

## Below is a quick guideline to complete the Vendor Registration

Registration Supplier Link: [Avis Budget Group Supplier Registration Link - United States](#)

**\*\*To ensure timely setup of the vendor, must complete ALL fields on the Company Details Section and attach the W-9 (& voided check, if wanting ACH payments)**

**Step 1:** Please enter the email to receive a one-time access code which is used to start the supplier registration.

You can return later to finish the registration by providing the email again to get a new access code which will retrieve the saved registration.

Place company name here

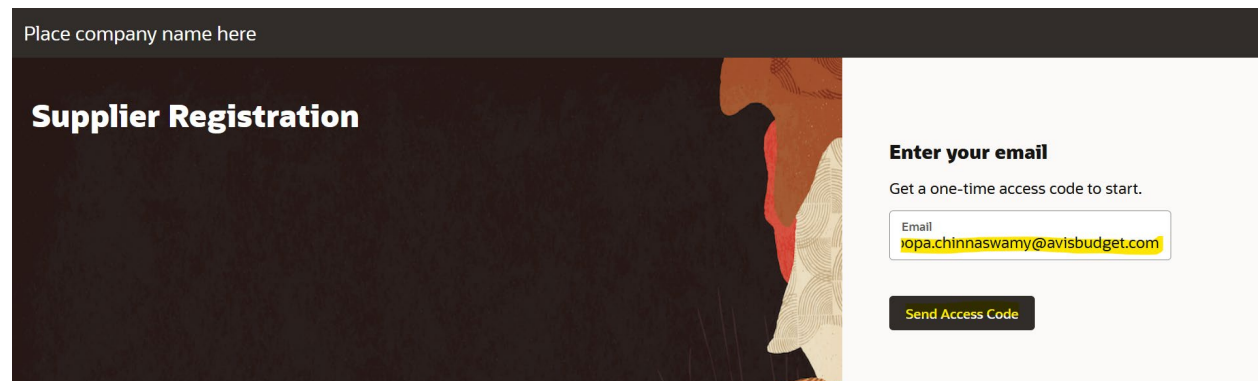
### Supplier Registration

**Enter your email**

Get a one-time access code to start.

Email

**Send Access Code**



**Step2:** Access code will be shared via email to the Avis email address passed. Enter the access code received over email in the login page and Click on continue


## [External] Access Code for Your Supplier Registration



ecmd-test.fa.sender@workflow.email.us-phoenix-1.c  
To ○ Chinnaswamy, Roopa



7:19 PM

 This message was sent with High importance.

**Here's the access code you requested.**

20GXs7QIf

 The code expires in 15 minutes.

**CAUTION:** This email originated from outside of the ABG & Zipcar – corporate email environment. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## Supplier Registration

### Enter your code

Use the code we've sent to email  
roopa.chinnaswamy@avisbudget.com.

The code expires in 15 minutes.

Required

Continue

[Get a new code](#)

**Step3:** New supplier self-service registration form opens. Enter the necessary company details and click on continue

**Company:** Vendor Name

**Country:** United States

**Taxpayer ID:** Tax number as it appears on W-9

**Organization Type:** This should be notated on your W-9

**Supplier Type:** Select one of the types that begins with “Auto”

**Attach tax, insurance, and other relevant documents:** Attached your W-9 using Drag and Drop

The screenshot displays the 'Supplier Registration' form, specifically the 'Company Details' section. The form includes several input fields and dropdown menus, some of which are highlighted in yellow. The fields are: 'Company' (Required), 'Website', 'Country' (Required), 'Taxpayer ID', 'Tax Registration Number', 'D-U-N-S Number', 'Organization Type' (Required), and 'Supplier Type' (Required). Below these fields is a 'Note to Approver' text area. A section titled 'Attach tax, insurance, and other relevant documents' features a 'Drag and Drop' area with the instruction 'Select or drop files here.' and a list of URLs with an 'Add URL' button. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons. On the right side, a dark sidebar contains a list of navigation options: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', and 'Questionnaire'. The page number '1 | 6' is visible at the top of the sidebar.

**Step4:** Enter the supplier contact details and click on continue

**First Name:** First name of contact

**Last Name:** Last name of contact

**Email:** Email of contact

**Enter Phone numbers of Contact**

**Keep default check boxes as is.**

Contacts 2 | 6

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

<b>First Name</b> John	<b>Last Name</b> Doe	<b>Email</b> Johndoe@gmail.com
Job Title	Country US	Mobile +1
Country US	Phone +1	Ext
Country US	Fax +1	

**Is this an administrative contact?**  
Administrative contact will receive general communications from us.  Yes  No

**Does this contact need a user account?**  
User accounts will provide online access to supplier transactions and self-service tasks.  Yes  No

**What user roles does this contact need?**  
Assign at least 1 user role to specify the responsibilities of the contact.

