



WebProcure™

Vendor Registration Instructions

Document Version 2.0.08.15

WebProcure™ *powered by*



Table of Contents

Introduction.....	4
Required Registration.....	4
Vendor Self-Registration	5
Getting Started.....	5
Step 1 - Collect Information and General Disclaimer	6
Step 2 - Organization Information.....	10
Now/Later Supplemental Information	15
Internal Revenue Service W-9 Form and ACH-EFT Payment Information	16
W-9 Form Request for Taxpayer Identification Number and Certification	16
ACH-EFT Payment Information	18
Missouri Counties / Regions Served.....	21
Diversity / Disadvantaged Business Classifications	22
Minority / Woman Business Enterprise (M/WBE) Certification	22
Missouri Service-Disabled Veteran Business Enterprise (SDVE) Certification.....	22
Disadvantaged Business Enterprise (DBE) Certification with Missouri Regional Certification Committee (MRCC).....	23
Airport Concessions Disadvantaged Business Enterprise (ACDBE) with Missouri Regional Certification Committee (MRCC)	25
Organization for the Blind	26
Sheltered Workshop	26
Emergency Vendor List.....	28
Step 3 – Organization Contact Information	30
Step 4 – Select Commodity / Service Codes	32
Results	34

MissouriBUYS Vendor Registration

Page Layout.....	34
Select Categories	35
Remove Selected Categories	36
Process My Registration.....	37
Log In to WebProcure.....	39
WebProcure Usage Terms and Conditions.....	40
WebProcure Home Page	41
Edit Profile	42
Online Help	43

Introduction

The State of Missouri is implementing a secure, web-based statewide eProcurement system, **MissouriBUYS**, using the **WebProcure** application provided by our partner, Perfect Commerce.

MissouriBUYS offers many user-friendly features and expanded services, including:

- Business opportunities from the State of Missouri posted to a consolidated bid board where you may view and respond to the opportunities.
- Ability to view and respond to other public sector opportunities within Missouri.
- Access to the **WebProcure** marketplace, which provides public sector opportunities with other Perfect Commerce clients.
- Automatic email notification of business opportunities.
- Ability to electronically submit bids or proposals.
- Enhanced self-service vendor registration in a one-stop shop.
- Improved vendor registration allowing for multiple users, contacts, attachments and more.
- Ability to review award results/postings electronically.

Required Registration

All vendors who currently (or in the future) sell products and/or services to the state will be *required* to register their business with the Office of Administration through **MissouriBUYS**. The vendor registration portal for registering your business is accessible from the **MissouriBUYS** website at:

<https://missouribuys.mo.gov>.

This document will serve as a guide on how to register your organization.

Vendor Self-Registration

MissouriBUYS utilizes the **WebProcure** tool to provide vendors with the ability to self-register. This is a multi-step process to establish contact and company information, regions served, commodity classifications, and tax identification information.

Getting Started

It is suggested that you have the following information on hand to complete the required sections of the registration:

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

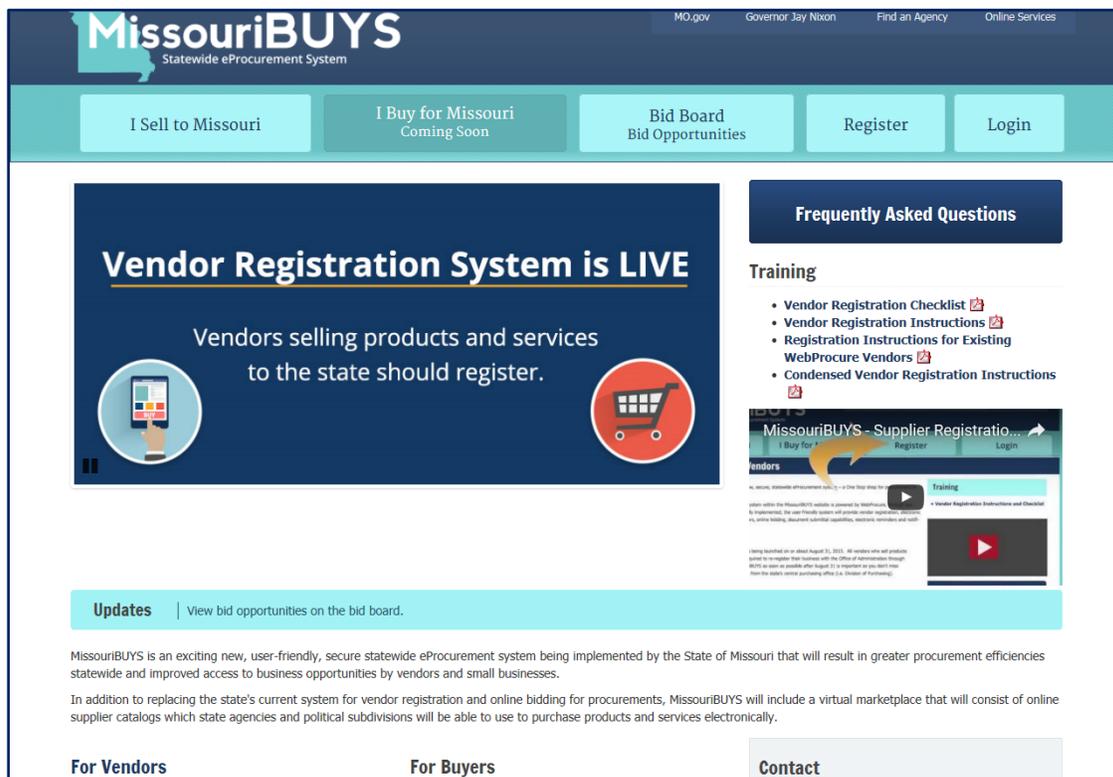
You will also have the opportunity to enter supplemental information including:

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

Step 1 - Collect Information and General Disclaimer

The first step in the registration process is to collect the information that will be necessary to complete your registration. This includes the previously mentioned items including taxpayer information, contacts, and commodity classifications.

After gathering the necessary information, access **MissouriBUYS** at: <https://missouribuy.mo.gov>.



There are some helpful documents on **MissouriBUYS** to assist vendors register. The following documents can be found under **Training** on the **MissouriBUYS** webpage and at the top of each screen during registration:

Vendor Registration Checklist – A list of items/information to gather before beginning the registration process.

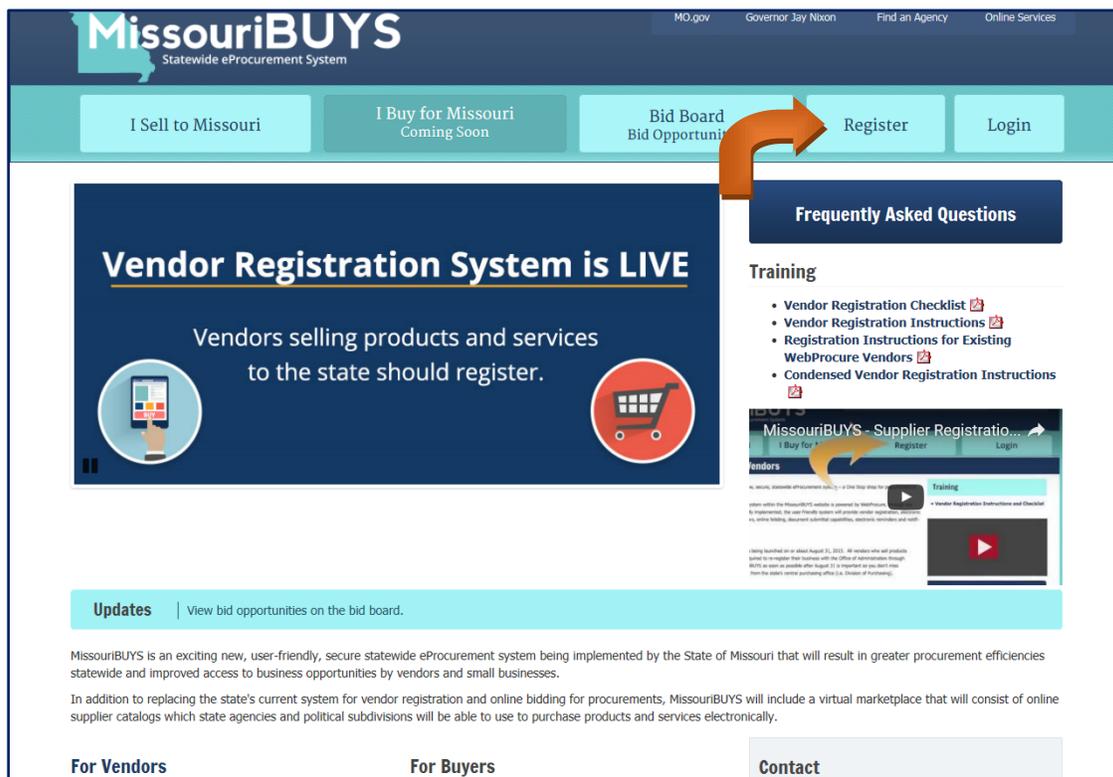
Vendor Registration Instructions – Detailed instructions on the steps a vendor will take to complete vendor registration for the State of Missouri.

Registration Instructions for Existing WebProcure Vendors – Instructions for vendors who have an existing **WebProcure** account and need to add the State of Missouri as a buying organization.

Condensed Vendor Registration Instructions – While vendors are encouraged to complete all steps during their initial vendor registration, this document contains the minimum steps required to register. This document is recommended for vendors who may have a limited number of contracts with the State of Missouri.

Vendor Training Video – A step-by-step video is also available under Training and on the registration pages to assist vendors in registering in **MissouriBUYS**.

Once you are ready to begin your registration, click on the **Register** button.



The **Register** screen will appear.

