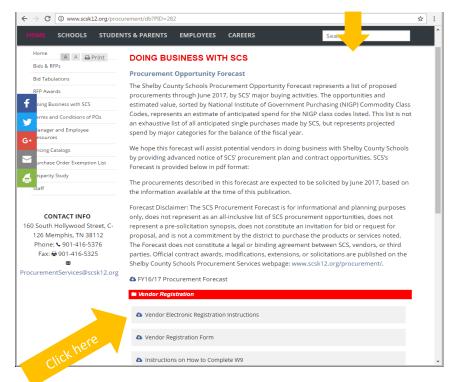
VENDOR ELECTRONIC REGISTRATION INSTRUCTIONS

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: procurementservices@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.
 - The only people who are employees that we are allowed to be paid as vendors are officials that are assigned by TSSAA. That is in the federal guidelines from the IRS. 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.
 - \circ Stadiums worker or officials who are SCS employees will be paid through Payroll stipends.
- 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:
 - o Phone: 901.416-4723
 - Email: mwbe@scsk12.org
 - O Website: <u>www.scsk12.org/mwbe</u>
- First, read the Vendor Electronic Registration Instructions
- Have your documents ready:
 - \circ W9 ~ completed
 - 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 >
 - $\circ \quad \text{Save them all together} \quad$
 - o 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: procurementservices@scsk12.org
- If you are going on site, you'll need to complete a background check to receive a badge. You'll need your vendor ID. Make an appointment with Fingerprinting: 901.416.5318 or email savagemd@scsk12.org.
 - Any questions about the background check, please contact Fingerprinting, only.
 - \circ All vendors need a service code when completing the fingerprinting process. Use code: 28TYHT
- 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.
- Please note what type of services and/or goods your company renders.

