

## Condensed Vendor Registration Instructions

Go to the MissouriBUYS website (<https://MissouriBUYS.mo.gov>) and click on ‘Register.’ (Please note that the MissouriBUYS system is powered by Perfect Commerce and their WebProcure application.)

An informational screen will populate when you click on Register. Scroll to the bottom and click on the ‘Yes, I Agree’ box under General Disclaimer and click Next.

### Doing Business with the State of Missouri’s State Agencies, Universities and Political Subdivisions

Welcome to the State of Missouri’s Vendor Registration process. This registration will quickly allow you to get a username and password to view, as well as respond to, business opportunities issued by the State of Missouri’s state agencies, universities, and political subdivisions.

**Prior to starting the registration, please make sure to have the following information available:**

- Organization’s Taxpayer ID Number (TIN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Email Address
- ACH-EFT Payment Information
- Internal Revenue Service W-9 Form, Request for Taxpayer Identification Number (TIN) and Certification

**Registration is a multi-step process with the opportunity to complete the following information:**

- Organization Information
- Missouri Counties/Regions Served
- Diversity/Disadvantaged Business Classifications
  - Minority Business Enterprise (MBE)
  - Women Business Enterprise (WBE)
  - Missouri Service-Disabled Veteran Business Enterprise (SDVE)
  - Disadvantaged Business Enterprise (DBE)
  - Airport Concessions Disadvantaged Business Enterprise (ACDBE)
  - Organizations for the Blind
  - Sheltered Workshops
- Emergency Purchase Vendor
- Organization Contact Information
- Commodity/Service Code Selection

**General Disclaimer:**

The State of Missouri is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the State of Missouri is not responsible for problems related to the transmission of data to and from this site. The State of Missouri’s Privacy Policy can be accessed [here](#).

I agree with the terms. \*

Yes, I agree

\*denotes required fields.

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On the Organization Information screen, leave the ‘Parent/Holding Company’ button selected if you are registering as an individual. Enter your social security number (if applicable). Enter your Legal Name, Address, City, State (Missouri auto populates) and Zip Code. Select your Type of Business from the drop down. Click Next at the bottom of the screen.

If you have a DBA (Doing Business As Name), please register the DBA separately as a branch office. A vendor with a DBA needs to register twice—first as the DBA’s parent/legal entity name and then as the DBA name. The state is required to track both records so that when vendors receive payments from the state, their check will include their DBA name; and when a Form 1099 is issued, it will appropriately identify the legal entity name. If you do have a DBA,

For help registering or navigating the WebProcure application in MissouriBUYS, contact:  
Perfect Commerce, WebProcure Technical Support  
[WebProcure.Support@perfect.com](mailto:WebProcure.Support@perfect.com) or (866) 889-8533  
Monday through Friday 7:00am to 7:00pm (Central Time)

you will use the same FEIN number when registering the legal name and registering the DBA name.

## Organization Information

Please enter the information requested below.  
\*denotes required fields.

Country \*  
United States

This office is  
If you are an individual/ sole proprietor, select "Parent/Holding Company." If your organization has a DBA please register the DBA separately as a "Branch"  
 Parent/Holding Company  Branch/DBA

Federal Employer Identification Number \*  
- Clear

-OR-  
Social Security Number \*  
- Clear

Unique Branch Identifier

Legal Name of Entity/Individual \*  
50 characters left.

Address \*  
30 characters left  
30 characters left

City \*

State/Province \*  
Missouri

Postal / Zip Code \*  
-

Type of Business \*  
Please Select

### Internal Revenue Service W-9 Form and ACH-EFT Payment Information

Would you like to provide this information now or later?  
 Now  Later

### Missouri Counties/Regions Served

Would you like to provide this information now or later?  
 Now  Later

### Diversity/ Disadvantaged Business Classifications

The following information is optional and may not apply to your organization.  
If applicable, would you like to provide this information now or later? Select 'Later' if none of the classifications apply to your organization.  
 Now  Later

Would you like your company to be included on the State of Missouri's 24 hour Emergency Vendor List?

No  Yes

\*denotes required fields.

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Please note: The last four sections on the screen above are optional and can be completed during initial registration if desired by selecting the 'Now' radio button. Current vendors for the state who wish to continue to receive EFT payments are encouraged to complete the IRS W-9 and ACH-EFT Payment Information during initial registration. You cannot become an approved vendor until your signed W-9 has been uploaded. Completing this section and uploading your signed and completed W-9 form is quicker and easier than submitting a Vendor Input form.

To upload a W-9 form while registering, click on the Now radio button in the Internal Revenue Service W-9 Form and ACH-EFT Payment Information section (as shown below). A new W-9 Form Request for Taxpayer Identification Number and Certification message will appear.

