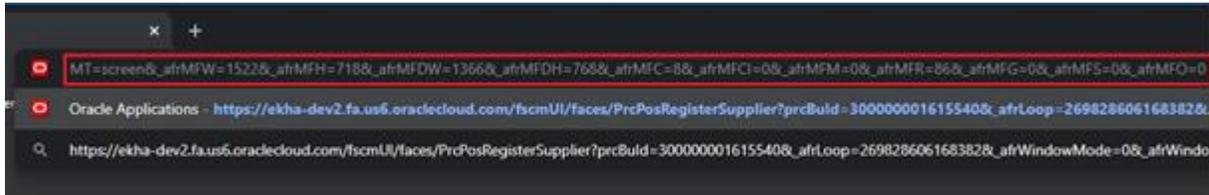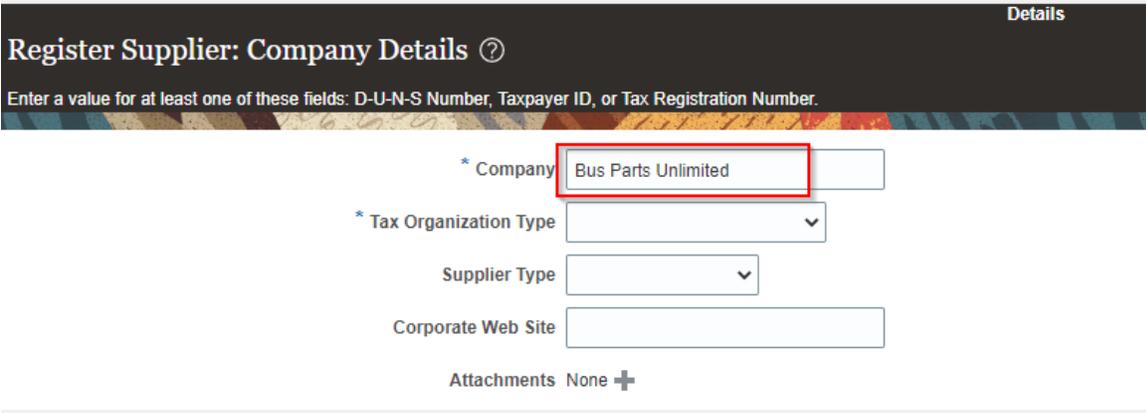# Register as a Prospective Supplier

In this topic you will learn how to register as a prospective supplier.
[This topic is for new suppliers who are registering to respond to or be notified of solicitations]