VENDOR ELECTRONIC REGISTRATION INSTRUCTIONS

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



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

SHELPCONTY DOAD OF DEUCATION - VENDOR REGISTRATION			SCS	
Uniform Certification Agency Certification Number:				
Local Business (Requires a Shelby County Business License that has been held for the past 6 months) * Organization of Business: * Organization of Business: * Organization of Business: * Are you a registered vendor on eSchoolMall? • Yes ® No Are you currently an employee or retiree of the Memphis City Schools or Shelby County Schools District? • Yes ® No Have you currently an employee of the Memphis City Schools or Shelby County Schools District? • Yes ® No How you see an employee of the Memphis City Schools or Shelby County Schools District? • Yes ® No If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District? • Gomm Code 1: Comm Code 3: Comm Code 3: Comm Code 3: Comm Code 3: Flease attach your completed W-9 form (International vendors need to attach their completed W-9 or W-BEN (International vendors form, plead windowing as an attachtmed. Please attach your completed W-9 or W-BEN (International vendors form, plead windowing as an attachtmed.		Woman Owned: 🔲	Small Business: 🔲	Hub Zone: 🛄
(Requires a Shelby County Business License that has been held for the past 6 months) * Organization of Business: • Organization of Business: • Yes organization of Business: • Yes No Are you a currently an employee or retiree of the Memphis City Schools or Shelby County Schools District? • Yes ● No Hare you were been an employee of the Memphis City Schools or Shelby County Schools District? • Yes ● No If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District? • Yes ● No If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District? • Gorm Code 1: Corm Code 2: Corm Code 3: Corm Code 4: Corm Code 3: Corm Code 6: * Attachments: Please attach your completed W-9 form (International vendors need to attach their completed W-9 or W-8EN (International vendors form, pleas download it from windting are and completed the form before adding as an attachment, pleas download it form windting are and completed W-9 or or W-8EN (International vendors form, pleas download it form windting are and completed W-9 or or W-8EN (International vendors form, pleas download it form windting are and completed W-9 or or W-8EN (International vendors form, pleas download it form windting are and completed W-9 or or W-8EN (International vendors form, pleas download it form windting are andia completed W-9 or or W-8EN (International vendors form, pleas	Uniform Certifica	ation Agency Certification Number:		
* Organization of Business: • Yorganization of Business: • Yes ® No Mercentry an employee or retiree of the Memphis City Schools or Shelby County Schools District? • Yes ® No Mercentry an employee of the Memphis City Schools or Shelby County Schools District? • Yes ® No If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District? • Yes ® No If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District? • Yes ® No If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District? • Comm Code 1: • Comm Code 3: • Attachments: • Please attach your completed W-9 or WeBEN (International vendors form, please download it form your download with a completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, please download it form with right and completed W-9 or WeBEN (International vendors form, p				
Are you a registered vendor on eSchoolMail? ● Yes ● No Are you currently an employee or retiree of the Memphis City Schools or Shelby County Schools District? ● Yes ● No Have you ever been an employee of the Memphis City Schools or Shelby County Schools District? ● Yes ● No If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District: Please add NIGP Codes that best describe your product or service. Comm Code 3: Comm Code 2: Comm Code 3: Comm Code 4: Comm Code 3: Comm Code 6: Comm Code 3: Please attach your completed W-9 or W.8BEN (International vendors) form, plea * Attachments: Please attach your completed w-9 or W.8BEN (International vendors) form, plea	(Requires a	Shelby County Business License that ha	s been held for the past 6 month	s)
Yes ® No Are you currently an employee or retiree of the Memphis City Schools or Shelby County Schools District?	* Organization o	f Business:		
Yes ® No Are you currently an employee or retiree of the Memphis City Schools or Shelby County Schools District?	Are you a registe	ered vendor on eSchoolMall?		
Are you currently an employee or retiree of the Memphis City Schools or Shelby County Schools District? • Yes • No Have you currently an employee of the Memphis City Schools or Shelby County Schools District? • Yes • No If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District: Please add NIGP Codes that best describe your product or service. Comm Code 1: Comm Code 3: Comm Code 3: Comm Code 5: * Attachments: Please attach your completed W-9 form (International vendors need to attach their completed W-9 or W-8BEN (International vendors form, plea download it from warrying and complete the form before adding as an attachment:				
