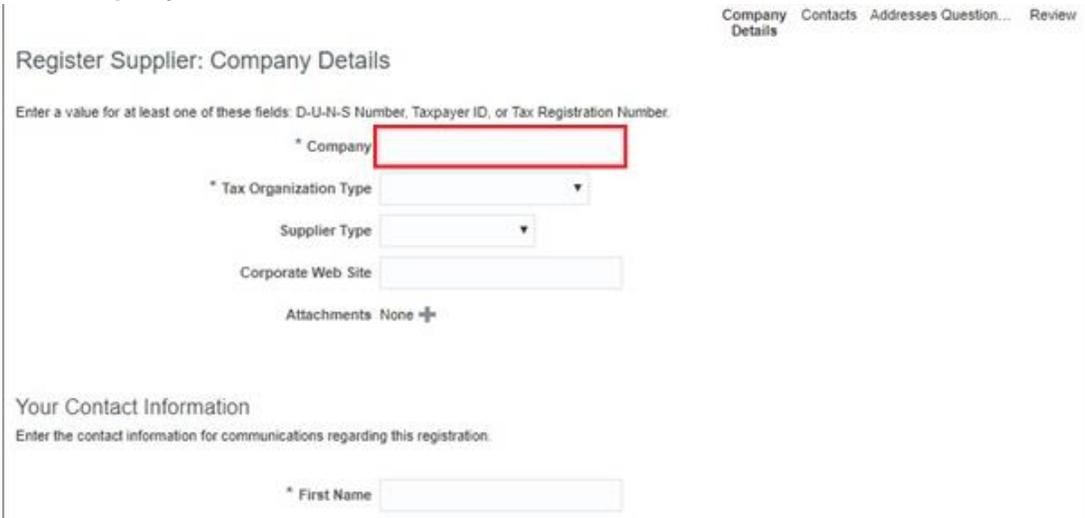# Register as a Prospective Supplier
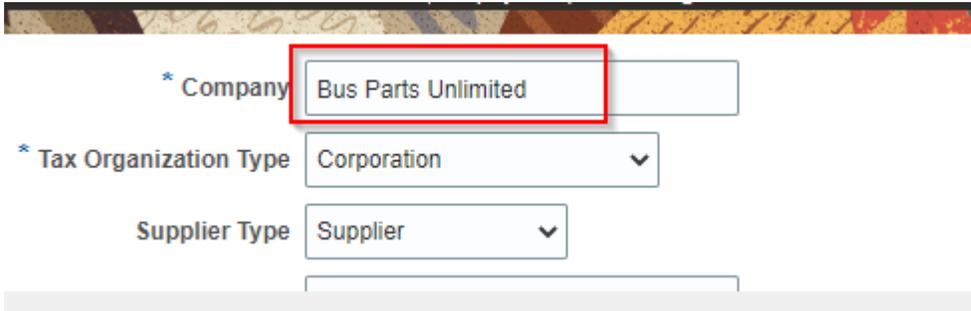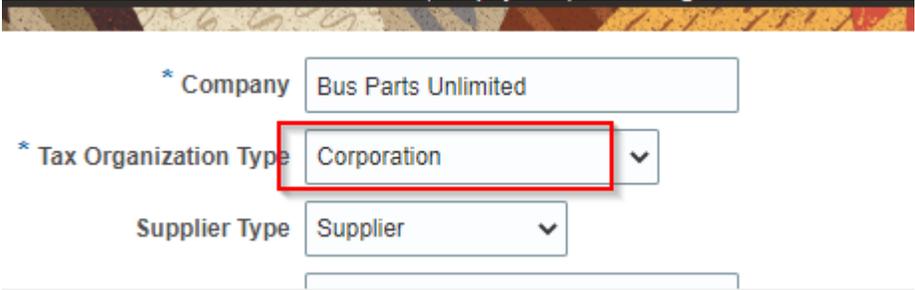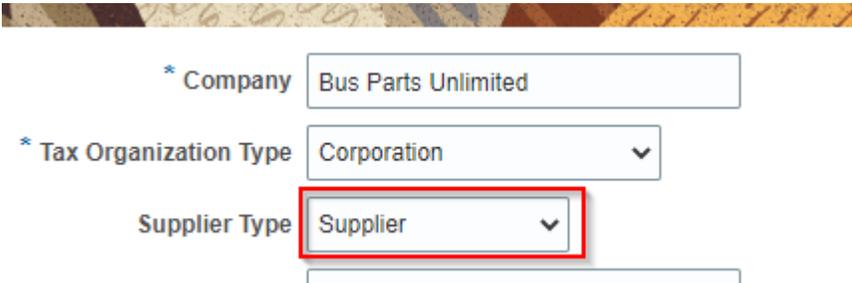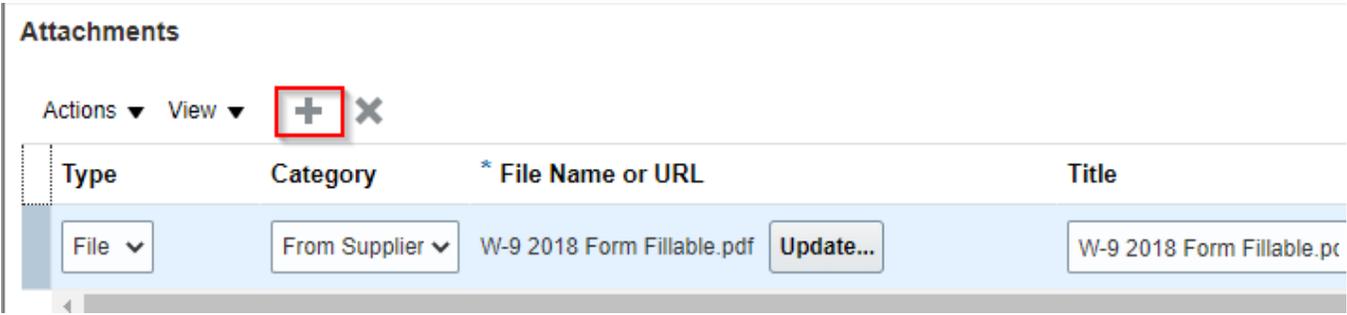
In this topic you will learn how to register as a prospective supplier.
[This topic is for new suppliers]