Step	Directions
1	Click into **Supplier Registration** link which is sent to suppliers.
2	Click in the **Company** field.
3	The Company should be a unique name. It is found on line #1 of your W-9 form. Enter information into the Company field. Example: **Bus Parts Unlimited** Click the **Tax Organization Type** combo box.
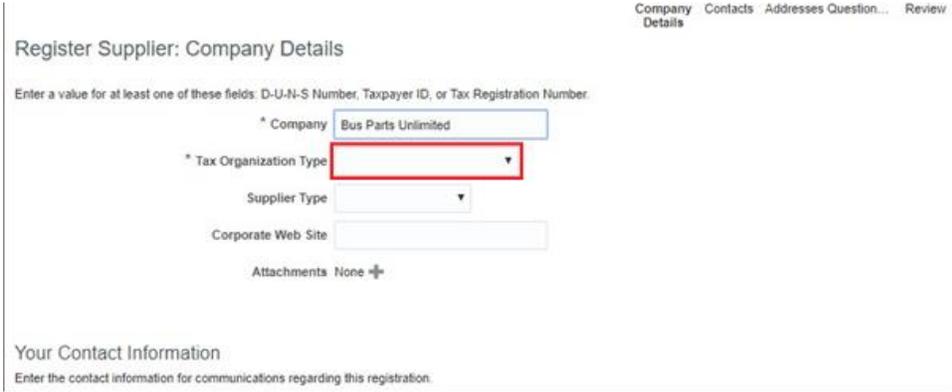
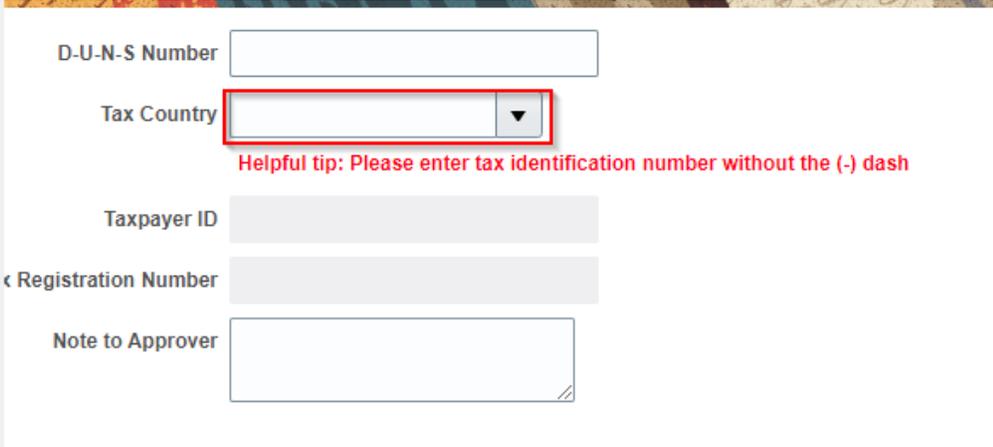| 4	Click the appropriate option.
	Register Supplier: Company Details
	Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.
	* Company Bus Parts Unlimited
	* Tax Organization Type
	Supplier Type Corporation
	Foreign Corporation
	Foreign Government Agency
	Corporate Web Site Foreign Individual
	Foreign Partnership
	Attachments Government
	Government Agency
	Individual
	Not Required
	Your Contact Information Partnership
	Enter the contact information for communications regarding this registration. Tax Authority
5	Click the **Supplier Type** combo box.
	Register Supplier: Company Details
	Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.
	* Company Bus Parts Unlimited
	* Tax Organization Type Corporation
	Supplier Type
	Corporate Web Site
	Attachments None
	Your Contact Information
	Enter the contact information for communications regarding this registration.
6	Click the appropriate option.
	Register Supplier: Company Details
	Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.
	* Company Bus Parts Unlimited
	* Tax Organization Type Corporation
	Supplier Type
	Corporate Web Site Supplier
	Sub-Contractor
	Attachments Attorney
	Carrier
	Insurance Company
	Utility
	Manufacturing
	Your Contact Information Services
	Enter the contact information for communications regardin Federal
	Public Sector
	Government
	Tax Authority
	* First Name Employee
	Garnishment
	* Last Name Internal
	Partnership
	* Email SoleTrader

7	Click in the **Tax Country** field.
	D-U-N-S Number [ ]
	Tax Country [ ] ▼
	Helpful tip: Please enter tax identification number without the (-) dash
	Taxpayer ID [ ]
	Registration Number [ ]
	Note to Approver [ ]

8	Begin to type the country in the **Tax Country** information field. Select the correct country
	D-U-N-S Number [ ]
	Tax Country [United Stat|] ▼
	United States US ← number w
	United States Minor Outlying Islands UM
	Taxpayer ID
	ax Registration Number More...
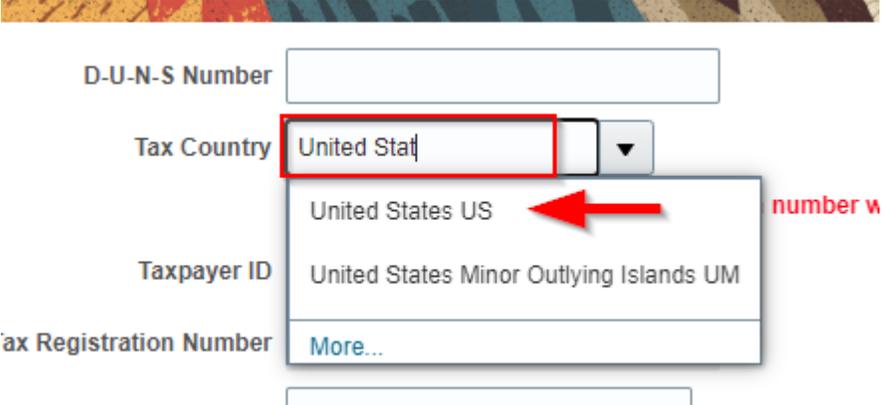
9	Click in the **Taxpayer ID** field. Type the Taxpayer Identification Number (found in Part I of your W-9) **without the dash**
	D-U-N-S Number [ ]
	Tax Country [United States] ▼
	Helpful tip: Please enter tax identification number without the (-) dash
	Taxpayer ID [123456789]
	Tax Registration Number [ ]
	Note to Approver

