

November 20, 2013

Town of Apex Announces Logos.NET eSupplier!!!

We are pleased to announce the deployment of our eSupplier software module! By utilizing this system, you will be able to access payments, invoices, purchase orders, 1099's, contacts and other general information concerning your account with the Town of Apex. Additionally, you will be able to initiate changes to certain information and reprint 1099's as needed, as well as determine if (and/or when) invoices have been received and paid, including the check numbers. A wealth of information is available at your fingertips once you log in! Of course, the website is secure.

Please visit our website at <https://secure.apexnc.org/eSuite.Supplier/default.aspx> and add it to your Favorites for easy access. You will need your vendor number, which appears on our Purchase Orders, or can also be retrieved by contacting the purchasing office. Instructions for accessing the system and setting up your user ID and password are attached.

We appreciate the opportunity of doing business with your company and look forward to enhancing the services and information available to you as a vendor for the Town of Apex! This website will provide you with real time access to all the information available for your business.

If you have trouble establishing or accessing your account, please contact Pam Kitto at pam.kitto@apexnc.org or 919-387-3087.

Thank you!!

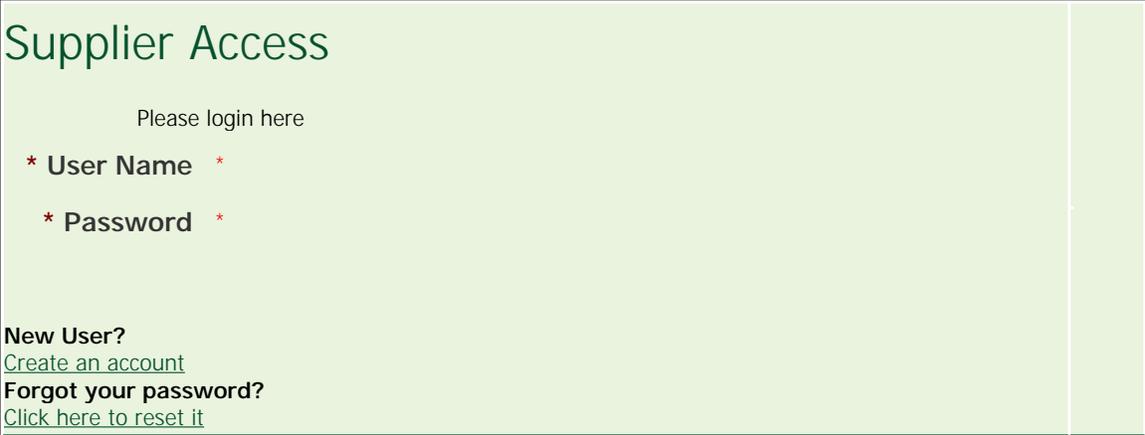


Town of Apex, NC

Instructions for eSupplier Website

Website: <https://secure.apexnc.org/eSuite.Supplier/default.aspx>

1. Below is the screen you will see when you go to the website. To establish your username and password, simply click on **Create an account** under the New User Icon near the bottom of the screen.



The screenshot shows a login page titled "Supplier Access" with a light green background. It includes a "Please login here" prompt, fields for "User Name" and "Password" (both marked with asterisks), and links for "New User?" (Create an account) and "Forgot your password?" (Click here to reset it).

2. Select the vendor name from those that appear when you start typing. Then enter the Vendor number. Check the box stating “I hereby assert...” Click on the CREATE ACCOUNT icon at the bottom.

Supplier Account Activation

If your business is already registered with Town Of Apex then please verify your identity by completing the form below.

Vendor Name	(The name as it is registered with the city)
Vendor Number	Please enter the vendor number we issued you. Vendor Number is numeric, and is 1 to 10 digits

I hereby assert that I am an authorized agent of the business described above and have been authorized to act on its behalf. [Back to login](#)

3. Fill in the blanks below to establish your username (no spaces allowed in username) and password. Enter your email address and check the box to Receive Updates via email. Then click on CREATE ACCOUNT at the bottom.

Supplier Account Activation

Please fill in the following fields to create your supplier account.

Desired Username	7-100 letters and numbers only
Desired Password	7-24 characters (a-Z, including special characters)
Confirm Password	
Email Address	Used for official communications only.

Receive Updates - Yes, I would like to receive email alerts.

[Back to welcome page](#)

4. You will now be prompted to log in to the system using the username and password you just established.

Thank you for registering and welcome to our Website!!

If you encounter problems, please call Pam @ 919-387-3087.