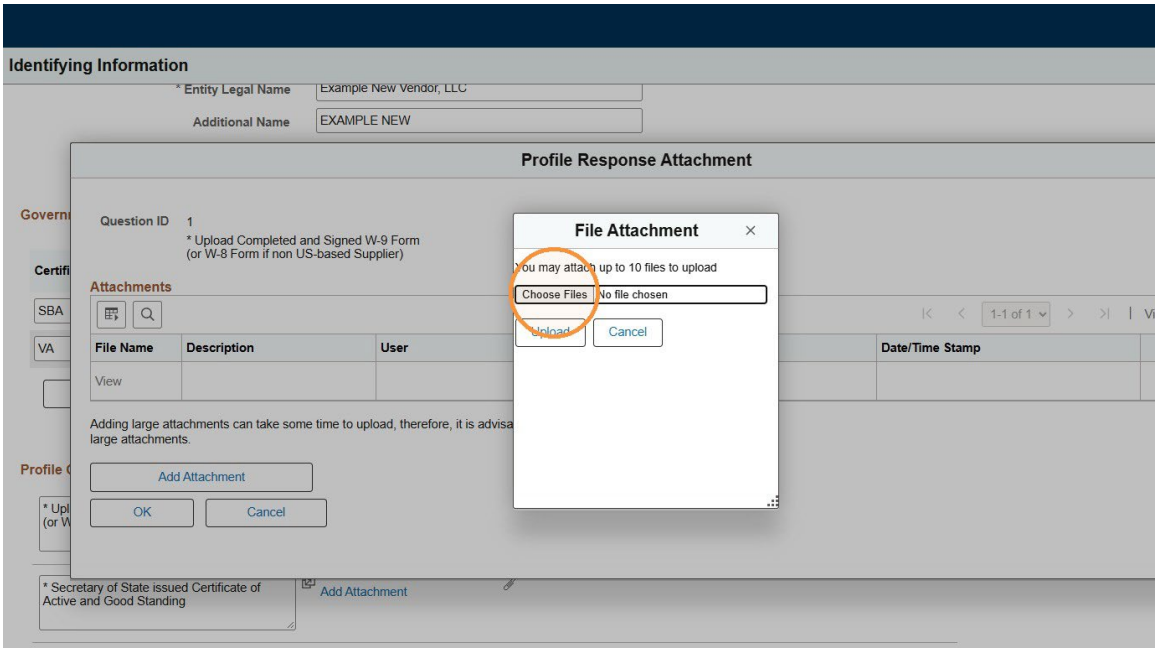
19. Moving on to the Profile Questions, upload a pdf copy of your signed W9



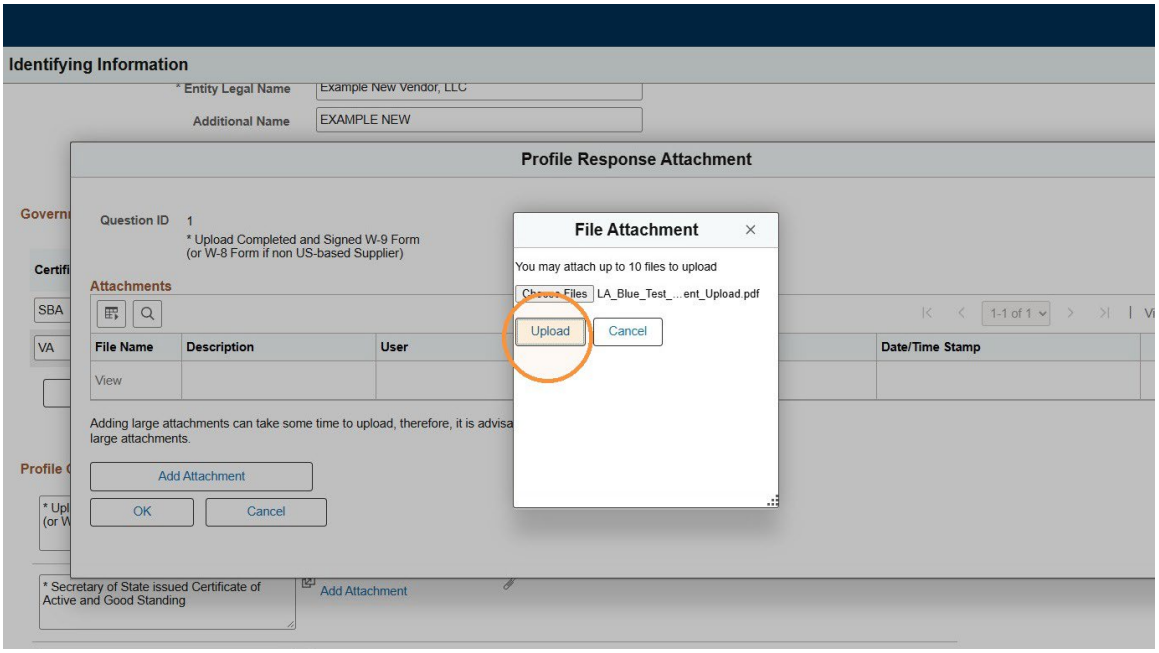
20. Click Add Attachment in the attachment dialog



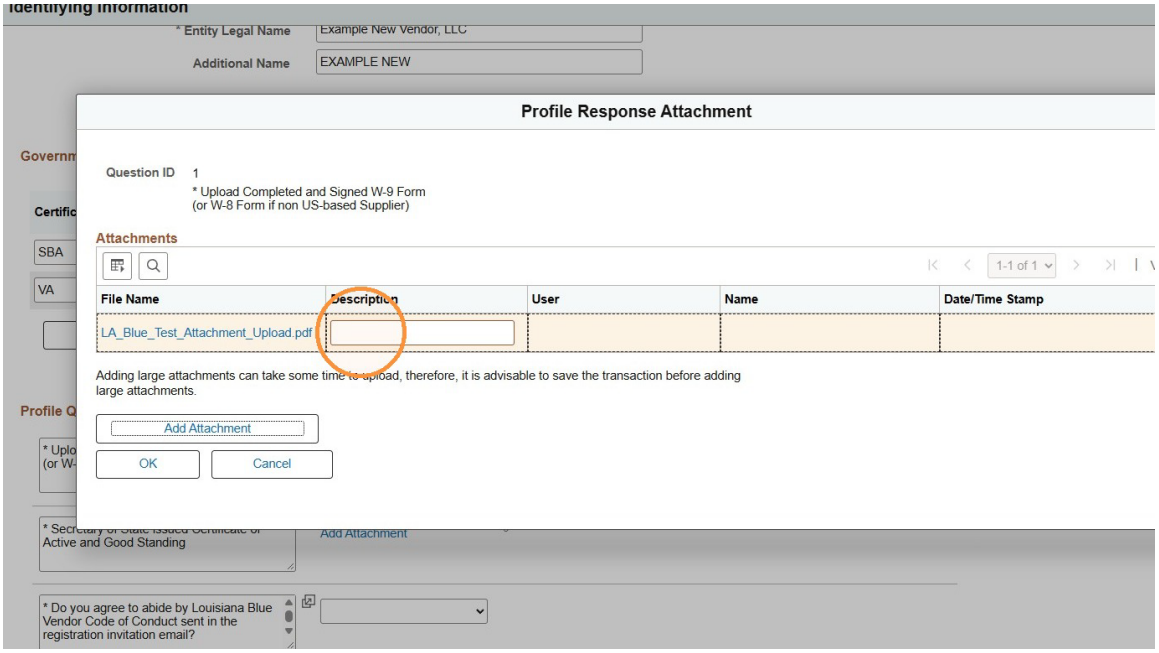
21. Click Choose Files and find them on your device



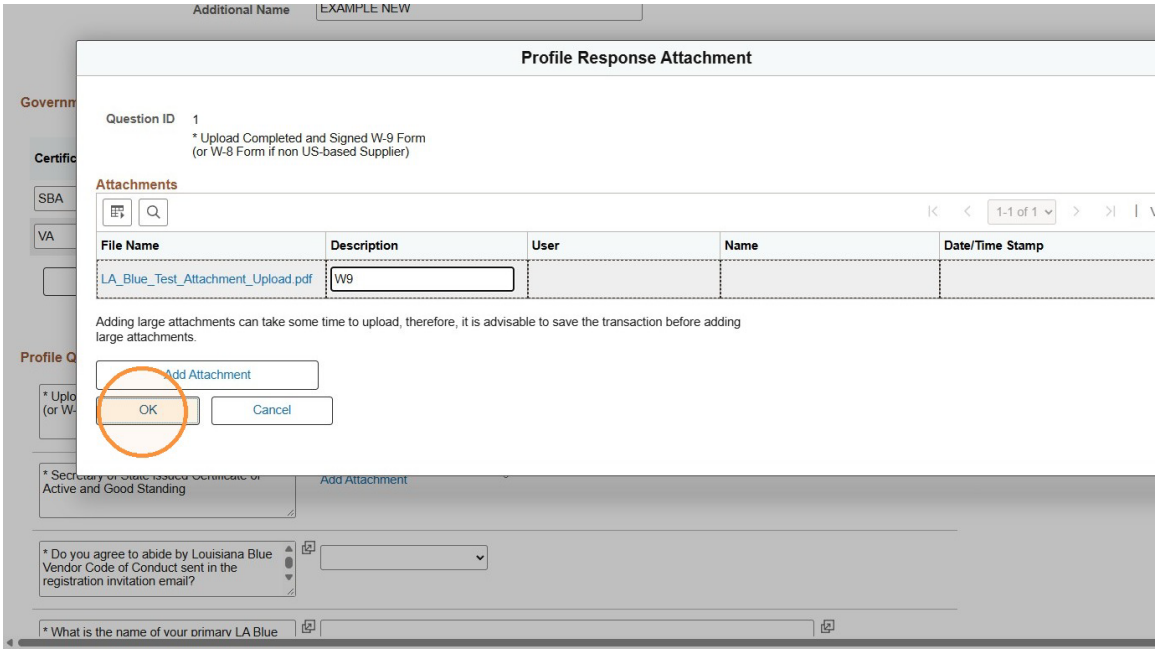
22. Click Upload



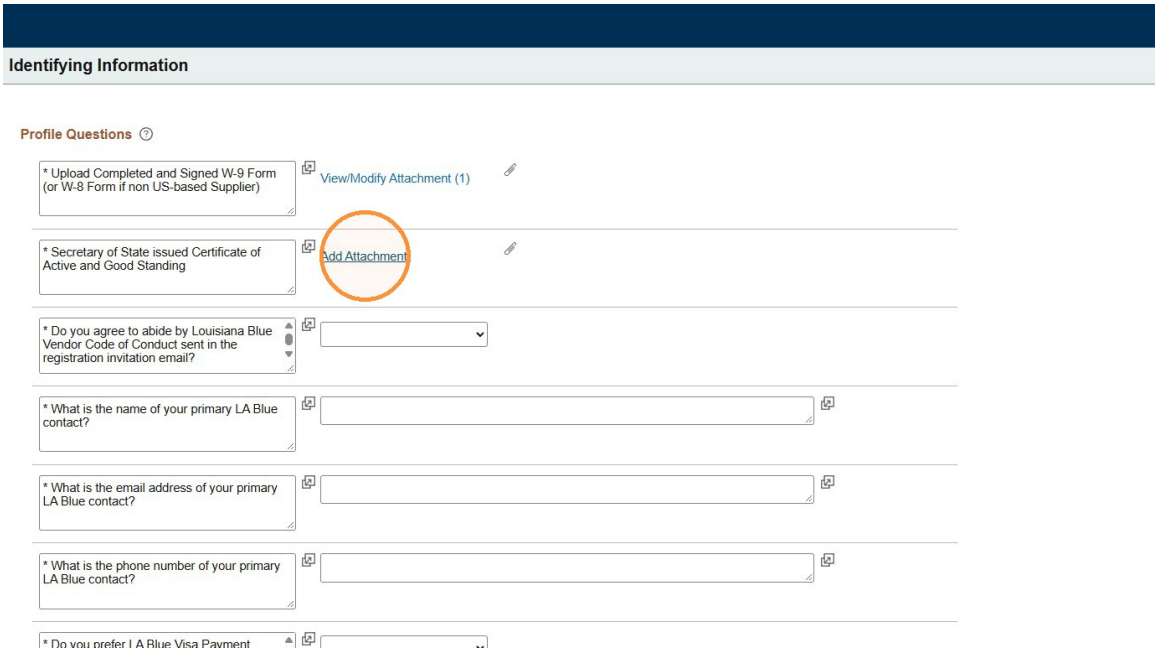
23. Describe the uploaded W-9 attachment as W9



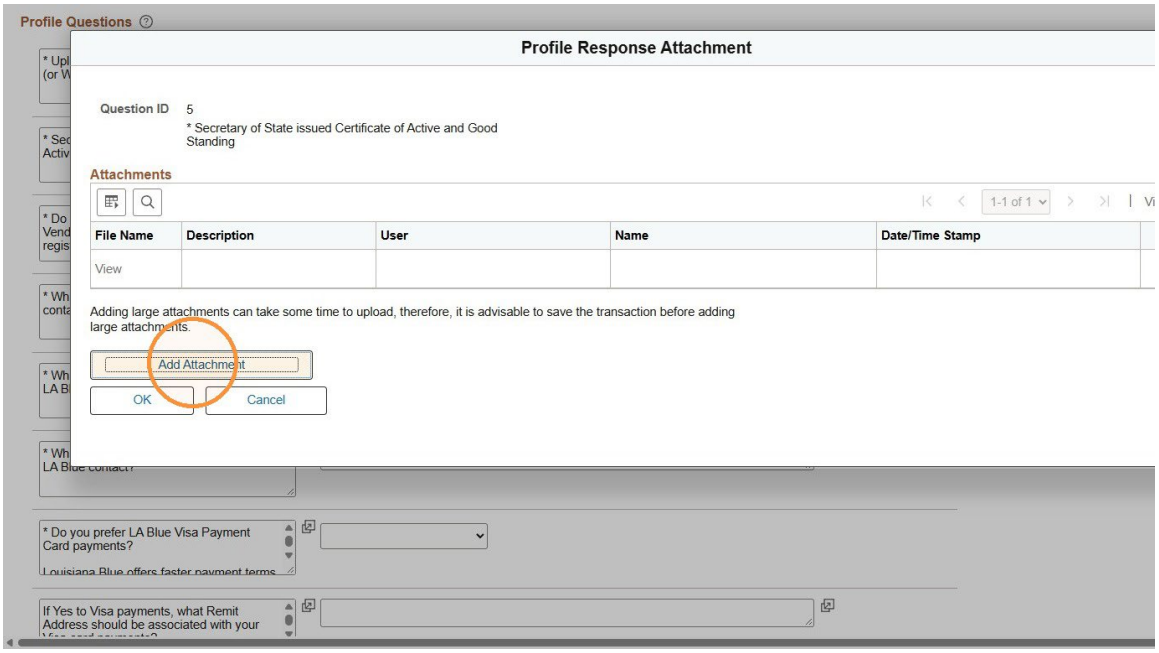
24. Click OK in the attachment dialog



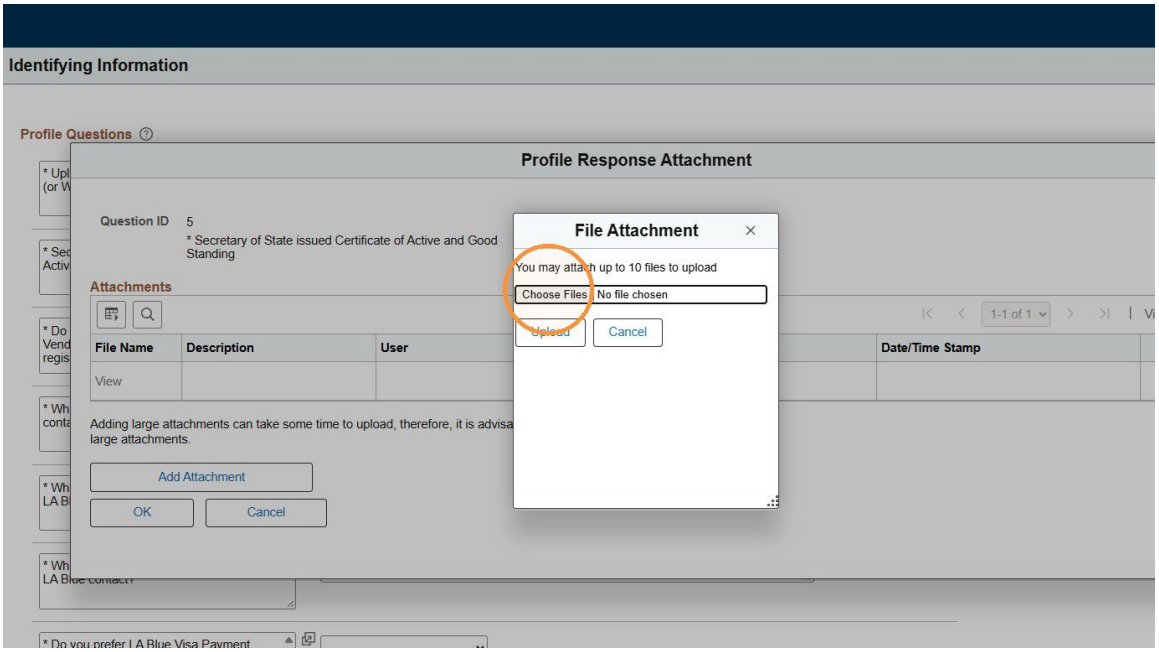
25. Click Add Attachment for the Certificate of Active and Good Standing



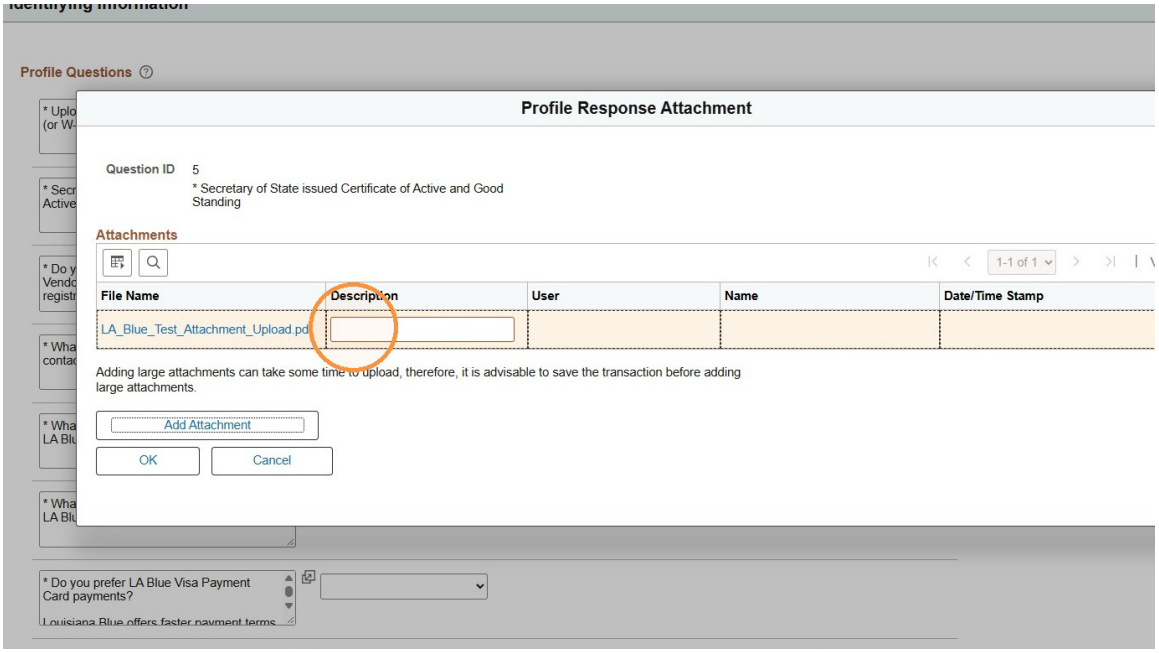
26. Click Add Attachment in the attachment dialog



