

## E-SUPPLIER REGISTRATION PROCESS

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The eSupplier registration is a multi-step process. Please follow the instructions below.

- 1) Add the following email addresses to your list of non-spam emails if you have spam blocking protection. This will allow you to receive communications regarding E-Supplier.
  - a. [eSupplier@marriott.com](mailto:eSupplier@marriott.com)
  - b. [MercuryWorkflowAdministator@marriott.com](mailto:MercuryWorkflowAdministator@marriott.com)
  - c. [IS.Security.Services@Marriott.com](mailto:IS.Security.Services@Marriott.com)
  
- 2) Please send an email to [Mercuryworkflowadministrator@marriott.com](mailto:Mercuryworkflowadministrator@marriott.com) indicating your interest in joining the eSupplier program. Please include the following information in your email:
  1. Company Name
  2. Requestor's Name
  3. Email Address
  4. Telephone Number
  5. Date of Birth
  6. Vendor ID/ Vendor No. -
  7. Check Number / ACH Trace Number / Payment Reference Number -
  8. Check Date / Settlement Date / Payment Cleared Date
  9. Dollar Amount

**Note:** For items 6 to 9, please refer to **Attachment A** for additional information.

- 3) The Mercury Workflow Team ([mercuryworkflowadministrator@marriott.com](mailto:mercuryworkflowadministrator@marriott.com)) will verify the information you supplied and reply by email with a terms and conditions document for your signature. (See **Attachment B**).
- 4) You must sign and email the form back to [MercuryWorkflowAdministrator@marriott.com](mailto:MercuryWorkflowAdministrator@marriott.com).
- 5) Once the signed agreement has been received, a request for access to the eSupplier website will be submitted on your behalf.
- 6) If your request is approved, you will be assigned an Enterprise Identification code (EID). This EID is used to access Marriott International's intranet sites and business applications including the eSupplier website.
- 7) Your EID and instructions on how to access the eSupplier website will be sent to you by email from by [MercuryWorkflowAdministrator@marriott.com](mailto:MercuryWorkflowAdministrator@marriott.com)

**Sample Check Remittance Advice:**

Vendor ID		INTERNATIONAL, INC.		Check Date		Check Number	
VENDOR NO. 0000017351		VENDOR NAME [REDACTED]		CHECK DATE 05/19/2005		CHECK NO. 00021759	
INVOICE NUMBER	DATE	GROSS AMOUNT	DISC AMOUNT	NET AMOUNT	APBU	APBU DI	
0000	02 04 2005	0.00	.00	0.00	33789	NEW YORK	
<b>TOTALS:</b>		0.00	.00	0.00			

**ACH/ Wire Remittance Advice: -**

Vendor ID/Payment Reference number/Payment date can be located in Payment Remittance Advice as shown in the below sample:

Report ID	: MIAP4051	MARRIOTT INTERNATIONAL INC.				Page No	: 2
Vendor ID	: 00000494	PAYMENT REMITTANCE ADVICE				Run Date	: 05/10/2022
Vendor Location	: S40264				Run Time	: 06:52:02	
Vendor Name	: MARRIOTT BUSINESS SERVICES						
Contact Template	: Domestic						
Vendor Bank Account	: 7263						
Payment Date	: 10-MAY-2022						
Payment Reference Number	: 036656						
PTID	: N/A						
Total Payment Amount	: 5,229,685.61						
Invoice ID	Invoice Date	Invoice Gross Amt	Invoice Discount Amt	Invoice Net Amt	Currency	APBU	Hotel Name
05SAKREFUND2880257600506	06-MAY-2022	2,880,257.60	0.00	2,880,257.60	USD	89KN8	Owner and Franchise Billing
Payment Message: 05SAK							
42XGBREFUND7227305062022	06-MAY-2022	722.73	0.00	722.73	USD	89KN8	Owner and Franchise Billing
Payment Message: 42XGB							
84WHVREFUND2348705280506	06-MAY-2022	2,348,705.28	0.00	2,348,705.28	USD	89KN8	Owner and Franchise Billing
Payment Message: 84WHV							

## **E-Supplier User Terms and Conditions**

Terms of Use

Attachment B

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Marriott International, Inc. ("Marriott") grants you permission to use this Internet site subject to your agreement to abide by the following conditions:

1. Purpose of Access.

ESupplier.Marriott.com may only be used if you are an authorized Marriott supplier and have completed the registration process. ESupplier.Marriott.com is only to be used for authorized purposes of Marriott, and may not be used for the benefit of any third party or individual without the express prior written consent of Marriott. It is prohibited to use or to attempt to use ESupplier.Marriott.com to attempt to access or edit information, to which you do not have authorization, or to circumvent or attempt to circumvent any security mechanisms employed by Marriott to control access. You may not copy, distribute, publicly display, or create derivative works of any information, images, or other content on this site except as specifically permitted in writing by an authorized Marriott representative.

2. User Accounts.

You and your company are responsible for ensuring that (i) logon IDs and passwords are granted to individuals authorized to submit invoices on behalf of the company requesting payment for approved Marriott purchases and (ii) logon IDs and passwords are revoked for individuals no longer employed by the company requesting payment for approved Marriott purchases.

3. Submission and Processing of Invoices.

It is your company's responsibility to ensure that the invoices you and your company submit using this site accurately represent the delivered quantities and correct costs as requested on an approved Marriott purchase order. You certify that the invoices you submit using this site are true and accurate to the best of your knowledge. In addition, you are responsible for ensuring that invoices submitted have been processed. Marriott may retain and rely upon your submission of an invoice using this site as an electronic record of the invoice.

4. Accessing this site.

Marriott is not responsible for any difficulties or delays you experience in accessing or using this site.

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**Signature:** \_\_\_\_\_