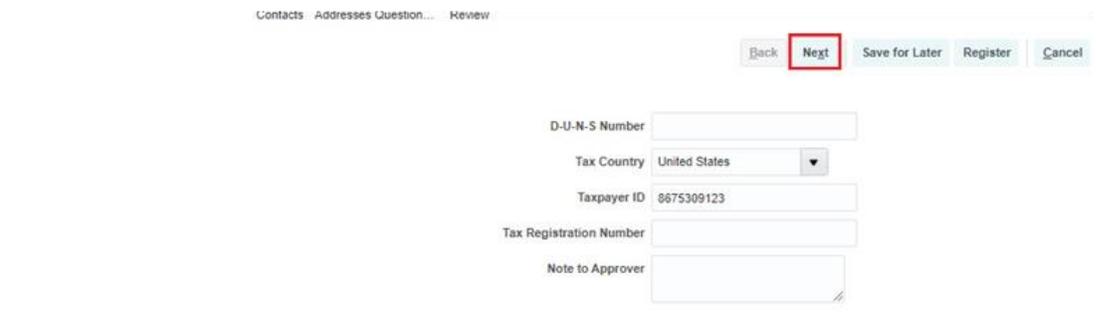| Step	Directions
1	Click the provided link in the browser to open the **Supplier Registration** portal
2	Click into the **Company** field.
3	Enter the Company name on Line #1 of your W-9 form (i.e. Bus Parts Unlimited)
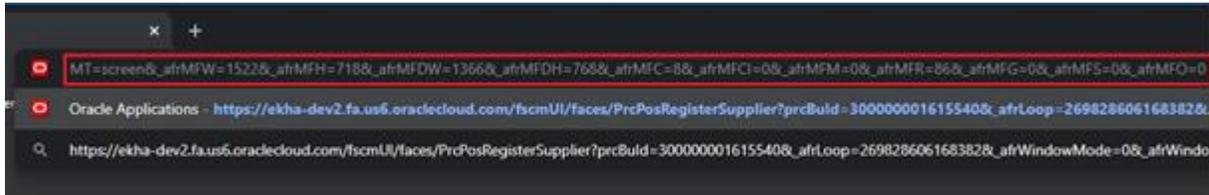
4	Select the correct Tax organization type (Line #3 of the W-9) * Company Bus Parts Unlimited * Tax Organization Type **Corporation** Supplier Type Supplier
5	Click the **Supplier Type** combo box, if unsure, select "Supplier" * Company Bus Parts Unlimited * Tax Organization Type Corporation Supplier Type **Supplier**
6	Start typing in the **Tax Country** Field and select *United States US*. *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	
Attachments	None ✚

