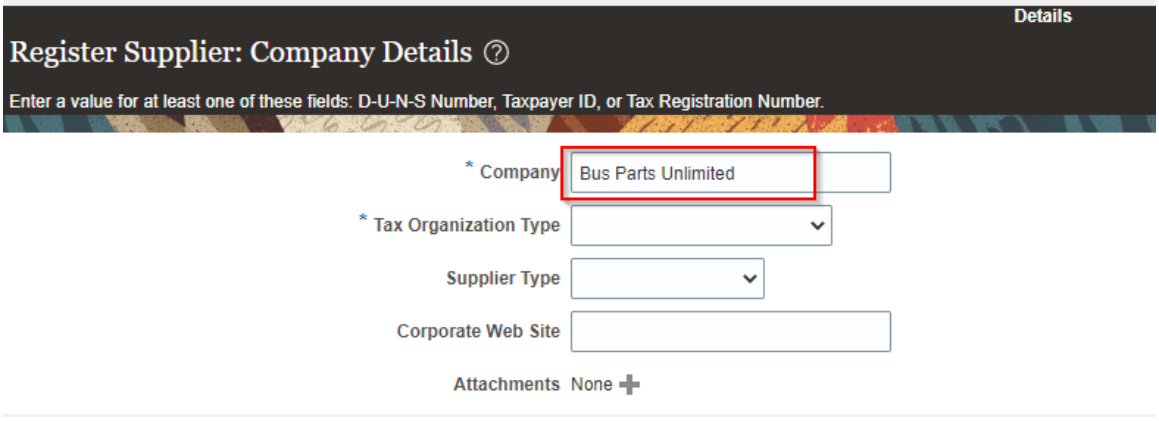
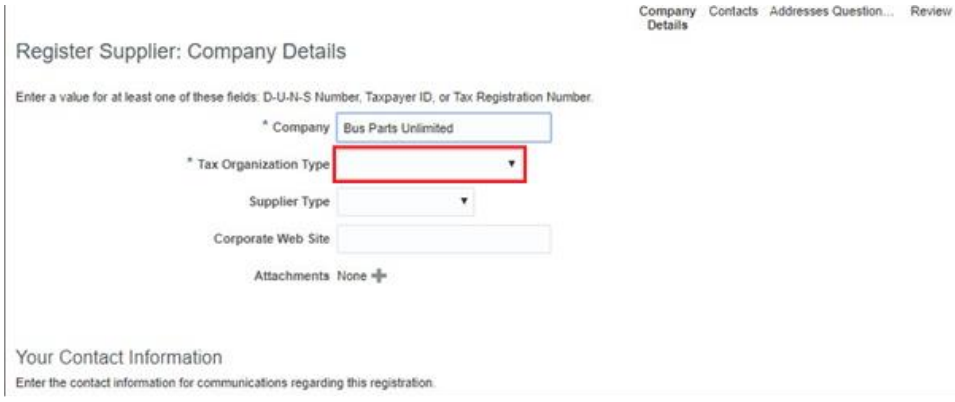
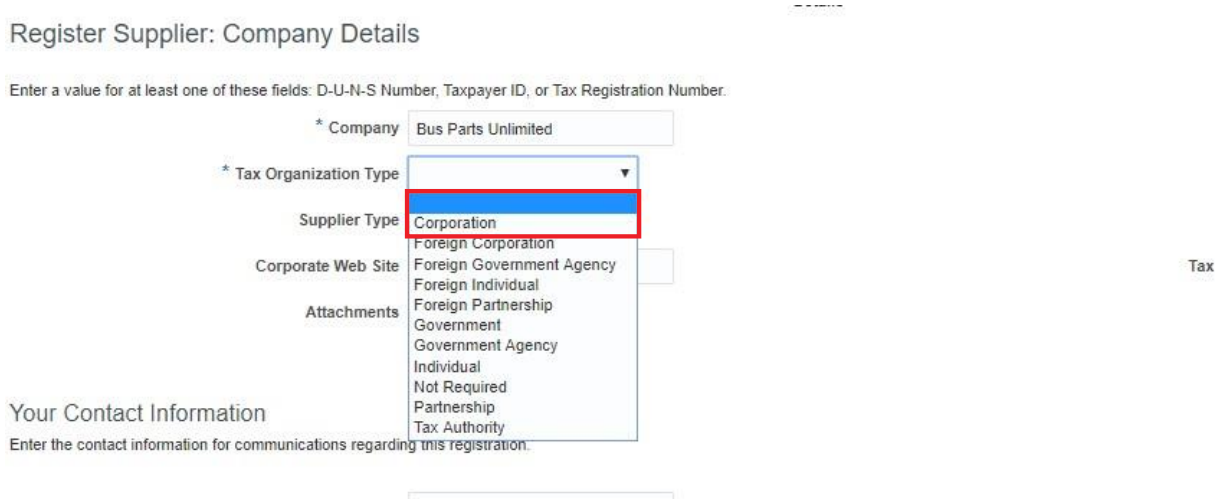
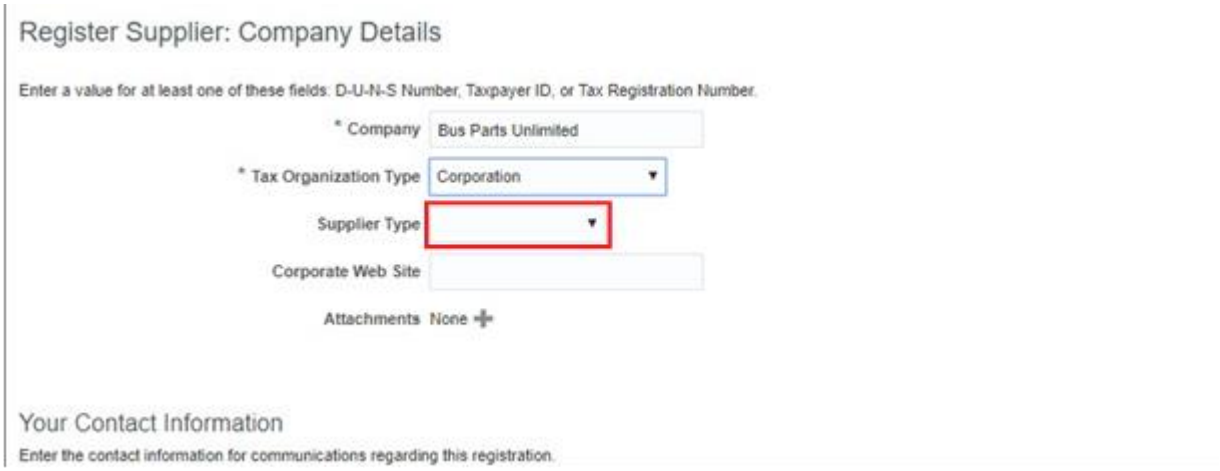
