

Condensed Vendor Registration Instructions

(Updated July 24, 2017)

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

An informational screen will populate. Scroll to the bottom and click on the **Yes, I Agree** box under General Disclaimer. Click **Next**.

[Doing Business with the State of Missouri's State Agencies, Universities and Political Subdivisions](#)

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

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

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

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

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

General Disclaimer:

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

I agree with the terms. *

Yes, I agree

*denotes required fields.

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

On the **Organization Information** screen, leave the **Parent/Holding Company** button selected if you are registering as the parent or headquarters location of your organization or if you are registering as an individual/sole proprietor. Select the **Branch/DBA** button if your organization is a child company or branch location of another entity.

If you have a **DBA (Doing Business As Name)**, and you will only be doing business with the State of Missouri under your DBA name, you may only need to register using your DBA name. If the legal name and the DBA name are both listed on the W-9 with the correct FEIN number associated with the legal name, and the DBA is also registered using that same FEIN number, you can register the DBA name (without punctuation) as a branch office in MissouriBUYS by

selecting the **Branch/DBA** button. If both names are not on the W-9, or if there are two different FEIN numbers, two vendor registration records are needed in MissouriBUYS—one for the legal entity and one for the DBA. The state needs to track both names separately if both names are not on the W-9 or if there are two different FEIN numbers. 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.

If you register as a Branch or DBA, you will be required to enter a **Unique Branch Identifier** that is a nine-digit number. This may be a DUNS number, a store location identifier, etc.

Enter your **Federal Employer Identification Number (FEIN)** or **Social Security Number** (if applicable). Enter your **Legal Name** (excluding punctuation), **Address, City, State** (Missouri auto populates) and **Zip Code**. Select your **Type of Business** from the drop down.

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

Confirm Federal Employer Identification Number *
-OR-

Social Security Number *
- Clear

Confirm Social Security Number *
- - -

Unique Branch Identifier
-

Confirm Unique Branch Identifier
-

Legal Name of Entity/Individual *
50 characters left.

Address *
30 characters left
30 characters left

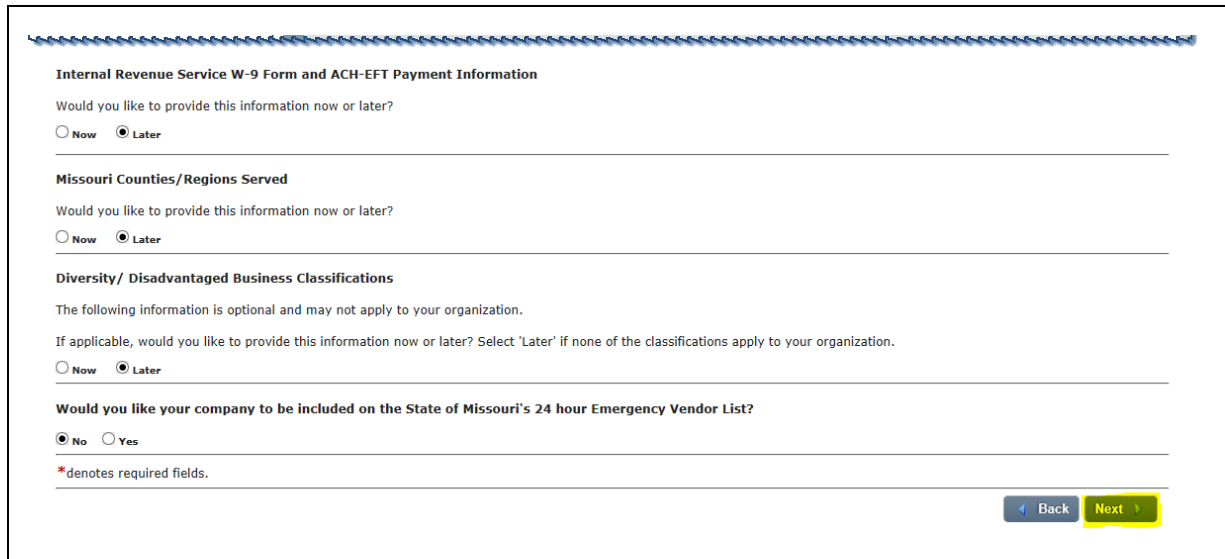
City *
-

State/Province *
Missouri

Postal / Zip Code *
- -

Type of Business *
Please Select

The last four sections on the **Organization Information** screen (as shown below) are optional and can be completed during initial registration if desired by selecting the **Now** radio button. Current vendors for the state who wish to continue to receive EFT payments are encouraged to complete the **IRS W-9 and ACH-EFT Payment Information** section during initial registration. You cannot become an approved vendor until your signed W-9 has been uploaded.



