

# New Merchandising Vendor Steps for Meijer VendorNet

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1. Go to [www.meijervendornet.com](http://www.meijervendornet.com)
2. Click on “**Join VendorNet**” tab on the VendorNet “Home” page.
3. Enter Buyer name and email in “Meijer Contact” Information fields
4. Fill out request for VendorNet access. Upon receipt of Human Resource’s employment verification, you will receive your User ID, Password and Vendor#.

Contact your Buyer to see if you should be using our Vendor Agreement Management System (VAMS) for your Vendor/Trade Agreements.

- If you **WILL** be using our Vendor Agreement Management System (VAMS) , please continue with the steps below.
  - If you will **NOT** be using our Vendor Agreement Management System (VAMS), Please use the Vendor / Trade Agreements located under the Vendor Relations tab.
5. On the VendorNet go to [Help](#) > [Sales & Merchandising](#) > [Contracts & Agreements](#) > **Vendor Agreement Management System** and do VAMS Training (the online training is mandatory for new users to VAMS as One on One training is not provided)
  6. On the VendorNet go to [Sales & Merchandising](#) > [Contracts & Agreements](#) > **VAMS** and setup your Vendor Agreements and Vendor Information Form
  - 7.

**NOTE: In order to be setup as a vendor in the Meijer system both Vendor Information Form and mandatory Trade Agreements are required)**

Mandatory Agreements:

- Master Vendor Agreement or Custom Agreement
  - Cash Terms Trade Agreement
  - Freight Terms Trade Agreement
  - Non-Saleable Trade Agreement
  - Vendor Information Form
8. Vendor Management will manually setup the vendor in the Meijer system once all of the TAs are Accepted and the Vendor Information Form has been completed (24 hour turn around)

**NOTE: You cannot setup products until you are manually setup in the Meijer system.**

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9. Vendor will do Web-Ex Training for the New Product Form (email [Julie.mull@meijer.com](mailto:Julie.mull@meijer.com) for information)

**NOTE: If there is a time constraint, you can follow the Product Form Training documentation on the VendorNet located under Help>Training or have the Buying Office set them up manually.**

10. Vendor will setup items in New Product System on the VendorNet under Product>Product Setup & Maintenance

**NOTE: If you go to the Product Form and you do not see your Meijer vendor# it is due to not being setup in the Meijer system. Please go back to VAMS to make sure your TAs are Accepted and your Vendor Information Form is complete and submitted.**