Yes ● No Have you ever been an employee of the Memphis City Schools or Shelby County Schools District? Ves ● No If yes Please list your last date of employment with the Memphis City Schools or Shelby County Schools District: Please add NIGP Codes that best describe your product or service. Comm Code 1: Comm Code 3: Comm Code 3: Comm Code 3: Comm Code 4: Comm Code 5: * Attachments: Please attach your completed W-9 form. (Differentional vendors need to attach their completed W-9 form. BEN (International vendors form, plea download it form working are and completed W-9 or W-BEN (International vendors form, plea download it form working are and completed W-9 or W-BEN (International vendors form, plea download it form working are and completed W-9 or W-BEN (International vendors form, plea download it form working are and completed W-9 or W-BEN (International vendors form, plea download it form working are and completed W-9 or W-BEN (International vendors form, plea download it form working are and completed W-9 or W-BEN (International vendors form, plea download it form working are and completed W-9 or W-BEN (International vendors form, plea download it form working are and completed W-9 or W-BEN (International vendors form, plea download it form working are and the more being adding as an attachment.	Are you currently	- v an employee or retiree of the Mem	the structure of a state of the structure of the structur	unty Echoole District?
Yes © No If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District: Please add NIGP Codes that best describe your product or service. Comm Code 1: Comm Code 3: Comm Code 3: Comm Code 3: Comm Code 5: * Attachments: Please attach your completed W-9 form (International vendors need to attach their completed W-9 or W-BEN (International vendors form, plea download it from working are and completed W-9 or W-BEN (International vendors form, plea download it from working are and completed W-9 or W-BEN (International vendors form, plea download it from working are and completed W-9 or W-BEN (International vendors form, plea download it from working are and completed W-9 or W-BEN (International vendors form, plea download it from working are and the completed W-9 or W-BEN (International vendors form, plea download it from working are and the completed W-9 or W-BEN (International vendors form, plea download it from working are and the completed W-9 or W-BEN (International vendors form, plea download it from working are and the completed W-9 or W-BEN (International vendors form, plea download it from working are and the completed W-9 or W-BEN (International vendors form).				
If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District: Please add NIGP Codes that best describe your product or service. Comm Code 1: Comm Code 3: Comm Code 3: Comm Code 3: Comm Code 4: Comm Code 5: * Attachments: Please attach your completed W-9 form. (International vendors need to attach their completed W-9 form. BEN (International vendors form, plea download it form working are and completed W-9 or W-BEN (International sendors form, plea download it form working are and completed W-9 or W-BEN (International sendors form, plea download it form working are and completed W-9 or W-BEN (International sendors form, plea download it form working are and completed W-9 or W-BEN (International sendors form, plea download it form working are and completed W-9 or W-BEN (International sendors form, plea download it form working are and completed W-9 or W-BEN (International sendors form, plea download it form working are and completed W-9 or W-BEN (International sendors form, plea download it form working are and completed W-9 or W-BEN (International sendors form, plea download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form working are and the more form download it form wor	Ves 🖲 N		phis City Schools of Shelby Co	anty schools district?
Please add NIGP Codes that best describe your product or service. Comm Code 1: Comm Code 3: Comm Code 3: Comm Code 3: Comm Code 4: Comm Code 5: * Attachments: Please attach your completed W-9 form (International vendors need to attach their completed W-9 or W-86EH (International vendors) form, plead worksda if and complete the form before adding as an attachment.		0		
Comm Code 1: Comm Code 2: Comm Code 3: Comm Code 3: Comm Code 4: Comm Code 4: Comm Code 5: Comm Code 5: Comm Code 6: Common Code 6: Code 6: Common Code 6: Common Code 6: Code 6: Common Code 6: Common Code 6:	Have you ever be	een an employee of the Memphis Cit		
Comm Code 1: Comm Code 2: Comm Code 3: Comm Code 3: Comm Code 4: Comm Code 4: Comm Code 5: Comm Code 5: Comm Code 6: Common Code 6: Code 6: Common Code 6: Common Code 6: Code 6: Common Code 6: Common Code 6:	Have you ever be O Yes (1) N	een an employee of the Memphis Cit	y Schools or Shelby County Sc	hools District?
Comm Code 1: Comm Code 2: Comm Code 3: Comm Code 3: Comm Code 4: Comm Code 4: Comm Code 5: Comm Code 5: Comm Code 6: Common Code 6: Code 6: Common Code 6: Common Code 6: Code 6: Common Code 6: Common Code 6:	Have you ever be Yes (*) N	een an employee of the Memphis Cit	y Schools or Shelby County Sc	hools District?
Comm Code 3: Comm Code 4: Comm Code 4: Comm Code 5: Comm Code 5: Comm Code 5: Comm Code 6: Comm	Have you ever be Ves ® N If yes please list	een an employee of the Memphis Cit o your last date of employment with	y Schools or Shelby County So the Memphis City Schools or !	hools District?
Comm Code 5: * Attachments: Please attach your completed W-9 form (International vendors) form, plea download it from <u>www.irs.gov</u> and complete the form before adding as an attachment.	Have you ever b Yes (*) If yes please list Please add NIGP	o een an employee of the Memphis Cit o y your last date of employment with Codes that best describe your prod	y Schools or Shelby County So the Memphis City Schools or uct or service.	hools District?