10	Complete Your Contact Information fields: **First Name, Last Name, Email, Confirm Email**

	* First Name	Jesse
	* Last Name	James
	* Email	JJames@BusPartsUnlimited.com
	* Confirm Email	JJames@BusPartsUnlimited.com

11	Click **Next _OR_** the **#2 Contact**s train-stop to continue

① Company Details — ② Contacts — ③ Addresses — ④ Business Classifications — ⑤ Products and Services — ⑥ Questionnaire — ⑦ Review

Back | Next | Save for Later | Register | Cancel

12	The contact you have entered will appear. Click the **pencil icon** next to Edit and add your telephone number and job title

Register Supplier: Contacts ⑦

Enter at least one contact.

Actions ▼   View ▼   Format ▼   ✚ Create   ✏ Edit   ✖ Delete   ▥ Fre

Name

James, Jesse
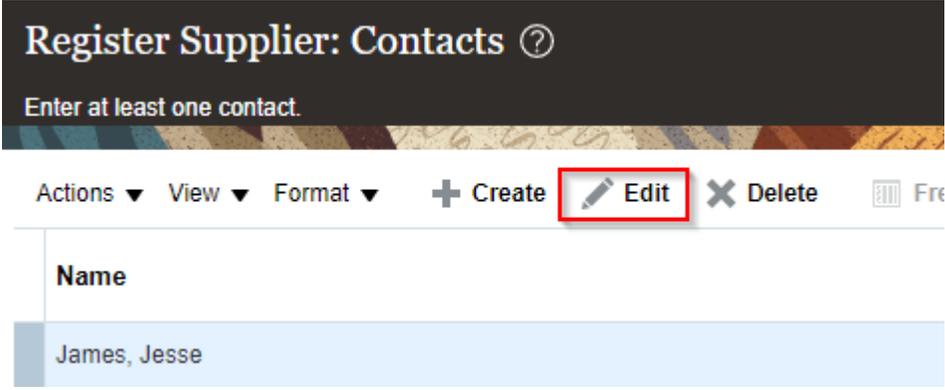
13	Enter your **job title**, **phone number**, and any other pertinent information – Click **OK** when complete

Edit Contact: Jesse James

Salutation	▾		Phone	1	▾	301	5551212	x123
* First Name	Jesse		Mobile		▾			
Middle Name			Fax		▾			
* Last Name	James		* Email	JJames@BusPartsUnlimited.com				
Job Title								
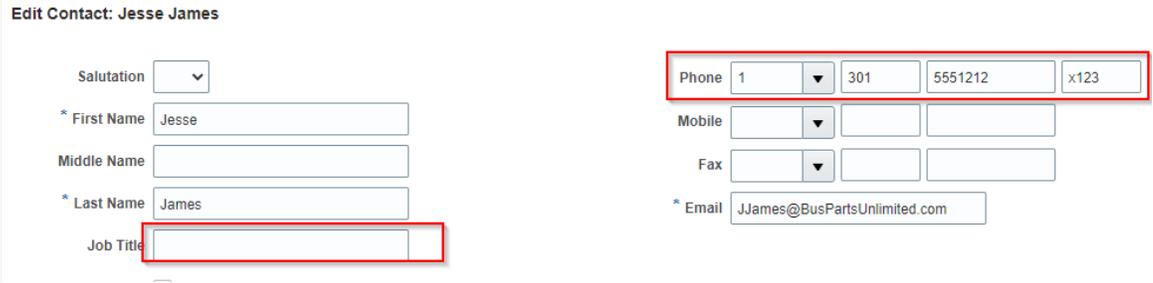
14	Create additional contacts as needed by clicking the **+ Create** button. We strongly encourage contacts such as: accounts receivable staff, customer service name, phone, and email for purchase orders, and a higher-level employee to contact for fraud prevention, such as the owner, CEO, CFO, etc.

