


Registration Instructions for Existing WebProcure Vendors

(Updated June 6, 2017)

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

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

- Log in to the **WebProcure** system.
- Click the dropdown box by your name (top right corner) and select **My Account**.
- In the left menu, maximize **Account Management** (by clicking on the plus sign).
- Click **Add New Buyer**.
- Click on **Manage Regions** to populate the list of states and put a check mark by Missouri if the state is not already selected. Click **Save**.
- Click on **Manage Buyers** to populate **WebProcure's** Buying Organizations.
- Find **State of Missouri** and click on the green question mark  in the **Actions** column (far right). Clicking on the green question mark will send an approval request to the State of Missouri and will open the state's Terms and Conditions.
- Click to **Accept** the State of Missouri's Terms and Conditions. Your status as a vendor for Missouri will appear as **Pending** until **Accepted** by the state.
- Refresh the screen according to the refresh options in your browser. Under **Account Management**, the State of Missouri will populate as a buyer. Maximize **State of Missouri** by clicking on the plus sign. Click on **Additional Required Attributes for the State of Missouri**, complete the applicable fields, and click **Save**.
- To select the appropriate contact(s) to receive email notifications of bid response submissions, click on **Edit Main Org Info**, scroll down to the **Bid Notification** section, select the contact(s), and click **Save**.
- Click **Edit Categories** in the menu to select your UNSPSC commodity code(s). Make sure you are categorized under UNSPSC (commodity code set being used by the State of Missouri) by selecting the UNSPSC tab. Click **Save**.
- To enter your organization's banking information, click on **Edit ACH Information** in the menu. Enter your banking information and click **Save**. (Your W-9 form must be uploaded before you can add your ACH-EFT information).
- Click **Organization Attachments** and click on the **Upload New** button to attach your W-9 Form. If a W-9 is already on file but it is not current, click on **Upload New** to add your current W-9 form. Your new uploaded form will replace the old version.
- To add Users, click **Edit Users** and click **Add New User**. Complete the screen and click **Save**.
- To edit an existing User, click **Edit Users**, click the User's name, enter the necessary changes and click **Save**.

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