## VENDOR ELECTRONIC APPLICATION INSTRUCTIONS

**REMEMBER**: have a copy of your W9 saved to your desktop or documents to be able to load during the application process

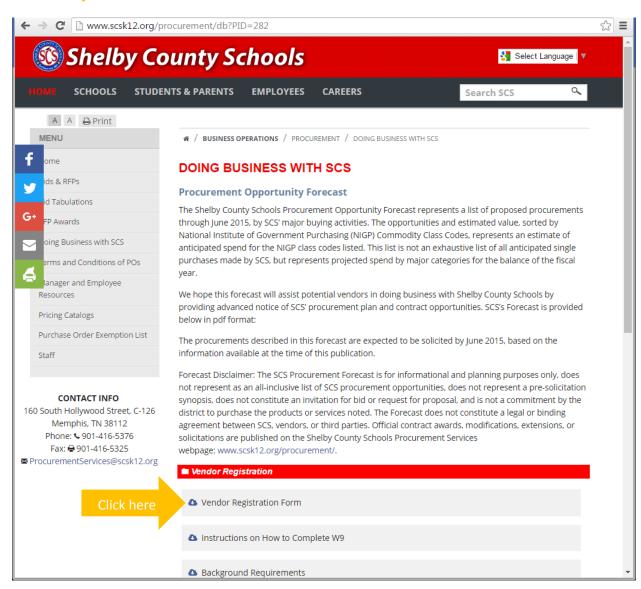
**ALSO**, if you're an employee or you have been unemployed for less than one (1) year with Shelby County Schools, you'll need to have an EIN which you apply for on the IRS website: irs.gov. Please do this before you begin your application process.

Please, first copy and paste this link into your Chrome browser (the website prefers Chrome) >

http://www.scsk12.org/procurement/db?PID=282

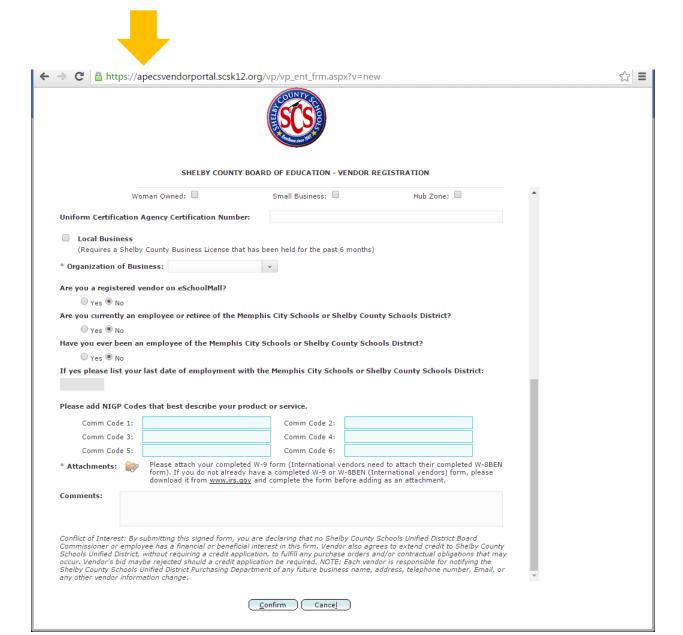
it will take you to our Procurement website





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Please click on Vendor Registration form which will allow you to fill in your information > This is the form you'll be completing



- Once you have submitted the form, you'll receive an email with a confirmation number
- Please note this isn't a vendor identification number
- After a few days, you'll receive an email from a Procurement staff with your vendor identification number
- If you have not received your vendor identification number within five (5) business days, please email Procurement Services at <u>procurementservices@scsk12.org</u>