



King County

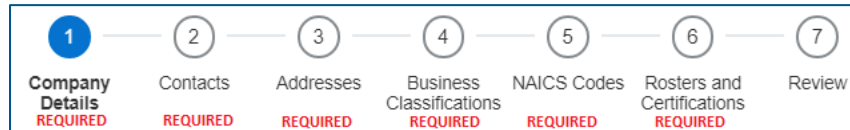
Supplier Registration User Guide

This guide will cover:

- *How to Register as a Supplier*
 - [Supplier Registration General Information](#)
 - [Registration Portal](#)
 - [Register Supplier](#)
 - [Company Details](#)
 - [Contacts](#)
 - [Addresses](#)
 - [Business Classifications](#)
 - [NAICS Codes](#)
 - [Rosters and Certifications](#)
 - [Review & Submit Supplier Registration](#)
 - [Registration Emails](#)

1 Supplier Registration General Information

- Registration is required to access solicitation documents and respond to King County Solicitations.
- Note the sections that are required below.



- There is a limit to 1 company profile – based on the Tax Identification Number (TIN). If you think there might be a company profile, contact procurement.web@kingcounty.gov to verify.

2 Registration Portal

- Click the following link: [Register Now.](#)



Note: use supporting web browsers: Mozilla Firefox, Google Chrome, Microsoft Edge, and Apple Safari.

- The King County “Register Supplier” page will display.

King County

1 2 3 4 5 6 7
Company Details Contacts Addresses Business Classifications NAICS Codes Rosters and Certifications Review

Register Supplier: Company Details ?

Please complete all required fields. Select "Next" or "Save for Later" after entering your contact information.

* Supplier/Company Name * Tax Country

* Tax Organization Type Taxpayer ID

Supplier Type

Corporate Web Site

* Required: attach a completed IRS W-9 form. None

Attach the required documents.

Your Contact Information

Enter the contact information for this registration. This contact will be assigned as the default Admin and Bidder for the Supplier.

* First Name

* Last Name

* Email

* Confirm Email

Back Next Save for Later Register Cancel

3 Register Supplier

Company Details

- **“COMPANY DETAILS” REQUIRED SECTION:** in the “Company Details” section, enter registration details:

| Field | Registration Details |
|-----------------------|---|
| Supplier/Company Name | <ul style="list-style-type: none"> ▪ *REQUIRED* Enter the legal name for the supplier. ▪ Do not include “Doing Business As” (DBA) name. ▪ Field is limited to 40 characters. Abbreviate if organization name exceeds this length. |
| Tax Organization Type | <ul style="list-style-type: none"> ▪ *REQUIRED* Select from the list of values. |
| Supplier Type | <ul style="list-style-type: none"> ▪ Select from the list of values. |
| Corporate Web Site | <ul style="list-style-type: none"> ▪ Enter a corporate web site URL. |
| Tax Country | <ul style="list-style-type: none"> ▪ *REQUIRED* Select from the list of values. |
| Taxpayer ID | <ul style="list-style-type: none"> ▪ Enter the taxpayer identification number. ▪ Attribute will be available after the Tax Country is selected. ▪ Do not include a TIN dash (digits only); enter in the correct format of 9 numbers only, no characters or spaces. |

- Complete an IRS W-9 form and save it to your computer. Navigate back to the King County registration page. Attach the completed IRS W-9 by clicking the plus “+” icon.

King County Sign In

1 Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 NAICS Codes 6 Rosters and Certifications 7 Review

Register Supplier: Company Details ⓘ

Please complete all required fields. Select "Next" or "Save for Later" after entering your contact information.

* Supplier/Company Name

* Tax Organization Type

Supplier Type

Corporate Web Site

* Tax Country

Taxpayer ID

* Required: attach a completed IRS W-9 form **None** + Attach the required documents.

