

If you do not have an account in the B2G system, you will need to create an account to complete the application process.

## **STEP 1:** Go to '**Apply for Registration**' on the following link: <u>scsk12.smwbe.com</u>





The Supplier Diversity Management System is powered by <u>B2Gnow</u> Software © Copyright 2020.

## STEP 2: Click 'Create Account'. Complete all required fields to create an account.

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	Apply for Registration	
	Thank you for your interest in doing business with Shelby County Schools - Department of Minority, Women-Owned and Small Business Enterprises!	
	Using the Vendor Management System, the registration process takes only a couple of minutes. After registering your company, you will automatically be logged into the system and directed to complete our Minority, Women-Owned and Small Business Enterprise (MWSBE) Vendor Application	
	All firms interested in doing business with Shelby County Schools are encouraged to complete our MWSBE registration application and submit all required documents as applicable. Benefits of registration include the ability to receive notification of upcoming workshops, conferences and procurement opportunities.	
	REMINDER: Applicants must meet the requirements of the MWSBE program. Completing the registration does not guarantee you will be awarded a contract.	
	To continue, please select an option below.	
	New Registration	
	I Know My Username & Password	
	I Forgot Mv Username & Password.	
	Lookup Account	
	Your firm is not currently registered. <u>Create Account</u>	
	Renew or Update Your Registration	
	I Know My Username & Password	
	Training Forgot Password	
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STEP 3: Once you have obtained a username and password, the system will take you directly to Shelby County SchoolsMWSBE Vendor Registry. Please complete the application fully and click 'next' to sign and submit.

Contact the MWBE Office at <u>MWBE@scsk12.org</u> if you need additional assistance.