

!ndigo

 Remember Me?[Forgot your password?](#)[First time user/Forgot username?](#)[Home](#)[Help ▾](#)[English \(United States\) ▾](#)Powered by [apexportal®](#)

Indigo Vendor Hub

Vendor Reference Guide

Welcome to the **Indigo Vendor Hub!**

We have partnered with Apex Analytix to deliver a best-in-class vendor onboarding portal to allow both a seamless vendor registration process and ongoing maintenance of vendor information.

Apex Analytix is a market leader in providing vendor partner management solutions; their registration portal enables a fully automated vendor onboarding and vendor information management solution.

The tool will unlock the following benefits:

- Vendor self-serve registration
- Automated & faster onboarding
- One-stop shop for updating vendor information (i.e.. addresses, contact info, banking info)
- Automated reminders on key document expiration
- Data validation (i.e. addresses, tax & bank info,...)
- Easy access to key documents & guides
- Main hub for important vendor communications/notifications

We invite you to the portal to start your vendor onboarding & maintain your information current at all times. As usual, we thank you for your partnership and cooperation.

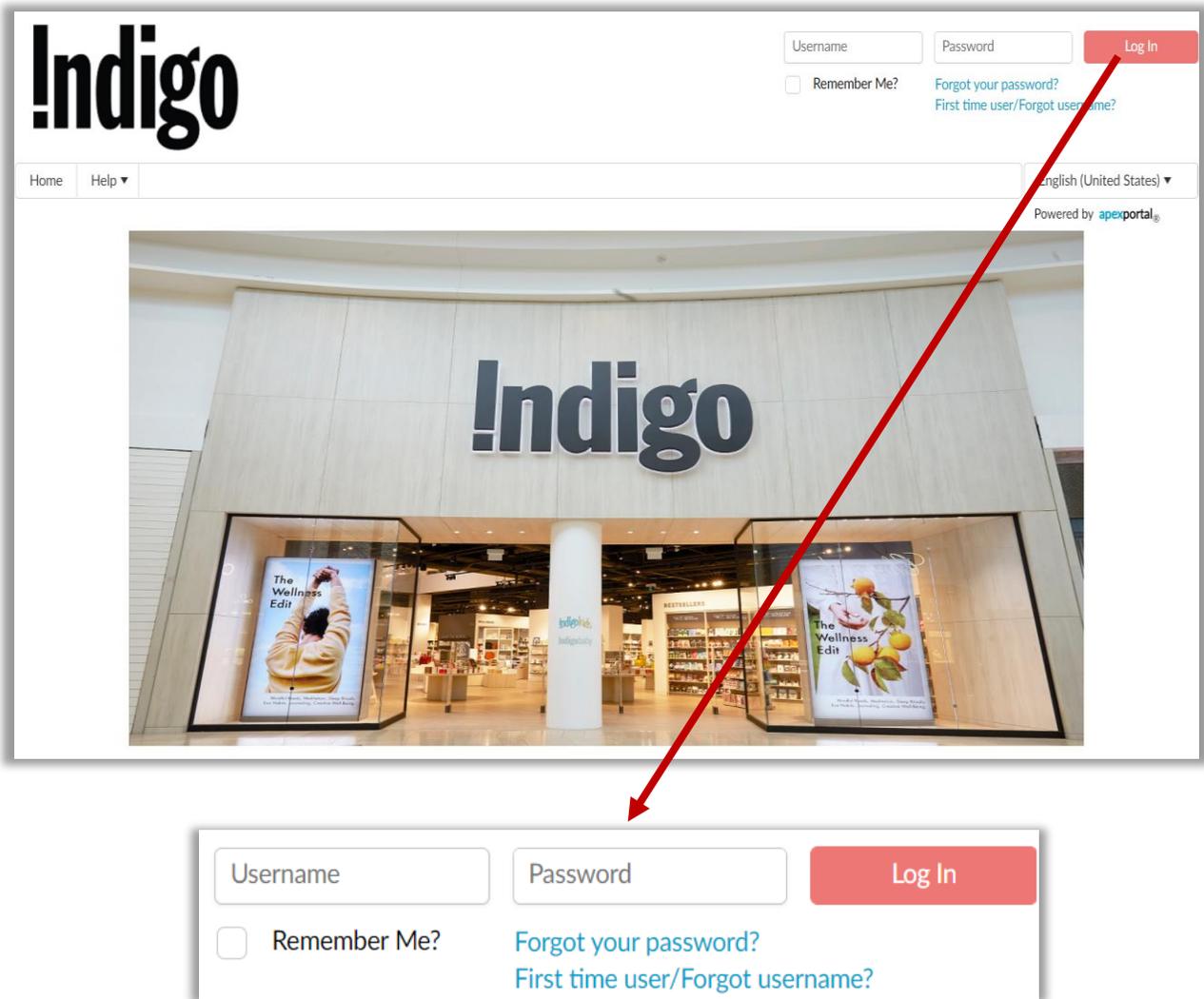
Indigo Vendor Management Team

Table of Contents

- Using the Landing Page**..... 4
- Logging In 4
- Forgot Your Password..... 5
- Forgot Your Username 6
- Vendor Registration** 7
- Initial Vendor Login 7
- Vendor Registration — Vendor Agreement 8
- Vendor Registration — Registration Checklist..... 9
- Vendor Registration — General Business Information..... 10
- Vendor Registration — Company Code Information..... 11
- Vendor Registration — Business Address 12
- Vendor Registration — Contact Information 15
- Vendor Registration — Country Specific Tax Information..... 18
- Vendor Registration — Banking Details..... 20
- Vendor Registration — Banking Information for Canadian Banks 22
- Vendor Registration — Banking Information for US Banks 23
- Vendor Registration — Banking Information for International Banks..... 24
- Vendor Registration — Diversity, Equity and Inclusion 25
- Vendor Registration — Sustainability 26
- Vendor Registration — Insurance Information 27
- Vendor Registration — Document Upload..... 28
- Vendor Registration — Review and Submit..... 30
- Vendor Home Page**..... 31
- Help..... 32
- Vendor — Update Profile 33
- Vendor — Update Notes/My Communication 34
- Support** 35