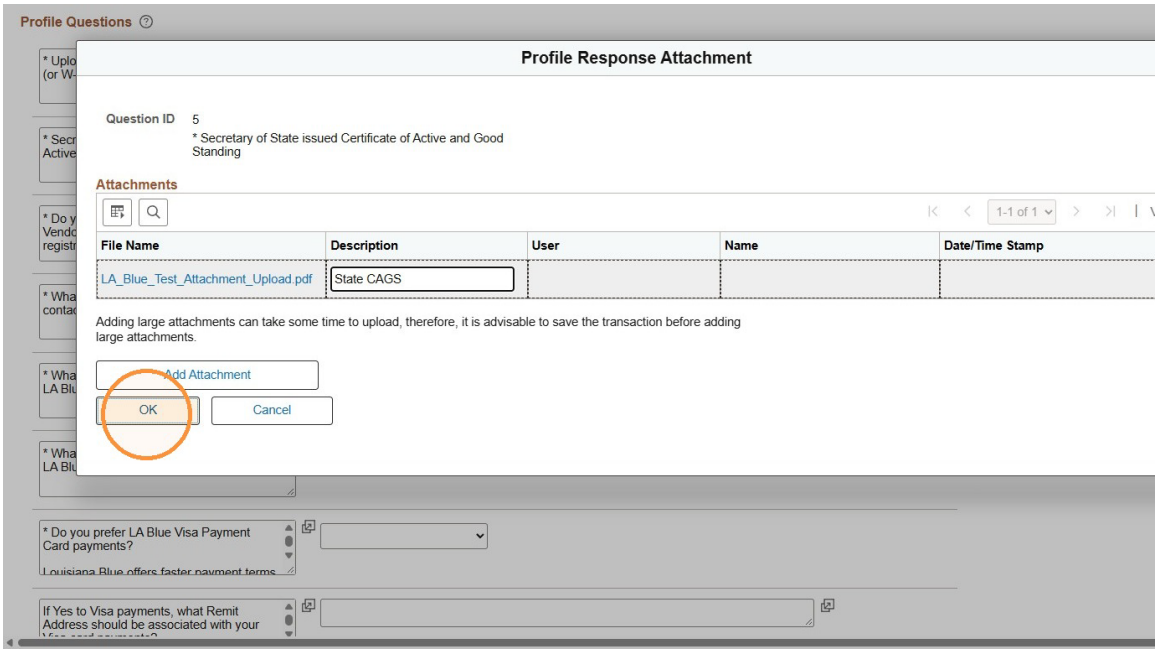
27. Click Choose Files and find them on your device



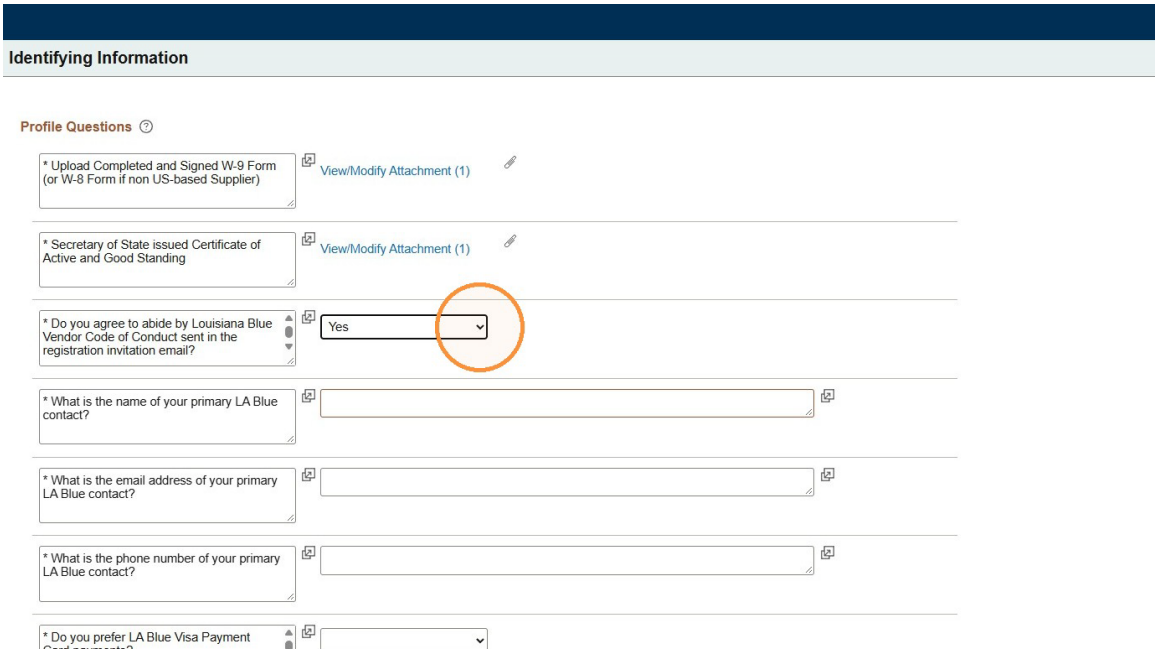
28. Describe the uploaded certificate as State CAGS



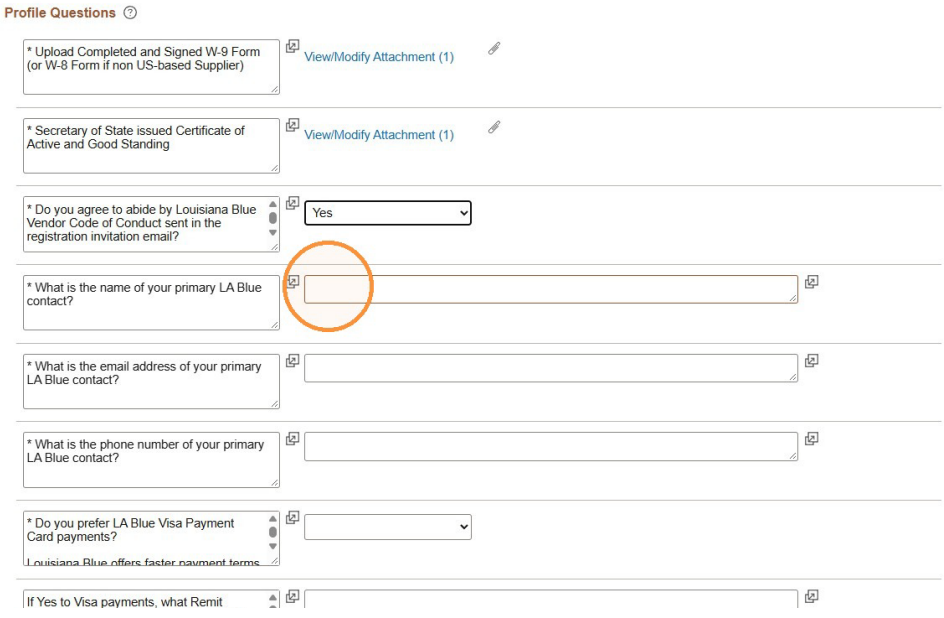
29. Click OK in the attachment dialog



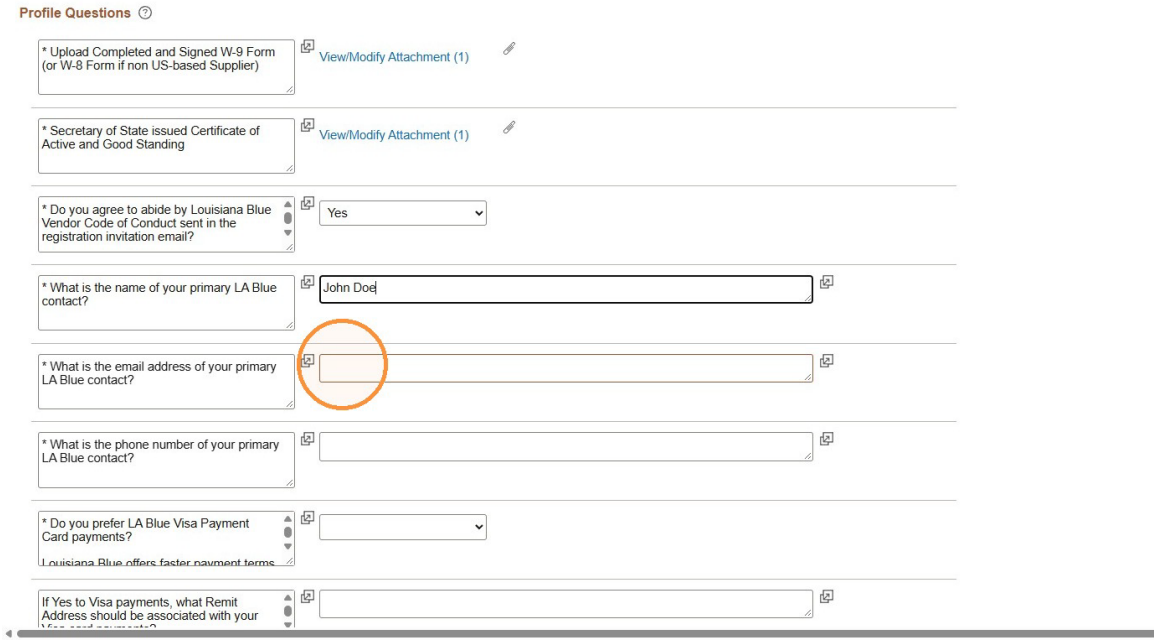
30. Select the "Yes" option after downloading and reading the Louisiana Blue Code of Conduct sent in the invitation email. If for any reason this is "No" you may complete the form and contact Vendor.Certification@lablue.com with your concerns.



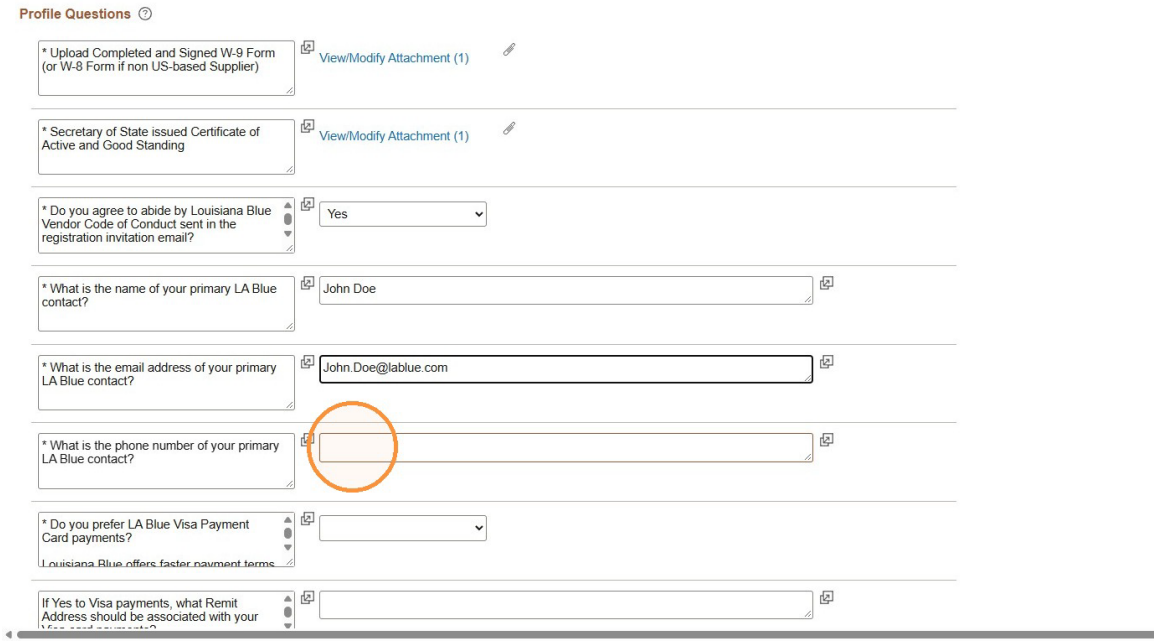
31. Click this field and add the name of your primary LA Blue internal contact



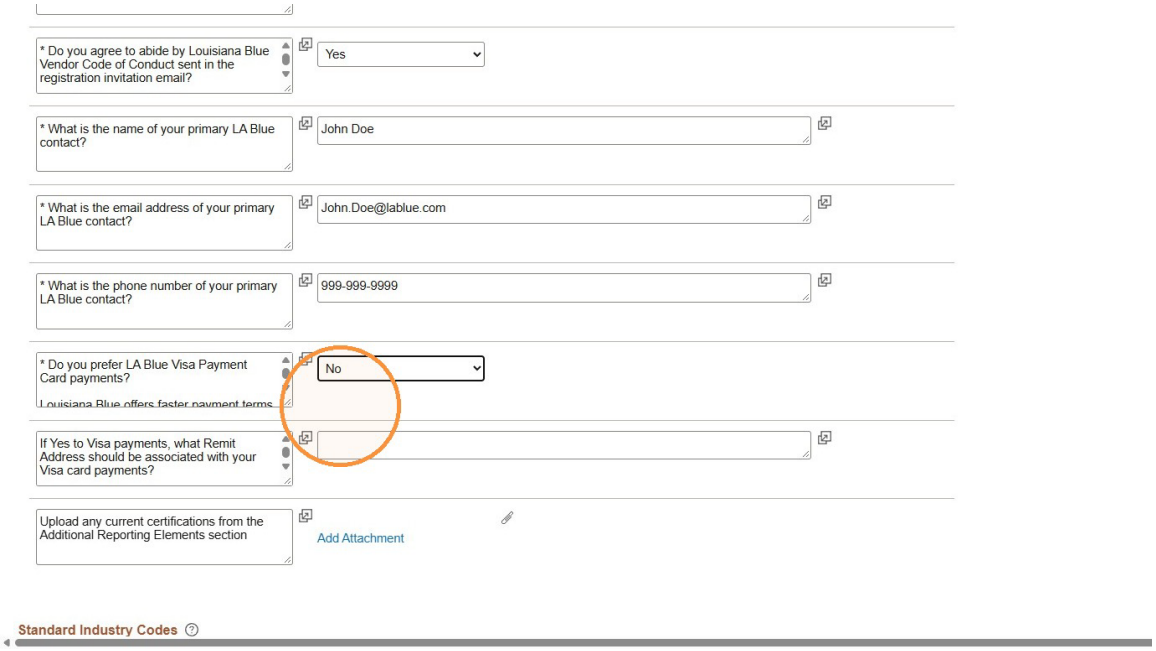
32. Click this field and enter the email address of your primary LA Blue internal contact.



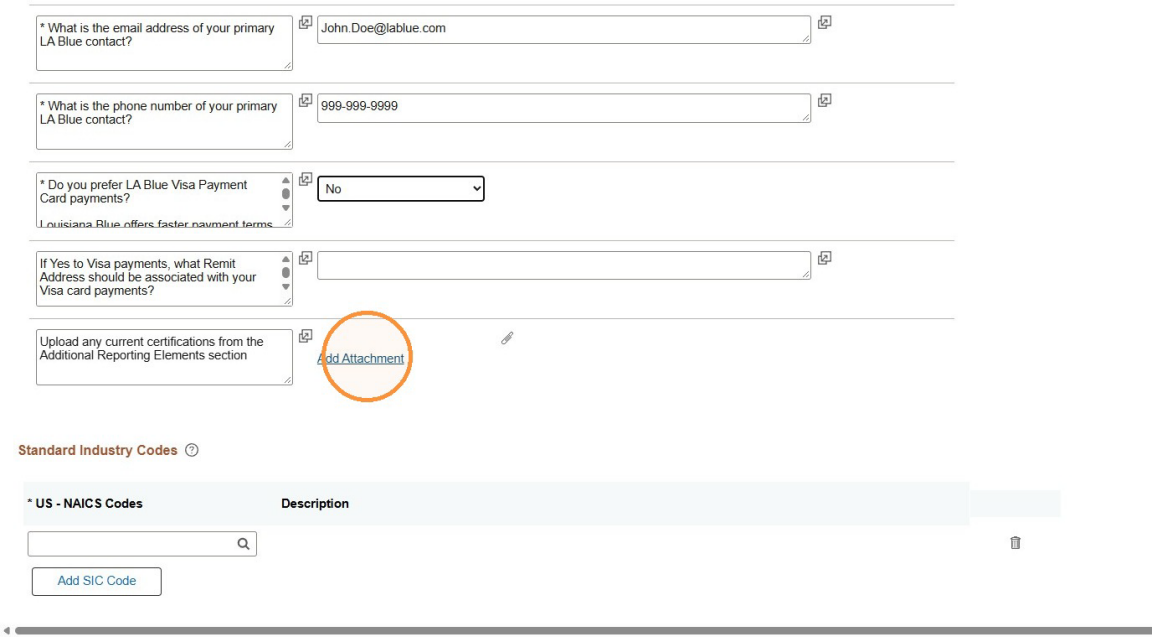
33. Click this field and add the phone number of your primary LA Blue internal contact.



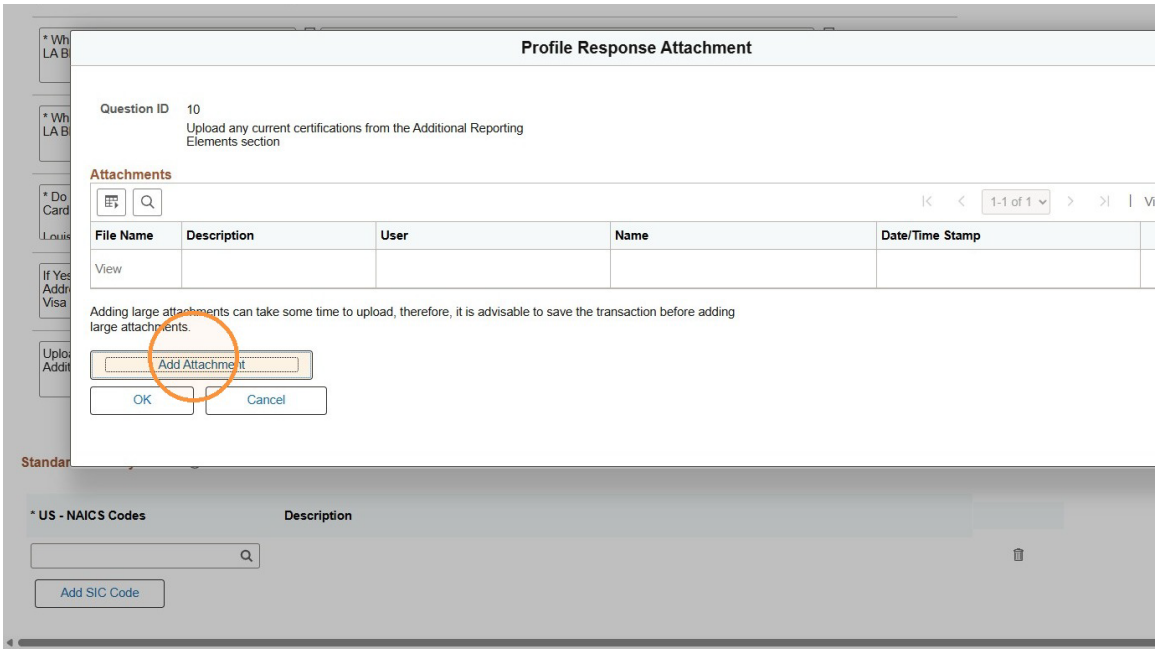
34. Select "No" if you prefer to be paid via EFT, "Yes" if you prefer to be paid via Visa payment card with preferential settlement terms. If yes, please fill out the Remit Address you want associated with your Visa payment card.



