



WebProcure™

Vendor Registration Instructions

Document Version 2.0.08.15

WebProcure™ *powered by*



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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.
- 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 in supplemental information including:

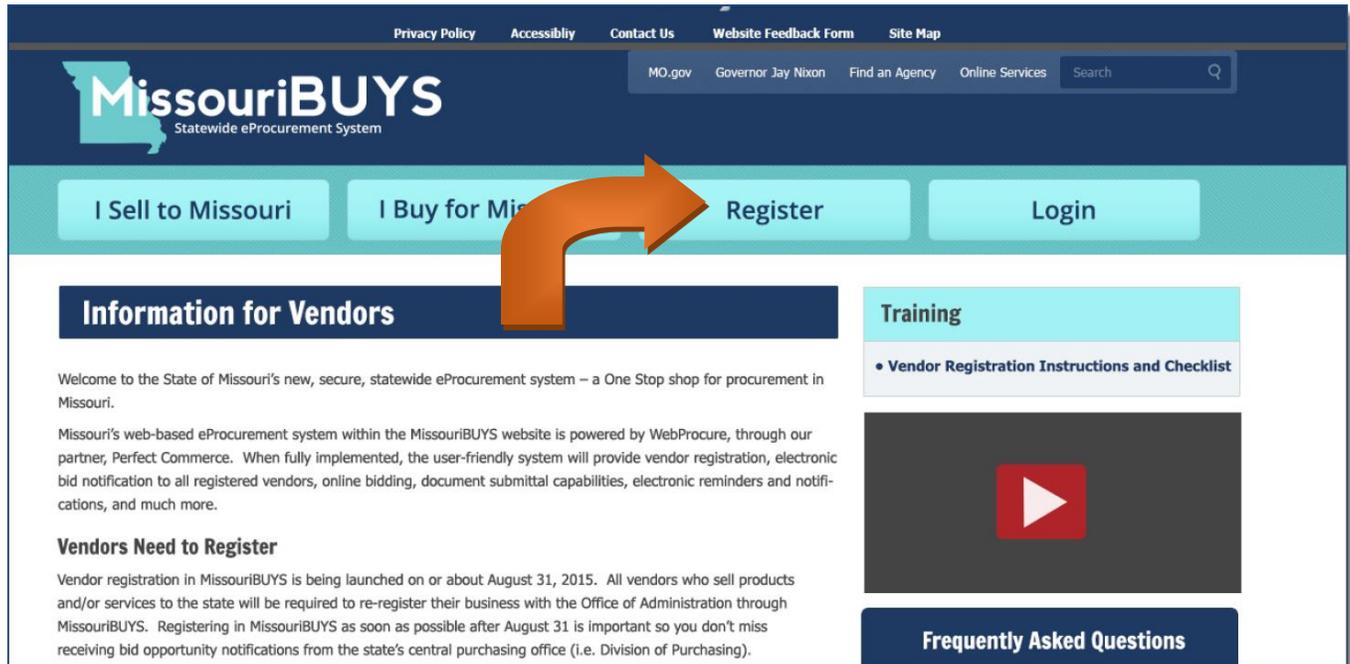
- **Organization Information**
- **Missouri Counties / Regions Served**
- **Diversity / Disadvantaged Business Classifications**
 - **Minority Business Enterprise (MBE)**
 - **Woman Business Enterprise (WBE)**
 - **Missouri Service-Disabled Veteran Business Enterprise (SDVE)**
 - **Disadvantaged Business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

MissouriBUYS Vendor Registration

- **Organization Contact Information**
- **Commodity / Service Code Selection**

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

Click **Register**.



The screenshot shows the MissouriBUYS website interface. At the top, there is a navigation bar with links for Privacy Policy, Accessibility, Contact Us, Website Feedback Form, and Site Map. Below this is a search bar with the text "MO.gov Governor Jay Nixon Find an Agency Online Services Search". The main header features the MissouriBUYS logo and the tagline "Statewide eProcurement System". A teal navigation bar contains four buttons: "I Sell to Missouri", "I Buy for Missouri", "Register", and "Login". A large orange arrow points to the "Register" button. Below the navigation bar, the page is divided into two columns. The left column has a dark blue header "Information for Vendors" and contains text welcoming users to the system, describing its features, and a section titled "Vendors Need to Register" with details about the launch date and registration requirements. The right column has a teal header "Training" and a sub-section "Vendor Registration Instructions and Checklist" with a video player icon. At the bottom right, there is a dark blue button labeled "Frequently Asked Questions".

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.

MissouriBUYS
Statewide eProcurement System

MO.gov Governor Jay Nixon Find an Agency Online Services

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

MissouriBUYS Vendor Registration

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 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.

