

Self-Service Supplier Registration Process

Topic Overview

MissouriBUYS is the State of Missouri's secure, web-based statewide eProcurement system powered by MOVERS (an Oracle product).

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Self-Service Supplier Registration Process

Introduction

This guide provides an overview and step-by-step instructions for a supplier to follow and complete the Supplier registration process in MissouriBUYS, powered by MOVERS. As a security feature, after 10 minutes of inactivity, you will be given a two-minute warning, with a pop-up as shown below. After 2 more minutes of inactivity the system will log you out. A pop-up box will appear on the screen, click **Continue** to stay logged in.

Note: If at any time during registration you need to complete the process at a later time, click **Save**. Otherwise, once you click **Continue**, your work will automatically be saved, and the system will prompt the next page.

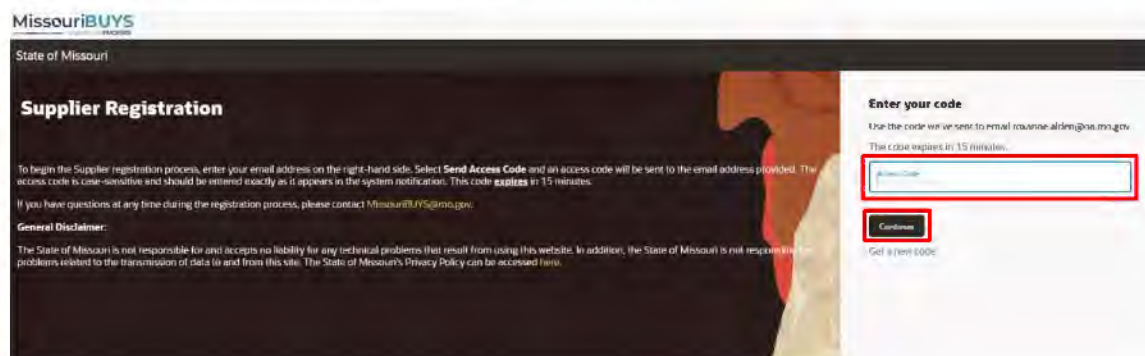
Access MissouriBUYS, powered by MOVERS Supplier Registration

1. Navigate to the [Self-Service Supplier Registration](#) page.
2. To begin the Self-Service Supplier Registration process, enter your email address on the right-hand side and select **Send Access Code**.



The screenshot shows the 'Supplier Registration' page on the MissouriBUYS website. On the right side, there is a section titled 'Enter your email' with the instruction 'Get a one-time access code to start.' Below this is a text input field for the email address and a button labeled 'Send Access Code'.

3. Enter the access code received in the system notification in the **Access Code** field and click **Continue**. The access code is case-sensitive and should be entered exactly as it appears in the system notification. The code **expires** in 15 minutes.

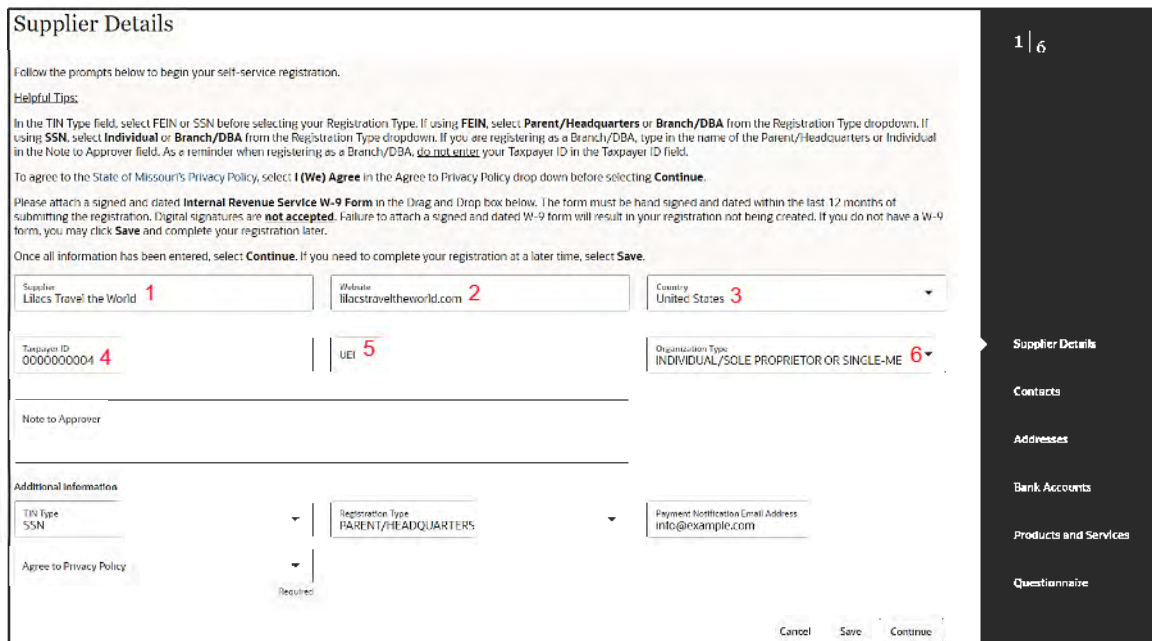


The screenshot shows the 'Supplier Registration' page on the MissouriBUYS website. On the right side, there is a section titled 'Enter your code' with the instruction 'Use the code we've sent to email: rourne.alder@mo.gov'. Below this is a text input field for the access code and a button labeled 'Continue'.

Self-Service Supplier Registration Process

Enter Supplier Details

On the **Supplier Details** screen, provide your supplier information as you are guided through each of the sections listed on the right-hand side of the screen. Required fields are labeled under the field on the right-hand side.



