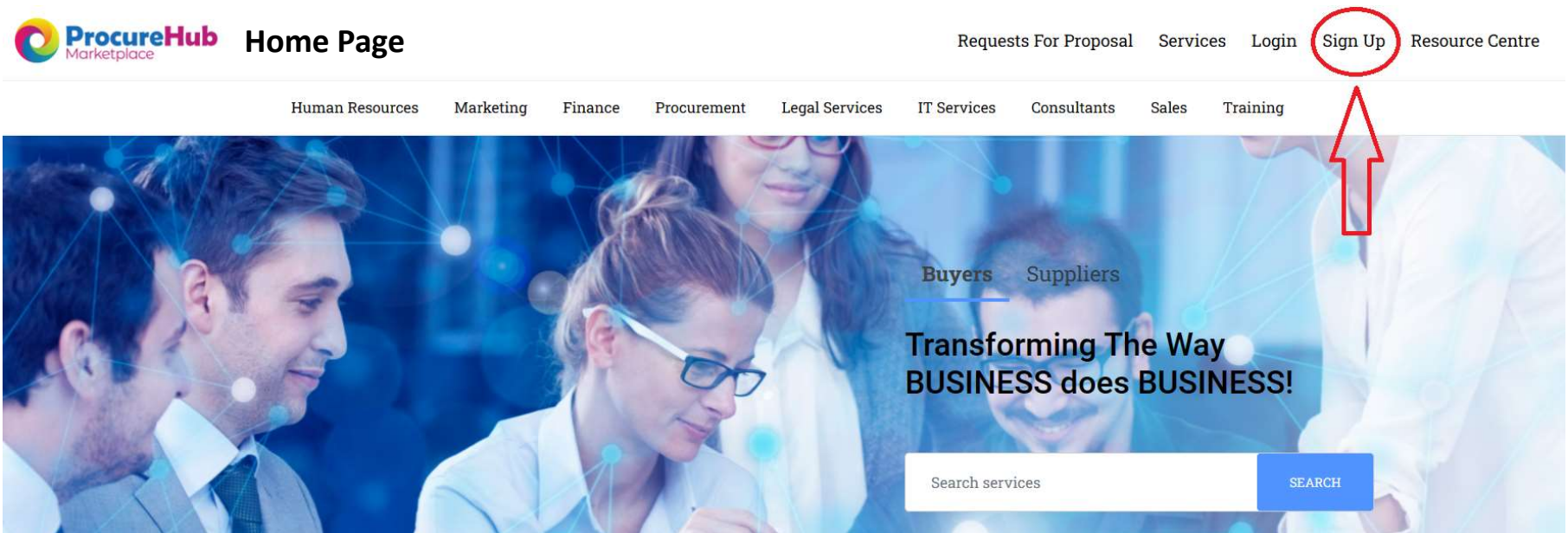


User Guide – Sign Up to Become a User - Supplier

- From the Home Page, locate the “Sign Up” button on the top menu.
- Click on “Sign Up”





Sign up

[Already a User? Log in](#)

Signup with Professional Email Domain Only

Company E-mail

Email@company.com

Username

Username

Password

YourPassword01!

Enter your work email

Enter your UserID or use your email if you prefer

Enter a Password

Be sure it meets the requirements below!

*Password should have at least one number and one uppercase character. Minimum 6 characters.

- ✔ Minimum 6 characters
- ✔ One number
- ✔ One uppercase character
- ✔ One special character

By signing up you agree to our [Terms of Use](#)

You MUST READ our Terms & Conditions

Sign up

CLICK







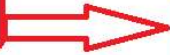
Choose the **Type of User** you wish to become:
Choose Seller if you wish to SELL Services
Choose Buyer if you wish to BUY Services
Hint: If you want to become BOTH, Choose Supplier

Welcome!

What will be your first step?


I'm a Seller
Sellers can create listings and also buy from other sellers


I'm a Buyer
Buyers will only be allowed to purchase listings, but not creating them

Click Next  [Next](#)



[← Back](#)

Please answer the following questions

Business Name:

Your Company Name

Contact Name:

First and Last Name

Contact Email:

Email Address

Contact Telephone #:

Telephone number of the contact above

For Suppliers - Enter the name of your Business

Enter the primary contact name first and last, their email address and telephone number.

HINT: This must be a signing officer of the company with authority to commit to contractual obligations

Click Submit

Submit

- Dashboard
- My Services
- Calendar
- Requests
- Orders
- Inbox
- Settings
- Invite Other Users

Congratulations!!!
You have now "Signed Up" to become a ProcureHub Supplier.

The next step is to get you verified. You are in good company. Not just anyone can become a supplier on ProcureHub, Only duly registered businesses with a solid track record of providing excellent service become verified to sell on ProcureHub.

You will receive an email shortly requesting more information in order to complete the verification process.

Feel free to begin setting up your profile by clicking on the **"Settings"** button on the left.

Check out our User Guide - **"Supplier Profile Setup"**



You haven't created any listings yet
Have something to sell? Start making money right away!

[+ Add new](#)

You are now Signed Up to become a ProcureHub Supplier

