Supplier Registration Steps

The following screenshots illustrate the steps you need to follow to complete your company’s profile in the Enterprise Supplier Management System for Wyndham worldwide.
Pre-Registration Screen

Wyndham Worldwide is one of the world's leading diversified providers of travel-related products and services for individual consumers, with leading brands in lodging franchising, vacation ownership, vacation rentals and vacation exchanges.

Welcome
Our Commitment
Login and Register
Tier-Z Reporting
Buyers and Purchasing Managers
Register
Login
Support Information
Privacy Policy

If you are a supplier that has not yet registered with Wyndham Worldwide, click here to begin registration. If you are a diverse-owned supplier, please ensure that you follow the instructions and indicate your diversity ownership status as you complete the registration form. If you are a registered supplier and wish to update your profile, please login to the website by providing your username and password in the section to the left.

Please complete the supplier registration form and then submit it. This information will be entered into our supplier database. Due to the very large number of registrants and inquiries that we receive, we are unable to provide you with a reply, other than an acknowledgement of your registration. However, keep in mind that our sourcing managers have access to your information and may contact you for further information, if an opportunity arises related to your submission.

Note: Suppliers hereby acknowledge that Wyndham Worldwide’s acceptance of your registration does not guarantee that any goods and services will be purchased or contracts offered, but that such acceptance of your registration may only provide your company potential opportunities to be solicited by or to bid for products and services to the Wyndham Worldwide family of businesses. You may be contacted as these opportunities arise.
Please Note:

* You must read and scroll down to the bottom of the Terms of Use Agreement to click the Accept and Submit buttons.

Once the supplier selects the “Submit” button, new suppliers with unique identifying information will be directed to the thank you screen and will be emailed a new username and password to login to their account.

**Duplicate Record Check**
If the system recognizes a similar Company (Supplier) name already in the database, then the supplier will be directed to the duplicate record check screen as depicted below:

In this example, there are two other “Test Company 3” entries. At this point, one of three scenarios can be chosen.
1\textsuperscript{st} Scenario – You see your company listed here
Selecting the company (link) will take you to the following screen, where the following fields can be updated and submitted

![Suppler Information Screen]

Clicking “Ok” will take you here:

![Supplier Information Screen 2]

At this point you can choose “Select” or “Cancel”. Selecting the “Cancel” button will take you back to the earlier list of matches on Company (Supplier). Selecting the “Submit” button returns one of two results: (1) you can add additional information and update the database, or, (2) if the system tells you that someone was already registered with that username they will have the option to reset the password.

![Supplier Information Screen 3]

**Reset Password**
Partner user already exists for the matched supplier, please login with the existing partner user, if you want to reset the password please provide existing username and click “Submit” button.
2nd Scenario – Your Organization (Company) is not listed here
Selecting the “My Organization is Not Listed Here” button will pop up a window similar to the following:

At this point, you should check your email to verify that you have received a username and temporary password as indicated. If you received this email, select the “Login” to input your username and password and login to your account:

3rd Scenario – You choose to Cancel out of the Registration
At this point, if you have decided not to proceed with the Registration Wizard, from the “Already Registered Suppliers” pop-up window, you can select the “Cancel” button which will bring you back to the “Begin Registration” pop-up window shown below:
At this point, you can close the pop-up window to fully cancel out of the Registration process by clicking the red “x” in the upper right corner of the pop-up window.

Completing your Supplier Profile

Updating Supplier Details

User tip: Required fields are marked with a red bar and/or prompted for entry via an error message

General Information

Under General information, provide the following information:
Business/Financial Information

Under Business / Financial Information, provide the following information:

**Sales for past 3 years (Optional)**

Enter gross annual sales in US Dollars for the past three years.

**User Tip**: If your company was established within the last three years, then the system will only ask for gross annual sales for applicable years.

<table>
<thead>
<tr>
<th>Year Of Sales</th>
<th>Gross Annual Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>125000</td>
</tr>
<tr>
<td>2008</td>
<td>115785</td>
</tr>
<tr>
<td>2007</td>
<td>118000</td>
</tr>
</tbody>
</table>

**Legal Structure**

Provide the following information:
**Professional Certifications**

Provide the following information:

- **Quality certifications**: If you have an ISO9001 or an AS9100, select the appropriate check box.

