

Supplier Profile Activation

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.

く つ ☆	Company Profile Sub-Tier Network	Company Profile Sub-Tier Network			Q, Search					
i	Onboarding Progress	Onboarding Progress		Validations				1 Results		
Company Profile	Confirmed Bidder Onboard Pending	The following items require your attention:		Process	; Obj	ject	Action	a Due date		
0 RFP in Progress	Preparation Gather Information	Change request in progress	/	Contract (For TRS)	DK Test Contract 4/8/2021 - TRS Test Supplier A	Vendor final approval and Signature				
	Approval in Progress Review Information									
\bigcirc	Activated Onboard Complete									
Invoices										
\bigcirc										
Active Orders										
	Transmission and the									

Step 2 – Upload Documents

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

TRS PAVES	General Info. Solicitation Contracts	Orders Invoicing	Д 😫 Sup T 😙 -
< 3 公	Company Info		Q. Search
« i Company Information		a Save	
Contacts Contacts Contacts Contacts	Expected date format: M/d/yyyy		×
Qualifications	Keywords Status	State to date ▼	Reset
	Legal Documents		
	0 Result(s) * Form W9 is mandatory before Submittin	g for Activation	٥
	Other Documents Add Other Documents		
	O Result(s)		٥



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Step 3 – Submission

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

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く つ ☆	Company Info				Q, Search	₽
Company Information Contacts	葡 Expected date format: M/d/yŋ	777	Ei Save	Submit for Activation		×
 Documents & Lerts. Qualifications 	Company		HQ Address			
	Company Name STK Test Supplier 5/26 Legal Name STK Test Supplier 5/26 Ownership Codes Financial Institution	Tax ID Number 7654321 Are you a certified HUB? No Yes	Map Satellite Center C3 V Lake [] Lake [] Chourd Gate Conter C3 Chourd Gate Conter C4 Chourd Gate Conter C4 Chourd Gate Conter C4 Maggie Case C4 Maggie C4 Mag C4			
	Other Information Year Founded Website	ubmitting for Activation	Address Line 1 (1) 200 E Randolph St Address Line 2 City Chicago Country	Zip Code 60601 State/Province		