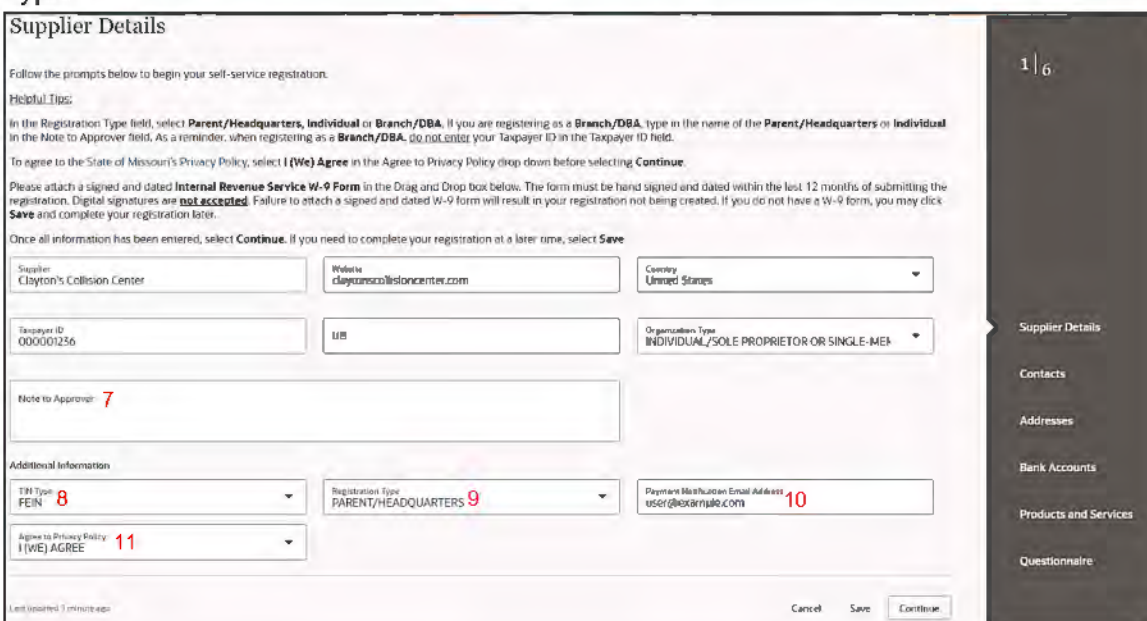
1. In the **Supplier** field, enter the Legal Name of the entity/individual. The system **will not** allow duplicative names. The Legal Name must match, excluding punctuation, the entity/individual name on record with the IRS for your Tax Identification Number.
 - a. If you want to register both your Parent/Headquarters and Branch/DBA (Doing Business As) companies with the State of Missouri, please create your Parent/Headquarters Registration first, then create a separate Branch/DBA Registration. Please do not list your DBA name within your Supplier name when completing your Parent/Headquarters Registration.
 - b. Once you have completed your Parent/Headquarters Registration, please create a Branch/DBA registration and enter the name in which you conduct business.
2. In the **Website** field, if desired, enter your business website's URL.
3. In the **Country** field, click on the drop-down arrow to choose your country. You can also start typing the country and a list of options will be provided to select from.
4. In the **Taxpayer ID** field, enter your 9-digit Taxpayer ID. Do **not** enter any hyphens, spaces, or dashes.
 - a. This will be either your Social Security Number (SSN) or your Federal Employer Identification Number (FEIN). Do **not** enter your 9-digit SSN or FEIN if you are registering your Branch/DBA Supplier name. Instead, leave the Taxpayer ID field blank.

Self-Service Supplier Registration Process

Note: The State of Missouri uses this information to associate your registration with the state's financial system for Federal tax reporting.

5. In the **UEI** field, enter the Unique Entity Identifier (UEI) number, if applicable. Please leave this field blank if you have not applied for and been assigned a UEI number by the federal government.
 - a. This field is not required.
 - b. The UEI number must contain 9- or 12-digits. If any number less than 9 or more than 12 is entered, you will **not** be able to proceed with your registration until corrected.
 - c. It cannot contain letters or symbols.

6. In the **Organization Type** field, click on the drop-down arrow to select the correct Organization Type.



Supplier Details

Follow the prompts below to begin your self-service registration.

Helpful Tips:

In the Registration Type field, select **Parent/Headquarters**, **Individual** or **Branch/DBA**. If you are registering as a **Branch/DBA**, type in the name of the **Parent/Headquarters** or **Individual** in the Note to Approver field. As a reminder, when registering as a **Branch/DBA**, do not enter your Taxpayer ID in the Taxpayer ID field.

In the Note to Approver field, select **I (We) Agree** in the Agree to Privacy Policy drop down before selecting **Continue**.

Please attach a signed and dated **Internal Revenue Service W-9 Form** in the Drag and Drop box below. The form must be hand signed and dated within the last 12 months of submitting the registration. Digital signatures are **not accepted**. Failure to attach a signed and dated W-9 form will result in your registration not being created. If you do not have a W-9 form, you may click **Save** and complete your registration later.

Once all information has been entered, select **Continue**. If you need to complete your registration at a later time, select **Save**.

Supplier: Clayton's Collision Center Website: claytonscollisioncenter.com Country: United States

Taxpayer ID: 000001256 EIN: 123 Organization Type: INDIVIDUAL/SOLE PROPRIETOR OR SINGLE-MEM

Note to Approver: 7

Additional Information

TIN Type: 8 FEIN Registration Type: 9 PARENT/HEADQUARTERS Payment Method: 10 user@boxmail.com

Agree to Privacy Policy: 11 I (WE) AGREE

Cancel Save Continue

7. In the **Note to Approver** field, add any additional notes that may apply. For example, in the case of an ownership change or business restructure, please add the prior supplier name. Do **not** enter any sensitive information in the **Note to Approver** field, such as SSN, FEIN, or bank information.

Note: If you are registering your Branch/DBA registration, please add the Parent/Headquarters company name in the **Note to Approver** field.

8. In the **TIN Type** field, click the drop-down arrow to select **Social Security Number** or **Federal Employer Identification Number**, depending on how you are doing business with the State of Missouri.
9. In the **Registration Type** field, you will enter whether you are an Individual, Parent/Headquarters or Branch/DBA.
 - a. **Individual** applies to you if are doing business as yourself or as a sole proprietor.
 - b. **Parent/Headquarters** applies to your organization if it is the parent or headquarters location of your organization.

Self-Service Supplier Registration Process

- c. **Branch/DBA (Doing Business As)** applies to your organization if it is a child company or branch location of another entity. If you are registering your Branch/DBA, please double check the following.

- i. In the **Supplier** field, ensure you have entered your DBA name only.
- ii. In the **Taxpayer ID** field, ensure you have left it blank.
- iii. In the **Note to Approver** field, ensure you have provided the Individual or Parent/Headquarters name.

10. In the **Payment Notification Email Address** field, enter an email address for which you want to receive an email notification when a payment has been made to this supplier.

Note: Payment notifications will be generated with a future release of the MOVERS system.

11. In the **Accept Terms and Conditions** field, click the drop-down arrow and select **I (We) Agree**.

12. In the **Drag and Drop** box, upload a hand-signed and dated Internal Service W-9 Form and select **Continue**.

Note: Please attach a signed and dated **Internal Revenue Service W-9 Form** in the “Drag and Drop” box below. The form must be hand-signed and dated within 12 months of submitting the registration. Digital signatures are **not accepted**. The W-9 Form can be found on the [IRS official website](#). Failure to attach a signed and dated W-9 form will result in your registration not being created. If you do not have a W-9 form, you may click **Save** and complete your registration later.

Supplier Details

Follow the prompts below to begin your self-service registration.

Helpful Tips:

In the Registration Type field, select **Parent/Headquarters, Individual or Branch/DBA**. If you are registering as a **Branch/DBA**, type in the name of the **Parent/Headquarters or Individual** in the Note to Approver field. As a reminder, when registering as a **Branch/DBA**, do not enter your Taxpayer ID in the Taxpayer ID field.

To agree to the State of Missouri's Privacy Policy, select **I (We) Agree** in the Agree to Privacy Policy drop down before selecting **Continue**.

Please attach a signed and dated **Internal Revenue Service W-9 Form** in the Drag and Drop box below. The form must be hand signed and dated within the last 12 months of submitting the registration. Digital signatures are **not accepted**. Failure to attach a signed and dated W-9 form will result in your registration not being created. If you do not have a W-9 form, you may click **Save** and complete your registration later.

Once all information has been entered, select **Continue**. If you need to complete your registration at a later time, select **Save**.