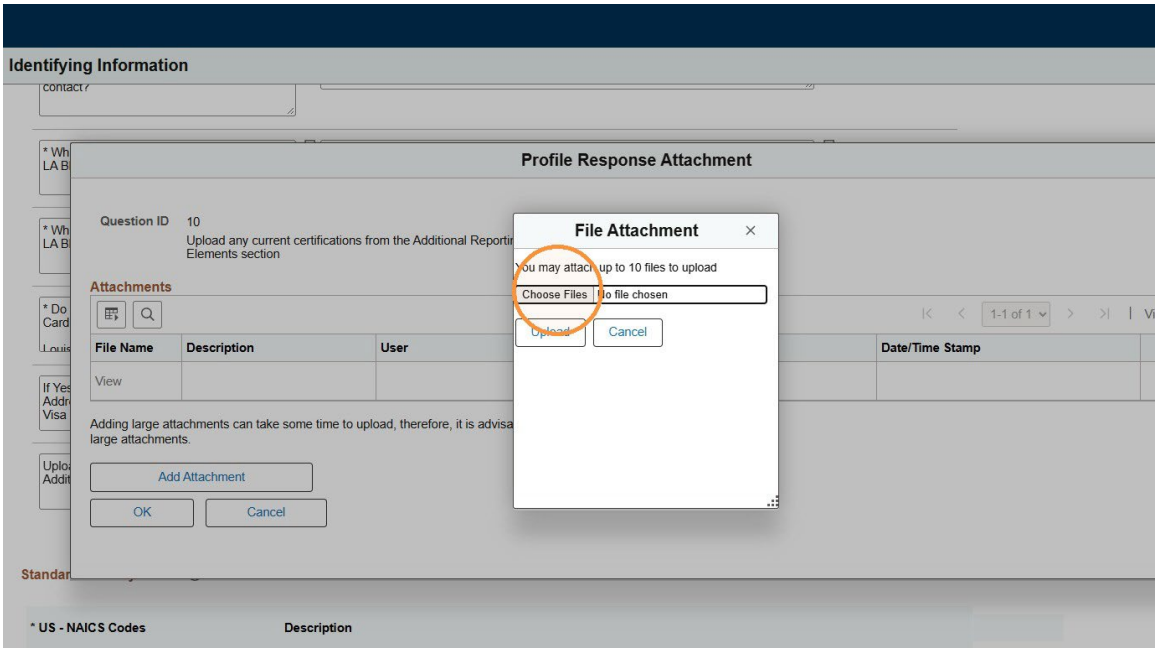
35. Click Add Attachment to upload pdf copies of any additional certifications



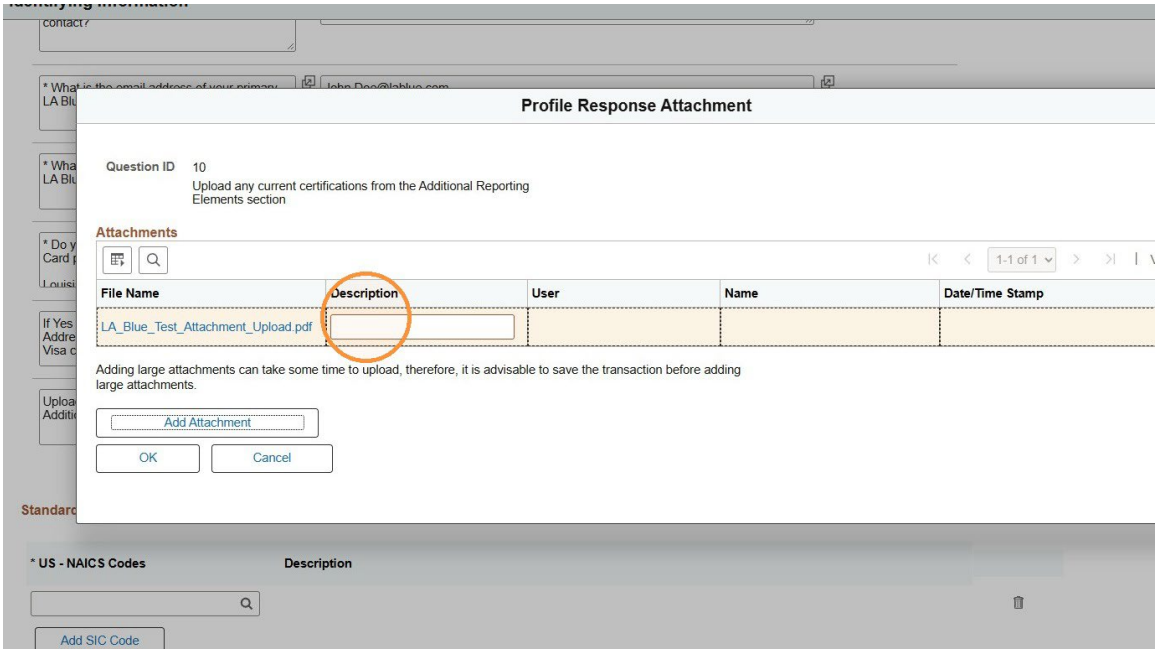
36. Click Add Attachment in the attachment dialog



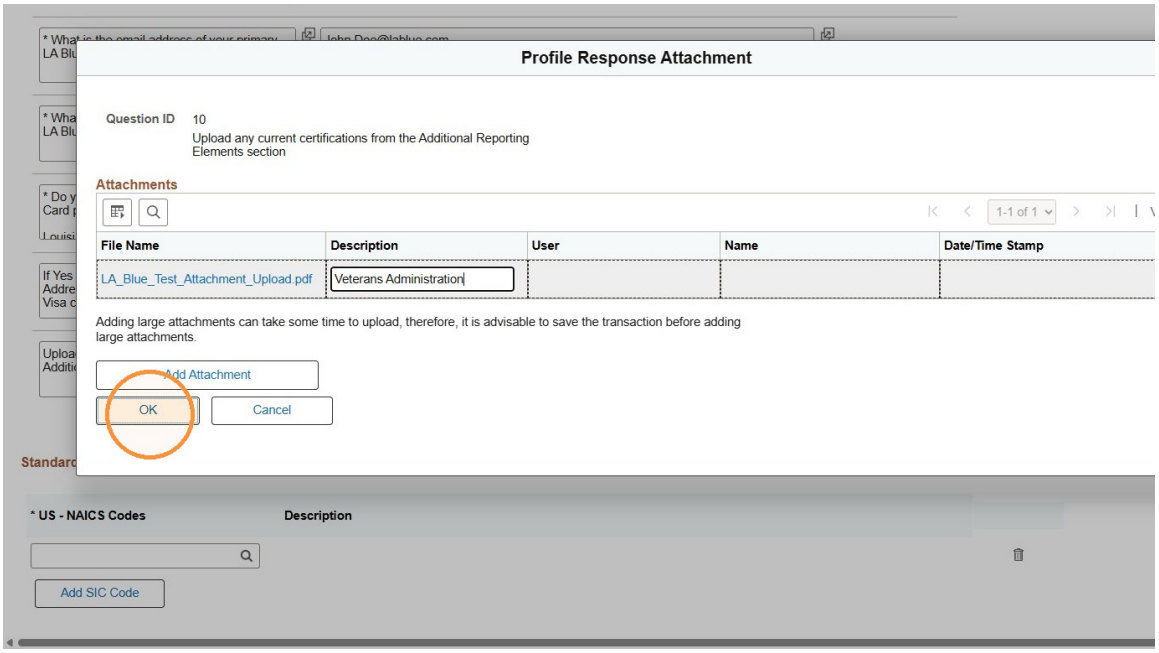
37. Click Choose Files



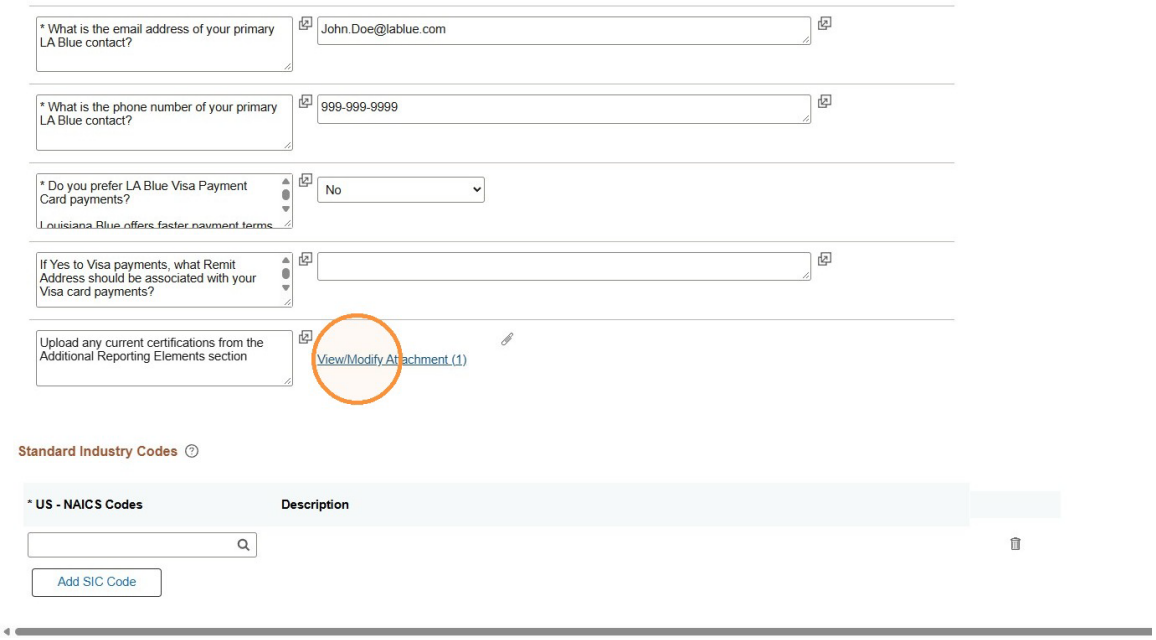
38. Describe the uploaded certification pdf



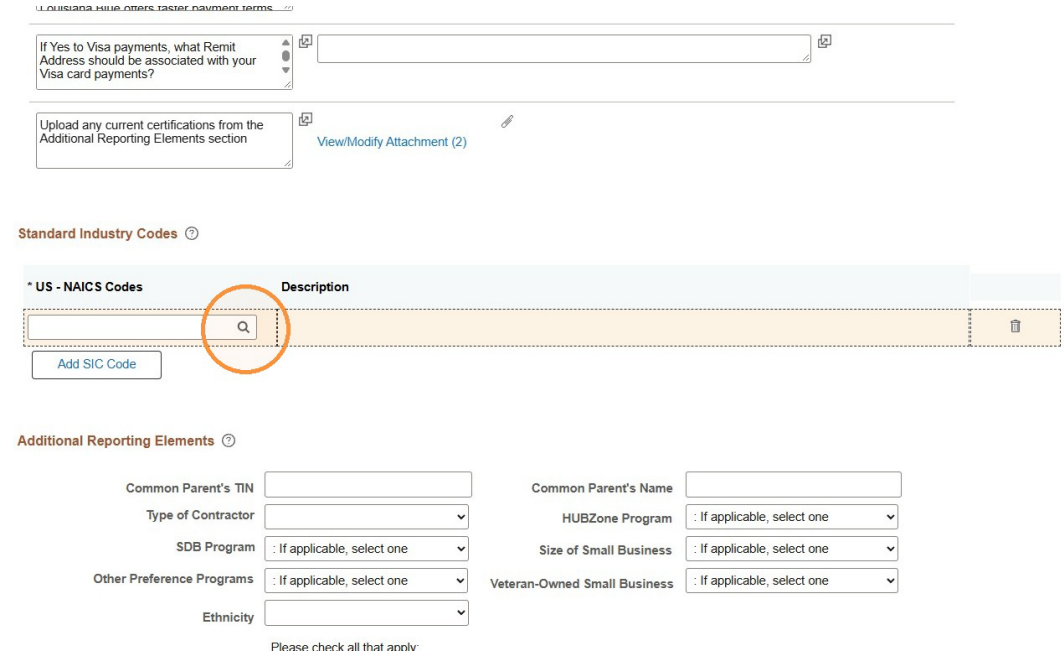
39. Click OK in the attachment dialog



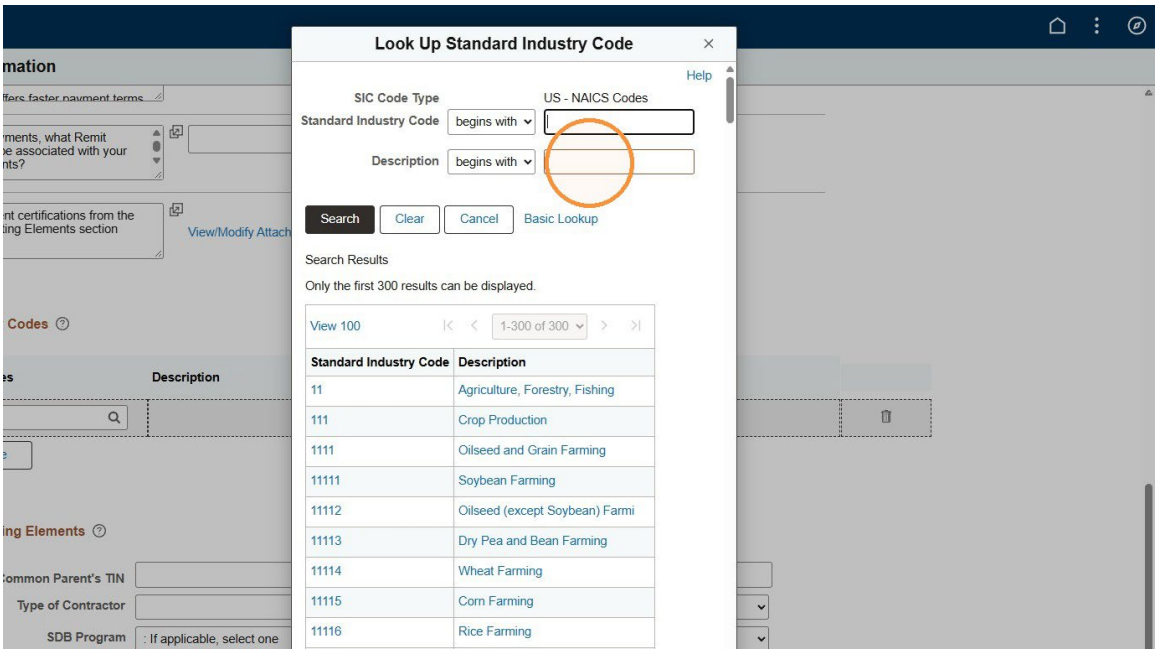
40. If additional attachments are desired, Click "View/Modify Attachment" and follow instructions above



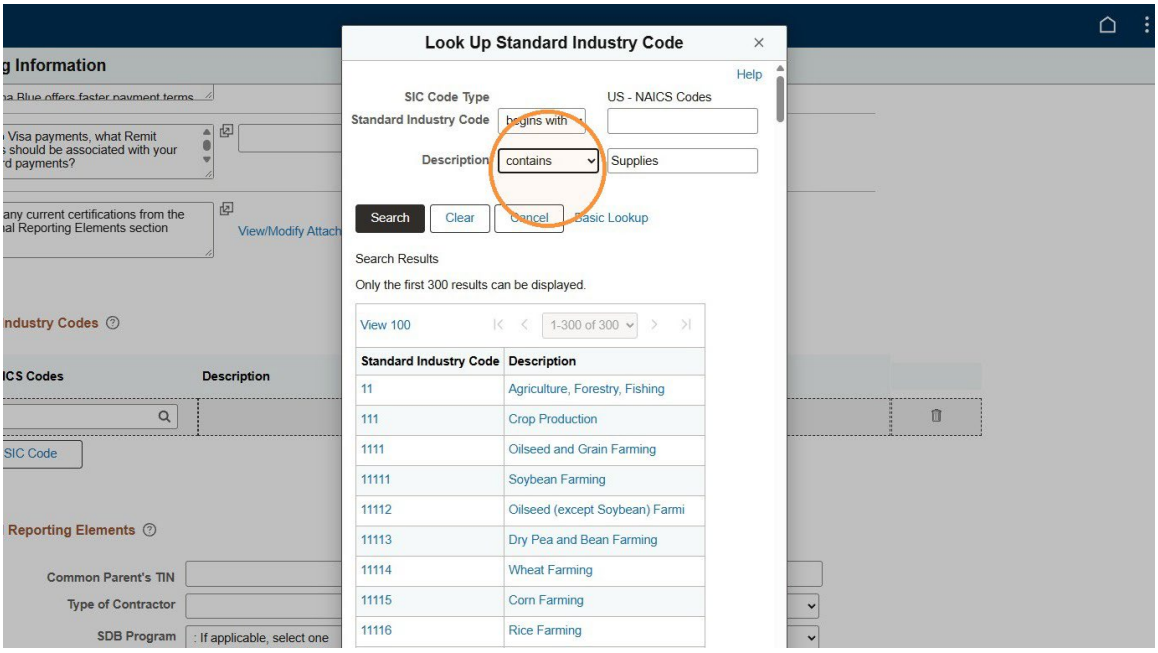
41. Moving on to business codes, Click the US-NAICS Codes lookup icon



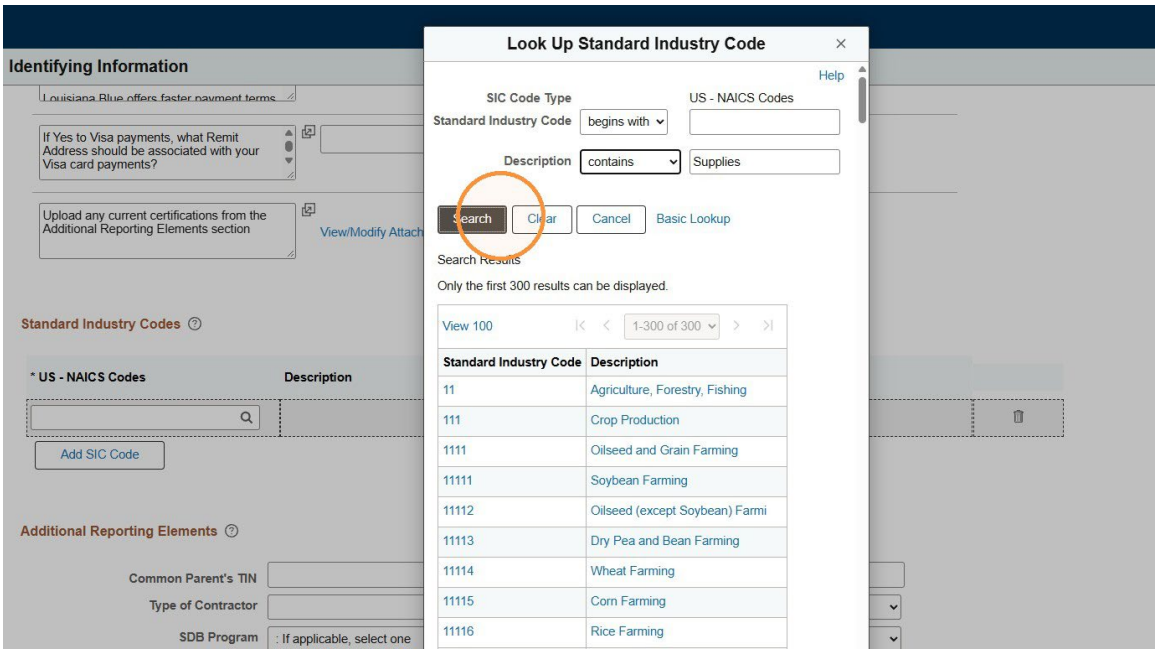
42. Search the standard industry code description for your known NAICS code or business description.



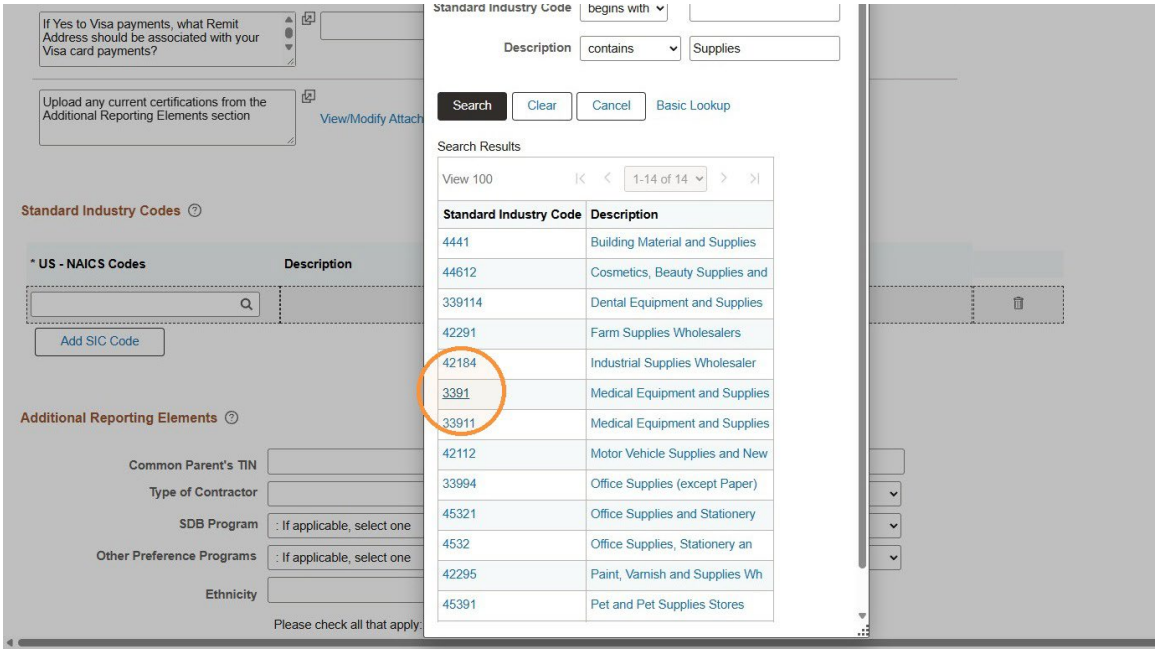
43. You can use the "contains" dropdown option to more easily search on description keywords.



