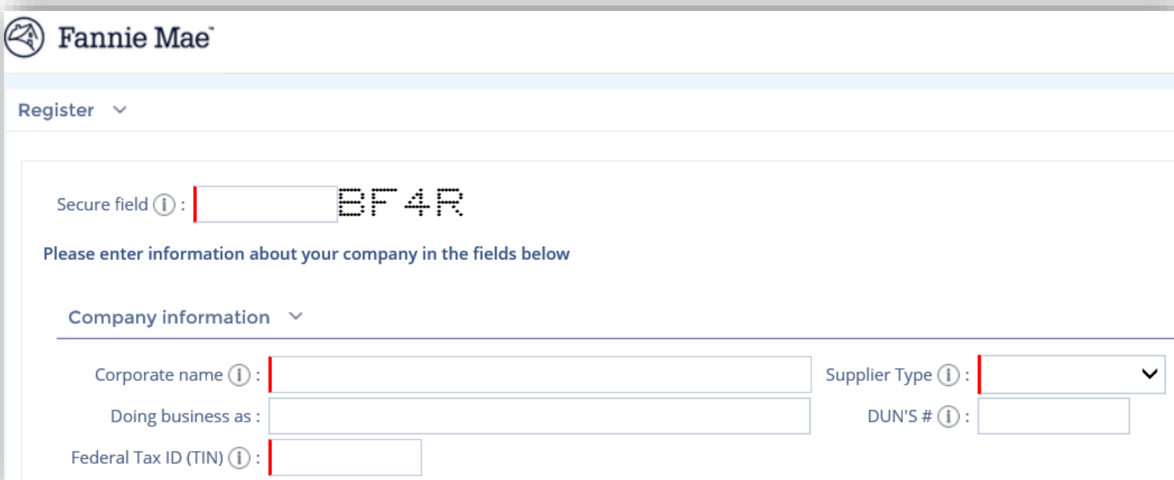
Supplier Guide: Registration and Profile Management

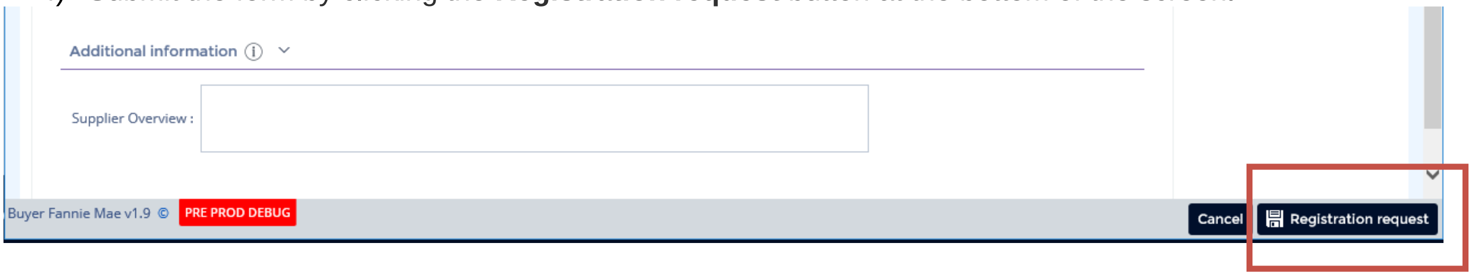
Steps to Register as a Supplier:

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

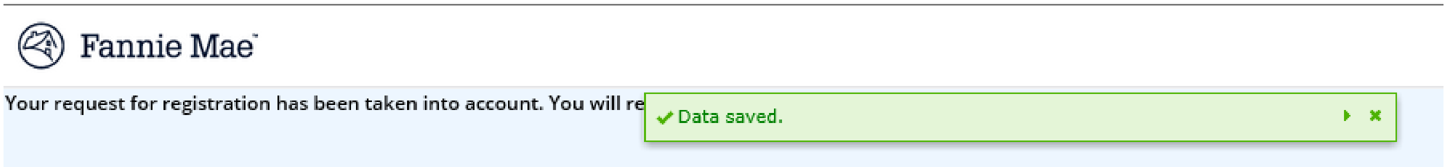
3) On the page that opens, complete all required fields. Required fields have a red vertical bar.



4) Submit the form by clicking the **Registration request** button at the bottom of the screen.



5) You will see a confirmation on the screen to let you know that the information has been received.



