

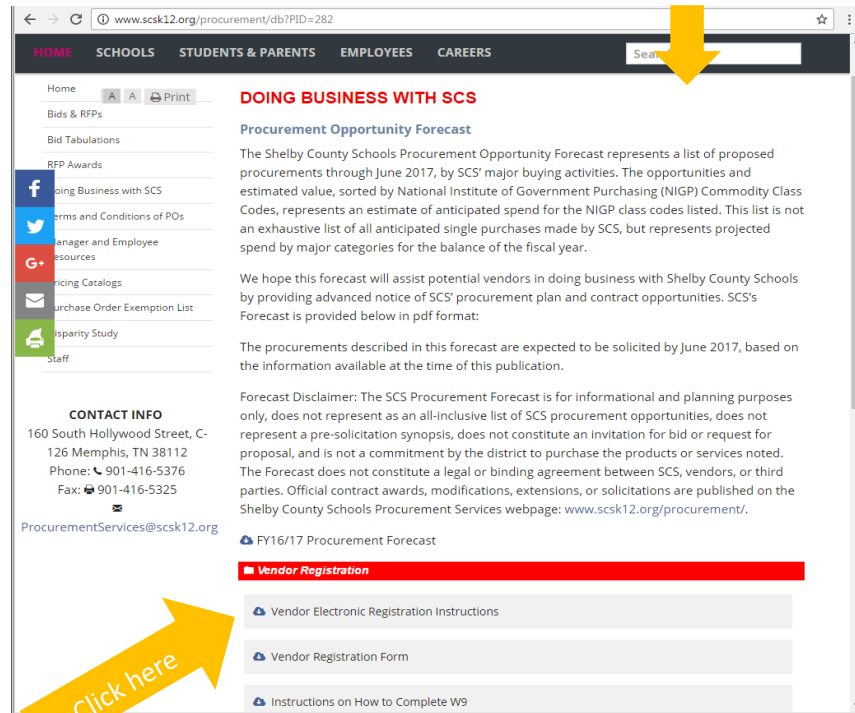
# VENDOR ELECTRONIC REGISTRATION INSTRUCTIONS

**REMEMBER:** have a completed copy of your W9 saved to your desktop or documents to be able to load during the application process. (Please review your saved copy because many times the electronic version is not saved and signed thus slowing the registration completion process because the document is incomplete).

- **THIS IS ONLY TO REGISTER FOR THE FIRST TIME**
- **CHANGES TO YOUR INFORMATION EMAIL along with W9 or tax ID:** [suppliers@scsk12.org](mailto:suppliers@scsk12.org)
- **ALSO**, if you're an *employee* or you have been unemployed for less than one (1) year with Shelby County Schools or if you work for Athletics in any capacity (stadium worker or official), you'll need to have an EIN which you apply for on the IRS website: [irs.gov](http://irs.gov). Please do this before you begin your application process and email a copy of the document you receive from IRS site to [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org).
- **If** you're a **transportation** or **recreational game** vendor, note it on your registration so your application can be directed accordingly through Risk Management.
- For guidance with the **MWBE Program** please note the information below:
  - Jesyca Westbrook-Pettes, Director
  - Phone: 901.416-4723
  - Office Cell Phone: 901.833-0136
  - Email: [mwbe@scsk12.org](mailto:mwbe@scsk12.org) or [westbrookpettesjm@scsk12.org](mailto:westbrookpettesjm@scsk12.org)
  - Website: [www.scsk12.org/mwbe](http://www.scsk12.org/mwbe)
- **First**, read the Vendor Electronic Registration Instructions
- Have your documents ready:
  - W9
  - Certificate of Insurance Liability
  - and if needed, your Non-profit letter (*Load all documents at one time because you only have one time available*)
- Please confirm your W9 is complete, legible and able to be viewed
- Scan the W9 and documents together so they'll load all together to your email address >
  - Save them all together >
  - Load them all together
- Once you have submitted the form, you'll receive an autogenerated email with a confirmation number
- **Please note this isn't a vendor identification number**
- If you haven't received an email with your vendor identification number after five (5) days, please email: [suppliers@scsk12.org](mailto:suppliers@scsk12.org)
- If you are going on site, you'll need to complete a background check. Make an appointment with **Fingerprinting: 901.416.5388**.
  - Any questions about the background check, please contact Fingerprinting, only.
- If you're having problems registering and you're in Chrome, please try to empty cookies and history on your computer and if it's high volume time, maybe try during an off business time.

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- **Second**, copy and paste this link into your Chrome browser (the website prefers Chrome) > <http://www.scsk12.org/procurement/db?PID=282> > it will take you to our Procurement website >



**Third**, click on Vendor Registration form which will allow you to fill in your information >

**Complete**, this form

The screenshot shows the "SHelBY COUNTY BOARD OF EDUCATION - VENDOR REGISTRATION" form. The form includes several sections: "Woman Owned", "Small Business", and "Hub Zone" checkboxes; "Uniform Certification Agency Certification Number" field; "Local Business" checkbox with a note "(Requires a Shelby County Business License that has been held for the past 6 months)"; "Organization of Business" dropdown menu; "Are you a registered vendor on eSchoolMall?" radio buttons (Yes/No); "Are you currently an employee or retiree of the Memphis City Schools or Shelby County Schools District?" radio buttons (Yes/No); "Have you ever been an employee of the Memphis City Schools or Shelby County Schools District?" radio buttons (Yes/No); "If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District:" text field; "Please add NIGP Codes that best describe your product or service." section with six "Comm Code" input fields; "Attachments" section with a note: "Please attach your completed W-9 form (International vendors need to attach their completed W-8BEN form). If you do not already have a completed W-9 or W-8BEN (International vendors) form, please download it from [www.irs.gov](http://www.irs.gov) and complete the form before adding as an attachment."; "Comments" text area; and a "Conflict of Interest" disclaimer at the bottom. At the bottom of the form are "Confirm" and "Cancel" buttons. A yellow arrow points to the top of the form. A green arrow points to the "Comments" field with the text "Please note".

**You're done!!!**