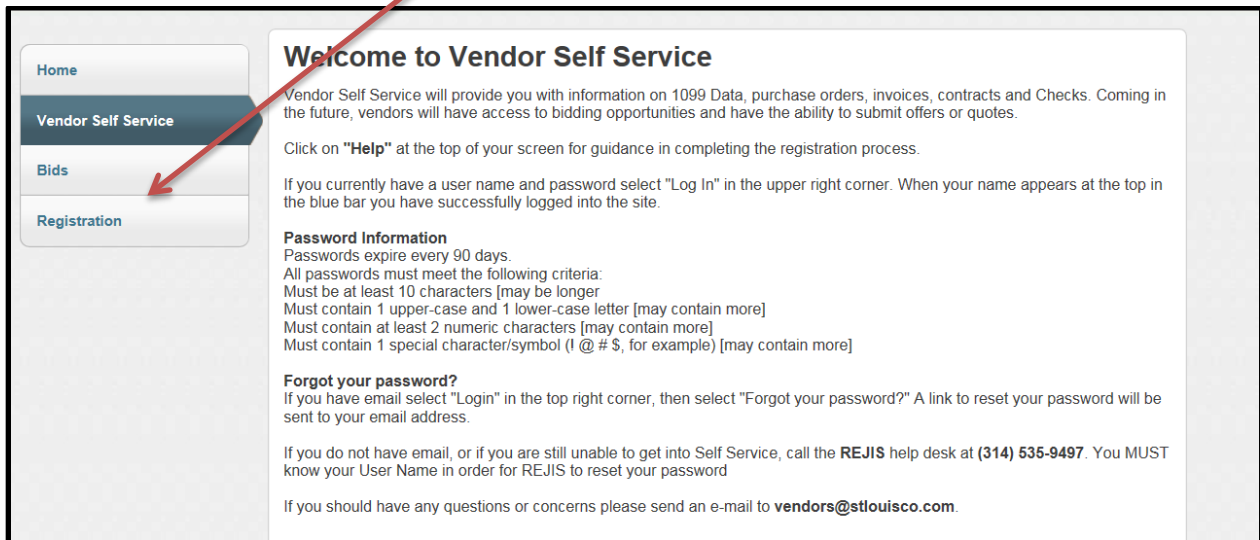


HOW TO REGISTER AS A NEW VENDOR

Go to: <https://self-service.stlouisco.com/MSS/Vendors/default.aspx>

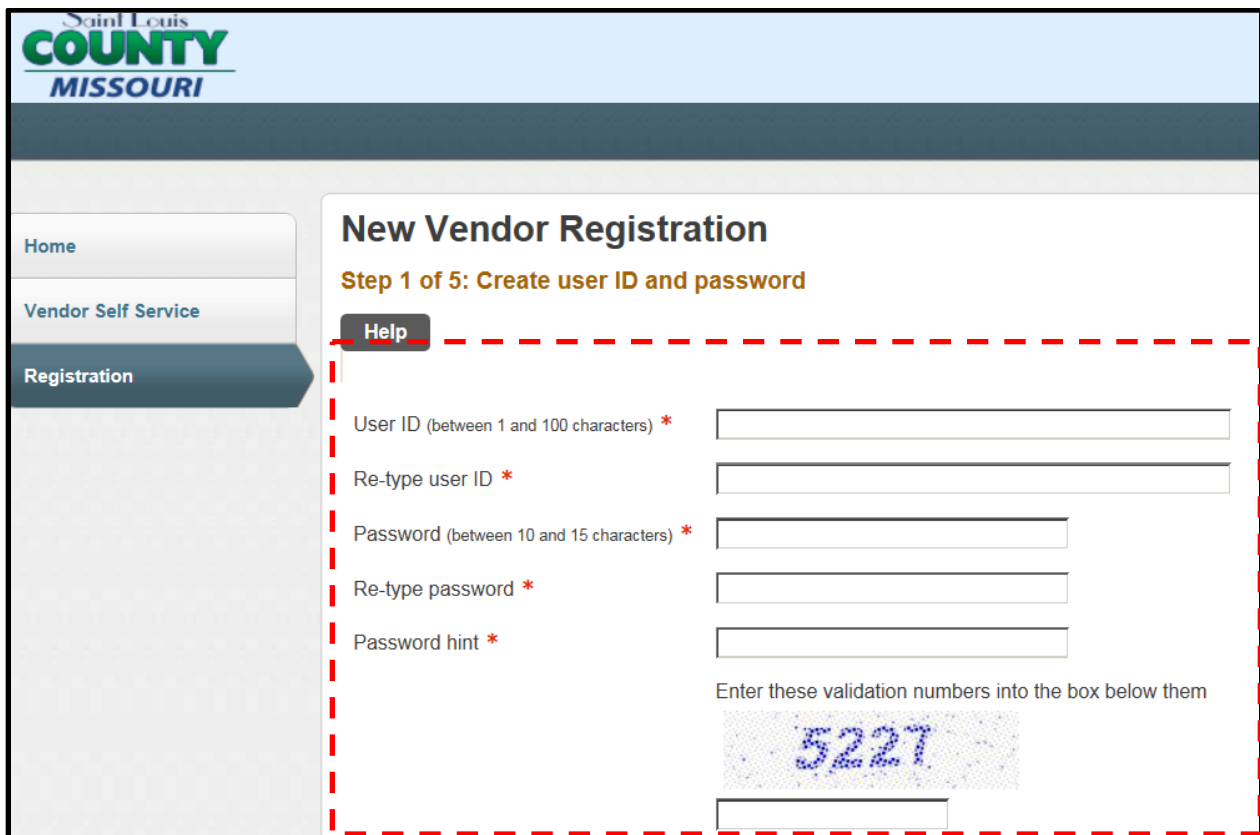
Read the Welcome Screen > Click



The screenshot shows the 'Welcome to Vendor Self Service' page. On the left is a navigation menu with 'Home', 'Vendor Self Service', 'Bids', and 'Registration'. A red arrow points from the 'Registration' button above to the 'Registration' menu item. The main content area has the title 'Welcome to Vendor Self Service' and several paragraphs of text. The first paragraph explains the service. The second paragraph says to click 'Help' for guidance. The third paragraph says to use 'Log In' if you have a user name and password. The fourth paragraph is titled 'Password Information' and lists requirements: passwords expire every 90 days, must be at least 10 characters, contain 1 upper-case and 1 lower-case letter, at least 2 numeric characters, and at least 1 special character. The fifth paragraph is titled 'Forgot your password?' and says to select 'Forgot your password?' if you have email. The sixth paragraph says to call the REJIS help desk at (314) 535-9497 if you don't have email. The seventh paragraph says to email vendors@stlouisco.com for questions.

➤ **Step 1 = Create User ID and password**

- Create your **USER ID > PASSWORD > enter your PASSWORD HINT > and VALIDATION NUMBERS**



The screenshot shows the 'New Vendor Registration' page. The top left has the Saint Louis County Missouri logo. The navigation menu on the left has 'Home', 'Vendor Self Service', and 'Registration'. The main content area has the title 'New Vendor Registration' and the subtitle 'Step 1 of 5: Create user ID and password'. There is a 'Help' button. Below it