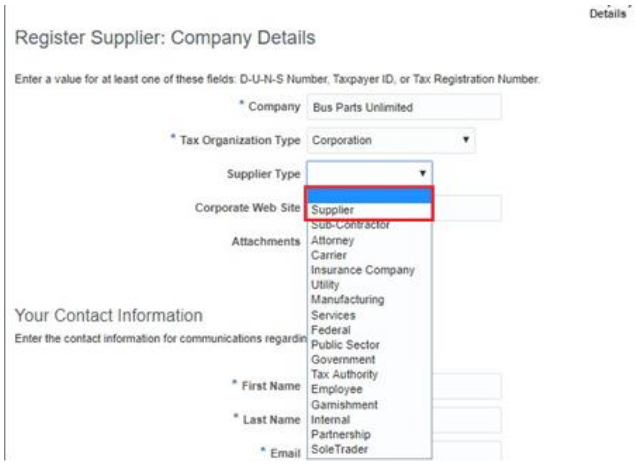
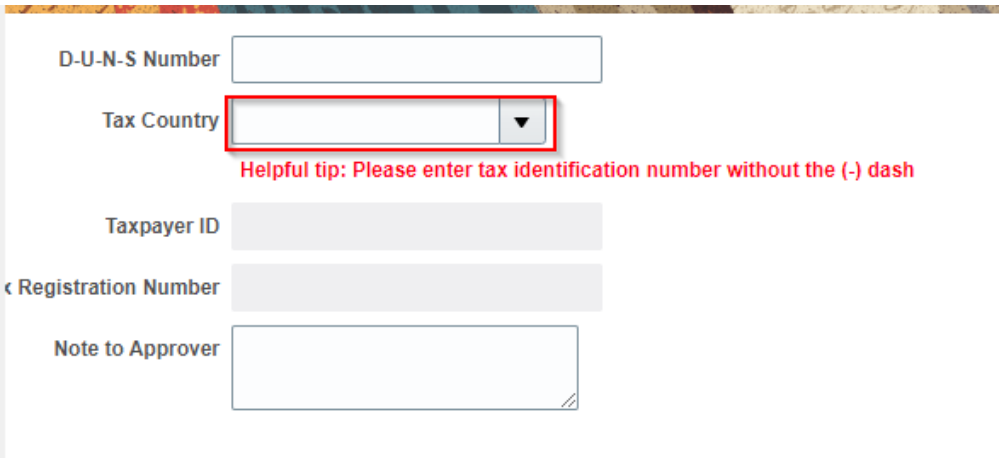
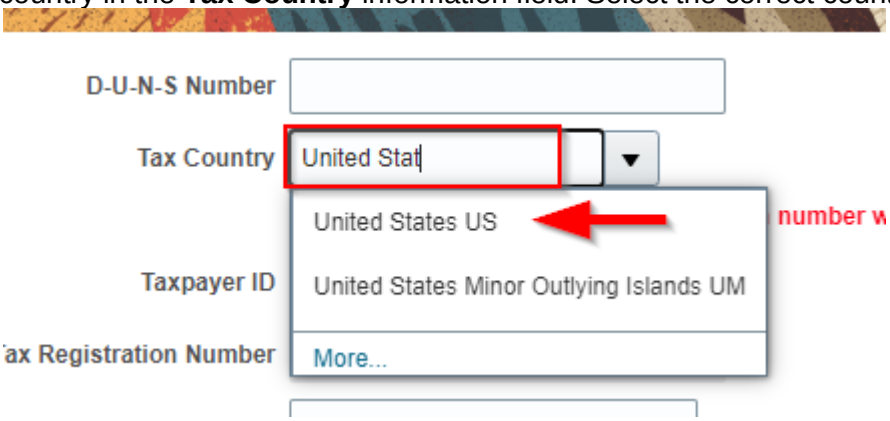
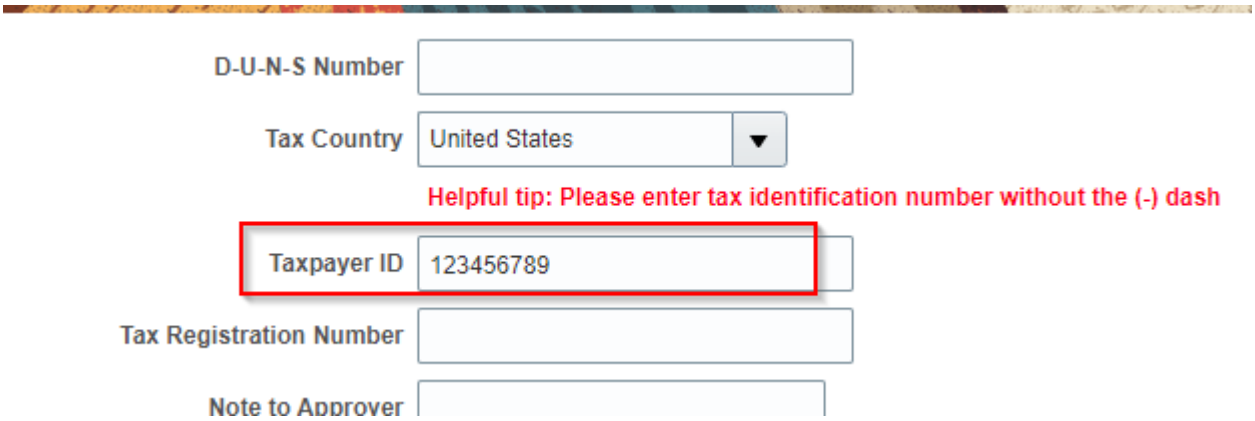
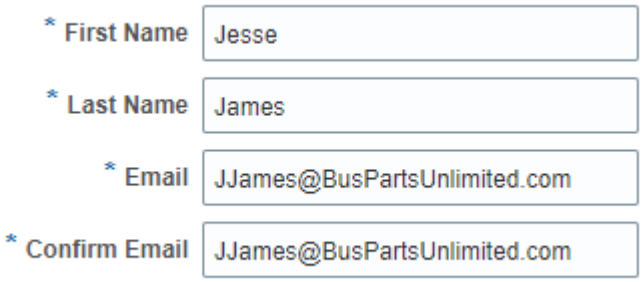
