

**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)**

**Company:** Vendor Name

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

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

**Attachments +:** Attached your W-9

**First Name:** First name of contact

**Last Name:** Last name of contact

**Email:** Email of contact

**Confirm email:** Email of contact

**Tax Country:** United States

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

The screenshot shows the 'Register Supplier: Company Details' form. At the top, there is a progress bar with six steps: 1. Company Details (highlighted), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, and 6. Review. Below the progress bar are navigation buttons: Back, Next, Save for Later, Register, and Cancel. The form is divided into three main sections:

- Company Details:** Includes fields for Company (with an asterisk), Tax Organization Type (dropdown), Supplier Type (dropdown), Corporate Web Site, and Attachments (set to None).
- Additional Information:** Includes a dropdown for Forecasted Monthly Invoice Volume.
- Your Contact Information:** Includes fields for First Name, Last Name, Email, and Confirm Email, all with asterisks.

On the right side of the form, there are additional fields: D-U-N-S Number, Tax Country (dropdown), Taxpayer ID, Tax Registration Number, and Note to Approver.

### This Screen Adds Additional Information for The Contact

Click on the Edit icon.

Enter the Phone number, job title, etc.

Once Done: Click Next

File Edit View Favorites Tools Help

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Home ⓘ Sign In

Company Details **2** Contacts Addresses Business Classifications Bank Accounts Review

Register Supplier: Contacts

Back Next Save for Later Register Cancel

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

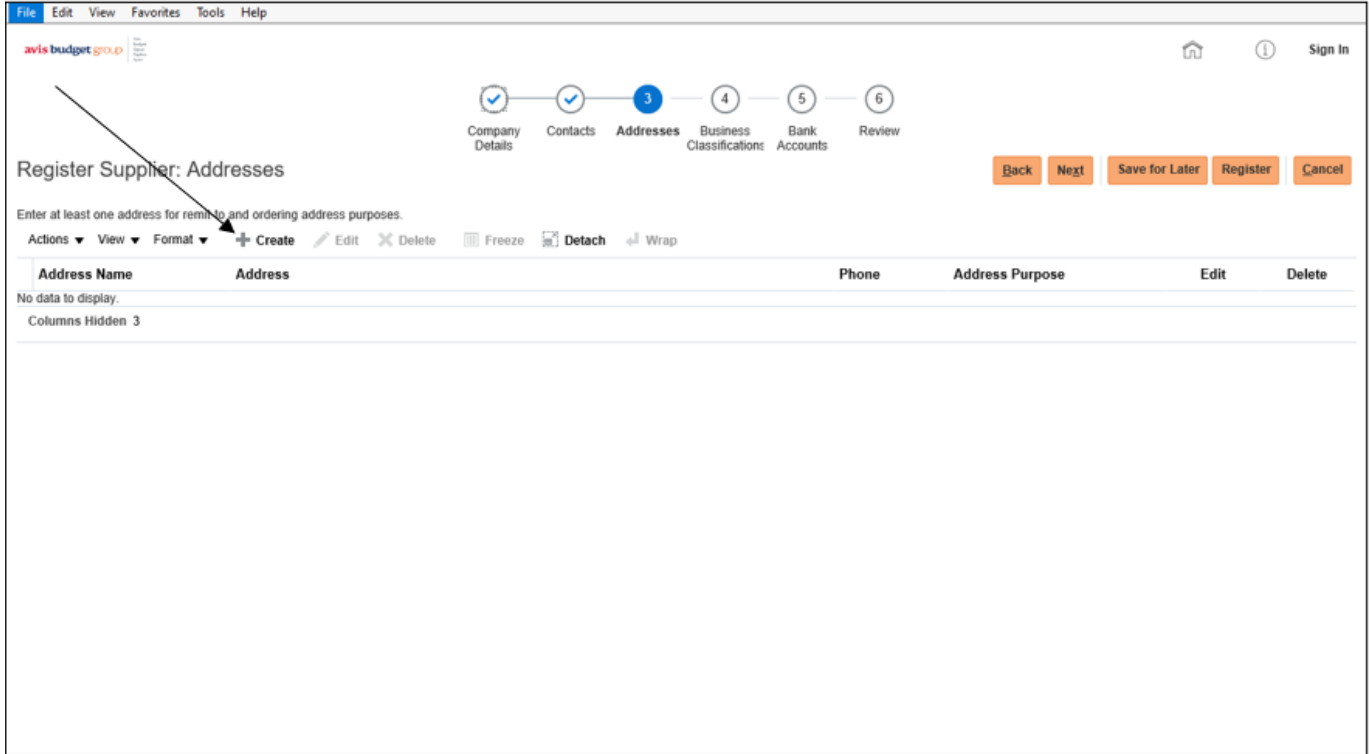
Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
hanson, kecin		abg@aol.com	✓	✓		

Columns Hidden 7

**This Screen Adds The Address**

\*\*Add the address, preferably the address that will appear on the invoices, which will be the address as to where payment will be sent.

Click on +Create  
Enter Address Information  
Once Done: Click Next



### This Screen Adds Business Classifications

Click On +  
Enter Business Classifications  
Once Done: Click Next

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Home Info Sign In

Company Details Contacts Addresses **Business Classification** Bank Accounts Review

Register Supplier: Business Classifications

Back Next Save for Later Register Cancel

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

### This Screen Adds Bank Accounts

**\*\*If payment is by check, ensure to attach a copy of the voided check in the Company Details section**  
If receiving payment by ACH, then enter the banking information on this screen

Click on +Create  
Enter Banking Information  
Once Done: Click Next

File Edit View Favorites Tools Help

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Home Info Sign In

Company Details Contacts Addresses Business Classification **Bank Accounts** Review

Register Supplier: Bank Accounts

Back Next Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

Columns Hidden 8

### This Screen Is for Reviewing

Review the information then click Register to submit.

Any updates, click the back button or on the any of the stages at top of page to go back to that section

File Edit View Favorites Tools Help
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Home ⓘ Sign In

#### Review Supplier Registration: ABC Auto Body

Back Next Save for Later Register Cancel

**Company Details**

Company	ABC Auto Body	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	United States
Supplier Type	AUTO BODY REPAIR	Taxpayer ID	12-1234567
Corporate Web Site		Tax Registration Number	Note to Approver

**Additional Information**

Forecasted Monthly Invoice Volume  ▼

**Attachments**

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					
Columns Hidden 1					

**Contacts**

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Smith, John		abg@aol.com	✓	✓	ⓘ
Columns Hidden 7					