are five input fields: 'User ID (between 1 and 100 characters) *', 'Re-type user ID *', 'Password (between 10 and 15 characters) *', 'Re-type password *', and 'Password hint *'. Below these fields is a box for validation numbers with the text 'Enter these validation numbers into the box below them' and a box containing the number '5227'.



HOW TO REGISTER AS A NEW VENDOR

Click **Continue**

At this point, please continue with the Registration process.

- **Step 2 = General Information**
 - Complete your company's information as it applies by navigating through Steps 2-5. Anything with a red asterisk (*) has to be filled in before you're able to click **Continue** to go to the next screen.

New Vendor Registration

 Your User ID and password have been successfully set. Please continue with the registration process. 

Step 2 of 5: General information Step 1 **2** 3 4 5

Help

*Company Name
(line 2)
Doing business as (if different from above)
 Foreign Entity

*Address
(line 2)
(line 3)

*City

*State (abbreviation)

*Zip

County

Country

Fax Number

Geographic

Send Accounts Payable checks to the above address
 Send Purchase Orders to the above address

*E-Mail

Web site

*Vendor Type

Select either Bidding Vendor or Regular Vendor ONLY

HOW TO REGISTER AS A NEW VENDOR

Minority Business Entity (MBE)

Is Minority Business Enterprise

MBE Classifications
(select all that apply)

- DISADVANTAGED BUSINESS ENTERPR
- General 0 certifications [manage](#)
- MINORITY BUSINESS OWNED
- SERV DISABLE VET OWNED SM BUS
- VETERAN OWNED BUSINESS ENTERPR
- WOMAN BUSINESS OWNED

Enter a Federal Tax ID Number or Social Security Number

*

*FID/SSN

*Re-type FID/SSN

Your preferred payables delivery method(s).

Mail E-Mail

Your preferred purchasing delivery method(s).