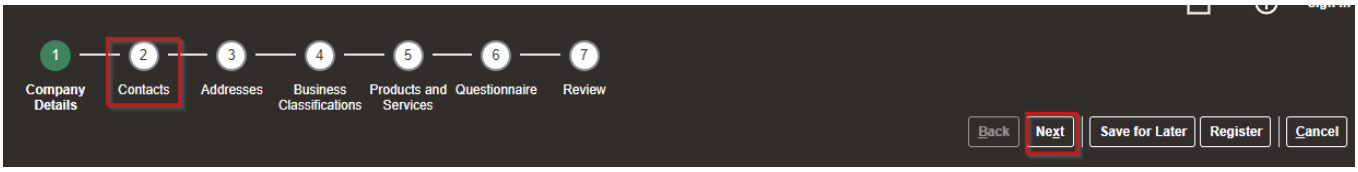
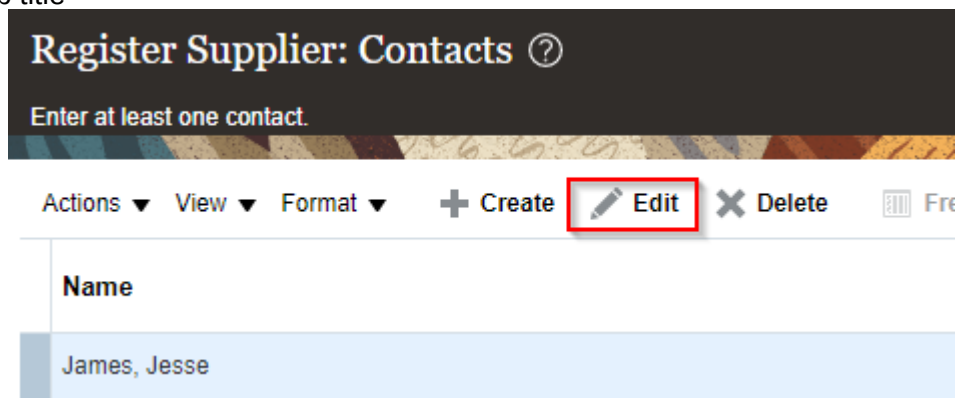
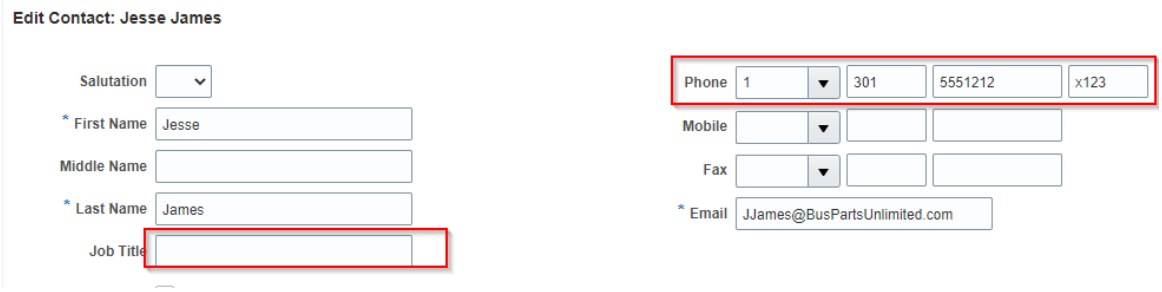
Register as a Prospective Supplier