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

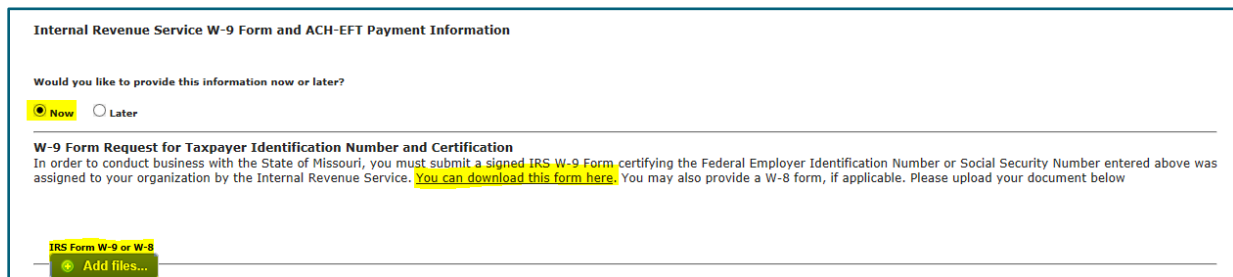
Would you like your company to be included on the State of Missouri's 24 hour Emergency Vendor List?

No Yes

*denotes required fields.

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

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



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

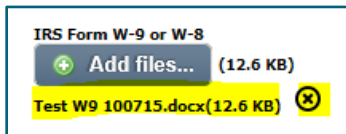
[Add files...](#)

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

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

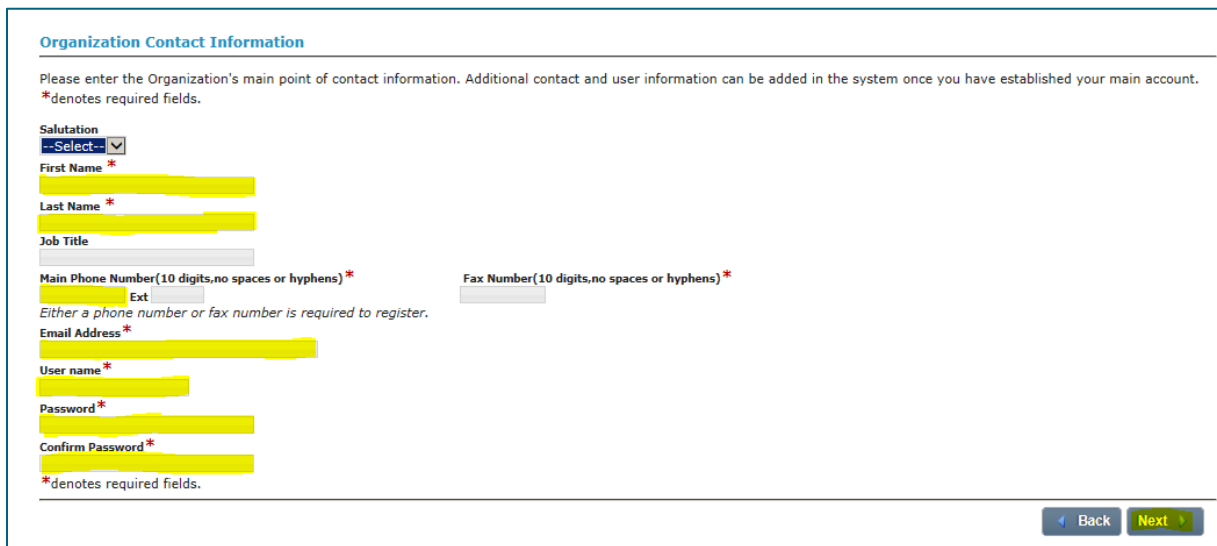
To attach your completed and signed W-9, click on **Add files** which will open a **Choose File to Upload** window on your computer. Once you have located the file containing your saved W-9 form, click on the file name, click **Open**, and your file will be attached. The window will close.

Once attached, the name of the file containing your completed, signed W-9 form will appear under the **Add files** button. If you've attached the wrong file, simply click on the circled **X** button and the file will be deleted. Follow the same steps above to attach the correct file. Please note that you will not be able to click on or open your attached file during initial registration. Once registered, you will be able to log in to MissouriBUYS and edit your vendor profile/account. You will also be able to view the W-9 form you attached.



