



SUPPLIER PORTAL REGISTRATION FAQ

1. Can a Fastenal Store register a new supplier?

- a. **All new Suppliers registering to become a Supplier with Fastenal must register on their own behalf.** The Fastenal Store may only register on the behalf of new Supplier if the new Supplier does not have a valid email address and is incapable of completing a registration online. However, the Fastenal Store must contact the Supplier Portal team for approval and/or validation.

2. What if I don't know my Supplier ID?

- a. **NEW SUPPLIERS:** Will not have a current Supplier ID – leave the field blank.
- b. **CURRENT SUPPLIERS:** Refer to recent purchase orders or contact your main Fastenal contact if unknown (local store or corporate representative).
 - i. **Current Suppliers will also need to have two Purchase Order or Invoices sent to Fastenal within the last 12 months.**

3. When will I get my Security Code to complete my Registration?

- a. Your security code will be sent instantaneously if a valid email address was entered. Check your junk mail to be sure you receive your Security Code.

4. How can I find out the 5-letter Fastenal Store code to enter?

- a. Contact the store you currently work with (at least one if multiple) and obtain it from them.
- b. **If you are new to Fastenal and looking for the opportunity to become a supplier – leave this field blank.**

5. When will I be notified of approval/denial?

- a. You will get an approval/denial notice within approximately an hour of your registration.

6. What is the next step after approval?

- a. Once approved, you will be emailed your new Supplier ID that enables you to do business with Fastenal.
- b. If denied a Supplier ID at this time, you will be emailed with supporting reasoning and further direction.

7. I need help filing out the Registration – who do I contact?

- a. Refer to the Registration Guides on the “Help” page on www.fastenal.com.
- b. Contact the Supplier Compliance team at supplierportal@fastenal.com if you've exhausted all attempts at this time.