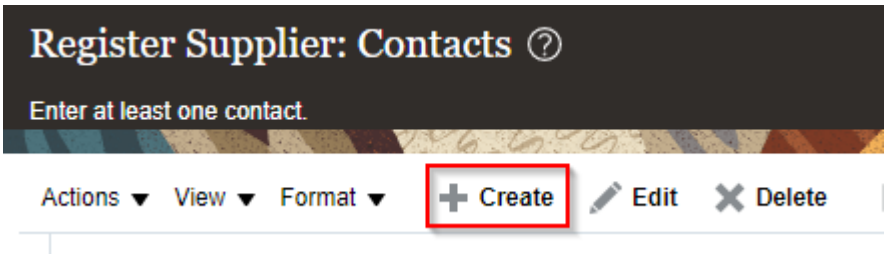
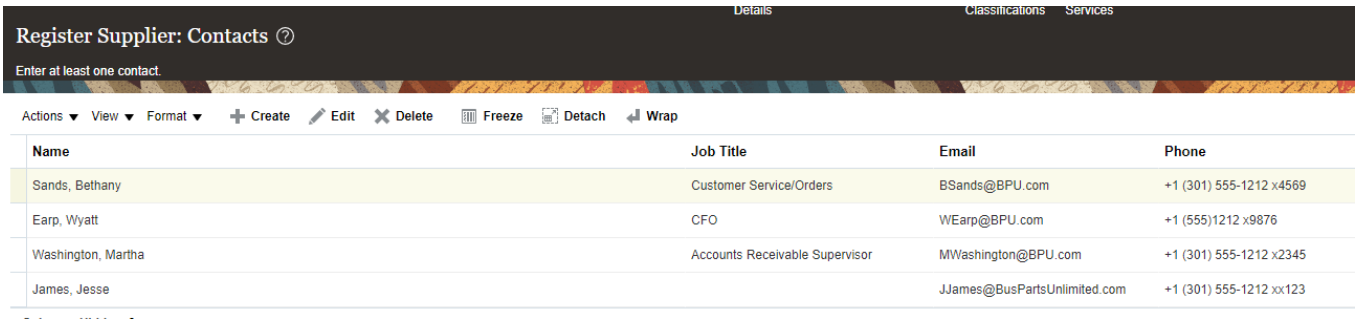
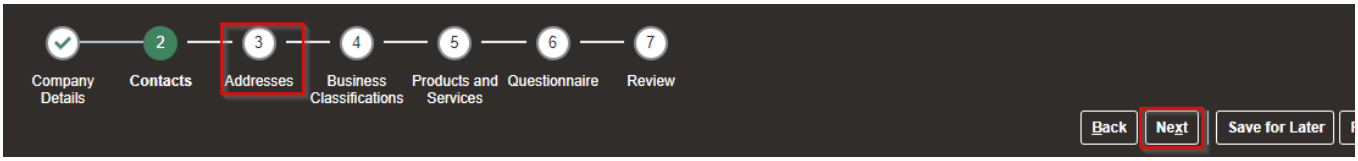
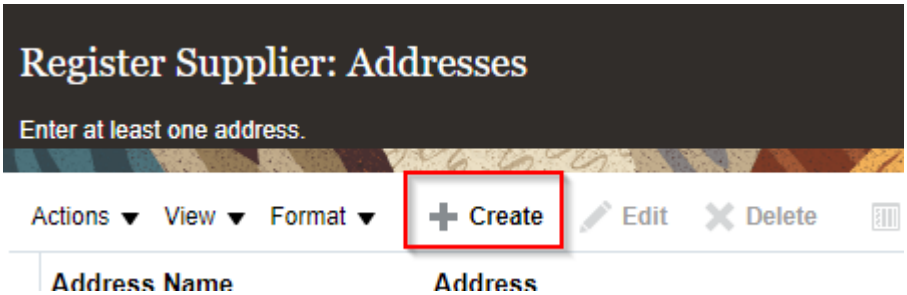
In this topic you will learn how to register as a prospective supplier.
[This topic is for new suppliers who are registering to respond to or be notified of solicitations]