Click **Next** at the bottom of the **Organization Information** screen.

On the **Organization Contact Information** screen, enter your **First Name**, **Last Name**, **Phone Number**, **Email Address**, **User name**, and **Password**. (Your password will need to be entered twice). Click **Next** at the bottom of the screen.



The screenshot shows the 'Organization Contact Information' registration form. It includes fields for Salutation, First Name, Last Name, Job Title, Main Phone Number, Fax Number, Email Address, User name, Password, and Confirm Password. A note states: '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.' At the bottom right, there are 'Back' and 'Next' buttons.

The **Organization Payment Information** screen will populate with default settings for Missouri. Click **Next**.

Organization Payment Information

Please choose your payment types and payment terms.

Action	Payment Type	Priority	Payment Term	Payment Term Description
<input checked="" type="checkbox"/>	Invoice	1	NET45	Payment before 45 days after delivery
<input type="checkbox"/>	VISA		--	--
<input type="checkbox"/>	MC		--	--
<input type="checkbox"/>	DISCOVER		--	--
<input type="checkbox"/>	Master Lease		--	--

*denotes required fields.

On the **Select Commodity/Service Codes** screen, you will need to select at least one UNSPSC code. Vendors are encouraged to select codes that align with their products/services in order to receive email notices of future bidding opportunities for them. The Solicitation Contact listed in a vendor’s profile will receive the email notices of bid opportunities. You can select ‘Unknown’ if you do not wish to receive email notices of future bidding opportunities. When performing a keyword search, enter your keyword(s) and click **Search**.

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.

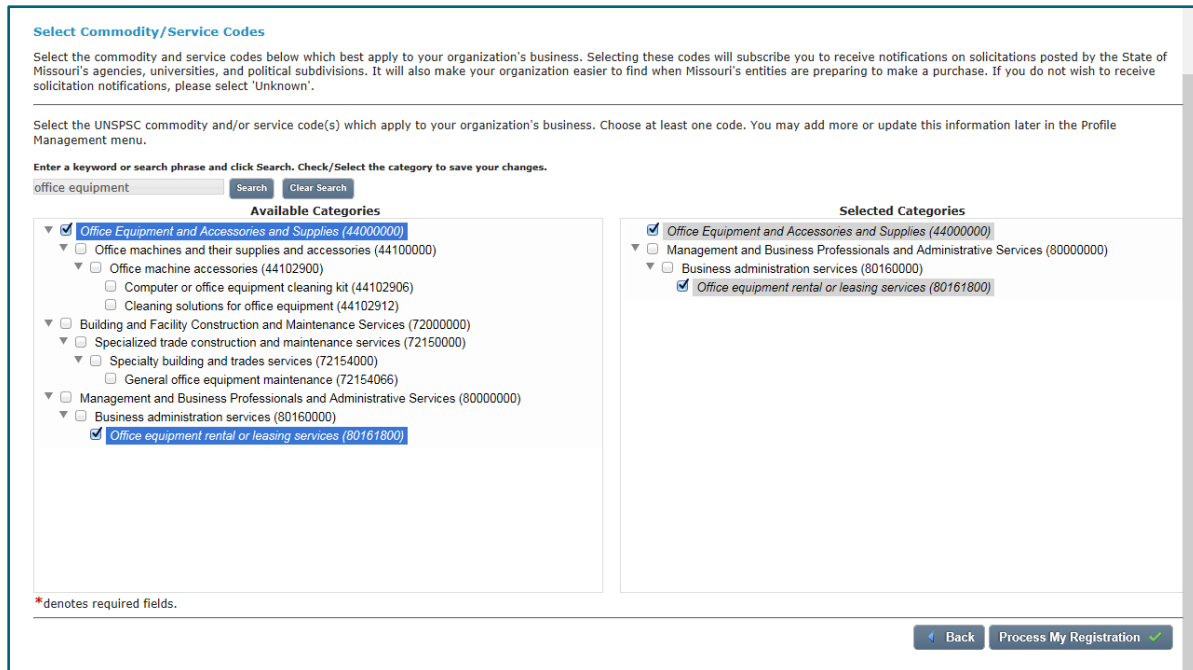
Enter a keyword or search phrase and click Search. Check/Select the category to save your changes.

