

In this topic you will learn how to register as a prospective supplier. [This topic is for new suppliers]

| Step | Directions | | | | |
|------|--|--|--|--|--|
| 1 | Click the provided link in the browser to open the Supplier Registration portal × + Image: MT=screenSc_afrMfW=15228_afrMFH=7188_afrMFDW=13666_afrMFDH=76688_afrMFC=88_afrM | | | | |
| 2 | Click into the Company field. | | | | |
| 3 | Enter the Company name on Line #1 of your W-9 form (i.e. Bus Parts Unlimited) Company Bus Parts Unlimited Tax Organization Type Corporation Supplier Type Supplier | | | | |

Office of the Associate of Finance MCPS 2022

| 4 | Select the correct Tax organization type (Line #3 of the W-9) | | | | | |
|---|--|--|--|--|--|--|
| | * Company Bus Parts Unlimited | | | | | |
| | * Tax Organization Type Corporation | | | | | |
| | Supplier Type Supplier 🗸 | | | | | |
| 5 | Click the Supplier Type combo box, if unsure, select "Supplier" | | | | | |
| | * Company Bus Parts Unlimited | | | | | |
| | * Tax Organization Type Corporation | | | | | |
| | Supplier Type Supplier | | | | | |
| 6 | Start typing in the Tax Country Field and select <i>United States US</i> . *If your company is a non-US corporation with a form W-8BEN, select the correct country. | | | | | |
| | Tax Country United Sta | | | | | |
| | United States US number witho | | | | | |
| | Taxpayer ID United States Minor Outlying Islands UM | | | | | |
| | | | | | | |
| 7 | In the Taxpayer ID Field , enter you Tax ID number (without the dash). If the registration will not allow the registration to submit without the dash, so not submit with the dash. This could be due to a duplicate registration | | | | | |
| | Helpful tip: Please enter tax identification number without the (-) dash | | | | | |
| | Taxpayer ID 123456789 | | | | | |
| | | | | | | |
| | | | | | | |



| 8 | Enter the First name information. Example: Jesse Click in the Last name field. Your Contact Information Enter the contact information for communications regarding this registration. * First Name Jesse | | | | |
|----|---|---------------------------------|--|--|--|
| | * Last Name | James | | | |
| | * Email | JJames@noname.com | | | |
| | * Confirm Email | JJames@noname.com | | | |
| | | | | | |
| 9 | Add two attachments: W-9 and signed ACH Banking form. The MCPS Banking form provided is required, with a signature, for all spend authorized suppliers. If you do not accept direct deposit payments, please complete sections one and three on the form only and invoices will be paid through single use acceptance (SUA - credit card) payments. Please inquire for additional information regarding SUA payments. The banking information can be skipped if you are requesting SUA payment. Click the + icon to upload the attachments * Company Bus Parts Unlimited * Tax Organization Type Corporation Supplier Type Supplier Corporate Web Site | | | | |
| 10 | Soloot Chaosa Eila to povigoto to the file on | red in your deguments to upload | | | |
| 10 | Select Choose File to havigate to the file saved in your documents to upload | | | | |
| | Attachments | | | | |
| | Actions View | F X | | | |
| | Type Cat | tegory * File Name or URL | | | |
| | File V Fr | om Supplier - | | | |

Office of the Associate of Finance MCPS 2022



| 11 | After the first file is uploaded, click the + icon to upload the second document. Once <u>both documents</u> are uploaded, click OK | | | | | |
|----|--|---|------------------------------------|--|--|--|
| | Attachments | | | | | |
| | Actions view | • | | | | |
| | Type Category | * File Name or URL | Title | | | |
| | File V From Sup | w-9 2018 Form Fillable.pdf | date W-9 2018 Form Fillable.pc | | | |
| 40 | Oligie the Newt hutter | | | | | |
| 12 | CIICK THE NEXT DUTTON. | 2uestion Review | | | | |
| | | Back Ne | tgt Save for Later Register Cancel | | | |
| | | D-U-N-S Number | | | | |
| | | Tax Country United States | • | | | |
| | | Taxpayer ID 8675309123 | | | | |
| | | Note to Approver | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 13 | Your contact Information will | annear Click the Edit button Bes | sure to add your job title and the | | | |
| | telephone number. *Note, w | when you enter "1," you may need t | to select United States. | | | |
| | Edit Contact: Jesse James | | | | | |
| | | | | | | |
| | Salutation Mr. V | Pho | me 1 via 303 5551212 1234 | | | |
| | * First Name Jesse | Mob | pile | | | |
| | Middle Name | F | -ax | | | |
| | * Last Name James | * Em | aail JJames@noname.com | | | |
| | Job Title CEO | | | | | |
| | Administrative contact | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |



| 14 | At the bottom right of the screen, click OK. | | | |
|----|--|--|--|--|
| | Supplier profile information and f Image: Cancel | | | |
| | You may add as many contacts as necessary by clicking the button. *MCPS requires the name and contact information of a permanent company official to be added for fraud prevention | | | |
| 15 | Click the Next button. | | | |
| | 2 - 3 - 4 - 5 - 6 - 7 Company Contacts Addresses Business Bank Accounts Products and Review Details Classifications Services Back Next Save for Later Re | | | |
| 16 | Click the "+" icon next to Create MCPS BUSINESS HUD Company Contacts Addresses Business Bu | | | |



