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**
- **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. 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.**
- 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 or westbrookpettesjm@scsk12.org
  - Website: 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
- 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](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

  ![Vendor Registration Form](image)

**You’re done!!!**