

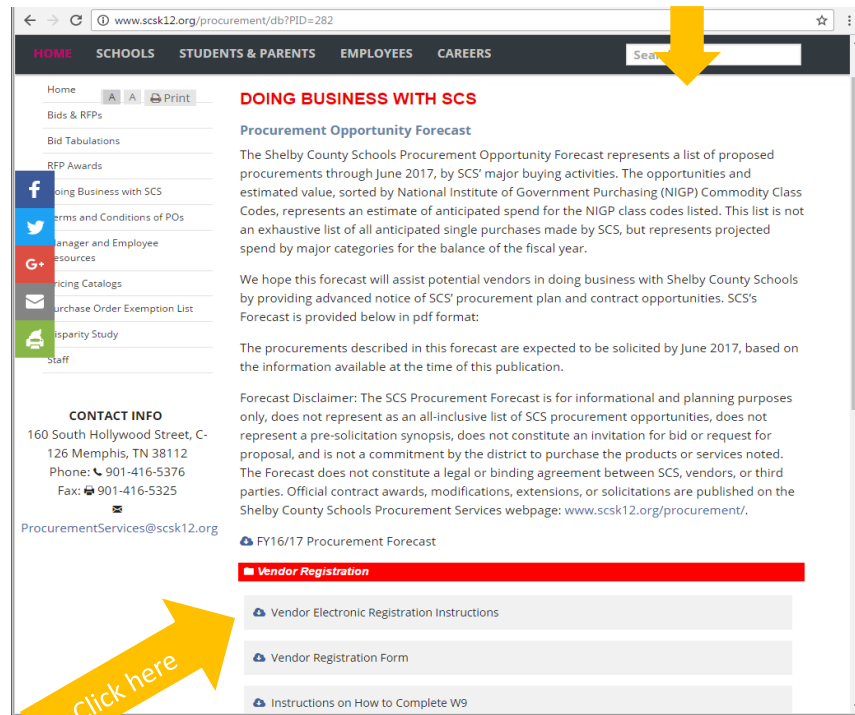
VENDOR ELECTRONIC REGISTRATION INSTRUCTIONS

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.
 - 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:
 - Phone: 901.416-4723
 - Email: mwbe@scsk12.org
 - Website: www.scsk12.org/mwbe
- **First**, read the Vendor Electronic Registration Instructions
- Have your documents ready:
 - 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 >
 - 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: 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.
 - 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.

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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

A screenshot of the 'Vendor Registration' form on the SCSK12.org website. The form is titled 'SHELBY COUNTY BOARD OF EDUCATION - VENDOR REGISTRATION' and features the SCS logo at the top. It contains several sections for data entry: 'Uniform Certification Agency Certification Number', 'Local Business' (with a sub-note), 'Organization of Business' (a dropdown menu), and three questions about vendor status (eSchoolMall, current employee, and former employee) with radio button options for 'Yes' and 'No'. There is a field for the last date of employment if applicable. A section for 'NIGP Codes' has six input fields labeled 'Comm Code 1' through 'Comm Code 6'. An 'Attachments' section includes a note about W-9 forms and a link to the IRS website. A 'Comments' section has a text area. At the bottom, there are 'Confirm' and 'Cancel' buttons. A yellow arrow points to the top of the form.

You're done!!!