I Sell to Missouri | I Buy for Missouri Coming Soon | Bid Board Bid Opportunities | Register | Login

Register

Existing WebProcure Vendors | Vendor Training Video | Vendor Registration Instructions | Condensed Vendor Registration Instructions

[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.

Back Next

Located at the bottom of this first step, is the **General Disclaimer** for the State of Missouri.

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.

Back Next

The disclaimer states: *'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*

MissouriBUYS Vendor Registration

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](#).'

The State of Missouri's Privacy Policy may be viewed in its entirety at the following website: <http://www.mo.gov/privacy-policy/>.

Agreeing to the **General Disclaimer** is a requirement as indicated by the red asterisk (*). In order to proceed with the registration, check the **Yes, I agree** check box.

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.

Click **Next**.

9

Step 2 - Organization Information

In step two, you will enter the information that was collected in step one.

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 *
 -

-OR-

Social Security Number *
 - -

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.

MissouriBUYS Vendor Registration

A red asterisk (*) indicates that a field is required and must be completed in order to proceed to the next step in the registration.

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

Complete the above fields as follows:

- **Country*** – United States is the default designation. Use the drop down menu to select the country location of your organization if United States is not applicable.
- **This office is** – Choose the appropriate designation for your organization:
 - **Parent / Holding Company** – This is the default designation and applies to your organization if it is the parent or headquarters location of your organization. Also, if you are an individual / sole proprietor, be sure this option is selected.
 - **Branch/DBA** – If your organization is a child company or branch location of another entity, select this option.

Please note: If your organization has a **DBA (Doing Business As Name)**, you will need to register the DBA separately as a branch office in **MissouriBUYS**. First, register the DBA's parent/legal entity name as a vendor in **MissouriBUYS**. Then create a separate registration in

MissouriBUYS for the DBA name by selecting ‘Branch/DBA’ as shown below. You should use the same FEIN number for your parent/legal entity vendor record and for your DBA vendor record. The state tracks both names so that when vendors receive payments from the state, their check will be made out to their DBA name if that is how the vendor invoices. Also, the legal name of an organization is tracked so the state can issue a 1099 to the appropriate legal name.

Organization Information

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

Country *
United States

This office is
 Parent/Holding Company Branch/DBA

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"

Federal Employer Identification Number *
- Clear

- **Federal Employer Identification Number*** -- OR – **Social Security Number*** – During your initial registration, either a **Federal Employer Identification Number (FEIN)**, or a **Social Security Number (SSN)**, must be entered to identify your organization in WebProcure. The State of Missouri may use this information to associate your WebProcure registration with the state’s Financial system for **Federal** tax reporting. If your organization has a DBA, you will enter your parent/legal entity FEIN number for your DBA vendor registration as well.

Application Note: The **Clear** link, located to the right of the **Federal Employer Identification Number** and **Social Security Number** text entry fields, allows you to empty those fields and re-enter numbers as needed.

- **Unique Branch Identifier** – The **Unique Branch Identifier** is used to differentiate between entities that share a common taxpayer identification number. This may be a D-U-N-S number, issued by Dunn & Bradstreet, which provides unique identifiers of single business entities, while linking corporate family structures together. It may also be a store location number, etc. This field is conditionally required if you are registering as a branch location. This field must contain 9 digits. It cannot contain letters or symbols.
- **Legal Name of Entity/Individual or DBA Name (if registering as a Branch)*** – If registering as a Parent/Holding Company, enter the Legal Name of the entity/individual. The Legal name must match, excluding punctuation, the entity/individual name on record with the IRS for your Tax

MissouriBUYS Vendor Registration

Identification Number. If you file with a Social Security Number, you must enter your Legal Name, excluding punctuation, exactly as you enter it on your Federal Tax Return. If registering as a Branch/DBA, enter that name, excluding punctuation, into this field. This field accepts up to 50 alphanumeric characters.

Application Note: The application will identify the number of remaining characters allowed as you type.

ACME Industries 34 characters left

- **Address*** – Use the two lines to enter the street address or post office box information in full for your main headquarters. The address entered will also be the main address for your organization that will appear in the State of Missouri’s financial system once your vendor registration is validated and approved by the state.
- **City*** – Enter the city where your organization is located.
- **State / Province*** – Use the drop down menu to select the state where your organization is located (Missouri is the default designation). If your organization is located outside of the continental United States, choose the **Other** option from the listing of available choices.
 - If **Other** is selected from the **State / Province** menu, a new, required **Other Region*** field will display. Enter the appropriate region in this field.
- **Postal / Zip Code*** – Enter the postal code or zip code with extension, if known, for your organization.

Application Note: The application will perform an address validation. If the address cannot be located, you have the option of correcting any errors that may exist or you may acknowledge that the entered address is correct by double-clicking the ‘here’ link.

Postal / Zip Code *
23606 - We could not find this address.
Please check for spelling errors. If it appears correct, please double click [here](#)

- **Type of Business*** – Use the drop down menu to identify the type of enterprise that best represents your organization. Options include:
 - Benefit Corporation (B Corp)
 - C Corporation

MissouriBUYS Vendor Registration

- Individual/Sole Proprietor
- Limited Liability Company – C Corporation
- Limited Liability Company – Partnership
- Limited Liability Company – S Corporation
- Other: Federal Tax Exempt / Non Profit
- Other: Government Entity
- Partnership
- S Corporation
- Trust / Estate

Now/Later Supplemental Information

The lower portion of step two consists of several sections that may be entered now or later. These do not have to be completed during the registration process in order to advance to the next step, but it is highly recommended that vendors complete these sections during initial registration. Completing the sections during initial registration will speed up the approval process.

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

By default, the **Later** option is selected for the following sections:

- Internal Revenue Service W-9 Form and ACH-EFT Payment Information
- Missouri Counties / Regions Served
- Diversity / Disadvantaged Business Classifications

You may complete these sections during registration by simply clicking the **Now** radio button for the desired section. Otherwise, this information may be entered at a later time once you are logged in to the WebProcure application.

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

To enter your IRS w-9 Form and ACH-EFT information now, select the **Now** radio button. The page will refresh to include a new section as shown below:

The screenshot shows a web form titled "Internal Revenue Service W-9 Form and ACH-EFT Payment Information". It contains three main sections:

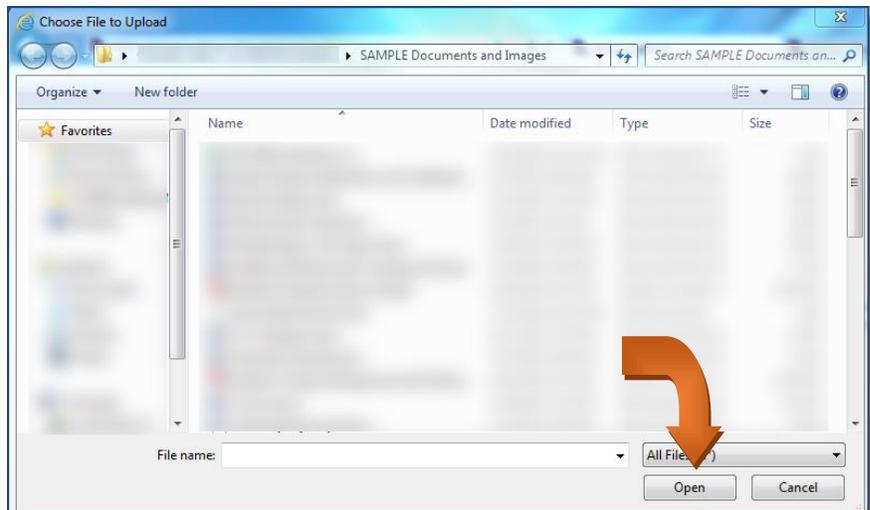
- Would you like to provide this information now or later?** with radio buttons for "Now" (selected) and "Later".
- W-9 Form Request for Taxpayer Identification Number and Certification** with explanatory text and an "Add files..." button.
- ACH-EFT Payment Information** with explanatory text and a note that an IRS Form W-9 is required.

W-9 Form Request for Taxpayer Identification Number and Certification

In order to conduct business with the State of Missouri, you must submit a completed and signed IRS W-9 Form certifying the **Federal Employer Identification Number** or **Social Security Number** that was entered earlier in step two. This form certifies that the number entered matches the number assigned to your organization by the Internal Revenue Service. You can download this form directly from the [IRS website](#). You may also provide a W-8 form, if applicable. **IMPORTANT** – An IRS Form W-9 is required to submit ACH-EFT information.

To upload your form, click the **Add files...** button. The **Choose File to upload** window opens. See sample image at the right.

Navigate to the local or network location of your W-9 or W-8 form, select the file, and click **Open**.



MissouriBUYS Vendor Registration

The **Choose File to upload** window closes and the selected file will display inside the **W-9 Form Request for Taxpayer Identification Number and Certification** section as shown in the sample image below.

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... (1.96 MB)

Pleasant_Ind_W9.pdf(1.96 MB) 



Repeat this process for each form to be uploaded.

To remove a file, simply click the  located to the right of the file name.

ACH-EFT Payment Information

Providing Automated Clearing House (ACH) Information is recommended at the time of vendor registration with the State of Missouri to enable payment by Electronic Funds Transfer (EFT) in the event your organization is selected for award and will be entitled to payment. Please provide all of the information below to initiate credit entries, allowing you to receive payments from the State of Missouri as applicable. **IMPORTANT** – An IRS Form W-9 is required to submit ACH-EFT information.

ACH-EFT Payment Information
Providing Automated Clearing House (ACH) Information is recommended at the time of vendor registration with the State of Missouri to enable payment by Electronic Funds Transfer (EFT) if you are selected for award and will be entitled to payment. Please provide all of the information below to initiate credit entries, allowing you to receive payments from the State of Missouri as applicable.