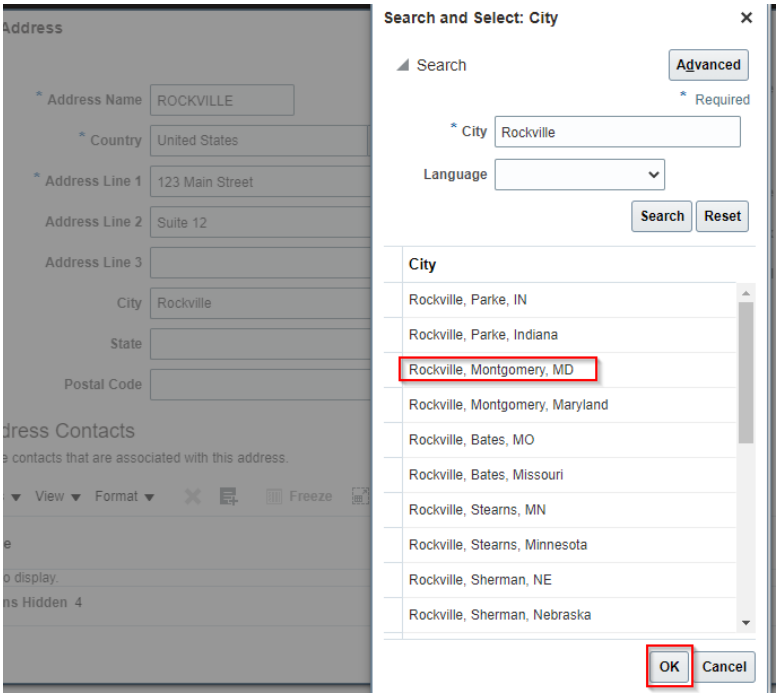
Step	Directions
1	Click into **Supplier Registration** link which is sent to suppliers.
2	Click in the **Company** field. 
3	The Company should be a unique name. It is found on line #1 of your W-9 form. Enter information into the Company field. Example: **Bus Parts Unlimited** Click the **Tax Organization Type** combo box. 