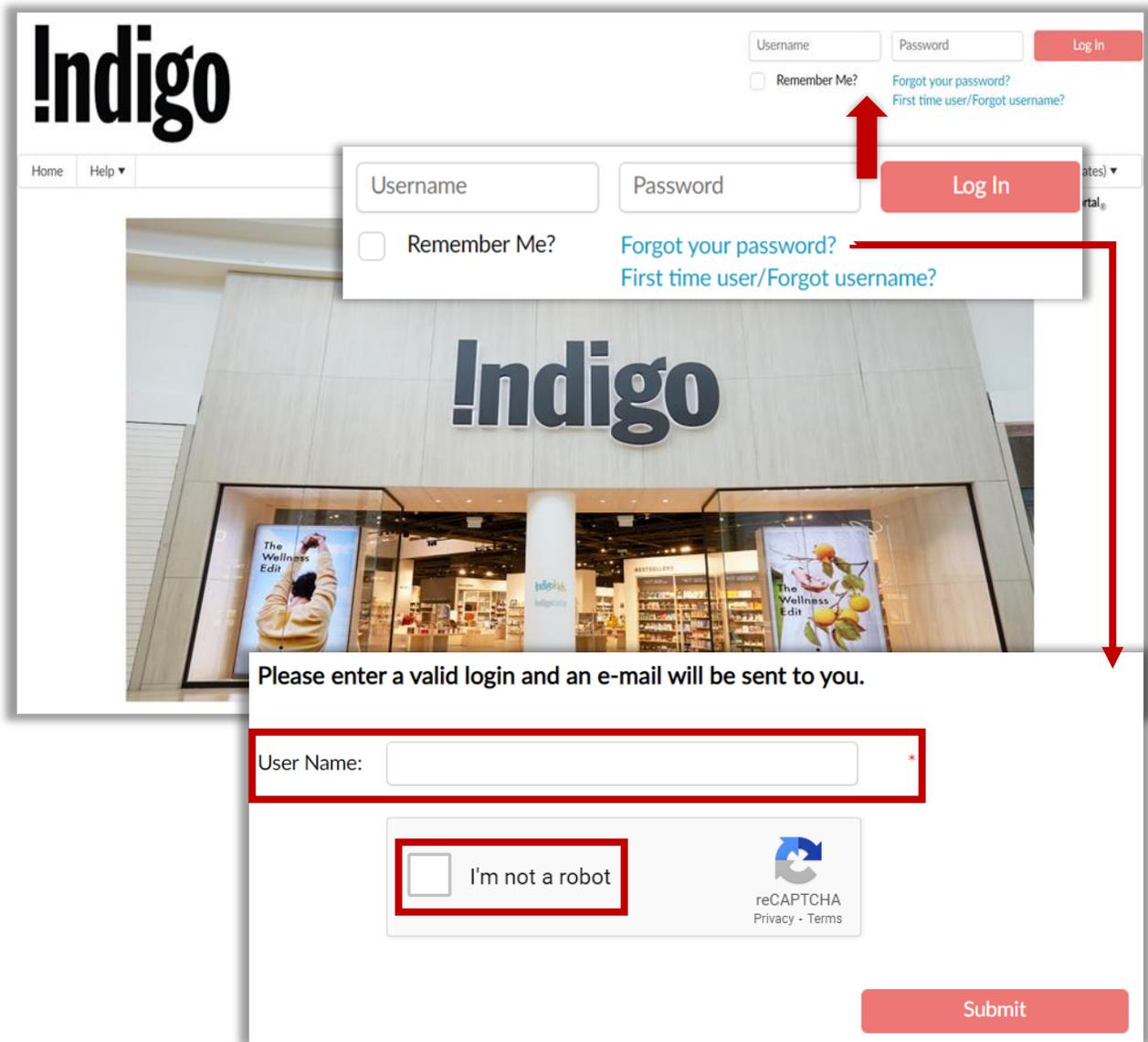
Logging In

The Landing Page allows the user to log in to the Indigo Vendor Portal. There are also links to allow the user to reset their password, and have their username and password emailed to the account on file.



- On the Landing Page, enter the username and password.
- Click the **Remember Me** box to save the user name. *Uncheck the box if a shared or public computer is being used.*

Forgot Your Password



The screenshot shows the Indigo website's login page. At the top left is the Indigo logo. To the right are input fields for 'Username' and 'Password', a 'Remember Me?' checkbox, and a red 'Log In' button. Below the 'Log In' button are two blue links: 'Forgot your password?' and 'First time user/Forgot username?'. A red arrow points from the 'Forgot your password?' link to a pop-up window. The pop-up window contains a 'Username' input field, a 'Remember Me?' checkbox, and the same two blue links. Below the pop-up is a message: 'Please enter a valid login and an e-mail will be sent to you.' Below this message is a 'User Name:' input field with a red asterisk on the right. Below the input field is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with 'reCAPTCHA Privacy - Terms' text. At the bottom right of the pop-up is a red 'Submit' button.

- Click **Forgot your password?** to have the password reset, and a new password emailed to the address on account.
- Enter the **User Name** for the account to be reset.
- Click the *I'm not a robot* checkbox. Follow the directions on the pop-up window.
- Press **Submit** to have the new password emailed to the account on file.

Forgot Your Username?

The image shows a screenshot of the Indigo website's login page. At the top left is the Indigo logo. To the right are input fields for 'Username' and 'Password', a 'Remember Me?' checkbox, and a red 'Log In' button. Below the login fields are two blue links: 'Forgot your password?' and 'First time user/Forgot username?'. A red arrow points from the 'First time user/Forgot username?' link to a magnified view of the login fields. Below this is a magnified view of the verification pop-up window. The pop-up has a title 'For your protection, we need to verify your identity.' and a sub-header 'Please enter your information below to have your username e-mailed to you.' It asks 'Is your company within the US?' with 'Yes' selected. There are two sections: 'Contact Information' with fields for 'First Name', 'Last Name', and 'E-mail Address'; and 'Company Information' with fields for 'Company Name', 'Vendor Number', 'TIN/FEIN/SSN', and 'Bank Account Number'. At the bottom of the pop-up is an 'I'm not a robot' checkbox, a reCAPTCHA logo, and a 'Submit' button. A red arrow points from the 'Forgot your password?' link to the 'Contact Information' section of the pop-up.

- Click **Forgot username?** to have the user name and password emailed to the address on account (this is for **active vendors only**)
- Enter the **Contact Information** for the account to be reset. *This information is required.*
- Enter three of the four criteria shown for the **Company Information**.
 - The **TIN/FEIN/SSN** is required for US vendors
 - Canadian and International users will not have the **TIN/FEIN/SSN** and will need to enter all of the required fields (*)
- Click the *I'm not a robot* checkbox. Follow the directions on the pop-up window.
- If the **UserName lookup failed** error message appears, the user will need to reach out to the Point of Contact.

• The information provided does not match the requirements or does not match the records in the system. Please reach out to vendorsetup@indigo.ca to request access.

Vendor Registration

This section details the steps required by the Vendors to complete the registration process after receiving the invitation email.

Initial Vendor Login

The image displays three screenshots of the Indigo Vendor Hub registration process. The top screenshot shows the 'Indigo VENDOR HUB' landing page with a personalized message to 'JOSE CAMPOS' and a link to 'How to update your profile?'. The middle screenshot shows a form titled 'Please enter authentication code received in your email' with a text input field and a 'Resend Authentication Code' button. Below this is a 'Please configure the Security Questions' section with five dropdown menus and corresponding text input fields. The bottom screenshot shows the 'Indigo Vendor Management Portal Change Password' window, which includes a red warning message, password requirements (at least 8 characters, at most 20, at least one lower and one upper character, at least one alpha and numeric character, and not the same as the username), and three password input fields (Current, New, and Re-enter) with a 'Change Password' button.

- Please log into the account by following the link and using the username and temporary password provided in the invitation email. Once logged in, the user will be emailed an authentication number and be required to fill out answers to five security questions. Click **Submit** to continue.
 - These answers will be used in case the user's password is forgotten and needs to be reset.
- A new window will open where the Vendor will be required to **change the password** from the temporary one sent in the invite to a new one for their personal use. Click **Change Password** to continue to the registration.

Vendor Registration — Vendor Agreement

Vendor Agreement

Complete
 Incomplete

Vendor Agreement
 Registration Checklist
 General Business Information
 Company Code Information
 Business Address
 Country Specific Tax Information
 Banking Details
 Diversity, Equity and Inclusion
 Sustainability
 Certificate of Insurance
 Document Upload
 Review and Submit

Digital Certificate Agreement

Before proceeding, please review the vendor agreement stated below.
You must agree to the terms and conditions of the agreement in order to access the secure self-service site.

[Indigo Vendor Agreement](#)
[Indigo Vendor Code of Conduct](#)

I have read and agree to the terms and conditions. *

For any questions, please contact helpdesk at vendorsetup@indigo.ca

- Click on the Agreement checkbox and click **Next**.

Vendor Registration — Registration Checklist

Registration Checklist

Complete
 Incomplete

Vendor Agreement
 Registration Checklist
 General Business Information
 Company Code Information
 Business Address
 Country Specific Tax Information
 Banking Details
 Diversity, Equity and Inclusion
 Sustainability
 Certificate of Insurance
 Document Upload
 Review and Submit

Please be prepared to provide the following before you proceed with registration:

1. Company contact information
2. Tax Registration Information (TIN, HST, ID, VAT, GST, NIF as applicable)
3. Banking Information
4. Business classification
5. Diversity Equity & Inclusion Questionnaire
6. Document Upload

Thank you. For any questions, please contact helpdesk vendorsetup@indigo.ca

- Be prepared to provide the required information on the **Registration Checklist** prior to proceeding with registration.
- A checklist (on the left) is provided to show the steps that are completed (blue dot), and those still requiring information to finalize registration (white dot).
- If, at any point during the entry of information, the user needs to complete the process at a later date, they may click **Save Draft**. This will save a copy that can be accessed at the next login.
- Once all of the required documents are compiled, click **Next** on the Registration Checklist to access the **General Business Information** screen.