10	Select **Choose File** to navigate to the file saved in your documents to upload

Attachments

Actions ▼   View ▼   ✚   ✖

Type	Category	* File Name or URL
File ▼	From Supplier ▼	Choose File No file chosen

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 ▼	From Supplier ▼	W-9 2018 Form Fillable.pdf Update...	W-9 2018 Form Fillable.pd	
12	Click the **Next** button. Contacts Addresses Question... Review Back Next Save for Later Register Cancel D-U-N-S Number [ ] Tax Country United States ▼ Taxpayer ID 8675309123 Tax Registration Number [ ] Note to Approver [ ]
13	Your contact Information will appear. Click the **Edit** button. Be sure to add your job title and the **telephone number**. *Note, when you enter "1," you may need to select United States. **Edit Contact: Jesse James** Salutation Mr. ▼ Phone 1 ▼ 303 5551212 1234 * First Name Jesse Mobile ▼ Middle Name [ ] Fax ▼ * Last Name James * Email JJames@noname.com Job Title CEO ☑ Administrative contact

14	At the bottom right of the screen, click **OK.**
	supplier profile information and r...
	[OK] [Cancel]
	➕ Create
	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 Details	Contacts	Addresses	Business Classifications	Bank Accounts	Products and Services	Review
	[Back] [Next] [Save for Later] [Re
16	Click the "**+**" icon next to **Create**
	MCPS BUSINESS **Hub**
	✓ — ✓ — **3** — ④ — ⑤
	Company Details	Contacts	**Addresses**	Business Classifications	Bank Acc
	Register Supplier: Addresses
	Enter at least one address for remit-to and ordering address purposes.
	Actions ▼ View ▼ Format ▼ [➕ Create] ✎ Edit ✖ Delete ▥ Freeze ▦ Detach ◁ Wrap
	Address Name	**Address**
