



Lesson 2

NEW SUPPLIER REGISTRATION



Becoming a Confirmed Bidder

In order to become a Confirmed Bidder in PAVES, you must complete the New Supplier Registration process. By submitting your company's information, login credentials will be generated, by which you can access PAVES. You will then be able to add additional company contacts, edit your profile, and bid on TRS solicitations.



Supplier Administrator

The individual who submits their company's Supplier registration request will automatically become the Supplier Administrator for the company's account when the Supplier registration request is approved.

Adding Additional Contacts

Once a Supplier Administrator logs in to their company's account, they will be able to add additional users to their account on the **Contacts** tab of their Supplier profile. It is also recommended that each company's account has at least two Supplier Administrators. This process will be described later in this course.



PAVES Login



Login

Fields marked by an asterisk * are mandatory



Welcome to PAVES, the pathway to doing business with TRS! As a registered supplier, you have access to an integrated portal that can save you time and money as well as increase visibility into your TRS purchase orders and contracts. Features include:

- Real-time access to purchase orders and contracts
- Electronic invoice submission
- Invoice status tracking
- Online submission of bids and proposals
- Managing your contacts and users
- Deliverable notifications and reminders

IDENTIFICATION

Login *

Password *

Login

Lost your password?



Contact Info for Help Desk 1-800-XXX-XXXX



New Supplier Registration



Show public request for proposals



Show Public Contracts

- Navigate to the PAVES Login Page
- Select **New Supplier Registration**



Company Information

TRSPAVES Procurement and Vendor e-System

New Supplier ? Register now

Register Cancel

Fields marked by an asterisk * are mandatory

Company information

Legal Name*

Company Name*

Ownership Codes*

Are you a certified HUB?*

No

Yes

Tax ID Number*

Goods/Products Offered

Regions Served

Commodity Codes

Comment

Security Control

N1L9

Retype Characters Here*

Address

Map Satellite

Contact Information

First Name*

Last Name*

Complete all required fields in the **Company Information** section:

- Legal Name
- Company Name
- Ownership Codes
- Are you a certified HUB?(Yes/No)
- Tax ID Number



Address

TRSPAVES Procurement and Vendor e-System

New Supplier ? Register now

Register Cancel

Address

Address Label

Address Line 1 [Ⓜ]*

Address Line 2

Zip Code City*

Country* State/Province

Contact Information

First Name*

Last Name*

Position*

Email*

Password*

Confirm password*

- ✓ Passwords should match.
- ✗ Password must contain at least 1 digit(s)
- ✗ Password must contain at least 1 non-alphanumeric character(s)
- ✗ Password must contain at least 6 characters

- Enter your business address.



Contact Information

TRSPAVES
Procurement and Vendor e-System

New Supplier ? Register now

Register | Cancel

Address

Map | Satellite

Address Label

Address Line 1

Address Line 2

Zip Code City*

Country* State/Province

Contact Information

First Name*

Last Name*

Position*

Email*

Password*

Confirm password*

✓ Passwords should match.
✗ Password must contain at least 1 digit(s)
✗ Password must contain at least 1 non-alphanumeric character(s)
✗ Password must contain at least 6 characters

Fill out your Contact Information:

- First Name/Last Name
- Position within Company
- Email Address
- Create a password (Choose a password following the restrictions listed.)



Goods/Products Offered

TRSPAVES Procurement and Vendor e-System

New Supplier ? Register now

Register Cancel

Fields marked by an asterisk * are mandatory

Company information

Legal Name*

Company Name*

Ownership Codes*

Are you a certified HUB?*

No
 Yes

Tax ID Number*

Goods/Products Offered

Regions Served

Commodity Codes

Comment

Security Control

N1L9

Address

Map Satellite EUROPE AFRICA

Contact Information

First Name*

Last Name*

These fields are not mandatory but may be filled in before registering.

- Select **Region(s) Served** and **Commodity Code(s)** from the dropdown.
- Leave a comment to add details to your offerings if necessary.