Supplier
Clayton's Collision Center

Taxpayer ID
000001236

Note to Approver

Country
United States

Organization Type
INDIVIDUAL/SOLE PROPRIETOR OR SINGLE-ME

TIN Type
FEIN

Registration Type
PARENT/HEADQUARTERS

Payment Notification Email Address
user@example.com

Agree to Privacy Policy
I (WE) AGREE

Cancel

Save

Continue

1 | 6

Supplier Details

Contacts

Addresses

Bank Accounts

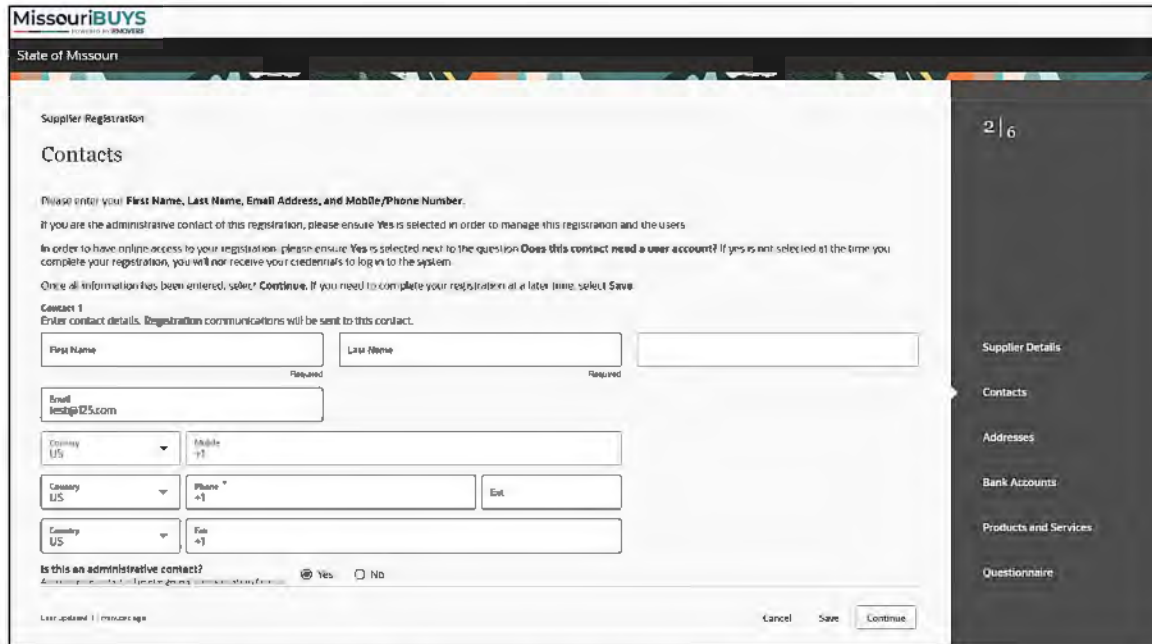
Products and Services

Questionnaire

Self-Service Supplier Registration Process

Enter Contacts

The **Contacts** screen is where you will enter your contact information and create additional contacts who will need access to the MissouriBUYS Supplier Portal. Each contact may be assigned to one or both of the supplier role(s).

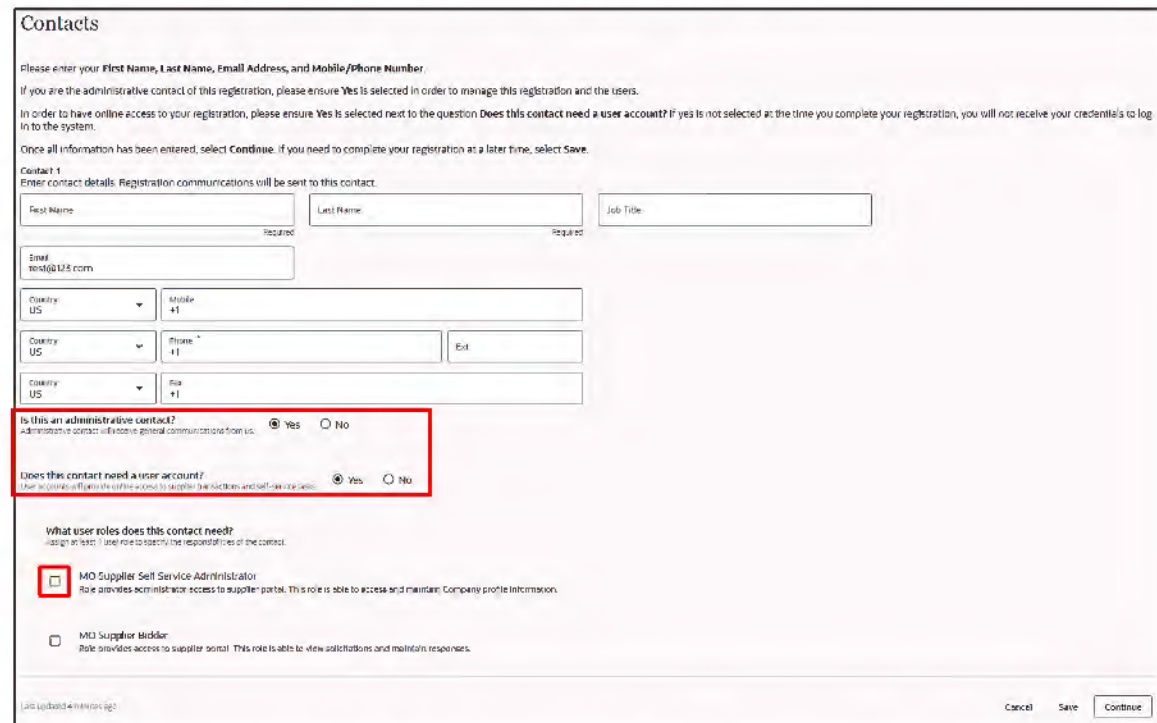


1. Enter your contact details with your **First Name**, **Last Name**, and **Email**.
2. Provide either a **Mobile** or **Phone** number in case the State of Missouri Supplier Management Team needs to contact you regarding your registration.
 - a. If entering a **Mobile** number:
 - i. In the field to the left, verify the **Country** selected is "US".
 - ii. In the **Mobile** field, enter your mobile phone number, starting with "+1" which automatically populates, and your area code first.
 - b. If entering any other **Phone** number:
 - i. In the **Phone** field, first, enter your phone number, starting with "+1" which automatically populates, and your area code.
 - ii. In the **Ext** field, enter your extension, if applicable.
3. In the **Fax** field, enter your fax number.
 - a. In the field to the left, verify the **Country** selected is "US".
 - b. In the **Fax** field, first, enter your mobile phone number, starting with "+1" which automatically populates, and your area code.
 - c. This field is not required.
 - d. In the **Job Title** field, enter your job title. This field is not required.

