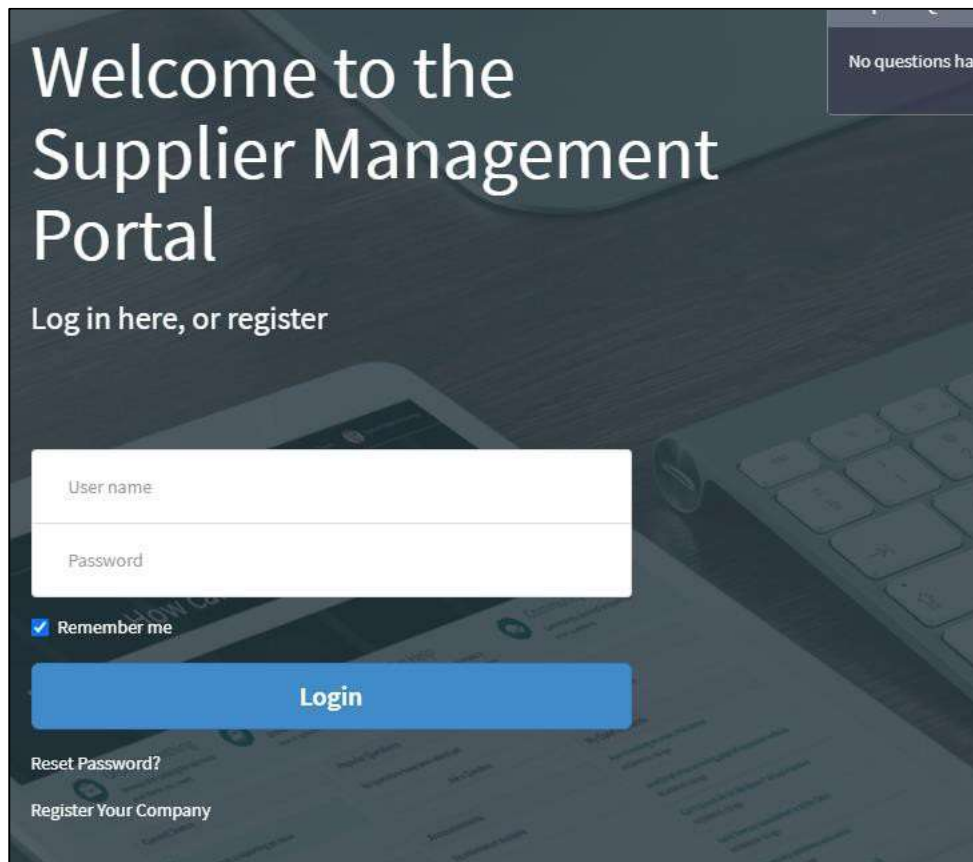# Registering for the Supplier Management Portal

Suppliers wishing to participate in any of CAI's Contingent Workforce Solutions programs must initially register their company to receive access to the Supplier Management Portal. Upon approval of your registration, you will receive login credentials directly from the system and will be able to log in and enroll in CAI's programs.

You may access the Supplier Registration Page directly via this LINK. You may also access the Registration Page by navigating to the **Supplier Management Portal** login page (https://cai.service-now.com/sm) and clicking on the **Register Your Company** link shown at the bottom of the screenshot below:

Supplier Management Portal Login Screen, showing Register Your Company Link

Upon opening the **Supplier Registration Page**, you will see a form that requests **User Information**, **Company Information**, **Contact Information**, **Program Interests**, and **Additional Questions**. Mandatory fields will be highlighted in **red**, and you will be required to provide information in these fields to submit your registration request.

Supplier Registration Page

Please complete the registration page below. Once your registration is successfully submitted and approved, you will receive an email confirmation with your user name and password so that you can access the CAI Supplier Management Portal. Emails will be sent by the following sender: CAI Service Desk <cai@service-now.com>. Please ensure that you can receive emails from this sender and that they are not sent to Spam automatically. Please contact SM.PortalHelp@cai.io with any questions you may have regarding the registration process.

User Information

First Name	Last Name
First Name (Required)	Last Name (Required)

Job Title	Phone Number
Job Title	Phone Number (Required)

Email Address	Confirm Email Address
Email Address (Required)	Confirm Email Address (Required)

☐ I'm not a robot — reCAPTCHA Privacy - Terms

Submit

Company Information

Company Name	EIN
Company Name (Required)	EIN (Required)

Company Phone Number	Company URL ⓘ
Company Phone Number (Required)	https://www.example.com

Country	Address
United States of America	Address (Required)

City	State/Province
City (Required)	Select State (Required)

Postal Code	
Zip (Required)	☐ Sole Proprietorship

Supplier Registration Page, showing User Information and Company Information Sections

<u>Please note:</u> the user information you provide within the **User Information** section will be used to create the initial Admin user for your company once your registration is approved.

Contact Information

President / CEO First Name

President / CEO First Name

President / CEO Last Name

President / CEO Last Name

President Email Address

(Enter President/CEO Name First)

President Phone Number

(Enter President/CEO Name First)

ACH/Invoicing Contact First Name

ACH/Invoicing Contact First Name

ACH/Invoicing Contact Last Name

ACH/Invoicing Contact Last Name

ACH Contact Email Address

(Enter ACH/Invoicing Contact Name First)

ACH Contact Phone Number

(Enter ACH/Invoicing Contact Name First)

Program Interests

*Please select at least one

☐ Contingent Workforce Solution Programs

☐ Other CAI Staff Aug Opportunities

Additional Questions

What cities do you have Primary Offices in?

What does your company specialize in?

What is your competitive advantage?

Supplier Registration Page, showing Contact Information, Program Interests, and Additional Questions

Once you have provided information in all mandatory fields, complete the CAPTCHA check and click on **Submit**. After submission, the system may pause for several seconds as it validates that there is not an existing account for your company already. If no other account exists, a pop-up message will appear and inform you that the request was submitted successfully, and provide additional information on what to expect as next steps. You will then be returned to the Login Page for the Portal.

Once your registration request is submitted, CAI will review the request for validity. If your request is approved, the information provided within the **User Information** section of the registration will be used to generate an Admin account, and login credentials will be delivered automatically from the system. The user can then use this information to access the system and create other accounts, or initiate the enrollment process.

Requesting Assistance

For technical assistance with registering your company, please email SM.PortalHelp@cai.io.

Please note: this email address is intended ONLY for technical assistance in utilizing the Portal, and WILL NOT process enrollment materials, documentation updates, or any other non-technical requests.