[Back](#) [Next](#)

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."
 Parent/Holding Company Branch

Federal Employer Identification Number *
- - -

-OR-

Social Security Number *
- - -

Unique Branch Identifier
-

Legal Name of Entity/Individual *
- 50 characters left

Doing Business As Name (D/B/A)
- 30 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

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.

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."
 Parent/Holding Company Branch

Federal Employer Identification Number *
[] - []

-OR-

Social Security Number *
[] - [] - []

Unique Branch Identifier
[]

Legal Name of Entity/Individual *
[] 50 characters left

Doing Business As Name (D/B/A)
[] 30 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.

MissouriBUYS Vendor Registration

- **Branch** – If your organization is a child company or branch location of another entity, select this option.
- **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), needs to be entered to identify your organization in WebProcure. The State of Missouri may use this information to associate your WebProcure registration with their accounting and payment systems for **Federal** tax reporting.

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*** – Your organization’s legal name must match the company name on record with the IRS for your **Tax Identification Number**. If you file with a **Social Security Number**, you must enter your name exactly as it shows on your **Federal Tax Return**. 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

- **Doing Business As Name (D/B/A)** – If your organization is doing business by another name, please enter that name into this field. This field accepts up to 30 alphanumeric characters.
- **Address*** – Use the two lines to enter street address or post office box information in full.
- **City*** – Enter the city where your organization is located.

MissouriBUYS Vendor Registration

- **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
 - 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 Web**Procure** 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:

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

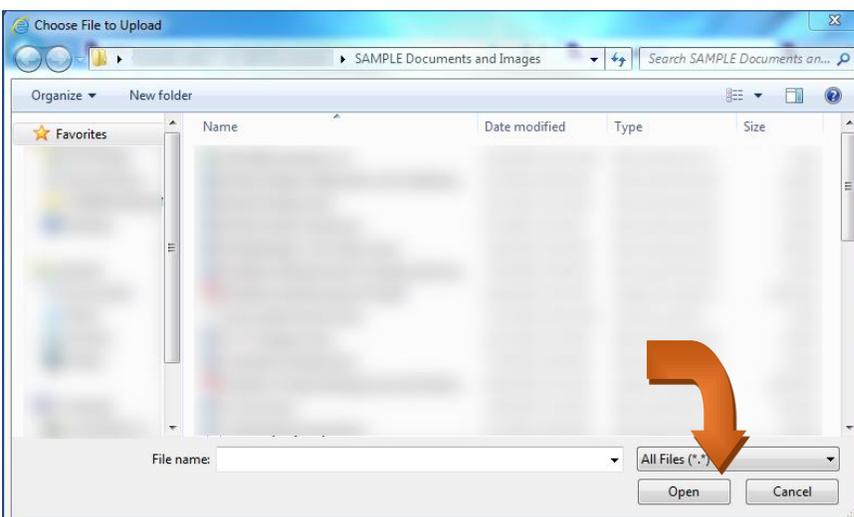
 **Add files...**

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** that was entered earlier in step two. This form verifies 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.

MissouriBUYS Vendor Registration

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.

Postal / Zip Code *

23606

-

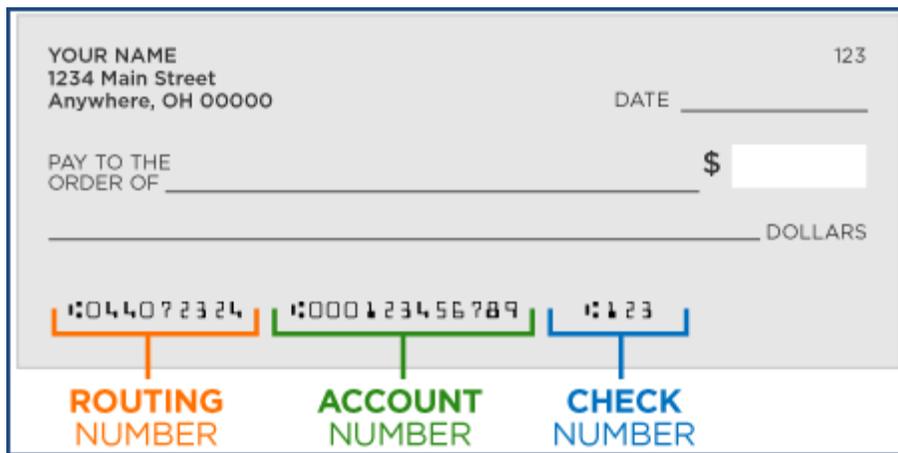
We could not find this address.

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 you wish to have the monies deposited into.
- **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?

