

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



The screenshot shows a web browser window with the URL www.scsk12.org/procurement/db?PID=282. The page has a navigation menu with links for HOME, SCHOOLS, STUDENTS & PARENTS, EMPLOYEES, and CAREERS. A search bar is located in the top right. The main content area is titled "DOING BUSINESS WITH SCS" and features a "Procurement Opportunity Forecast" section. Below this, there is a "Vendor Registration" section highlighted with a red banner. Underneath the banner, there are three links: "Vendor Electronic Registration Instructions", "Vendor Registration Form", and "Instructions on How to Complete W9". A yellow arrow points to the first link.


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



← → ↻ https://apecsvendorportal.scsk12.org/vp/vp_ent_frm.aspx?v=new ☆ ☰



SHELBY COUNTY BOARD OF EDUCATION - VENDOR REGISTRATION

Woman Owned: Small Business: Hub Zone:

Uniform Certification Agency Certification Number:

Local Business
(Requires a Shelby County Business License that has been held for the past 6 months)

* **Organization of Business:**

Are you a registered vendor on eSchoolMall?
 Yes No


Are you currently an employee or retiree of the Memphis City Schools or Shelby County Schools District?
 Yes No

Have you ever been an employee of the Memphis City Schools or Shelby County Schools District?
 Yes No

If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District:

Please add NIGP Codes that best describe your product or service.

Comm Code 1: Comm Code 2:
Comm Code 3: Comm Code 4:
Comm Code 5: Comm Code 6:

* **Attachments:**  Please attach your completed W-9 form (International vendors need to attach their completed W-8BEN form). If you do not already have a completed W-9 or W-8BEN (International vendors) form, please download it from www.irs.gov and complete the form before adding as an attachment.

Comments:

Conflict of Interest: By submitting this signed form, you are declaring that no Shelby County Schools Unified District Board Commissioner or employee has a financial or beneficial interest in this firm. Vendor also agrees to extend credit to Shelby County Schools Unified District, without requiring a credit application, to fulfill any purchase orders and/or contractual obligations that may occur. Vendor's bid maybe rejected should a credit application be required. NOTE: Each vendor is responsible for notifying the Shelby County Schools Unified District Purchasing Department of any future business name, address, telephone number, Email, or any other vendor information change.

- 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 procurementservices@scsk12.org
- If you are going on site, you'll need to complete a background check. Make an appointment with Fingerprinting: 901.416.5388.