Back Next Save for Later Register Cancel

- Select the File “Type” and upload the IRS W-9 by clicking “Choose File.” Optionally enter the “Title” and “Description.”
- Click “OK” when complete.

Attachments

Actions

View

+

×

| Type | * File Name or URL | Title | Description | Attached By | Attached Date |
|------|--|-------|-------------|-------------|---------------|
| File | <div>Choose File</div> <div>No file chosen</div> | | | anonymous | 02/16/2021 08 |

Rows Selected 1

Columns Hidden 1

OK

Cancel

- Verify attachment has been uploaded.

* Required: attach a completed IRS W-9 form.

IRS W-9

+

×

Attach the required documents.

- In the “Your Contact Information” section, enter the desired information. Required fields are marked with an asterisk “*.”

Your Contact Information

Enter the contact information for this registration. This contact will be assigned as the default Admin and Bidder for the Supplier.

* First Name

* Last Name

* Email

* Confirm Email

- In the upper right corner, click “Next.”



Note: you can click “Save for Later” (next to the “Next” button) after completion of the “Company Details” page to save the information entered and to return later. An email will be sent to the contact email entered. The “Save for Later” button does not submit your supplier registration.

King County

Register Supplier: Company Details ?

Please complete all required fields. Select "Next" or "Save for Later" after entering your contact information.

* Supplier/Company Name

* Tax Organization Type

Supplier Type

Corporate Web Site

* Tax Country

Taxpayer ID

* Required: attach a completed IRS W-9 form. None

Attach the required documents.

Contacts

- **“CONTACTS” REQUIRED SECTION:** the “Contacts” page will display. The contact you entered on the “Company Details” page will automatically populate as an "Administrative Contact."

King County

Register Supplier: Contacts ?

Enter additional account users & assign roles. Administrative Contacts can modify all user and supplier profile values.

Actions View Format Create Edit Delete Freeze Detach Wrap

| Name | Job Title | Email | Administrative Contact | Request User Account | Edit | Delete |
|--------------|-----------|----------------|------------------------|----------------------|------|--------|
| Smith, Steve | | ryan@gmail.com | ✓ | ✓ | | |

Columns Hidden 7

- Click “+ Create” to add a new contact.



Note: there is no limit on the number of contacts under the company profile.



Note: all contacts under a company profile will receive notifications on solicitations that match their selected NAICS codes and any changes to that solicitation.

King County

Register Supplier: Contacts ⓘ

Enter additional account users & assign roles. Administrative Contacts can modify all user and supplier profile values.

Actions ▾ View ▾ Format ▾ **+ Create** Edit Delete Freeze Detach Wrap

| Name | Job Title | Email | Administrative Contact | Request User Account | Edit | Delete |
|--------------|-----------|----------------|------------------------|----------------------|------|--------|
| Smith, Steve | | ryan@gmail.com | ✓ | ✓ | | |

Columns Hidden 7

- The “Create Contact” window will display, enter the appropriate contact information.



Note: the amount of access to the supplier profile is dependent on the “Administrative contact” and “Request user account” checkbox. Check the box for “Administrative contact” and/or “Request user account” to enable the contact function.

“Administrative contact”- only an Administrative Contact can modify all users and supplier profile values once the supplier is registered and gains access to the Supplier Portal.

“Request user account”- creates user account in the Supplier portal (checking only Administrative Contact will not create a user account in the Supplier Portal).

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐

Administrative contact

Phone

Mobile

Fax

* Email

User Account

To gain access to the King County E-Procurement Supplier Portal, a user account is required. Please check the option below to request a user account for this contact.

☐

Request user account

Roles

Click Actions then Select and Add to provide contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions

View

Format

Freeze

Detach

Wrap

| Role | Description |
|---------------------|-------------|
| No data to display. | |

- If you select the “Request user account” checkbox, default roles (Supplier Self Service Administrator KC and Supplier Bidder KC) will populate (roles will not populate if you only select the Administrative Contact checkbox).