Vendor Registration — General Business Information

General Business Information

Complete
 Incomplete

- Vendor Agreement
- Registration Checklist
- General Business Information
- Company Code Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Diversity, Equity and Inclusion
- Sustainability
- Certificate of Insurance
- Document Upload
- Review and Submit

| | |
|---|--|
| Vendor Country: | <input type="text" value="Canada"/> * |
| Vendor Full Legal Company Name: | <input type="text" value="MANTIS INC"/> * |
| Doing Business As Name: | <input type="text"/> |
| Jurisdiction of Incorporation (State/Province): | <input type="text"/> |
| What is the minimum purchase order value (\$): | <input type="text"/> |
| What is the minimum order quantity (Units) ? | <input type="text"/> |
| Are you EDI Capable ? | <input type="text" value="Select a value..."/> * |

Enter all information from the top to the bottom of the screen.

The Vendor Country and Company Name may be pre-populated based on the information entered during the Invite Vendor process; these can be updated here if there is an error as previously entered.

Fields marked with an * are required.

- **Vendor Country:** This selection will customize the remaining fields (on subsequent steps).
- **Vendor Full Legal Company Name:** This is the name as it appears on the tax forms (note: this must be the name that also appears on your Certificate of Insurance (if applicable)).
- **Doing Business As Name:** The company may have a legal alternate name.
- **Jurisdiction of Incorporation (State/Province):** The state or province where the corporation was incorporated.
- **Are you EDI Capable?:** Please select **Yes** or **No** from the drop-down menu.
 - **(If Yes) Who is your current EDI Provider?:** Please select your EDI provider from the drop-down menu. If your provider is not listed, please select **Other**.
- Once all of the required information is entered, click **Next** to access the **Company Code Information** screen.

Vendor Registration — Company Code Information

Company Code Information

Complete
 Incomplete

- Vendor Agreement
- Registration Checklist
- General Business Information
- Company Code Information**
- Business Address
- Country Specific Tax Information
- Banking Details
- Diversity, Equity and Inclusion
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- Document Upload
- Review and Submit

| Inco Term | Inco Location | Payment Terms | Purchase Order Currency |
|-----------|--------------------|---------------|-------------------------|
| FOB | JP CHIBA KEN TOKYO | NET 90 | Japanese Yen |

*

Commercial Terms

Please find below your negotiated commercial terms.

Do you agree to the commercial terms listed above? If you do not agree, we will reach out to discuss further; but please continue with registration.

Select a value... ▼

<< Previous
Next >>
Save Draft

- On the **Company Code Information** screen, the “Inco Term”, “Inco Location”, “Payment Terms”, and “Purchase Order Currency” will be pre-populated based on prior conversations with the Indigo Merchant/Buyer. There may also be additional (pre-negotiated) Vendor Support terms listed on this screen.
- In the drop-down menu, select “Yes” if you agree with the pre-negotiated terms or “No” if you do not agree with the terms as listed and would like follow-up with your Indigo Buyer; **Please continue with registration** while the Buyer contacts you to review terms.
- Click **Next** to continue to the **Business Address** screen.

Vendor Registration — Business Address

- Complete
- Incomplete
- Vendor Agreement
- Registration Checklist
- General Business Information
- Company Code Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Diversity, Equity and Inclusion
- Sustainability
- Document Upload
- Review and Submit

Business Address

In order to add/edit your Registered Address, please click the Edit button associated with the Registered address.

If your Remittance Address is different than your Business Address, then click Add New Record to enter the information.

Add new record

| | Address Type | Address | City | State | Country | Delete |
|--|----------------------------|-------------------------|------------|---------|---------|--------|
| | Business Address - Primary | 777 GUELPH LINE UNIT 30 | BURLINGTON | Ontario | Canada | |
| | Remittance Address | 777 GUELPH LINE UNIT 30 | BURLINGTON | Ontario | Canada | |

*

Vendor Contact Information

Please Click "Edit" to update Primary Contact Information including primary Phone details.

Add new record

| | First Name | Last Name | Contact Type | Email | Resend |
|--|------------|-----------|-------------------------|-------|--------|
| | | | Sales Contact - Primary | | |
| | | | Finance Contact | | |

*

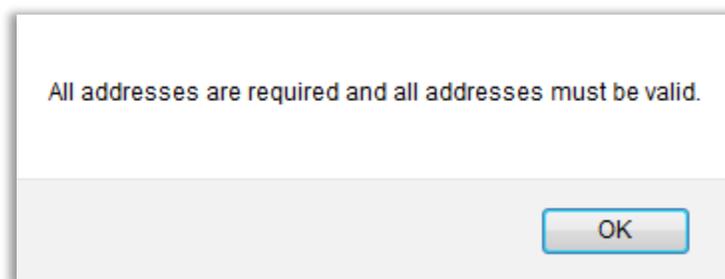
Classification Number (NAICS, SIC and/or DUNS)

Add New Identity

| | Identity Type | Identity Number | Issue Date | Delete |
|------------------------|---------------|-----------------|------------|--------|
| No records to display. | | | | |

<< Previous
Next >>
Save Draft

- On the **Business Address** screen, click **Edit** next to the Address Type.
- Business Address – Primary** address must be completed before adding a Remittance Address and/or Purchase Order address.
- Physical address is required to proceed. If **Next** is clicked prior to creating an address, the Vendor will receive an error message (see below).
- There can only be one Business Address – Primary, which cannot be deleted.
- Prior to approval, the address country can be changed only in the General Business Information.



Address Information

Address Type: Business Address - Primary *

Country: Canada *

Address 1: *

Address 2:

Address 3:

Address 4:

District/County:

City/Town: BURLINGTON *

State/Province: Ontario

Postal Code: L7R 3N2

PO Delivery Method: Email *

PO Delivery E-mail id: *

Alternate E-mail id:

Ok Discard

Enter the Business Address information.

- The Country will show the same as used for the **General Business Information**.
- The **Address Type** is defaulted to Business Address - Primary.
- Fill out all fields as needed. *Note: If the Vendor has a PO Box, enter PO Box and the number in **Address 1** field.*
- A validation to the postal code will occur. The Vendor Portal will autocorrect city, province, and postal code if two of the three are correct (this will be done via suggested correction pop-up screen)

Business Address

- Complete
- Incomplete

- Registration Checklist
- General Business Information
- Company Code Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Diversity, Equity and Inclusion
- Sustainability
- Document Upload
- Review and Submit

In order to add/edit your Registered Address, please click the Edit button associated with the Registered address.

If your Remittance Address is different than your Business Address, then click Add New Record to enter the information.

| Add new record | | | | | |
|---|----------------------------|-------------------------|------------|---------|---------|
| | Address Type | Address | City | State | Country |
|  | Business Address - Primary | 777 GUELPH LINE UNIT 30 | BURLINGTON | Ontario | Canada |
|  | Remittance Address | 777 GUELPH LINE UNIT 30 | BURLINGTON | Ontario | Canada |

- After all of the information has been entered on the **Address Information** screen, click **OK**. The **Business Address** screen will reopen, and the updated address will be shown.
- If additional addresses are to be added - for **Remittance Address, Purchase Order Address, etc...** click **Add New Record**.
- Once all of the addresses have been added, the Vendor can edit the **Contact Information**.