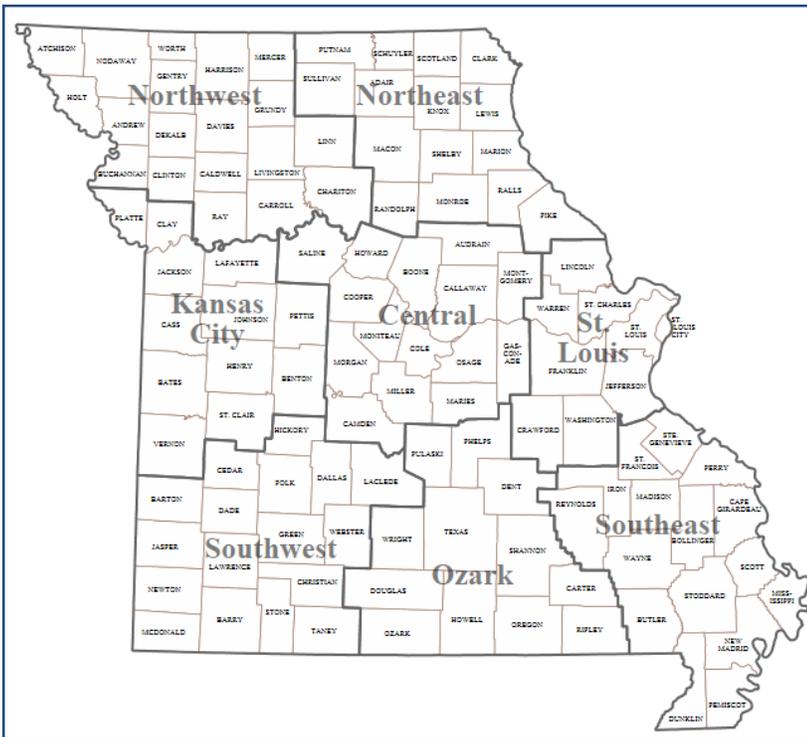
Now **Later**

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.

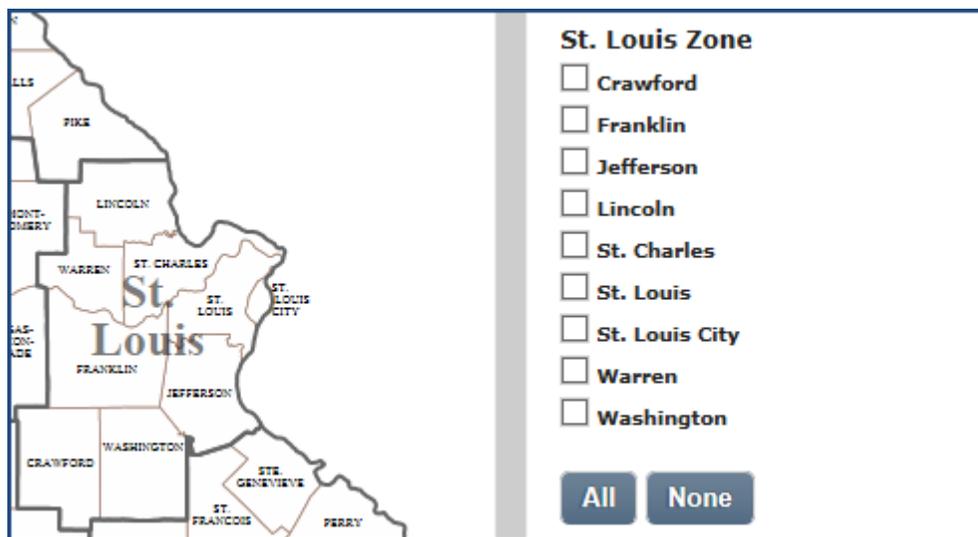


MissouriBUYS Vendor Registration

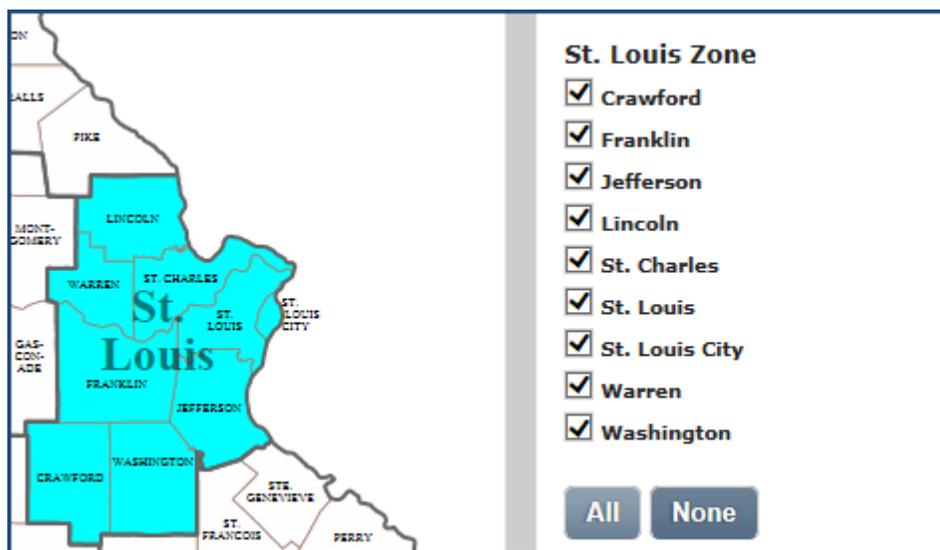
Select one of the following zones:

- 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:

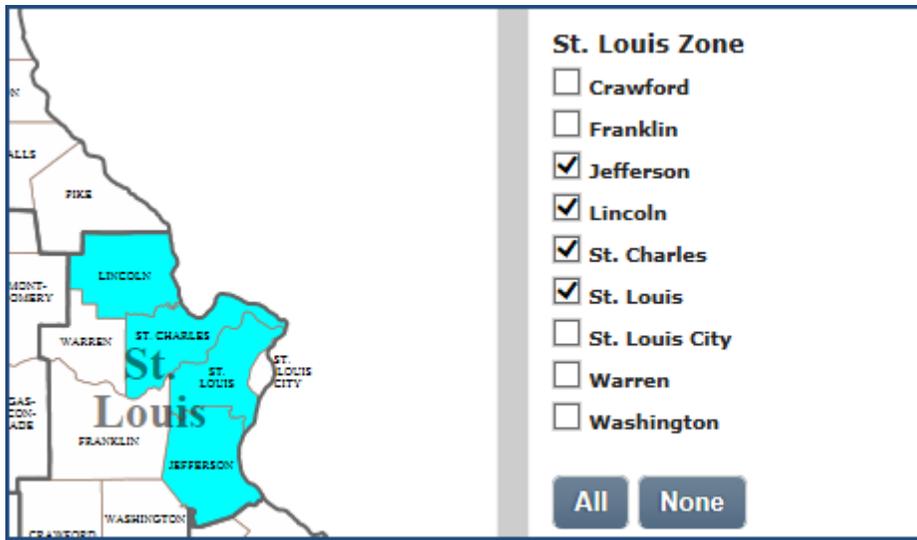


To select all counties in the selected zone, click the **All** button. In doing so, all counties will be checked and the map will update automatically and highlight all counties in that zone in blue.



MissouriBUYS Vendor Registration

To select one or more counties only, check the box or boxes for only those counties that 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.

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					



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 is applicable to 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.

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					



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 is applicable to 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

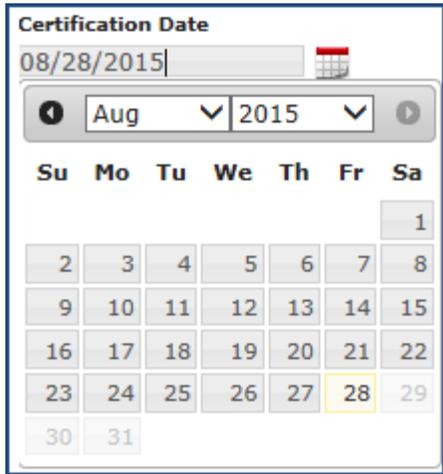
Certification Date
 

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

Enter your certification number.

MissouriBUYS Vendor Registration

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

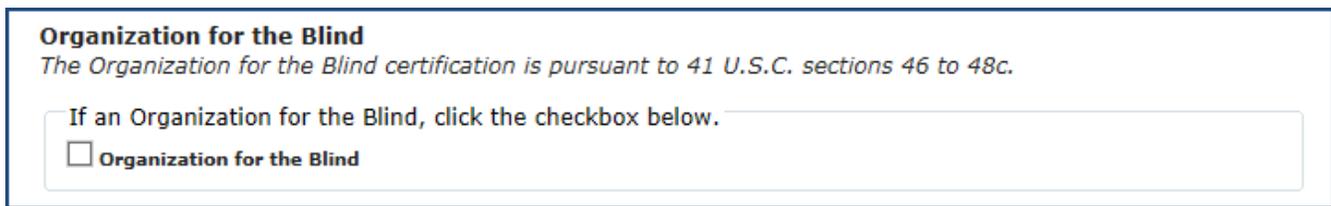
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



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 is applicable to 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.

Select the calendar icon to enter the date of written verification from DESE. 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 is applicable to 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.

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.



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

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.**

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.

MissouriBUYS Vendor Registration

- **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.
- **Email Address*** – The email address for the main contact that is entered here will also serve as your username for logging into the **MissouriBUYS WebProcure** application. This email address, (username), must be unique in the system. A confirmation email will be sent to the email address entered here.

