<u>How to Register for Snap-on's – Vendor Payment Portal</u>

➢ Via your internet, go to https://vpp.snapon.com
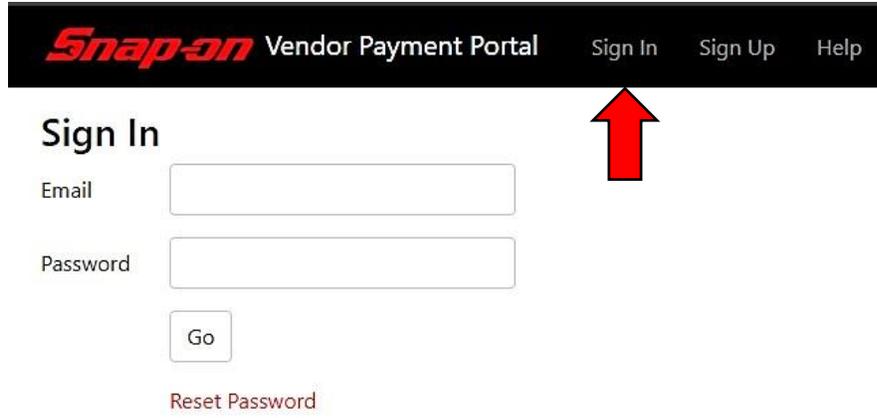
Snap-on Vendor Payment Portal   Sign In   Sign Up   Help

Sign In

Email	
Password	

Go

Reset Password

➢ Select **Sign Up** and enter information for each of the fields shown below ○ To register more than one supplier number, enter the supplier number and click on the '+' sign after each entry

➢ Select **Go** once the form is completed
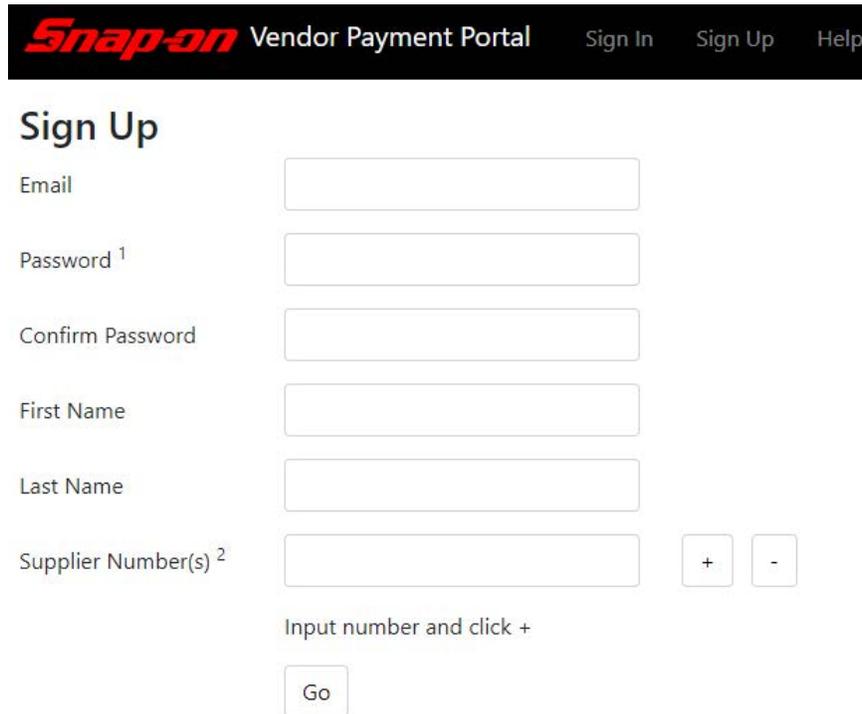
Snap-on Vendor Payment Portal   Sign In   Sign Up   Help

Sign Up

Email	
Password [1]	
Confirm Password	
First Name	
Last Name	
Supplier Number(s) [2]	+ -

Input number and click +

Go

[1] Passwords must be a minimum of 14 characters and contain an uppercase and lowercase letter, number, and special character.
[2] Found at the bottom of Snap-on checks.

➤ After submission you will see a notification to check your email for a link to verify your account.

Sign In

Success! Please check your email for a link to verify your account. You will receive a separate email when your account has been activated by a Snap-on administrator. Once activated you will have the ability to sign in.

Welcome to Snap-on Vendor Payment Portal

vendorpaymentportal@snapon.com   ↩ Reply | ⌄
Today 11:40 PM
You ⌄

To verify your email, please click the following link or copy and paste it in to your web browser:

https://vpp.snapon.com/signup.xhtml?vt=dG1hcmtlcjFAbXNuLmNvbToyM3JKTlFrNWJJQU9veXJKQU1VamxnPT0%3D

You will receive a separate email when your account has been activated by a Snap-on administrator. Once activated you will have the ability to sign in.

➤ Upon receipt of the verification email to the address you registered with, click on the link provided to complete the registration process.

Sign In

You have successfully verified your email address.

➤ Snap-on will receive notification that you have registered and the request will be reviewed to activate your login credentials.

➤ Once activated, you will receive another email at which time you can login and begin viewing information for your company.   Please allow 1-2 business days for the activation process to be completed.

Account Activated

vendorpaymentportal@snapon.com   ↩ Reply | ⌄
Today 11:44 PM
You ⌄

Your account has been activated by a Snap-on administrator. You may now sign in.

Snap-on Vendor Payment Portal   Payments   Pending Payments   Search All   More

Home

Welcome, Josh! Please choose an option.

Welcome to the Snap-on Vendor Payment Portal.