

Shared Services **Procurement**



Supplier Portal

How-To Guide > Register as a Supplier



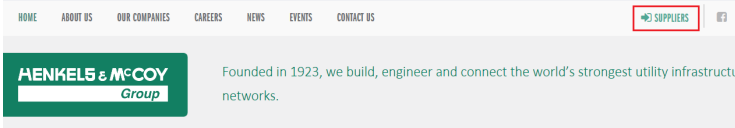
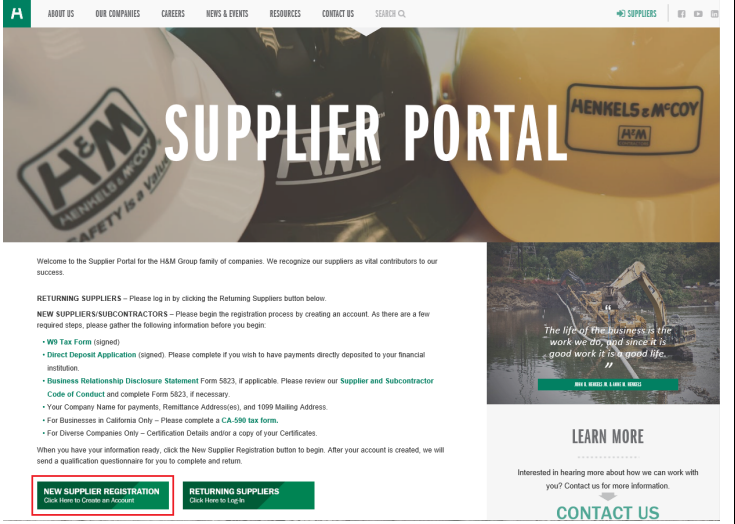
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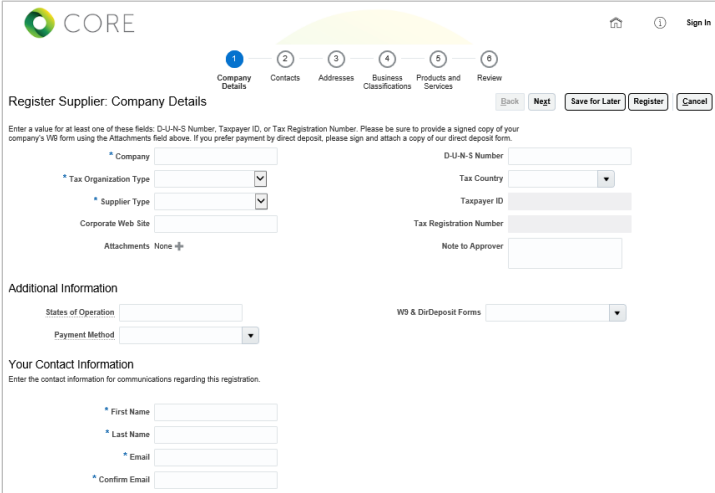
Center of Procurement Excellence