Application Note: The application will perform a validation to ensure the email address, (username), is unique. If the entered email address is available, a message displays in green:

Email Address (This will be your username for login) *
william.smith@perfect.com
Great, the email "william.smith@perfect.com" is available.

If the entered email address has already been registered, a message displays in red:

Email Address (This will be your username for login) *
julie.criswell@perfect.com
The email "julie.criswell@perfect.com" is already registered.

- **Password*** – Passwords must be at least 8 characters in length, 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 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 type="checkbox"/>	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

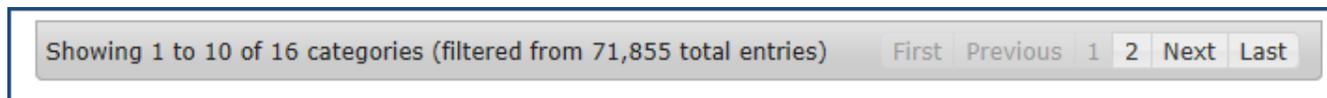
	Category name
<input type="checkbox"/>	(42-00-00-00) Medical Equipment, Accessories and Supplies
<input type="checkbox"/>	(42-11-00-00) Assistive and corrective devices for people with disabilities
<input type="checkbox"/>	(42-10-00-00) Hospital, medical and dental equipment
<input type="checkbox"/>	(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

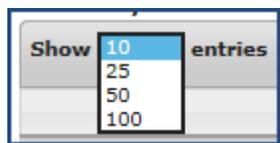
As you begin to type, the application will dynamically retrieve all categories and codes matching the entered text.

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

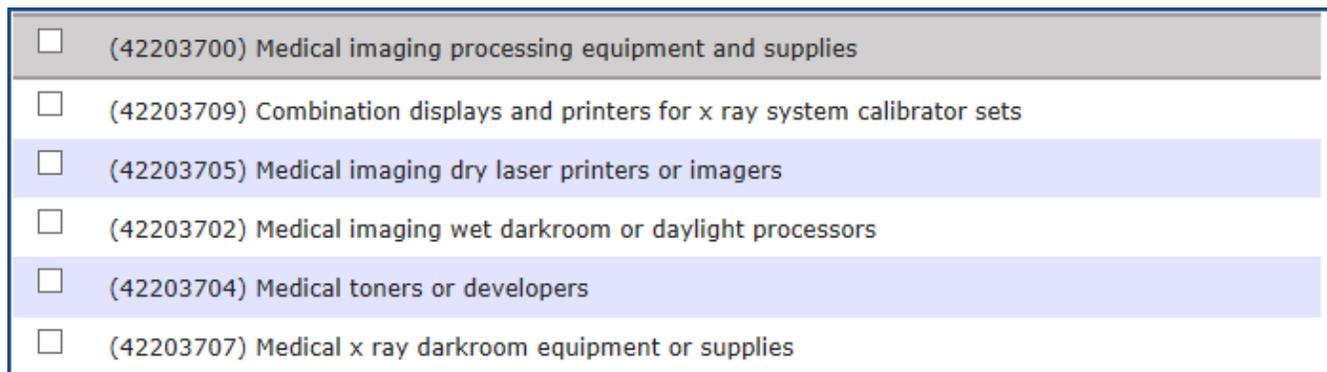


In the above example, **16 categories** were found, filtered from **71,855** total entries. Also, the results are split into two pages. To navigate to another page, use the numbered links or the **First**, **Previous**, **Next** or **Last** links.

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**.



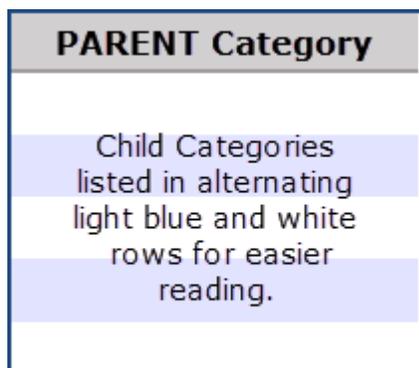
Page Layout



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.

