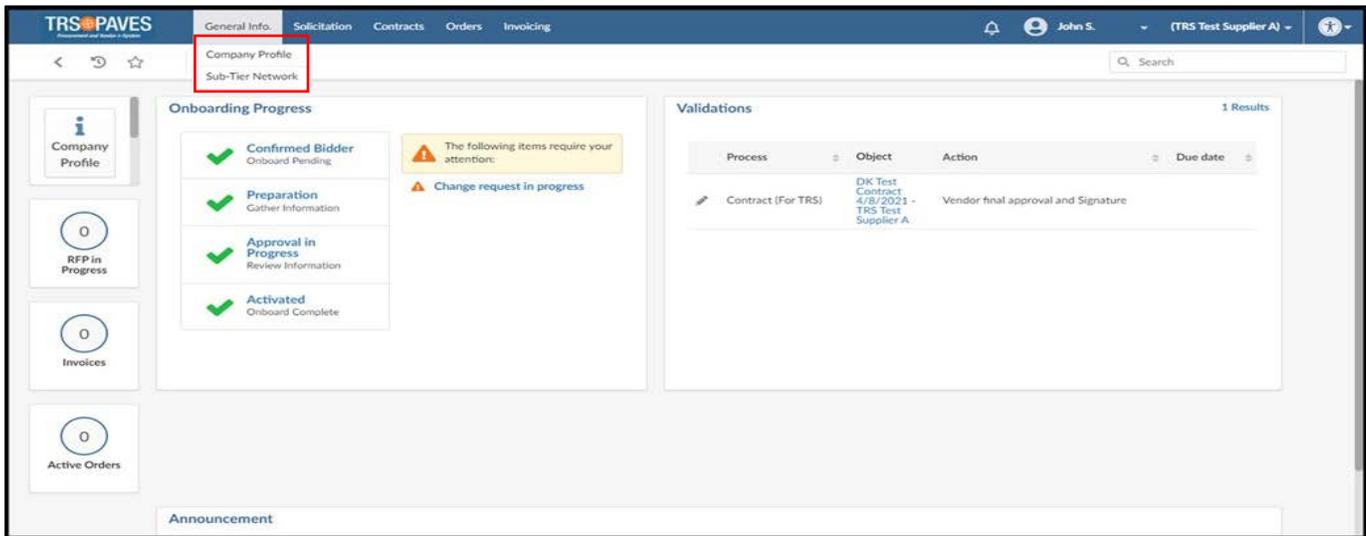


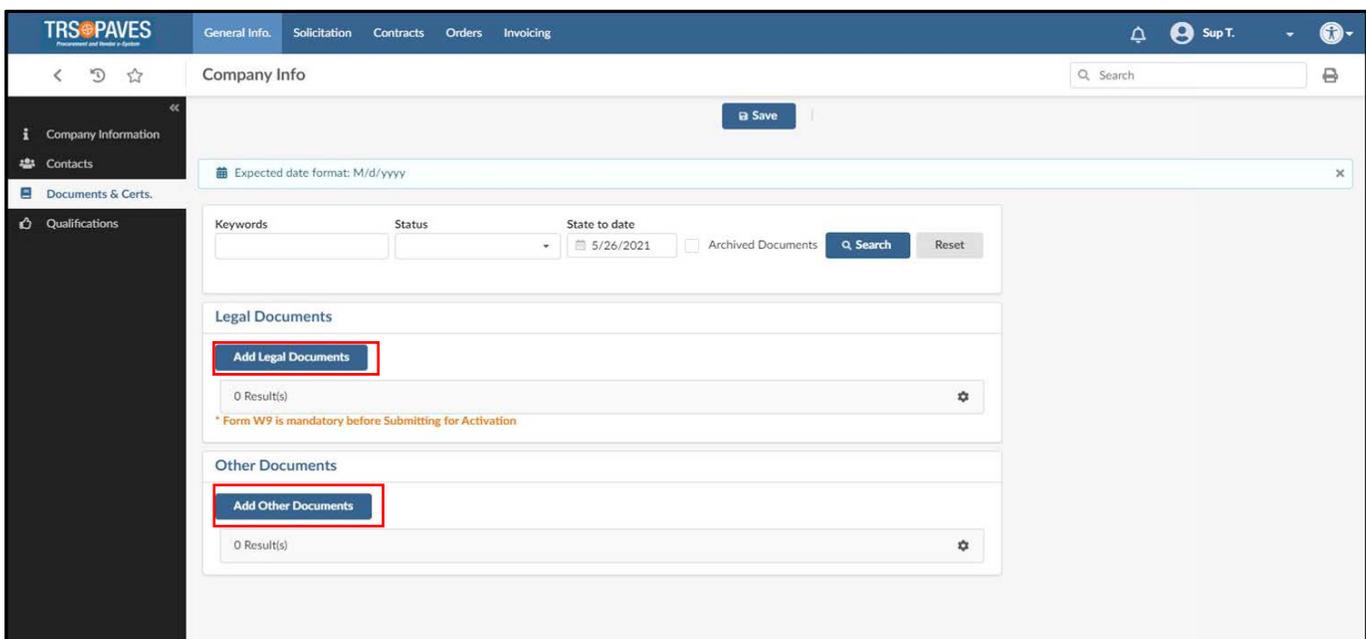
Step 1 – Access Supplier Profile

- After a Contract or Purchase Order has been awarded, you will be asked to complete the activation process.
- Begin by logging into PAVES and selecting **Company Profile**.



Step 2 – Upload Documents

- Next, in the **Documents & Certs.** link, add your required documents.
 - W9 Form (Legal)
 - TINS Form (Other)
 - Direct Deposit Form (Other)



Step 3 – Submission

- Click **Submit for Activation**.
- This will notify TRS, who will approve/reject the request.

The screenshot shows the TRSPAVES Supplier Profile Activation form. The form is titled "Company Info" and is divided into several sections. The "Submit for Activation" button is highlighted with a red box. The form contains the following information:

Company Information

- Company Name: STK Test Supplier 5/26
- Tax ID Number: 7654321
- Legal Name: STK Test Supplier 5/26
- Are you a certified HUB?: No Yes
- Ownership Codes: Financial Institution
- Other Information:
 - Year Founded: [Empty field]
 - Website: [Empty field]

HQ Address

- Address Line 1: 200 E Randolph St
- Address Line 2: [Empty field]
- Zip Code: 60601
- City: Chicago
- Country: [Empty field]
- State/Province: [Empty field]

Map

The map shows the location of the HQ Address in Chicago, Illinois. The map is centered on the area around 200 E Randolph St, with labels for "NEW EAST SIDE" and "Maggie".

Form W9 is mandatory before Submitting for Activation