

## Registration Instructions for Existing WebProcure Vendors

Missouri's web-based eProcurement system within the MissouriBUYS website is powered by WebProcure, through our partner, Perfect Commerce.

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

- Login to the WebProcure system
- Click the dropdown box by your name (top right corner)
- Click "Edit Profile"
- In the left column, maximize "Account Management" (by clicking on the plus sign)
- Click "Add New Buyer" (under Account Management)
- Click on "Filter" to populate WebProcure's Buying Organizations
- Click on the green question mark to the far right of "State of Missouri" (in Actions column) which will send an approval request to the state 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 in the left column
- Maximize "State of Missouri" (under Account Management) by clicking on the plus sign
- Click "Additional Required Attributes"; complete the applicable fields; hit "Save"
- Click "Edit Main Org Info" (left column) and click "Browse" by 'Upload W-9 Documents' to attach your W-9 Form
- Click "Edit ACH Information" (left column) and complete banking information (only after uploading W-9; your W-9 form has to be uploaded before you can add your ACH-EFT information)
- Click "Edit Categories" to select your commodity code(s); make sure that you are categorized under UNSPSC (commodity code set being used by the State of Missouri)

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