- ABG SP Supplier Accounts Receivable Specialist**  
Job role that manages invoices and payments through the supplier portal.
- ABG SP Supplier Customer Service Representative**  
Job role that Manages inbound purchase orders and communicates shipment activities through the supplier portal.
- ABG SP Supplier Self Service Clerk**  
Abstract role that manages the profile information for the supplier company.

Cancel Save **Continue**

Company Details

**Contacts**

Addresses

Business Classifications

Bank Accounts

Questionnaire

**Step5:** Enter the necessary supplier address details and click on continue

**Address Name:** Required Field, enter name as City.

**What's this address used for?** Select at least 1 purpose.

**Which contacts are associated to this address?** Check the box if the contact is associated to this address

Supplier Registration

### Addresses

Address 1 🗑️

**Address Name:**  Required **What's this address used for?** Select at least 1 purpose.  
 Receive Purchase Orders  **Receive Payments**  Bid on RFQs

Country/Region  
United States ▼

**Address Line 1:**  **Address Line 2:**  **City:**

**State:**  **Postal Code:**  **County:**

Email:  Country:  Phone:   Ext:

Country:  Fax:

Which contacts are associated to this address?

<input type="checkbox"/>	John Doe	John.doe@gmail.com
--------------------------	----------	--------------------

[+ Add Another Address](#)

Cancel Save **Continue**

3 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Questionnaire

**Step6:** Select the Business Classification details from the list and click on continue

Supplier Registration

### Business Classifications

Enter at least one business classification or select none applicable.

**Select a classification or confirm that none are applicable.**

Classification  
None of the classifications are applicable ▼

Updated just now

Cancel Save **Continue**

4 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Questionnaire

**Step7:** Enter Bank Account Details and click on continue, if your bank routing number, Bank, Bank Branch is not available in list, keep fields blank and continue.

We will use the bank account information attached as part of the Questionnaire to add them in our system.

Supplier Registration

## Bank Accounts

Bank account 1

Country  
United States

Routing Number  
021000021

Bank  
JP MORGAN CHASE BANK N.A SUA

Bank Branch  
JPMC New York - 021000021

Account Number  
10045880

Last updated 2 minutes ago

Cancel Save Continue

5 | 6

- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Questionnaire

**Step8:** In the next section of Questionnaire, three questions need to be answered. Please click on each question and select the option as shown below.

Supplier Registration

## Questionnaire

General Information Organization Type Banking Information

General Information (Section 1 of 3)

1. General Information, Please check as applicable  
*Required*

- a. Provided mailing address
- b. Our payment mailing address is different
- c. Supplied payment notification email address
- d. Provided a telephone contact number

End of Section 1 of 3

Previous Section Next Section

6 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Questionnaire

# Questionnaire

General Information  **Organization Type**  Banking Information

Organization Type  (Section 2 of 3)

2. What Organization type are you?

*Required*

- a. USA entity (Please attach your W9 form)
- b. International entity that requires a VAT registration (please attach your VAT registration certificate)
- c. International entity that does NOT require a VAT registration

End of Section 2 of 3

Previous Section

Next Section

6 | 6

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Questionnaire

# Questionnaire

General Information  Organization Type  **Banking Information**

Banking Information  (Section 3 of 3)

3. What Payment Option do you Prefer?

*Required*

- a. Pay by check (Please provide payment site address and contact information)
- b. ACH payment (please attach copy of voided check or bank letter with ACH)
- c. Single Use Credit card (Please provide remittance advice email contact information)

*Required*

Add Attachments

End of Section 3 of 3

## Add Attachments (Question 3)



### Drag and Drop

Select or drop files here.

URL

Add URL

ACH\_FILE.txt

Last updated on  
12/6/2024  
13.00 B



**Step9:** On completing the questionnaire, Click on Submit

**Questionnaire**

General Information  Organization Type  **Banking Information**

Banking Information  (Section 3 of 3)

3. What Payment Option do you Prefer?  
*Required*

a. Pay by check (Please provide payment site address and contact information)

b. ACH payment (please attach copy of voided check or bank letter with ACH)

c. Single Use Credit card (Please provide remittance advice email contact information)

*Required*

Last updated 1 minute ago

Cancel Save

6 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Questionnaire

**Step10:** On submission, supplier registration reference number is displayed as shown below which you can share with your Avis Contact if needed.

