## VENDOR ELECTRONIC APPLICATION INSTRUCTIONS

**REMEMBER**: have a copy of your W9 saved to your desktop or documents to be able to load during the application process.

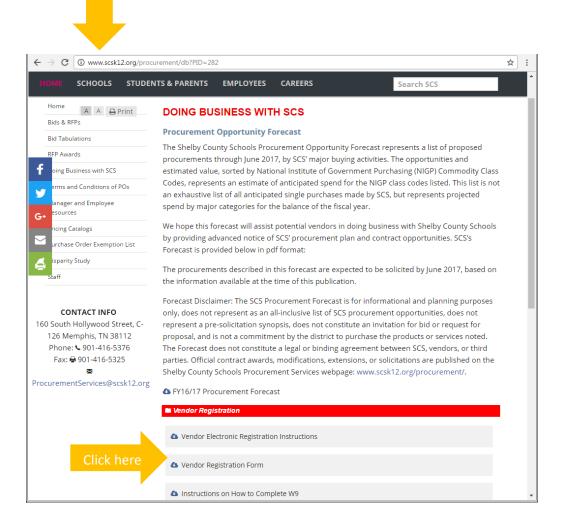
THIS IS ONLY TO REGISTER FOR THE FIRST TIME. EMAIL ANY CHANGES TO YOUR INFORMATION: procurementservices@scsk12.org

**ALSO**, if you're an employee or you have been unemployed for less than one (1) year with Shelby County Schools or if you work for Athletics in any capacity (stadium worker or official), you'll need to have an EIN which you apply for on the IRS website: irs.gov. Please do this before you begin your application process and email a copy of the document you receive from IRS site to procurementservices@scsk12.org.

Please, first copy and paste this link into your Chrome browser (the website prefers Chrome) >

http://www.scsk12.org/procurement/db?PID=282

it will take you to our Procurement website

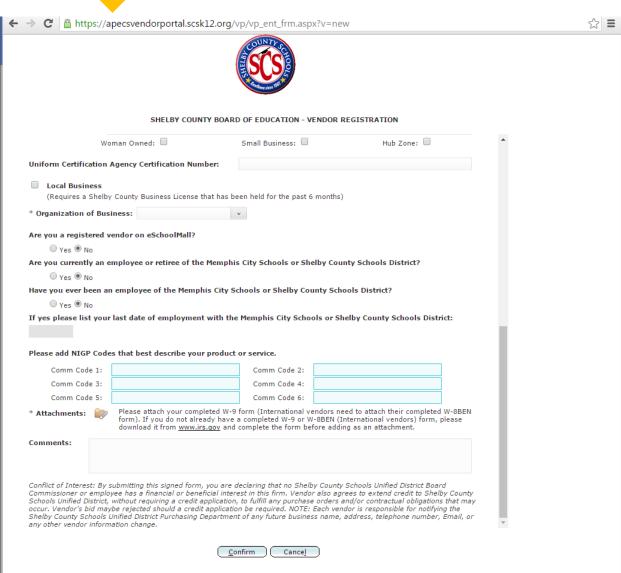


## VENDOR ELECTRONIC APPLICATION INSTRUCTIONS

Please click on Vendor Registration form which will allow you to fill in your information >

This is the form you'll be completing





- Once you have submitted the form, you'll receive an email with a confirmation number
- Please note this isn't a vendor identification number
- After a few days, you'll receive an email from a Procurement staff with your vendor identification number
- If you have not received your vendor identification number within five (5) business days, please email Procurement Services at <a href="mailto:procurementservices@scsk12.org">procurementservices@scsk12.org</a>
- If you are going on site, you'll need to complete a background check. Make an appointment with Fingerprinting: 901.416.5388.