Г

| 17 | Insert/add the address inf are entering more than one DETROIT1, DETROIT2). | Formation *The Address name field should be the same as the City. If you address with the same city, place a number after each name (i.e. DETROIT, |
|----|--|---|
| | Utilize the Search and Sel populate. | ect: City option. If you do not select the correct city, the city name will not |
| | Click to highlight the correct the abbreviated State code | t search result. Example: Detroit, Wayne, MI . *Always select the option with . |
| | | Search and Select: City × |
| | | Search Advanced |
| | | * City Detroit temit to PC or Bidding |
| | | Language Search Reset |
| | | City |
| | v | Detroit, Marion, OR |
| | v | Detroit, Marion, Oregon |
| | | Detroit, Red River, Texas |
| | | Detroit, Lamar, AL |
| | | Detroit, Lamar, Alabama |
| | , Detach 🚽 W | Detroit, Pike, IL |
| | | Detroit, Pike, Illinois Job Title E |
| | | Detroit, Wayne, MI |
| | | Detroit, Wayne, Michigan 👻 |
| | | OK Cancel |
| | | |
| 18 | Click the OK button. | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |



| 19 | Click the Purpos | e check box. F | or Ren | <i>nit to,</i> th | e address | must m | atch th | ne addr | ess on | your ir | nvoices |
|----|---------------------------------------|---|-----------------|-------------------|---|-----------------|----------------|--------------------------|-----------------|----------|---------|
| | Create Address | | | | | | | | | | |
| | * | | | | | * Address Pur | pose 🗸 Or | dering | | | |
| | Address Name | DETROIT | | | | | Re | mit to | | | |
| | * Country | United States | • | | | | RF | Q or Bidding | | | |
| | * Address Line 1 | 876 Arthur Lane | | | | Р | hone 1 | ▼ 31 | 3 555- | -1212 | |
| | Address Line 2 | Suite 4100 | | | | | Fax 1 | • | | | 1 |
| | Address Line 3 | | | | | E | Email sales | @busparts.com | 1 | | |
| | City | Detroit | | • | | | | | | | |
| | State | MI | | • | | | | | | | |
| | Postal Code | 48127 | | | | | | | | | |
| | | | | | | | | | | | |
| 20 | Click the dropdov for each address | wn next to Act i | i ons an | d click S | elect and A | \dd link | to add | contact | ts previo | ously cr | eated |
| | | | 1 Add | | ntaata | | | | | | |
| | | | | ess Co | niacis | | | | | | |
| | | S | elect the o | contacts th | at are associate | ed with this | address |). | | | |
| | | | Actions | | Format 🔻 | XE | | | | | |
| | | - | | | | ~ ~ | | | | | |
| | | | Rem | nove | | | | | | | |
| | | | Sele | ect and Add | | | | | | | |
| | | N | 0010 | | | | | | | | |
| | | | <u>.</u> | | | | | | | | |
| 21 | Highlight the nam | ne which goes | with the | e addres | s and click t | he OK k | outton, | then Cl | ick OK (| on the i | next |
| | screen | 5 | | | | | , | | | | |
| | - | | | | | | | | | | |
| | Crea | te Address | | | | | | | | | |
| | | * Address Name Detroit | | | * Address <table-cell> Orderin</table-cell> | 9 | | | | | |
| | | * Country United States | | | Purpose 🗹 Remit to | D. | | | | | |
| | | * Address Line 1 876 Cad Towe | rEn | | Share 1 | choing | | | | 1 | |
| | | Address Line 2 | | | Final I | | | | | 1 | |
| | | Address Line 3 | | | Fmail | | | | | | |
| | | City Detroit | | | Contra | | | | | | |
| | | State MI | | * | | | | | | | |
| | | Postal Code 45243 | | | | | | | | | |
| | A / Selec | Address Contacts the contacts that are associated with | Dis address. | | | | | | | | |
| | Act | ons • View • Format • 🗙 | E III Freeze | 🔚 Detach 🚽 | Wrap | | | | | | |
| | N | lame | | | | Job Title | Email | Administrativ Contact | User Account | nt | |
| | | ames, Jesse | | | | | rovillow2019mc | . × | ~ | | |
| | Col | umns Hidden 4 | | | | | | | | | |
| | | | | | | | | Create And | ther OK Cano | cel | |

