

NEW SUPPLIER TO THE STATE OF DELAWARE

<https://esupplier.erp.delaware.gov>

- Click the User Registration tile
- Click on the First Button – Register as a Supplier
- Enter your full name or business name and address (include Remit To address if different)
- Enter either your SS# (for an individual/employee) or your Tax ID or EIN (this # must be the same number you have given the IRS for tax purposes)
- Enter your banking information and choose your payment method (ACH, SUA or check)
- Enter your 1099 status (employees are tax exempt for reimbursements. If acting as an outside contractor then you will receive a 1099 from the State of Delaware)

If you have any questions or need assistance obtaining your Supplier ID, please call Supplier Maintenance at (302) 526-5600/option #1 or email fsf_supplier_maintenance@state.de.us

Thank you,
State of Delaware
Division of Accounting
Supplier Maintenance Team