# Requirements to Register for a Scintilla In-Store Account

Before completing the Scintilla In-Store registration form, you must have an active Walmart-assigned Vendor Number. You can apply for a vendor number here: Apply to be a Walmart Supplier. Please note that it may take several weeks to receive a Walmart Vendor Number.

After you've received a Walmart Vendor Number—or if you already have one—you can complete the registration form here. You'll be required to provide the following company information, including:

• **Shipping Address.** PO boxes aren't accepted. All company badges will be sent to a single location. Your company will be responsible for distributing them to individual reps, as well as collecting and destroying badges when employees leave the company.

• **Support Information.** Companies are responsible for supporting their employees. The support information you provide during registration will be displayed in the Support section of the Scintilla In-Store app when accessed by your field representative.

Once your company is registered, the person who completed the registration will be your Provider Admin. We recommend assigning a backup Provider Admin in the event that the primary admin is unavailable. Provider Admins are responsible for launching and maintaining the Scintilla In-Store program for your company.

There is a list of specific Provider Administrator Role & Responsibilities in our onboarding guide. These responsibilities include adding/deactivating users, as well as working with your company's IT department to ensure field representatives are properly set up to use Scintilla In-Store.

After your Provider Admin(s) create field rep user accounts, field reps will be responsible for setting up their password, completing their certification, and uploading a badge photo for approval. Field reps must also have a mobile device that meets Scintilla In-Store mobile app hardware requirements in order to check in and out of Walmart stores.

Contact WDE-Support@walmart.com for additional information.