

EXISTING SUPPLIER DIRECTIONS FOR THE STATE OF DELAWARE WHEN AN UPDATE IS NEEDED

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

- Click the User Registration tile
- Click the second “Register Now” button under **User/Existing Suppliers**
 - A one page window will appear prompting you for an Access Code, Supplier ID and Tax Identification Number (all required fields).
 - **Access Code** (YOU MUST CALL 302-526-5600/Option 1 TO RECEIVE THIS CODE NUMBER)
 - *Supplier ID*: You can find this number on the upper left corner of your last check (not payroll) or ACH remittance payment from the State of Delaware – it is the 10 digit number starting with several zeros.
 - *Tax Identification Number*: This is your SS# or Business Tax ID Number and is required for authentication
- *Complete the User Account Information section ex:*
 - *User ID should be any combination of lower-case letters. No punctuation, numbers or symbols)*
 - Create a password (10 digits in length with one letter and one symbol)
 - Choose a password and response
 - Click to accept the term of agreement and hit submit

You will receive a notice that your request has been submitted. Shortly thereafter you will receive an email that your request was approved. Once approved you will go back into the supplier portal and click on the “Sign In” tile to complete your update.

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

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