Self-Service Supplier Registration Process

4. Verify your response for “Is this an administrative contact?” and “Does this contact need a user account?”.

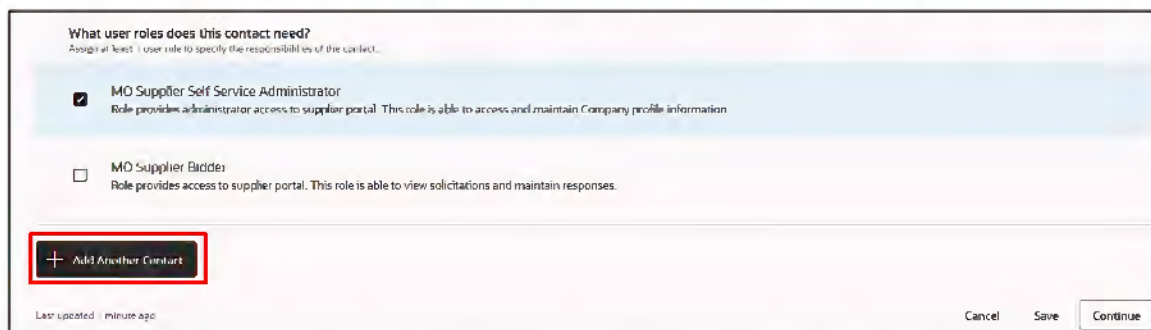
- a. The **Yes** radio button will be selected by default for both.



5. Verify “What user roles does this contact need?”. You will need to assign **at least** one role to specify the responsibilities of the contact. You can select all boxes if needed.

- a. **Tip:** As the supplier profile owner, you need to select the “MO Supplier Self Service Administrator” role. This role allows the user to manage the profile and grant contacts access to the supplier application.

6. If you would like to add another contact, click on **Add Another Contact** at the bottom of the page.



7. To edit a previously entered contact, click on the **Pencil** icon on the right-hand side.

- a. If you would like to remove a contact, you can click on the **Trash** icon adjacent to the **Pencil** icon. The **Trash** icon will appear on all contacts, so be sure you verify that you are deleting the correct contact.

Self-Service Supplier Registration Process

Contact 2 ✎ ✕

First Name Sandy	Last Name McTest	Job Title
Email user@example.net	Mobile +1 215 555 5554	
Phone +1 215 222 0000		
Fax		

Is this an administrative contact?
Administrative contact will receive general communications from us. ☒ Yes ☐ No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. ☒ Yes ☐ No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

MO Supplier Bidder

8. Click Continue.

Contacts

Please enter your **First Name, Last Name, Email Address, and Mobile/Phone Number**.

If you are the administrative contact of this registration, please ensure **Yes** is selected in order to manage this registration and the users.

In order to have online access to your registration, please ensure **Yes** is selected next to the question **Does this contact need a user account?** If yes is not selected at the time you complete your registration, you will not receive your credentials to log in to the system.

Once all information has been entered, select **Continue**. If you need to complete your registration at a later time, select **Save**.

Contact 1
 Enter contact details. Registration communications will be sent to this contact.

First Name Todd	Last Name Tester	Job Title Tester
Email test@123.com		
Country US	Mobile +1573 888 9999	
Country US	Phone # +1573 888 9990	Ext
Country US	Fax +1	

Is this an administrative contact?
Administrative contact will receive general communications from us. ☒ Yes ☐ No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. ☒ Yes ☐ No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

☒ **MO Supplier Self Service Administrator**
Role provides administrator access to supplier portal. This role is able to access and maintain Company profile information.

MO Supplier Bidder

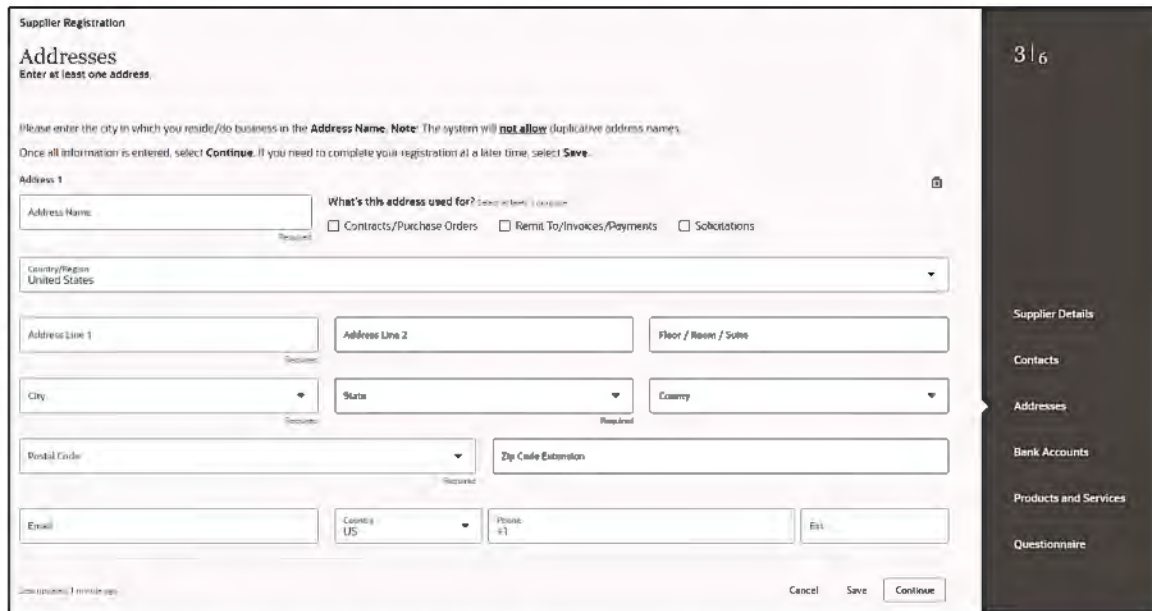
Last updated 24 minutes ago

Cancel Save **Continue**

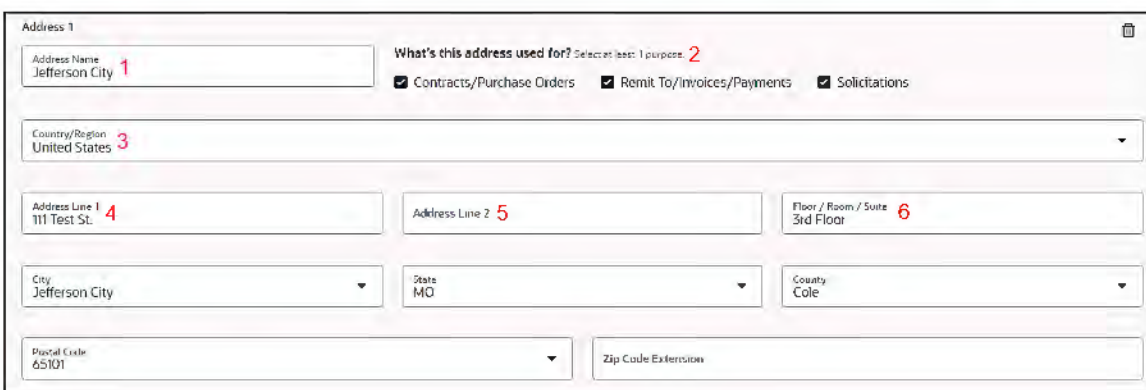
Self-Service Supplier Registration Process

Enter Addresses

The **Addresses** screen is where you will enter your address. You will need to enter the address that is on your W-9 and can add additional addresses, such as a PO Box address.