Register Supplier: Contacts ⓘ

Enter at least one contact.
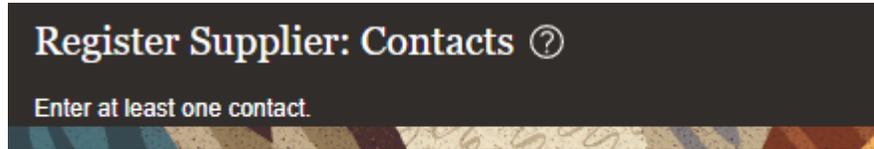
Actions ▼   View ▼   Format ▼   **+ Create**   ✎ Edit   ✖ Delete

Register Supplier: Contacts ⓘ

Enter at least one contact.

Actions ▼ View ▼ Format ▼   + Create   ✎ Edit   ✖ Delete   ▥ Freeze   ⬚ Detach   ⤶ Wrap

Name	Job Title	Email	Phone
Sands, Bethany	Customer Service/Orders	BSands@BPU.com	+1 (301) 555-1212 x4569
Earp, Wyatt	CFO	WEarp@BPU.com	+1 (555)1212 x9876
Washington, Martha	Accounts Receivable Supervisor	MWashington@BPU.com	+1 (301) 555-1212 x2345
James, Jesse		JJames@BusPartsUnlimited.com	+1 (301) 555-1212 xx123

15	When all contacts are added, click **Next OR** the **#3 Addresses** train-stop to continue

✓ ── ② ── ③ ── ④ ── ⑤ ── ⑥ ── ⑦

Company Details   Contacts   Addresses   Business Classifications   Products and Services   Questionnaire   Review

Back   **Next**   Save for Later
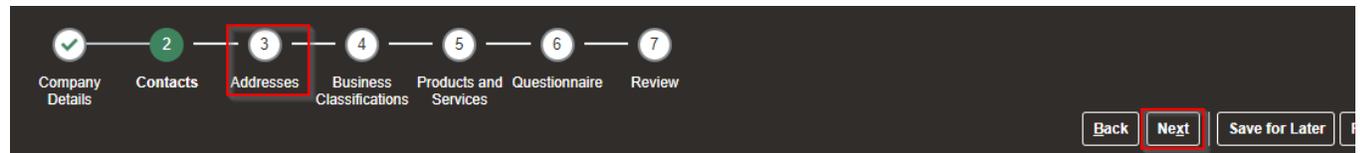
16	Add addresses. Add the address on your W-9, your accounts payable address, and the physical address to be printed on purchase orders. Click **+ Create**

Register Supplier: Addresses

Enter at least one address.
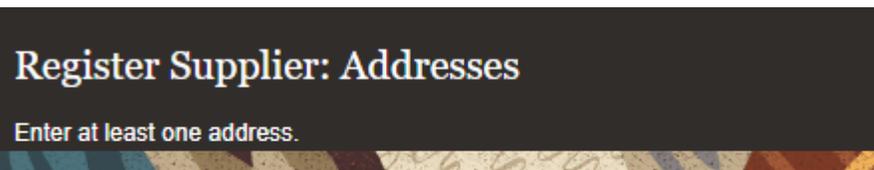
Actions ▼   View ▼   Format ▼   **+ Create**   ✎ Edit   ✖ Delete   ▥

Address Name   **Address**

17	Enter an **Address Name**. This will be the city of the location you are entering
	Create Address * Address Name ROCKVILLE * Country United States ▼