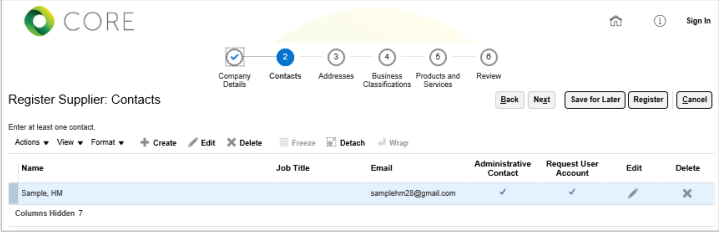
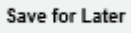
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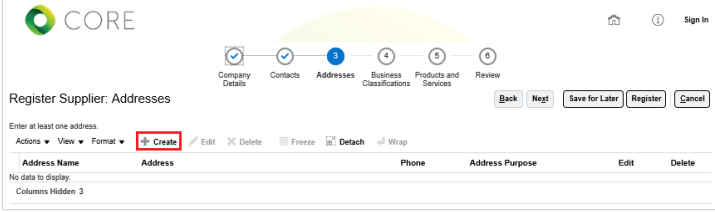
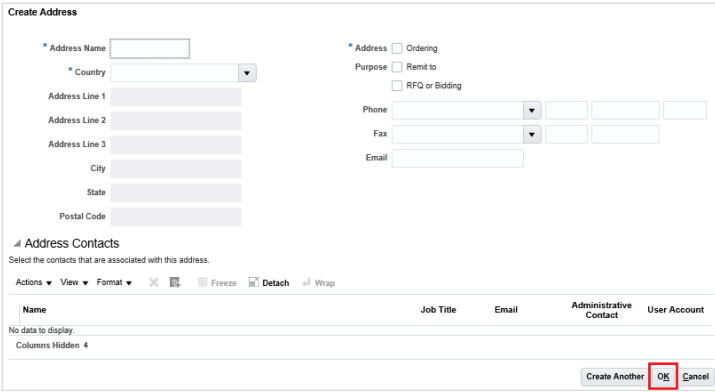
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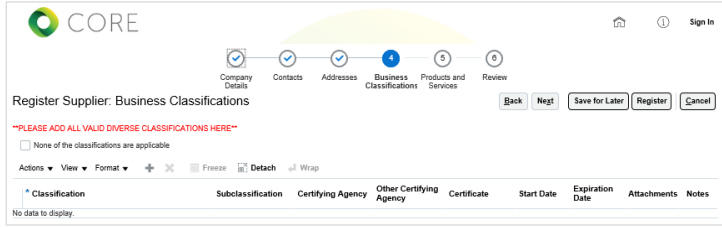
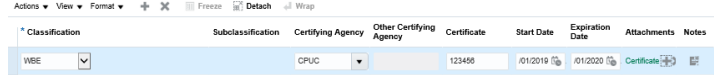
How-To Guide > How to Register as a Supplier

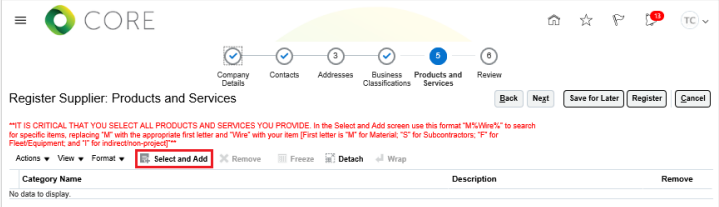
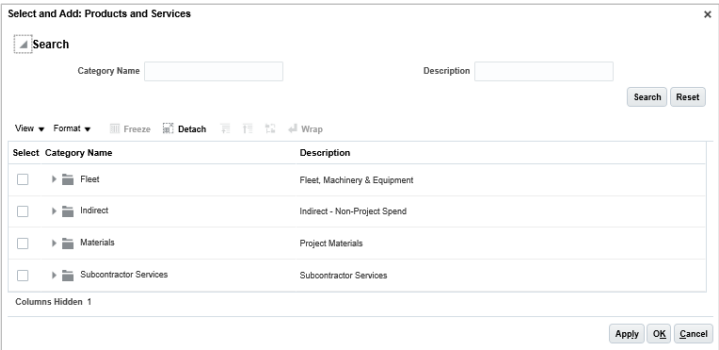
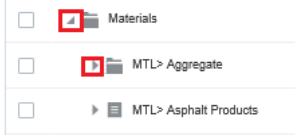
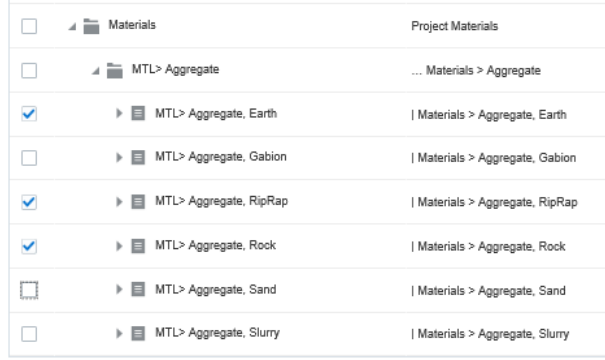
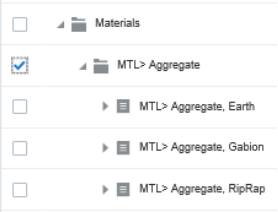
Register as a Supplier	Notes
1. Open your browser to the Henkels & McCoy Group web page www.henkelsgroup.com and select “Suppliers” 	Any potential supplier / subcontractor can register on the platform in this way.
2. On the Supplier Portal page, click the “NEW SUPPLIER REGISTRATION” button to register a new Supplier account on the platform 	