Vendor Registration — Contact Information

Vendor Contact Information

| | First Name | Last Name | Contact Type | Email | Resend |
|--|------------|-----------|--------------|-------|--------|
| | JOSE | CAMPOS | | | |

Supplier Contact Information

Contact Type: *

Copy From: *

Roles: *

First Name: *

Last Name: *

E-mail Id: *

Confirm E-mail Id: *

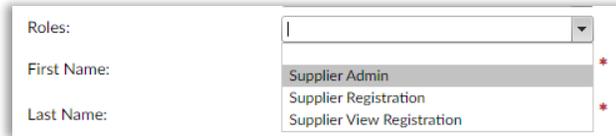
Add new record

| | Type | Number | Extension | |
|--------------------------------|---------|--------------|-----------|--------------------------------|
| <input type="text" value="✎"/> | Primary | +19051234567 | | <input type="text" value="✕"/> |

Ok Discard

- This information is pre-populated based on the Vendor's invitation.
- First name, last name and email address are required (phone number is optional)
- Clicking on the **Edit** button will open the **Contact Information** window where changes can be made to the existing information.
- Clicking on the **Add New Record** button will open the **Contact Information** window where information can be entered for the new contact type.
- **Primary/Sales Contact is required**
- Though optional, Vendors are encouraged to enter the various individual contact details for the following **Contact Types** at their organization to ensure specific communication is directed to the respective individual(s):
 - Primary/Sales Contact
 - Finance Contact
 - Finance (A/R) Contact
 - Warehouse/Logistics Contact
 - EDI Contact
 - Data Contact
 - Compliance Contact

- **Roles** are assigned to each user by the Vendor; this includes the following role types:

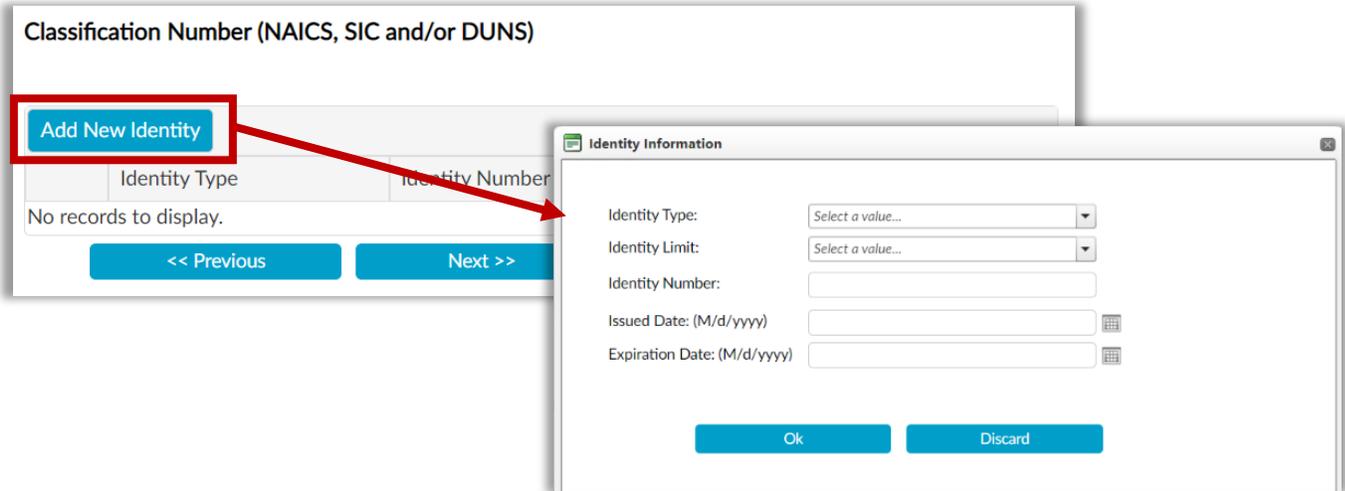


The image shows a screenshot of a web form with three labels: 'Roles:', 'First Name:', and 'Last Name:'. To the right of these labels is a dropdown menu. The dropdown menu is currently open, showing three options: 'Supplier Admin', 'Supplier Registration', and 'Supplier View Registration'. The 'Supplier Admin' option is highlighted with a grey background. To the right of each option in the dropdown menu is a small red asterisk symbol.

- **Supplier Admin** – contact who can assign roles to other individuals. The primary contact is automatically given the admin role
- **Supplier Registration** – this contact can make edits to the registration but cannot assign roles
- **Supplier View Registration** – this contact can view the registration but cannot make edits and cannot assign roles

Please note: the **Copy From** functionality allows a Vendor to assign the details of an existing Contact Type to another by selecting the contact name that applies, which will autofill the respective information.

Vendor Registration – Classification Number



Classification number is an optional field; however, we encourage vendors to enter their unique classification number in this field, which may be used internally (i.e. for EDI set-up, etc.).

Clicking on the **Add New Identity** button will open the Identity Information window where information can be entered for the following classification types:

- Business Entity Identifier,
- Company Identification Number,
- DUNS Number.

Once all of the required information is entered, click **Next** to move to the **Country Specific Tax Information** screen.

Vendor Registration — Country Specific Tax Information

- Complete
- Incomplete
- Vendor Agreement
- Registration Checklist
- General Business Information
- Company Code Information
- Business Address
- Country Specific Tax Information**
- Banking Details
- Diversity, Equity and Inclusion
- Sustainability
- Certificate of Insurance
- Document Upload
- Review and Submit

Country Specific Tax Information

Tax Reporting Country:

*

Business Entity Type:

*

Are you providing goods or services to the USA?

*

| | Country | Tax Type | Tax Id Number | Validation | |
|-------------------------------------|---------|----------|---------------|------------|---|
| <input type="button" value="Edit"/> | Canada | GST | | | <input type="button" value="X Delete"/> |
| <input type="button" value="Edit"/> | Canada | HST | | | <input type="button" value="X Delete"/> |
| <input type="button" value="Edit"/> | Canada | QST | | | <input type="button" value="X Delete"/> |
| <input type="button" value="Edit"/> | Canada | PST | | | <input type="button" value="X Delete"/> |

In this section, Vendors will be required to complete the following fields:

- **Tax Reporting Country:**
 - this will populate the applicable country taxes in the Tax Grid above
 - for example, see above taxes for tax reporting country Canada
- **Business Entity Type**
- Specify if goods/services will be provided **Inside the USA** or **Outside the USA** (this will help determine US tax requirements)

Though the above are required fields, entering the respective **Tax Identification Numbers** in the Tax grid is optional, though we encourage Vendors to provide these where available.

Clicking the Edit button will open the Country Specific Tax Information window; here the user can enter the information for the specified tax type.

Country Specific Tax Information
✕

Tax Country: *

Tax Type: *

TAX ID Number:

After filling in the Tax ID number, click the Ok button to return to the Country Specific Tax Information page, where the information will be validated by the system. If the validation fails for any reason, the user will receive a **[Tax ID number] is Invalid** message under the Validation column.

For Vendors providing goods/services inside the USA, the user will see a fourth field, **Tax Document Type**, with W9 Form already populated in the drop-down menu. Please fill out the fields under **Additional Tax Information** to create an electronic document.

Country Specific Tax Information

Tax Reporting Country: *

Business Entity Type: *

Where will you be providing goods or services?: *

Tax Document Type: *

[If Your Tax Identification Failed Validation](#)

| | Country | Tax Type | Tax Id Number | Validation | |
|-------------------------------------|---------------|----------|---------------|--------------------|---------------------------------------|
| <input type="button" value="Edit"/> | United States | TIN | 25-1523521 | Pending Validation | <input type="button" value="Delete"/> |

Additional Tax Information

W-9 Field: Optional

Exempt payee code (if any):

Exemption from FATCA reporting code (if any):

List account number(s) here (optional):

Others (See Instructions):

- Click the **Next** button to continue to the **Banking Details** section.