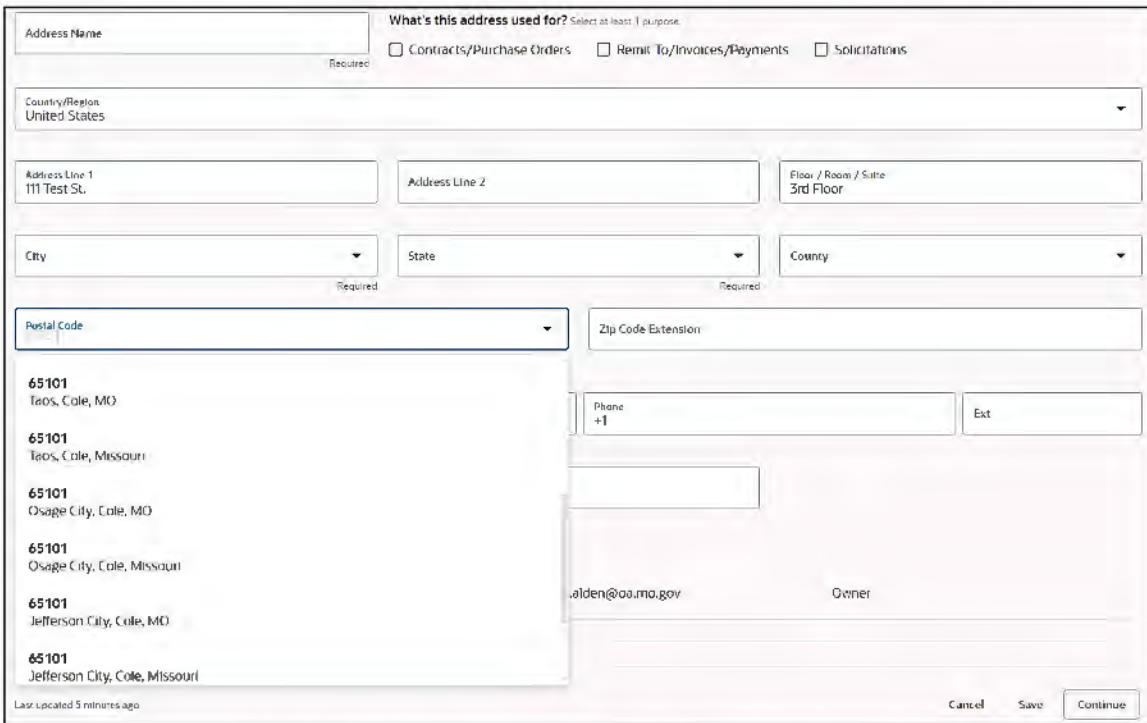


1. In the **Address Name** field, enter the city in which you reside/do business.
Note: The system will **not** allow duplicative address names.
2. Select at least one box for which the address will be used: **Contracts/Purchase Orders**, **Remit To/Invoices/Payments**, and/or **Solicitations**.
3. In the **Country/Region** field, enter the country.
4. In the **Address Line 1** field, enter your physical address.
5. In the **Address Line 2** field, enter the PO Box information, if applicable. This is not a required field.
6. In the **Floor/Room/Suite** field, enter the floor, room, or suite, if applicable. This is not a required field.



Self-Service Supplier Registration Process

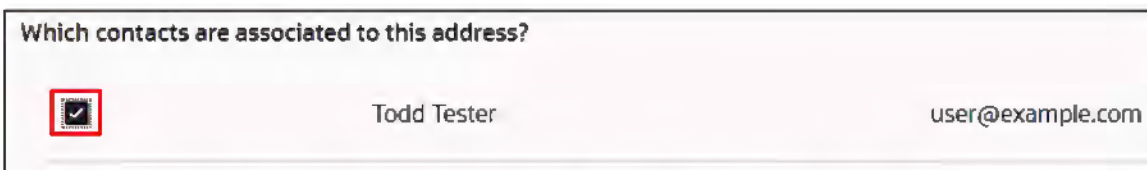
- In the **Postal Code** field, enter your zip code. This should auto-populate with several choices for you to choose from. Select the correct city and county associated with your zip code.



The screenshot shows a registration form with the following fields and options:

- Address Name** (Required)
- What's this address used for?** (Select at least 1 purpose):
 - ☐ Contracts/Purchase Orders
 - ☐ Remit To/Invoices/Payments
 - ☐ Solicitations
- Country/Region** (Dropdown menu): United States
- Address Line 1** (Required): 111 Test St.
- Address Line 2**
- Floor / Room / Suite**: 3rd Floor
- City** (Required)
- State** (Required)
- County** (Required)
- Postal Code** (Required): 65101 (dropdown menu open showing suggestions:
 - 65101 Taos, Cole, MO
 - 65101 Taos, Cole, Missouri
 - 65101 Osage City, Cole, MO
 - 65101 Osage City, Cole, Missouri
 - 65101 Jefferson City, Cole, MO
 - 65101 Jefferson City, Cole, Missouri
- Zip Code Extension**
- Phone** (+1)
- Ext**
- Email**: alden@oa.mo.gov
- Owner**
- Buttons**: Cancel, Save, Continue
- Footer**: Last updated 5 minutes ago

- In the **Zip Code Extension** field, enter the four-digit zip code extension, if known; however, it is not required.
- Once you have entered the address information, you will be able to associate a Contact to this address by selecting the applicable checkbox.



The screenshot shows the 'Which contacts are associated to this address?' section with the following details:

- Checkbox**: ☒ (highlighted with a red box)
- Contact Name**: Todd Tester
- Email**: user@example.com

- To add another address, click on **Add Another Address** at the bottom of the page.



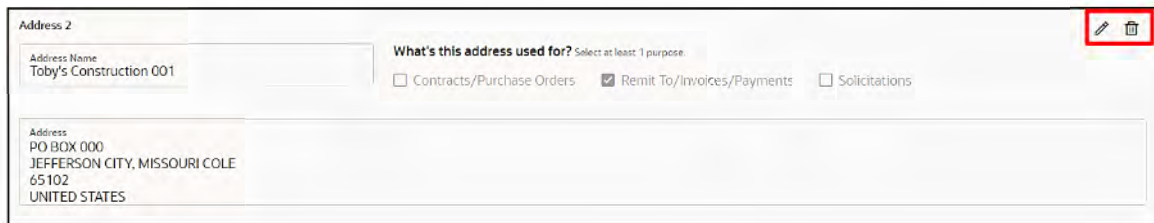
The screenshot shows the 'Which contacts are associated to this address?' section with the following details:

- Checkbox**: ☒
- Contact Name**: Toby McTest
- Email**: Owner
- Buttons**: + Add Another Address (highlighted with a red box), Cancel, Save, Continue
- Footer**: Last updated 7 minutes ago

- Click on the **Pencil** icon on the right-hand side to edit the address. Only the MO Supplier Self Service Administrator will be able to edit address information.

Self-Service Supplier Registration Process

- a. If you would like to remove an address, you can click on the **Trash** icon adjacent to the **Pencil** icon. The **Trash** icon will appear on all addresses. Please ensure you are deleting the correct address.



