

VENDOR PROFILE GUIDE

A step-by-step guide to the Vendor Directory.

REACHING AMERICAN SALES ASSOCIATES

This profile is one of the most important tools to reach our sales associates. Be sure to list all the products you sell, unique capabilities, certifications or factors that set you apart from other vendors. Success stories, specials and catalogs are also very influential when our sales associates are considering a vendor—highlight them in your profile and share with us to feature in our newsletter.

USERNAME AND PASSWORD

Follow these steps to request a username and password:

1. Go to www.americanbus.com.
2. Click Login>Supplier Portal.
3. Click “Register”, then fill out required information and submit.
4. Once your request is submitted, it must go through an approval process.
5. Shortly after your request is approved, you will receive an email with your new username and password.

YOUR VENDOR DIRECTORY PROFILE

Follow these steps to update your profile:

1. Go to www.americanbus.com.
2. Click Login>Supplier Portal.
3. Type in your username and password.
4. Hover over “Profile”, then select “Update Vendor Profile”.
5. Click your company name (in blue), then “Show Full Vendor Page” and click “Edit” to update information.
6. Review every tab to ensure your information is correct.
7. Indicate special pricing (*if your company provides American with special pricing*).
8. Include descriptive keywords in the products tab.
9. Once you have made all your changes, click “Save”.
10. If you need help along the way, please contact Vendor Relations.

Please check your profile regularly to make sure that all information is complete and current.

Contact Vendor Relations with any questions: 877.250.8446, vendor_relations@americanbus.com