



**SUPPLIERGATEWAY®**


**SupplierGATEWAY, LLC 2018  
Battelle Registration Guide**



# Potential Supplier Registration

Battelle Memorial Institute [Register](#) [Log in](#)

## BATTELLE



### SUPPLIER PORTAL

Thank you for your interest in doing business with Battelle.

To enhance your opportunity for consideration as a supplier on future opportunities please register your company in the Battelle Supplier Portal. Registration is an important element in our search for innovative, efficient, and timely supplier, subcontractor and teaming resources. Battelle maintains your information which is available to our programs and projects staff for potential procurement opportunities. Battelle's purchasing and proposal managers use the database as a tool to search for small and large businesses to support their projects. We give consideration to those firms in large measure based upon the following:

- Technical capabilities
- Match of goods/services to our customers' needs
- Past performance with Battelle or Battelle's customers

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Select **Register** to begin supplier registration

Battelle Memorial Institute [Register](#) [Log in](#)

### Potential Supplier Registration

By registering, you are putting your business in a position to be found by our users. Click to get started.

[Select](#)

You will be taken to the registration screen & prompted to **select** the Registration



# Potential Supplier Registration

Battelle Memorial Institute

## REGISTRATION

Need Help? Contact us at: <https://supplierngateway.zendesk.com/home>

Fields in Red Text and denoted by an asterisk ("\*") are required.

### Business ID Number

Please enter your 9-digit Taxpayer Identification Number (Also known as your Employer Identification Number.) If you have a separate Taxpayer Identification Number, you may utilize your 9-digit social security number.

\*Country:

\*Federal Tax ID Number:  -   
 EIN  SSN

You will begin the registration process by entering some basic **company information**

### Company Information

\*Company Name:

\*Email:

\*State:

\*Address:

Address 2:

\*City:

\*Zip:

All fields indicated in 'red' are required fields



# Potential Supplier Registration

Next, you will need to **view** and **accept** the Access Agreement.

## Terms

SUPPLIERGATEWAY® WEBSITE AND SERVICES (THE "SERVICES") IS CONDITIONED UPON YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT. You are a company or organization that registers on this website, and "we," "our," "us," and "our company" shall mean SupplierGATEWAY®, and its subsidiaries and affiliates.

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3. **USER CODES.** As part of your registration process you may be asked to create a user name ("Name") and/or password ("Password"), or a user name and/or password may be created for you (the Name and Password are hereafter referred to as "User Codes"). The User Codes are for your personal use only. You are responsible for

I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND AGREE TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS.

I DONT AGREE

I AGREE

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Select Language ▼

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# Potential Supplier Registration

Battelle Memorial Institute

## REGISTRATION CHECKLIST

Completed 4 of 10 

In order to complete your registration, all sections listed below must be completed. Please remember to submit your information once all the sections are completed.

Sections	
 Certificates	
 General Questionnaire	
 Upload Attachments *	COMPLETE
 Company Addresses	COMPLETE
 Financial/Workplace	INCOMPLETE
 Other	INCOMPLETE
 Other Representations & Certifications	INCOMPLETE
 Insurance/Bonding	INCOMPLETE
 Ownership	INCOMPLETE
 Categories	INCOMPLETE

Once initial registration is complete you will be taken to the **Application Segments** to complete all required segments for submission

You will see which segments have been successfully **completed** & which are still **Incomplete**



# Potential Supplier Registration





Battelle Memorial Institute

## REGISTRATION CHECKLIST

Completed 10 of 10 

In order to complete your registration, all sections listed below must be completed. Please remember to submit your information once all the sections are completed.

**YOUR APPLICATION WILL NOT BE REVIEWED UNTIL IT IS SUBMITTED.**

Sections	Status
 Certificates	<a href="#">COMPLETE</a>
 General Questionnaire	<a href="#">COMPLETE</a>
 Upload Attachments *	<a href="#">COMPLETE</a>
 Company Addresses	<a href="#">COMPLETE</a>
 Financial/Workplace	<a href="#">COMPLETE</a>
 Other	<a href="#">COMPLETE</a>
	<a href="#">COMPLETE</a>
	<a href="#">COMPLETE</a>
	<a href="#">COMPLETE</a>
	<a href="#">COMPLETE</a>
	<a href="#">COMPLETE</a>
	<a href="#">COMPLETE</a>

Once all segments are shown as **Complete** you may **Submit** your application to Battelle

[Submit Your Completed Information](#)



# Application Submission

**Battelle**

*The Business of Innovation*

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## APPLICATION SUBMITTED

Your registration/application has been successfully submitted. We recommend that you keep your profile as up to date and accurate as possible. You may receive further correspondence regarding your application via email

You will see an **Application Submitted** confirmation page when you have completed the process.





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