4	Click the appropriate option. 
5	Click the **Supplier Type** combo box. 
6	Click the appropriate option. 

7	Click in the **Tax Country** field. 
8	Begin to type the country in the **Tax Country** information field. Select the correct country 
9	Click in the **Taxpayer ID** field. Type the Taxpayer Identification Number (found in Part I of your W-9) **without the dash** 

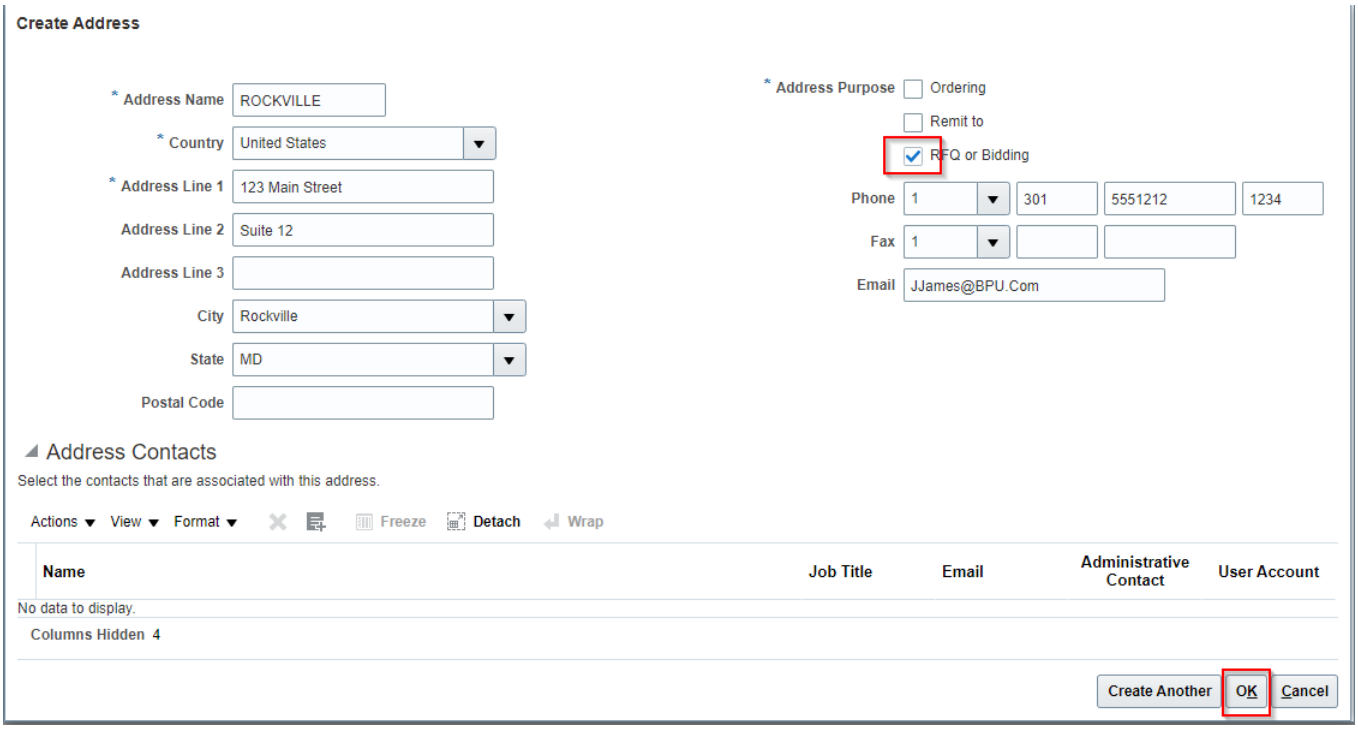
10	Complete Your Contact Information fields: **First Name, Last Name, Email, Confirm Email** 
11	Click **Next *OR*** the **#2 Contact**s train-stop to continue 
12	The contact you have entered will appear. Click the **pencil icon** next to Edit and add your telephone number and job title 
13	Enter your **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.  
15	When all contacts are added, click **Next *OR*** the **#3 Addresses** train-stop to continue 
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** 

17	Enter an **Address Name**. This will be the city of the location you are entering
18	**Enter the Country** information. Example: Begin to type "United…" and select the appropriate choice
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.* 