Create Contact

Salutation ▼

* First Name

Middle Name

* Last Name

Job Title

☒ Administrative contact

Phone ▼

Mobile ▼

Fax ▼

* Email

User Account

To gain access to the King County E-Procurement Supplier Portal, a user account is required. Please check the option below to request a user account for this contact.

☒ Request user account

Roles

Click Actions then Select and Add to provide contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions ▼ View ▼ Format ▼ ✕ 📄 🔒 Freeze 📄 Detach ↩ Wrap

| Role | Description |
|--|--|
| Supplier Self Service Administrator KC | Manages the profile information. Primary tasks include updating supplier profile information and creating user accounts to gra... |
| Supplier Bidder KC | Responds to invitations to bid, requests for proposals, requests for qualifications, requests for information, and supplier qualifi... |

Create Another

OK

Cancel



Note: roles added will only be added to the specific contact you have open in the “Create Contact” window.

Note: when hovering your mouse over the description, you will be provided with a description of the role.

- Below is a matrix of the roles and the access it grants you.

| Supplier Roles | View Company Profile | View Company Tax Details | Update Company Profile | Request New Contact/ User | Maintain Contacts/ User | Respond to Qualification Questionnaire | View Company Bank Details | Create/ Update Bank Details | View/ Participate in Solicitations | View/ Download Contract Terms | Access Portal Overview/ Summary Tab |
|--|----------------------|--------------------------|------------------------|---------------------------|-------------------------|--|---------------------------|-----------------------------|------------------------------------|-------------------------------|-------------------------------------|
| Supplier Self Service Administrator KC | X | X | X | X | X | X | X | X | | | X |
| Supplier Bidder KC | | | | | | X | | | X | X | X |

- Click "OK."

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☒ Administrative contact

Phone

Mobile

Fax

* Email

User Account

To gain access to the King County E-Procurement Supplier Portal, a user account is required. Please check the option below to request a user account for this contact.

☒ Request user account

Roles

Click Actions then Select and Add to provide contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions View Format Freeze Detach Wrap

| Role | Description |
|--|--|
| Supplier Self Service Administrator KC | Manages the profile information. Primary tasks include updating supplier profile information and creating user accounts to gra... |
| Supplier Bidder KC | Responds to invitations to bid, requests for proposals, requests for qualifications, requests for information, and supplier quali... |

Create Another **OK** Cancel

- Confirm the addition of your new contact and click "Next."



Note: you can "Edit" or "Delete" a contact by clicking on the pencil (edit) or "X" (delete) once you have highlighted the desired contact. Click the box next to the contacts name to highlight.

King County

Company Details ☒ **Contacts** ☐ Addresses ☐ Business Classifications ☐ NAICS Codes ☐ Rosters and Certifications ☐ Review

Register Supplier: Contacts ⓘ

Enter additional account users & assign roles. Administrative Contacts can modify all user and supplier profile values.

Actions View Format Create Edit Delete Freeze Detach Wrap

| Name | Job Title | Email | Administrative Contact | Request User Account | Edit | Delete |
|--|-----------|----------------|-------------------------------------|-------------------------------------|----------------------|----------------------|
| <input checked="" type="checkbox"/> Smith, Steve | | ryan@gmail.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Columns Hidden 7

Back **Next** Save for Later Register Cancel

Addresses

- **"ADDRESSES" REQUIRED SECTION:** The "Addresses" page will display, click "+ Create."

- Enter the appropriate supplier information. Required fields are marked with an asterisk "*".



Note: select at least one "Address Purpose." Ordering must be a physical address (PO boxes are not accepted).

- Select the "Address Purpose":
 - "Ordering": address will be used for purchase orders.
 - "Remit": address will be used for invoicing.
 - "RFQ or Bidding": address will be used for quotes.