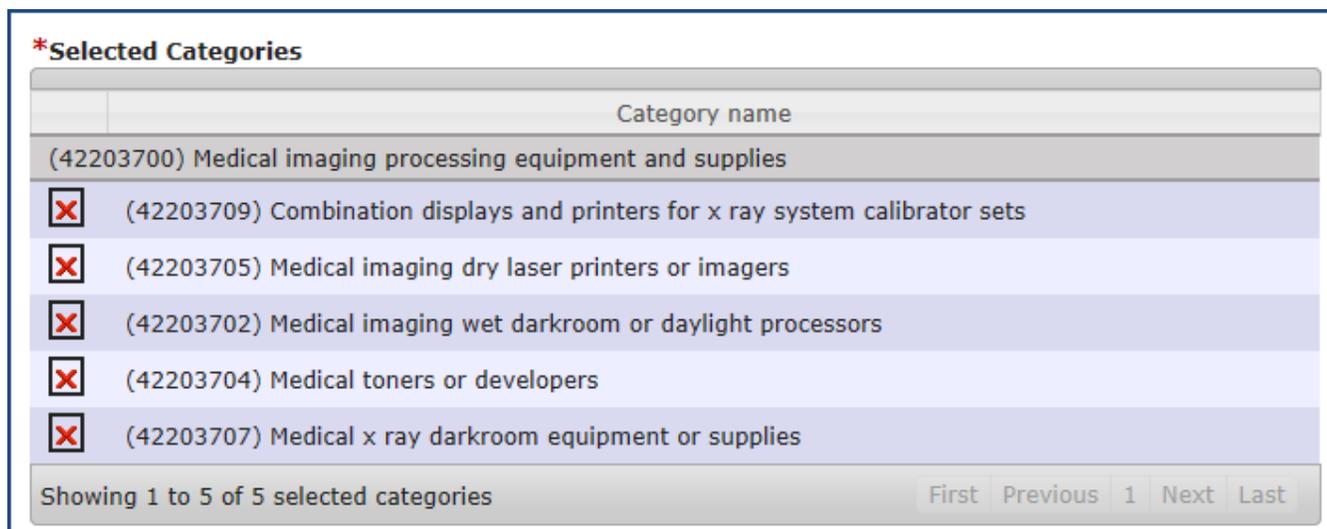
Child Categories are shown in alternating light blue and white rows.



Select Categories

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

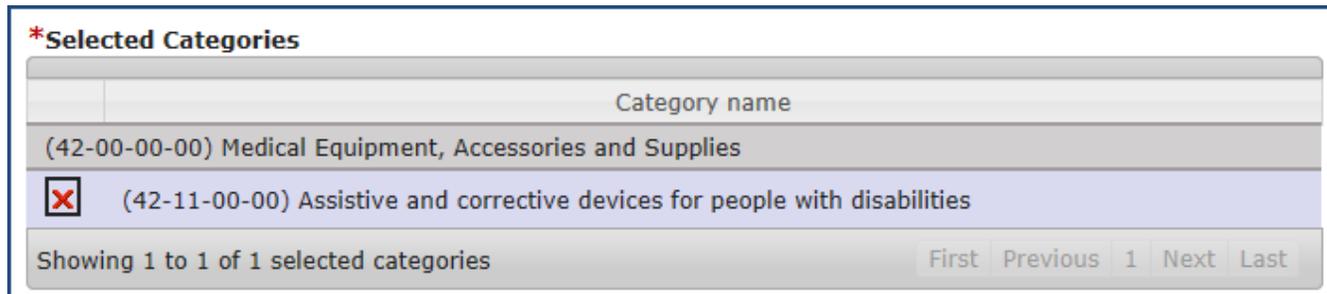
If a parent organization, (dark grey), is selected, then all of the associated child categories will be displayed in the **Selected Categories** section at the bottom of the page.



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 Resignation**.

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 be sent to the email address shown on this page, which is the email address that was entered as a 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.

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 WebProcure periodically to verify information. This will ensure that you receive the appropriate communications.

For further assistance with registration, please contact Perfect Commerce's WebProcure 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** button or select the link that will be included in your confirmation email. Either path will take you to the log in page:

The screenshot shows the MissouriBUYS login interface. At the top left is the MissouriBUYS logo with the tagline 'Statewide eProcurement System'. To the right of the logo are navigation links: 'MO.gov', 'Governor Jay Nixon', 'Find an Agency', and 'Online Services'. The central focus is a white login box titled 'Login to MissouriBUYS'. Inside this box, there are two input fields: 'Enter Username' (with 'Username' as placeholder text) and 'Enter Password' (with 'Password' as placeholder text). Below these fields is a blue 'Login' button and a blue underlined link for 'Forgot password?'. At the bottom right of the login box, it says 'Powered by Perfect Commerce'. The footer of the page is dark blue and contains the 'Office of Administration' with links for 'Purchasing' and 'Accounting', and 'For More Information Contact' with the email 'MissouriBUYS@mo.gov'.