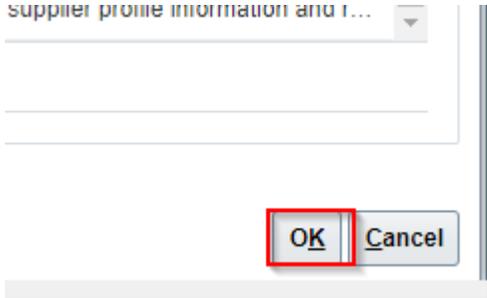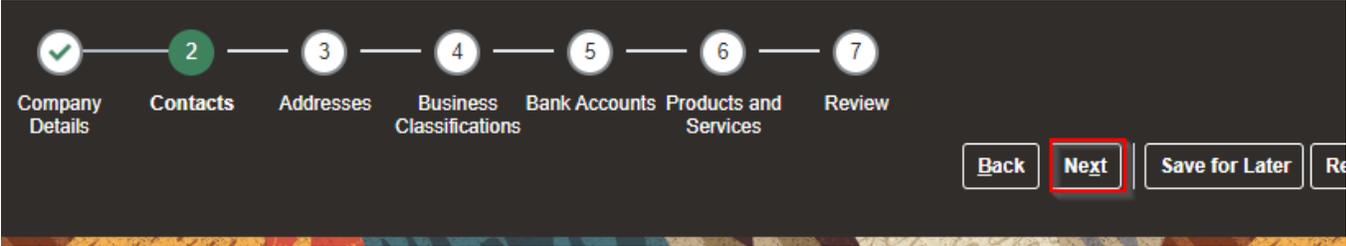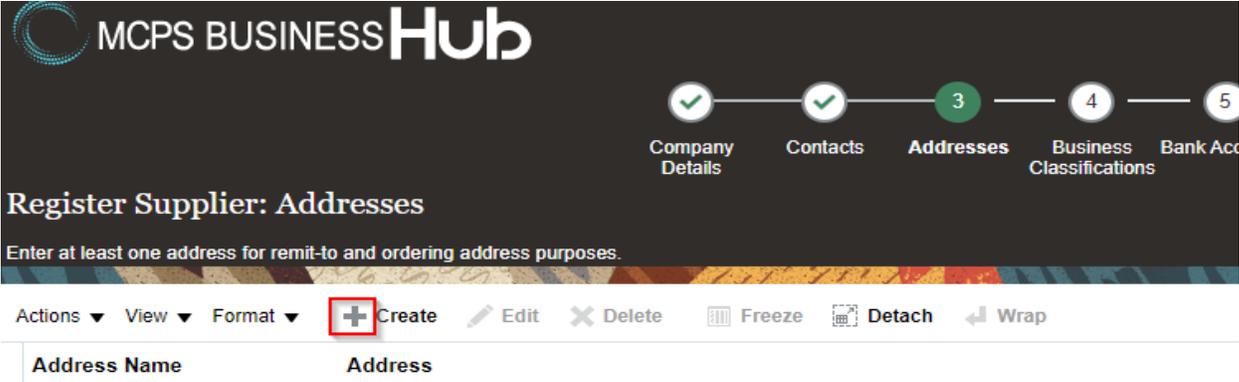
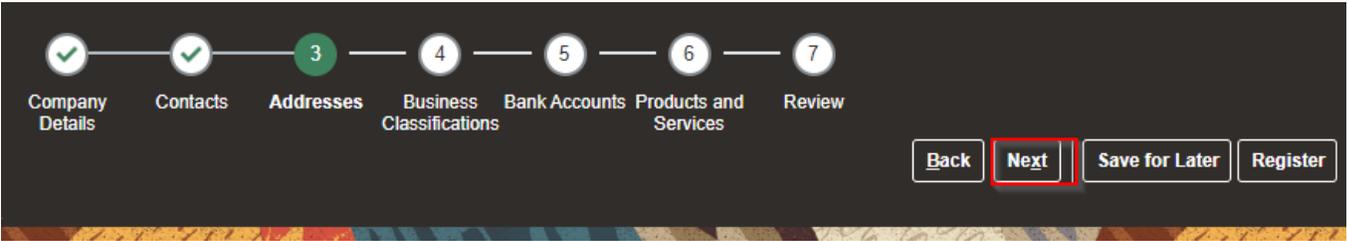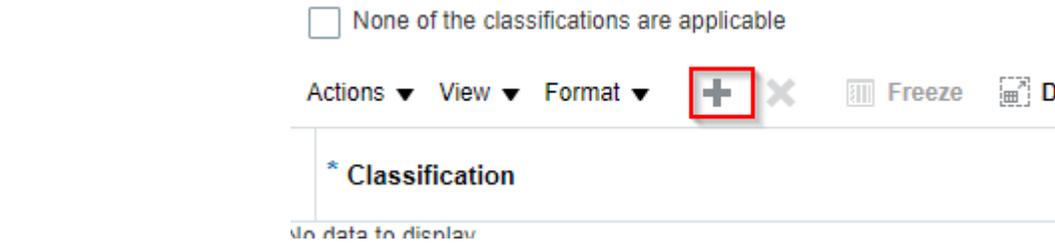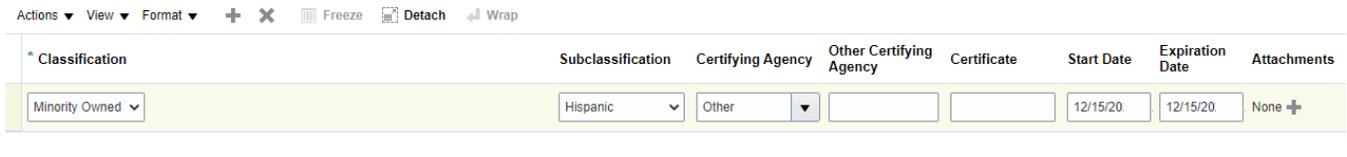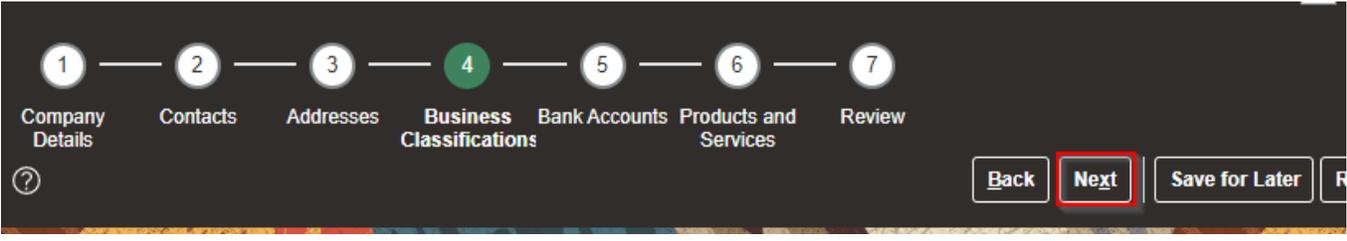| 17	**Insert/add the address information** *The Address name* field should be the same as the City. If you are entering more than one address with the same city, place a number after each name (i.e. DETROIT, DETROIT1, DETROIT2).
	Utilize the Search and Select: City option. If you do not select the correct city, the city name will not populate.
	Click to highlight the correct search result. Example: **Detroit, Wayne, MI**. *Always select the option with the abbreviated State code.
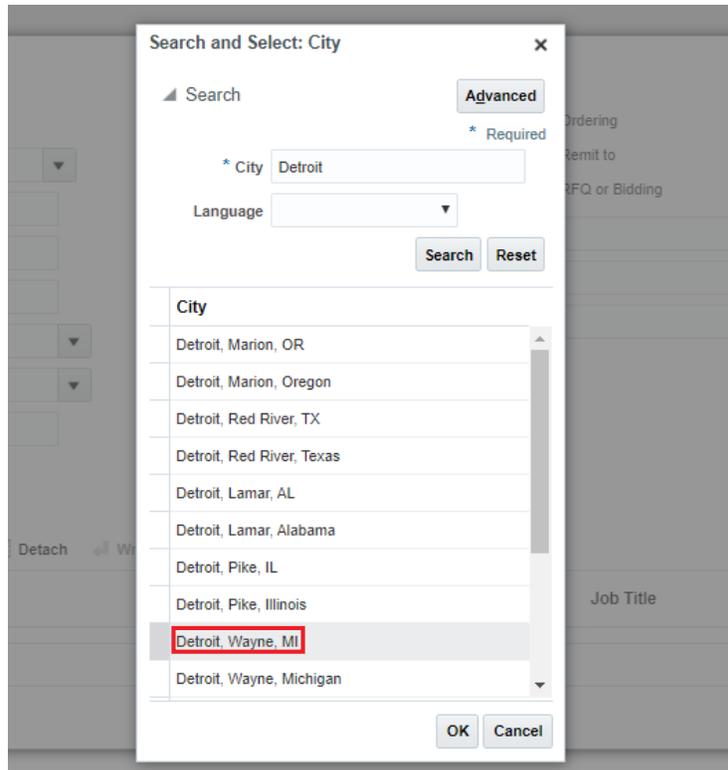
| 18	Click the **OK** button.