- Create Address

* Address Name

Main

* Country

United States

* Address Line 1

330 E Main St

Address Line 2

Address Line 3

City

New York

State

NY

* Postal Code

10036

County

New York

To be an approved supplier with King County, you must add at least one Remit to and one Ordering address.

* Address Purpose

☒ Ordering
 ☒ Remit to
 ☒ RFQ or Bidding

Phone

1

Fax

1

Email

Additional Information

To streamline the approval process, please enter the following information.

Select your preferred method of communicating purchasing documents.

* Is this address your organization's tax reporting address?

If email/fax is different from above, enter an alternate value.

Address Contacts

Select the contacts that are associated with this address.

Actions

View

Format

Freeze

Detach

| Name | Job Title | Email | Administrative Contact | User Account |
|------------------|-----------|-------|------------------------|--------------|
| Columns Hidden 4 | | | | |

- Additional Information






To streamline the approval process, please enter the following information.

Select your preferred method of communicating purchasing documents. ▼

If email/fax is different from above, enter an alternate value.

▲ Address Contacts

Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼
 

 Freeze
  Detach
  Wrap

| Name | Job Title | Email | Administrative Contact | User Account |
|------------------|-----------|-------|------------------------|--------------|
| Columns Hidden 4 | | | | |

Create Another

OK

Cancel

Is this address your organization's tax reporting address?

* Is this address your organization's tax reporting address?

Yes

Yes

No

No

Search...

- Once address and additional information is entered, optionally add a contact to the address by clicking the "Select and Add" icon.

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

City

State

* Postal Code

County

* Address Purpose ☒ Ordering
☒ Remit to
☒ RFQ or Bidding

Phone

Fax

Email

To be an approved supplier with King County, you must add at least one Remit to and one Ordering address.

Additional Information

To streamline the approval process, please enter the following information.


Select your preferred method of communicating purchasing documents.

* Is this address your organization's tax reporting address?

If email/fax is different from above, enter an alternate value.

Address Contacts

Select the contacts that are associated with this address.

Actions View Format  Freeze Detach Wrap

| Name | Job Title | Email | Administrative Contact | User Account |
|------------------|-----------|-------|------------------------|--------------|
| Columns Hidden 4 | | | | |

Create Another

- The "Select and Add: Contacts" window will display. Contacts that were added in the "Contacts" section will be available. Highlight the desired contact and click "Apply" and "OK" when complete.

Select and Add: Contacts

Search

Name Job Title

View Format Wrap

| Name | Job Title | Email | Phone |
|-----------|-----------|------------------|-------|
| Doe, Jane | | jdoe@hcg.com | |
| Doe, John | | gmalagarie@hc... | |

Columns Hidden 1

- In the upper right corner, click "Next."

Business Classifications

- **"BUSINESS CLASSIFICATIONS" REQUIRED SECTION:** the "Business Classifications" page will display; business classifications are small businesses or businesses owned by minority, women, and socially and economically disadvantaged persons. Add all certifications that apply. If no business classifications apply to your firm, select the "None of the classifications are applicable" checkbox.



Note: you will receive an error message if you click the plus "+" icon without filling in the appropriate information. Highlight the created Business Classification line and click the 'X' icon to delete the line and remove the error.

- If the supplier is certified, click the plus "+" icon to add a certification.

- Use the "Classification" drop-down to select the appropriate classification. Once a classification is selected, select a "Certifying Agency" along with other appropriate fields. One certification is allowed per line. Repeat process for each certification that applies to your firm.



Note: each individual business classification has a "Certifying Agency" attached. Selecting a classification will enable and determine the options available in certifying agency.

- Click the plus "+" icon to add an attachment.

- In the upper right corner, click "Next."

