

# Frequently Asked Questions Electronic Vendor Registration

- **ONLY DO BUSINESS** when you have a
  - ✚ PO
  - ✚ And contract if a contract is required
    - Ask the person who you'll do business with if a contract is required
  - ✚ If you do not have a PO
    - If a contract is required and it's not completed, a PO will not be released
    - If there is no PO and no contract (when required), then reschedule the rendering of services or goods
    - If you choose to do business without a PO and contract (when a contract is required) then you risk payment difficulties
- What do I do after I receive my vendor ID?
  - ✚ Follow through with a background check with Fingerprinting: 901.416.5388
  - ✚ Contact Fingerprinting for any background check questions
  - ✚ You and your employees must have an SCS badge prior to going on any SCS site
- What should I do if I'm a transportation or recreational game vendor?
  - ✚ Note that in the registration notes
  - ✚ Risk Management will be notified because there's a different approval process
  - ✚ You'll be guided through this process
- Can I return to correct information after I have registered?
  - ✚ This is **only** a one time opportunity.
  - ✚ This is not a vendor portal
- When do I need an EIN number and how do I get it?
  - ✚ When you are currently an employee of SCS
  - ✚ Or if it's been less than a calendar year since you ceased employment with SCS
  - ✚ IRS.gov is the site where you'll request your EIN
- Where do I get a W9 to complete and how should it look?
  - ✚ IRS.gov is the site where you can get a W9

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- ✚ Note Instructions on How to Complete W9 on Procurement website
- ✚ A sample W9 is also available
- ✚ If you do not know your tax classification,
  - ask your accountant
  - google the different types
- ✚ Procurement cannot assist you with this
- ✚ Please confirm your W9 is complete, legible and able to be viewed to expedite receiving your vendor ID
- ✚ Scan the W9 and documents together so they'll load all together to your email address > Save them all together > Load them all together
- How do I register as a vendor for a stipend, reimbursement or refund?
  - ✚ The registration process is the same except you **do not** need a W9
  - ✚ Load a document that states "Reimbursement Only" because the portal requires a document to be loaded
  - ✚ Note it in the notes also
  - ✚ Use your SSN if you are not an SCS employee
  - ✚ If you are an SCS employee, you'll be paid through Payroll
- How should I market myself as a vendor?
  - ✚ Please research marketing practices and ideas either in books or on the internet for ideas.
  - ✚ Procurement cannot assist in this area
- How do I change information on my file?
  - ✚ Submit completed W9 and all changes for your vendor file and any information that needs to follow a new address if there's a new address request
  - ✚ or submit your tax ID (if there are no changes to the W9) and all changes for your vendor file and any information that needs to follow a new address if there's a new address request
- If I haven't received my vendor ID, what should I do?
  - ✚ Please email [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org) with the tax ID you registered with.

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- What if I didn't get a confirmation email after I completed the registration process?
  - ✚ Possibly, the registration was not accepted and maybe you'll need to try again
  - ✚ Remember to use Chrome
  - ✚ Clear the cookys and history
  - ✚ Try at a time when there is less activity such as off hours
  - ✚ Go to the library or ask for assistance from someone
  - ✚ Procurement cannot assist you with this
- Do I have to use Chrome?
  - ✚ Yes, it is the best browser for this portal.
- What if I am having trouble loading the information and I am in Chrome?
  - ✚ Clear the cookys and history
  - ✚ Try at a time when there is less activity such as off hours
  - ✚ Try a different computer
  - ✚ Try the library
- Can I submit my documents to Procurement?
  - ✚ No, electronic vendor registration is the only way to register as a vendor.
  - ✚ Remember to submit changes *only* by email to [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org)
- Can someone else register for me?
  - ✚ It's best and wisest practice you register for yourself in case there's errors.
- Who do I contact about not being paid?
  - ✚ the site you rendered goods or services with
  - ✚ Accounts Payable [apd@scsk12.org](mailto:apd@scsk12.org) or 901.416.5407

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- What if my W9 is not completed or signed and dated?
  - ✚ It has to be completed to complete the registration process otherwise it'll delay receiving your vendor ID
  - ✚ It's wisest to download the document from [irs.gov](https://irs.gov)
    - complete it manually and
    - scan it to your email account so you can
    - save it on your desktop or wherever you save your documents (along with the other documents you need to load)
- What are NIGP codes or commodity codes?
  - ✚ SCS uses the 5 digit codes
  - ✚ These designate the type of services or goods that you offer
  - ✚ Bids and RFPs use this method to find vendors who offer the goods or services of the solicitation being launched
  - ✚ Texas Commodity Code a public search engine is electronic and has +/-60,000 codes available ~ you're welcome to search this although we use only 3,000
  - ✚ Later an electronic document with our commodity codes will be available