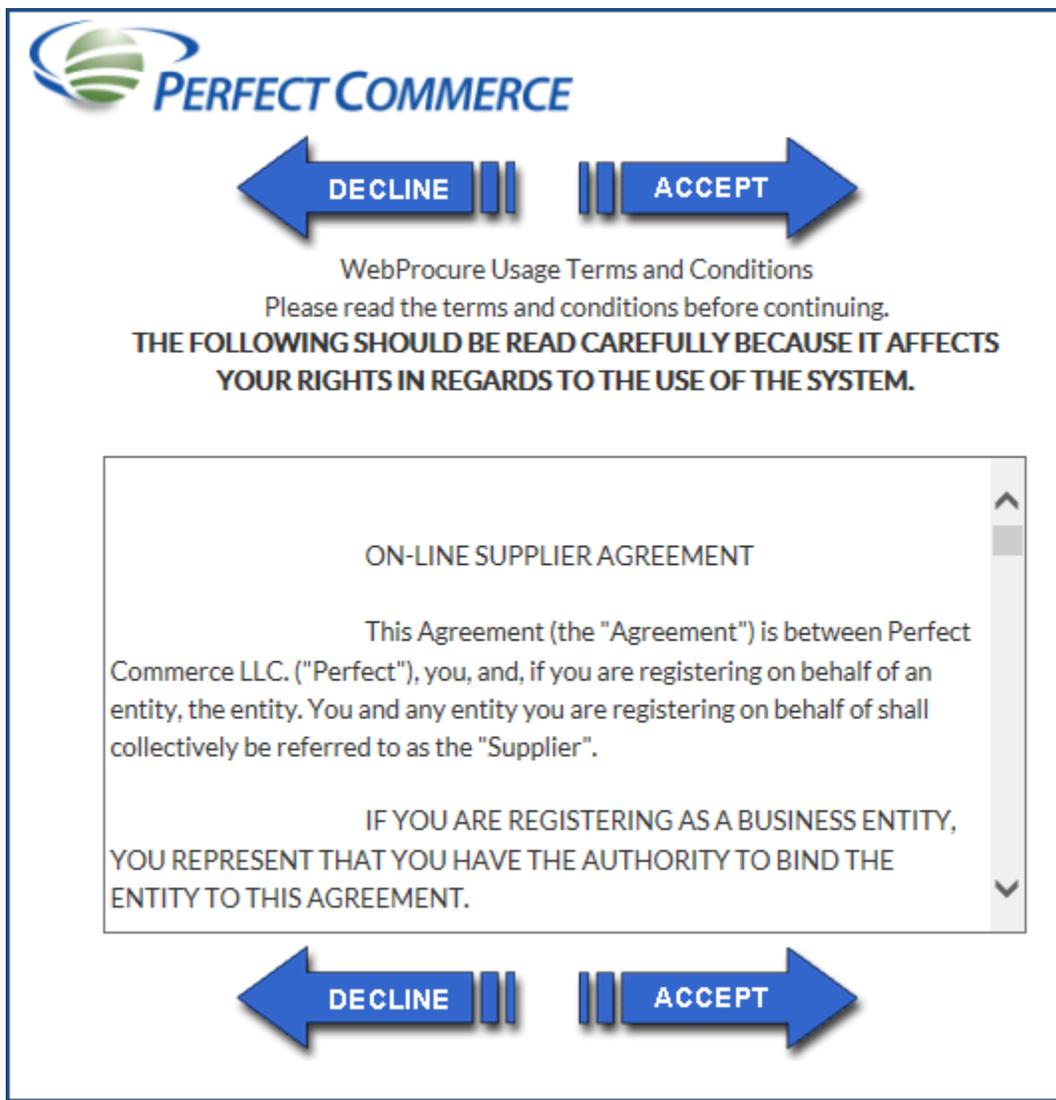
Enter the registered email as your **Username**.

Enter the **Password** that you created during registration.

Click **Login**.

