Condensed Vendor Registration Instructions

(Updated August 20, 2020)

Go to the MissouriBUYS website (https://MissouriBUYS.mo.gov) and click on **Vendor Registration**. (Please note that the MissouriBUYS system is powered by Perfect Commerce and their Web**Procure** application.)

An informational screen will populate. Scroll to the bottom and click on the **Yes, I Agree** box under General Disclaimer. Click **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 Internal Revenue Service W-9 Form 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 Form, 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 as the state needs to track both names separately. 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. (Additional information about the W-9 Form can be found below.)

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). (Please do not enter both.) Enter your **Legal Name** (excluding punctuation), **Address**, **City**, **State** (Missouri auto populates) and **Zip Code**. Select your **Type of Business** from the drop down.

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 **Internal Revenue Service W-9 Form and ACH-EFT Payment Information** section during initial registration to speed up the approval process. 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.

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...

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.

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.

For help registering or navigating the Web**Procure** application in MissouriBUYS, contact:
Perfect Commerce, Web**Procure** Technical Support
WebProcure.Support@perfect.com or (866) 889-8533
Monday through Friday 7:00 am to 7:00 pm

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.
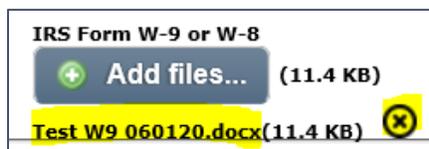
Once your W-9 Form is attached, you will be able to enter your ACH-EFT Payment Information.

Click **Next** at the bottom of the **Organization Information** screen to continue. A **Confirmation** message will appear for you to verify your FEIN or SSN was entered correctly before proceeding.

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

For help registering or navigating the Web**Procure** application in MissouriBUYS, contact:
Perfect Commerce, Web**Procure** Technical Support
WebProcure.Support@perfect.com or (866) 889-8533
Monday through Friday 7:00 am to 7:00 pm

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) *   Ext

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

Confirm Main Phone Number *   Ext

Confirm Fax Number *

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

Email Address *

Confirm Email Address *

User name *

Password *

Confirm Password *

*denotes required fields.

Back   Next

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
☑	Invoice	1	NET45	Payment before 45 days after delivery

*denotes required fields.

Back   Next

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**.

For help registering or navigating the Web**Procure** application in MissouriBUYS, contact:
Perfect Commerce, Web**Procure** Technical Support
WebProcure.Support@perfect.com or (866) 889-8533
Monday through Friday 7:00 am to 7:00 pm

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.

[ ] [Search] [Clear Search]

Available Categories   **Selected Categories**

▷ ☐ Apparel and Luggage and Personal Care Products (53000000)
▷ ☐ Building and Construction Machinery and Accessories (22000000)
▷ ☐ Building and Facility Construction and Maintenance Services (72000000)
▷ ☐ Chemicals including Bio Chemicals and Gas Materials (12000000)
▷ ☐ Cleaning Equipment and Supplies (47000000)
▷ ☐ Commercial and Military and Private Vehicles and their Accessories and.... (25000000)
▷ ☐ Defense and Law Enforcement and Security and Safety Equipment and Supp.... (46000000)
▷ ☐ Distribution and Conditioning Systems and Equipment and Components (40000000)
▷ ☐ Domestic Appliances and Supplies and Consumer Electronic Products (52000000)
▷ ☐ Drugs and Pharmaceutical Products (51000000)
▷ ☐ Editorial and Design and Graphic and Fine Art Services (82000000)
▷ ☐ Education and Training Services (86000000)
▷ ☐ Electrical Systems and Lighting and Components and Accessories and Sup.... (39000000)
▷ ☐ Electronic Components and Supplies (32000000)
▷ ☐ Engineering and Research and Technology Based Services (81000000)
▷ ☐ Environmental Services (77000000)
▷ ☐ Farming and Fishing and Forestry and Wildlife Contracting Services (70000000)
▷ ☐ Farming and Fishing and Forestry and Wildlife Machinery and Accessorie.... (21000000)
▷ ☐ Financial Instruments, Products, Contracts and Agreements (64000000)
▷ ☐ Financial and Insurance Services (84000000)

*denotes required fields.

[◁ Back] [Process My Registration ✓]

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.

For help registering or navigating the Web**Procure** application in MissouriBUYS, contact:
Perfect Commerce, Web**Procure** Technical Support
WebProcure.Support@perfect.com or (866) 889-8533
Monday through Friday 7:00 am to 7:00 pm

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

You will receive an email from Perfect Commerce/Web**Procure** 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/Web**Procure** 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.

For help registering or navigating the Web**Procure** application in MissouriBUYS, contact:
Perfect Commerce, Web**Procure** Technical Support
WebProcure.Support@perfect.com or (866) 889-8533
Monday through Friday 7:00 am to 7:00 pm