Vendor Registration — Banking Details

Banking Details

● Complete
○ Incomplete

● Vendor Agreement
● Registration Checklist
● General Business Information
● Company Code Information
● Business Address
● Country Specific Tax Information
● **Banking Details**
○ Diversity, Equity and Inclusion
○ Sustainability
○ Certificate of Insurance
○ Document Upload
○ Review and Submit

Beneficiary Bank Details

Terms & Conditions Clause:
I authorize Indigo to credit my account with the depository named below. If Indigo erroneously deposits funds into my account, I authorize Indigo to initiate the necessary correcting entries, not to exceed the total of the original amount credited. This authorization will remain in effect until Indigo has received written notification from an authorized company representative that it is to be terminated in such time and manner for Indigo to act on it.

Payment Method: *

Add Bank Account

| Bank Name | Country | Currency Type | Account Type | Delete |
|------------------------|---------|---------------|--------------|--------|
| No records to display. | | | | |

<< Previous Next >> Save Draft

This page contains the Accounts Payable payment information.

- The **Payment Method** will be prepopulated based on negotiations with the Merchant: *Electronic Payment or Check.*
- If **Cheque** is selected, the **Banking Details** will not be required.
- For **Electronic Payment**, the **Banking Details** will be required.

Please note:

- The following page provides the general details needed for all bank countries, while the three pages that follow specify banking details required for Canadian, USA, and International banks respectively.
- Also, if the user clicks the  icon on the Banking Information window without entering the banking information, the Portal will display a message stating that accounts and banks must be valid. *The Portal will not allow the user to continue to the next page without valid banking details.*

Banking Details

● Complete
○ Incomplete

● Vendor Agreement
● Registration Checklist
● General Business Information
● Company Code Information
● Business Address
● Country Specific Tax Information
● **Banking Details**
○ Diversity, Equity and Inclusion
○ Sustainability
○ Certificate of Insurance
○ Document Upload
○ Review and Submit

Beneficiary Bank Details

Terms & Conditions Clause:
I authorize Indigo to credit my account with the depository named below. If Indigo erroneously deposits funds into my account, I authorize Indigo to initiate the necessary correcting entries, not to exceed the total of the original amount credited. This authorization will remain in effect until Indigo has received written notification from an authorized company representative that it is to be terminated in such time and manner for Indigo to act on it.

Payment Method: *

Add Bank Account

| Bank Name | Country | Currency Type | Account Type | Delete |
|-----------------------|---------|---------------|--------------|--------|
| No records to display | | | | |

Banking Information

Address: *

Bank Country: *

Payment Currency: *

Transit Code:

Bank Institute:

Account Number:

Account Holder:

Bank Name:

Bank Street Name:

Bank City:

State/Region: *

Bank Postal Code:

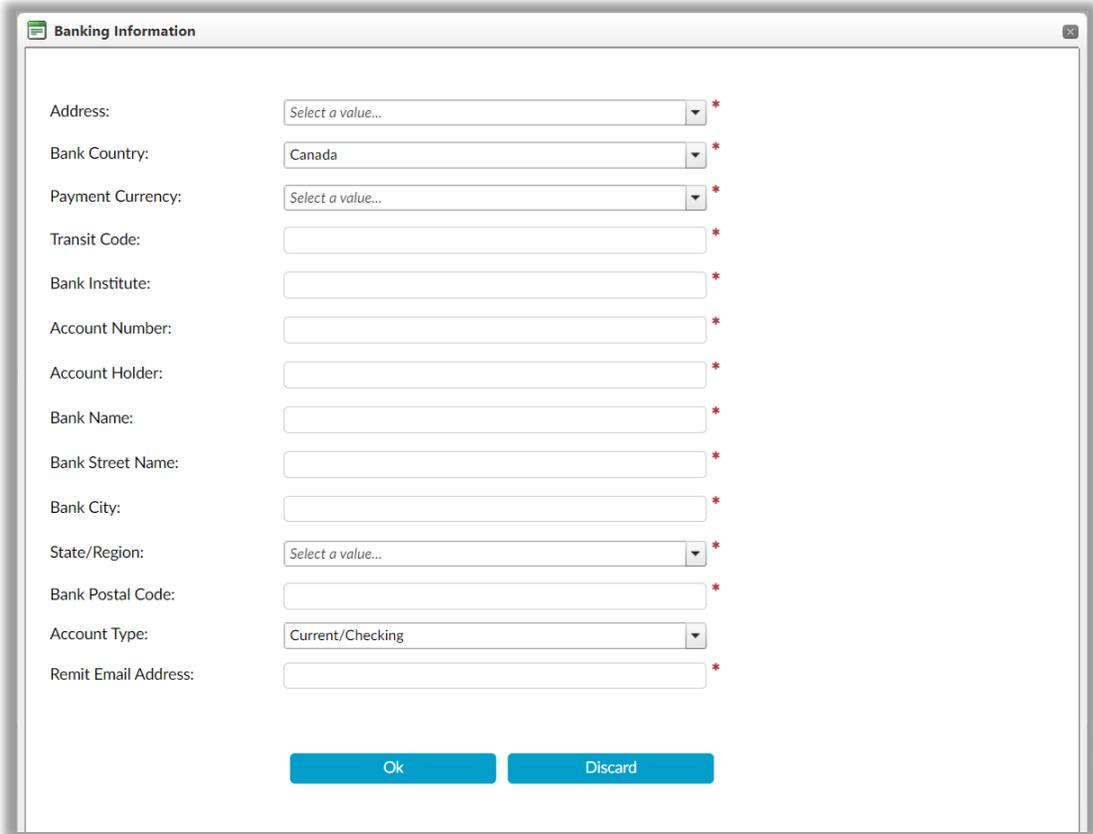
Account Type:

Remit Email Address:

Click **Add Bank Account** to begin entering the required **Banking Information** for electronic payments.

- **Bank Country:** The country where the bank is located.
- **Account Holder:** this will be pre-populated by the system using the vendor's business name
- **Bank Name:** The name of the financial institution.
 - This should auto-populate by the system
 - In the event that it does not auto-populate, vendors are expected to enter the respective Bank information
- **Bank Street Name:** The bank's street address including street name and number.
- **Bank City:** The city/town where the bank is located.
- **State/Region:** The state/region where the bank is located.
- **Bank Postal Code:** the postal code where the bank is located
- **Account Type:** the type of banking account: Current/Checking or Savings
- **Remit Email Address:** the email address where all Remit correspondences are submitted

