



## Supplier Guide: Registration and Profile Management

### Steps to Register as a Supplier:

- 1) Go to the ProcureOne login page: <https://procureone.fanniemae.com>
- 2) Click **New Supplier? Register Now** button

Welcome to ProcureOne

**ProcureOne.**  
Fannie Mae's Procurement  
Portal for Suppliers, Vendors,  
and Real Estate Professionals,  
all in one neat box.

Welcome to ProcureOne

Username |

Password

Login

Lost your password?  
(suppliers only)

Help Desk  
Email us

**New Supplier?  
Register Now**

Contracting Opportunities

- 3) On the page that opens, complete all required fields. Required fields have a red vertical bar.

Fannie Mae

Register

Secure field  BF4R

Please enter information about your company in the fields below

Company information

Corporate name

Supplier Type

Doing business as

DUN'S #

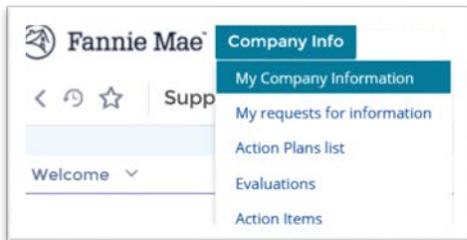
Federal Tax ID (TIN)



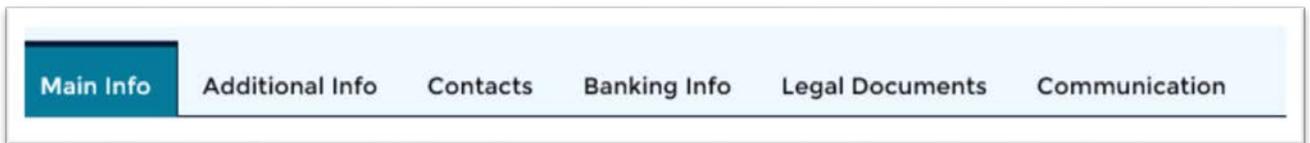


## Updating your Supplier Information

- 9) Once you are logged in, you will see a landing page.
- 10) To update your supplier profile, click **Company Info** and then **My Company Information**



- 11) On the **Main Info** tab, verify or update your information and click **Save** on the lower right of the screen to save any changes.



- 12) Answer the fields in the **Additional Information** section on the **Main Info** tab, making sure to address all required fields as noted by a red vertical bar.

Additional Information ▾

Access to catalog:

Hover Over i To Answer Question 1 ⓘ:

Comment:

Hover Over i To Answer Question 2 ⓘ:

Opt-In ⓘ:

Meets Minimum Supplier Qualification Certification ⓘ:

Comment:

- **Access to catalog:** This field is only applicable to suppliers who are providing products through our internal catalog.
- **Question 1:** Is your company aware of a preexisting relationship (e.g. spouse, family member, extended family member, partner, friend, business colleague etc.) that exists between your employee or board member and a Fannie Mae employee or board member?
- **Comment:** This space is provided for you to comment on your answer to Question 1.
- **Question 2:** Is your company aware of a preexisting professional relationship that exists between your employee or board member and a Fannie Mae employee or board member that arose out of a prior professional engagement?
- **Opt-In:** Select **Yes** or **No** for the following statement

Thank you for your registration. From time to time, contracted suppliers may request contact information for suppliers that have registered in our system. If you do not wish to



be contacted by third parties who may be interested in obtaining your services, please choose **No** here.

- **Meets Minimum Supplier Qualification Certification:**

I hereby certify that our organization meets the Fannie Mae Minimum Supplier Qualifications (MSQs) below:

- Be able to provide a completed W-9 form to Fannie Mae.
- Have a professional place of business and provide that business address to Fannie Mae.
- Be in business for at least one year at the time of registration, and be able to demonstrate that it has revenue for this period.
- Be prepared to demonstrate insurance coverage appropriate for the level and type of business conducted with Fannie Mae.
- Have a minimum of three W-2 employees.
- Not obtain more than seventy percent of its revenue from Fannie Mae at the time of registration.
- Supplier must not have any actual or potential Organizational Conflicts of Interest (OCIs) related to the service they are performing under their contract with Fannie Mae.

- **Comment:** This space is provided for you to comment on your answer to Question 1.

13) On the **Additional Info** tab, verify or update the following information and click **Save**

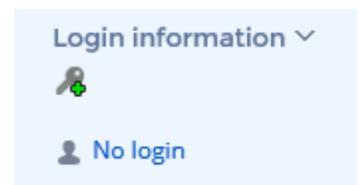
- Years of incorporation
- DUNS#
- Federal Tax ID (Tax ID Number/TIN)
- Primary Category (up to 10)
- Payment address
- Order address

14) On the **Contacts** tab, click on a contact's name to verify or update the information. You can also create new contacts by clicking **Add a contact**.

**Note:** To facilitate your company's participation in RFXs, assign one of the contacts as the "Main RFX contact." This person will receive RFX invitations by default. *Assign only one person to this role.*

15) Save any updates to the **Contacts** tab by clicking **Save**.

16) When you create a new contact, **make sure you click the key button** on the top right of the screen. Failure to do so will prevent the new contact from receiving a login and login information.





