

## Vendor Registration Checklist

(Updated June 6, 2017)

To register as a vendor in MissouriBUYS, the State of Missouri's secure statewide eProcurement system, go to <https://MissouriBUYS.mo.gov>. Click on the **Register** button to enter the **WebProcure** system. MissouriBUYS is powered by **WebProcure**, through the State of Missouri's partner, Perfect Commerce.

Registering as a vendor in the secure system is a multi-step process. It would be helpful to have the following information on hand before initiating your registration in MissouriBUYS:

- Legal Name of Organization/Company
- Organization/Company Information including the organization's main point of contact information
- Company's Taxpayer ID Number (TIN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Email Address
- ACH-EFT Payment Information
- Internal Revenue Service (IRS) W-9 Form (Request for Taxpayer Identification Number (TIN) and Certification)
  - A signed IRS W-9 Form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
  - An IRS Form W-9 is required in order to submit ACH-EFT information
- Missouri Counties/Regions Served
- Diversity/Disadvantaged Business Classifications
- Emergency Contact Information (if registering as an Emergency Purchase Vendor)
- Applicable Commodity/Service Code(s)
  - A search box will be provided when registering to help you determine which UNSPSC commodity/service code(s) apply to your organization's business
  - Vendors must select at least one UNSPSC commodity/service code when registering
  - Automated email notifications sent to vendors on bid opportunities are based on the UNSPSC commodity/service code(s) chosen by the vendor

Once the required information is entered and submitted, 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.