Available Categories	Selected Categories
<ul style="list-style-type: none"> <input type="checkbox"/> Apparel and Luggage and Personal Care Products (53000000) <input type="checkbox"/> Building and Construction Machinery and Accessories (22000000) <input type="checkbox"/> Building and Facility Construction and Maintenance Services (72000000) <input type="checkbox"/> Chemicals including Bio Chemicals and Gas Materials (12000000) <input type="checkbox"/> Cleaning Equipment and Supplies (47000000) <input type="checkbox"/> Commercial and Military and Private Vehicles and their Accessories and... (25000000) <input type="checkbox"/> Defense and Law Enforcement and Security and Safety Equipment and Supp... (46000000) <input type="checkbox"/> Distribution and Conditioning Systems and Equipment and Components (40000000) <input type="checkbox"/> Domestic Appliances and Supplies and Consumer Electronic Products (52000000) <input type="checkbox"/> Drugs and Pharmaceutical Products (51000000) <input type="checkbox"/> Editorial and Design and Graphic and Fine Art Services (82000000) <input type="checkbox"/> Education and Training Services (86000000) <input type="checkbox"/> Electrical Systems and Lighting and Components and Accessories and Sup... (39000000) <input type="checkbox"/> Electronic Components and Supplies (32000000) <input type="checkbox"/> Engineering and Research and Technology Based Services (81000000) <input type="checkbox"/> Environmental Services (77000000) <input type="checkbox"/> Farming and Fishing and Forestry and Wildlife Contracting Services (70000000) <input type="checkbox"/> Farming and Fishing and Forestry and Wildlife Machinery and Accessorie... (21000000) <input type="checkbox"/> Financial Instruments, Products, Contracts and Agreements (64000000) <input type="checkbox"/> Financial and Insurance Services (84000000) 	

*denotes required fields.

Once an UNSPSC code(s) is selected, it will appear on the screen under **Selected Categories**. To remove a selected commodity/service code, remove the check mark next to the category chosen and the category will disappear. Clicking on **Clear Search** will clear the categories under **Available Categories** from your previous search, and the entire category listing will populate again. Repeat the process until all appropriate categories are selected.

Please note that if you have selected one UNSPSC code and wish to search for another code, you must use the **Search** key. If you hit the Enter key on your keyboard instead of clicking on **Search**, the system will proceed with processing your registration and you will not be able to continue to search for another UNSPSC code. If this occurs, you will be able to edit your vendor account to add an additional UNSPSC code(s) once you're registered. Please refer to the 'Instructions for Editing & Managing Your Vendor Profile' on the MissouriBUYS website.



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.

office equipment Search Clear Search

Available Categories	Selected Categories
<input checked="" type="checkbox"/> Office Equipment and Accessories and Supplies (44000000) <ul style="list-style-type: none"><input type="checkbox"/> Office machines and their supplies and accessories (44100000)<ul style="list-style-type: none"><input type="checkbox"/> Office machine accessories (44102900)<ul style="list-style-type: none"><input type="checkbox"/> Computer or office equipment cleaning kit (44102906)<input type="checkbox"/> Cleaning solutions for office equipment (44102912)<input type="checkbox"/> Building and Facility Construction and Maintenance Services (72000000)<ul style="list-style-type: none"><input type="checkbox"/> Specialized trade construction and maintenance services (72150000)<ul style="list-style-type: none"><input type="checkbox"/> Specialty building and trades services (72154000)<input type="checkbox"/> General office equipment maintenance (72154066)<input type="checkbox"/> Management and Business Professionals and Administrative Services (80000000)<ul style="list-style-type: none"><input type="checkbox"/> Business administration services (80160000)<ul style="list-style-type: none"><input checked="" type="checkbox"/> Office equipment rental or leasing services (80161800)	<input checked="" type="checkbox"/> Office Equipment and Accessories and Supplies (44000000) <ul style="list-style-type: none"><input type="checkbox"/> Management and Business Professionals and Administrative Services (80000000)<ul style="list-style-type: none"><input type="checkbox"/> Business administration services (80160000)<ul style="list-style-type: none"><input checked="" type="checkbox"/> Office equipment rental or leasing services (80161800)

*denotes required fields.

Back Process My Registration

To complete the registration process, click on **Process My Registration** at the bottom of the screen.

You will receive an email from Perfect Commerce/WebProcure confirming submission of your registration as a vendor in MissouriBUYS. The state will process your 'Pending' registration. Once the review process is complete and your company's registration is approved, you will receive an email from Perfect Commerce/WebProcure that confirms the 'Approved' status in MissouriBUYS.

Once you are registered in MissouriBUYS, you will be able to log in to MissouriBUYS and edit your vendor profile/account. Please refer to the 'Instructions for Editing and Managing Your Vendor Profile' document published on the MissouriBUYS website.