In this topic you will learn how to register as a prospective supplier.
[This topic is for new suppliers who are registering to respond to or be notified of solicitations]

<table>
<thead>
<tr>
<th>Step</th>
<th>Directions</th>
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<tbody>
<tr>
<td>1</td>
<td>Click into Supplier Registration link which is sent to suppliers.</td>
</tr>
<tr>
<td>2</td>
<td>Click in the Company field. Enter information into the Company field. Example: Bus Parts Unlimited</td>
</tr>
<tr>
<td>3</td>
<td>The Company should be a unique name. It is found on line #1 of your W-9 form. Enter information into the Company field. Example: Bus Parts Unlimited</td>
</tr>
<tr>
<td></td>
<td>Click the Tax Organization Type combo box.</td>
</tr>
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</table>
Register as a Prospective Supplier

4. Click the appropriate option.

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: Bus Parts Unlimited

* Tax Organization Type: Corporation

Your Contact Information
Enter the contact information for communications regarding this registration.

5. Click the Supplier Type combo box.

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: Bus Parts Unlimited

* Tax Organization Type: Corporation

* Supplier Type: 

Your Contact Information
Enter the contact information for communications regarding this registration.

6. Click the appropriate option.

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: Bus Parts Unlimited

* Tax Organization Type: Corporation

* Supplier Type: 

Your Contact Information
Enter the contact information for communications regarding this registration.
7. Click in the **Tax Country** field.

   - **D-U-N-S Number**
   - **Tax Country**
     - **Helpful tip:** Please enter tax identification number without the (-) dash
   - **Taxpayer ID**
   - **Registration Number**
   - **Note to Approver**

8. Begin to type the country in the **Tax Country** information field. Select the correct country.

   - **D-U-N-S Number**
   - **Tax Country**
     - **United States**
     - **United States US**
     - **United States Minor Outlying Islands UM**
     - **More...**
   - **Taxpayer ID**
   - **Registration Number**

9. Click in the **Taxpayer ID** field. Type the Taxpayer Identification Number (found in Part I of your W-9) **without the dash**.

   - **D-U-N-S Number**
   - **Tax Country**
     - **United States**
   - **Taxpayer ID**
     - **Helpful tip:** Please enter tax identification number without the (-) dash
     - **123456789**
   - **Tax Registration Number**
   - **Note to Approver**
Register as a Prospective Supplier

Complete Your Contact Information fields: **First Name, Last Name, Email, Confirm Email**

- **First Name**: Jesse
- **Last Name**: James
- **Email**: JJames@BusPartsUnlimited.com
- **Confirm Email**: JJames@BusPartsUnlimited.com

Click **Next** or the **#2 Contacts** train-stop to continue

The contact you have entered will appear. Click the **pencil icon** next to Edit and add your telephone number and job title.

Enter your **job title, phone number**, and any other pertinent information – Click **OK** when complete.
14 Create additional contacts as needed by clicking the **Create** button. We strongly encourage contacts such as: accounts receivable staff, customer service name, phone, and email for purchase orders, and a higher-level employee to contact for fraud prevention, such as the owner, CEO, CFO, etc.

![Register Supplier: Contacts](image)

15 When all contacts are added, click **Next OR the #3 Addresses** train-stop to continue.

![Register Supplier: Addresses](image)

16 Add addresses. Add the address on your W-9, your accounts payable address, and the physical address to be printed on purchase orders. Click **Create**.
Register as a Prospective Supplier

Enter an **Address Name**. This will be the city of the location you are entering.

* **Address Name**: ROCKVILLE

* **Country**: United States

**18** Enter the **Country** information. Example: Begin to type “United...” and select the appropriate choice.

* **Country**: United States

  **Address Line 1**: United States US

  **Address Line 2**: United States Minor Outlying Islands UM

**19** Complete the rest of the form. **Note:** When the city name is entered, click **Tab** and the list of city/state will pop up. Please select the correct City and State (two-digit abbreviation for State). If you manually enter the state, it may default two the wrong State once you click **OK**.

![Address Entry Screen]

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**Division of Procurement**

**MCPS 2022**
Register as a Prospective Supplier

Select the **Address Purpose.** For Prospective Supplier, select "RFQ or Bidding" 

Click **Next OR #4 Business Classifications.** Click the + sign

- None of the classifications are applicable
- Classification
Register as a Prospective Supplier

22. Select the Dropdown (down arrow) under Classification and select the correct business classification OR select None of the classifications are applicable

23. Click Next OR #5 Products and Services. Click the select and add button

24. You can search by typing in your commodity in the Description box or click the arrow next to MCPS Categories and scroll to search

OR
Register as a Prospective Supplier

*When searching in the Description, fewer words generate the best search results*

Select and Add: Products and Services

- Search
  - Category Name
  - Description: parts

Select the category and click OK

Click **Next OR #6 Questionnaire**

**Upload your W-9.** Click the radio button next to “a. Yes, I have Provided” and click the + sign to find the folder in your documents
27 Choose the File to Upload and click OK

28 Click Next OR #7 Review

29 Once you have reviewed your submission, click Register