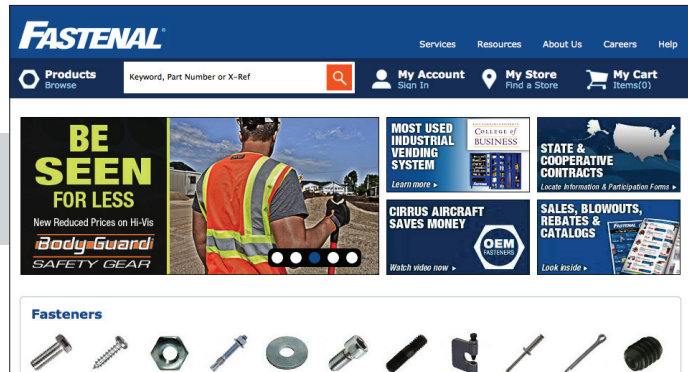




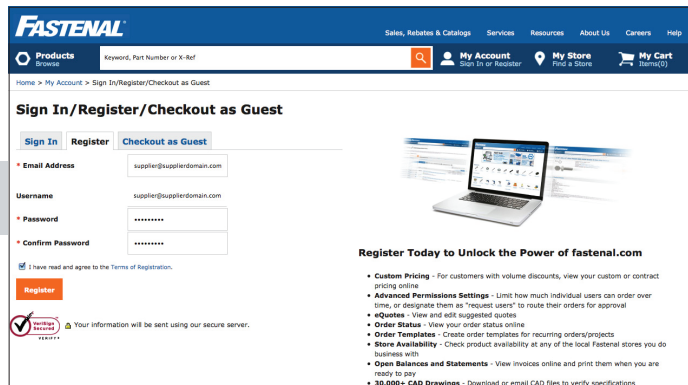
FASTENAL SUPPLIER PORTAL REGISTRATION GUIDE **NEW/POTENTIAL SUPPLIERS**

REGISTRATION MUST BE COMPLETED BY FASTENAL SUPPLIER

Log on to www.fastenal.com and click on “My Account/ Sign In”.

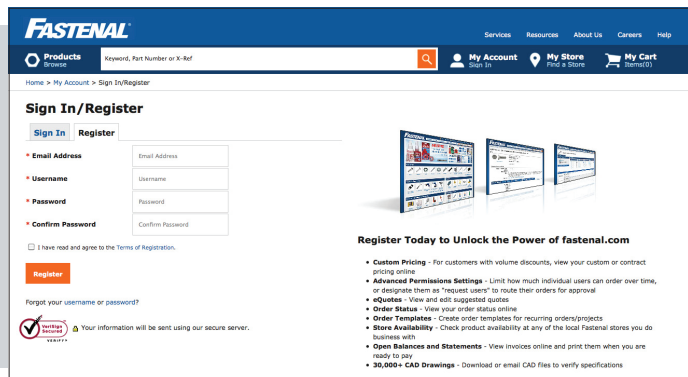


New Fastenal Suppliers click on “Register”.



Enter your valid email address, a unique username & password and confirm your password.

****You must agree to the Fastenal Terms of Registration (including Supplier Terms & Code of Conduct). All applicable Terms & Conditions are available on fastenal.com on the Legal Information page.***



You will receive an email to the address provided that contains a security code. Follow the link provided within the email or enter the code in the open field and click “Continue” to proceed.

The screenshot shows the Fastenal website header with navigation links: Services, Resources, About Us, Careers, Help. Below the header is a navigation bar with 'Products Browse', a search bar, and links for 'My Account Sign In', 'My Store Find a Store', and 'My Cart Items(0)'. The main content area has a breadcrumb 'Home > Register' and a title 'Security Code Confirmation'. A message states: 'A security code has been sent to tracemueler@hotmail.com. Follow the link provided in the email or enter the security code in the field below to complete registration.' There is a text input field for the 'Security Code' and a red 'Continue' button. Below the button are links for 'Send New Code' and 'Use Different Email'.

Select that you are a Fastenal Supplier (the second to last option) and then select, “No, I am not an existing Fastenal Supplier”. If you have questions regarding your account type, click on the “Live Help – click to chat” link and the Supplier Portal team can assist. Click “Continue”.

The screenshot shows the Fastenal website header and navigation bar. The main content area has a breadcrumb 'Home > Register' and a title 'Registration (Step 2 of 3)'. Below the title is a section 'Step 2: Select Your Account Type:' with four radio button options: 'Personal or Company', 'Government Contract', 'Fastenal Supplier' (which is selected), and 'Fastenal Employee'. Under 'Fastenal Supplier' are two sub-options: 'Yes, and I know my supplier number, and have two purchase order numbers' and 'No, I am not an existing Fastenal supplier'. A red 'Continue' button is at the bottom.

Now complete your supplier registration. If you currently work with a Fastenal Store and/or are registering to work with a store - make sure the store's 5 letter ID is listed within the field labeled “Fastenal Store you are working with”. **Only valid 5 letter Fastenal Store codes will be accepted and prioritized.**

If you are potential supplier without a current relationship with Fastenal - leave the field blank and proceed with the registration.

The screenshot shows the Fastenal website header and navigation bar. The main content area has a breadcrumb 'Home > My Account > Supplier Portal' and a title 'Your Supplier Registration'. A message states: 'Thank you for creating an online account with Fastenal. Fill out the form below to complete your supplier registration. Fastenal will notify you within the next 24 hours concerning your status.' The form is divided into two sections: 'Contact Information' and 'General Information'. 'Contact Information' includes fields for 'First Name', 'Last Name', 'Title', 'Phone', and 'Fax'. 'General Information' includes a field for 'Fastenal Store you are working with', a field for 'Supplier Legal Name', and two fields for 'Supplier Alias Name 1' and 'Supplier Alias Name 2'.

Once complete, your request will be sent to the Fastenal Supplier Compliance Team for review. You can access your account information under “My Account”.

The screenshot shows the Fastenal website header and navigation bar. The main content area has a breadcrumb 'Home > My Account > Supplier Portal' and a title 'Your Supplier Registration'. A message states: 'Thank you for creating an online account with Fastenal. Your request has been submitted to Fastenal for approval. You will be contacted within the next 24 hours with your application status. You can access the Supplier Portal under My Account -> Supplier Portal'. Below the message is a section titled 'Supplier Portal' with a link for 'General Supplier Information'.

For assistance, contact the Supplier Compliance Team
supplierportal@fastenal.com