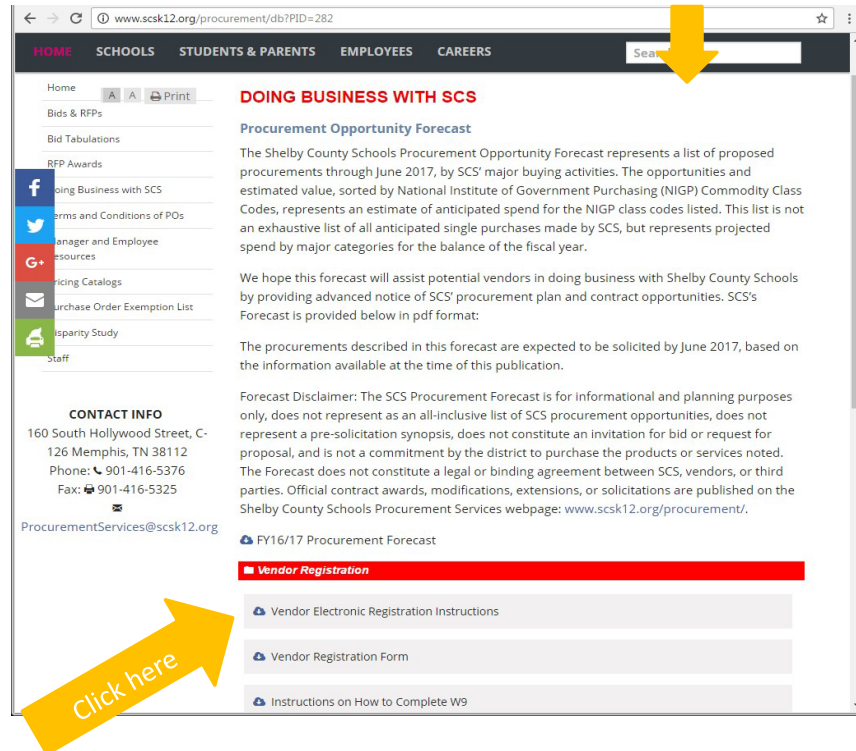


# VENDOR ELECTRONIC REGISTRATION INSTRUCTIONS

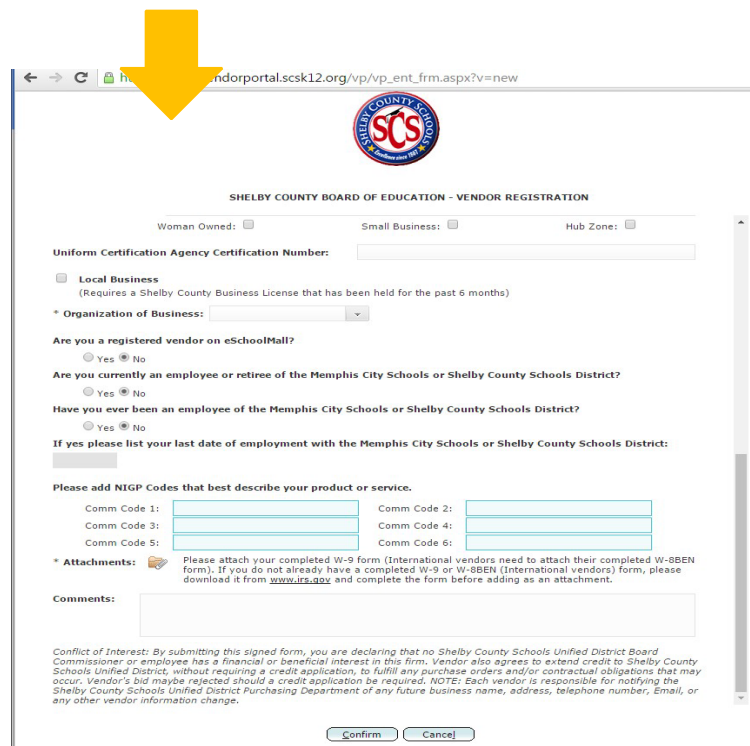
**REMEMBER:** Please have a completed copy of your W9 saved to your desktop or documents to be able to load during the application process. (Please review your saved copy because many times the electronic version is not saved and signed; therefore, it slows the registration completion process because the document is incomplete).

- **THIS IS ONLY TO REGISTER FOR THE FIRST TIME IN MSCS SYSTEM.**
- **CHANGES TO YOUR INFORMATION EMAIL along with W9 or tax ID:** [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org)
- **ALSO**, if you're an *employee*, or you left MSCS and is trying to become a vendor within the same calendar year, or if you work for Athletics, see below:
  - *Employees that we are allowed to be paid as vendors are officials that are assigned by TSSAA. That is in the federal guidelines from the IRS. You must have an EIN which you can apply for on the IRS website: [irs.gov](http://irs.gov). Please do this before you begin your application process. Also, employees applying to be a vendor must have an EIN to register as a vendor. Each vendor's application is verified on the IRS website.*
  - *Former employees no longer working for MSCS must have an EIN if requesting to be a vendor during the same calendar year as the previous MSCS employment.*
  - *Stadiums worker or officials who are MSCS employees will be paid through Payroll stipends.*
- If you're a **transportation** or **recreational game** vendor, note it on your registration so your application can be directed accordingly through General Counsel and Risk Management.
- For guidance with MSCS **SBE program**, please note the information below:
  - Phone: 901.416-4723
  - Email: [mwbe@scsk12.org](mailto:mwbe@scsk12.org)
  - Website: [www.scsk12.org/mwbe](http://www.scsk12.org/mwbe)
- **First**, read the Vendor Electronic Registration Instructions.
- Have your documents ready:
  - W9 ~ completed
  - If needed, your Non-profit letter (*Load all documents at one time because you only have one time available*)
- Please confirm your W9 is complete, legible and able to be viewed.
- Scan the W9 and documents together so they will load all together to your email address.
  - Save them all together
  - Load them all together
- Once you have submitted the form, you will receive an autogenerated email with a confirmation number.
- **Please note this is not a vendor identification number.**
- If you have not received an email with your vendor identification number after five (5) days, please email: [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org).
- If you are going on-site to any MSCS property, you must complete a background check to receive a vendor badge. You will need your vendor ID. More details, please contact **Fingerprinting at 901.416.5999**.
  - Any questions about the background check, please contact Fingerprinting only.
  - All vendors need a service code when completing the fingerprinting process. Use code: 28TYHT

- If you are having problems registering and you are in Chrome, please try to empty cookies and history on your computer and if it is high volume time, maybe try during an off-business time.
- Please note what type of services and/or goods your company renders.
- **Second**, 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 >



**Third**, click on Vendor Registration form which will allow you to fill in your information >



**Complete**,  
this form

**You are done!!!**