

Frequently Asked Questions

Electronic Vendor Registration

➤ When can I do business with Shelby County Schools (SCS)?

Suppliers are authorized to do business with SCS when:

- ✚ The supplier is active in the Supplier Database through APECS;
 - ✚ The supplier has a Purchase Order and/or an executed contract
 - ✚ The Supplier has been issued a Purchase Order
- ### ➤ What do I do after I receive my vendor ID?
- ✚ Follow through with a background check with Fingerprinting: 901.416.5388
 - ✚ Contact Fingerprinting for any background check questions
 - ✚ You and your employees must have an SCS badge prior to going on any SCS site
- ### ➤ Do I need my Certificate of Liability Insurance?
- ✚ Yes, please attach it at the same time you attach your completed, signed and dated W9 (load them together)
- ### ➤ What should I do if I'm a transportation or recreational game vendor?
- ✚ Note that in the registration notes
 - ✚ Risk Management will be notified because there's a different approval process
 - ✚ You'll be guided through this process
- ### ➤ Can I return to correct information after I have registered?
- ✚ No, Suppliers must notify the vendor assistant to make corrections to their profile.
- ### ➤ When do I need an EIN (Employee Identification Number)?
- ✚ EIN number is required for current SCS employees doing business with the district;
 - ✚ Past employees who have not been employed with SCS system less than a calendar year
- ### ➤ How do I obtain an EIN number?
- ✚ Irs.gov is the site where you'll request your EIN
- ### ➤ Where do I get a W9 to complete and how should it look?
- ✚ Irs.gov is the site where you can get a W9
 - ✚ Note Instructions on How to Complete W9 on Procurement website
 - ✚ A sample W9 is also available

Frequently Asked Questions

Electronic Vendor Registration

- ✚ If you do not know your tax classification, i.e. Corporation, Sole Proprietorship, Partnership, Government Agency, Non-profit
 - Ask your accountant
- ✚ Please confirm your W9 is complete, signed, legible and able to be viewed to expedite receiving your vendor ID
- ✚ Scan the W9 and documents together so they'll load all together to your email address > Save them all together > Load them all together
- **How do I change information on my file?**
 - ✚ Submit completed W9 and all changes for your vendor file and any information that needs to follow a new address if, there's a new address request
 - ✚ or submit your tax ID (if there are no changes to the W9) and all changes for your vendor file and any information that needs to follow a new address, if there's a new address request
- **If I haven't received my vendor ID, what should I do?**
 - ✚ Please email suppliers@scsk12.org with the tax ID you registered with.
- **What if I didn't get a confirmation email after I completed the registration process?**
 - ✚ Possibly, the registration was not accepted and maybe you'll need to try again
 - ✚ Remember to use Chrome
 - ✚ Clear the cookies and history
 - ✚ Try at a time when there is less activity such as off hours
 - ✚ Go to the library or ask for assistance from someone
 - ✚ **Procurement cannot assist you with this**
- **Do I have to use Chrome?**
 - ✚ Yes, it is the best browser for this portal.
- **What if I am having trouble loading the information and I am in Chrome?**
 - ✚ Clear the cookies and history
 - ✚ Try at a time when there is less activity such as off hours
 - ✚ Try a different computer
 - ✚ Try the library

Frequently Asked Questions

Electronic Vendor Registration

- **Can I email my documents to Procurement?**
 - ✚ No, electronic vendor registration is the only way SCS will accept the registration.
 - ✚ Remember to submit changes *only* by email to suppliers@scsk12.org
- **Can someone else register for me?**
 - ✚ It's best, and wisest practice, you register for yourself in case there are errors.
- **Who do I contact about not being paid?**
 - ✚ The school or office where you rendered goods or services;
 - ✚ Accounts Payable apd@scsk12.org or 901.416.5407
- **What if my W9 is not completed or signed and dated?**
 - ✚ It has to be completed to complete the registration process otherwise it'll delay receiving your vendor ID
 - ✚ It's wisest to download the document from irs.gov
 - complete it manually and
 - scan it to your email account so you can
 - save it on your desktop or wherever you save your documents (along with the other documents you need to load)
- **How do I register as a vendor for a stipend, reimbursement or refund?**
 - ✚ The registration process is the same except you **do not** need a W9
 - ✚ Load a document that states "Reimbursement Only" because the portal requires a document to be loaded
 - ✚ Note it in the notes also
 - ✚ Use your SSN if you are not an SCS employee
 - ✚ If you are an SCS employee, you'll need an EIN
- **How should I market myself as a vendor?**
 - ✚ Please research marketing practices and ideas either in books or on the internet for ideas.
 - ✚ Procurement cannot assist in this area
- **What are NIGP codes or commodity codes?**
 - ✚ SCS uses the 5 digit codes
 - ✚ These designate the type of services or goods that you offer

Frequently Asked Questions

Electronic Vendor Registration

- ✚ Bids and RFPs use this method to find vendors who offer the goods or services of the solicitation being launched
 - ✚ Texas Commodity Code a public search engine
<https://cmlreg.cpa.state.tx.us> is electronic and has +/-40,000 codes available ~ you're welcome to search this although we use only 8,000
 - ✚ Later an electronic document with our commodity codes will be available
- **When is a contract required to do business with SCS?**
- When a supplier is on SCS site doing business.
 - Installation of Equipment
 - Professional Development
 - Construction
- **What happens if I start work before I have a contract and/or Purchase Order?**
- If a contract is required and it's not completed, a PO will not be released
 - If there is no PO and no contract (when required), then reschedule the rendering of services or goods
 - If you choose to do business without a PO and/or contract (when a contract is required) then you risk not being paid for services rendered.