19	Click the **Purpose** check box. **For *Remit to,* the address must match the address on your invoices**

Create Address

* Address Name	DETROIT	* Address Purpose	☑ Ordering
* Country	United States ▼		☐ Remit to
* Address Line 1	876 Arthur Lane		☐ RFQ or Bidding
Address Line 2	Suite 4100	Phone	1 ▼ 313 555-1212
Address Line 3		Fax	1 ▼
City	Detroit ▼	Email	sales@busparts.com
State	MI ▼		
Postal Code	48127		

20	Click the dropdown next to **Actions** and click **Select and Add** link to add contacts previously created for each address

◢ Address Contacts
Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼ ✕ ⊟ ▥

Remove

Select and Add

21	Highlight the name which goes with the address and click the **OK** button, then Click **OK** on the next screen

Create Address

* Address Name	Detroit	* Address	☑ Ordering
* Country	United States ▼	Purpose	☑ Remit to
* Address Line 1	876 Cad Tower Ln		☐ RFQ or Bidding
Address Line 2		Phone	1 ▼
Address Line 3		Fax	1 ▼
City	Detroit ▼	Email	
State	MI ▼		
Postal Code	48243		

◢ Address Contacts
Select the contacts that are associated with this address.
Actions ▼ View ▼ Format ▼ ✕ ⊟ ▥ Freeze ⊡ Detach ⤺ Wrap

Name	Job Title	Email	Administrative Contact	User Account
James, Jesse		rowillow2019mc...	✓	✓

Columns Hidden 4

Create Another   OK   Cancel

22	Click the **Next** button.

23	Select the (minority) business classifications or choose none of the Classifications are applicable. To select the classification, click the ✚ button

24	Select the correct classifications and subclassifications as they apply. To add an attachement, click the ✚ button under Attachments to upload a certification document

25	Click **Next** to move to the next area

26	Add the bank account information. Click the + next to Create to begin creating the banking information
	Register Supplier: Bank Accounts ⑦
	Actions ▼ View ▼ Format ▼ ✚ Create ✎ Edit ✖ Delete
	Account Number
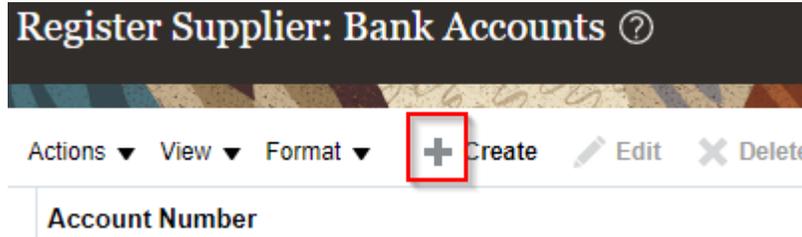
27	Add the banking information as required. MCPS can only pay a US bank account in US Dollar currency. Click OK when completed. *MCPS will initiate a fraud check with the tax id and the bank account information

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country   United States ▼   IBAN

Bank   TRUIST ▼   Currency   USD ▼

Branch   005500330 ▼

* Account Number   123456789

Additional Information

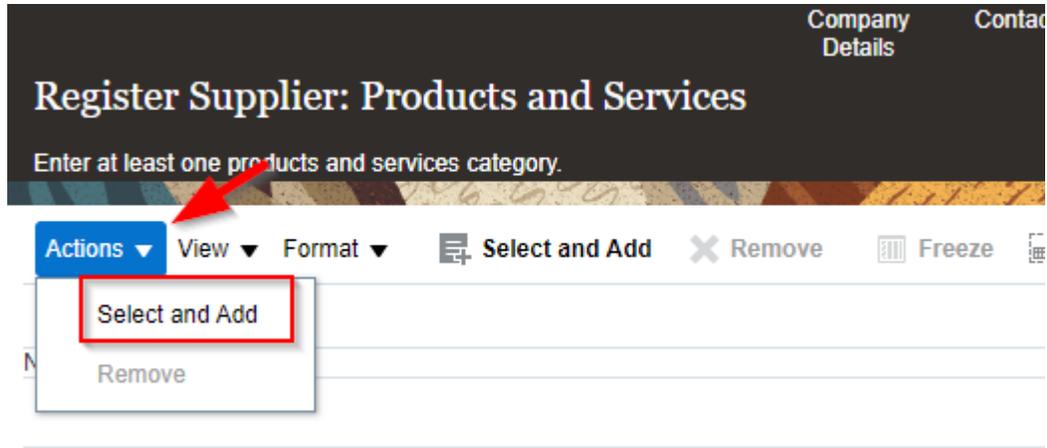Account Name   Remit Payment   Agency Location Code