Address 2

Address Name
Toby's Construction 001

What's this address used for? Select at least 1 purpose:
☐ Contracts/Purchase Orders ☒ Remit To/Invoices/Payments ☐ Solicitations

Address
PO BOX 000
JEFFERSON CITY, MISSOURI COLE
65102
UNITED STATES

Bank Accounts

The **Banks Accounts** screen is where you will add the bank information to receive payments from the State of Missouri.



Supplier Registration

Bank Accounts

The State of Missouri recommends adding Automated Clearing House (ACH) information at the time of supplier registration. The State of Missouri will only accept an account with a financial institution within the United States. The State of Missouri will only accept one bank account per address.

Please enter the **Address Name** provided on the "Addresses" page for which you would like to associate this banking information.

By setting up your ACH information with the State of Missouri, you agree to the terms and conditions below:

I (We) acknowledge that the ACH information provided below is correct.

I (We) hereby authorize the State of Missouri, to initiate credit entries to my (our) account at the depository financial institution named and to credit it the same such account. I (We) acknowledge that the registration of ACH transactions to my (our) account must comply with the provision of U.S. law. This authorization is to remain in full force and effect until the State of Missouri, Office of Administration, has received written notification from me (us) of its termination in such time and in such manner as to afford the State of Missouri and the financial institution a reasonable opportunity to act on it.

Once all information has been entered, select **Continue**. If you need to complete your registration at a later time, select **Save**.

Bank account 1

Country: United States

Branch Number: Bank: Account Number:

Currency: Account Type: Name an Account

Address Name

+ Add Another Bank Account

Cancel Save Continue

1. To enter your routing number in the **Routing Number** field, you can do it one of three ways:
 - a. Start by typing in the number in the field.
 - b. Start by typing in the name of the bank.
 - c. Click on the drop-down arrow in the **Routing Number** field and you can scroll down until you find your routing number to select. Select the correct bank and routing number from the resulting list of banks and routing numbers that will populate in the dropdown, as shown in the screenshot below.

Self-Service Supplier Registration Process

Branch Number	Bank	Bank Branch
221982389	(AFCU) ACADEMIC FEDERAL CREDIT UNION	221982389
226077862	1199 SEIU FEDERAL CREDIT UNION	226077862
263078950	121 FINANCIAL CREDIT UNION	263078950
263079043	121 FINANCIAL CREDIT UNION	263079043
257079033	167TH TFR FEDERAL CREDIT UNION	257079033
275981909	15T COMMUNITY CREDIT UNION	275981909
081019120	15T ADVANTAGE BANK	081019120

at the time of supplier registration. The State of Missouri will only accept an account with a financial institution within or to associate this banking information conditions below:

at the depository financial institution named and to credit the same such account. I (We) acknowledge that the origination authorization is to remain in full force and effect until the State of Missouri, Office of Administration, has received written from the State of Missouri and the financial institution a reasonable opportunity to act on it.

stration at a later time, select **Save**

Branch Number: 281580417

Bank: MISSOURI CREDIT UNION

Account Number: 0000

Currency: US Dollar

Account Type: Checking

Name on Account: Clayton's Collision Center

Address Name: Jefferson City

2. Once you have selected the appropriate listing for the **Routing Number** field, the **Bank** field will automatically populate.
 - a. If you choose to find your **Bank** before your **Routing Number**, the routing number will not automatically populate, and you will need to enter the routing number or find it in the dropdown list, similar to Step 1, above.
3. Now that you have entered your **Bank** and **Routing Number** you will need to type in your account number in the **Account Number** field.
4. In the **Currency** field, click the drop-down arrow and select "US Dollar".
5. In the **Account Type** field, choose your account type using the drop-down arrow.
6. In the **Name on Account** field, enter the name that is on the account. This will either be your name or the business name.

Bank account 1

Country: United States

Branch Number: 281580417

Bank: MISSOURI CREDIT UNION

Account Number: 0000

Currency: US Dollar **4**

Account Type: Checking **5**

Name on Account: Clayton's Collision Center **6**

Address Name: Jefferson City

+ Add Another Bank Account

Last updated 37 minutes ago

Cancel Save Continue

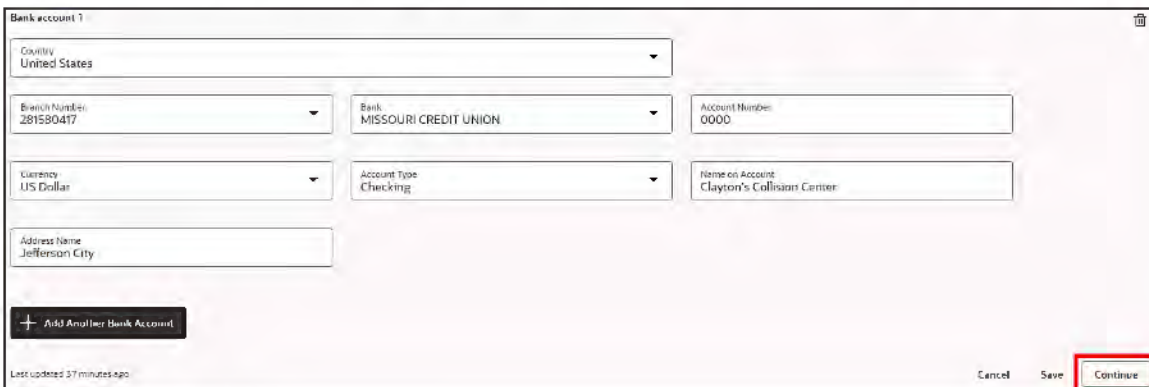
7. To add a bank account, click on **Add Another Bank Account**.

Self-Service Supplier Registration Process



Note: The State of Missouri will only accept one bank account per registration or address, whichever is applicable. Please enter the **Address Name** provided on the “Addresses” screen for which you would like to associate this banking information.

8. After completing all applicable fields, select **Continue** in the bottom right-hand corner.



Products and Services

The **Products and Services** screen is where you will select solicitation opportunity categories for which you would like to receive notifications based on products/services your organization provides. The section below describes how you will identify and select categories and sub-categories that align with products/services your business provides.

Self-Service Supplier Registration Process

Supplier Registration

Products and Services

If you wish to receive solicitation opportunity notifications posted by the State of Missouri agencies, please select the UNCLSPC commodity/service codes that best align with the products and/or services that you or your organization provide. If you select a higher level code, you will receive bidding email notifications for the higher level code and all of its sub-level codes. Otherwise, no action is necessary, and you may proceed to the next step in your registration.

Once all information has been entered, select **Continue**. If you need to complete your registration at a later time, select **Save**.