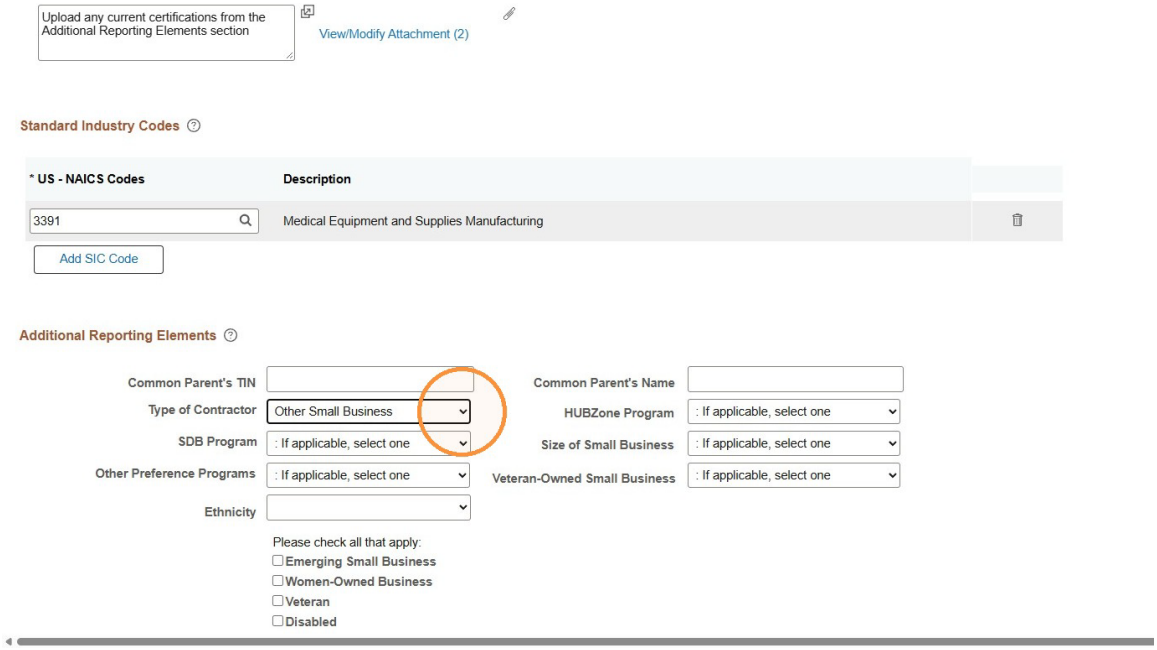
44. Click Search



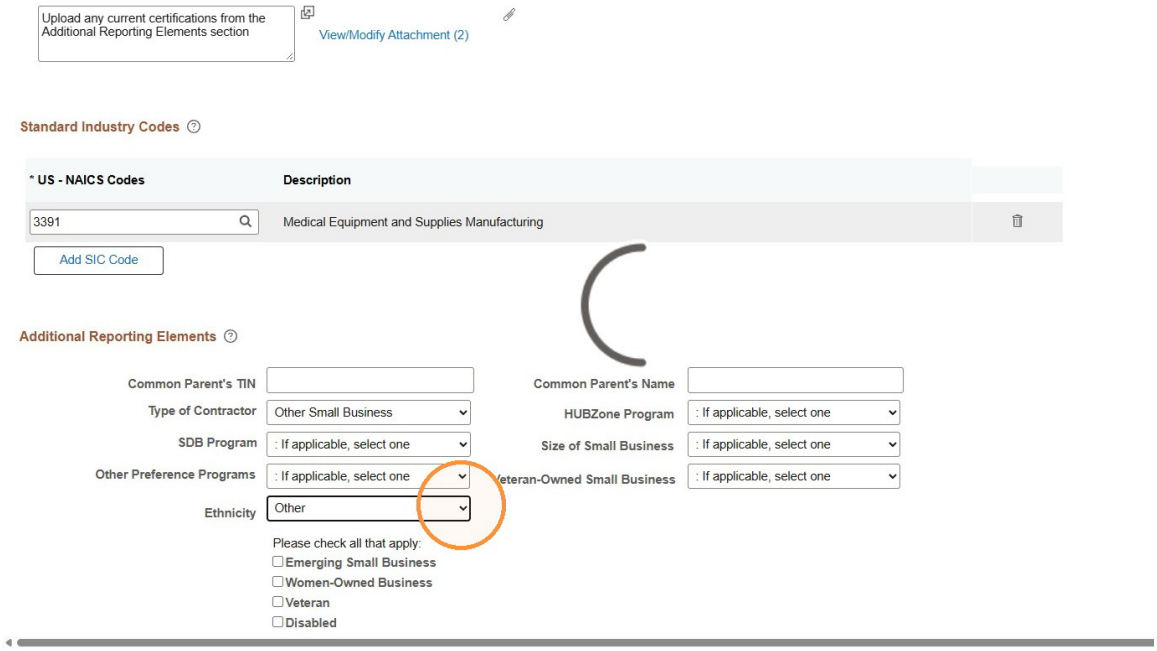
45. Click the appropriate code to select



46. Review the dropdowns in the Additional Reporting Elements area and select any and all that are applicable for your business. This example illustrates several options.

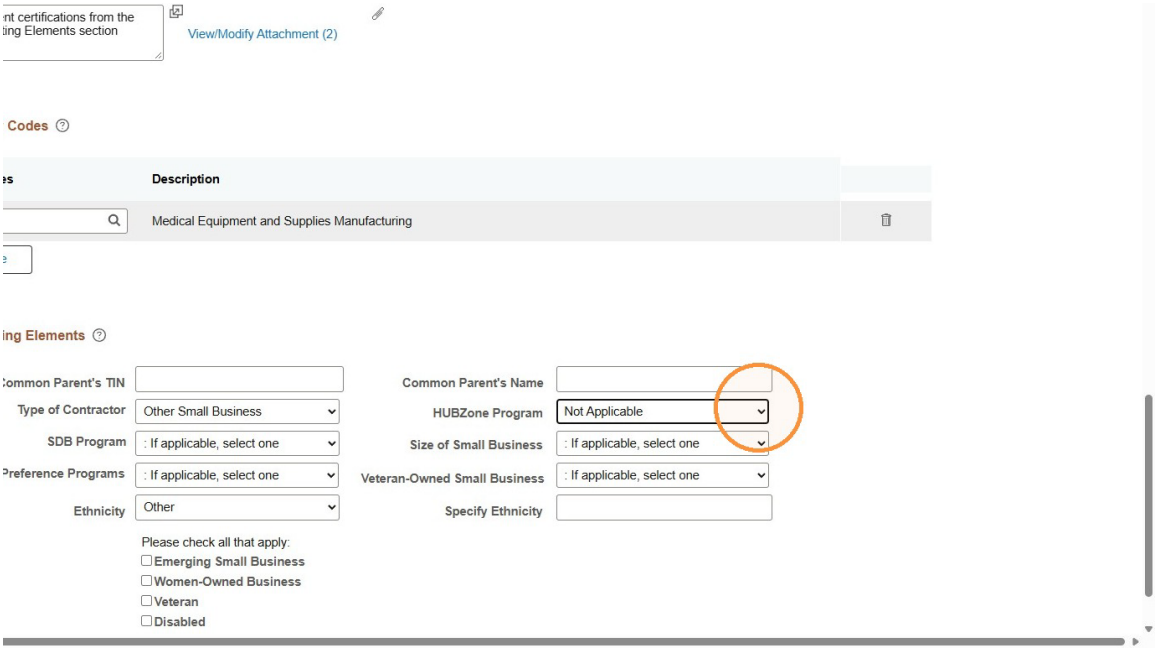


47. Ethnicity "Other" option example

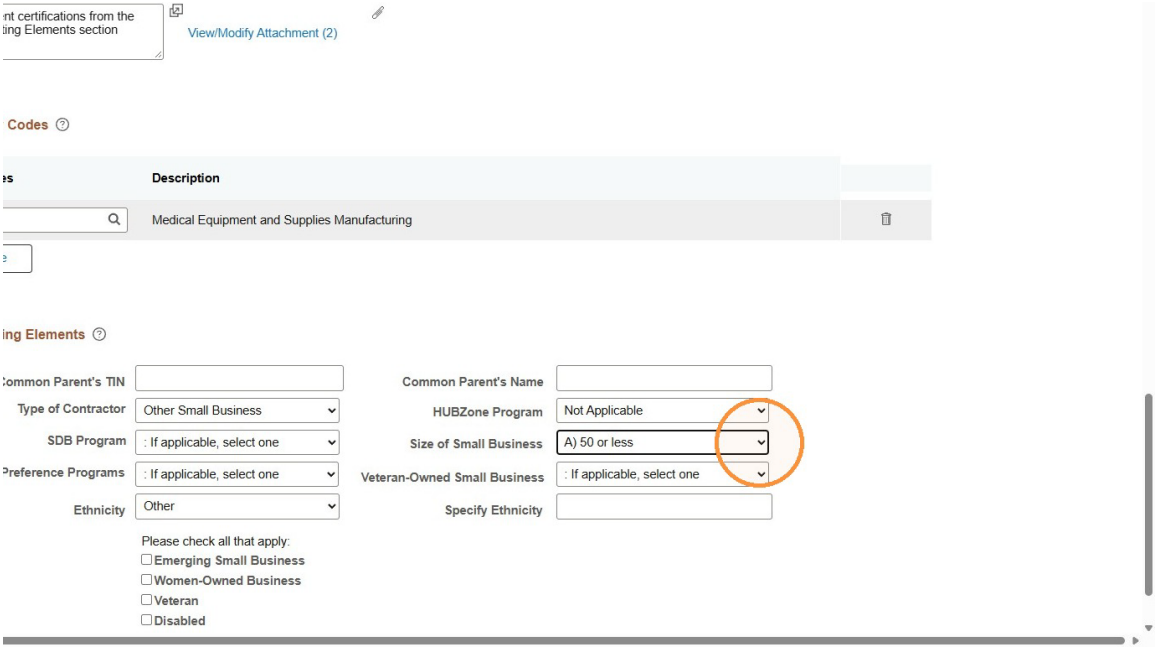


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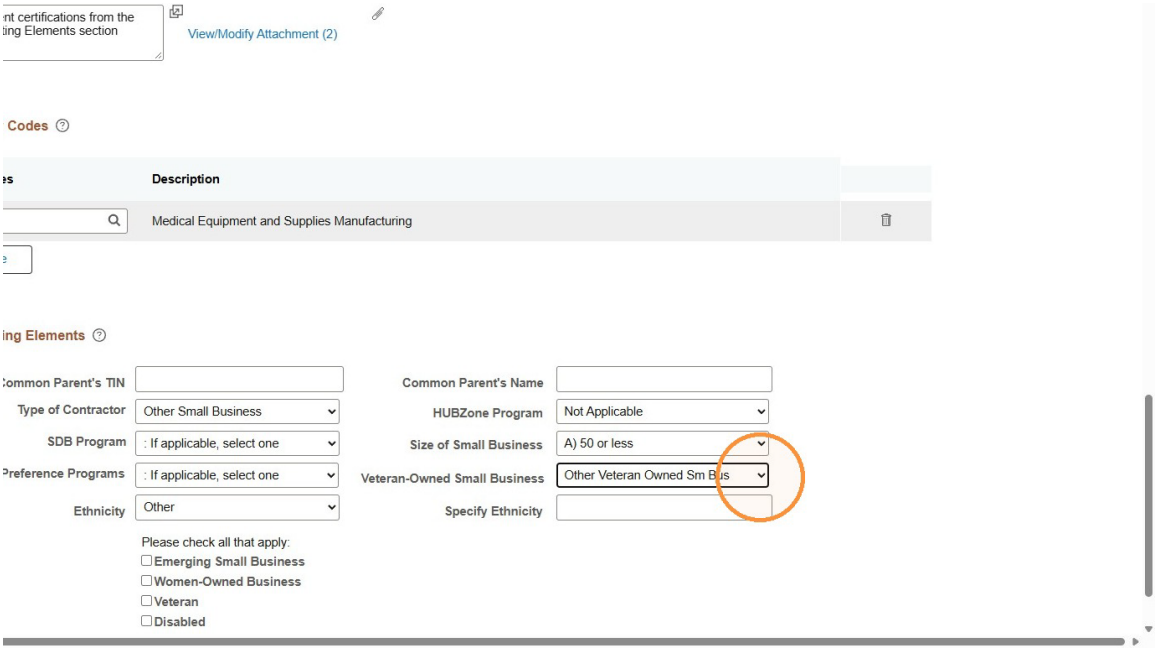
48. HUBZone selection example



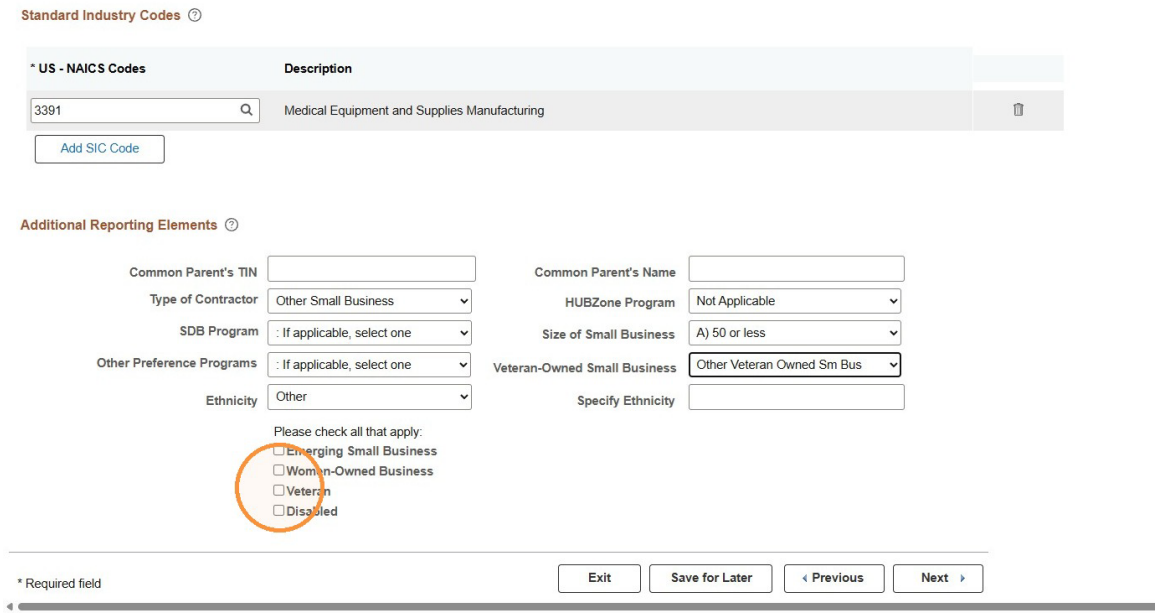
49. Size of Small Business example



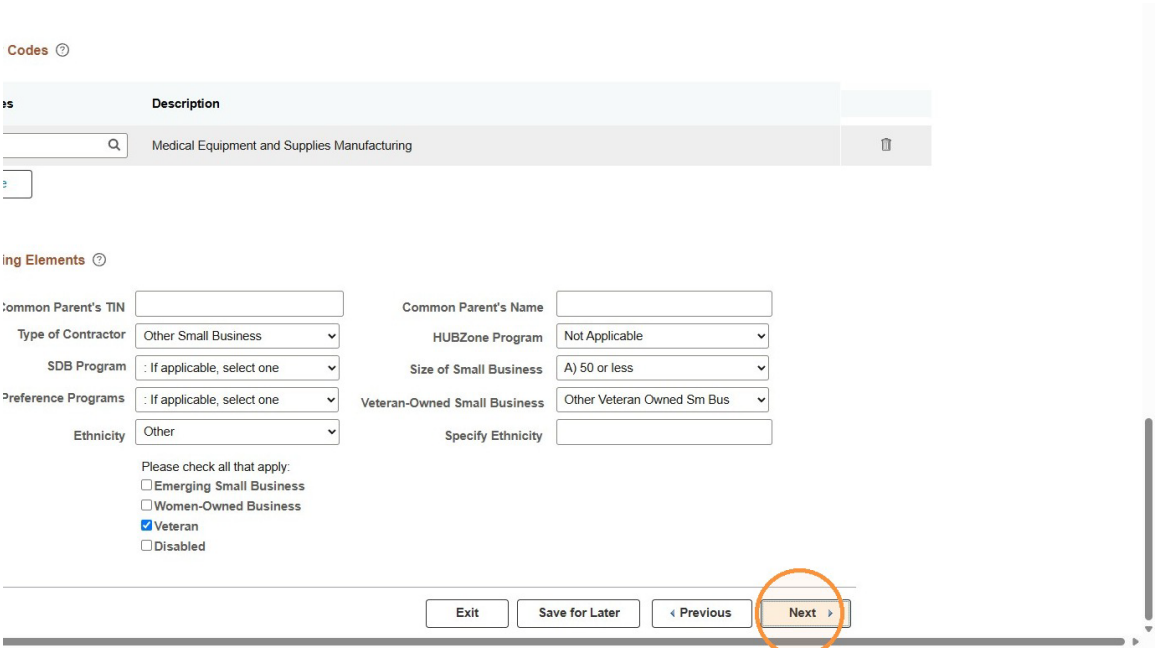
50. Veteran-Owned Small Business example



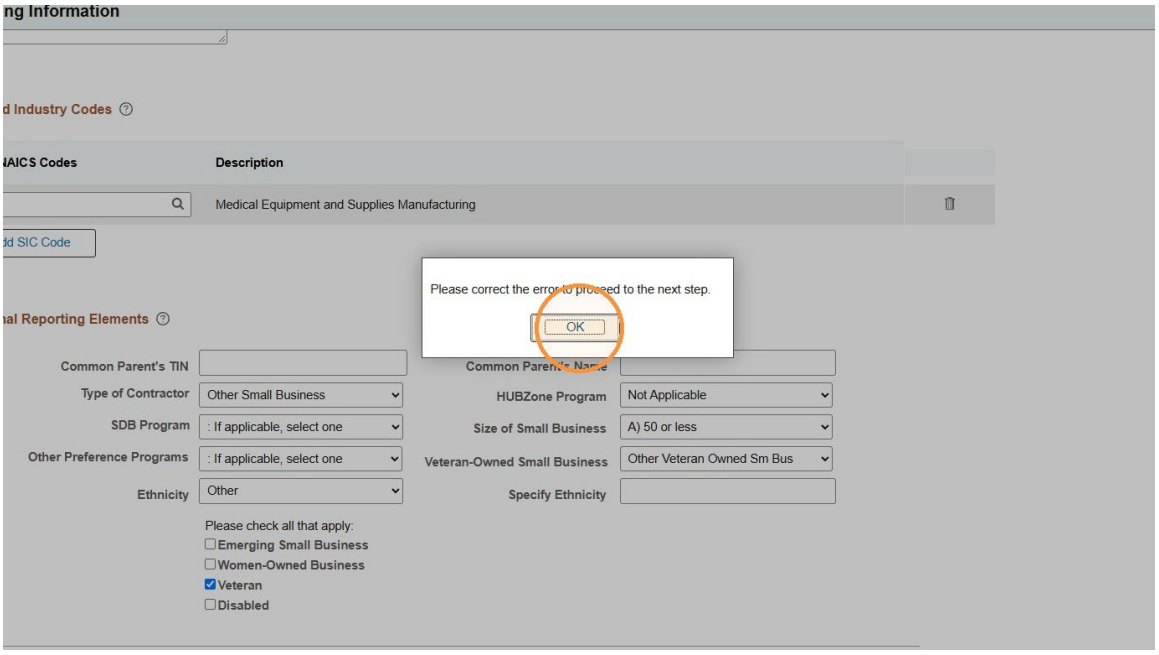
51. Click the "Veteran" field example



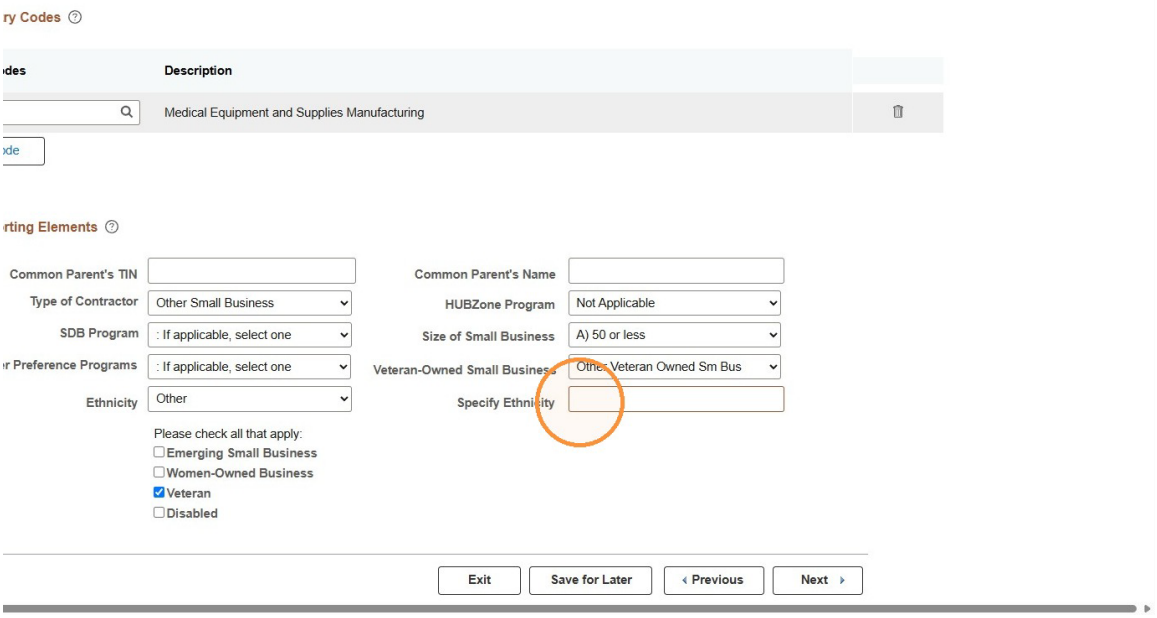
52. When you are complete with this page, select 'Next' to move on. At any time you can also Select "Save for Later" button in case you need to return to the registration activity at a future date.