Alternate Account Name   Account Type   Checking ▼

Account Suffix   Description

Check Digits

Comments

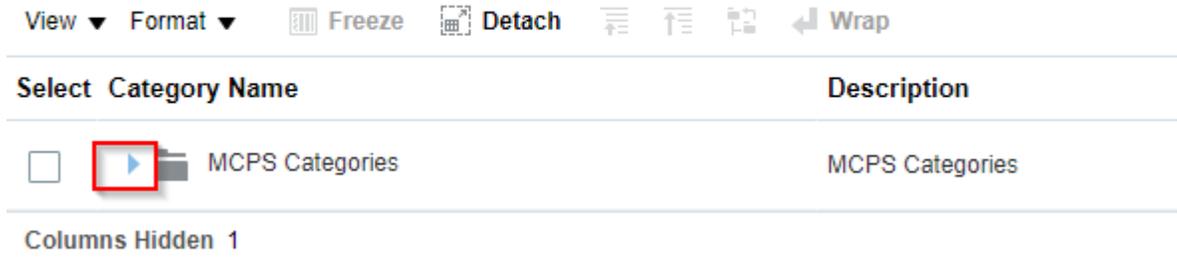Note to Approver

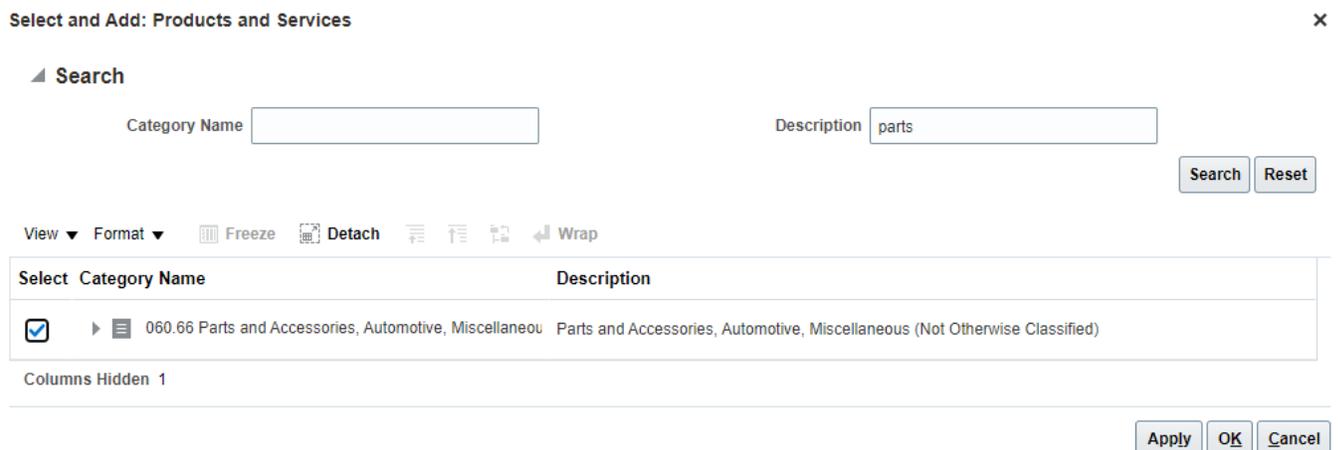   Create Another   OK   Cancel

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**

29	Click the right facing **arrow** under Category Name to expand the selection

30	Scroll down to find the categories which apply to the business OR type in a keyword next to description. Check the boxes related to the commodity or services and click **OK**

31	Click **Next** to review

32	Scroll down to confirm all of the information entered is correct and that both attachments are uploaded. Once the review is complete, click **Register**