Vendor Registration — Banking Information for Canadian Banks



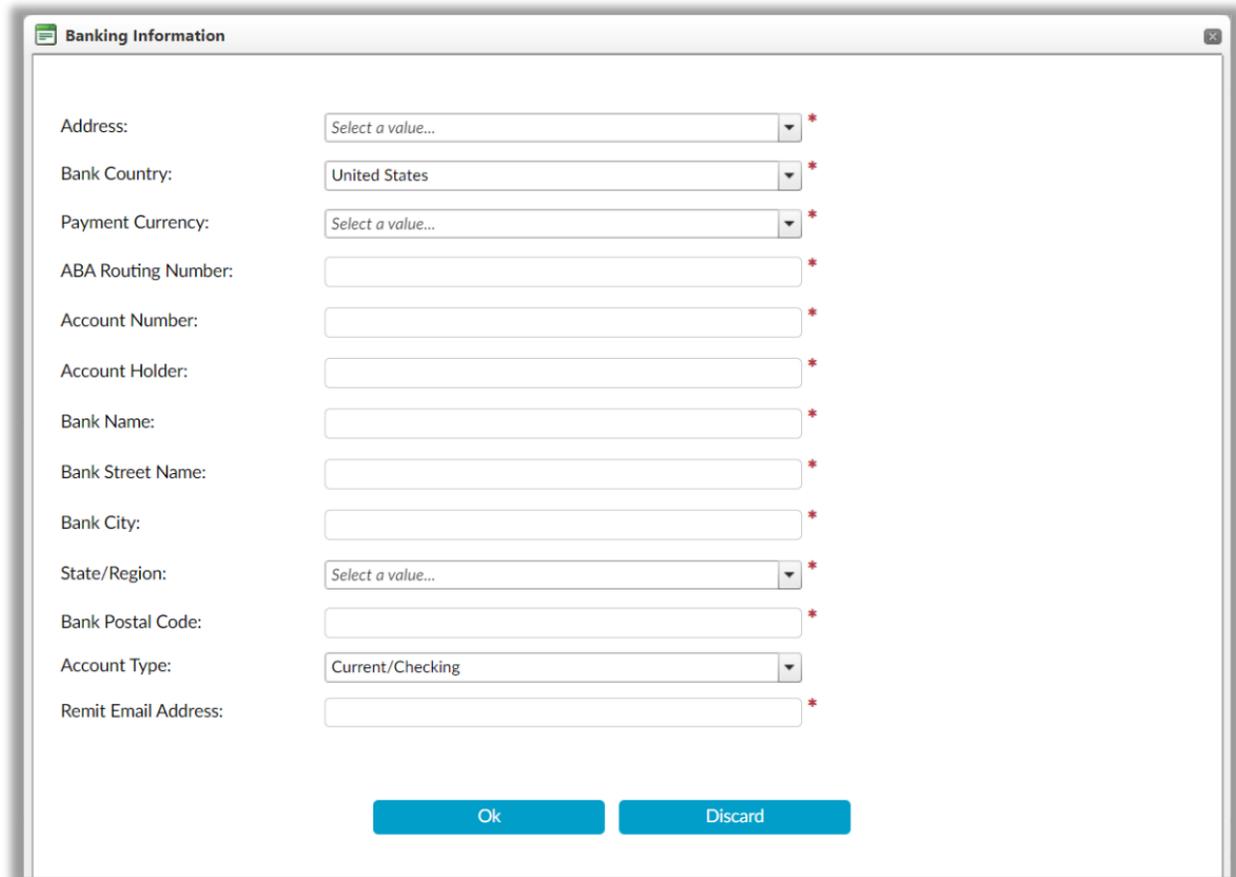
The image shows a software window titled "Banking Information" with a close button in the top right corner. The window contains a form with the following fields, each with a red asterisk indicating it is required:

- Address: dropdown menu with "Select a value..."
- Bank Country: dropdown menu with "Canada"
- Payment Currency: dropdown menu with "Select a value..."
- Transit Code: text input field
- Bank Institute: text input field
- Account Number: text input field
- Account Holder: text input field
- Bank Name: text input field
- Bank Street Name: text input field
- Bank City: text input field
- State/Region: dropdown menu with "Select a value..."
- Bank Postal Code: text input field
- Account Type: dropdown menu with "Current/Checking"
- Remit Email Address: text input field

At the bottom of the form are two blue buttons: "Ok" and "Discard".

- **Transit Code:** the five (5) digit numeric code identifying the bank's branch
- **Bank Institute:** the three (3) digit numeric code identifying the bank
 - After entering the Bank Institute number, the bank name and address details will be auto-populated by the system
 - If those details do not fully populate, please enter the information in the missing fields
- **Account Number:** the vendor's account number provided by the financial institution

Vendor Registration — Banking Information for US Banks

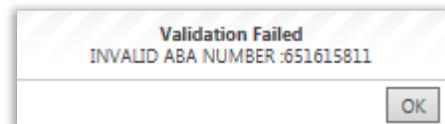


The image shows a 'Banking Information' form with the following fields:

- Address: Select a value... *
- Bank Country: United States *
- Payment Currency: Select a value... *
- ABA Routing Number: *
- Account Number: *
- Account Holder: *
- Bank Name: *
- Bank Street Name: *
- Bank City: *
- State/Region: Select a value... *
- Bank Postal Code: *
- Account Type: Current/Checking *
- Remit Email Address: *

Buttons: Ok, Discard

- **ABA Routing Number:** A nine-digit code at the bottom of negotiable instruments to identify the financial institution on which it was drawn.
 - Banking validation will occur for the Routing Number; if failure occurs, the message to the right will appear.
 - Please verify account and re-enter.
- **Account Number:** the vendor's account number provided by the financial institution



Vendor Registration — Banking Information for International Banks

The image shows a 'Banking Information' form with the following fields and values:

- Address: Select a value... *
- Bank Country: United Kingdom *
- Payment Currency: Select a value... *
- IBAN No: *
- Bank Swift Code:
- Sort Code:
- Account Holder: *
- Bank Name: *
- Bank Street Name: *
- Bank City: *
- State/Region: Select a value... *
- Bank Postal Code: *
- Account Type: Current/Checking *
- Remit Email Address: *

Buttons: Ok, Discard

- **IBAN No.:** The number used to uniquely identify an individual account globally. This number is used when transferring money between accounts, in particular for international wire transfers.
- **Bank Swift Code:** The code is used to uniquely identify banks and financial institutions globally. These codes are used when transferring money between banks, in particular for international wire transfers.

Some countries may have specific banking details not shown here – if so, please ensure that all fields marked with an * are filled out.

- Once the banking details have been entered, click **Next** to continue to **Diversity, Equity and Inclusion**.

Vendor Registration — Diversity, Equity and Inclusion

Diversity, Equity and Inclusion

Complete
 Incomplete

- Vendor Agreement
- Registration Checklist
- General Business Information
- Company Code Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Diversity, Equity and Inclusion
- Sustainability
- Certificate of Insurance
- Document Upload
- Review and Submit

At Indigo, we are on a journey to audit our business to better understand the representation within our organization. We are early in our process, with the goal of improving, and welcome you to join us. If you are open to sharing, we'd like to know a bit more about your company's representation too. This is voluntary of course.

Number Of Employees: *

Owner(s) Identify as a Woman: *

Owner(s) Identify as BIPOC: *

Owner(s) Identify as LGBTQ2+: *

% Leaders Identify as a Woman: *

% Leaders Identify as BIPOC: *

% Leaders Identify as LGBTQ2+: *

Do your owner(s) identify as a person with a disability as described in the Act? *

Have you made any DE&I commitments? (If yes, please specify):

Would you like to be included in marketing campaigns that would highlight your DE&I leadership or commitments? *

Diversity, Equity and Inclusion

- At Indigo, we are on a journey to audit our business to better understand the representation within our organization. We are early in our process, with the goal of improving, and welcome you to join us. If you are open to sharing, we'd like to know a bit more about your company's representation.
- This section is **mandatory** for all vendors.
- Click **Next** to continue to **Sustainability**.

Vendor Registration — Sustainability

Sustainability

- Complete
- Incomplete

- Vendor Agreement
- Registration Checklist
- General Business Information
- Company Code Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Diversity, Equity and Inclusion
- **Sustainability**
- Certificate of Insurance
- Document Upload
- Review and Submit

Indigo is committed to moving quickly and with determination towards a sustainable future. We pledge to become a net-zero company by 2035. We invite you to join us on our journey and share your commitments and actions towards a sustainable future.

Does your organization or factories have a sustainability program?

Please indicate the areas of focus:

Link or add comments to sustainability programs:

Would you like to be contacted about marketing your sustainable leadership or commitments?

Sustainability

- This section allows Vendors to share insights on their sustainability efforts
- Although this is an **optional** section, we encourage Vendors to provide the respective information where available.

- Click **Next** to continue to **Insurance Information**.

Vendor Registration — Insurance Information

- Complete
- Incomplete
- Vendor Agreement
- Registration Checklist
- General Business Information
- Company Code Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Diversity, Equity and Inclusion
- Sustainability
- Certificate of Insurance
- Document Upload
- Review and Submit

Certificate of Insurance

Indigo requires vendors to have and maintain comprehensive general liability insurance coverage, in such amounts as specified in the Certificate of Insurance section in the Indigo Vendor Manual.