NAICS Codes

- **"NAICS CODES" REQUIRED SECTION:** A NAICS Code is a classification within the North American Industry Classification System. The NAICS Code System was developed for use by Federal Statistical Agencies for the collection, analysis and publication of statistical data related to the U.S. Economy.
- Identification and selection of NAICS codes are critical components to firms wanting to do business with King County and establishes the solicitation (formal and informal) notifications and invitations received by your firm.
- Select all NAICS codes applicable to your firm.
- The "NAICS Codes" page will display. Enter all the appropriate NAICS Codes for all the products and services the supplier sells or provides, or for any industry which may relate to solicitations a supplier could be interested in.



Note: IMPORTANT - NAICS codes selected will determine which solicitations you are invited to/receive notifications. Refer to [Identifying NAICS Codes User Guide](#) to find a full list of possible NAICS Codes.

At least one code is required for all suppliers.

- Click "Select and Add."

A screenshot of the King County 'Register Supplier: NAICS Codes' web application. The page features a blue header with the King County logo and navigation icons. A progress bar at the top shows seven steps: Company Details, Contacts, Addresses, Business Classifications, NAICS Codes (highlighted with a blue circle and number 5), Rosters and Certifications, and Review. Below the progress bar, the title 'Register Supplier: NAICS Codes' is displayed. A message states: 'Select all NAICS codes describing your business. Important: You will only receive information for solicitations that use those codes. For more information navigate to https://www.naics.com/'. A toolbar contains buttons for 'Select and Add' (highlighted with a red box), 'Remove', 'Freeze', 'Detach', and 'Wrap'. Below the toolbar is a table with columns 'Category Name', 'Description', and 'Remove'. The table currently shows 'No data to display.'

- The "Select and Add: NAICS Codes" page will display. In order to select the child NAICS codes, click on the arrow to the left of the 4-digit NAICS code to display the child 6-digit NAICS codes.



Note: enter the NAICS code **number** in the "Category Name" field to quickly find and select your NAICS codes. The "Category Name" and "Description" search fields require exact matches. Refer to [Identifying NAICS Codes User Guide](#) to find a full list of possible NAICS codes and enter exact category names or descriptions.

Select and Add: NAICS Codes

Search


Category Name

Description

Search Reset

View Format Freeze Detach

Wrap

| Select | Category Name | Description |
|--|---------------|---------------------------------------|
| <input type="checkbox"/>  | 1111 | Oilseed and Grain Farming |
| <input type="checkbox"/> | ▶ 111110 | Soybean Farming |
| <input type="checkbox"/> | ▶ 111120 | Oilseed (except Soybean) Farming |
| <input type="checkbox"/> | ▶ 111130 | Dry Pea and Bean Farming |
| <input type="checkbox"/> | ▶ 111140 | Wheat Farming |
| <input type="checkbox"/> | ▶ 111150 | Corn Farming |
| <input type="checkbox"/> | ▶ 111160 | Rice Farming |
| <input type="checkbox"/> | ▶ 111191 | Oilseed and Grain Combination Farming |
| <input type="checkbox"/> | ▶ 111199 | All Other Grain Farming |
| <input type="checkbox"/> | ▶ 1112 | Vegetable and Melon Farming |

- Select all the appropriate 6-digit NAICS codes by clicking on the checkbox. Or select the 4-digit parent NAICS code to automatically select all of the 6-digit child NAICS codes associated with it.

Select and Add: NAICS Codes

Search

Category Name

Description

Search

Reset

View

Format

Freeze

Detach

Wrap

| Select | Category Name | Description |
|-------------------------------------|---------------|---------------------------------------|
| <input type="checkbox"/> | 1111 | Oilseed and Grain Farming |
| <input type="checkbox"/> | 111110 | Soybean Farming |
| <input checked="" type="checkbox"/> | 111120 | Oilseed (except Soybean) Farming |
| <input type="checkbox"/> | 111130 | Dry Pea and Bean Farming |
| <input checked="" type="checkbox"/> | 111140 | Wheat Farming |
| <input type="checkbox"/> | 111150 | Corn Farming |
| <input type="checkbox"/> | 111160 | Rice Farming |
| <input type="checkbox"/> | 111191 | Oilseed and Grain Combination Farming |
| <input type="checkbox"/> | 111199 | All Other Grain Farming |
| <input type="checkbox"/> | 1112 | Vegetable and Melon Farming |

- Click "Apply" and "OK."