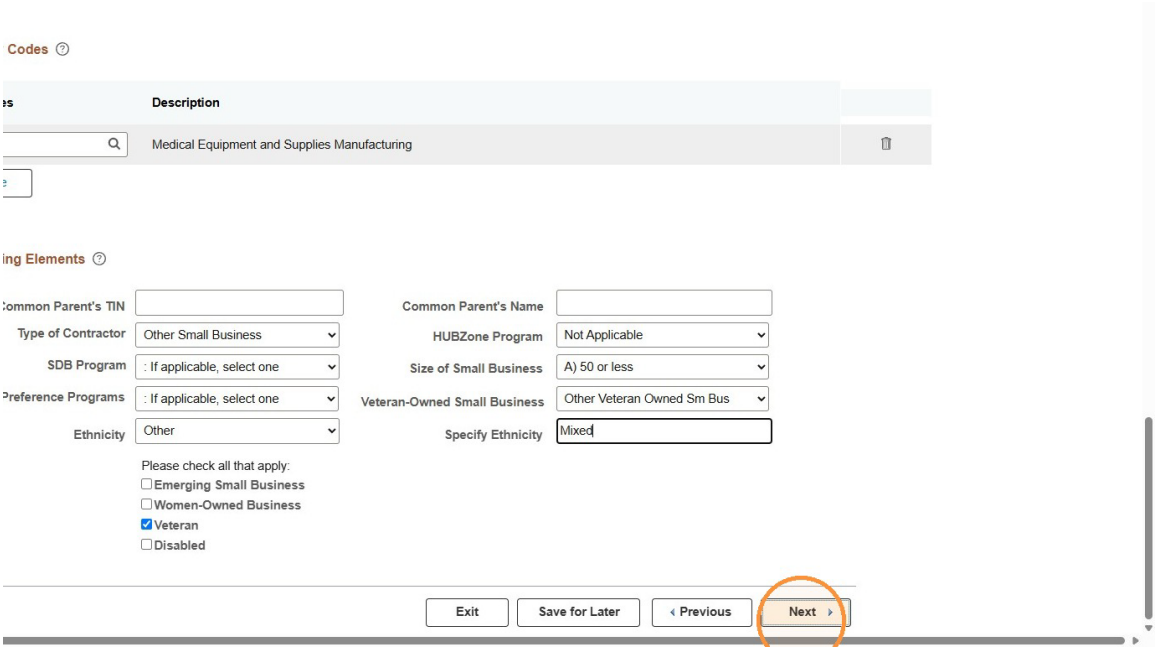
53. If there are any errors on this page, you will receive this message. Press "OK" and scroll to the top of the page form a listing of items to correct.



54. In this example, we chose "Other" ethnicity but did not fill out the "Specify Ethnicity" field.



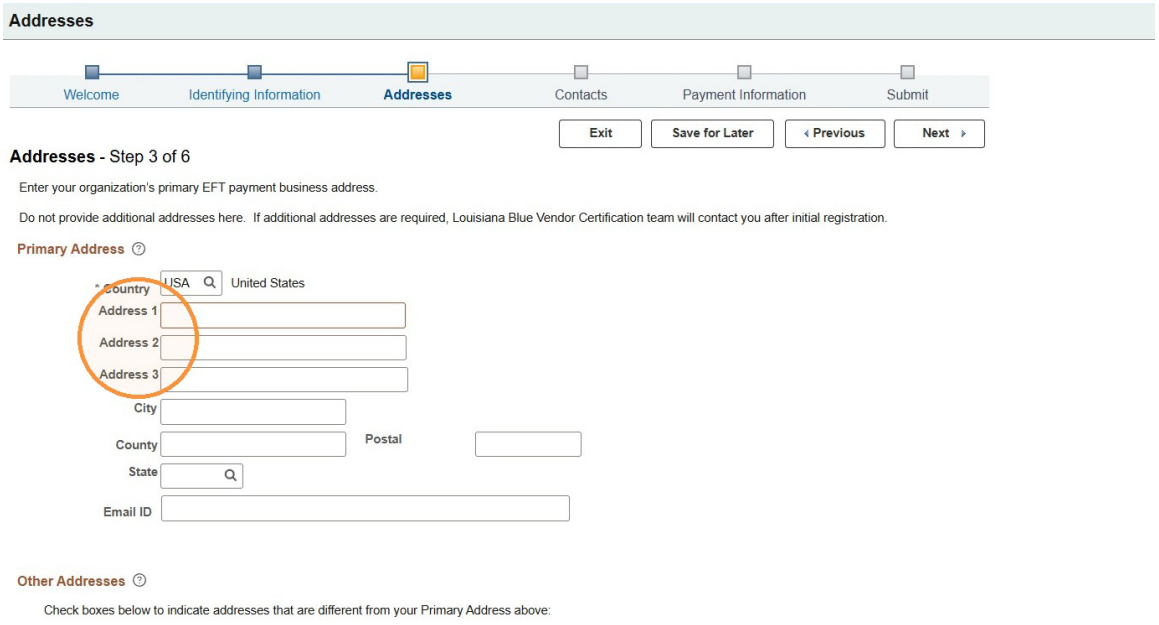
55. Issue is resolved and click "Next" again



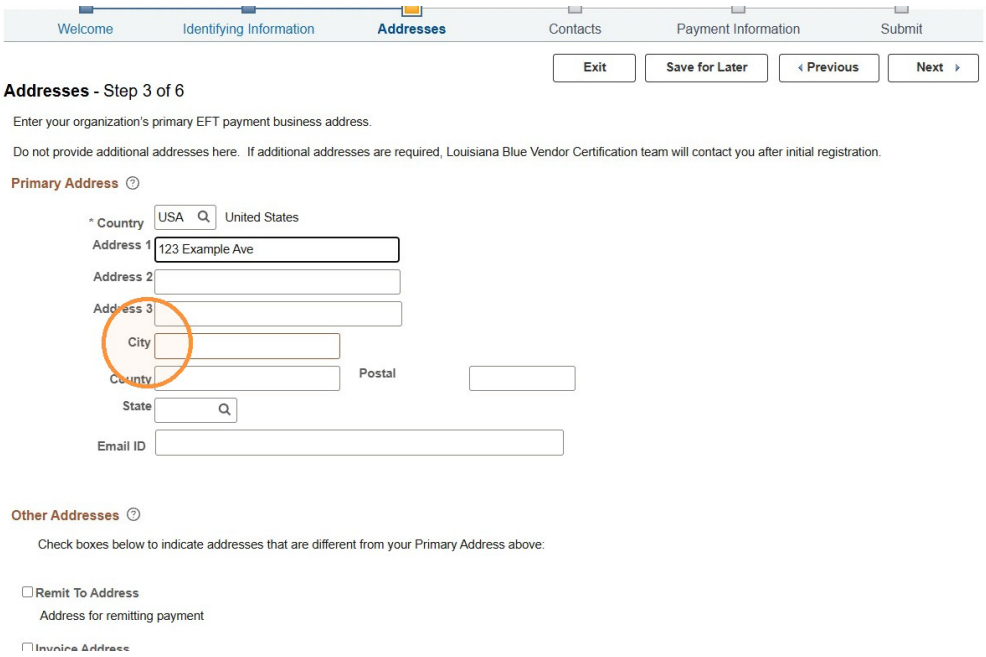
Address Information

56. Congratulations, the identifying information page passes all edits and you have moved on to the Addresses page. Enter the primary location street address in Address 1-3. If additional locations are needed, those will be

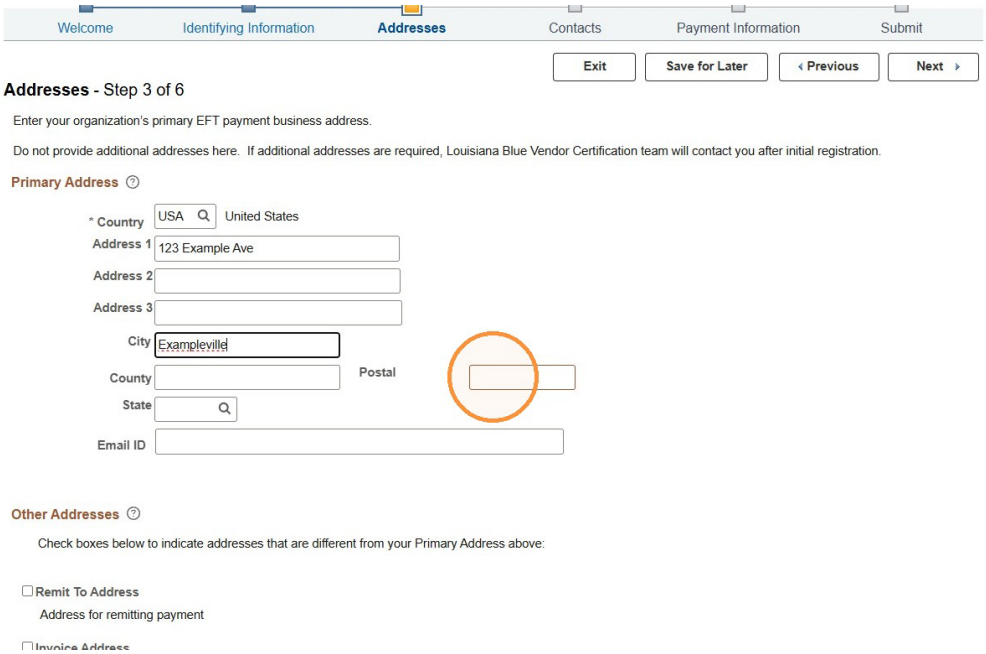
handled in the Vendor Portal via Supplier Change Request after full registration approval of your primary business information.



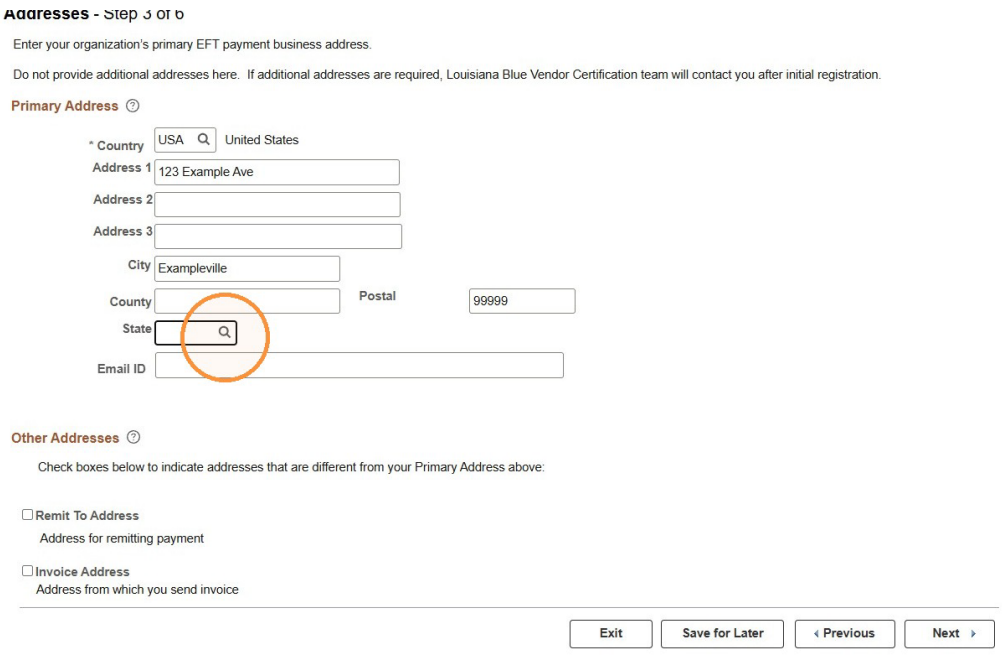
57. Enter the primary location City



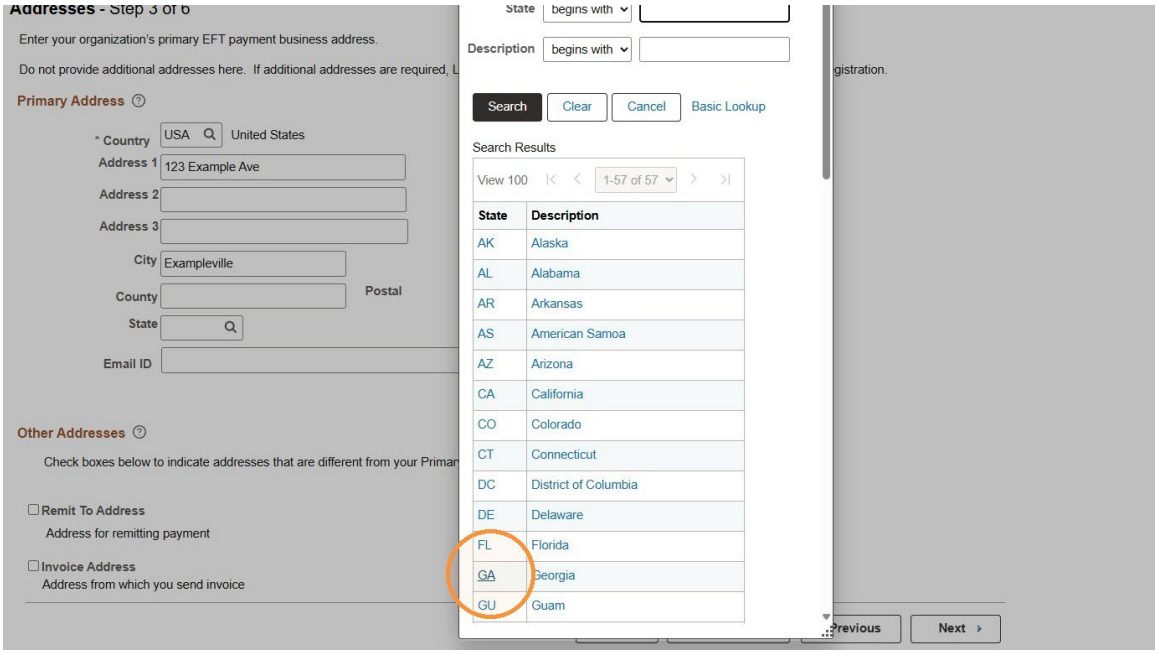
58. Enter the primary location Postal (ZIP) code



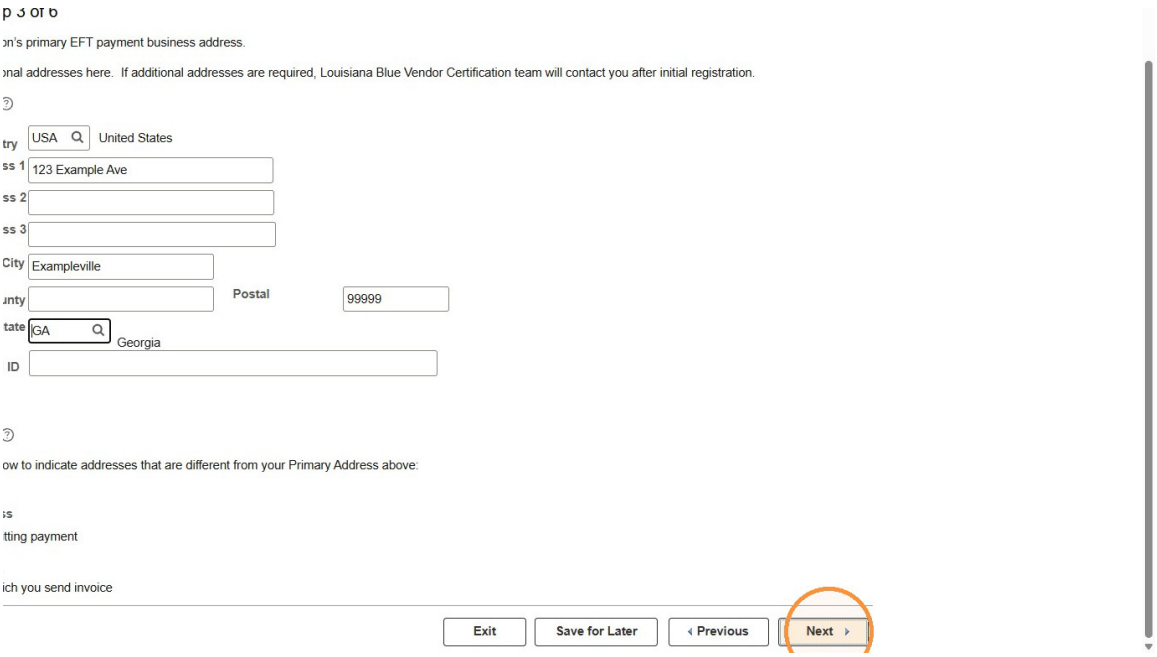
59. Click and enter the 2 digit State abbreviation of your primary location, or click the State lookup icon and select the primary location State.