* Attachments: Please attach your completed W-9 form (International vendors need to attach their completed W-4 form). If you do not already have a completed W-9 or W-88EH (International vendors) form, plea download it from <u>www.irr.acu</u> or download the form before adding as an attachment.	Have you ever b Yes N If yes please list Please add NIGP Comm Cod	en an employee of the Memphis Cit o your last date of employment with Codes that best describe your prod	y Schools or Shelby County Sc the Memphis City Schools or : uct or service.	hools District?
form). If you do not already have a completed W-9 or W-8BEN (International vendors) form, plea download it from <u>www.irs.gov</u> and complete the form before adding as an attachment.	Have you ever b Yes N. If yes please list Please add NIGP Comm Cod Comm Cod	o cen an employee of the Memphis Cit o t your last date of employment with Codes that best describe your prod	y Schools or Shelby County Set the Memphis City Schools or s uct or service. Comm Code 2: Comm Code 4:	hools District?
	Have you ever b Yes N. If yes please list Please add NIGP Comm Cod Comm Cod Comm Cod	Codes that best describe your prod 1 : 2 : your last date of employment with Codes that best describe your prod 2 : 5 : 5 :	y Schools or Shelby County Sc the Memphis City Schools or : uct or service. Comm Code 2: Comm Code 4: Comm Code 6:	hools District? Shelby County Schools District:
Comments:	Have you ever b Yes N. If yes please list Please add NIGP Comm Cod Comm Cod	o een an employee of the Memphis Cit o your last date of employment with Codes that best describe your prod e 1: e 5: e 5: e 5: e 6: Form, If you do not already h form, If you do not already h	y Schools or Shelby County Set the Hemphis City Schools or : ut or service. Comm Code 2: Comm Code 4: Comm Code 4: Comm Code 4:	hools District? Shelby County Schools District:
	Have you ever bi Ves ® N If yes please list Please add NIGP Comm Cod Comm Cod Comm Cod	o een an employee of the Memphis Cit o your last date of employment with Codes that best describe your prod e 1: e 5: e 5: e 5: e 6: Form, If you do not already h form, If you do not already h	y Schools or Shelby County Set the Hemphis City Schools or : ut or service. Comm Code 2: Comm Code 4: Comm Code 4: Comm Code 4:	hools District? Shelby County Schools District:
	Have you ever bi Yes N If yes please list Please add NIGP Comm Cod Comm Cod Comm Cod Comm Cod	o een an employee of the Memphis Cit o your last date of employment with Codes that best describe your prod e 1: e 5: e 5: e 5: e 6: Form, If you do not already h form, If you do not already h	y Schools or Shelby County Set the Hemphis City Schools or : ut or service. Comm Code 2: Comm Code 4: Comm Code 4: Comm Code 4:	hools District? Shelby County Schools District:
	Have you ever be Ves Sease I st If yes please I st Please add NIGP Comm Cod Comm Cod Comm Cod Comm cod Comm cod Comm cod	o een an employee of the Memphis Cit o t your last date of employment with Codes that best describe your prod a 1 a 3 a 3 b 5 completed to a laready ha download it from <u>www.irs.auv</u> i	y Schools or Shelby County Sc the Memphis City Schools or : uct or service. Comm Code 2: Comm Code 4: Comm Code 4: Comm Code 4: Comm Code 4: Comm Code 4: Comm Code 4: Comm Code 5: Comm Code 5: Code	chools District? Shelby County Schools District:
Conflict of Interest: By submitting this signed form, you are declaring that no Sheliby County Schools Unified District Board Commissioner or employee has a financial or beneficial interest in this firm. Vendor also agrees to extend credit to Sheliby C Schools Unified District, without requiring a credit application, to fulfill any purchase orders and/or contractual obligations the occur. Vendor's bid maybe rejected should a credit application be required. NOTE: Each vendor is responsible for onoffying th Shelby County Schools Unified District Purchasing Department of any future business name, address, telephone number, Em any other vendor information change.	Have you ever bu yes N If yes please list Please add NICP Comm Cod Comm Cod Comm Cod Attachments: Comments: Conflict of Interes Commissioner or Schools Unified D Shelby County Sel	b o cen an employee of the Memphis Cit a t your last date of employment with Codes that best describe your prod t T of the state of th	y Schools or Shelby County Set the Hemphis City Schools or s ut or service. Comm Code 2: Comm Code 4: Comm Code 4: Code 4:	chools District? Shelby County Schools District: International vendors form, pleas ding as an attachment. International vendors form, pleas ding as an attachment. International vendors to Shelby County Schools Unified District Board grees to extend credit to Shelby County
Commissioner or employee has a financial or beneficial interest in this firm. Vendor also agrees to extend credit to Shelby C Schools Unified District, without requiring a credit application, to fulfill any purchase orders and/or contractual obligations that occur. Vendor's bid maybe rejected should a credit application be required. NOTE: Each vendor is responsible for notifying th Shelby County Schools Unified District Purchasing Department of any future business name, address, belephone number, Em	Have you ever bu yes N If yes please list Please add NICP Comm Cod Comm Cod Comm Cod Attachments: Comments: Conflict of Interes Commissioner or Schools Unified D Shelby County Sel	b o cen an employee of the Memphis Cit a t your last date of employment with Codes that best describe your prod t T of the state of th	y Schools or Shelby County Set the Hemphis City Schools or s ut or service. Comm Code 2: Comm Code 4: Comm Code 4: Code 4:	chools District? Shelby County Schools District: International version of the second s

You're done!!!

Complete, this fo