

## **New suppliers with no vendor number on file**

Registration is required by clicking on the link below to assign a vendor number and issue payments.

Click link- at <http://ryder.supplier.ariba.com/register/>

- Complete information and submit
- Click on email link to verify email address
- Log into Ryder questions
- Complete questions and attach required forms

\*\*Need to log out before completing & submitting?

- save the document
  - click link <http://ryder.supplier.ariba.com> to log back in and continue the update/review of your profile.
  - Confirm all information is correct
  - Click submit
  - You will receive message “submitted to Ryder for review”
  - Once vendor # is assigned, email address on registration will be notified with confirmation of vendor #

### **Quick tips\***

\*Question 1.1 – select “no” this means you will register to have vendor # assigned and payments issued for services

\*Question 1.9 (US) – attach current IRS W9\* (2014 IRS version currently used & may change) OR

\*Question 1.9 (CAD) – submit copy of invoice to validate GST registration # and other forms for review and approval.

\*Question 1.34 Ryder contacts – include Ryder employee full name (this person will be notified of new v# assigned)

Thank you in advance for your assistance in resolving the open issue.