View ▼ Format ▼ Freeze Detach Wrap

| Select | Category Name | Description |
|-------------------------------------|---------------|---------------------------------------|
| <input type="checkbox"/> | 1111 | Oilseed and Grain Farming |
| <input type="checkbox"/> | 111110 | Soybean Farming |
| <input checked="" type="checkbox"/> | 111120 | Oilseed (except Soybean) Farming |
| <input type="checkbox"/> | 111130 | Dry Pea and Bean Farming |
| <input checked="" type="checkbox"/> | 111140 | Wheat Farming |
| <input type="checkbox"/> | 111150 | Corn Farming |
| <input type="checkbox"/> | 111160 | Rice Farming |
| <input type="checkbox"/> | 111191 | Oilseed and Grain Combination Farming |
| <input type="checkbox"/> | 111199 | All Other Grain Farming |
| <input type="checkbox"/> | 1112 | Vegetable and Melon Farming |

Columns Hidden 1

Apply OK Cancel

- Click "Next."

King County

Company Details Contacts Addresses Business Classifications **NAICS Codes** Rosters and Certifications Review

Register Supplier: NAICS Codes

Select all NAICS codes describing your business. Important: You will only receive information for solicitations that use those codes. For more information navigate to <https://www.naics.com/>

Back Next Save for Later Register Cancel


| Category Name | Description | Remove |
|---------------|---------------------------|--------|
| 1111 | Oilseed and Grain Farming | X |



Rosters and Certifications

- **"ROSTERS AND CERTIFICATIONS" REQUIRED SECTION:** the "Rosters and Certifications" page will display. You will answer additional questions related to the Rosters, Sustainable Purchasing Certifications, Business Registration & Licensing, and Small Contractor and Supplier Certification (SCS).



Note: King County recommends you opt into rosters (select Yes) to streamline future processes.

 **King County**

  [Sign In](#)

1234567

Company DetailsContactsAddressesBusiness ClassificationsNAICS CodesRosters and CertificationsReview

Register Supplier: Rosters and Certifications

BackNextSave for LaterRegisterCancel

Would your company like to participate in King County's roster solicitations? Rosters are used to award contracts for small capital projects. Roster contracts are not advertised; only roster members may be invited to participate. Please also indicate if your business has any of the below sustainable business certifications.

Attachments None

Section

1. Consultant Roster (Architecture & Engi...

2. Small Works Roster (Construction)

3. Sustainable Purchasing Certifications

4. Business Registration & Licensing

5. Small Contractor & Supplier Certificatio...

Questions

Consultant Roster (Architecture & Engineering) (Section 1 of 5)

* 1. Would you like to join the Consultant Roster?

The Consultant roster may be used to award contracts for capital projects with an estimated cost of less than \$500,000. Projects solicited via the Consultant Roster are not advertised. King County will invite at least one SCS-certified small business to submit a proposal for every project, if available in the solicited NAICS Industry code category. There's no limit on how much work can be awarded to SCS-certified small businesses through the Consultant Roster. Larger firms can be awarded up to \$500,000 annually, per agency.

You must select "yes" to be invited to submit a proposal on a roster solicitation within your NAICS code categories.

☐ a. Yes

☐ b. No

End of Section 1 of 5

Previous SectionNext Section

- The "Rosters and Certifications" page consists of 5 sections. Each section contains questions that are related to the individual area. Answer each question and click "Next Section" in the bottom right corner to proceed to the next section.



Note: answer ALL questions. The answer to some questions may create additional questions.

