

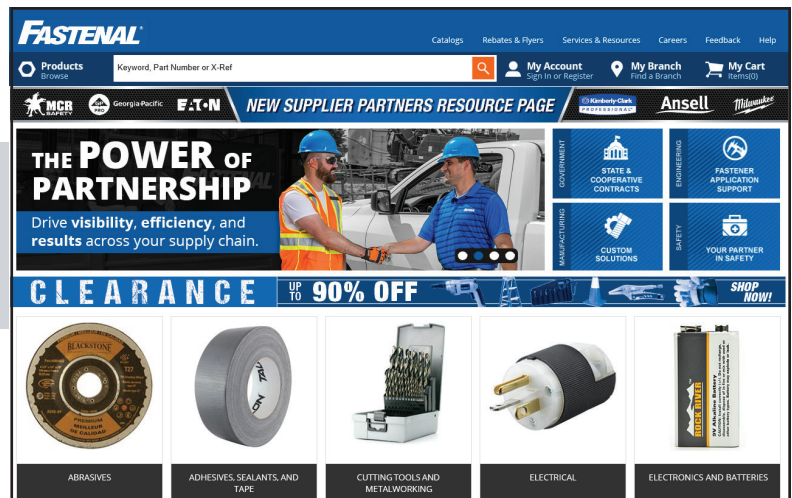
FASTENAL®

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 or Register”.

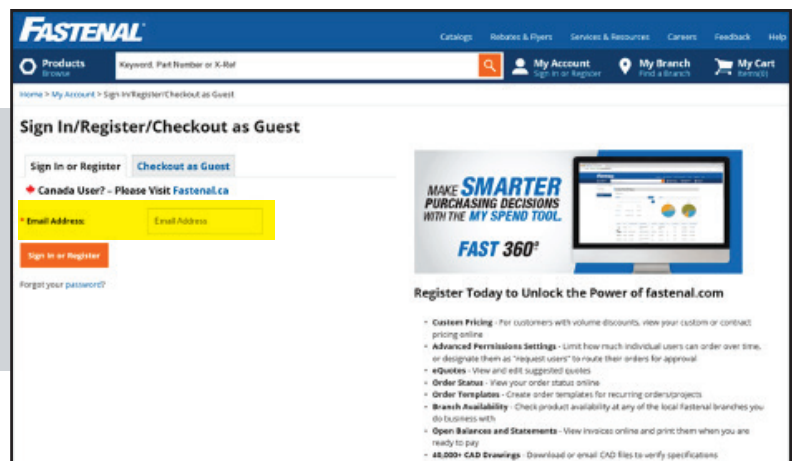
(Google Chrome is recommended for browsing)



Click on “Sign In/Register”.

Enter account email address and click on send verification code.

(Verification code is only valid for 10 minutes)



An email will be sent to the address provided that contains a security code. Copy/Paste the verification code into the field and click verify code.

The screenshot shows the FASTENAL 'Sign Up' page. At the top is the FASTENAL logo. Below it, the heading 'Sign Up' is followed by the text: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: 'Email Address' and 'Verification Code (Please check your email inbox)'. At the bottom, there are two buttons: 'Verify Code' (orange) and 'Send New Code' (blue).

Complete additional fields to create a password/confirm 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.***

Click Create.

The screenshot shows the FASTENAL 'Sign Up' page. At the top is the FASTENAL logo. Below it, the heading 'Sign Up' is followed by the text: 'E-mail address verified. You can now continue.' There are several input fields: 'Email Address', 'Verification Code (Please check your email inbox)', 'New Password', 'Confirm New Password', 'First Name', 'Last Name', and 'Phone'. Below the fields is a checkbox labeled 'I have read and agree to the Terms of Registration and the Privacy Statement.' At the bottom, there are two buttons: 'Create' (orange) and 'Cancel' (grey).

Pay special attention to step 2 of 3 to ensure the correct account type is selected.

Select Fastenal Supplier (and then, “No, I’m not an existing supplier.”).

If Company/Personal account is selected – this will automatically register the account as a customer. A new registration will need to be submitted.

The screenshot shows the FASTENAL 'Registration (Step 2 of 3)' page. At the top is the FASTENAL logo and navigation links: 'Catalogs', 'Returns & Flyers', 'Services & Resources', 'Careers', 'Feedback', and 'Help'. Below the logo is a search bar with 'Products by view' and 'Keyword: Part Number or X-Ref'. There are also links for 'My Account', 'My Branch', and 'My Cart'. The main heading is 'Registration (Step 2 of 3)'. Below it, the text reads: 'Step 2: Select Your Account Type:'. There are two radio buttons: 'Personal or Company' and 'Fastenal Supplier'. The 'Fastenal Supplier' option is selected and highlighted in yellow. Below it, there are two checkboxes: 'Yes, and I know my supplier number, and have two purchase order numbers' and 'No, I am not an existing Fastenal supplier'. At the bottom, there is a 'Continue' button.

Proceed to complete the registration. Please list the 5-letter branch code that the store or Fastenal employee provided.

The screenshot shows the 'Your Supplier Registration' page on the Fastenal website. The page has a blue header with the Fastenal logo and navigation links for Catalogs, Rebates & Flyers, Services & Resources, Careers, Feedback, and Help. Below the header is a search bar and navigation links for My Account, My Branch, and My Cart. The main content area is titled 'Your Supplier Registration' and includes a yellow notification box that says 'Thank you for creating an online account with Fastenal.' Below this is a message: 'Fill out the forms 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'. The 'Contact Information' section includes fields for First Name, Last Name, Title, Phone, and Fax. The 'General Information' section includes fields for Fastenal Branch you are working with, Supplier Legal Name, Supplier Alias Name 1, and Supplier Alias Name 2.

Once the registration is complete the account information will be sent to the Fastenal Supplier Compliance Team for review.

Please note that the Supplier Compliance Team will require Tax ID information as well as preferred payment method. Accounts that have completed a registration can send the Tax ID and payment information to **suppliercompliance@fastenal.com** in order to expedite the registration process.

Account information can be accessed under "My Account".

The screenshot shows the 'Supplier Portal' page on the Fastenal website. The page has a blue header with the Fastenal logo and navigation links for Catalogs, Rebates & Flyers, Services & Resources, Careers, Feedback, and Help. Below the header is a search bar and navigation links for My Account, My Branch, and My Cart. The main content area is titled 'Your Supplier Registration' and includes a yellow notification box that says 'Thank you for creating an online account with Fastenal. You are now logged in.' Below this is a message: 'Now that you are registered, you can maintain your general supplier information, supplier locations and contact data using the Supplier Portal found under My Account.' The page is divided into two sections: 'Supplier Portal' and 'General Supplier Information'. The 'Supplier Portal' section includes links for Invoice Presentation, Supplier Locations, Contacts, and Product Catalog.

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