New Supplier Registration User Guide
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1. New Supplier Registration Checklist

The following items and data points for your company will be required on the following pages. It is recommended to have this information prior to starting the registration process, so your profile does not time out due to inactivity.

- Federal Tax ID Number (FEIN)/Taxpayer identification Number
- Business Registration/Certificate Number for Foreign Companies
- Company Contact Representative phone number and address
- Business Classifications with expiration dates, if applicable
- Bank information, such as account number, routing number, branch location, etc.
- DUNS, CAGE and NAICS number, if applicable
- Voided check image for upload or a bank remittance form
- Current W-9 form signed for upload
- ISO-9001 certificate, if applicable
- AS9100 certificate, if applicable
- Tax resale form, if applicable

2. Where to Begin Sparton’s Registration Process

The link to register as a new supplier with Sparton is on Sparton’s website, www.sparton.com. The supplier registration link is found under the Resource section towards the bottom of the home page.

A secondary method to register as a new supplier is by clicking the link below or copying and pasting the web address into the URL bar on a web page.

3. Steps for Entering Company Details into the Registration Portal

The following steps serve as a guide for each page within the registration portal and the required information within each page.

Helpful Tips to Remember:

- A blue asterisk (*) symbolizes fields that must have data entered.
- Avoid idle time. It will cause your registration to time out and the process to start over.

Step 1: Company Details
The initial registration page will require the following company information:

- Legal Entity Name
- Country of Origin whether foreign or United States based
- Registered IRS tax identification or foreign business registration number
- Contact information (name, email, phone number) for company representative to maintain access to supplier profile and amendment authority.

Sparton’s Supplier Registration Guide is also available on this opening registration page via a hyperlink at the bottom of the page, in addition to, the document’s original location on Sparton’s website home page.

**Step 2: Address Book**

Select the Create Button to proceed to the next page.

Complete this page with all applicable information.
Each Address entry will include the following information. Please note, if your company has multiple locations or various preferred addresses (I.E. P.O. Box for billing and physical address for shipping, etc.), each address should be added to your supplier registration profile.

- Site Name – I.E. City Name, Billing, Shipping, etc.
- Full Address with city, state, county, etc.
  - Foreign Companies would identify a Region/Province, etc.
- Area Code and Phone Number
- Email Address for appropriate contact person
- **Critical Action:** To work with Sparton other than during a quoting (RFQ) stage, the Physical and Billing Address must be checked. In addition, *removal* of the RFQ Only check mark is optimal.

### Step 3: Contact Directory

Select the Update (Pencil) Button to proceed to the next page.

The primary contact is the original contact provided on the first page of the registration. Selecting the update icon is *required* because this contact profile entails additional information to be entered.
Each contact profile entered requires the below information.

- First and Last Name
- Job Title and Department
- Email Address
- Area Code and Phone Number

The following contacts are recommendations to be included in your company’s supplier registration.

- Accounting Contact (*Required*)
- Customer Service
- Quality Representative
- Procurement Representative

**Step 4: Business Diversity Certifications**

Please select *all* business certifications that are applicable to your company. At a minimum, your company *must* select if it is either a Small Business or Large Business.

The following information is required for each applicable selection.

- Check Mark to show application
- Certifying Agency including self-certification
- Expiration Date
Step 5: Products and Services

Select the Create Button to proceed to the next page.

Select all Products and Services that your company provides or specializes in. Selecting the Search Button is a secondary option.

Sparton recognizes our supplier base with the following categories. Please reference these definitions when selecting your company’s products and services.

- **General Services** – company that offers a specialized, non-manufacturing service.
- **MRO Supplies** – supply chain supplier for maintenance, repair and operating material.
- **Non-Production Material & Services** – general, research & development (R&D), and engineering items to support design and non-production operations.
- **Production Material & Services** – material, components and services used to manufacture final products.
Step 6: Banking Details

Sparton requires banking information for all new suppliers due to the issuing of ACH payments for all invoicing. All information on this page will be confidential and is required from your company.

Select the Create Button to proceed to the next page.

Please select and search an Existing Bank via the Existing Bank selection bubble and the Bank Name search icon.

The following steps and information is required on the Banking page.

- Confirm the Country of origin for the banking account at the top of the page
- If foreign payments will be transacted, the box at the top of the page must be checked.
- Select Existing Bank and Existing Branch by clicking each selection bubble
- Select the Bank Name search (magnifier) icon to search from a list of Bank Names
Select the Branch Name search (magnifier) icon to search from a list of Branch Names and select an option
If your company’s bank does not exist in the search list, select New Bank bubble and enter your bank information
For foreign based suppliers that require a wire transfer payment to a foreign bank, the SWIFT-BIC code entry is required.
Account Number
Account Name
Check Number/Digits

Step 7: Business Details

Select the Update (Pencil) Button to proceed to the next page.

If applicable, enter your company’s DUNS, CAGE and NAICS codes. Each field must have an entry to proceed, so if your company does not have these numbers at this time, please enter N/A when not applicable.
Select Yes, No or Not Applicable for each of the Business Standard questions. The entry of additional information is optional.

Review Sparton’s definitions of the supplier base categories and type the details of your company’s specialized products and/or services in the appropriate field. For all Production Material & Service suppliers, please select Yes for item #4 to proceed to the next page.
Select **Yes** for any category that is related to the types of manufactured items your company specializes in. Please note, selections on this page should coincide with the items selected on the Products and Services page.

Select **Next** to proceed to back to the original registration page.
Step 8: Attachments

Select the Next Button at the bottom of the page to move to Step 3 and final page of the registration.

Please reference the below list of attachments that Sparton requires to process your company’s supplier registration request. Please upload and accurately title the documents accordingly.

The below documents MUST be provided to become an approved supplier.

1. Current, signed W-9 form your company and any affiliated (DBA) for the parent organization.
2. Bank Remittance form/Voided check for ACH authorization and confirmation of account details provided.

The below documents will be required if applicable to the type of products and services provided.

1. ISO-9001 certificate, if your company maintains this quality management certification.
2. AS9100 Certificate, if your company maintains this quality management certification.
4. Tax Resale Form, if applicable.
Select the Add Attachment Button to proceed to uploading documents.

To Upload Attachment(s): Select File Type, enter Title and Description, Browse to select saved document and select Apply.
Step 9: Submission of Registration

Select the Submit Button to complete the registration and submit for review by Sparton.

The below screen and statement will appear for all successfully completed registrations.

If you did not receive this message upon selecting the submit button, please select the browser back arrow and select the Submit Button again.

4. Next Steps During Approval Process

Thank you for your supplier registration submission! Sparton’s Procurement Team will be reviewing your company’s qualifications and will be in touch with the next steps in the registration process. Once your registration is approved in our database, your company’s main contact entered in the submission will receive an email with a temporary password to access our Supplier portal. Please note, the system will require the password to be changed upon first log in. Access to the Supplier portal is also included below and can be used once Sparton’s approval is final and the temporary password is provided.

https://supplier.sparton.com