Goods/Products Offered

TRSPAVES Procurement and Vendor e-System

New Supplier ? Register now

Register Cancel

Legal Name*

Company Name*

Ownership Codes*

Are you a certified HUB?*

No

Yes

Tax ID Number*

Address

Regions Served

Commodity Codes

- 1 - Good
- 2 - Services
- 1 - AIS/Telecommunications
- 15 - AIS/Telecommunications
- 16 - Architectural Engineering Services
- 17 - Audit Services
- 18 - Automotive
- 2 - Automotive
- 3 - Building Supplies
- 4 - Building/Structure

See All

Retype Characters Here

- Select the commodities your organization provides. You will be notified of solicitations containing the commodities which you select here.
- You can also search for commodities by typing directly into the Commodities field and selecting an option from the search results.
- To search for specific commodities, select **See All**.



Finalize Registration

TRSPAVES Procurement and Vendor e-System

New Supplier ? Register now

Fields marked by an asterisk * are mandatory

Company information Legal Name* <input type="text"/> Company Name* <input type="text"/> Ownership Codes* <input type="text"/> Are you a certified HUB? * <input type="radio"/> No <input type="radio"/> Yes Tax ID Number* <input type="text"/>	Goods/Products Offered Regions Served <input type="text"/> Commodity Codes <input type="text"/> Comment <input type="text"/>	Security Control N1L9 <input type="text" value="Retype Characters Here"/>
Address 	Contact Information First Name* <input type="text"/> Last Name* <input type="text"/>	

- Complete the Security Control.
- Select **Register**.



Next Steps

TRSPAVES
Procurement and Vendor e-System

Supplier registration

✓ Data has been saved



We thank you for your visit.

Your request for registration has been taken into account. You will receive soon an e-mail from us with the next steps.

[Go back to login page](#)

The confirmation page will appear once you complete your registration, letting you know you will receive email notification with next steps.



Registration Rejection

If after submitting your registration you receive an email that your registration has been rejected, this is most likely because your company has already been registered on PAVES. The registration request will only be rejected if the Tax ID Number that is submitted already exists in PAVES. In this case, please contact your Supplier Administrator to be added into the system.

If you believe your rejection to be an error, please contact the Help Desk.



Login

Upon receiving email confirmation of your registration, you can use the link provided to navigate to the PAVES login page. Using your newly created credentials, log in to the portal, accept the Terms and Conditions, and begin navigating the system.



Acknowledge T&C

TRSPAVES
Procurement and Vendor e-System

General Info. Solicitation Contracts Orders Invoicing

Sup T.

General Terms of Use

You have to accept the terms and conditions in order to continue. legal terms

I accept the terms and conditions

Acknowledge Print

- Login to PAVES.
- Accept the Terms and Conditions.



Company Profile

TRSPAVES
Procurement and Vendor e-System

General Info. Solicitation Contracts Orders Invoicing

Company Profile
Sub-Tier Network

Search

Sup T.

Company Profile

RFP in Progress

Invoices

Active Orders

Onboarding Progress

- Confirmed Bidder
Onboard Pending
- Preparation
Gather Information
- Approval in Progress
Review Information
- Activated
Onboard Complete

There is no item requiring your attention at the moment.

Validations

Announcement

From the **General Info** tab select **Company Profile**.



Review Information

TRSPAVES Procurement and Vendor e-System

General Info. Solicitation Contracts Orders Invoicing

Sup T.

Company Info

Expected date format: M/d/yyyy

Company

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
Website

* Form W9 is mandatory before Submitting for Activation

HQ Address

Map Satellite

Address Label

Address Line 1: 200 E Randolph St

Address Line 2
Zip Code: 60601

City: Chicago

Country
State/Province

- Review the information submitted at the time of registration.



Qualifications

The screenshot shows the TRSPAVES web application interface. The top navigation bar includes 'General Info.', 'Solicitation', 'Contracts', 'Orders', and 'Invoicing'. The user is logged in as 'Sup T.'. The main content area is titled 'Company Info' and contains a 'Save' button. A sidebar on the left lists 'Company Information', 'Contacts', 'Documents & Certs.', and 'Qualifications', with 'Qualifications' being the active and highlighted item. The 'Additional Information' section is highlighted with a red box and contains three fields: 'Geographical Regions' (a dropdown menu), 'Commodity Codes' (a dropdown menu), and 'Comment (Supplier)' (a text area). Below this is the 'Customer References' section with an 'Add Reference' button. A 'Questionnaires' section shows '0 Result(s)'. A search bar is visible in the top right of the main content area.

- Click the **Qualifications** link to review/add optional **Additional Information**:
 - Geographical Regions
 - Commodity Codes
 - Comment (Supplier)
- The same search functionalities available during registration are available here as well.
- Click **Save**.