



February 24, 2015

Welcome Prospective Vendors,

Thank you for your interest in doing business with Mohegan Sun. We understand that it is sometimes hard for new vendors to gather information and find the right person to speak with about potential opportunities. With that in mind, we have developed this portal to help you navigate your way through this process and understand what is required of your business.

In doing business with Mohegan Sun, there are three things that are required by our vendor:

1. Vendor Licensing- All vendors of Mohegan Sun are required to be licensed by the Mohegan Tribal Gaming Commission. We have attached a read-only version of the document for your review.
2. Paymode X- All vendors of Mohegan Sun are required to sign up with Paymode X. This is the preferred payment method of Mohegan Sun and we have also attached information outlining this process.
3. Electronic Correspondence – All vendors must provide an email address for Purchase Orders to be sent; additionally, all vendor invoices will be required to be sent in electronically to our Accounts Payable department for processing.

Keep in mind that the documents included in this portal are for your review. Once we have mutually agreed upon moving forward with a vendor relationship, actual forms and access codes will be shared with you directly.

After you have reviewed and understood the requirements to be a vendor, we would like to get to know your company. At Mohegan Sun we like to take the opportunity to meet with prospective new vendors to better understand how you may be able to support our business needs. Additionally, during these meetings we will also be honest with you if there is no opportunity. We feel this process is critical in respecting each other's time and efforts. With that said, included you will find a Vendor Request Form. Please complete this form and follow the instructions.

We are committed to contacting every vendor that is interested in doing business with us and we look forward to meeting you!

Thank you,

Paul Surprenant
Director of Corporate Purchasing