For questions on this process, see the Training Resources [located here](https://www.crowley.com/sustainable-procurement/supplier-portal-training/) or send an email to [Supplierportalsupport@crowley.com](mailto:Supplierportalsupport@crowley.com).

**Entering the Portal**

1. From the [Become a Supplier](https://www.crowley.com/sustainable-procurement/become-a-supplier/) page, click the **Register as a Supplier** button.
2. Enter your email in the field towards the right of the screen.
3. A computer screen shot of a person

   Description automatically generatedClick the **Send Access Code** button. This sends a code to the email address entered, which is valid for 15 minutes.
4. Retrieve the Access code from your email.

*Note: This will come from the email address:* [*efli.fa.incoming@workflow.mail.us6.oraclecloud.com*](mailto:efli.fa.incoming@workflow.mail.us6.oraclecloud.com)*. If you do not see the email in your inbox, check your spam mail folder.*

1. Enter the code into the prompt box that appears at the right of the screen. Click the **Continue** button.

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**Completing the Registration Information**

There are seven sections that will need to be completed during the registration process. The title of each section, along with a list of the pages to complete, is located at the right of the screen.

**Section 1: Company Details**

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1. On the *Company Details* page, enter the requested information.

*Note: If Crowley already has your company’s information in our system (e.g., company name, Taxpayer ID, Tax Registration Number or D-U-N-S number), a notification of a potential duplicate will appear. If this occurs, contact* [*crowleysupplierportalsupport@crowley.com*](mailto:crowleysupplierportalsupport@crowley.com) *for assistance.*

Helpful Links:

* [Obtain a free DUNS Number](https://www.dnb.com/duns/get-a-duns.html)
* [Find the NAICS Codes for Your Company](https://www.census.gov/naics/)
* [Your Federal Tax Identification Number (TIN or EIN)](https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin)

1. Enter an optional note to Crowley Procurement in the Notes Box.

*Note Regarding the Attachment Section: We ask that you do not use the Attachment Section to upload documents. Instead, you’ll have the opportunity to do so in the Questionnaire Section related to the questions being answered.*

1. When complete, click the **Continue** button located at the bottom right of the screen.

**Section 2: Contacts**

1. Enter the information for the contact.
   1. For each contact, select the role most appropriate.
   2. The contact entered will then receive a link to access the Supplier Portal once the registration request is approved.
2. To add an additional contact, use the button located at the bottom of the screen.

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**Section 3: Addresses**

1. Add the address for your company’s headquarters.
2. To add additional addresses such as remit to, order from, and pickup, click the  button.

**Section 4: Business Classifications**

1. Enter as many business classifications as needed.

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**Section 5: Bank Accounts**

1. Enter your company’s banking information, preferably ACH.

*Note: This is optional at this point in the process. You can skip this screen and provide the information upon approval.*

**Section 6: Products and Services**

1. Click the box next to the NAIC codes applicable for your company.

*Note: The search can be used if you are aware of what the code starts with (e.g., NAC 21).*