Register as a Supplier	Notes
3. You will then be redirect to the first step in the registration process “Company Details” ¹. This establishes your company profile in the Portal. The first section of the form requests company name, contact, and tax information. 	Items marked with an asterisk (*) are required fields. Note: Supplier registration is generally a two step process that requires the supplier to log back into the Portal to respond to a qualification questionnaire. Please make sure the contact email you provide is typed in correctly and goes to a person in your company that is capable of responding to future requests for additional information.
4. Note that attachments can be a little tricky. You click on the plus sign (“+”) in the Attachments field.  That will open a pop-up window. Click on the plus sign (“+”) to add an entry.  Then click on the “Browse” button that appears. 	Please ensure you attach a signed copy of your company • W9 tax form • Blank invoice (or letterhead) • CA590 tax form (California only) • Direct Deposit Request form (if requesting bank payment) • Business Relationship Disclosure form (if applicable)

Register as a Supplier	Notes
5. Click on the “Next” button  to proceed to the next step “Contacts” . There you will see a contact entry created from the name and email you entered on the previous page.  You can accept this entry as the contact and go onto the next step <i>(recommended)</i> or click the edit icon  Edit to make changes or alternately click on the create icon  Create to create an additional contact entry.	 (OPTIONAL) At any time during the registration process, you can press the “Save for Later” button. This will save your work so far and send you an email link to continue when you are ready. Note: for security purposes, this “Save for Later” mechanism will NOT save your company tax ID. You will have to reenter the ID when you resume.

Register as a Supplier	Notes
6. Click on the “Next” button  to proceed to the next step “Addresses” ³. Then click on the create icon  Create to create an address entry  This will open a “Create Address” pop-up window. Enter your address data and press the “OK” button to save. 	You must enter at least one address. If your company has multiple addresses, you can enter them here. For “Address Name”, suggest you use state and city (e.g. “PA-Harrisburg”). The “Address Purpose” section includes checkboxes for • “Ordering” (<i>where orders, POs will be sent</i>) • “Remit to” (<i>where check payments will be sent - direct deposit handled separately</i>) • “RFQ or Bidding” (<i>where requests for quote “RFQ” or request for bid information will be sent</i>)

Register as a Supplier	Notes
7. Click on the “Next” button  to proceed to the next step “Business Classifications” ⁴.  If your company does not have an active diversity certification, simply click the “None” checkbox  If your company is diverse, click on the create icon  to create a classification entry and enter the appropriate details 	Note: If you are entering a diversity certification for your company, make sure that you • Attach a copy of your certificate • Enter the ○ Classification ○ Certifying Agency ○ Certificate number (Certificate) ○ Start Date ○ End Date

Register as a Supplier	Notes
8. Click on the “Next” button  to proceed to the next step “Products and Services” ⁵. Click the “Select and Add” icon to select the products and/or services you provide  This opens up the “Select and Add” pop-up window 	Details on how to select goods and services items below
9. You can work through our list of goods & services, using the arrow “▶” to expand the selection  Then select those goods / services that your company provides 	It is important that you select all of the goods and/or services that your company provides. This allows us to search by that information the next time we need to find a supplier. Note: if you select the top level of a section (like Aggregate in this case) it selects all items underneath – even though it doesn't checkmark them 

Register as a Supplier

Notes

10. Alternately, you can search by entering text in “Category Name” or “Description” and pressing the “Search” button

Search

Category Name

M%Wire%

Description

Search

Reset

The list then shows only goods / services that match your search criteria. Select as appropriate.