A valid COI must be provided by vendors as proof of liability insurance coverage and must include:

- \$1, \$2, \$5, or \$10 million liability coverage, in occurrences
- Indigo Books & Music Inc. added as an additionally insured;
- Indigo Books & Music Inc. added as Certificate Holder;
- Description of the business/operations (detailing, specifically, what you are selling us);
- Severability of Interests Clause and Waiver of Subrogation Clause
- Insurance Shall be Primary and Non-Contributory
- 30 days' notice of cancellation.

With our company name and mailing address listed as:

Indigo Books & Music Inc.
620 King Street W. Suite 400
Toronto ON
M5V 1M6

Insurance Information

- Indigo requires vendors to have and maintain comprehensive general liability insurance coverage, in such amounts as specified in the Certificate of Insurance (COI) section in the Indigo Vendor Manual.
- Where applicable, Vendors will be required (and prompted) to **upload a valid COI** for the required coverage amount in the **Document Upload** section and also to **enter the COI Expiration Date** (as indicated on the respective COI document)
- Please ensure that the **Legal Company Name** as entered in the General Business Information section is included on the COI document.
- Click **Next** to continue to **Document Upload**.

Vendor Registration — Document Upload

Document Upload

Complete
 Incomplete

- Vendor Agreement
- Registration Checklist
- General Business Information
- Company Code Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Diversity, Equity and Inclusion
- Sustainability
- Document Upload
- Review and Submit

Upload either Doc, Docx, PDF File Types(10MB max)

Document Type:

File:

Document Name:

Expiration Date:

| File | Document Name | File Type | Expiration Date | Uploaded Date | Linked To | Electronic Signature | Delete |
|--------------------------|---------------|-----------|-----------------|---------------|-----------|----------------------|--------|
| No documents to display. | | | | | | | |

Page size: 10 0 items in 1 pages

Select a Value

- Additional Commercial Terms
- CAP(Corrective Action Plan)
- Certificate of Insurance
- Class of Trade
- Factory Audit Report
- Lead Time per Province
- Payment Term - Email Approval
- SOC 1 & SOC 2 Type 2
- W8
- W-9

Document Upload

- This page is where all required documents will be displayed once uploaded if required (ex: Certificate of Insurance, Class of Trade, etc).
- Make sure all documents are electronically filed on the local PC.
- Please note: there will be a template available in the Documents section of the portal for select required documents (ie Class of Trade, Lead Time per Province, Additional Commercial Terms) that vendors may download, complete and upload to the Portal.

If the Vendor has a previously completed version of these documents, and would prefer to upload their own copy, follow these steps:

- Delete the documents created by Vendor Portal by clicking the  at the end of each line.
 - **Document Type:** Select the type of document from the dropdown menu.
 - **File:** Click **Select** and attach the document from the local PC.
 - **Document Name** (optional): Title the document
 - **Expiration Date:** required field for certain document types where expiration date applies (i.e COI, Factory Audit, etc...)
-
- Click **Upload File**.
 - After uploading each document, it will appear in the file box.
 - Repeat the upload process for each required document.
 - If a required document has not been uploaded, a warning will appear with the name(s) of the documents still required.
 - After all required (and optional) documents are uploaded, click **Next** to continue to **Review and Submit**.

Vendor Registration — Review and Submit

Review and Submit

● Complete
○ Incomplete

- Vendor Agreement
- Registration Checklist
- General Business Information
- Company Code Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Diversity, Equity and Inclusion
- Sustainability
- Document Upload
- Review and Submit

Please hit the **SUBMIT** button to finalize your information for approval.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with Indigo, and its affiliates.

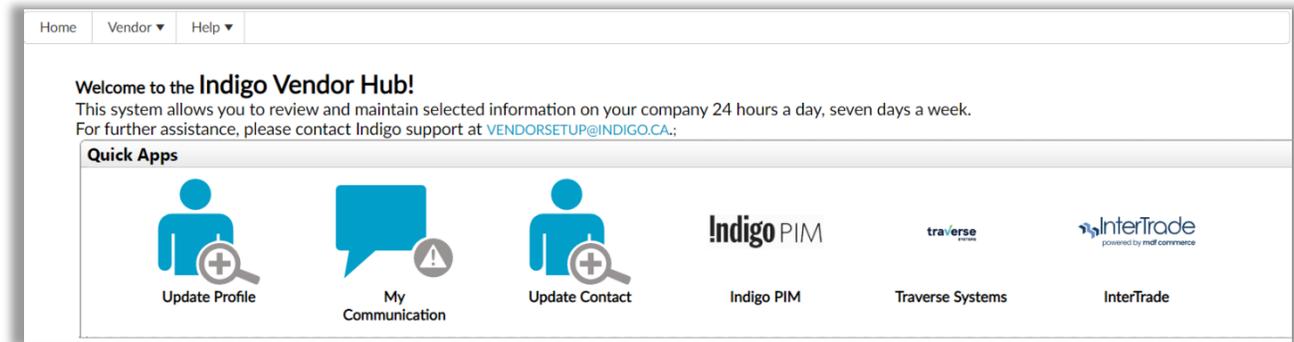
For any questions please contact Indigo support at or email us at vendorsetup@indigo.ca

<< Previous Save Draft **Submit**

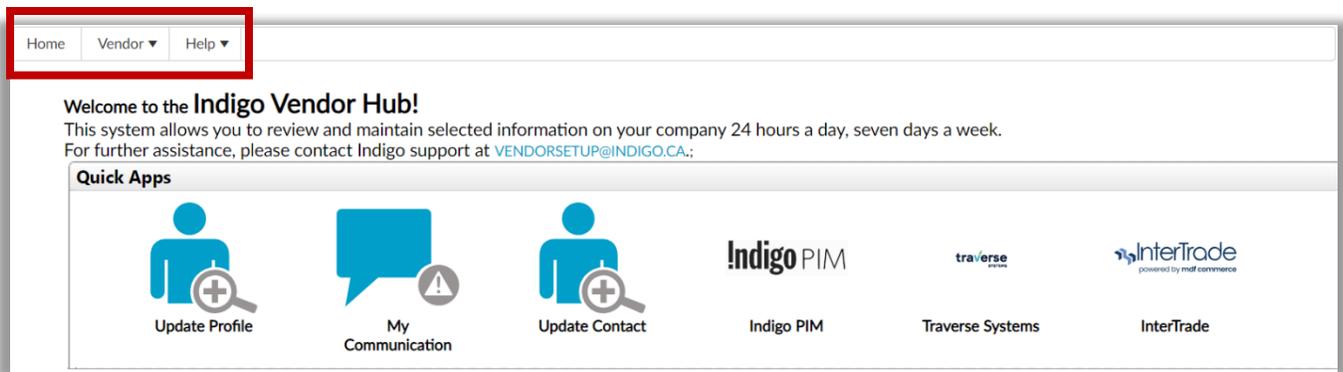
Rate your experience:
☆☆☆☆☆

Review and Submit

- All pages have now been completed.
- All pages should have all blue circles filled in. If not, please click **Previous** to go back to the page, or click the name of the page to move to that page.
- Click **Submit** to complete the process.
- If the Vendor is not ready to submit, click **Save Draft** to complete at a later time.



- Once the registration process is completed, the **Home Page** displays several items after approval.
 - **Update Profile:** Allows the vendor to view and edit the registration form
 - **My Communication:** Provides a platform for communication between the vendor and merchant
 - **Update Contact:** The vendor can update key contacts information here



In addition to the **Quick Apps**, there are several other applications available in the header sub-menus.

- **Home:** Takes the Vendor back to the Home Page.
- **Vendor:** Access to update the profile and submit notes to the Administrator.
- **Help:** Access key **Vendor Documents**.

Help

The screenshot displays the Indigo Vendor Hub interface. At the top, there are navigation tabs for Home, Vendor, and Help. Below this is a welcome message: "Welcome to the Indigo Vendor Hub! This system allows you to review and maintain selected information on your company 24 hours a day, seven days a week. For further assistance, please contact Indigo support at VENDORSETUP@INDIGO.CA;".