An IRS Form W-9 is required to submit ACH-EFT information.

See check sample below for the location of your routing number and account number.

Name of Financial Institution *
 30 characters left

Address of Financial Institution *
 30 characters left
 30 characters left

City *

State *
Missouri

Postal / Zip Code *
 -

Depositor Routing Number * **Re-enter Depositor Routing Number ***

Depositor Account Number * **Re-enter Depositor Account Number ***

Name on Account *

Type of Account
 Checking Savings

YOUR NAME 123
1234 Main Street
Anywhere, OH 00000 DATE _____

PAY TO THE ORDER OF _____ \$ _____
_____ DOLLARS

⑆044072324⑆ **⑆000123456789⑆** **⑆123⑆**

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**

Verification of Accurate Information
 I (We) acknowledge that the ACH information provided above is correct.

Authorization of Credit
 I (We) hereby authorize the State of Missouri to initiate credit entries to my (our) account at the depository financial institution named and to credit the same such account. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of U.S. law.

This authorization is to remain in full force and effect until the State of Missouri, Office of Administration, has received written notification from me (us) of its termination in such time and in such manner as to afford the State of Missouri and the financial institution a reasonable opportunity to act on it.

All fields marked with a red asterisk (*) are required. Complete this page as follows:

- **Name of Financial Institution*** – Enter the name of your banking institution. This field accepts up to 30 alphanumeric characters.

Application Note: The application will identify the number of remaining characters allowed as you type.

- **Address of Financial Institution*** – Use these two lines to enter the complete street address or post office box information of your banking institution. Each line accepts up to 30 alphanumeric characters.
- **City*** – Enter the city where your banking institution is located.
- **State*** – Missouri is selected as the default designation. Use the drop down to select another state if Missouri is incorrect.
- **Postal / Zip Code*** – Enter the postal code or zip code for your organization.

Application Note: The application will perform an address validation. If the address cannot be located, you have the option of correcting any errors that may exist or you may acknowledge that the entered address is correct by double-clicking the 'here' link.

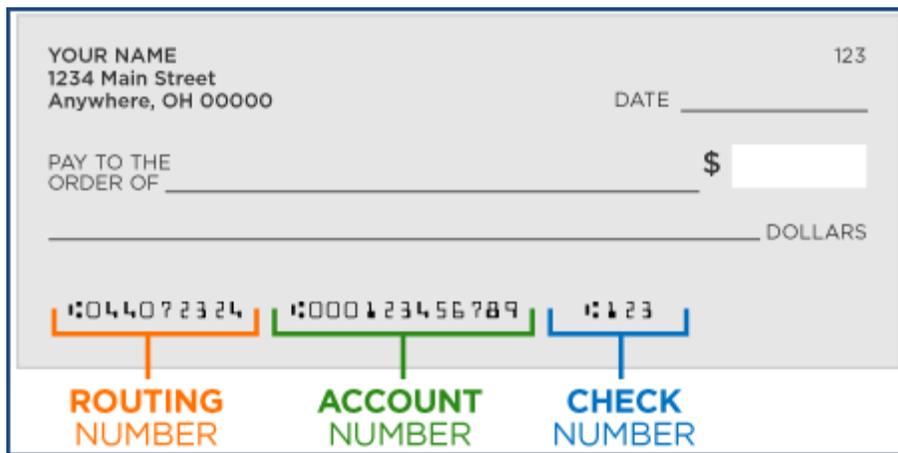


The screenshot shows a form field titled "Postal / Zip Code *" containing the text "23606 - [redacted]". Below the field, a red error message reads: "We could not find this address. Please check for spelling errors. If it appears correct, please double click [here](#)".

- **Depositor Routing Number*** – Enter the 9 digit routing number for your banking institution.
- **Re-enter Depositor Routing Number*** – Enter the 9 digit routing number a second time to ensure accuracy. The first and second routing number fields must match.
- **Depositor Account Number*** – Enter the 4-17 digit number of the account into which you wish to have the monies deposited.
- **Re-enter Depositor Account Number*** – Enter the 4-17 digit number of the account a second time to ensure accuracy. The first and second account number fields must match.
- **Name on Account*** – Enter the name on the account as it appears on your banking institution's paperwork and statements.
- **Type of Account** – Use the radio buttons to specify the type of account it is. Options are **Checking** or **Savings**. The default is **Checking**.

MissouriBUYS Vendor Registration

The image shown on the page represents a sample check to assist you in identifying which numbers designate routing and which represent the account.



- **Verification of Accurate Information** – Check the box to acknowledge the following statement: *‘I (We) acknowledge that the ACH information provided above is correct.’*
- **Authorization of Credit** – Check the box to provide authorization for the following statement: *‘I (We) hereby authorize the State of Missouri to initiate credit entries to my (our) account at the depository financial institution named and to credit the same such account. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of U.S. law.’*

This authorization is to remain in full force and effect until the State of Missouri, Office of Administration, has received written notification from me (us) of its termination in such time and in such manner as to afford the State of Missouri and the financial institution a reasonable opportunity to act on it.

Missouri Counties / Regions Served

If your organization operates only in select locations of the State of Missouri, please select the counties where you are available to provide products and/or services. If you support statewide service, no action is necessary here.

Missouri Counties/Regions Served

Would you like to provide this information now or later?

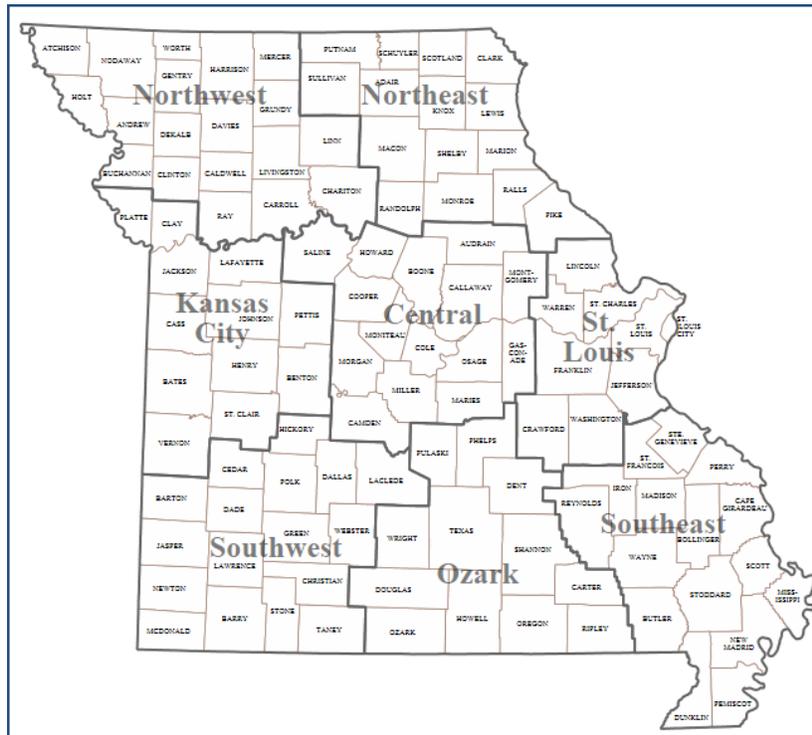
Now **Later**

If your company operates only in select locations of the State of Missouri, please select the counties where you are available to provide goods and services. If you support statewide service, no action is necessary here.

Statewide **Select Counties**

By default **Statewide** is selected. To identify specific counties for which your organization provides products and/or services, click the **Select Counties** radio button.

The page will refresh to display an interactive map that will only be visible during initial registration. Once your vendor profile is established in the system, you will be able to select or modify counties for your service area.

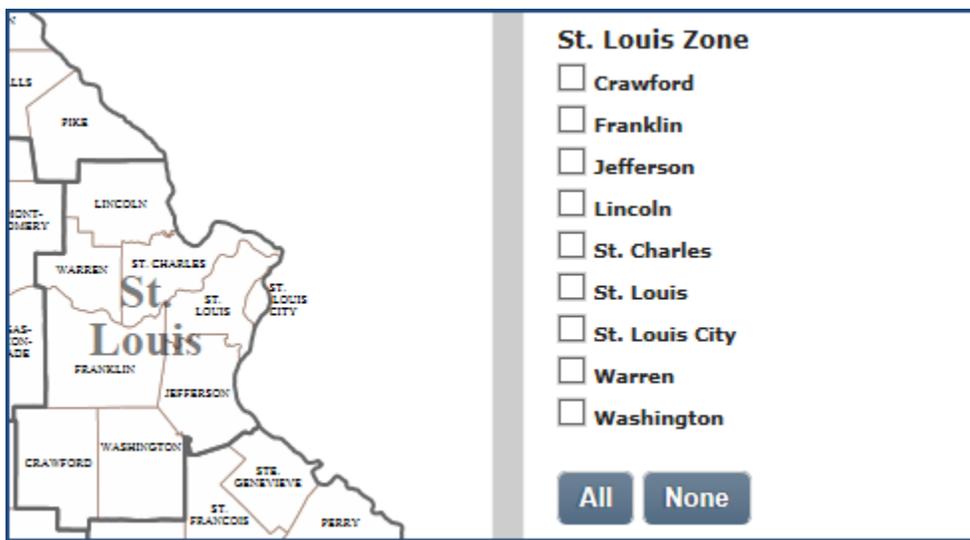


MissouriBUYS Vendor Registration

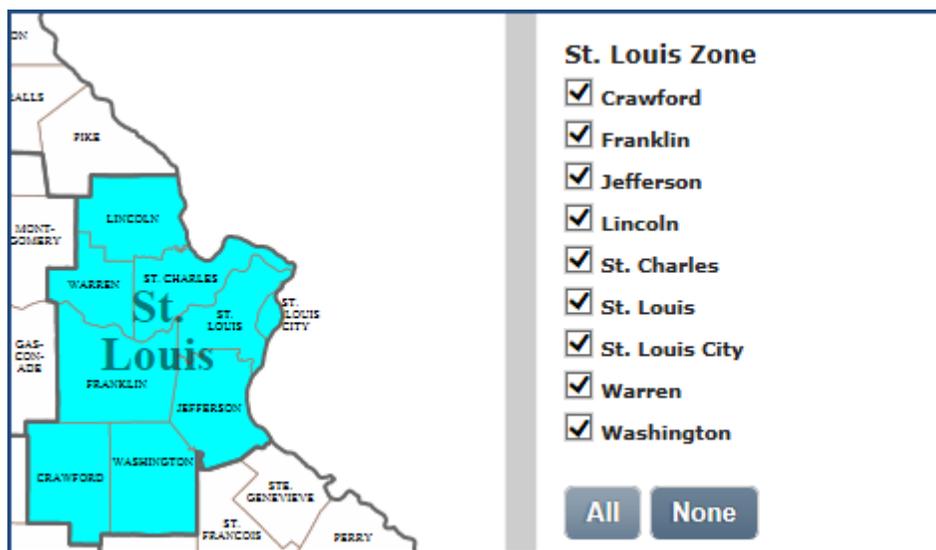
Select one of the following zones:

- Northwest
- Northeast
- Kansas City
- Central
- St. Louis
- Southwest
- Ozark
- Southeast

Once a zone is selected, the right side of the page will refresh to display a listing of counties in that zone. In the sample image below, **St. Louis** was selected:

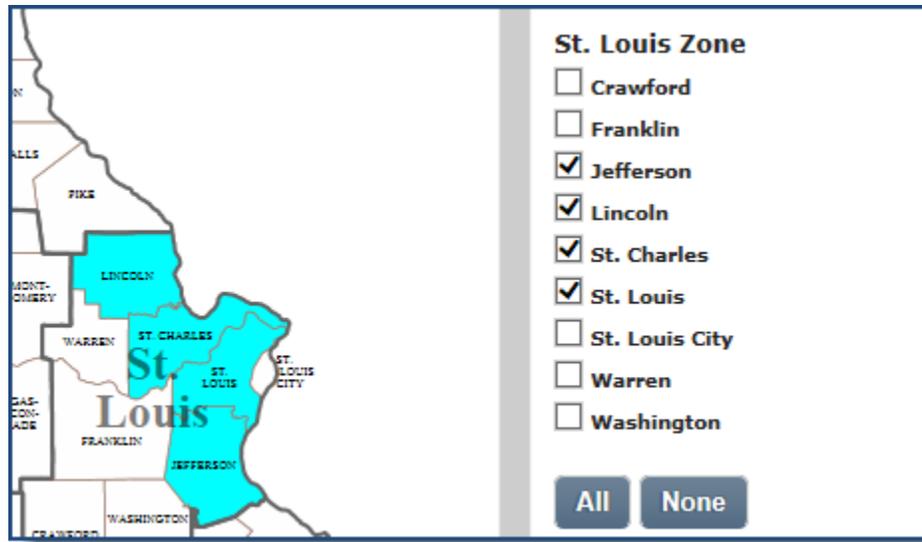


To select all counties in the selected zone, click the **All** button. In doing so, all counties will be checked and the map will update automatically and highlight all counties in that zone in blue.



MissouriBUYS Vendor Registration

To limit your selection to one or more counties in a zone, check the county box(es) for which your organization can provide products and/or services. In the sample image below, only four counties were selected, therefore only those four counties are highlighted in blue.



Repeat this process for each zone and county/counties serviced.

To clear any and all selections, click **None**.

Diversity / Disadvantaged Business Classifications

This section of the registration is optional and may be completed later from inside the WebProcure application. If none of the classifications apply to your organization, leave the **Later** radio button selected and continue with your registration.

To view and/or select from the listing of available diversity/disadvantaged business classifications (MBE, WBE, SDVE, DBE, ACDBE, Organizations for the Blind, or Sheltered Workshops), that may apply to your organization, select the **Now** radio button.

Once a classification is selected, additional information may be required. To learn more about an available diversity/disadvantaged business classification certification, access the link provided for each certification, respectively.

Minority / Woman Business Enterprise (M/WBE) Certification

To learn more about the State of Missouri M/WBE program or apply for certification, please visit the State of Missouri, Office of Equal Opportunity's website at <http://oeo.mo.gov>.

Minority/ Women Business Enterprise (M/WBE) Certification
To learn more about the State of Missouri M/WBE program or apply for certification, please visit the State of Missouri, Office of Equal Opportunity's website <http://oeo.mo.gov>.

Please select and provide the required information below for your organization's current certification.

Women Business Enterprise (WBE)
 Minority Business Enterprise (MBE)
 Both (W/MBE)

If applicable, select and provide the required information for your organization's current certification.

- **Woman Business Enterprise (WBE)**
- **Minority Business Enterprise (MBE)**
- **Both (M/WBE)**

Missouri Service-Disabled Veteran Business Enterprise (SDVE) Certification

To learn more about the SDVE program or apply for certification, please visit the State of Missouri, Office of Administration website at: <http://oa.mo.gov/purchasing/vendor-information/missouri-service-disabled-veteran-business-enterprise-sdve-information>.

Missouri Service-Disabled Veteran Business Enterprise (SDVE) Certification
To learn more about the SDVE program or apply for certification, please visit <http://oa.mo.gov/purchasing/vendor-information/missouri-service-disabled-veteran-business-enterprise-sdve-information>.

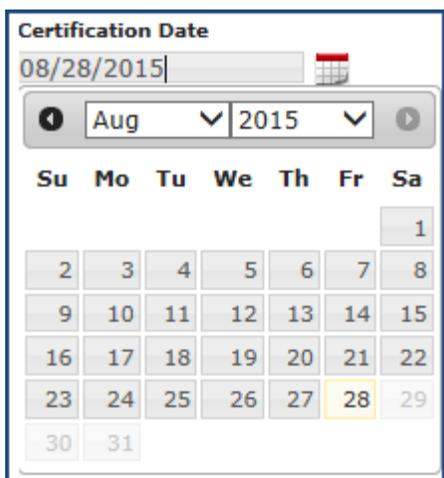
If an SDVE, click the checkbox below and provide the certification date (date of written verification from Veterans Affairs confirming service disability). Expiration date will be added in after vendor registration is complete.

Service-Disabled Veteran Business Enterprise Certification Date



If applicable, check the **Service-Disabled Veteran Business Enterprise** box.

Select the calendar icon to enter the certification date of your organization’s SDVE certification.



Use the left and right arrows   to navigate the months backwards and forwards, respectively. Use the Month and Year drop down menus to make the appropriate selections. Click on the date that reflects your certification date. The selected date will populate the **Certification Date** field.

Disadvantaged Business Enterprise (DBE) Certification with Missouri Regional Certification Committee (MRCC)

To learn more about the DBE program or apply for certification, please visit the State of Missouri, Department of Transportation, Office of External Civil Rights website at:

http://contribute.modot.mo.gov/business/contractor_resources/External_Civil_Rights/DBE_program.htm.

Disadvantaged Business Enterprise (DBE) Certification with Missouri Regional Certification Committee (MRCC)

To learn more about the DBE program or apply for certification, please visit http://contribute.modot.mo.gov/business/contractor_resources/External_Civil_Rights/DBE_program.htm.

If a DBE, click the checkbox below and provide the certification number and date (date of written verification from MRCC). Expiration date will be added in after vendor registration is complete.

Disadvantaged Business Enterprise

Certification Number

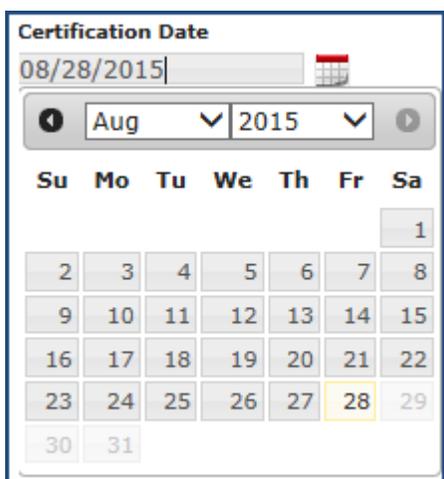
Certification Date

If applicable, check the **Disadvantaged Business Enterprise** box.

Enter your certification number.

Select the calendar icon to enter the date of written verification from MRCC. Expiration dates will be added in after vendor registration is complete.



Use the left and right arrows   to navigate the months backwards and forwards, respectively. Use the Month and Year drop down menus to make the appropriate selections. Click on the date that reflects your certification's date of written verification. The selected date will populate the **Certification Date** field.

Airport Concessions Disadvantaged Business Enterprise (ACDBE) with Missouri Regional Certification Committee (MRCC)

To learn more about the ACDBE program or apply for certification, please visit the State of Missouri, Department of Transportation, Office of External Civil Rights website at:

http://www.modot.org/business/contractor_resources/External_Civil_Rights/documents/DBECertificationApplication11-3-2014.pdf

Airport Concessions Disadvantaged Business Enterprise (ACDBE) with Missouri Regional Certification Committee (MRCC)

To learn more about the ACDBE program or apply for certification, please visit http://www.modot.org/business/contractor_resources/External_Civil_Rights/documents/DBECertificationApplication11-3-2014.pdf.

If an ACDBE, click the checkbox below and provide the certification number and date (date of written verification from MRCC). Expiration date will be added in after vendor registration is complete.

Airport Concessions Disadvantaged Business

Certification Number

Certification Date
 

If applicable, check the **Airport Concessions Disadvantaged Business** box.