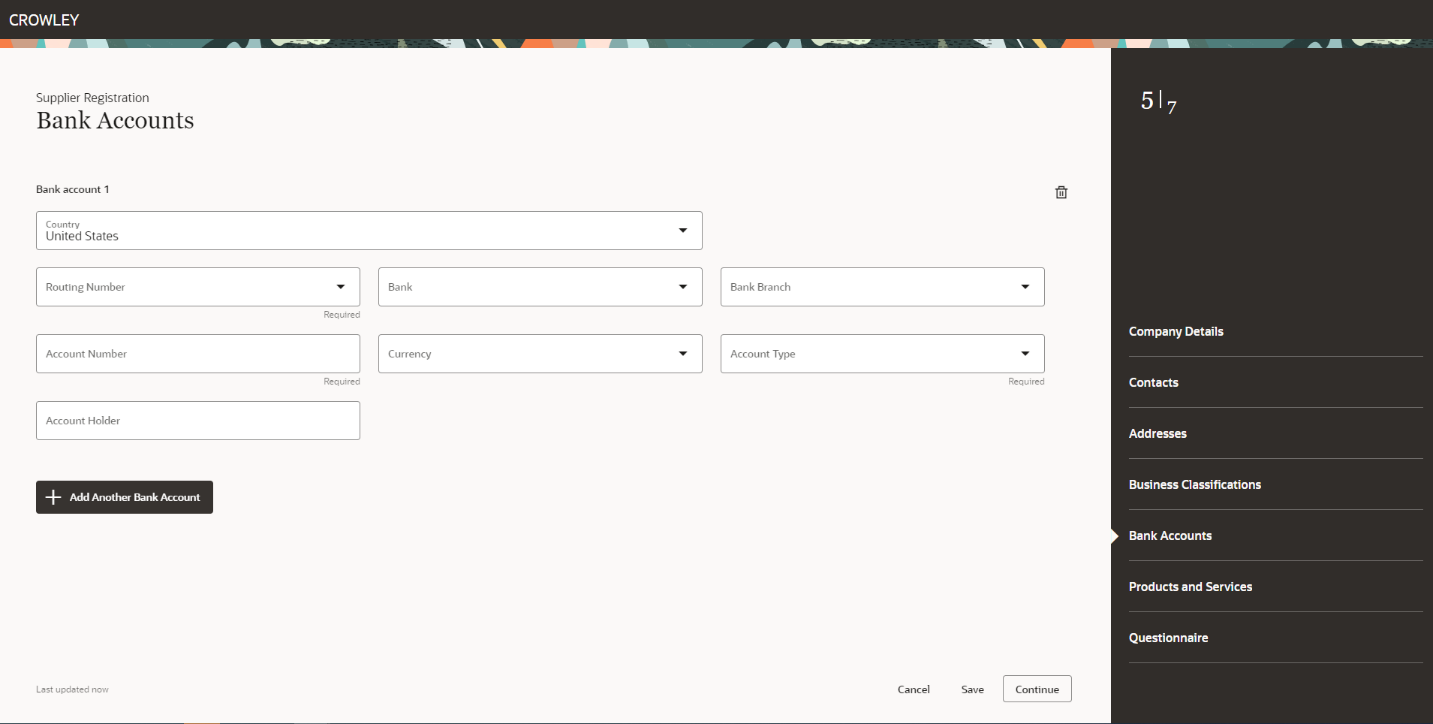
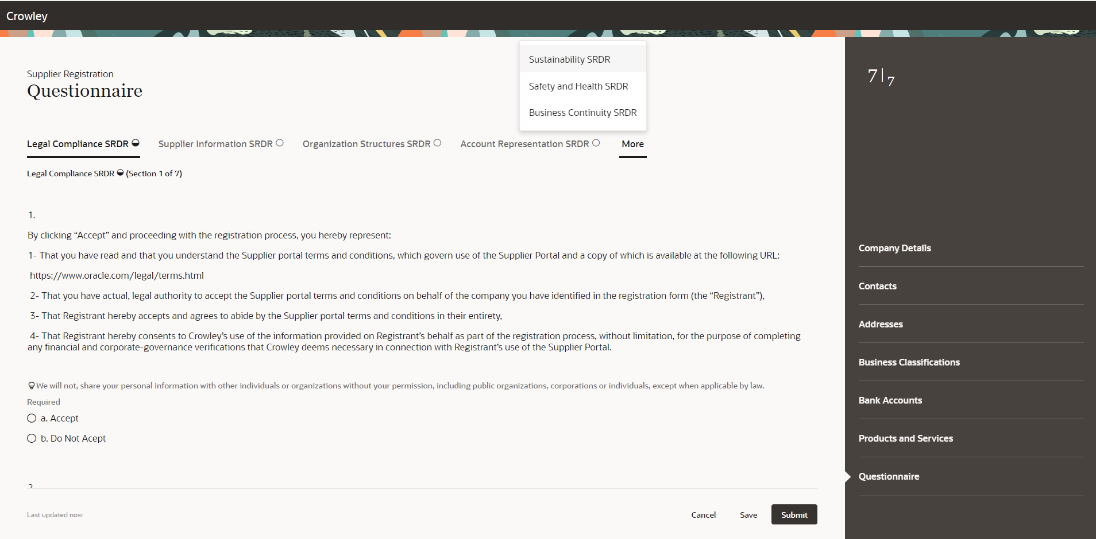
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**Section 7: Questionnaire**

1. Respond to the series of questions.



1. Once completed, click the **Submit** button.

*This will send the registration request for approval.*

*Note: Clicking the* ***Save*** *button only saves the application to complete later* yet *does not route it for approval*.

1. A confirmation screen with your request number will then appear. You will then be notified within 14 days regarding your approval or if more information is needed.