The "Quick Apps" section includes icons for "Update Profile", "My Communication", and "Update Contact". Logos for "Indigo PIM", "traverse", and "InterTrade" are also present.

A red arrow points from the "Help" dropdown menu to a contact form. The "Help" menu includes "Contact Us" and "Vendor Documents".

The contact form is titled "Please use the following form for contacting customer service. Your request should be answered within 24 hours." It includes a "Send To:" field with the email address "registration@vendor.indigo.ca". The form has input fields for "Name", "Company Name", "Phone Number", and "Email Address", and a larger text area for "Comments". A "Submit" button is at the bottom right. A legend indicates that fields with an asterisk are required.

A second red arrow points from the "Vendor Documents" menu item to a page titled "Vendor Documents". This page lists several documents for download:

- Indigo Drop Ship Guide (Drop Ship Vendor Guide V2.0.pdf)
- Indigo Vendor Manual for General Merchandise Vendors (GM Vendor Manual V8.0.pdf)
- Vendor Manual Private Label (Vendor Manual Private Label.pdf)
- Indigo Class of Trade - Template (Indigo Class of Trade - Template.xlsx)
- Indigo - Lead Times Template (Indigo - Lead Times Template.xlsx)
- Indigo Vendor Agreement (Indigo Vendor Agreement.pdf)

Contact Us: Provides a form to submit questions/comments to the Send To email address.

Vendor Documents: Provides links to key vendor documents (i.e. manuals, guides, Code of Conduct, etc...); additional documents and updated document versions may be added to this section by the Administrator at any time.

Vendor — Update Profile

The screenshot shows the Indigo Vendor Hub interface. At the top, there is a navigation bar with 'Home', 'Vendor', and 'Help' menus. Below this is a welcome message: 'Welcome to the Indigo Vendor Hub! This system allows you to review and maintain selected information on your company 24 hours a day, seven days a week. For further assistance, please contact Indigo support at VENDORSETUP@INDIGO.CA.' Below the welcome message is a 'Quick Apps' dock with several icons: 'Update Profile' (highlighted with a red box), 'My Communication', 'Update Contact', 'Indigo PIM', 'Traverse Systems', and 'InterTrade'. To the right of the dock is a 'Vendor' dropdown menu with 'Update Profile' (highlighted with a red box) and 'Update Notes' options. Below the dock and menu is a 'Registration Checklist' page. The checklist is titled 'Registration Checklist' and includes a legend for 'Complete' (blue dot) and 'Incomplete' (white dot). The checklist items are: 'Registration Checklist', 'General Business Information', 'Company Code Information', 'Business Address', 'Country Specific Tax Information', 'Banking Details', 'Diversity, Equity and Inclusion', 'Sustainability', 'Certificate of Insurance', 'Document Upload', and 'Review and Submit'. The first six items are marked as 'Complete'. Below the checklist is a list of items to be prepared for registration: '1. Company contact information', '2. Tax Registration Information (TIN, HST, ID, VAT, GST, NIF as applicable)', '3. Banking Information', '4. Business classification', '5. Diversity Equity & Inclusion Questionnaire', and '6. Document Upload'. At the bottom of the checklist page, there is a thank you message and a contact link: 'Thank you. For any questions, please contact helpdesk vendorsetup@indigo.ca'. There are two buttons at the bottom: 'Next >>' and 'Save Draft'.

- Clicking **Update Profile** in the Quick Apps dock (or **Vendor > Update Profile** from the menus) displays the Registration Checklist, or the last section completed.

Vendor — Update Notes/My Communication

The screenshot illustrates the user interface for updating notes. At the top, a navigation bar includes 'Home', 'Vendor', and 'Help'. Below this, a welcome message states: 'Welcome to the Indigo Vendor Hub! This system allows you to review and maintain selected information on your company 24 hours a day, seven days a week. For further assistance, please contact Indigo support at VENDORSETUP@INDIGO.CA;'

The 'Quick Apps' dock contains several icons: 'Update Profile' (highlighted with a red box), 'My Communication', 'Update Contact', 'Indigo PIM', 'Traverse Systems', and 'InterTrade'. A dropdown menu for 'Vendor' is open, showing 'Update Profile' and 'Update Notes' (highlighted with a red box).

The main content area displays a table of notes. A red box highlights the '+ Add New Record' button. The table has columns for 'Note Date (Local Time)', 'Note Text', 'Full Name', and 'User Name'. The notes listed are:

| Note Date (Local Time) | Note Text | Full Name | User Name | Action |
|------------------------|-----------------------------------|---------------|-------------------|--------|
| 10/4/2021 3:42:12 PM | Registration submitted for review | JOSE CAMPOS | SP.JOSE.CAMPO... | Edit |
| 10/4/2021 2:45:52 PM | Hi Jose, how is it going? | Carlos Dilone | CDilone@indigo.ca | View |
| 10/4/2021 2:45:16 PM | Let me know if you see this? | Carlos Dilone | CDilone@indigo.ca | View |

An 'Edit' modal window is shown below the table, with a red arrow pointing to it from the 'Add New Record' button. The modal contains a 'Date' field (10/4/2021 4:16 PM) and a 'Note Text' field with a rich text editor toolbar. At the bottom of the modal are 'Submit' and 'Discard' buttons.

- Clicking **My Communication** in the Quick Apps dock (or **Vendor > Update Notes**) displays **Update Notes**, which shows all of the current notes about the account.
- Clicking **Add New Record** allows the Vendor to enter notes for the Administrator.
- After entering the Note Text, click **Submit**. The note will appear at the top of the listing.
- An email will be sent to both the Vendor and the Administrator to inform them of the new note.

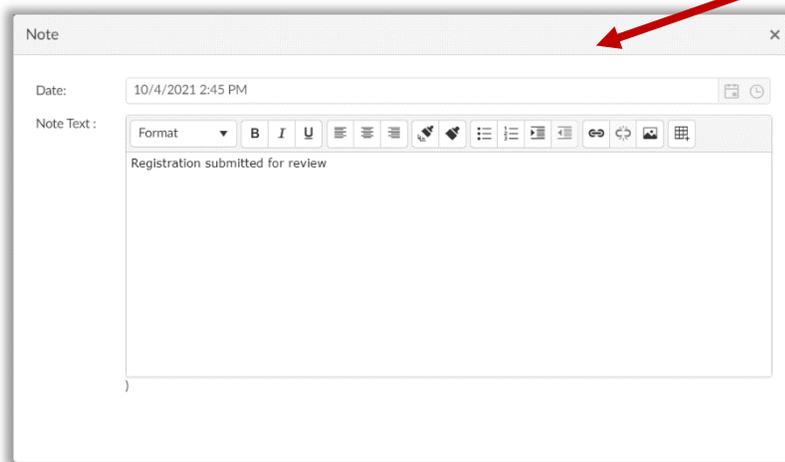
Vendor > Update Notes

Export to Excel + Add New Record

Drag a column header and drop it here to group by that column

| Note Date (Local Time) | Note Text | Full Name | User Name | |
|------------------------|-----------------------------------|---------------|-------------------|------|
| 10/4/2021 3:42:12 PM | Registration submitted for review | JOSE CAMPOS | SPJOSE.CAMPO... | Edit |
| 10/4/2021 2:45:52 PM | Hi Jose, how is it going? | Carlos Dilone | CDilone@indigo.ca | View |
| 10/4/2021 2:45:16 PM | Let me know if you see this? | | | |
| 10/4/2021 2:45:16 PM | Registration submitted for review | Carlos Dilone | CDilone@indigo.ca | View |

10 items per page 1 - 4 of 4 items



- Clicking **View** for a note will display the full text of the note and a timestamp

Support

Should you require any further assistance with the Indigo Vendor Hub and Vendor Registration, please contact us via **Help / Contact Us** on the **Home Page**, or by sending an email directly to VendorSetup@indigo.ca