Enter your certification number.

Select the calendar icon to enter the date of written verification from MRCC. Expiration dates will be added in after vendor registration is complete.

Certification Date

08/28/2015 

Aug 2015

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MissouriBUYS Vendor Registration

Use the left and right arrows   to navigate the months backwards and forwards, respectively. Use the Month and Year drop down menus to make the appropriate selections. Click on the date that reflects your certification's date of written verification. The selected date will populate the **Certification Date** field.

Organization for the Blind

The Organization for the Blind certification is pursuant to 41 U.S.C sections 46 to 48c.

Organization for the Blind
The Organization for the Blind certification is pursuant to 41 U.S.C. sections 46 to 48c.

If an Organization for the Blind, click the checkbox below.

Organization for the Blind

If your organization is designated as an Organization for the Blind, check the box.

Sheltered Workshop

To learn more about the Sheltered Workshop program or apply for certification with the State of Missouri, Department of Elementary and Secondary Education, visit the website at:

<http://dese.mo.gov/special-education/sheltered-workshops/how-become-sheltered-workshop>

This certification is pursuant to section 178.920, RSMo.

Sheltered Workshop
To learn more about the Sheltered Workshop program or apply for certification with the State of Missouri, Department of Elementary and Secondary Education, please visit <http://dese.mo.gov/special-education/sheltered-workshops/how-become-sheltered-workshop>. This certification is pursuant to section 178.920, RSMo.

If a Sheltered Workshop, click the checkbox below and provide the certification number and date (date of written verification from DESE). Expiration date will be added in after vendor registration is complete.

Sheltered Workshop

Certification Number

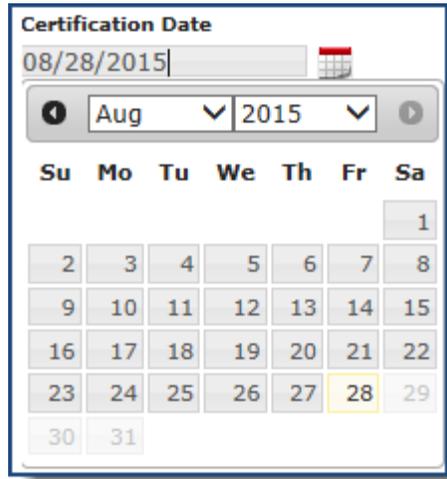
Certification Date
 

If applicable, check the **Sheltered Workshop** box.

Enter your certification number.

MissouriBUYS Vendor Registration

Select the calendar icon to enter the date of written verification from DESE. Expiration dates will be added in after vendor registration is complete.



Use the left and right arrows   to navigate the months backwards and forwards, respectively. Use the Month and Year drop down menus to make the appropriate selections. Click on the date that reflects your certification's date of written verification. The selected date will populate the **Certification Date** field.

Emergency Vendor List

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

No Yes

*denotes required fields.

[← Back](#) [Next →](#)

If your organization would like to be included on the State of Missouri's 24 hour Emergency Vendor List, select the **Yes** radio button. By default, the selection is set to **No**.

If **Yes** is selected, the page will refresh to display the following information and required fields:

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

No Yes

Please provide the 24 hour emergency contact information below.
Participating agencies are setting up vendors to be registered to provide disaster assistance in the event of an emergency. It is estimated that this emergency assistance could be required for up to eight (8) weeks or until regular contracting/bidding procedures could be followed. In the event your services would be required, response time is very critical. Response to the agency within two (2) hours may be necessary as delivery of goods or services at the emergency location within four (4) hours may be required. For some classes or types of work you may be required to provide proof of the appropriate insurance (general liability, professional liability, other non-professional liability, crime, errors and omissions liability, etc.) to be included on the emergency vendor list. This will ensure that your company can begin work immediately upon receiving a call from agency staff in case of an emergency. If your organization would like to be included on the emergency vendor list, please fill in your contact name, e-mail and phone number below.

Emergency Contact Name *

Emergency Contact Email *

Emergency Contact Phone *
 - -

*denotes required fields.

Please note that participating agencies are setting up vendors to be registered to provide disaster assistance in the event of an emergency. It is estimated that this emergency assistance could be required for up to eight (8) weeks or until regular contracting / bidding procedures could be followed. In the event, your organization's services would be required, response time is very critical.

MissouriBUYS Vendor Registration

Response to the agency within two (2) hours may be necessary as delivery of products or services at the emergency location within four (4) hours may be required. For some classes or types of work, you may be required to provide proof of the appropriate insurance (general liability, professional liability, other non-professional liability, crime, errors and omissions liability, etc.) to be included on the emergency vendor list. This will ensure that your organization can begin work immediately upon receiving a call from agency staff in case of an emergency. If your organization would like to be included on the emergency vendor list, please enter a contact name, contact email, and phone number in the fields provided.

When finished with step two, choose **Back** to return to step one, or choose **Next** to advance to step three.



A horizontal navigation bar with a blue border. On the right side, there is a large orange curved arrow pointing to the right. To the right of the arrow are two buttons: a blue button with a left-pointing arrow and the text "Back", and a blue button with the text "Next" and a right-pointing arrow.

Step 3 – Organization Contact Information

Enter your organization’s main contact information. Once inside the WebProcure application, the main contact will be allowed to manage your organization’s **MissouriBUYS** account, add users to the system, and determine who will be allowed to submit solicitation responses on behalf of your organization.

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(10 digits,no spaces or hyphens) * Fax Number(10 digits,no spaces or hyphens) *
Ext

Either a phone number or fax number is required to register.

Email Address *

User name *

Password *

Confirm Password *

*denotes required fields.

Back Next

A red asterisk (*) indicates that a field is required and must be completed in order to proceed to the next step in the registration.

Complete this page as follows:

- **Salutation** – Use the drop down menu to choose the appropriate salutation for the main contact. Options include: **Mr., Mrs., Ms., Dr.** and **Rev.** This selection is optional.
- **First Name*** – Enter the first name of the main contact. This field is required.
- **Last Name*** – Enter the last name of the main contact. This field is required.
- **Job Title** – If desired, enter the job title of the main contact. This field is optional.
- **Main Phone Number*** – Either a phone number or fax number is required for registration. Enter area code, prefix, and phone number of the main contact. If applicable, enter a direct extension number.
- **Fax Number*** – Either a phone number or fax number is required for registration. Enter area code, prefix, and fax number of the main contact.

MissouriBUYS Vendor Registration

- **Email Address*** – The email address for the main contact is entered here. A confirmation email will be sent to the email address entered here.
- **User Name*** – The User Name is not case sensitive; however, **User Names** must be unique in the WebProcure system. It is recommended to use the person's *first initial and last name* (i.e. jsmith). If the **User Name** entered is not unique, an error message will be displayed at the top of the page in red.



- **Password*** – The **Password** field is case sensitive. Passwords must be at least 8 characters in length, cannot contain the User Name or the word 'password', and must be a mix of upper-case letters, lower-case letters, numbers and special characters.
- **Confirm Password*** – Enter the password a second time in this field to ensure accuracy.

When finished with step three, choose **Back** to return to a previous step, or choose **Next** to advance to step four.



Step 4 – Select Commodity / Service Codes

This step is designed for you to select the UNSPSC commodity and service codes which best apply to your organization’s business. Selecting these codes will subscribe your organization to receive notification on solicitations related to these codes that are 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’.

It is recommended that you select at least one code. Once inside the WebProcure application, you will be able to add or remove codes as needed.

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: <input style="width: 80px;" type="text"/>
Category name				
<input 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

***Selected Categories**

Category name	
No Categories have been selected.	
First Previous Next Last	

*denotes required fields.

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

MissouriBUYS Vendor Registration

To locate a particular commodity category or code, enter a full or partial code or a keyword in the **Search** field.

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

Show entries Search: x

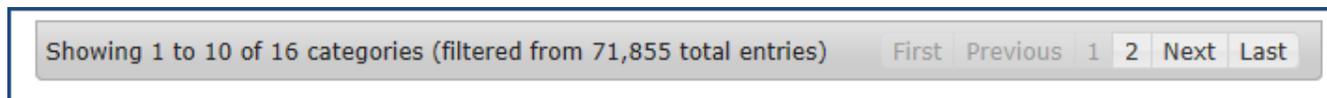
	Category name
<input type="checkbox"/>	(42-00-00-00) Medical Equipment, Accessories and Supplies
<input type="checkbox"/>	(42-11-00-00) Assistive and corrective devices for people with disabilities
<input type="checkbox"/>	(42-10-00-00) Hospital, medical and dental equipment
<input type="checkbox"/>	(42-12-00-00) Veterinary equipment and supplies
<input type="checkbox"/>	(42172000) Emergency and field medical services kits
<input type="checkbox"/>	(42172014) Emergency medical services patient transport kits or supplies
<input type="checkbox"/>	(42172200) Emergency medical services supplies
<input type="checkbox"/>	(42172201) Emergency medical services tourniquets or clamps
<input type="checkbox"/>	(42203700) Medical imaging processing equipment and supplies
<input type="checkbox"/>	(42203709) Combination displays and printers for x ray system calibrator sets
<input type="checkbox"/>	(42203705) Medical imaging dry laser printers or imagers
<input type="checkbox"/>	(42203702) Medical imaging wet darkroom or daylight processors
<input type="checkbox"/>	(42203704) Medical toners or developers
<input type="checkbox"/>	(42203707) Medical x ray darkroom equipment or supplies

Showing 1 to 10 of 16 categories (filtered from 71,855 total entries) First Previous 1 2 Next Last

Results

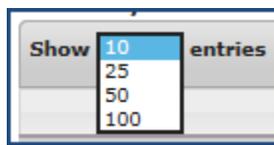
As you begin to type, the application will dynamically retrieve all categories and codes matching the entered text.