If you do not have a W-9 form, you can download the form by clicking on the 'here' (as highlighted below). This link will re-direct you to the fillable form located on the Internal Revenue Service (IRS) website.

Once you have a completed W-9 form that is signed, upload it to your computer. Many file formats are accepted. If you do not have a scanner, it is possible to take a picture of the completed, signed form with a camera or smart phone, save it on your computer, and attach the picture to your registration.

To attach your completed and signed W-9, click on 'Add files' which will open a 'Choose File to Upload' window on your computer. Once you have located the file containing your saved W-9 form, click on the file name, click Open, and your file will be attached. The window will close.

**Internal Revenue Service W-9 Form and ACH-EFT Payment Information**

Would you like to provide this information now or later?

Now  Later

**W-9 Form Request for Taxpayer Identification Number and Certification**

In order to conduct business with the State of Missouri, you must submit a signed IRS W-9 Form certifying the Federal Employer Identification Number or Social Security Number entered above was assigned to your organization by the Internal Revenue Service. You can download this form [here](#). You may also provide a W-8 form, if applicable. Please upload your document below

IRS Form W-9 or W-8  
Add files...

Once attached, the name of the file containing your completed, signed W-9 form will appear under the 'Add files' button. If you've attached the wrong file, simply click on the circled X button and the file will be deleted. Follow the same steps above to attach the correct file. Please note that you will not be able to click on or open your attached file once attached.

**IRS Form W-9 or W-8**

Add files... (12.6 KB)

Test W9 100715.docx(12.6 KB) 

On the Organization Contact Information screen, enter your first name, last name, phone number, email address and password. (Your email address and password will both need to be entered twice). Click Next at the bottom of the screen.

**Organization Contact Information**

Please enter the Organization's main point of contact information. Additional contact and user information can be added in the system once you have established your main account. \*denotes required fields.

Salutation  
 --Select--  
 First Name \*  
 Last Name \*  
 Job Title  
 Main Phone Number \*      Fax Number \*  
 - - -      Ext      - - -  
 Either a phone number or fax number is required to register.  
 Email Address (This will be your username for login) \*  
 Confirm Email Address \*  
 Password \*  
 Confirm Password \*

\*denotes required fields.

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On the Select Commodity/Service Code(s) screen, you will need to enter at least one UNSPSC code. You can select 'Unknown' (if you do not wish to receive email notices of future bidding opportunities) or you can do a keyword search (to select commodity codes for the products/services provided in order to receive email notices of future bidding opportunities for them). Vendors are encouraged to select codes that align with their products/services.

**Select Commodity/Service Codes**

Select the commodity and service codes below which best apply to your organization's business. Selecting these codes will subscribe you to receive notifications on solicitations posted by the State of Missouri's agencies, universities, and political subdivisions. It will also make your organization easier to find when Missouri's entities are preparing to make a purchase. If you do not wish to receive solicitation notifications, please select 'Unknown'.

Select the UNSPSC commodity and/or service code(s) which apply to your organization's business. Choose at least one code. You may add more or update this information later in the Profile Management menu.

Enter a keyword or search phrase and click Search. Check/Select the category to save your changes.

Show 10 entries Search:

	Category name
<input checked="" type="checkbox"/>	(00000000) Unknown
<input type="checkbox"/>	(00000001) Unknown
<input type="checkbox"/>	(10-00-00-00) Live Plant and Animal Material, Accessories and Supplies
<input type="checkbox"/>	(10-13-00-00) Animal containment and habitats
<input type="checkbox"/>	(10-12-00-00) Animal feed
<input type="checkbox"/>	(10-17-00-00) Fertilizers, plant nutrients and herbicides
<input type="checkbox"/>	(10-16-00-00) Floriculture and silviculture products
<input type="checkbox"/>	(10-10-00-00) Live animals
<input type="checkbox"/>	(10-15-00-00) Seeds, bulbs, seedlings and cuttings
<input type="checkbox"/>	(10101500) Livestock
<input type="checkbox"/>	(10101518) Alpaca
<input type="checkbox"/>	(10101515) Armadillos
<input type="checkbox"/>	(10101509) Asses

Showing 1 to 10 of 71,855 categories First Previous 1 2 3 4 5 Next Last

Once a UNSPSC code(s) is selected, it will appear at the bottom of the Commodity/Service Code screen under Selected Categories. To remove a selected commodity/service code, click on the red 'X'.



\*Selected Categories

	Category name
(00000000) Unknown	
<b>X</b> (00000001) Unknown	

Showing 1 to 1 of 1 selected categories First Previous 1 Next Last

\*denotes required fields.

[Back](#) [Process My Registration](#) ✓

To complete the registration process, click on 'Process My Registration' (as highlighted above). You will receive an email from Perfect Commerce/WebProcure confirming submission of your registration in MissouriBUYS.