King County

Sign In

1 2 3 4 5 6 7

Company Details Contacts Addresses Business Classifications NAICS Codes Rosters and Certifications Review

Register Supplier: Rosters and Certifications

Back Next Save for Later Register Cancel

Would your company like to participate in King County's roster solicitations? Rosters are used to award contracts for small capital projects. Roster contracts are not advertised; only roster members may be invited to participate. Please also indicate if your business has any of the below sustainable business certifications.

Attachments None

Questions

Consultant Roster (Architecture & Engineering) (Section 1 of 5)

* 1. Would you like to join the Consultant Roster?

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You must select "yes" to be invited to submit a proposal on a roster solicitation within your NAICS code categories.

☐ a. Yes

☐ b. No

End of Section 1 of 5

Previous Section Next Section

- Once all questions are answered, click "Next" in the upper right corner.

King County

Sign In

1 2 3 4 5 6 7

Company Details Contacts Addresses Business Classifications NAICS Codes Rosters and Certifications Review

Register Supplier: Rosters and Certifications

Back Next Save for Later Register Cancel

Would your company like to participate in King County's roster solicitations? Rosters are used to award contracts for small capital projects. Roster contracts are not advertised; only roster members may be invited to participate. Please also indicate if your business has any of the below sustainable business certifications.

Attachments None

Questions

Consultant Roster (Architecture & Engineering) (Section 1 of 5)

* 1. Would you like to join the Consultant Roster?

The Consultant roster may be used to award contracts for capital projects with an estimated cost of less than \$500,000. Projects solicited via the Consultant Roster are not advertised. King County will invite at least one SCS-certified small business to submit a proposal for every project, if available in the solicited NAICS Industry code category. There's no limit on how much work can be awarded to SCS-certified small businesses through the Consultant Roster. Larger firms can be awarded up to \$500,000 annually, per agency.

You must select "yes" to be invited to submit a proposal on a roster solicitation within your NAICS code categories.

☒ a. Yes

☐ b. No

End of Section 1 of 5

Previous Section Next Section

Review and Submit Supplier Registration

- **"REVIEW SUPPLIER REGISTRATION" OPTIONAL SECTION:** the "Review Supplier Registration" page will display. Optionally review the information you entered.

King County

Review Supplier Registration: Test ?

Company Details

Supplier/Company Name Test

Tax Organization Type Corporation

Supplier Type

Corporate Web Site

Tax Country United States

Taxpayer ID 000000

Back Next Save for Later Register Cancel

- Click "Register" when complete.

King County

Review Supplier Registration: Test ?

Company Details

Supplier/Company Name Test

Tax Organization Type Corporation

Supplier Type

Corporate Web Site

Tax Country United States

Taxpayer ID 000000

Back Next Save for Later Register Cancel

- A confirmation window will display, click "OK."