The number of categories found matching is shown near the bottom of the page. See sample image below:

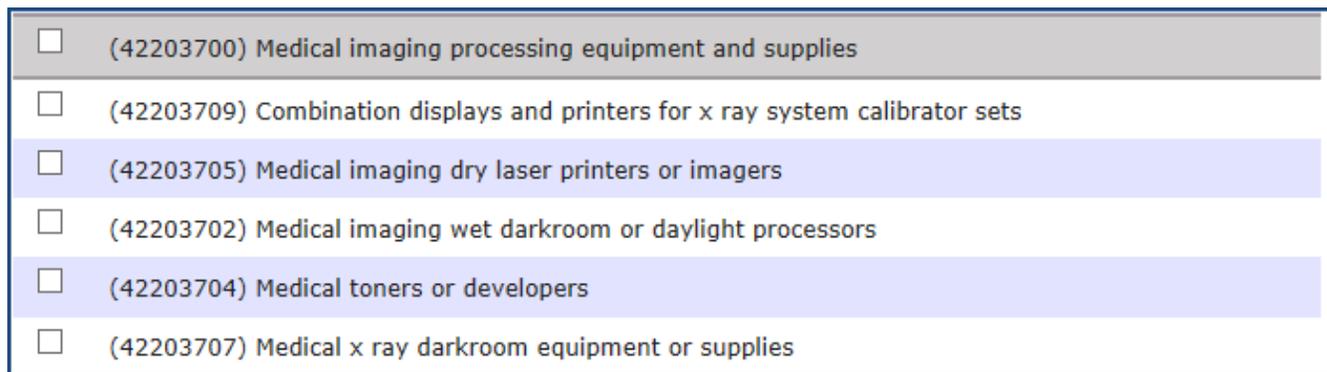


In the above example, **16 categories** were found, filtered from **71,855** total entries. Also, the results are split into two pages. To navigate to another page, use the numbered links or the **First**, **Previous**, **Next** or **Last** links.

By default, **10** entries (results) are shown per page. To increase the number of results per page, use the **Show entries** drop down menu located in the upper left corner. Options include: **10**, **25**, **50** or **100**.



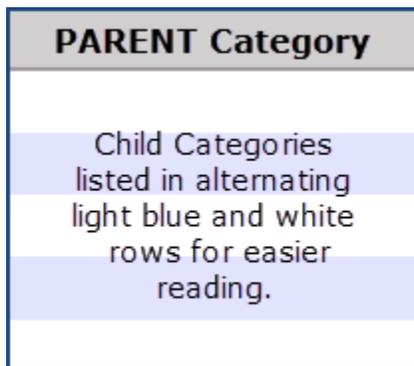
Page Layout



To make the listed results easier to read and to assist you in locating the correct category or categories and codes, the results are shown in different color rows.

Parent Categories are shown in dark grey.

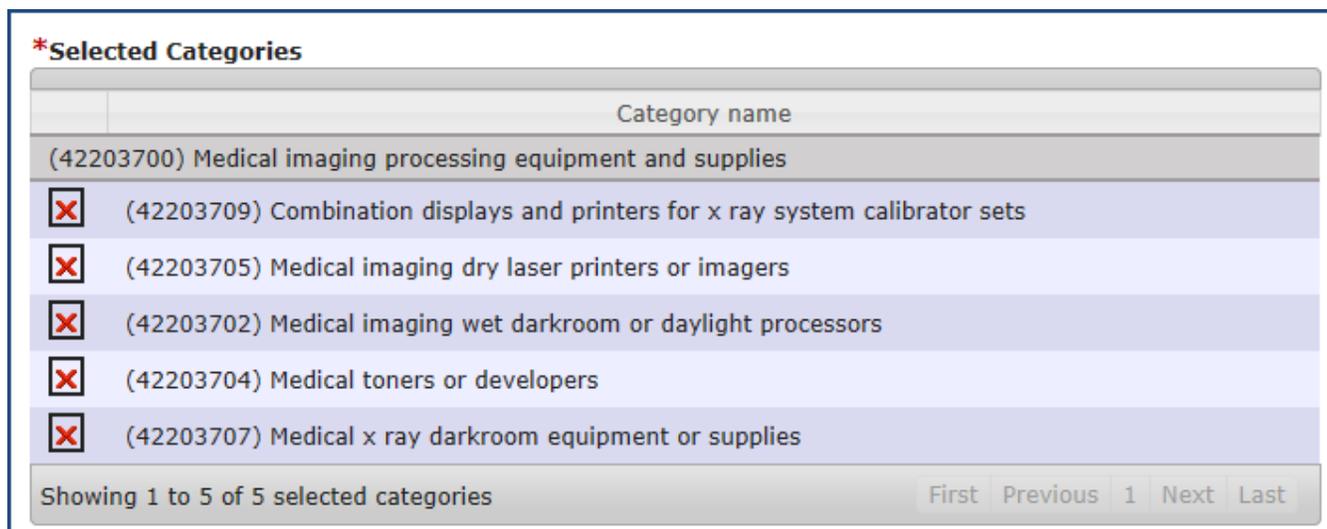
Child Categories are shown in alternating light blue and white rows.



Select Categories

Check the box of one or more categories that are applicable to your organization.

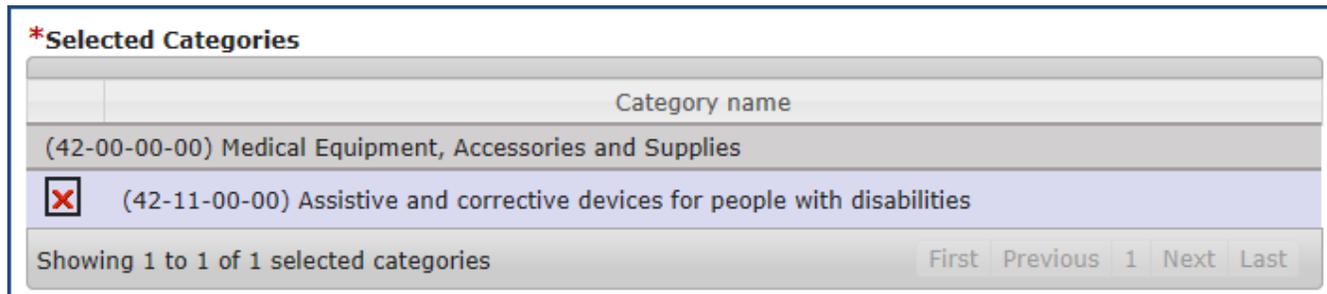
If a parent organization, (dark grey), is selected, then all of the associated child categories will be displayed in the **Selected Categories** section at the bottom of the page.



In the above sample image, the parent category of **(42203700) Medical imaging processing equipment and supplies** was selected. Because it is a parent category, the five associated child categories are added to the **Selected Categories** section.

MissouriBUYS Vendor Registration

If a child organization, (light blue or white), is selected, then only that category will display in the **Selected Categories** section at the bottom of the page.



In the above sample image, the child category of **(42-11-00-00) Assistive and corrective devices for people with disabilities** was selected. Because it is a child category, it is the only category that is added to the **Selected Categories** section.

Remove Selected Categories

To remove a category from the **Selected Categories** section, simply click the  located to the left of the category. Repeat this process for each category to be removed.



Category selection is the final step in registration, when finished with selecting your category or categories, click **Back** to return to a previous step in the registration. If you are ready to complete your registration, click **Process My Registration**.

Once inside the Web**Procure** application, you will be able to add or remove codes as needed.

Process My Registration

When finished with all four steps of your **MissouriBUYS** registration, simply click the **Process My Registration** button.



Upon successful and completed registration, a registration confirmation will display. See sample image below:

Vendor Registration

Acme Vendor Inc. - Registration Confirmation

Thank You **Julie**, you are DONE!

Your registration to become a certified bidder for the State of Missouri is complete. You can login to the system by clicking on the button below and navigate through the business opportunities available in the system. If the State of Missouri publishes any opportunities for the categories of UNSPSC commodity codes you have chosen to provide, you will receive an email alert in your email address, john.doe@acmevendor.com

A confirmation email of this registration will also be sent to you.

Please print or note the following:

Your username : john.doe@acmevendor.com

You will receive an email with confirmation of this registration. It will be sent to your email address, john.doe@acmevendor.com

[Take me to WebProcure Now](#)

Disclaimer: It is the responsibility of the subscriber to keep vendor information accurate for notification purposes. The State of Missouri is not responsible for failure to notify any applicant of solicitation opportunities if the contact information in WebProcure is not accurate.

For further assistance, please contact WebProcure Technical support using the information below. Support is available Monday through Friday 8:00am to 8:00pm (Eastern Standard Time).

Email : WebProcure.Support@perfect.com
Phone : 866.889.8533

An email confirmation will also be sent to the email address shown on this page, which is the email address that was entered for the main contact in step three of your registration.

MissouriBUYS Vendor Registration

This page acknowledges your registration as complete. You may log in to the system by clicking the **Take me to WebProcure Now** button or by selecting the link that will be included in the confirmation email.