Select	Category Name	Description
☐	▶ MTL> Cable - Copper, 600v Wire	Materials > Cable - Copper, 600v Wire
☒	▶ MTL> Cable - Copper, American Wire Gauge (AWG)	Materials > Cable - Copper, American Wire Gauge (AWG)
☒	▶ MTL> Cathodic Protection, Canistered Wire Anodes	Materials > Cathodic Protection Material, Canistered Wire Anodes
☐	▶ MTL> Concrete Products, Wire Mesh	Materials > Concrete Products, Wire Mesh
☒	▶ MTL> Grounding, Wire	Materials > Grounding, Wire
☒	▶ MTL> Wire	... Materials > Wire
☐	▶ MTL> Wire, Accessories	Materials > Wire, Accessories
☐	▶ MTL> Wire, Aluminum	Materials > Wire, Aluminum
☐	▶ MTL> Wire, Copper	Materials > Wire, Copper
☐	▶ MTL> Wire, Grounding	Materials > Wire, Grounding

Search text must be in a specific format to search for specific items:

M%Wire%

Replace the “M” with the appropriate letter:

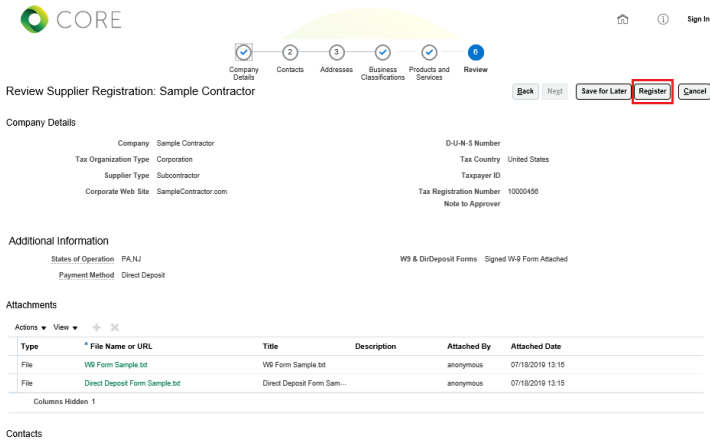
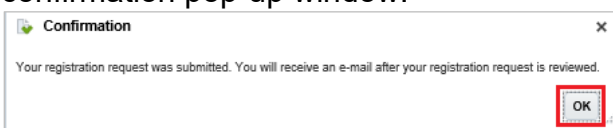
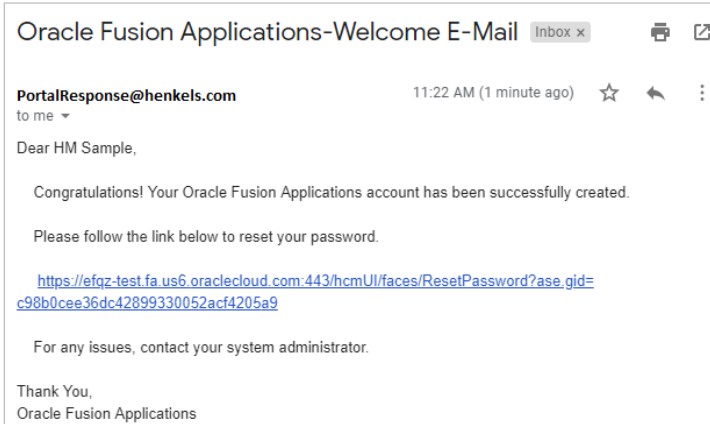
“M” for Material

“S” for Subcontractors

“F” for Fleet / Equipment

“I” for Indirect / Non-Project items

and replace “Wire” with the text of whatever item you are looking for.

Register as a Supplier	Notes
11. Click on the “Next” button  to proceed to the next step “Review” .  Once you reviewed and are satisfied that the data is correct, press the “Register” button  to submit the information. Then press “OK” on the confirmation pop-up window. 	IMPORTANT! This submission automatically creates a Portal account for your company that will be required to respond the qualification questionnaire
12. The submission automatically creates a Portal account for your company. Click on the link provided and enter the account password 	NOTE: The password link is time sensitive, do NOT wait too long to follow the link and set your account password IT IS IMPORTANT TO SAVE YOUR COMPANY USERNAME (EMAIL) AND PASSWORD to be able to update your company information and respond to qualification questionnaires