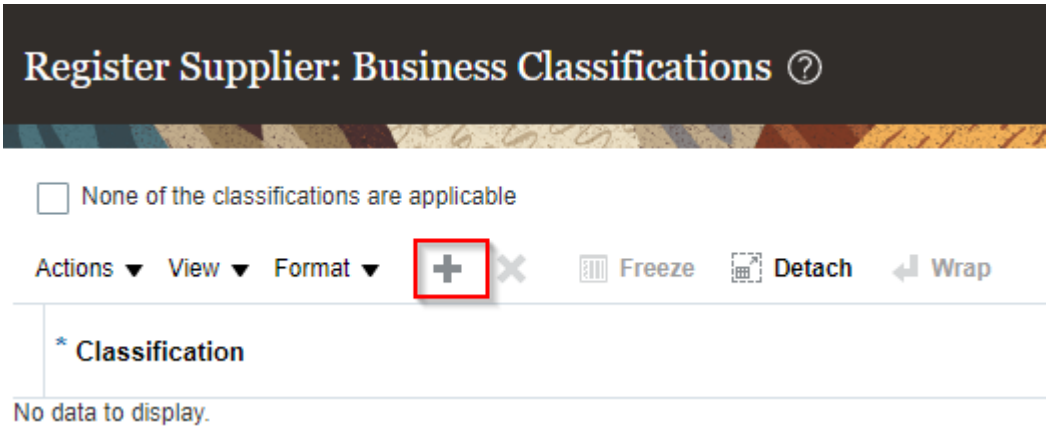
20

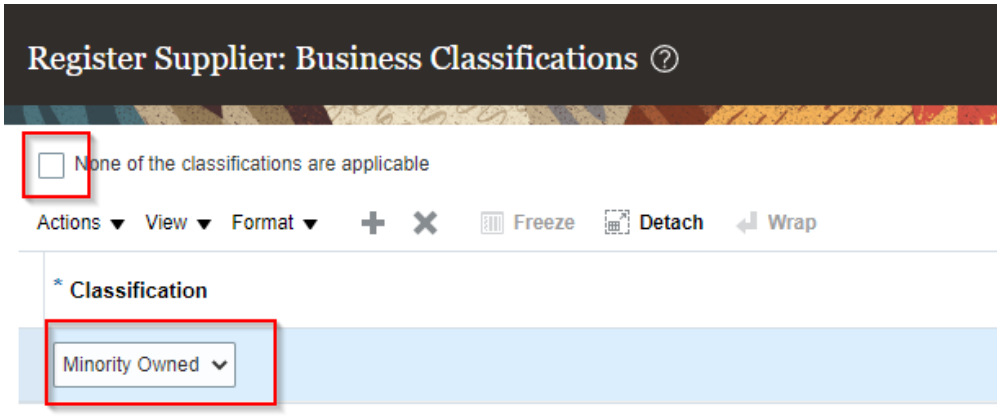
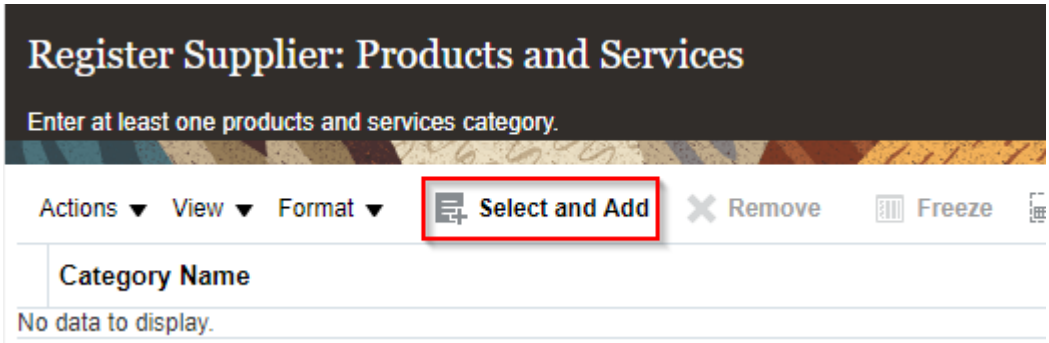
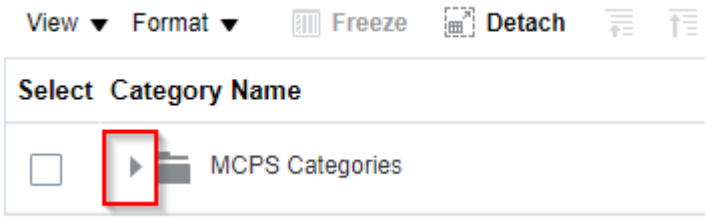
Select the **Address Purpose**. For Prospective Supplier, select "**RFQ or Bidding**"



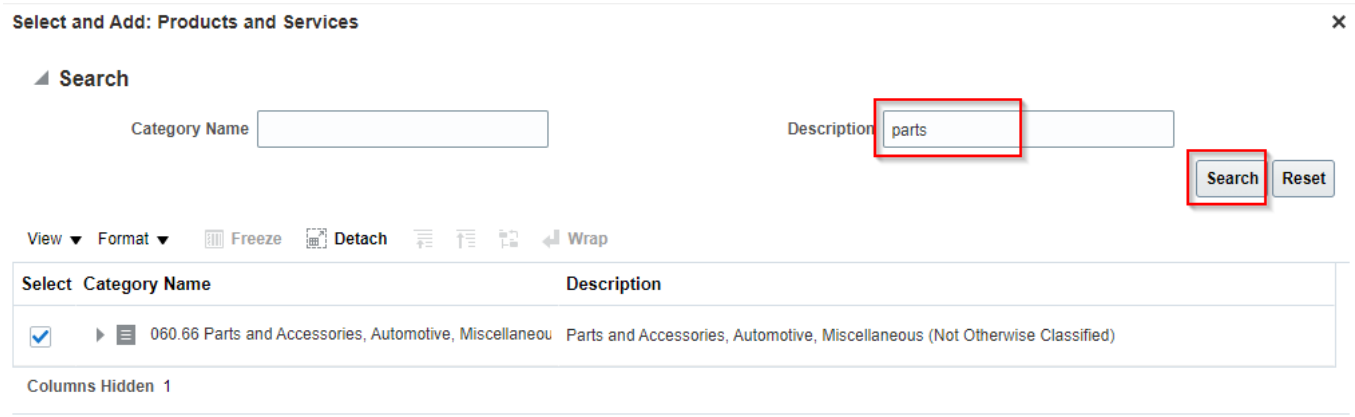
21

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



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***

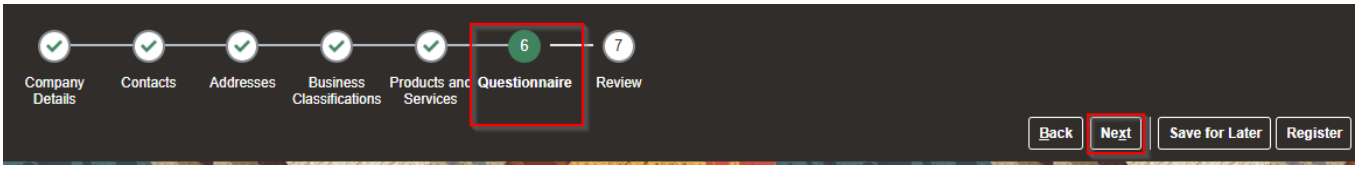
When searching in the Description, fewer words generate the best search results



