Vendor Portal Registration and Access

1. **Vendor Registration**:
   Vendor Registration page has been developed and uploaded to the online service. This link should be added to SCLARC web site to allow vendors to access it. The URL is:
   http://vendorportal.b6b3f2ehfkfbggcx.westus2.azurecontainer.io/registration.aspx

   a. **Provide Data**: vendors need to provide the verification information to confirm their status as SCLARC vendors. The required information includes:
      i. Tax ID:
      ii. A vendor number
      iii. Vendor Email address registered with SCLARC.

   b. **Send Request**: Vendors need to click "Submit to SCLARC" button to send their registration request to Smart Chart.

2. **Vendor Data Verification**:
   Vendor's registration request will be transferred to Smart Chart. Smart Chart will compare the data provided by vendor with data in its system. If the data matches, Smart

Chart will send an email containing the temporary password. The recipient email will be the one highlighted in the following image. Community Service staff can enter or edit the email address.

3. Vendor Portal Email must match what we have in the system.

4. **Sending Registration Report**:

Smart Chart has developed a function to email a report regarding vendor registrations to community staff. This report will include registered vendor info, like tax ID, name, vendor number and name, and the email address to which the password was sent.

5. **Access Vendor Portal**:

Once the vendor receives the email and temporary password, they can access to Vendor Portal via the web URL or download the Vendor Portal APP on their mobile devices.

Vendor Portal web URL:
http://vendorportal.b6b3f2ehfkfbggcx.westus2.azurecontainer.io/Login.aspx