Category	Description
<input type="checkbox"/> 10000000 - LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES	LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES
<input type="checkbox"/> 11000000 - MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS	MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS
<input type="checkbox"/> 12000000 - CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS
<input type="checkbox"/> 13000000 - RESIN AND ROSIN AND RUBBER AND FOAM AND FILM AND ELASTOMERIC MATERIALS	RESIN AND ROSIN AND RUBBER AND FOAM AND FILM AND ELASTOMERIC MATERIALS
<input type="checkbox"/> 14000000 - PAPER MATERIALS AND PRODUCTS	PAPER MATERIALS AND PRODUCTS
<input type="checkbox"/> 15000000 - FUELS AND FUEL ADDITIVES AND LUBRICANTS AND ANTI CORROSIVE MATERIALS	FUELS AND FUEL ADDITIVES AND LUBRICANTS AND ANTI CORROSIVE MATERIALS

Last updated 1/1/2024

Cancel

Save

Continue

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Supplier Details

Contacts

Addresses

Bank Accounts

Products and Services

Questionnaire









- To receive notifications for a specific category and all its sub-categories, check the box next to the desired category. You can select as many categories as needed.

Category	Description
<input checked="" type="checkbox"/> 10000000 - LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES	LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES
<input type="checkbox"/> 11000000 - MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS	MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS
<input type="checkbox"/> 12000000 - CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS
<input type="checkbox"/> 13000000 - RESIN AND ROSIN AND RUBBER AND FOAM AND FILM AND ELASTOMERIC MATERIALS	RESIN AND ROSIN AND RUBBER AND FOAM AND FILM AND ELASTOMERIC MATERIALS

Self-Service Supplier Registration Process

2. To only receive notifications from a sub-category within a parent category, click on the triangle next to a folder to view sub-categories. **Check the boxes** next to categories or sub-categories for which you would like to receive notifications on bidding opportunities.
 - a. If a triangle is present next to a sub-category folder, more sub-categories are also available within that folder.

Note: Solicitation invitations based on UNSPSC codes that you selected will be generated with a future release of the MOVERS system.

Category	Description
<input type="checkbox"/>  10000000 - LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES	LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES
<input type="checkbox"/>  10100000 - LIVE ANIMALS	LIVE ANIMALS
<input type="checkbox"/>  10101500 - LIVESTOCK	LIVESTOCK
<input checked="" type="checkbox"/>  10101501 - CATS	CATS
<input checked="" type="checkbox"/>  10101502 - DOGS	DOGS
<input type="checkbox"/>  10101504 - MINK	MINK
<input type="checkbox"/>  10101505 - RATS	RATS
<input type="checkbox"/>  10101506 - HORSES	HORSES

3. Click **Continue**.








Supplier Registration

Products and Services

If you wish to receive solicitation opportunity notifications posted by the State of Missouri agencies, please select the UNSPSC commodity/service codes that best align with the products and/or services that you or your organization provide. If you select a higher level code, you will receive bidding email notifications for the higher level code and all of its sub level codes. Otherwise, no action is necessary, and you may proceed to the next step in your registration.

Once all information has been entered, select **Continue**. If you need to complete your registration at a later time, select **Save**.

2 selected
View Selected
Clear Selected

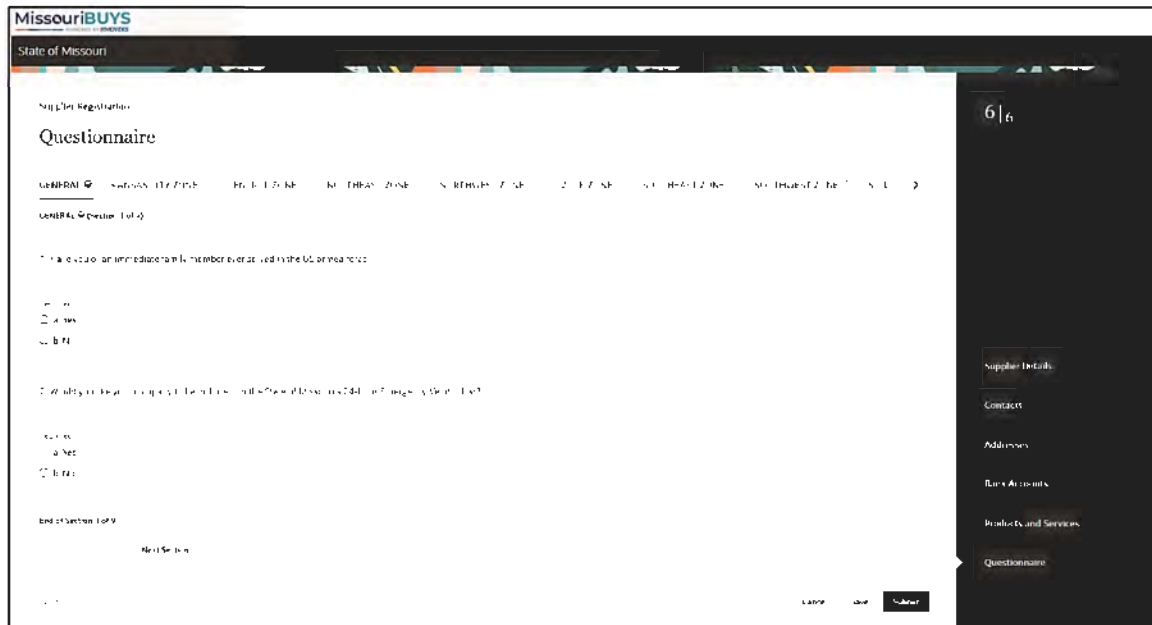
Category	Description
<input type="checkbox"/>  10000000 - LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES	LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES
<input type="checkbox"/>  11000000 - MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS	MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS
<input type="checkbox"/>  12000000 - CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS
<input type="checkbox"/>  12130000 - EXPLOSIVE MATERIALS	EXPLOSIVE MATERIALS
<input type="checkbox"/>  12131500 - EXPLOSIVES	EXPLOSIVES
<input checked="" type="checkbox"/>  12131501 - DYNAMITE	DYNAMITE
<input checked="" type="checkbox"/>  12131502 - EXPLOSIVE CARTRIDGES	EXPLOSIVE CARTRIDGES

Last updated 2 minutes ago
Cancel
Save
Continue

Self-Service Supplier Registration Process

Questionnaire and Application Submission

The **Questionnaire** screen is where you will be asked a series of questions and be able to submit your registration.



1. For question number 1, select **Yes** or **No** stating whether you or an immediate family member have ever been in the US Armed Forces.
2. For question number 2, select **Yes** or **No** stating whether or not you would like to be included on the State of Missouri's 24-hour Emergency Supplier List. If you select **Yes**, you will need to complete the following information in steps (3a – 3e) in the below the screenshot. If you select **No**, you can skip steps 3a – 3e.

Note: By indicating you wish to be listed on the State of Missouri's 24-hour Emergency Supplier List, participating suppliers are registered to provide disaster assistance in the event of an emergency. It is estimated that this emergency assistance could be required for up to eight (8) weeks or until regular contracting/bidding procedures could be followed. In the event your services would be required, response time is very critical. Response to the agency within two (2) hours may be necessary as delivery of goods or services at the emergency location within four (4) hours may be required. For some classes or types of work, you may be required to provide proof of the appropriate insurance (general liability, professional liability, other non-professional liability, crime, errors and omissions liability, etc.) to be included on the emergency supplier list. This will ensure that your company can begin work immediately upon receiving a call from agency staff in case of an emergency.