Email Confirmation and Instructions

6) You will receive an email from procureone@fanniemae.com. Follow the instructions in the email to complete your login and registration set up process. Do not respond to the email as the email address does not receive replies.

Log in to ProcureOne

7) Go back to the ProcureOne log in page, enter your email address and password that you entered during the registration. The ProcureOne log-in page can also be reached by going to FannieMae.com and selecting "Suppliers" from the bottom of the main page.

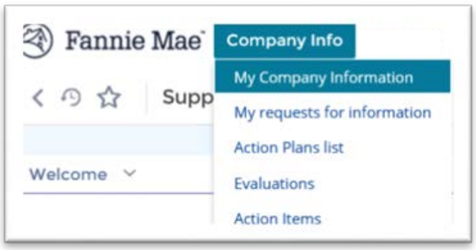
Accepting Terms and Conditions

8) Review the terms and conditions, and if applicable, check the box next to **I accept terms and conditions,** then click **Validate**

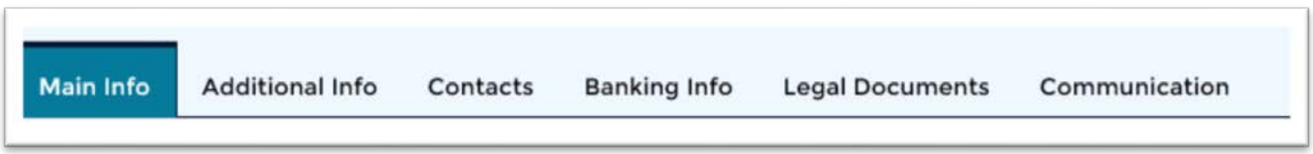
Updating your Supplier Information

9) Once you are logged in, you will see a landing page.

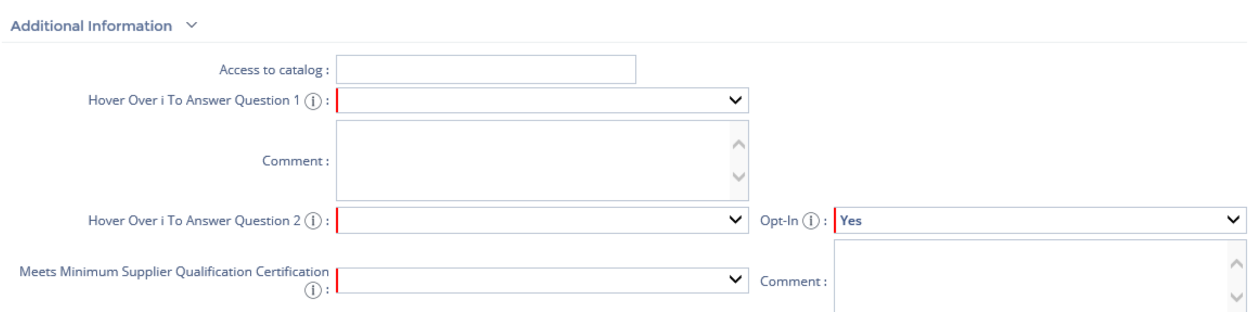
10) To update your supplier profile, click **Company Info** and then **My Company Information**



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.



- **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.

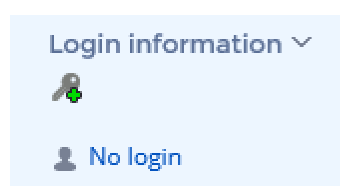
13) On the **Additional Info** tab, verify or update the following information and click **Save**

