

## **Supplier Registration Instructions**

To register as a new supplier, start by visiting the following link -

<https://www.usd259.org/Page/20068>

Not only can you register an account via this link, but you can also use it to login to your created profile, along with having access to a quick link to view current BIDS and ABSTRACTS.

### **NEW Supplier Registration:**

New Suppliers are referred to as "*Prospective Supplier*". A prospective supplier will have their supplier profile set up and all initially requested information entered into their profile. They will have the ability to Bid/Quote on requests sent out by the Wichita Public Schools Buyers.

### **Login for REGISTERED SUPPLIER:**

Registered Suppliers that have already done business with Wichita Public Schools and plan to continue, or a supplier that has been awarded a recent quote or bid and has been promoted from Prospective to *Spend Authorized Supplier*.

### **To view current BIDS and ABSTRACT:**

**Any company or person may view bids, quotes, and bid results.**

### **Things you will need to create your Profile:**

W-9

SAMs/Debarment Form (Optional)

Employee Contact Information

Know what products and services you would like to receive RFB/RFQ/RFP requests for

**\*\*As an administrative contact for your company, you are required to keep this information up to date. \*\***

You have the ability to MANAGE and EDIT your profile after it is created. There will be a separate job aid to show you this process.

## 1. Start by Selecting New Supplier Registration.

This will redirect you to our Oracle Cloud Financial System. All fields designated with an (\*) are required fields.

If your Tax Organization Type is individual, you must enter your social security number even if you have a W-9 Tax ID#. Your company name would be your name.

Once you have filled out all the required fields either click Next in the top right corner or select the second train stop in the top center portion of the screen that says Contacts.

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 TESTING ONE TWO THREE

\* Tax Organization Type Corporation

Supplier Type

Corporate Web Site

Attachments: None

Enter the company name and tax organization type as it reads on your W-9

D.U.N.S Number

Tax Country United States

Taxpayer ID 3945825

Tax Registration Number

Note to Approver

Must Select Tax Country before you can input the Tax ID #.

Attach W-9 and SAMs/Debarment Statement here.

Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name Collin

\* Last Name Coke

\* Email test@test.com

\* Confirm Email test@test.com

## 2. Contacts. Here is where you can add additional contacts along with editing your own information to include phone# etc. Click the (+) to add a contact, Pencil to edit, and (X) to remove.

Register Supplier: Contacts

Enter at least one contact

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Coke, Collin		test@test.com	✓	✓		

Columns Hidden 7

## 3. Addresses. Here is where you will input your company's address. If your billing address is different from your company address, make sure to add it to your profile here. Click the (+) to add an address, Pencil to edit, and (X) to remove.

Register Supplier: Addresses

Enter at least one address

Actions View Format Create Edit Delete Freeze Detach Wrap

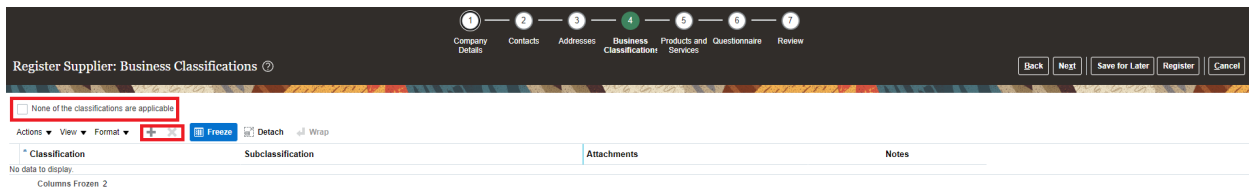
Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden 3

**4. Business Classifications.** Here is where you get the opportunity to declare any classifications to your business. If your business is not one of the following you will need to check the box that says None of the classifications are applicable highlighted in red below. **These business classifications do not need to be certified.**

**Business Classifications include: Hub Zone, Minority Owned, Service Disabled Veteran Owned, Small Business, Veteran Owned, and Woman Owned.**

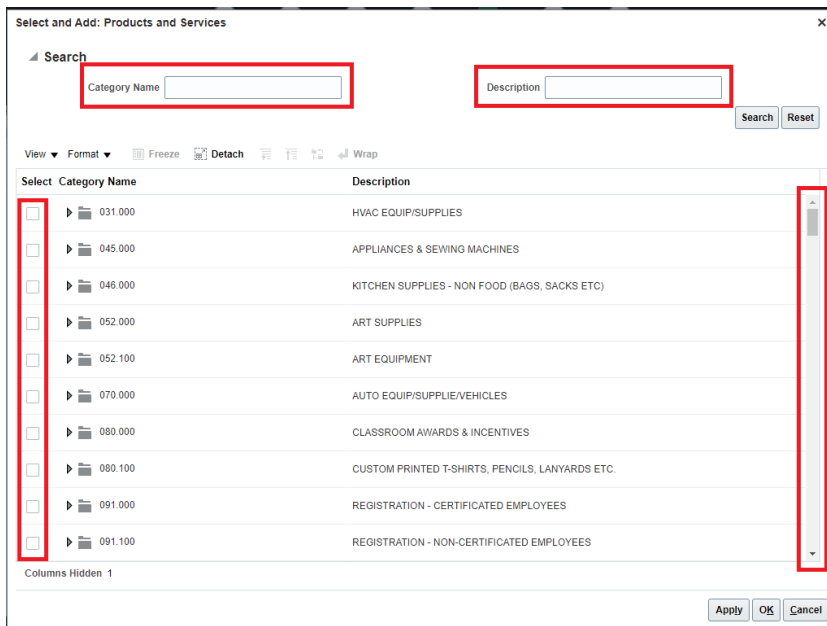
If your business is one of the above listed. Click on the (+) and select the appropriate option from the drop-down menu provided.



**5. Products and Services.** If you would like to receive RFQ, RFB, and RFP invitations it is important that you select the proper categories that you would like to service. To add a category simply click (Select and Add) to bring up a popup of all available categories.

You can type keywords to help filter the list down, or you can use the scroll bar on the right to browse the available options. To select the category, click the check box on the left-hand side. There is no restriction to the number of categories that you can select.

Once you have selected your categories click (Apply) in the bottom right corner.



**Quick notes for vendors that work closely with Design and Construction:**

**If you are a mechanical supplier, make sure you select 912.000**

**If you are a roofing company, be sure to select 150.450 and 912.000**

6. **Questionnaire.** Answer the questions by either selecting the appropriate response or filling in the appropriate field. If you would like to receive payments via Direct Deposit you will be given an option to do so here. (Click the (+) when prompted to add your banking information)
  
7. **Review.** Is a quick snapshot of all the information you have entered. You must review before you can submit your bid.
  
8. **Click Register.** Once you click register you are now a Prospective Supplier. You can now participate in all RFQs, RFBs, and RFPs.

If you are currently doing business with Wichita Public Schools or are awarded business in the future, you will be promoted from a Prospective Supplier to a Spend Authorized Supplier. Once you are promoted you will receive notification and have the ability to add additional information to your profile.