Self-Service Supplier Registration Process

Emergency Contact Name
 Required

2.a.2. Emergency Contact Email
 Required

2.a.3. Confirm Emergency Contact Email
 Required

2.a.4. Emergency Contact Phone(10 digits, no spaces or hyphens)
 Required








2.a.5. Confirm Emergency Contact Phone
 Required


- a. In the **Emergency Contact Name** field enter your emergency contact name.
 - b. In the **Emergency Contact Email** field, enter your emergency contact email.
 - c. Confirm your email by re-entering it.
 - d. In the **Emergency Contact Phone** field, enter your phone number starting with your area code without spaces or hyphens.
 - e. Confirm your phone number by re-entering it without spaces or hyphens.
3. In the screenshot below, you will see the different zones in the State of Missouri where the supplier will provide supplies and/or services.
- Note:** If you see a circle next to the zone, it means that it is not completed, only half completed.
- a. If your organization operates only in select locations of the State of Missouri, please select **Yes** on the specific zone where you are available to provide products and/or services.
 - b. If you support statewide products and/or services, please select **Yes** on all zones.

Self-Service Supplier Registration Process

Supplier Registration

Questionnaire

< KANSAS CITY ZONE  NORTHEAST ZONE  NORTHWEST ZONE  OZARK ZONE  SOUTHEAST ZONE  SOUTHWEST ZONE  ST. LOUIS ZONE 

ST. LOUIS ZONE  (Section 9 of 9)

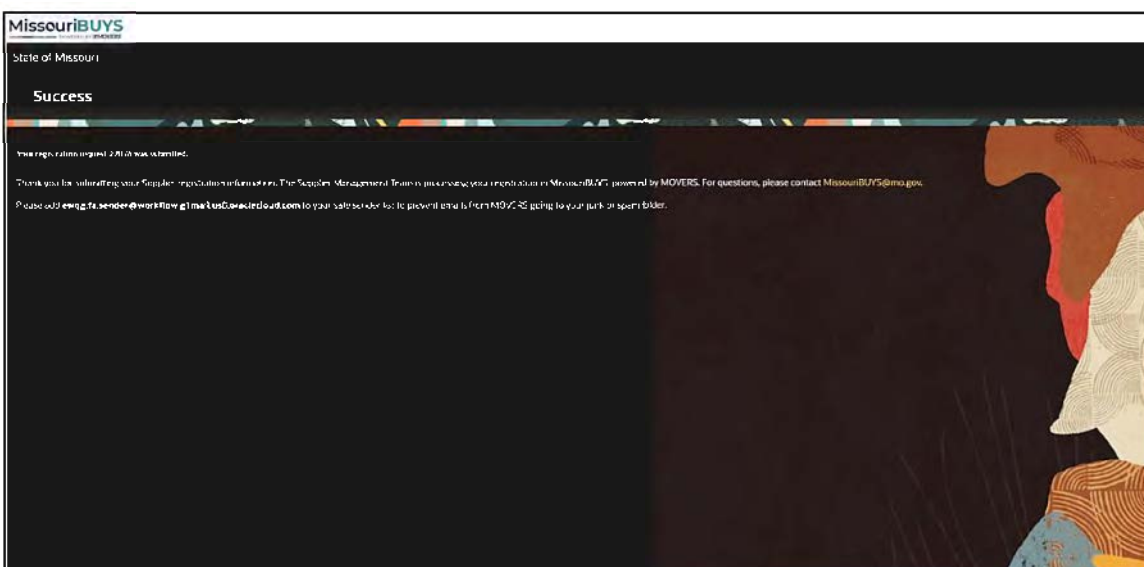
11. If your company operates in St. Louis Zone, please select Yes. (St. Louis Zone consists of the following counties: Crawford, Franklin, Jefferson, Lincoln, St. Charles, St. Louis, St. Louis City, Warren, Washington)

☐ a. Yes
☐ b. No

End of Section 9 of 9

Previous Section

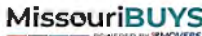
4. Click **Submit** to submit your registration.
5. Once you have submitted your registration application, you will be redirected to a “Success” page stating, “Your registration request ##### was submitted.”



Self-Service Supplier Registration Process

6. If your registration has been successfully submitted, you will receive a system notification via email confirming your business relationship is *Prospective*. If your registration has not been successfully submitted, you will receive a system notification requesting additional information. Once your registration is complete and approved by the State of Missouri, your business relationship will be *Spend Authorized* in MissouriBUYS, powered by MOVERS. For questions, please contact MissouriBUYS@mo.gov.

Below is an example of the system notification you will receive if your registration has been successfully submitted as *Prospective*.


POWERED BY MOVERS

Your Supplier Registration Request has been submitted successfully as *Prospective*.

Request Details

Request Number	23010
Request Date	04/29/2024
Requested By	Clayton Smith
Supplier	Clayton's Collision Center

User account information will be sent in a separate notification.

While your registration is under review by the State of Missouri Supplier Management Team, you can:

1. Manage your supplier profile.
2. COMING SOON: Receive solicitation invitations based on your UNSPSC code registration.
3. COMING SOON: Manage your bid responses.

Once your Prospective registration request is fully approved, you will receive a Spend Authorization approval notification.

Please **DO NOT REPLY** to this notification.

Need Assistance?
 Supplier Management Team | State of Missouri
 Monday-Friday | 8 a.m. to 5 p.m. CT (excluding state holidays)
 573-753-2971 | MissouriBUYS@mo.gov

Self-Service Supplier Registration Process

Below is an example of the system notification you will receive if your registration has not been successfully submitted and additional information is required.

Note: Please add ewgg-test.fa.sender@workflow.g1mail.us8.oraclecloud.com to your safe sender list to prevent system notifications from MOVERS going to your junk or spam folder.



 POWERED BY MOVERS

Your supplier registration request requires additional information.

Request Details

Request Number	28001
Request Date	06/25/2024
Requested By	John Owens
Supplier	Dynamic Groups
Reason for Additional Information	Please provide Taxpayer ID.

Resubmit your registration request using the link: [Update your supplier registration request](#). You will have to use the same email address to which you received this notification.

Please **DO NOT REPLY** to this notification.

Need Assistance?
 Supplier Management Team | State of Missouri
 Monday-Friday | 8 a.m. to 5 p.m. CT (excluding state holidays)
 573-751-2971 | MissouriBUYS@mo.gov

Reference Guide

Self-Service Supplier Registration Process

Date of Change	Page #	Type of Change	Level of Impact	Description
7/8/2024	18,19,20	Screenshot Update	Moderate	Updated all screenshots below step 5 of the Questionnaire and Application Submission section.
7/8/2024	19	Verbiage Update	Moderate	Moved the "Prospective" system notification screenshot above the other "additional information" system notification and included verbiage explaining the screenshot.
7/8/2024	3	Verbiage Update	Moderate	Updated Step 1 verbiage.
7/8/2024	3,4	Verbiage Update	Moderate	Updated Step 4 verbiage and added a note.
7/8/2024	4	Verbiage Update	Low	Moved note from Step 8 to Step 7.
7/8/2024	5	Verbiage Addition	Moderate	Added sub-steps to Step 9c.
7/8/2024	20	Verbiage Addition	Low	Add clarifying text above updated screenshot.