WebProcure Usage Terms and Conditions

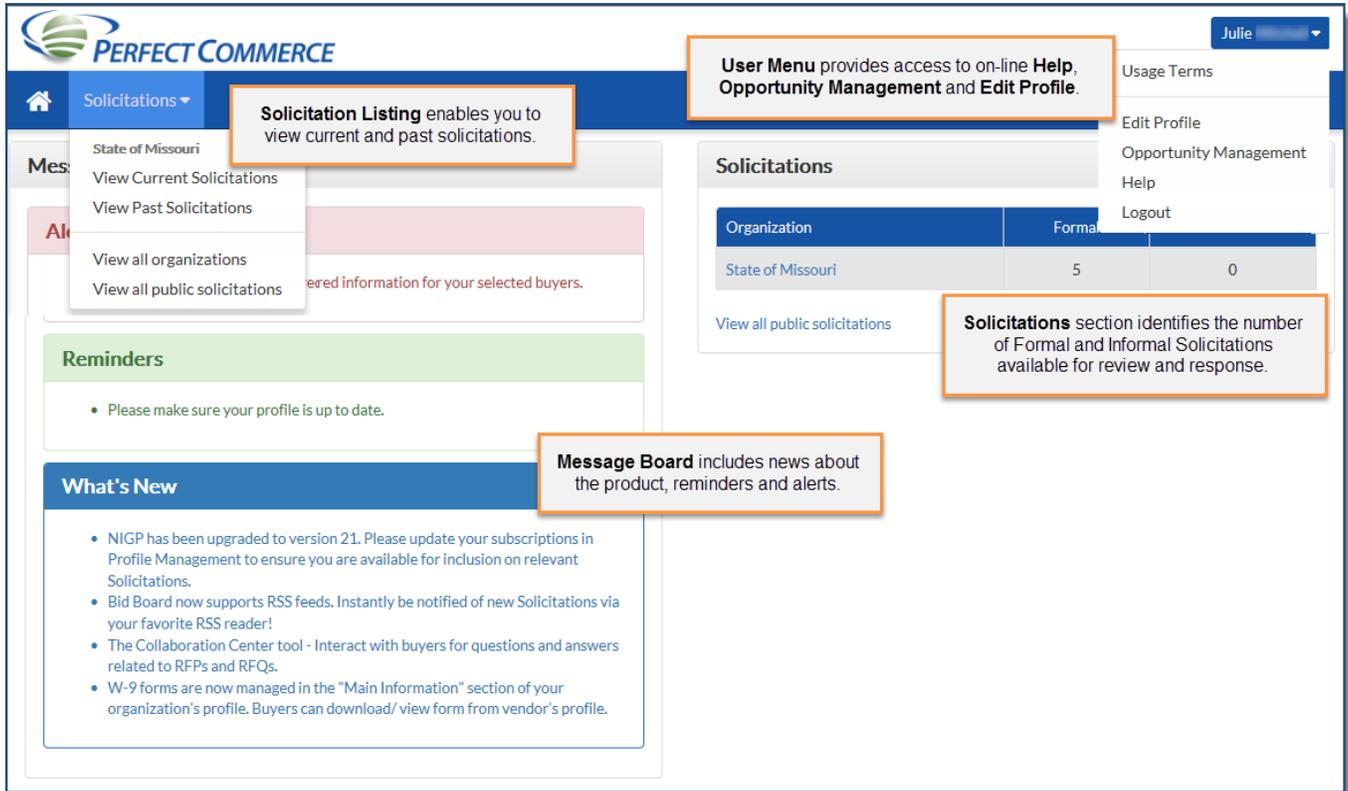
The State of Missouri has contracted with Perfect Commerce to utilize the WebProcure system for **MissouriBUYS**. Upon your initial log, you will be presented with WebProcure's terms and conditions. Use the vertical scroll bar to view the terms and conditions in their entirety. Once reviewed, click **Accept**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

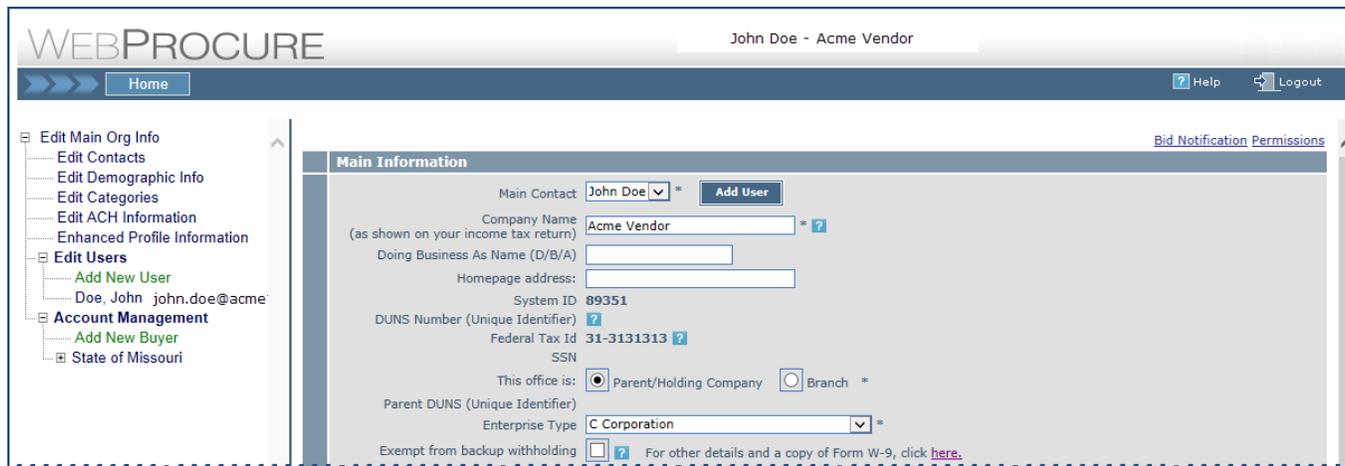
Once the terms are accepted, WebProcure opens to the home page.



- **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 Listing** enables you to view current and past solicitations.
- **User Menu** 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.



These links 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.

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.