Select the category and click **OK**

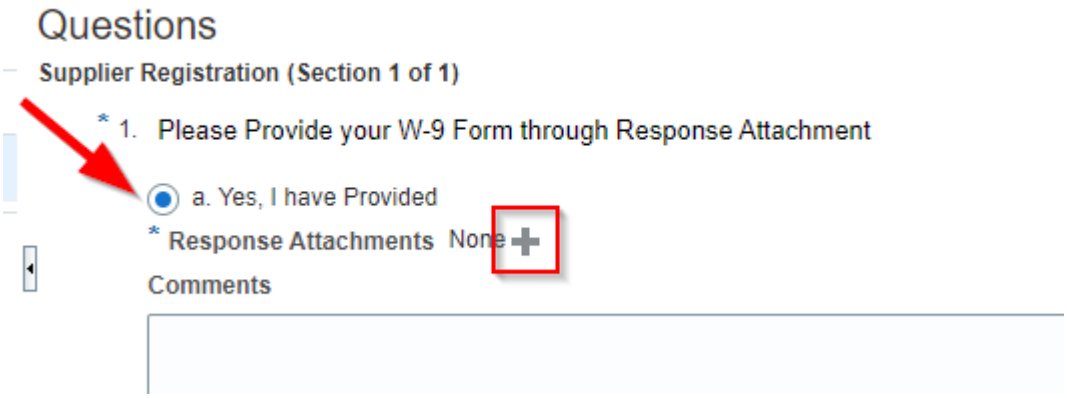
25

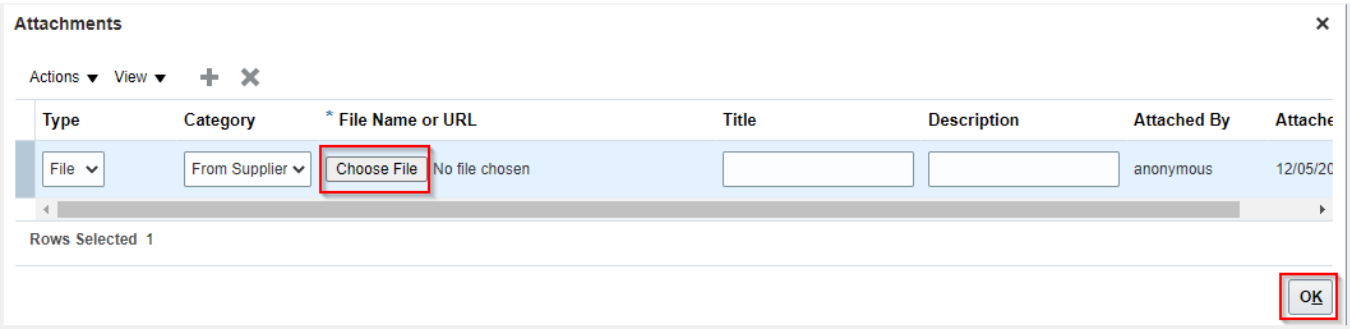
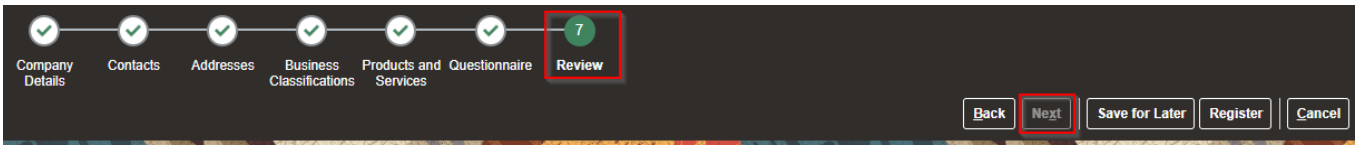
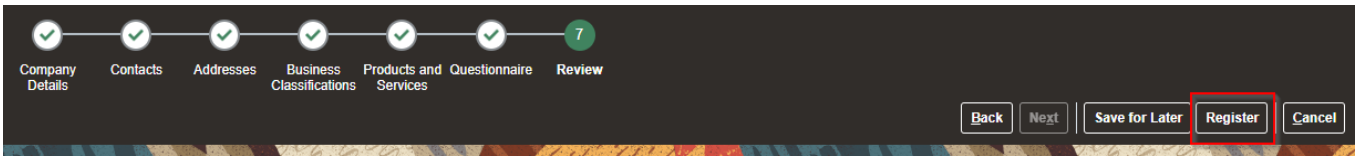
Click **Next *OR* #6 Questionnaire**



26

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**