Registration Instructions for Existing Web**Procure** Vendors

Missouri's new secure, web-based eProcurement system, **MissouriBUYS**, is powered by Web**Procure**, through our partner, Perfect Commerce.

If you are already registered in Web**Procure** as a vendor with another buying organization, please follow the instructions below to complete your vendor registration for the State of Missouri:

➢ Log in to the Web**Procure** system.

➢ Click the dropdown box by your name (top right corner) and select **Edit Profile.**

➢ In the left menu, maximize **Account Management** (by clicking on the plus sign).

➢ Click **Add New Buyer.**

➢ Click on **Manage Regions** to populate the list of states and put a check mark by Missouri if the state is not already selected. Click **Save.**

➢ Go to the **Manage Buyers** tab to populate Web**Procure**'s Buying Organizations.

➢ Find **State of Missouri** and click on the green question mark in the **Actions** column (far right)**.** Clicking on the green question mark will send an approval request to the State of Missouri and will open the state's Terms and Conditions.

➢ Click to **Accept** the State of Missouri's Terms and Conditions. Your status as a vendor for Missouri will appear as **Pending** until **Accepted** by the state.

➢ Click on the **Refresh** arrows on your screen (top toolbar) and you will see **State of Missouri** populate as a buyer under **Account Management**. Maximize **State of Missouri** by clicking on the plus sign. Click on **Additional Required Attributes for the State of Missouri,** complete the applicable fields, and click **Save**.

➢ Click on **Edit Main Org Info** (top of menu) and click **Browse** by **Upload W-9 Documents** to attach your W-9 Form (if your current form is not already attached to your vendor profile in Web**Procure**).

➢ To select the appropriate contact(s) to receive email notifications of bid response submissions, scroll down to the **Bid Notification** section, select the contact(s), and click **Save**.

➢ To enter your organization's banking information, click on **Edit ACH Information** in the menu. Enter your banking information and click **Save**. (Your W-9 form must be uploaded before you can add your ACH-EFT information).

➢ Click **Edit Categories** in the menu to select your UNSPSC commodity code(s). Make sure you are categorized under UNSPSC (commodity code set being used by the State of Missouri) by selecting the UNSPSC tab. Click **Save**.

Please be advised, you must click **Save** after entering ANY INFORMATION when the **Save** button is available. Otherwise, your information will not be saved.

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For assistance adding the State of Missouri to your vendor profile in Web**Procure,** contact
Perfect Commerce, Web**Procure** Technical Support
WebProcure.Support@perfect.com or (866) 889-8533
Monday through Friday 7:00am to 7:00pm (Central Time)