![Professional Certifications](image)

**Corporate**

Provide information about the following:

- Corporate profile
- Key competitors
- Significant recent news
- Significant customers
- Recent acquisitions, sales, mergers

**Key Contacts**

Add key contacts for your company by clicking on the “New” button:

![Key Contacts](image)

**Supplier Locations (Adding / Editing Locations)**

To make changes to an existing location, click on the ‘Edit’ link corresponding to the location.

If you have professional certifications, licenses, brochures or other documents specific to a location, you may upload copies of those documents by clicking on the ‘Attach Documents’ link corresponding to the location.
Contacts

The Contacts section displays the contact name, email, business phone number and indicates if the contact is a user of the system.

Click on the “Edit” button to update information for an existing user.

To add a contact click the “New” button

This displays the Contact Information pop-up window. Fields marked in red are mandatory.

Commodities

You may enter information about any of the following commodity codes that apply to you:

Wyndham Worldwide Commodity Codes - These are internal commodity codes specified by Wyndham Worldwide

NAICS Codes - The North American Industry Classification System (NAICS) is the standard used by Federal Statistical agencies to classify business for the purpose of collecting and analyzing business data. The Small Business Administration (SBA) also uses NAICS codes to classify small businesses by industry. You can find your NAICS codes by accessing the following link –NAICS Code Search.

SIC Codes – The Standard Industrial Classification is an industrial classification system that uses a four-digit code. SIC codes are being replaced by NAICS codes but are still used widely.

UNSPSC (Family) Codes – The United Nations Standard Products and Services Code is a standard for classification of both products and services for use throughout the global marketplace.
Adding / Editing Commodities
To add a commodity to a location, click the ‘Edit’ button next to the location name to display the Location Commodity window.

At the top left corner of the Location Commodity window you will have the option to apply your commodity selection to all locations.

For each of the commodity code types that apply to you:

- Click in the Search field and enter names or a few starting letters of the commodity that you want to find. Alternatively, scroll down the “Available Items” box to find your commodity.
- Select applicable commodities in the “Available Items” box and move them to the “Selected Items” box by clicking the arrow pointing to the right

Supplier Service Areas
Services Areas are assigned to each of your locations. The first time you access the Supplier Service Areas section, you will see the list of locations that you entered on the Locations tab.

Diversity
On this page you can provide diversity information that is applicable to your organization including:

- Your company’s diversity status
- Your company’s small business status
- Upload your company’s diversity certificates
- Upload your company’s small business affidavit

Business References
It is strongly recommended that you provide at least one business reference. To do so, click on the “Add New Reference” link:
**Documents**

The **Documents** section displays the list of all documents uploaded for your company. You may also add additional documents if you wish.

To edit an existing document:
Click **Edit** hyperlink to edit a document.

To delete an existing document:
Click **Delete** hyperlink to delete a document.

To add a new document:
Click on the **New** button. This displays **Supplier Document** pop-up window. Enter required document detail in the “Enter details” section.

**User tip:** The **Document Name** is a required field. You will receive an error message if you do not provide a document name.

Two options are available for uploading documents:
- Option 1: Upload document into the system
- Option 2: Generate a fax cover sheet and fax your document

To upload a document into the system:
Select the “Upload Document” option by clicking the appropriate circle.
Click the **Browse** button to locate the document in your local computer

**To fax your document:**

Select the “Fax Cover Sheet” option by clicking the appropriate circle

Click the **"Click to generate the fax cover sheet"** link to display the fax cover sheet in a new window

![Options](image)

The QR code on the left hand side will tell the system which supplier record is affiliated with the accompanying document. This same information is displayed in text format on the right hand side of the cover sheet.

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Click **Save & Next**.

The system will now navigate you to the **Summary** tab.
**Summary**

**To submit the profile:**

Review the entered information to ensure accuracy.

**User tip:** To correct a mistake, simply click on the appropriate tab to navigate to that section and modify the data. Tabs with a check mark can be moved between as needed.

In the **“ATTESTATION DETAILS”** section, select the check box corresponding to the statement, “I attest that all information provided is accurate and current”.

Click **Submit**.

You will see a confirmation message stating that your company’s profile has been successfully submitted.

Thank you for registering your company on the Federal Home Loan Bank of Chicago Supplier Registration portal. You will be contacted if an opportunity arises for the use of your product or service.