

Date: [Insert Date]

To: [Vendor Name]

Attention: [Contact Person]

Subject: Instructions for Vendor Portal Registration and Access

Dear [Contact Name],

We are pleased to invite you to register on our official Vendor Portal. This platform will be the primary tool for managing your profile, submitting invoices, and tracking purchase orders.

To complete your registration, please follow the steps below:

1. **Access the Portal:** Go to [Insert URL Link].
2. **Create Account:** Click on the "Register" or "Sign Up" button.
3. **Enter Information:** Provide your company details, tax identification numbers, and contact information.
4. **Upload Documents:** Please have digital copies of your [W-9/W-8 form, Insurance Certificates, and Bank Verification] ready to upload.
5. **Verification:** Once submitted, our team will review your application. You will receive a confirmation email once your account is active.

**Login Credentials:**

- Username: [Your Email Address]
- Temporary Password: [Insert Temp Password or "System Generated"]

Please log in and update your password immediately upon your first access.

If you encounter any technical issues during the registration process, please contact our procurement support team at [Insert Email Address] or [Insert Phone Number].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Company Name]