

All Verizon vendors including landlords must first register to gain access to the Verizon Landlord Service Portal.

Go to https://www.verizon.com/suppliers

1. Click 'Register' in the left column.



BUSINESS

SUPPLIERS PORTAL HOME

Verizon Suppliers Community



Suppliers are critical to the success of our business and the customers we support. Verizon relies on its suppliers to provide the products and services we need to deliver high growth communications services to our customers when they need them, and at a price they can afford.

Verizon awards business to suppliers based on a competitive procurement process, focusing on continuous improvement in technologies, practices, quality, service and total cost. The Strategic Sourcing Organization manages the acquisition of products and services, and serves as the primary interface to our internal organizations for all supplier interactions.

We have been working and continue to work on evolving our Supplier Interface to be a robust point of entry for current and potential suppliers for online identification, and for access to business critical information. If you are a supplier interested in potential opportunities within Verizon, you may register by clicking here. Please see FAQ for questions regarding this process.

You may access key links from our Supplier Interface now. If you are one of Verizon's suppliers currently registered to this site, you may click on Sign In to access your supplier applications, or if you are new to this site, you may click on Register to request access to available applications.

Contractual Requirements for Suppliers

Several Verizon guidelines and contractual requirements documents are available for review on this site:

- · Authorized Vendor Brand Requirements
- . Background Check Requirements for Suppliers
- · Diversity Requirements for Suppliers
- . General Information Security Requirements for Suppliers
- International Data Processing Exhibit
- . International Freight Routing Guide
- . Quality Standards and Procedures and Complaints
- Reimbursable Expense Guidelines for Suppliers
- Sustainability
- Training Terms and Standards
- Transportation and Routing Instructions and Requirements for the United States

 $\begin{array}{ll} \text{Sign In} & \text{to review these documents or if you are new to this site, please click on } \textbf{Register} \text{ and } \\ \text{request access to the } \textbf{vSource} \text{ application.} \end{array}$

Verizon Licensee Community

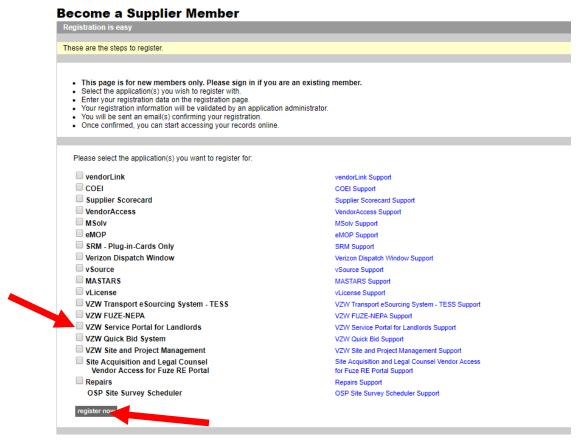


2. Check the box next to VZW Service Portal for Landlords and click 'Register'.



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- 3. Create a User ID and Password. (NOTE: Passwords are case sensitive.) Write these down and keep them where you can reference them later. Follow the Password instructions for creating a new password. This is needed to protect your private information.
- 4. Complete the Personal Questions section. If you need to change your password or forget it in the future you will be required to provide the answers you enter here.
- 5. Enter your contact information then click the Red Envelope to get a pin number by email. Once you receive a pin by email copy and paste it here. (NOTE) The Pin will expire after 15 minutes requiring a second pin be requested.
 - a. NOTE: You may have to reenter your password. If you forgot the password you created earlier, you can create a new one at this point since it is prior to submission.
- 6. Once you are finished click 'next' to continue.



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Register for the Suppliers Interface



If the passcode you receive is rejected as 'Invalid' click to get a second passcode and enter it. (This rarely happens)



7. Complete this page and click 'next' when complete. Please use at least one accurate contract number and location.

Register for the Suppliers Interface.

Verizon Wireless Cell Site Landlord Portal	
** Fields are required.	
** Lease Contract Number : ** Site Street Address : ** Site City : ** Site State : ** Site Zip Code :	Hint Hint Select state from the list ▼
** Are you the owner / Lessor named in the Lease?	○ Yes ○ No
** Please provide your name or company name as it appears on the Lease :	I do not know the Name on the lease The name is below:
** Do you have a Property Management Company handling your lease?	○ Yes ○ No
** Please provide the name of Management Company ;	Not Applicable I do not know the Management Company Name The name is below:
** If you are receiving a rent payment from Verizon, please provide your vendor number :	Not Applicable I do not know the Vendor Number The Vendor Number is below: Hint
** Please provide check number or payment reference number from your last payment received :	Not Applicable I do not know the reference number Check Number EFT Payment Reference Number Hint
** Please provide the Payee Name as it appears on your check :	Not Applicable I do not know the Payee Name The Payee Name is below: Hint
	revise clear next



8. Once you have successfully completed the registration you will see a confirmation message on the screen.

NOTE: You will not be able to log on until you receive a confirmation message that your registration has been accepted. You will then be able to log into the portal using the User ID and Password you created in registration.



To log in:

Go to https://www.verizon.com/suppliers



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9. Click 'Sign In' and then enter your User ID and Password.