



Dear Vendor,

The Saint Louis Zoo utilizes an online vendor registration service to maintain vendor records. In order to set up your company in the Zoo's accounting system, please create and maintain an account in the Zoo's free Vendor Registry portal using the link and instructions provided below.

Create a New Account

vendor registry powered by
mdf commerce

(Applies to vendors preparing work with the Zoo for the first time and vendors who have previously worked with the Zoo who have not previously registered in Vendor Registry)

1. Follow this link to the Vendor Registry site:
<https://vrapp.vendorregistry.com/Vendor/Selection/SubscriptionSelection?buyerSource=st-louis-zoo-mo-mo-vendor-registration>
2. Select the FREE option from the left hand side
3. Create company profile, upload W-9 and any applicable diversity certifications
4. Alert your Zoo contact of successful registration

Helpful notes:

- Before beginning the process, gather digital copies of your company's W-9 and any applicable supplier diversity certifications
- The address on the W-9 must match the primary address on the Vendor Registry profile. If there is a different mailing address for checks, this must be noted under the mailing address option within the Vendor Registry registration.

Already have a Vendor Registry account through another institution?

The Zoo cannot view all company information without permission. To grant authorization:

1. Follow this link to the Vendor Registry site:
<https://vrapp.vendorregistry.com/Login/FromBuyer?buyerSource=st-louis-zoo-mo-mo-vendor-registration¤tBuyerLoginType=GetIntoSystem>
2. Log in and follow any prompts
3. Alert your Zoo contact of successful registration

Update Existing Account/Company Details

Any changes to company name, physical address, or FEIN/SSN must be accompanied by an updated and signed W-9 uploaded directly into the portal.

1. Login to an existing account: <https://vrapp.vendorregistry.com/Account/LogOn>
2. Update details as needed (company name, address, diversity details, etc.)
3. Upload new W-9 and/or diversity certification(s) reflecting these changes as applicable
4. Alert your Zoo contact of changes

For questions regarding Vendor Registry call 844-802-9202 or email cservice@vendorregistry.com.

Sincerely,
Candace Bingham
Director of Procurement
Saint Louis Zoo