- 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.**

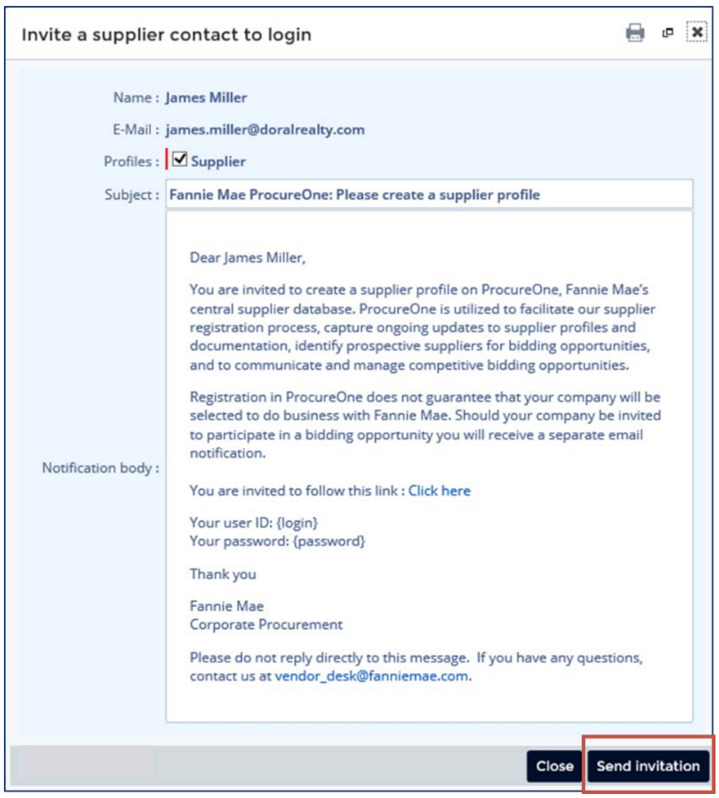
Note: To facilitate your company's participation in RFXs, assign one of the contacts as the "Main RFx contact." This person will receive RFx invitations by default. *Assign only one person to this role*.

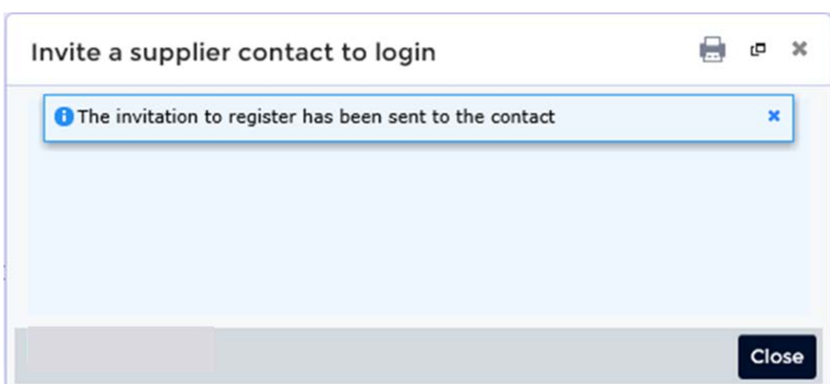
15) Save any updates to the **Contacts** tab by clicking **Save**.



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.