- 17) A window will pop up with an email invitation and a log-in link. Click **Send Invitation** to send an email to the contact. The new contact must click the link in the email and log in before accessing ProcureOne.

Invite a supplier contact to login

Name : James Miller  
E-Mail : james.miller@doralrealty.com  
Profiles :  Supplier  
Subject : Fannie Mae ProcureOne: Please create a supplier profile

Notification body :

Dear James Miller,  
You are invited to create a supplier profile on ProcureOne, Fannie Mae's central supplier database. ProcureOne is utilized to facilitate our supplier registration process, capture ongoing updates to supplier profiles and documentation, identify prospective suppliers for bidding opportunities, and to communicate and manage competitive bidding opportunities.  
Registration in ProcureOne does not guarantee that your company will be selected to do business with Fannie Mae. Should your company be invited to participate in a bidding opportunity you will receive a separate email notification.  
You are invited to follow this link : [Click here](#)  
Your user ID: {login}  
Your password: {password}  
Thank you  
Fannie Mae  
Corporate Procurement  
Please do not reply directly to this message. If you have any questions, contact us at [vendor\\_desk@fanniemaecom](mailto:vendor_desk@fanniemaecom).

Close Send invitation

Invite a supplier contact to login

**i** The invitation to register has been sent to the contact

Close



## Banking Information

- 18) Click the **Banking Info** tab. Go to the **Supplier email address for ACH payment confirmation:** field and enter an email address to receive your payment information.
- 19) Click on the **Add banking information** button.
- 20) Complete all required fields (those with a red bar), then click **Save and close**.

### Notes:

- *Make sure to enter a valid ABA/routing number. If you don't, an error message will appear and you will be unable to save the bank information.*
- *The **Banking Info** tab will only appear for corporate suppliers.*

The screenshot shows the 'Banking Info' tab selected in a navigation menu. Below the menu, there is a search bar with '0 Result(s)'. A dropdown menu labeled 'Supplier Banking info.' is open, showing an 'Add banking information' button and another search bar with '0 Result(s)'. At the bottom, there is a text input field for 'Supplier email address for ACH payment confirmation:'.

The screenshot shows the 'Bank information' form. It has a title bar with 'Bank information' and window controls. The form contains four required fields, each with a red vertical bar on the left: 'Bank name', 'Bank City, State', 'ABA/Routing Number', and 'Bank Account Number'. There is a 'Default:' checkbox which is checked. At the bottom right, there are three buttons: 'Save', 'Save and close', and 'Close'.

## Legal Documents

- 21) On the **Legal Documents** tab, upload any required attachments, certifications, diversity credentials or other attachments by clicking on the button for each attachment type.
- 22) A list of required documents by supplier type can be found on [www.fanniemae.com/supplier](http://www.fanniemae.com/supplier), and is also listed below at the end of this document.

The screenshot shows the 'Legal Documents' tab selected in a navigation menu. The page header includes 'Fannie Mae', 'Company Info', 'My tasks', and 'RFX'. Below the header, there is a search bar with 'Supplier Blue One Realty'. The 'Legal Documents' tab is active. The form contains several sections: 'Broker License #', 'Expiration Date', and 'Broker/Agent Type'. Below these is a 'Filter' section with 'Keywords', 'State to date' (set to 4/21/2017), and 'Display archived documents' checkbox. There are three main sections for document uploads: 'Required Attachments', 'Certifications', and 'Other'. Each section has an 'Add document' button and a search bar with '0 Result(s)'.



- 23) When uploading attachments, be sure to select the proper **Document type** and **Document validity** date range. This will enable the system to send you update reminders before the documents expire.

When uploading required documents, indicate the document type:

- Non-Disclosure Agreement
- Professional Affiliations
- Completed W-9
- Direct Deposit Form
- Sample Invoices
- Voided Checks
- License
- Other

- 24) If you are a Diverse Supplier, please attach your Diversity Certificate(s) in the Diversity Credentials section. This will flag your diversity type in the system.

#### Diversity Credentials

Fannie Mae recognizes the following diverse categories consist:  
Fannie Mae also recognizes other diverse categories including Le  
listed classifications, you are required to attach a valid third part  
To attach your supporting documentation use the "Add document

**Add document diversity credentials**

0 Result(s)

- 25) To self-certify with Fannie Mae, please go to [www.fanniemae.com/suppliers](http://www.fanniemae.com/suppliers) and find the self-certification document in the diversity section. Complete the required fields and upload the document by clicking **Add document diversity credentials**.



## Fannie Mae Suppliers: Required Documentation

October 2016

All active suppliers of Fannie Mae must have the required documents noted below for their supplier type on file via the procurement system, ProcureOne.

Required Document	Corporate Suppliers	Brokers	Agents	Contractor Suppliers	Appraisers
Completed W9 form	✓	✓		✓	✓
Insurance Certificate(s)	✓	✓ Liability, Worker Comp, E&O		✓	
Third Party Diversity Certification or self-certification form, if applicable	✓	✓	✓	✓	✓
Broker License		✓			
Broker/Agent License(s)			✓		
Contractor License				✓	
Appraiser License					✓
Direct Deposit Form	✓	✓		✓	✓
Sample Invoice	✓				
Voided Check / Bank Letter	✓				
Master Listing Agent (MLA)		✓			