60. State lookup example if Georgia

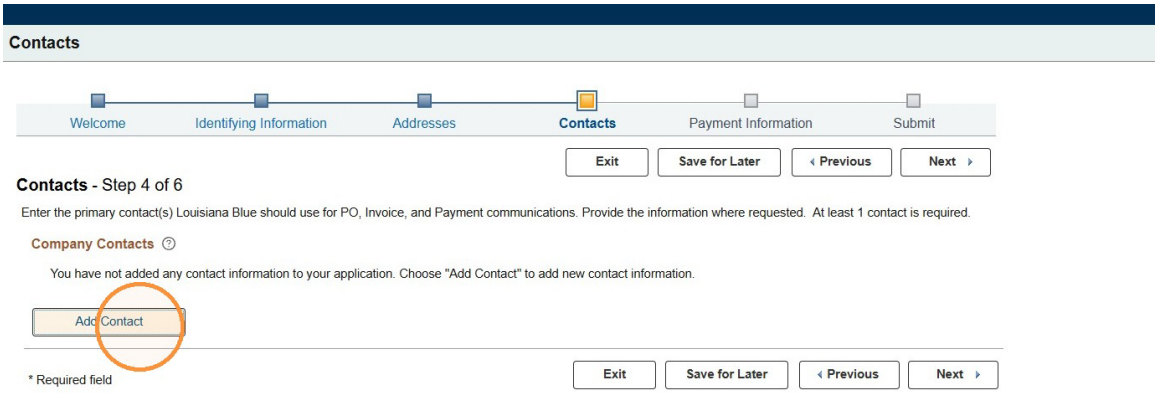


61. Click Next to move on to Primary Contact Information Page

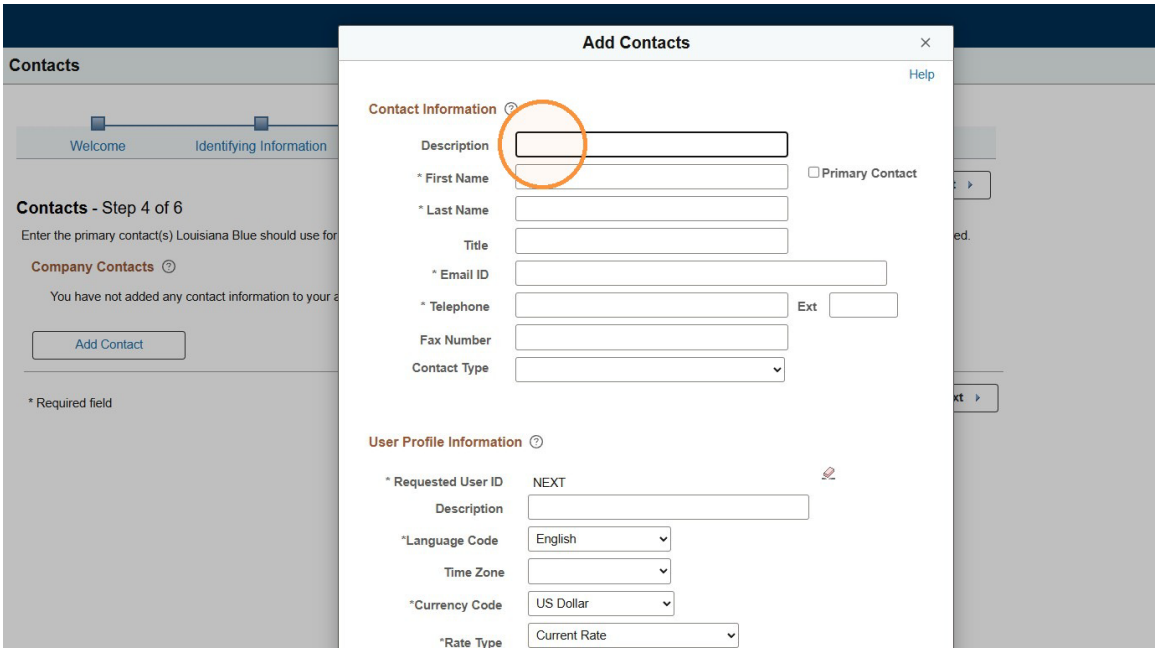


Contact Information

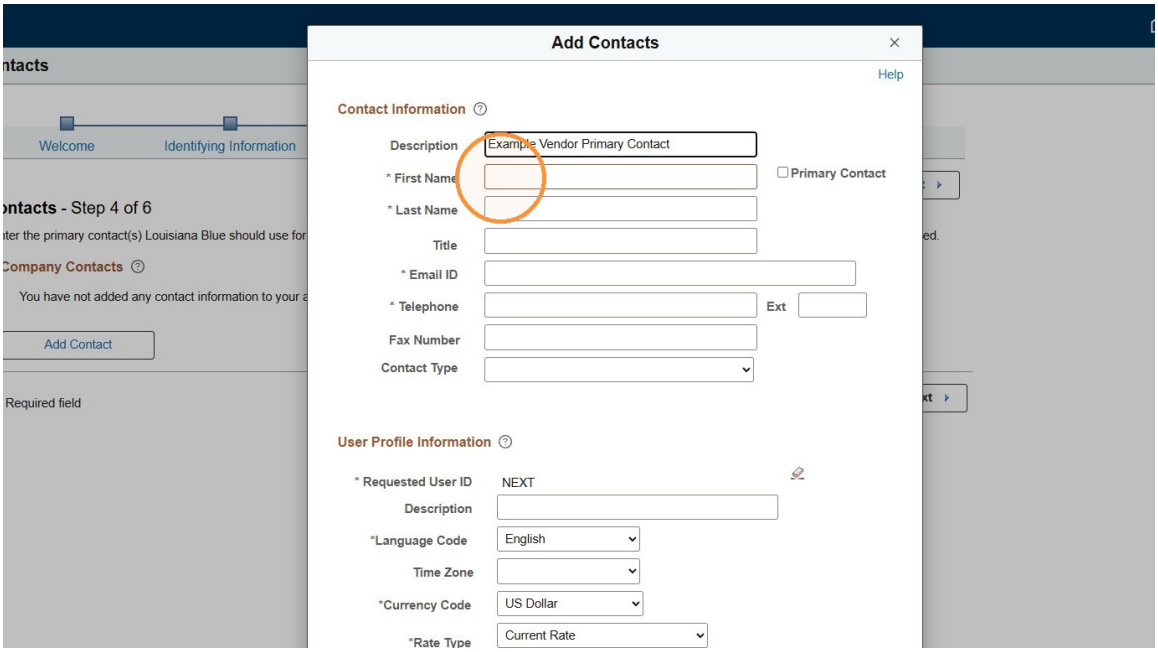
62. Click Add Contact



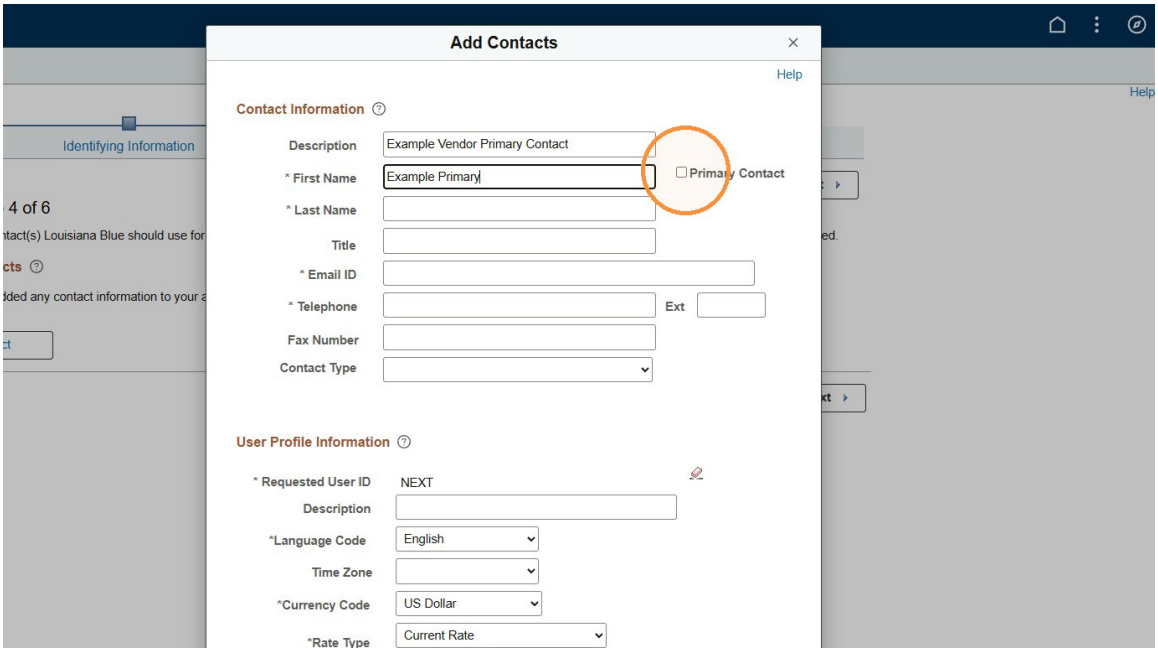
63. Enter the contact description of the primary contact at your company, usually. Use first and last name.



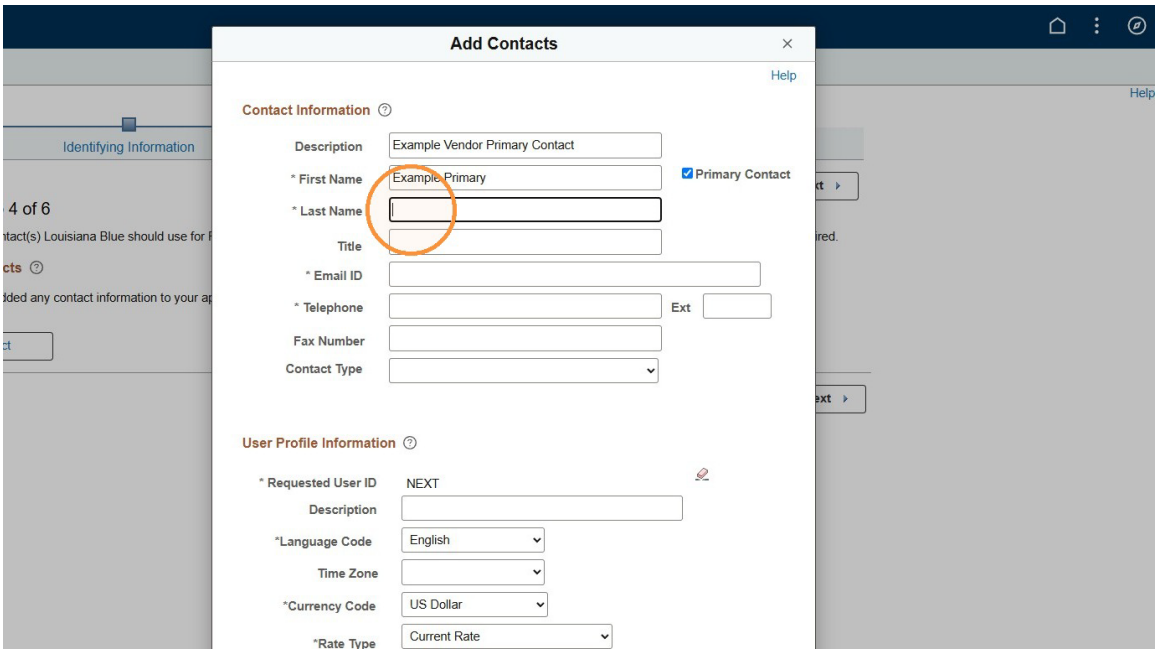
64. Enter the contact First Name



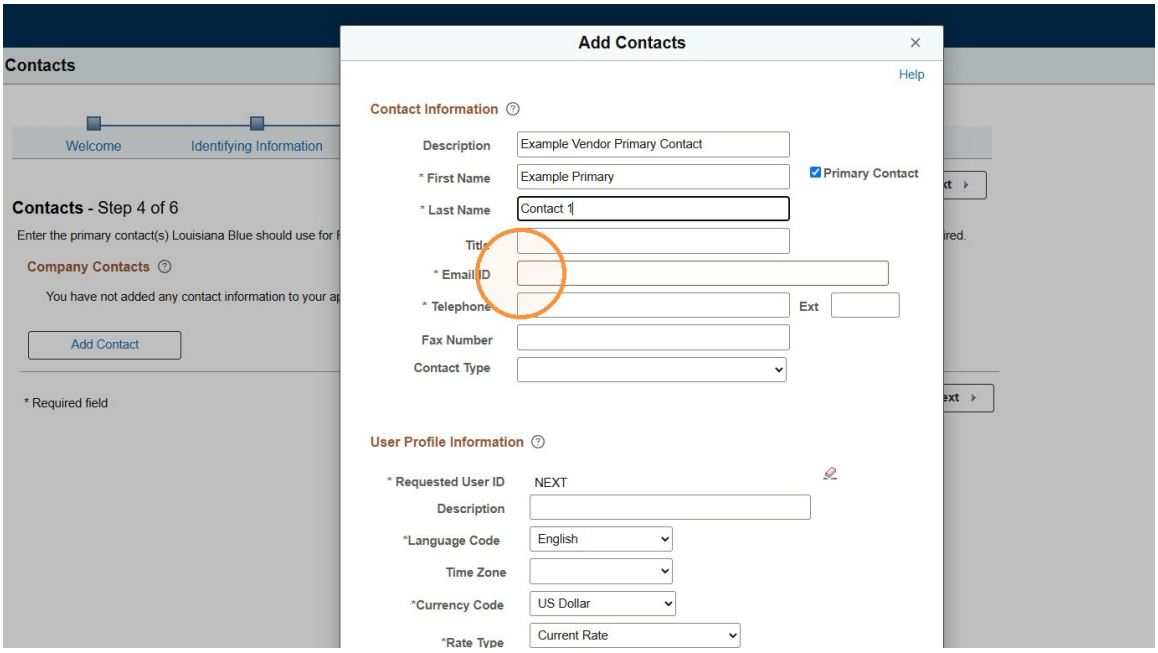
65. Click the "Primary Contact" checkbox



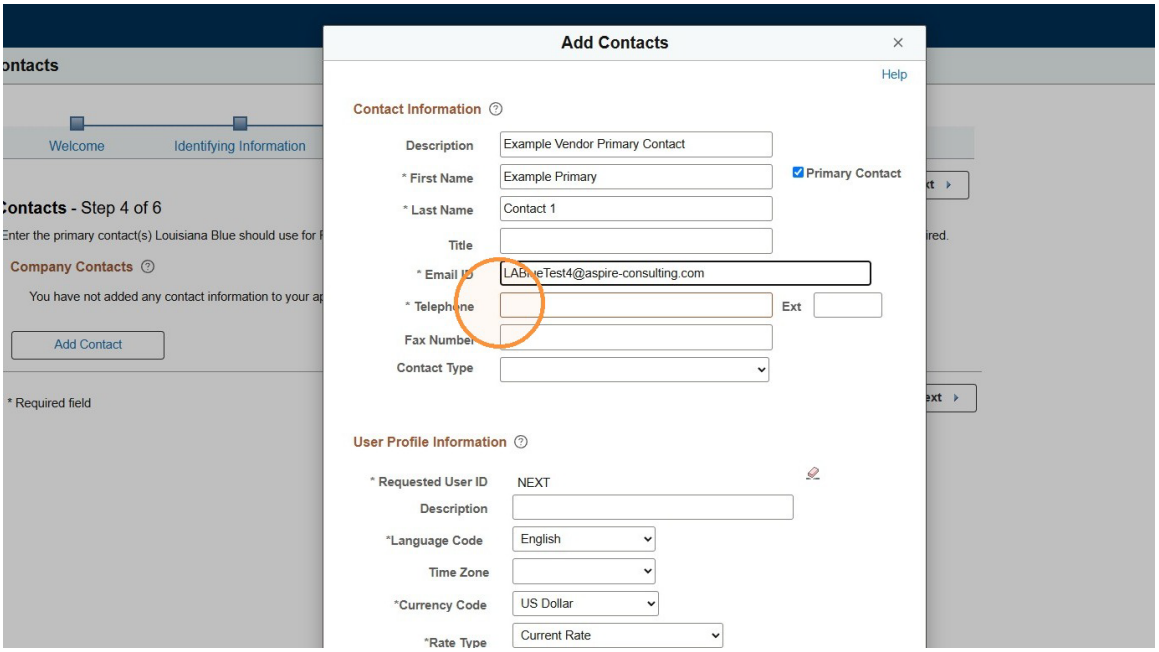
66. Enter the contact Last Name



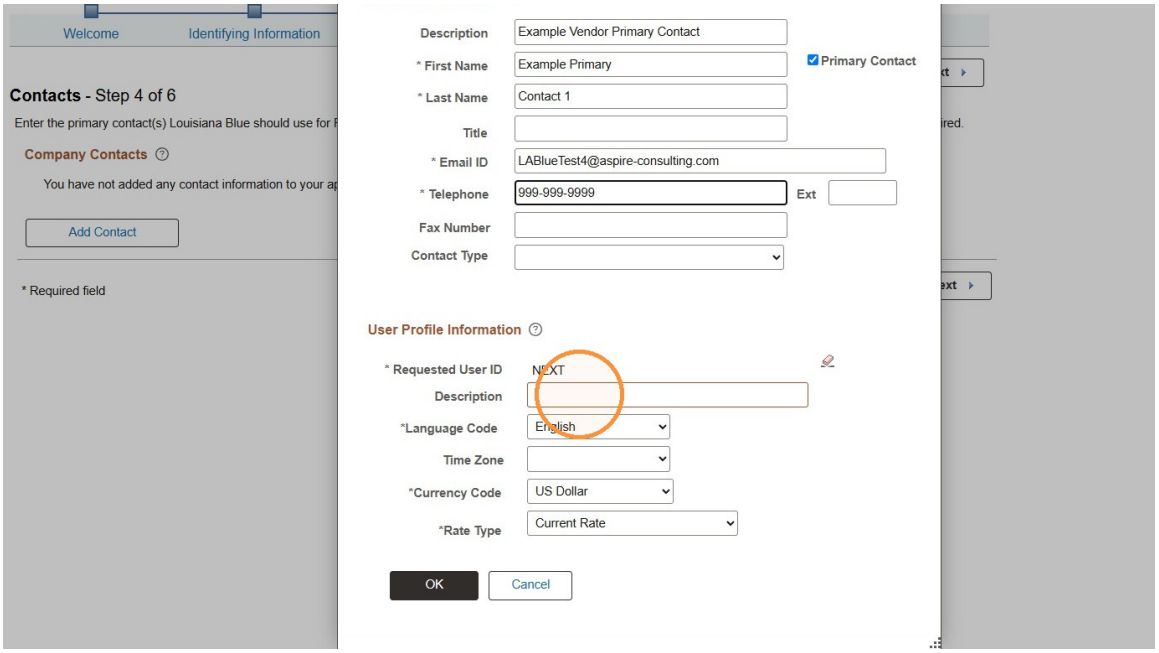
67. Enter the contact Email Address



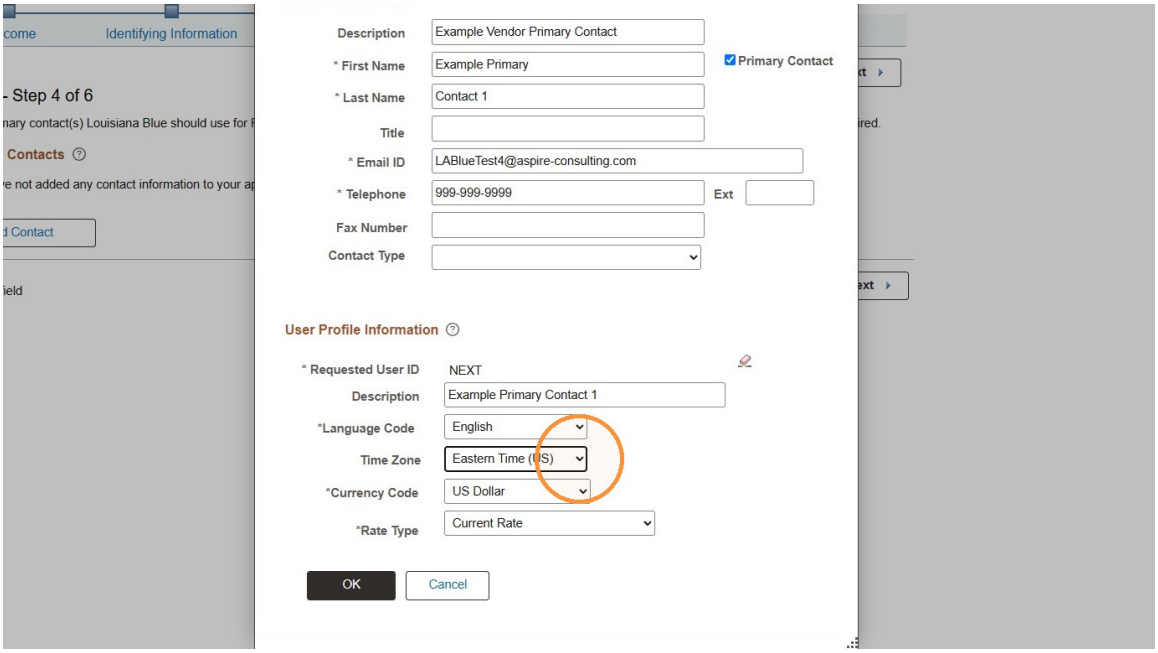
68. Enter the contact Telephone number



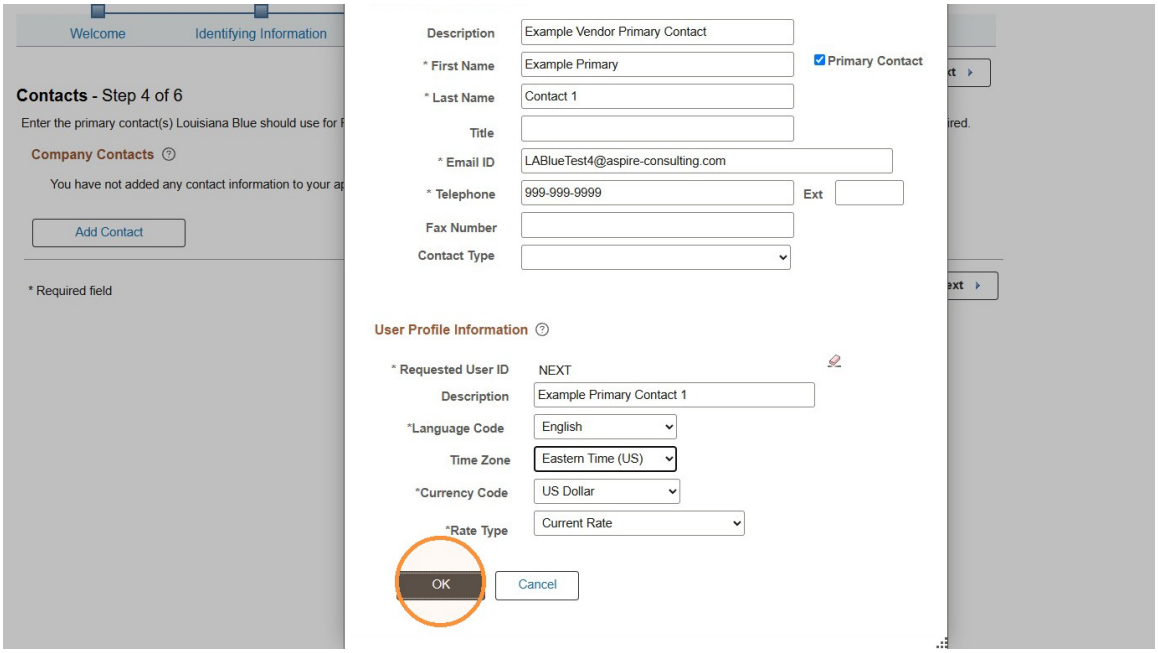
69. Enter the user profile Description, using the same as the contact description above



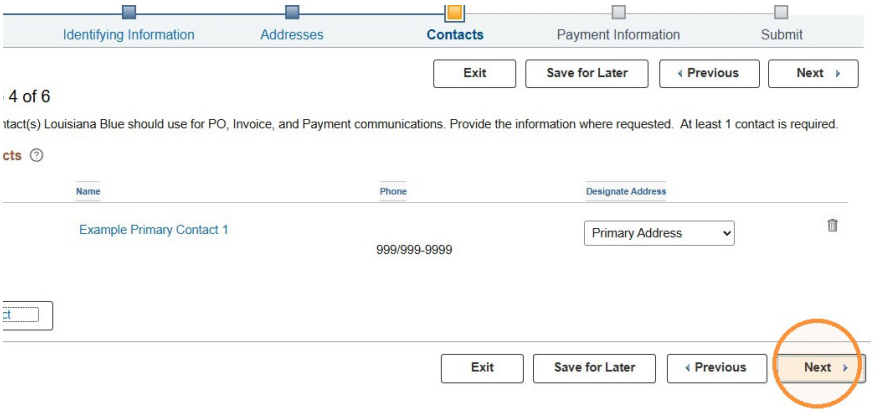
70. Select the correct Time Zone option.