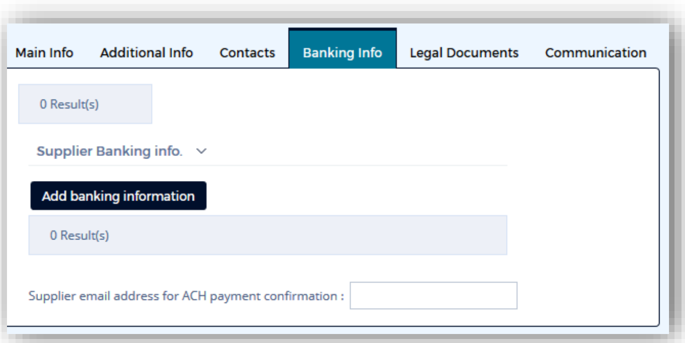


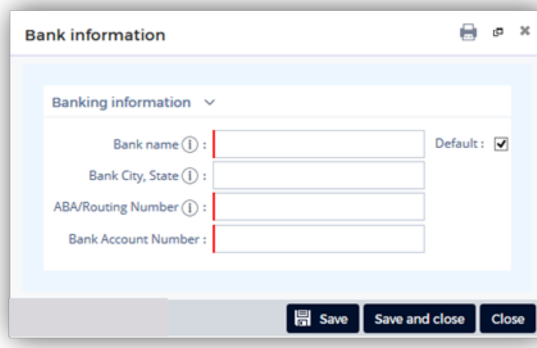
Banking Information

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.*

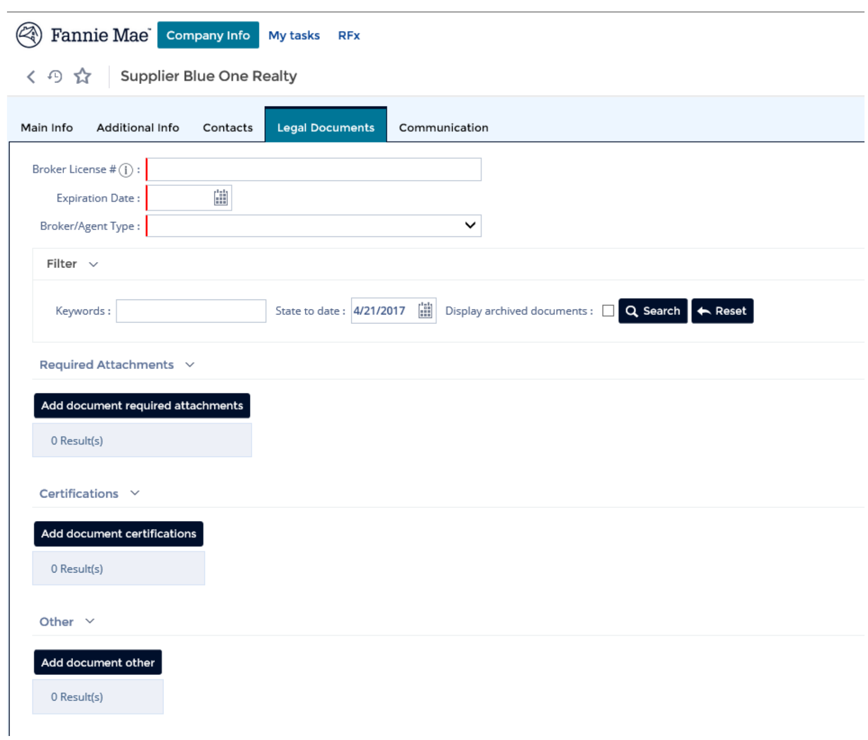




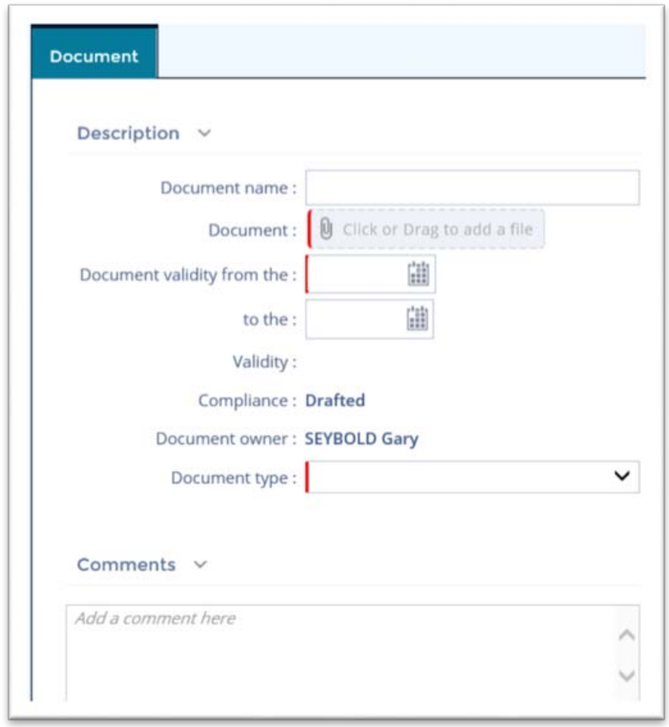
Legal Documents

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, and is also listed below at the end of this document.



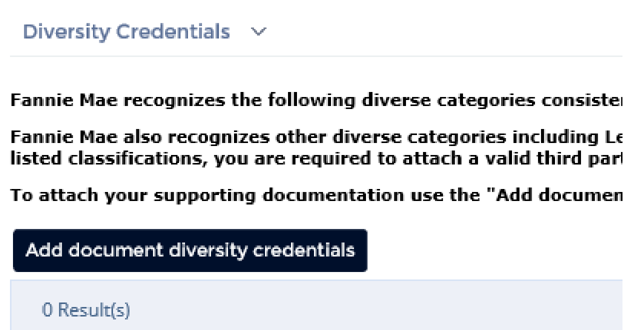
23) When uploading attachments, be sure to select the proper **Document type** and **Document validity** date range. This will enable the system to send you update reminders before the documents expire.



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.



25) To self-certify with Fannie Mae, please go to **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

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)		✓			