Mail E-Mail

Step 3 = Address Information

- click **add** to add your company's Remittance Address information
- click **change** to update your company's Remittance Address information
- click **Continue** when complete

HOW TO REGISTER AS A NEW VENDOR

New Vendor Registration

Step 3 of 5: Address information Step 1 2 **3** 4 5

[Help](#)

Accounts Payable Addresses

add

| Name | DBA | Address | City | State | ZIP | Fax | Is Default | |
|-----------------|-----|--------------|---------|-------|-------|-----|------------|------------------------|
| ST LOUIS COUNTY | | 41 S CENTRAL | CLAYTON | MO | 63105 | | Y | change |

Purchase Order Addresses

add

| Name | DBA | Address | City | State | ZIP | Fax | Is Default | |
|-----------------|-----|--------------|---------|-------|-------|-----|------------|------------------------|
| ST LOUIS COUNTY | | 41 S CENTRAL | CLAYTON | MO | 63105 | | Y | change |

[Continue](#)

- **Step 4 = General Vendor Contacts**
- click [New Contact](#) to add a contact person
 - click [change](#) to update or edit your contact person
 - click [Continue](#) when complete

New Vendor Registration

Step 4 of 5: General Vendor Contacts Step 1 2 3 **4** 5

[Help](#)

Address Contacts

| Type | Name | Description | Email | Phone | Fax | |
|--|--------------------|-------------|-------|--------------|-----|------------------------|
| GENERAL - GENERAL CONTACTS | JOHN DOE | PRESIDENT | | 314-615-XXXX | | change |
| ACCOUNTS PAYABLE - ACCOUNTS PAYABLE CONTACTS | AP CONTACT | | | 314-615-XXXX | | change |
| PURCHASING - PURCHASING CONTACTS | PURCHASING CONTACT | | | 314-615-XXXX | | change |

[Continue](#) [New Contact](#)

HOW TO REGISTER AS A NEW VENDOR

- **Step 5 = Review**
 - click **change** to make updates
 - review all information for accuracy
 - click **Register** when complete and to finalize your registration

New Vendor Registration

Step 5 of 5: Review

Step 1 2 3 4 **5**

Please check that the information below is correct. Make changes if necessary, then click on "Register."

Help

General Information [change](#)

| | |
|---------------------|-----------------------------------|
| Name/DBA | ST LOUIS COUNTY |
| Entity | |
| Address | 41 S CENTRAL CLAYTON, MO 63105 |
| Fax Number | |
| FID | 23-3456789 |
| Geographic | |
| E-Mail | vendors@stlouisco.com |
| Web Site | |
| Vendor Type | BV BIDDING VENDOR |
| Foreign Entity | No |
| Bank | |
| Bank Account Number | |
| Bank Account Type | |

Address Information

[change](#)

HOW TO REGISTER AS A NEW VENDOR

Address Information

change

Accounts Payable

| Name | DBA | Address | City | State | Zip | Fax | Default |
|-----------------|-----|--------------|---------|-------|-------|-----|---------|
| ST LOUIS COUNTY | | 41 S CENTRAL | CLAYTON | MO | 63105 | | Y |

Purchase Order

| Name | DBA | Address | City | State | Zip | Fax | Default |
|-----------------|-----|--------------|---------|-------|-------|-----|---------|
| ST LOUIS COUNTY | | 41 S CENTRAL | CLAYTON | MO | 63105 | | Y |


Accounts Contacts

change

| Type | Name | Description | Email | Phone | Fax |
|--|--------------------|-------------|-------|--------------|-----|
| GENERAL - GENERAL CONTACTS | JOHN DOE | PRESIDENT | | 314-615-XXXX | |
| ACCOUNTS PAYABLE - ACCOUNTS PAYABLE CONTACTS | AP CONTACT | | | 314-615-XXXX | |
| PURCHASING - PURCHASING CONTACTS | PURCHASING CONTACT | | | 314-615-XXXX | |

Attachments

| Attachment Type | Description | Required | Attachments |
|-----------------|--------------------------------------|----------|----------------------------|
| General | Documents are not assigned to a type | | (0) Attach |

 St. Louis County is not liable for any errors or omissions in data entered by User(s).

I have read and accept the terms & conditions.

[Register](#)

[Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh button.)

HOW TO REGISTER AS A NEW VENDOR

1. DON'T FORGET TO UPLOAD YOUR W-9 FORM AND REGISTER FOR COMMODITY CODES IF YOU WISH TO RECEIVE FUTURE BIDDING OPPORTUNITIES.

DON'T forget to attach your W-9 form. Make sure the form is last revised by the IRS December 2014.



You may go to the IRS website to obtain a form at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

2. Click "Upload attachment documents to your profile" to upload your:
 - ✓ Completed W-9 form
 - ✓ Invoice or packing slip to show you are doing business with St. Louis County.

You may **LOG OUT** when you're done. You will receive an eNotification once your registration has been processed.

Email vendors@stlouisco.com for Q&A.