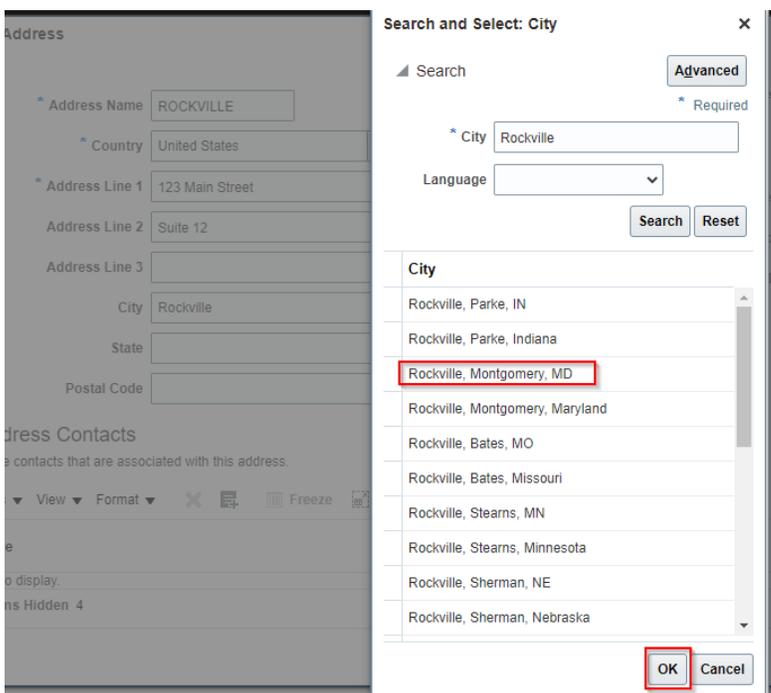| 18	**Enter the Country** information. Example: Begin to type "United…" and select the appropriate choice
	* Country United States ▼ * Address Line 1 United States US Address Line 2 United States Minor Outlying Islands UM

19	Complete the rest of the form. ****Note:** *When the city name is entered, click **Tab** and the list of city/state will pop up. Please select the correct City and State (two-digit abbreviation for State). If you manually enter the state, it may default two the wrong State once you click OK.*
	Address * Address Name ROCKVILLE * Country United States * Address Line 1 123 Main Street Address Line 2 Suite 12 Address Line 3 City Rockville State Postal Code dress Contacts contacts that are associated with this address. ▼ View ▼ Format ▼ ✕ 🗐 Freeze o display. ns Hidden 4 **Search and Select: City** ✕ ◢ Search Advanced * Required * City Rockville Language ▼ Search Reset **City** Rockville, Parke, IN Rockville, Parke, Indiana Rockville, Montgomery, MD Rockville, Montgomery, Maryland Rockville, Bates, MO Rockville, Bates, Missouri Rockville, Stearns, MN Rockville, Stearns, Minnesota Rockville, Sherman, NE Rockville, Sherman, Nebraska OK Cancel

20	Select the **Address Purpose**. For Prospective Supplier, select "**RFQ or Bidding**"
21	Click **Next** *OR* **#4 Business Classifications.** Click the **+** sign