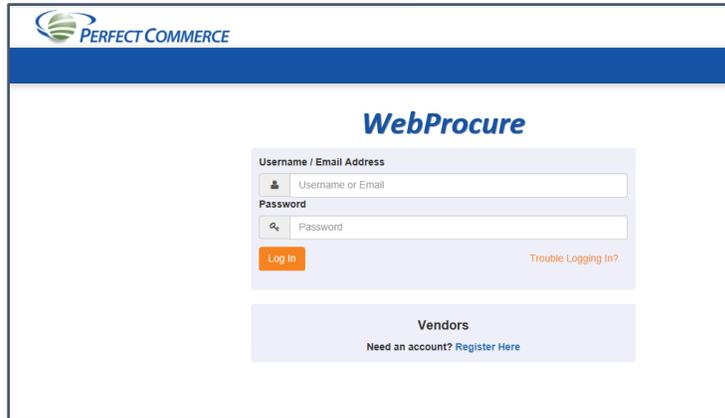
If the State of Missouri publishes any opportunities for the categories of UNSPSC commodity codes you have chosen to provide, you will receive an automated email alert to the email address shown on this page. Another user can also receive automated email alerts of bid opportunities. Once the vendor record is established in **MissouriBUYS**, the main contact can add users and set up their credentials by going to **Edit Profile**. Information on editing your organization's profile can be found in the Vendor Profile Management document posted on the **MissouriBUYS** website.

NOTE: Please know that you are responsible for maintaining the accuracy of this profile information. After completing the registration, it is recommended that you log in to Web**Procure** periodically to verify information. This will ensure that you receive the appropriate communications.

For further assistance with registration, please contact Perfect Commerce's Web**Procure** Technical Support via e-mail, webprocure.support@perfect.com, or by phone, 866-889-8533.

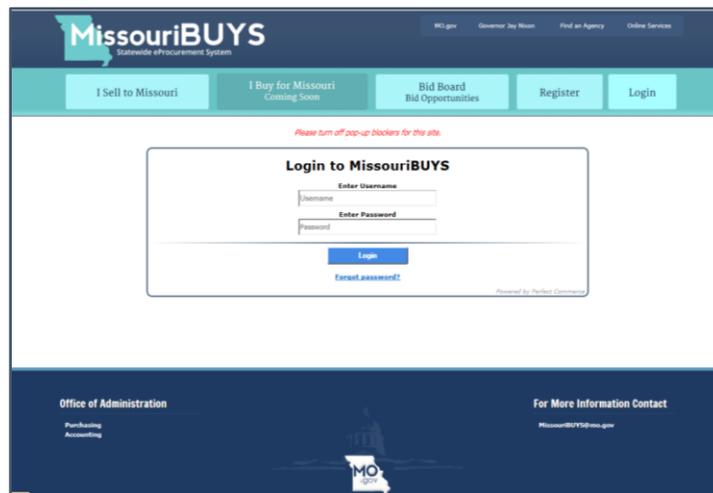
Log In to WebProcure

At the successful completion of your registration, you may select the **Take me to WebProcure Now** button or select the link that will be included in your confirmation email. Either path will take you to a log in screen. Clicking on the **Take me to WebProcure Now** button will open the following log in screen:



Enter the **Username** and **Password** that you created during registration. Click **Login**.

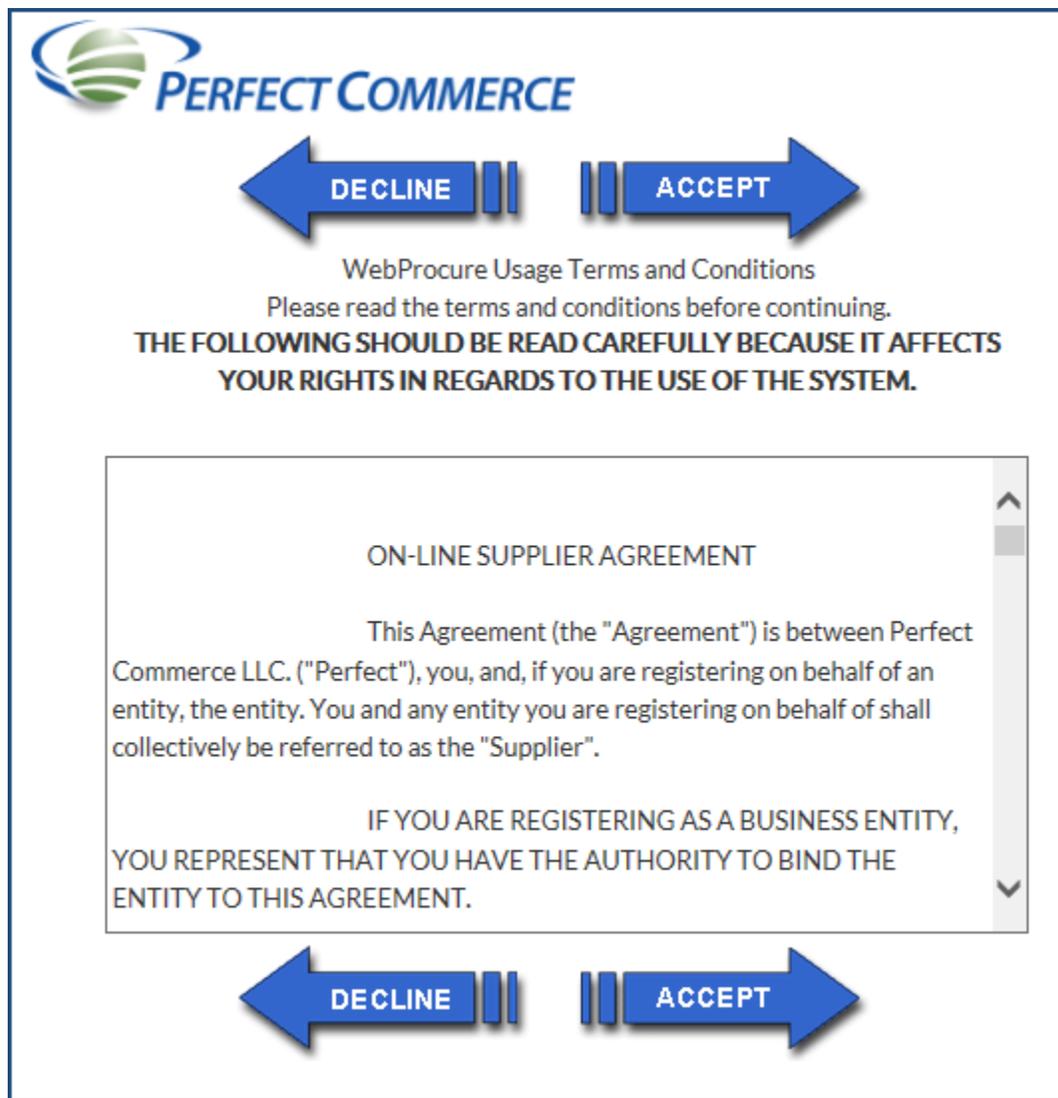
You can also enter the WebProcure system through the **MissouriBUYS** link in your email confirmation or by going to the website at <https://missouribuys.mo.gov> and clicking **Login**. Accessing WebProcure through the email link or the **MissouriBUYS** website will open the following login screen:



Enter your user credentials and click **Login**.

WebProcure Usage Terms and Conditions

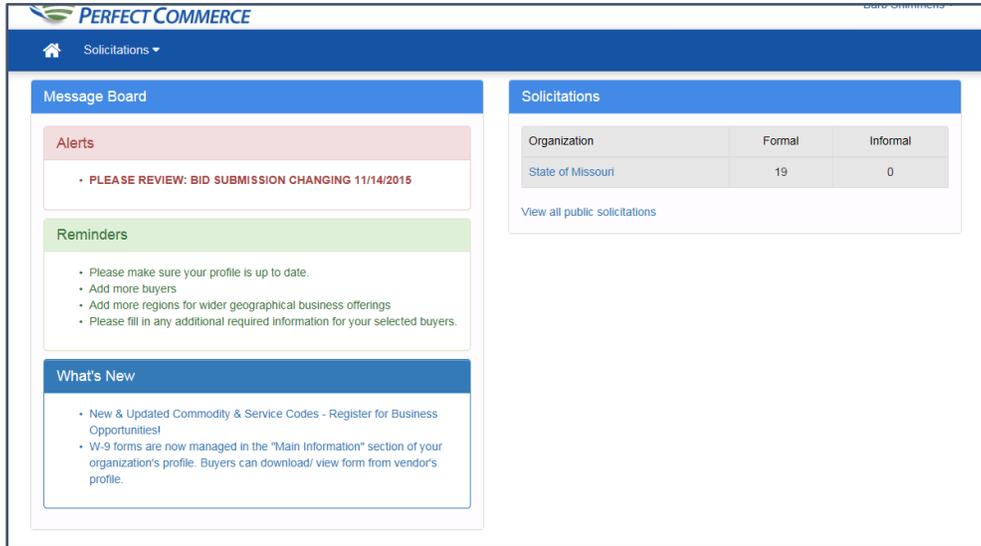
The State of Missouri has contracted with Perfect Commerce to utilize the Web**Procure** system for **MissouriBUYS**. Upon your initial log in, you will be presented with Web**Procure**'s terms and conditions. Use the vertical scroll bar to view the terms and conditions in their entirety. Once reviewed, click **Accept** to continue into the application.



