Vendor Registration Checklist
(Updated August 25, 2020)

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 **Vendor Registration** button to enter the Web**Procure** system. MissouriBUYS is powered by Web**Procure**, 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:

- o Legal Name of Organization/Company
- o Organization/Company Information including the organization's main point of contact information
- o Company's Taxpayer ID Number (TIN)
- o Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- o Email Address
- o 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
- o ACH-EFT Payment Information
- o Missouri Counties/Regions Served
- o Diversity/Disadvantaged Business Classifications
- o Emergency Contact Information (if registering as an Emergency Purchase Vendor)
- o 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/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.

For help registering as a vendor or navigating the system, contact:
Perfect Commerce (a PROACTIS Company), WebProcure Technical Support
WebProcure.Support@perfect.com or (866) 889-8533
Monday through Friday 7:00am to 7:00pm (Central Time)