



New Merchandising Vendor Steps for Meijer VendorNet

1. You will receive an email with a link once your Meijer contact has approved your access to the Meijer Hub, this link will take you to the VIM (Vendor Information Management Application) where you will begin the New Vendor Registration process by entering requested information and click the green submit button. If you began the registration process, upon buyer approval, you will receive this link.
2. Once your company's registration is validated your VendorNet account will be activated and your company administrators that are listed in the registration process will receive passwords to log into the Meijer VendorNet.
3. In the VendorNet go to **Help > Training > VendorNet Learning Place** to complete and register for all of your VendorNet training courses assigned to you. Key training components for new users and administrators are:
 - My Account - which includes creating your Security Question & Answer required for resetting your password and email address changes to your VendorNet account
 - VendorNet Vendor Training – In the [VendorNet Learning Place](#), you will have listed courses for all the training that you will need according to your assigned VendorNet role.
 - Job Guides for step by step instructions can also be found for all applications by clicking the question mark (?) to the right of the application, or in the HELP tab > Help by Topic link.
 - Vendor Agreement Management System – ([VAMS](#)). Complete the VAMS Survey to generate the **Mandatory Vendor/Trade** Agreements that will be required to do business with Meijer.
 - Product Entry Form – This application is used to set up your products in Meijer Merchandising system
4. On the VendorNet go to [Sales & Merchandising > Contracts & Agreements > VAMS](#) and complete the VAMS Survey to generate and complete your Vendor / Trade Agreements.
5. Vendor Management will manually setup the vendor in the Meijer system once all of the TAs are in **Accepted** status (24 hour turn around)

NOTE: You cannot setup products with the Product Entry Form until you are manually setup in the Meijer Merchandising system.

6. Vendor will setup items in the Product Entry Form system on the VendorNet under [Product>Product Setup & Maintenance> Product Entry Form](#)

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 in **Accepted status.**