71. Click OK in the Add Contacts dialog

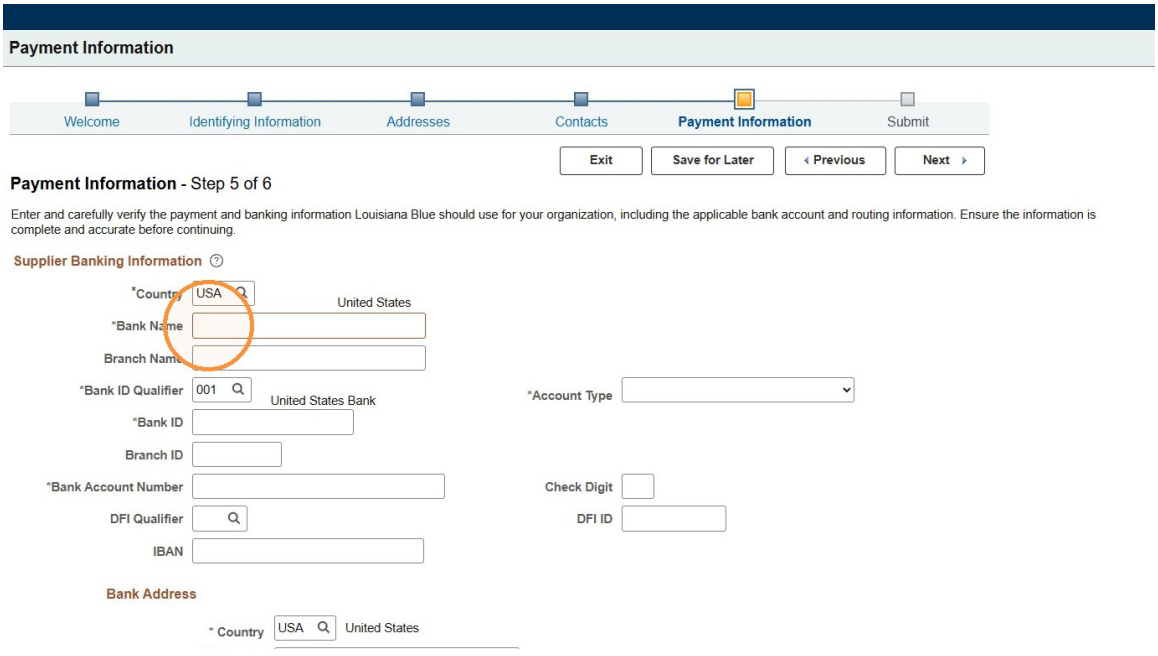


72. Click Next to move on to the Payment Information page.

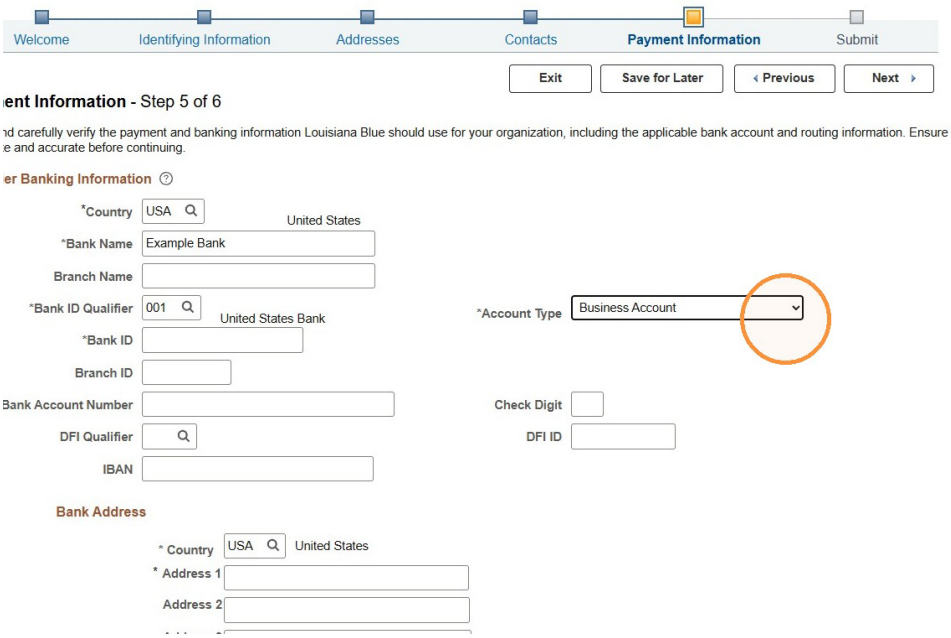


Payment Information

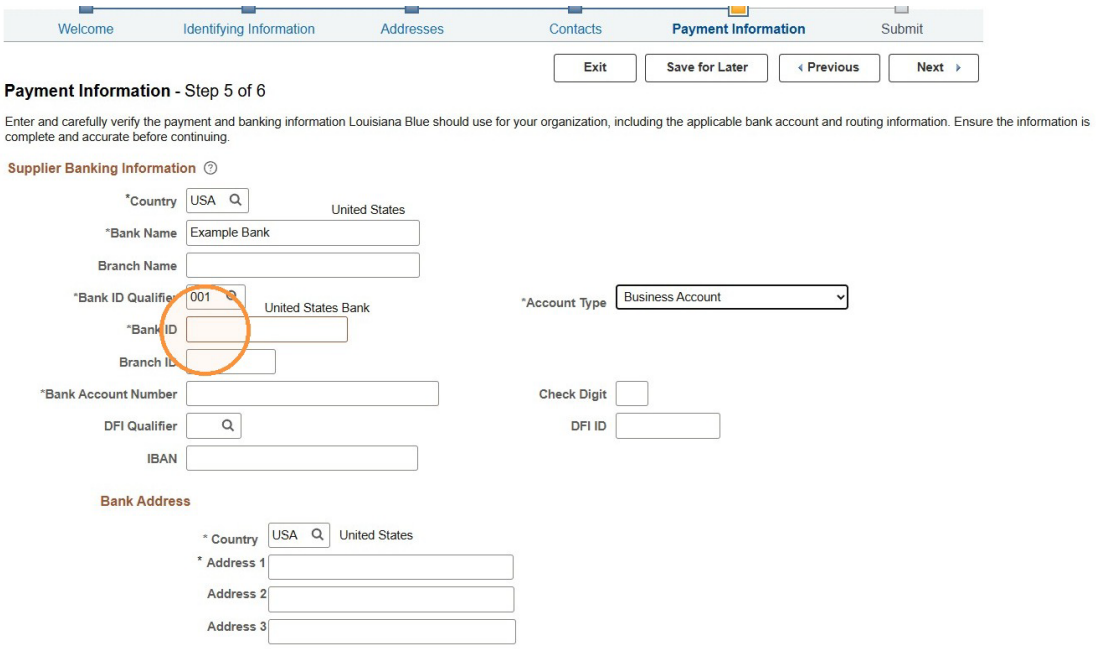
73. Enter the Bank Name



74. Select the correct Account Type option, using the dropdown arrow for options.

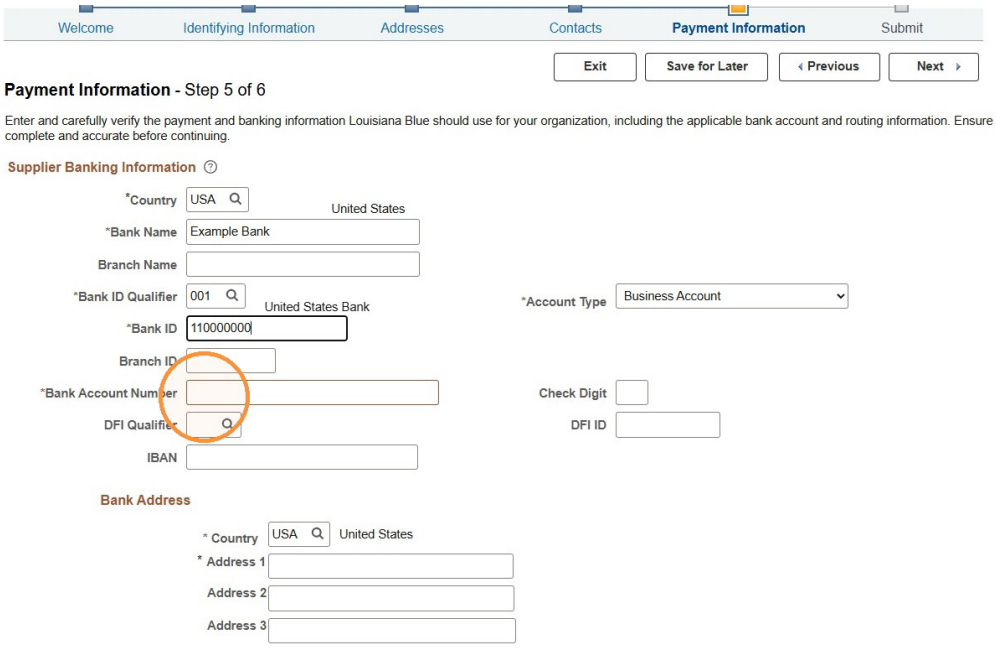


75. Enter the Bank ID which is the 9 digit bank routing number

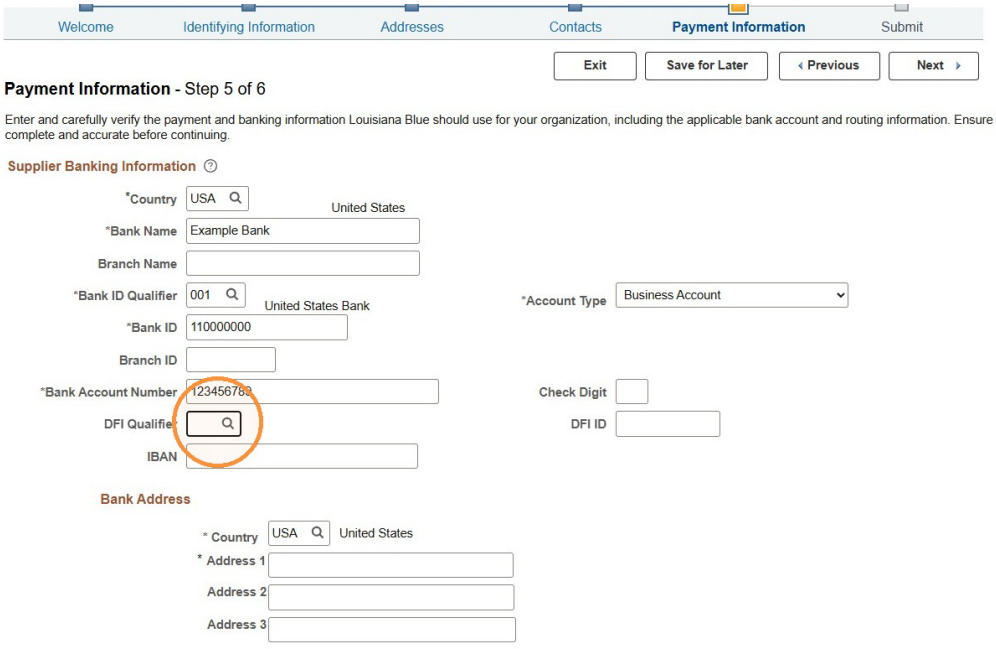


LOUISIANA BLUE

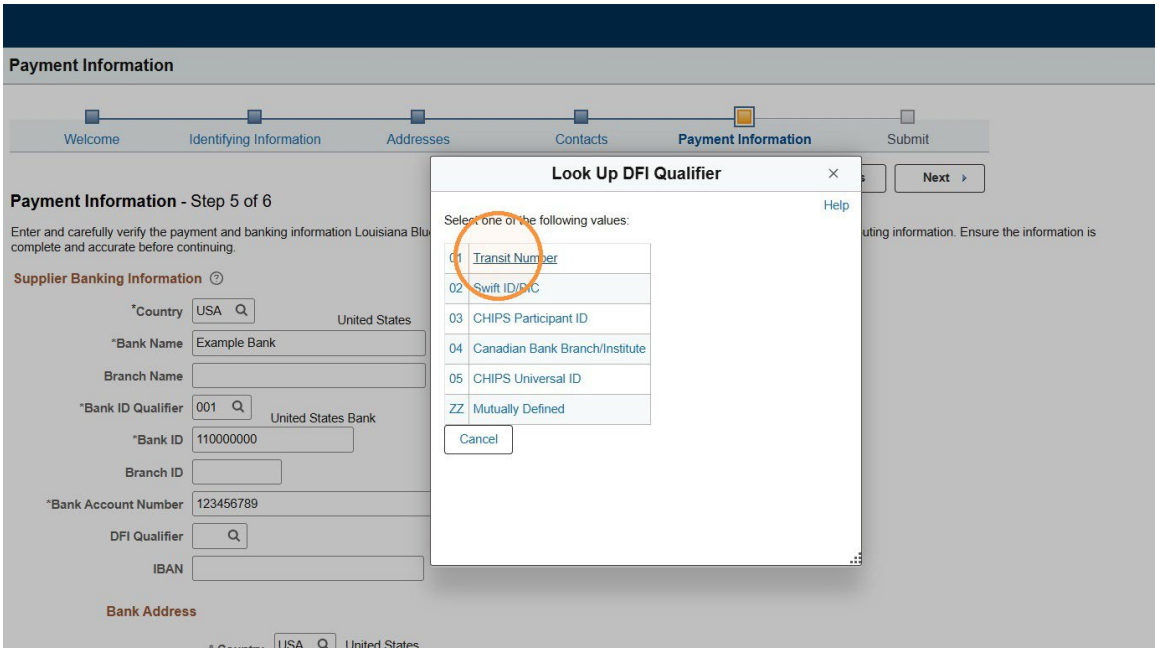
76. Enter the Bank Account Number



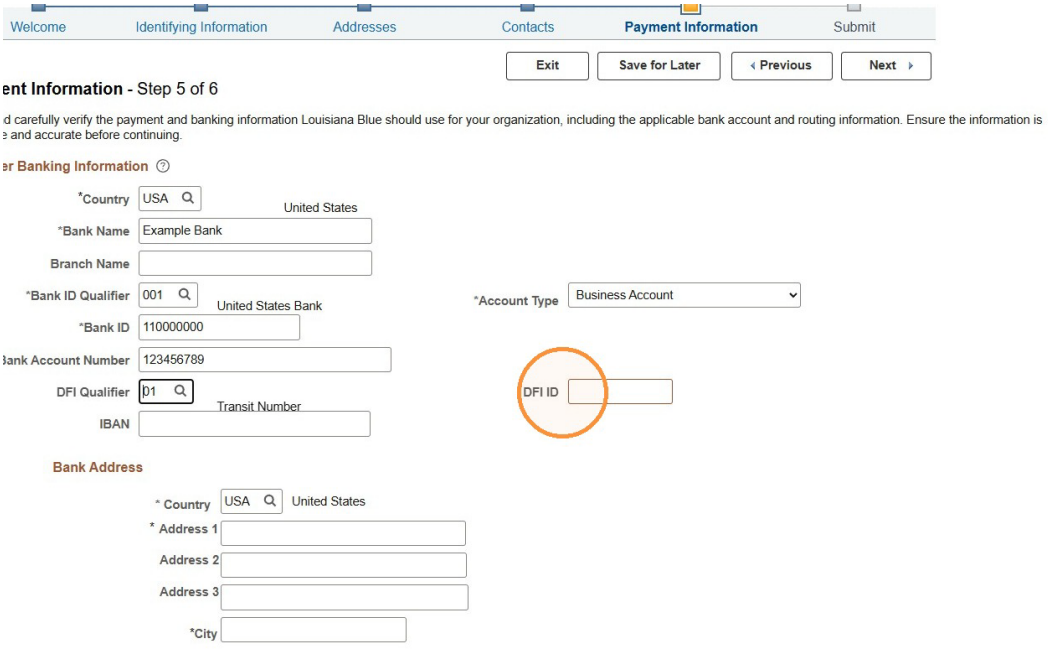
77. Click the DFI Qualifier lookup icon



78. Click "01- Transit Number" for US banks

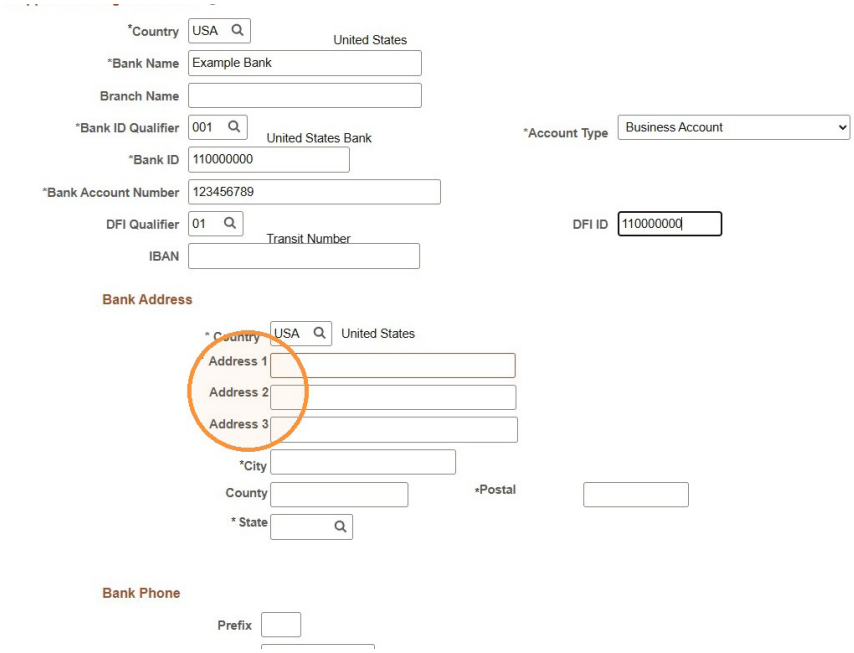


79. Enter the DFI ID, which is the 9 digit routing number that matches your earlier entry in Bank ID

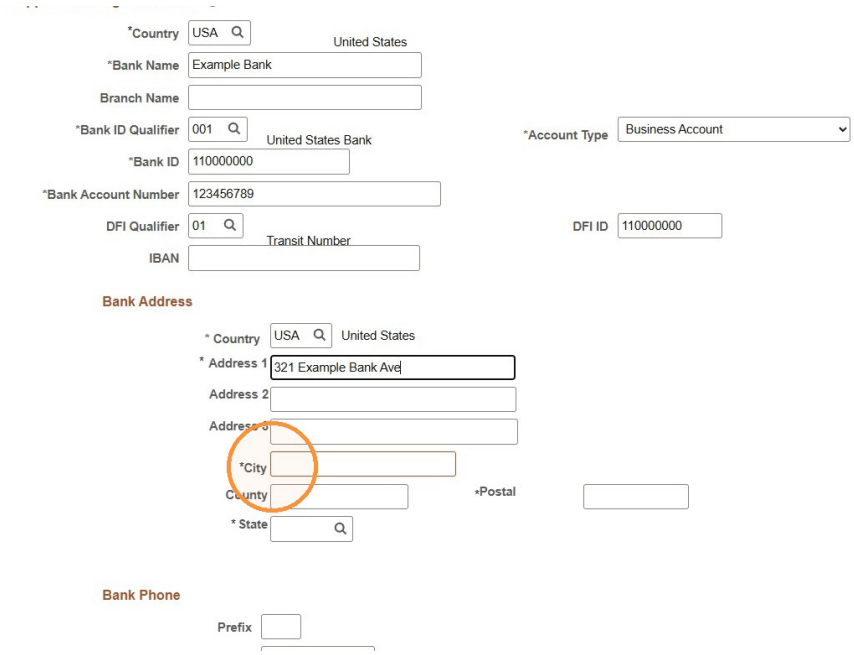


LOUISIANA BLUE

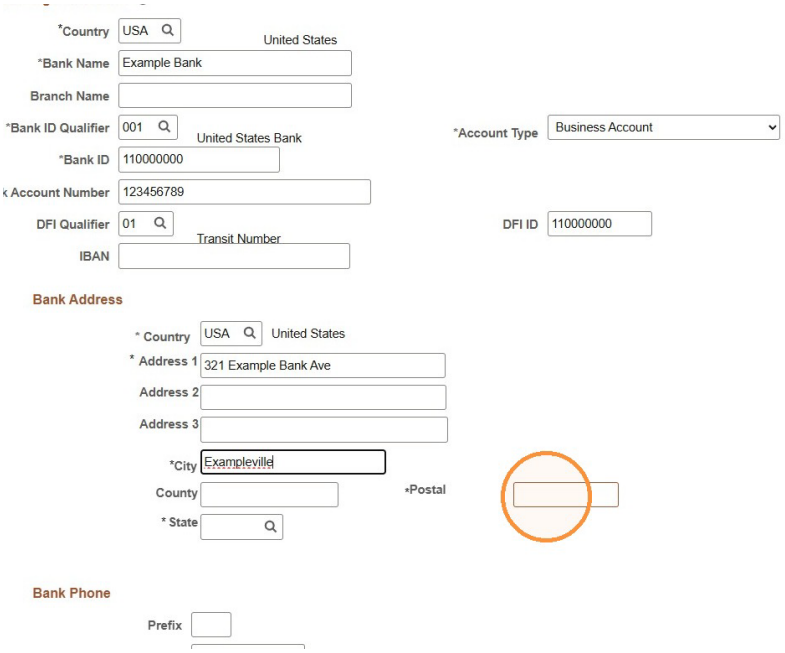
80. Enter the Bank Address



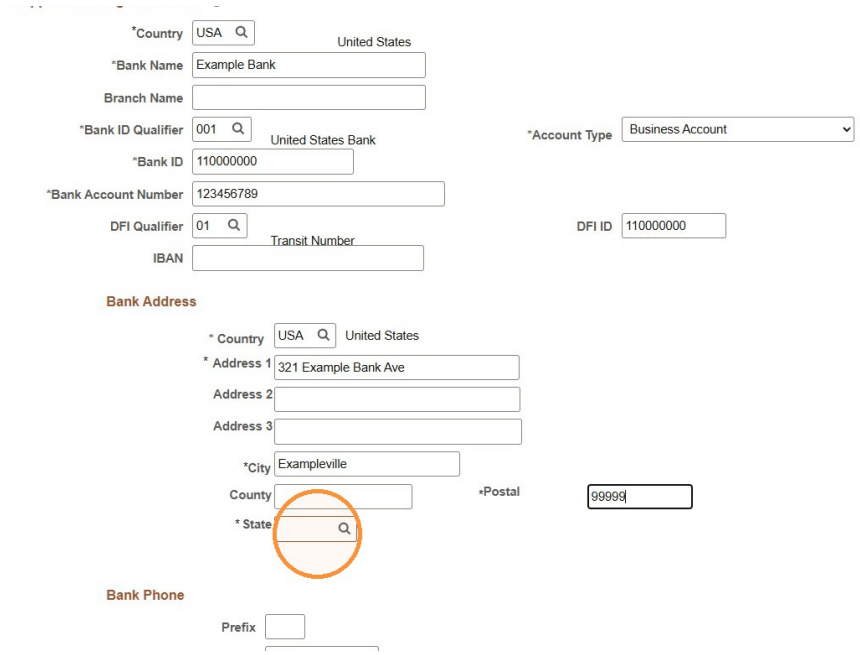
81. Enter the Bank City



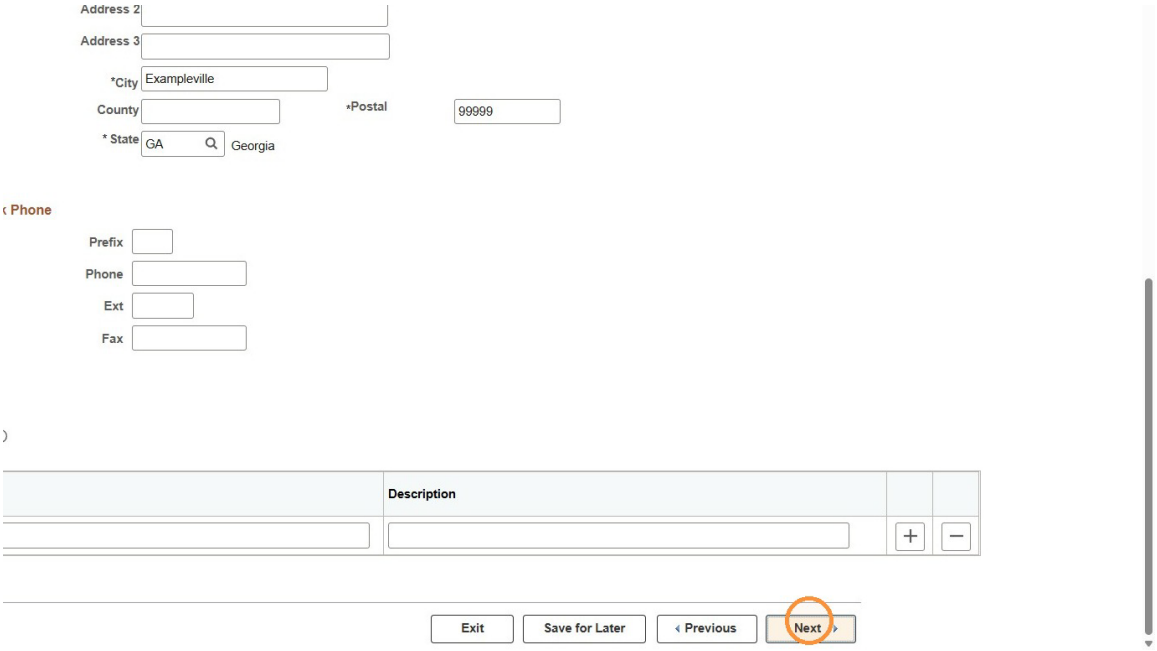
82. Enter the Bank Postal ZIP code



83. Enter 2 letter State abbreviation code or use the dropdown for Bank State

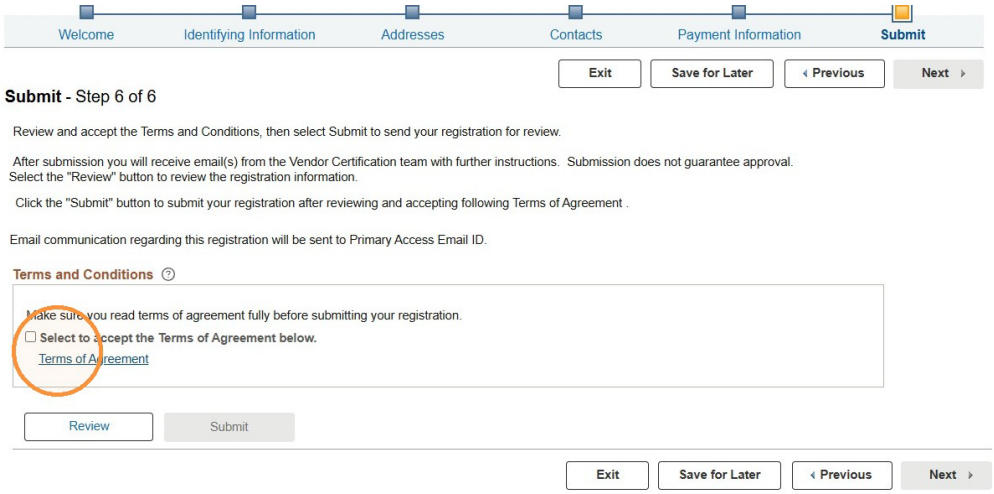


84. Click Next to continue.

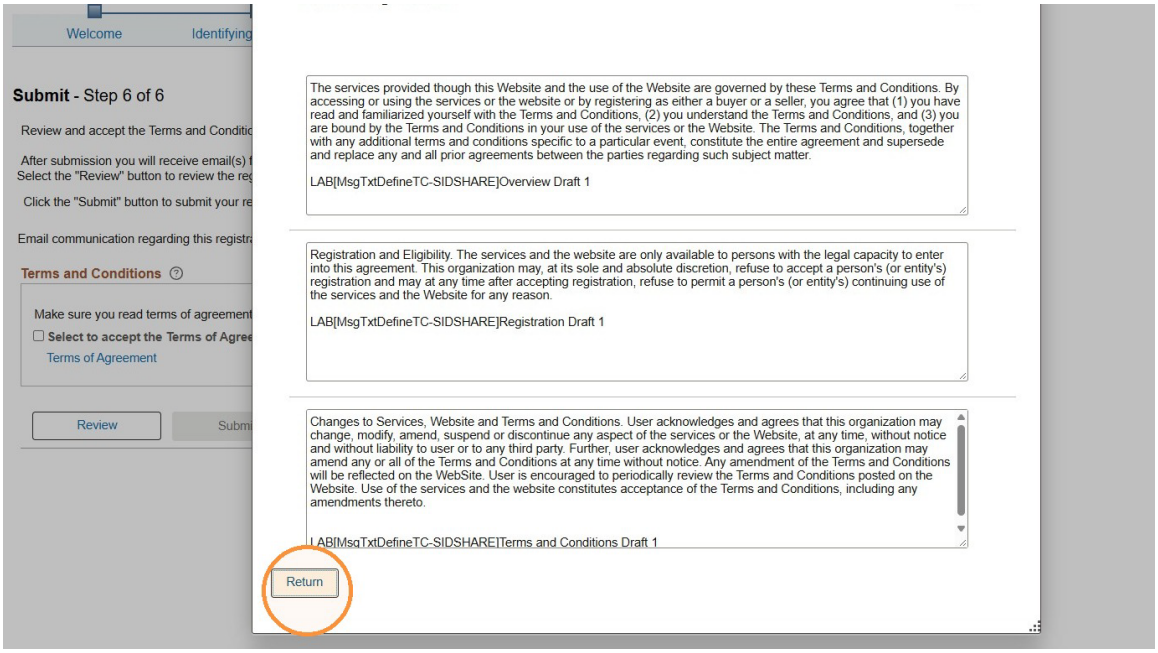


Terms of Agreement

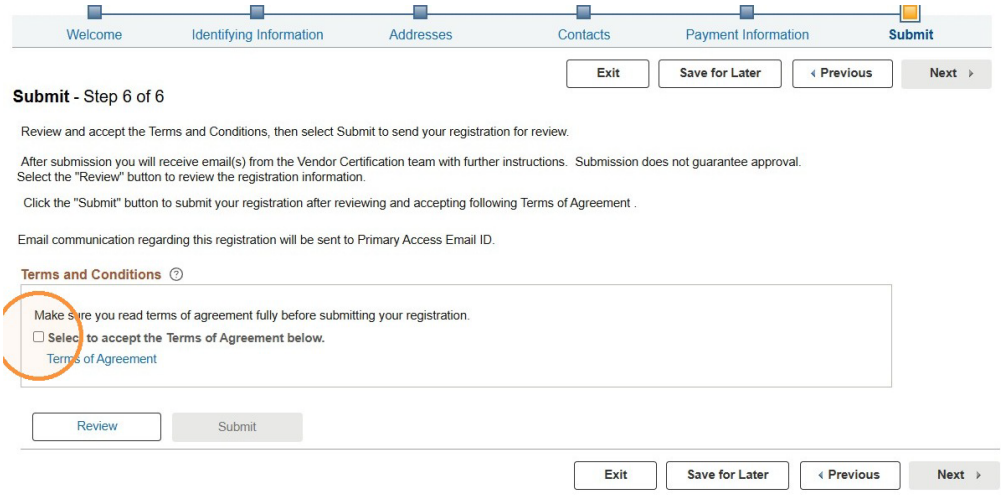
85. Click "Terms of Agreement" link to review the terms