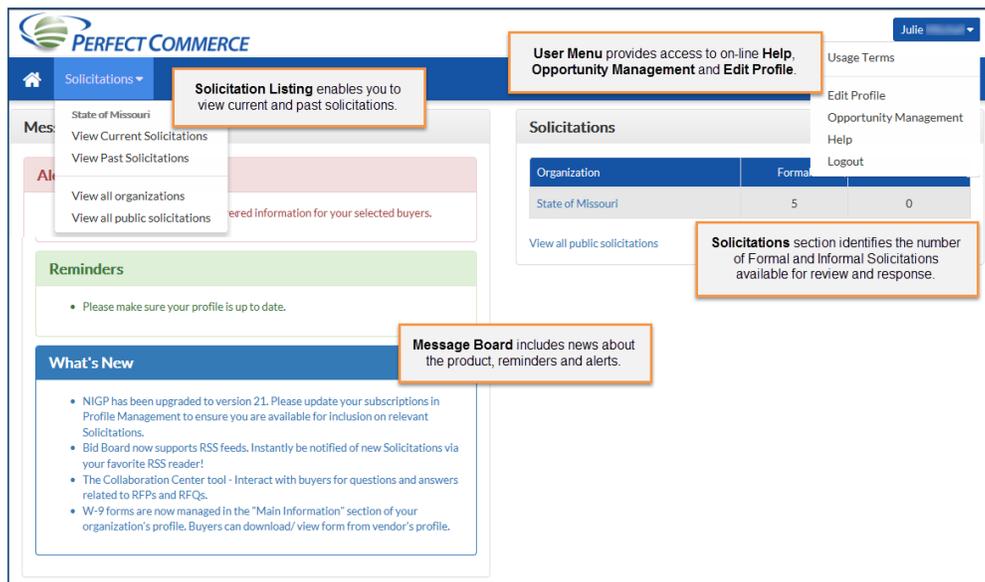
If you choose to **Decline** these usage terms and conditions, you will not be able to successfully log in to the application.

WebProcure Home Page

Once the terms are accepted, WebProcure opens to the home page.

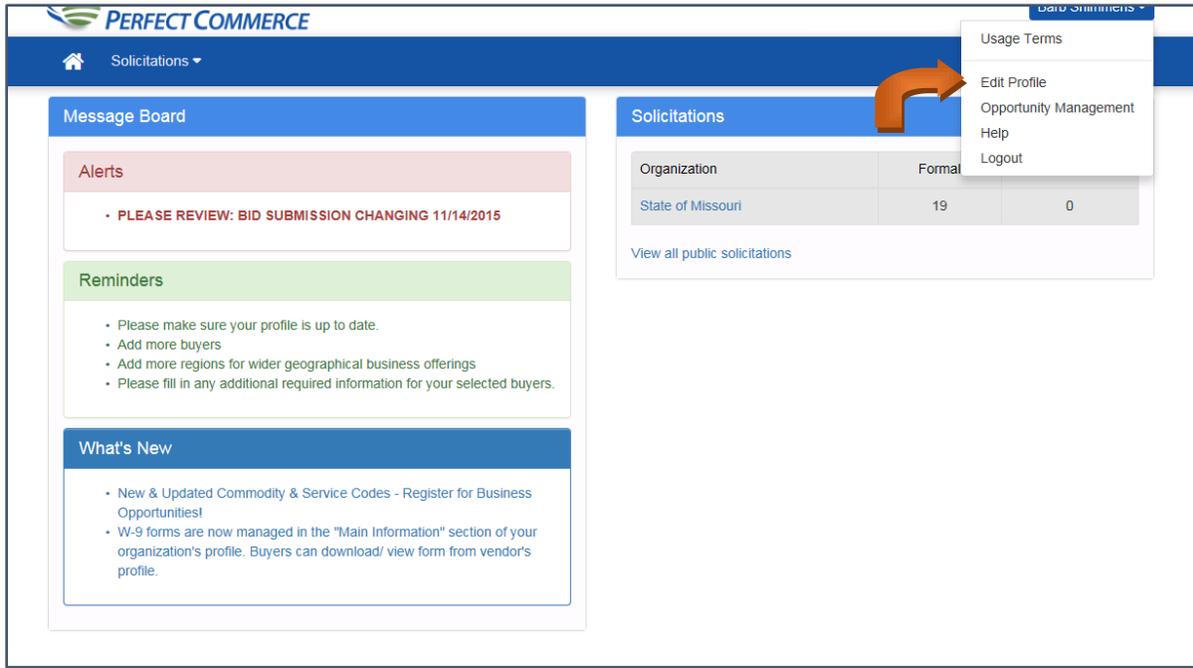


- **Message Board** section includes news about the product, reminders and alerts.
- **Solicitations** section identifies the number of **Formal** and **Informal Solicitations** available for review and response.
- **Solicitations** on the toolbar enables you to view current and past solicitations.
- **User Menu** (dropdown located by your name at top right corner) provides access to online help and usage terms as well as the **Edit Profile** link.

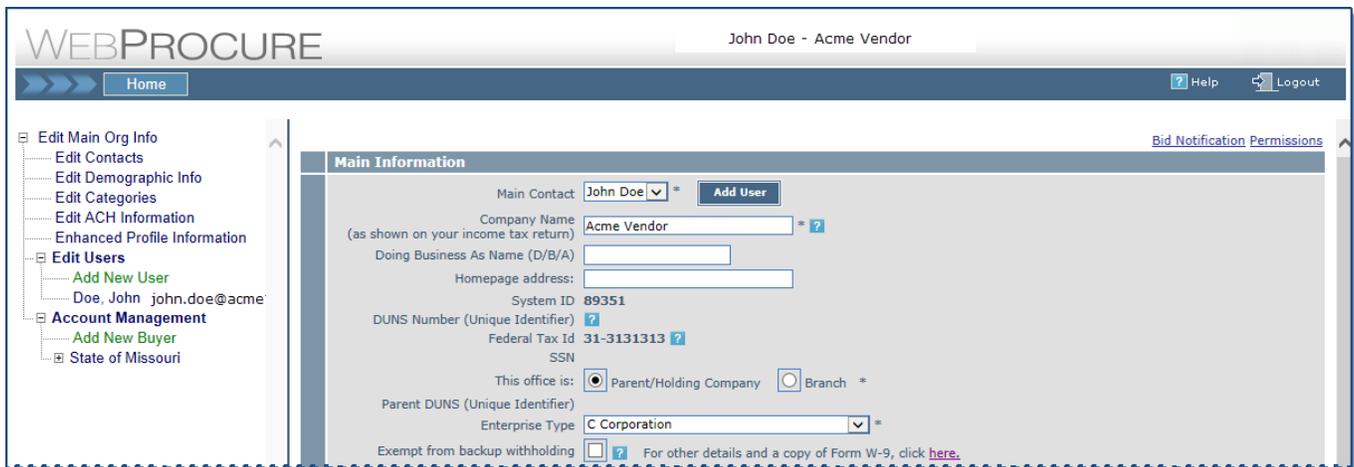


Edit Profile

Selecting **Edit Profile** opens the administration module to manage your company's information including what was entered during the registration steps. This information may be edited and updated as needed.

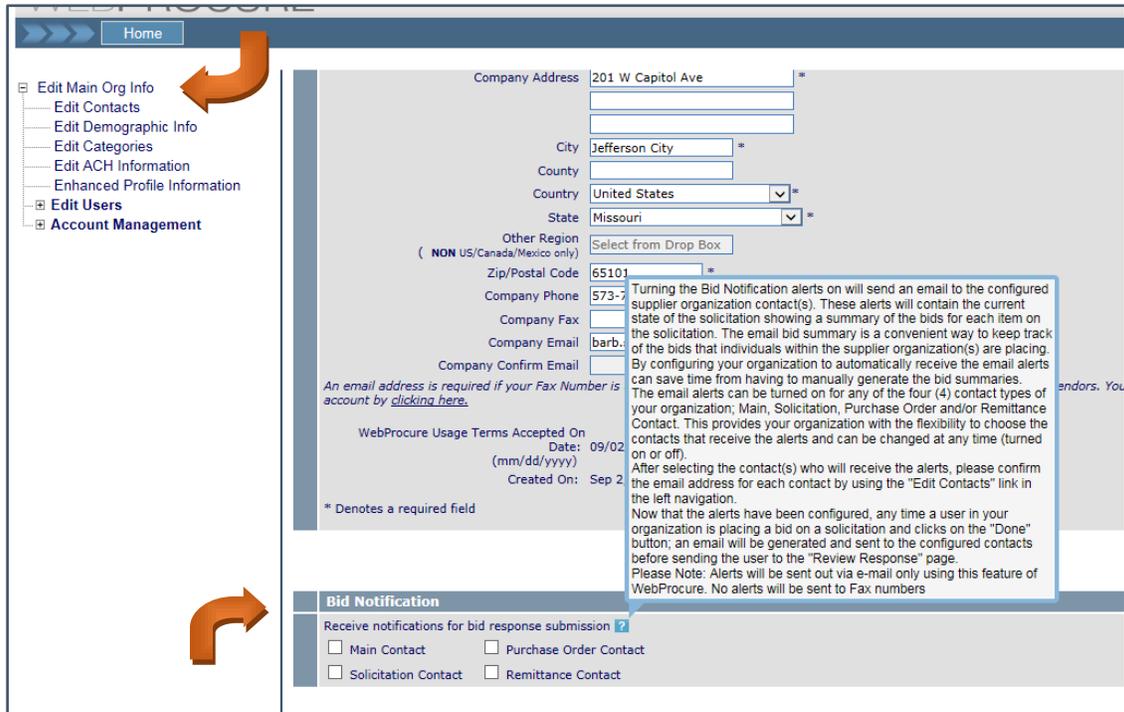


The links on the left side may be selected to edit or add contacts, company information, commodity categories, banking information, and additional profile information. In addition, this is where users are added to the system, passwords are reset, and permissions are assigned. Additional information on editing your profile can be found in the Vendor Profile Management document published on the **MissouriBUYS** website.



Special Note About Bid Notifications and Confirmation of Bid Submissions:

Vendors responding to bids electronically through **MissouriBUYS** need to edit their vendor profile in order to receive an automated confirmation that their electronic bid response was successfully submitted to the state. After selecting **Edit Profile** from the User Menu, click on **Edit Main Org Info** and scroll down the screen to the **Bid Notification** section. Check the appropriate box as to which organizational contact(s) should receive the notification and click **Save**.



Online Help

This topic and more is covered in online help inside of WebProcure. There are also video simulations available to guide you through responding to a solicitation and maintaining your organization's information.