Office of the Associate of Finance MCPS 2022



| 22 | Click the Next button. |
|----|--|
| | Company Contacts Addresses Business Bank Accounts Products and Review Services Back Ne <u>xt</u> Save for Later Register |
| 23 | Select the (minority) business classifications or choose none of the Classifications are applicable. To select the classification, click the + button |
| | None of the classifications are applicable |
| | Actions 🔻 View 👻 Format 👻 া Freeze 📰 D |
| | * Classification |
| | Volata to display |
| 24 | Select the correct classifications and subclassifications as they apply. To add an attachement, click the + button under Attachments to upload a certification document |
| | Actions View V Format V + X Format View Fo |
| | Minority Owned Hispanic Other 12/15/20: 12/15/20: None |
| | |
| 25 | Click Next to move to the next area |
| | 1 2 3 4 5 6 7 Company Details Contacts Addresses Business Bank Accounts Products and Services Review ? Back Next Save for Later F |
| | |
| | |
| | |

| 26 | Add the bank account information. Click the + next to Create to begin creating the banking information | | | | |
|----|---|--|--|--|--|
| | Register Supplier: Bank Accounts ② | | | | |
| | | | | | |
| | Actions 🔻 View 🔻 Format 💌 🕂 Create 🧪 Edit 💥 Delete | | | | |
| | Account Number | | | | |
| | | | | | |
| 27 | Add the banking information as required. MCPS can only pay a US bank account in US Dollar currency. Click OK when completed. *MCPS will initiate a fraud check with the tax id and the bank account information | | | | |
| | Create Bank Account | | | | |
| | Enter account number or IBAN unless account number is marked as required. | | | | |
| | * Country United States | | | | |
| | Bank TRUIST Currency USD | | | | |
| | Branch 005500330 V | | | | |
| | * Account Number 123456789 | | | | |
| | Additional Information | | | | |
| | Account Name Remit Payment Agency Location Code | | | | |
| | Alternate Account Name Account Type Checking V | | | | |
| | Account Suffix Description | | | | |
| | Check Digits | | | | |
| | Comments | | | | |
| | Note to Approver | | | | |
| | Create Another O <u>K</u> <u>C</u> ancel | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| 28 | Add the company Products and Services so that the business will be invited for any bidding opportunities. Click the dropdown next to Actions and click Select and Add Company Conta Details Register Supplier: Products and Services Enter at least one products and services category. Actions View Format Format Select and Add Remove | |
|----|---|-------------------|
| 29 | Click the right facing arrow under Category Name to expand the selection View Format Freeze Detach Tell Wrap Select Category Name Description | |
| | Columns Hidden 1 | |
| 30 | Scroll down to find the categories which apply to the business OR type in a keyword next to Check the boxes related to the commodity or services and click OK Select and Add: Products and Services Select and Add: Products and Services Select and Add: Products and Services Select Category Name Description Description Description | description. |
| | Select Category Name Description | |
| | Image: Second Seco | |
| | | OK <u>C</u> ancel |



| 31 | Click Next to review | |
|----|--|---|
| | MCPS BUSINESS HUD Company Company Contacts Company Contacts Company Contacts Company Contacts Classifications Clas | O Sign I O Services Review Back Negt Save for Later Register Cancel |
| | Actions 🔻 View 🔻 Format 👻 🖳 Select and Add 💥 Remove 🏢 Freeze 🔛 Detach 斗 Wrap | |
| | Category Name | Description Remove |
| | MCPS Categories > 060.66 Parts and Accessories, Automotive, Miscellaneous (Not Otherwise Classified) | Parts and Accessories, Automotive, Miscellaneous (N 🗙 |
| 32 | Scroll down to confirm all of the information entered is correct a Once the review is complete, click Register | and that both attachments are uploaded. |
| | MCPS BUSINESS HUD Company Details Contacts Addresses Business Bank Accounts I | Total Review Services Total Review Total Re |
| | Review Supplier Registration: Bus Parts Unlimited ⑦ | Back Negt Save for Later Register Cancel |
| | Company Details | NAMES AND A STREET ALT AND A STREET AND A STREET AND A STREET AS A STREET AS A STREET AS A STREET AS A STREET A |
| | Company Bus Parts Unlimited | D-U-N-S Number |
| | Tax Organization Type Corporation | Tax Country United States |
| | Supplier Type Supplier | Helpful tip: Please enter tax identification number without the (-) dash |
| | Corporate Web Site | Taxpayer ID 123456789 |
| | | Note to Approver |
| | | |
| | | |
| | | |
| | | |
| L | L | |