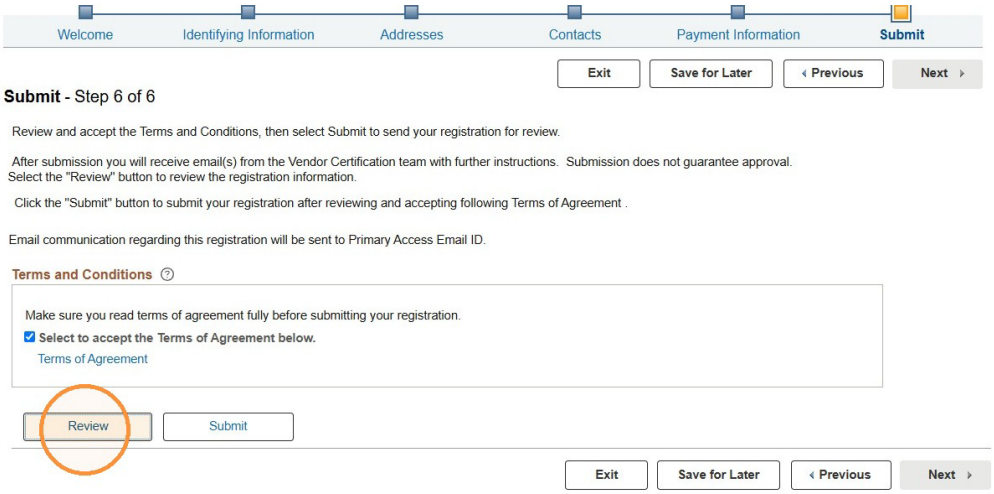
86. Click the Return button at the bottom after you've reviewed the terms.



87. Click the "Select to accept the Terms of Agreement below" checkbox to confirm you have accepted the Terms. If for any reason you cannot accept these terms please contact Vendor.Certification@lablue.com with your concerns. Since this is a required field you should utilize 'Save For Later' in order to return to this spot in the future and not lose all your prior work.

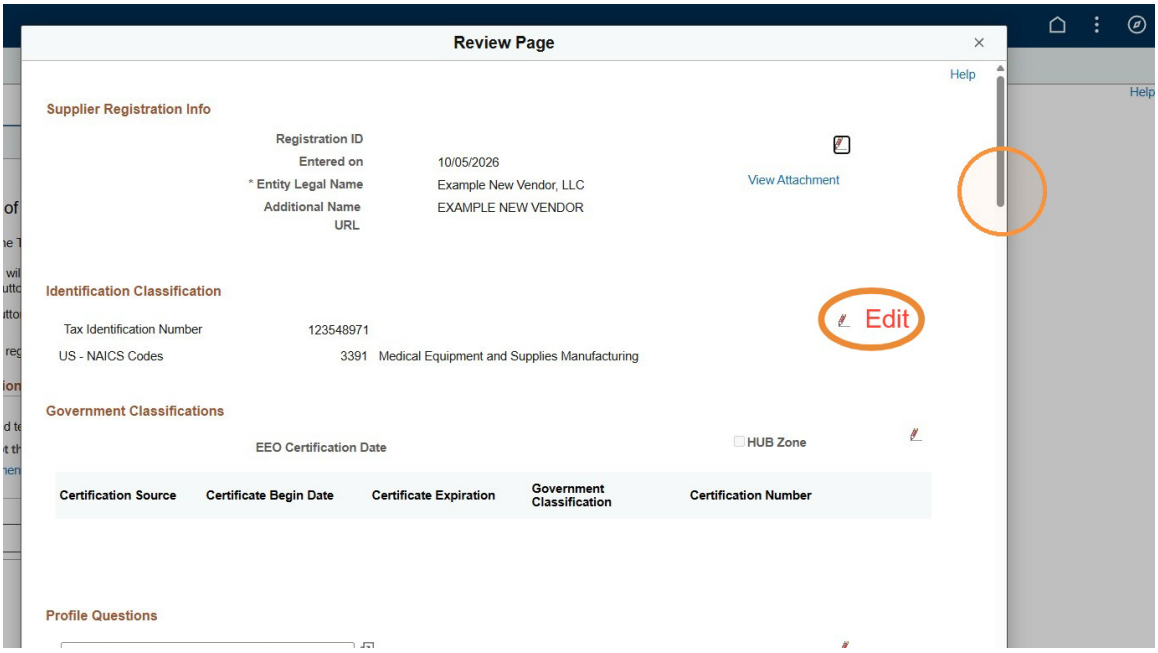


88. Click the Review button to review the entire registration.

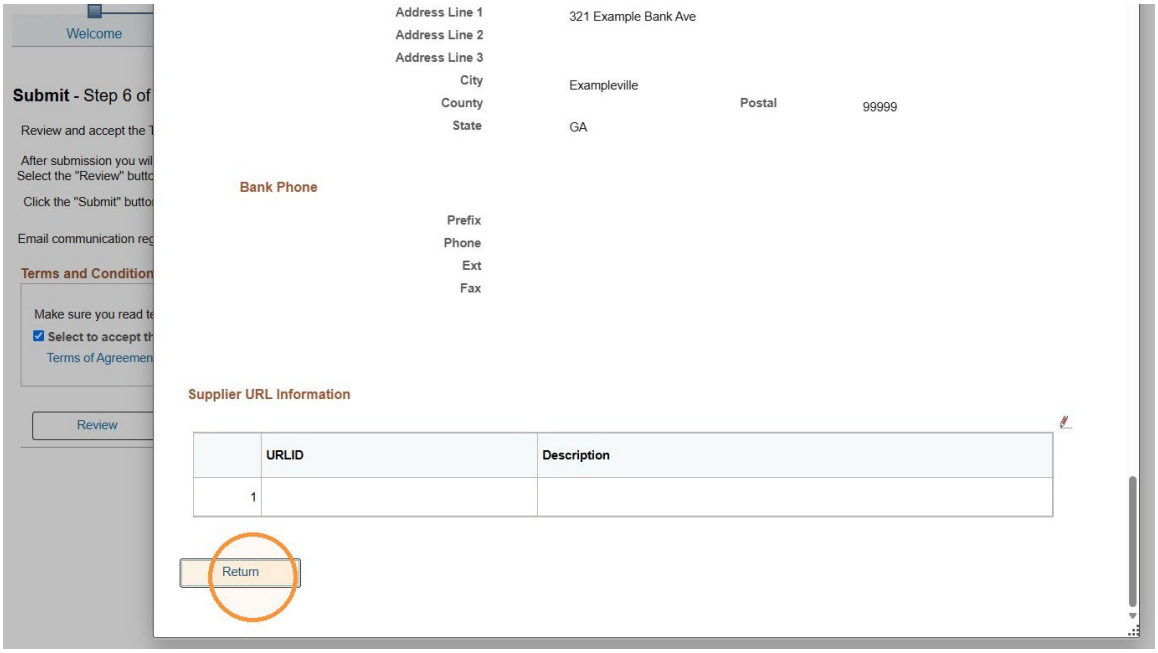


Review and Submission

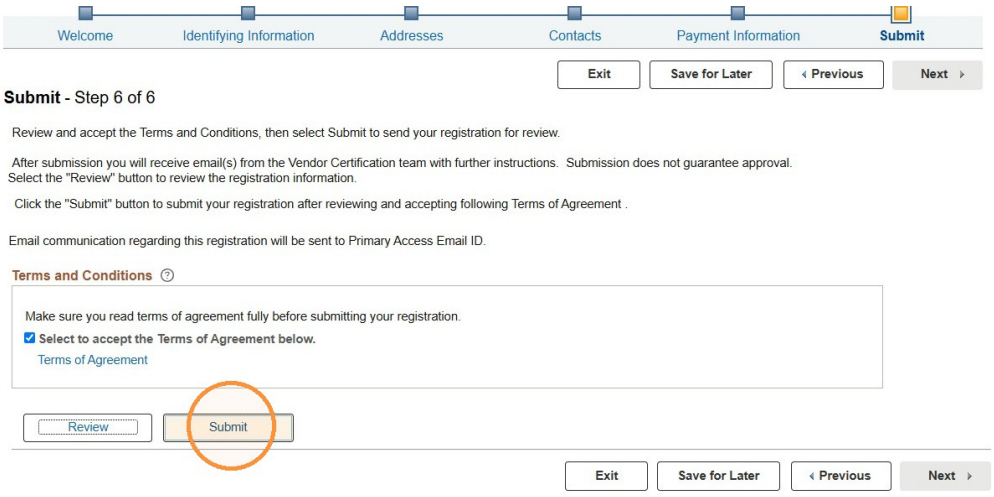
89. Use the scroll bar to carefully review the entire registration. The pencil icons can be used to Edit, or you can click Return at the bottom of the page and/or use Previous-Next navigation buttons to return to prior screens and edit directly on that screen.



90. Click Return at the bottom when you have finished your review.



91. After all information has been verified as correct and Terms of Agreement have been accepted, you can press the Submit button. This will trigger the Vendor Certification team to review your registration.



92. Congratulations, you have finished when you see this screen. As indicated, you will receive emails from Vendor.Communication@lablue.com with further notifications and/or instructions.