22	Select the Dropdown (down arrow) under Classification and select the correct business classification **OR** select None of the classifications are applicable
	Register Supplier: Business Classifications ⑦
	☐ None of the classifications are applicable
	Actions ▼ View ▼ Format ▼ ➕ ✖ ▥ Freeze ▦ Detach ◀ Wrap
	* Classification
	Minority Owned ✔
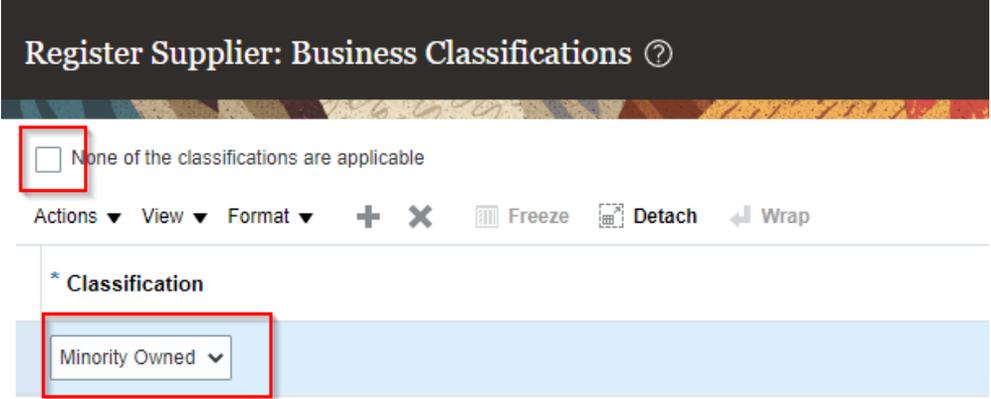
23	Click **Next OR #5 Products and Services.** Click the select and add button
	Register Supplier: Products and Services
	Enter at least one products and services category.
	Actions ▼ View ▼ Format ▼ ⊞₊ Select and Add ✖ Remove ▥ Freeze
	Category Name
	No data to display.
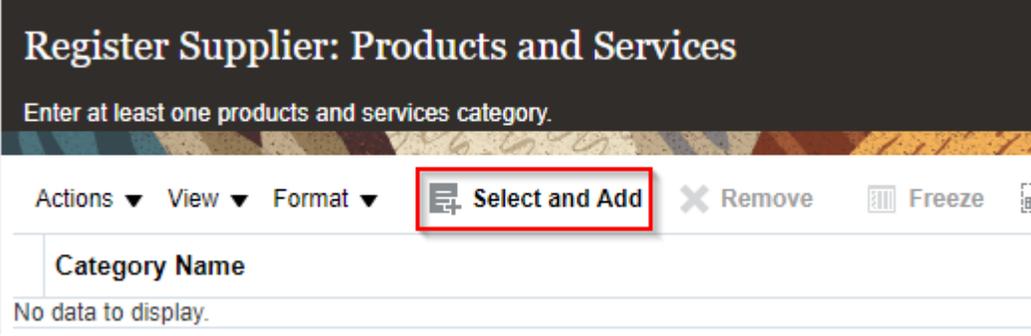
24	You can search by typing in your commodity in the Description box or click the arrow next to MCPS Categories and scroll to search
	View ▼ Format ▼ ▥ Freeze ▦ Detach ▤ ▤
	Select Category Name
	☐ ▶ 📁 MCPS Categories
	OR
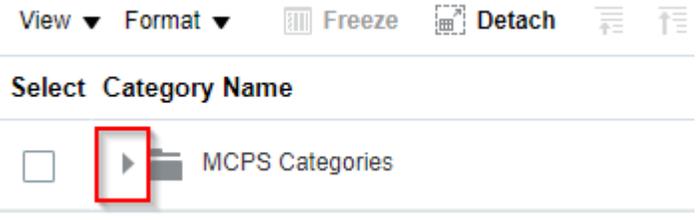
When searching in the Description, fewer words generate the best search results

Select and Add: Products and Services   ✕

◢ Search

Category Name [   ]   Description [parts   ]

[Search] [Reset]

View ▾ Format ▾   ▦ Freeze   ▣ Detach   ≣ ≣ ≣ ⤶ Wrap

Select	Category Name	Description
☑	▶ ☰ 060.66 Parts and Accessories, Automotive, Miscellaneou	Parts and Accessories, Automotive, Miscellaneous (Not Otherwise Classified)

Columns Hidden 1

Select the category and click **OK**

25

Click **Next** *OR* **#6 Questionnaire**

✓ ——— ✓ ——— ✓ ——— ✓ ——— ✓ ——— **6** ——— ⑦

Company Details   Contacts   Addresses   Business Classifications   Products and Services   **Questionnaire**   Review

[Back] [**Next**] [Save for Later] [Register]

26

Upload your W-9. Click the radio button next to "a. Yes, I have Provided" and click the **+** sign to find the folder in your documents

Questions

– Supplier Registration (Section **1** of **1**)

* 1. Please Provide your W-9 Form through Response Attachment

⦿ a. Yes, I have Provided

* Response Attachments   None **+**

Comments

[   ]

27	**Choose the File** to Upload and click **OK**
	Attachments ✕
	Actions ▼ View ▼ ✚ ✖
	Type / Category / * File Name or URL / Title / Description / Attached By / Attache
	File ▼ From Supplier ▼ Choose File No file chosen anonymous 12/05/20
	Rows Selected 1
	OK

28	Click **Next** *OR* **#7 Review**
	Company Details — Contacts — Addresses — Business Classifications — Products and Services — Questionnaire — 7 Review
	Back Next Save for Later Register Cancel

29	Once you have reviewed your submission, click **Register**
	Company Details — Contacts — Addresses — Business Classifications — Products and Services — Questionnaire — 7 Review
	Back Next Save for Later Register Cancel