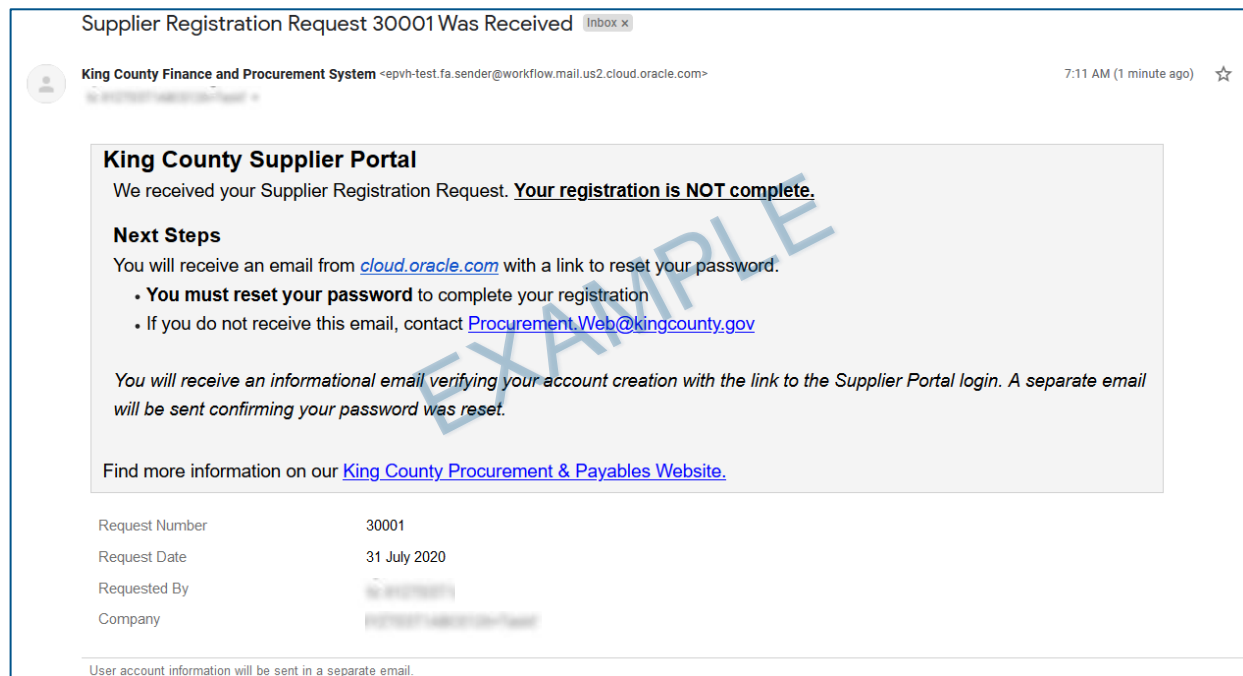
Confirmation

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

OK

Registration Emails

- **REGISTRATION EMAILS REQUIRED ACTION: do not skip – action is required to finalize your supplier registration.**
- Once the registration is submitted, the supplier will receive a series of emails to their registered **email** account (outside E-Procurement Supplier Portal). Login to the supplier's **email** account is required.



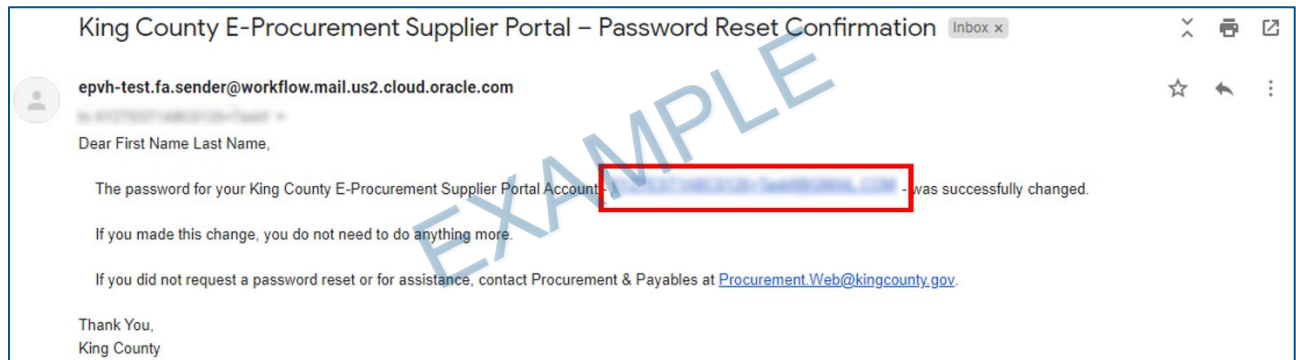
- The supplier will receive an email to reset their password. Follow the prompts to reset your password.



- Once the password has been reset, the supplier will receive a password reset confirmation email.



Note: in the below example, the supplier's username will be the email used to register.



- The supplier can now access solicitation documents, respond to solicitations, and view solicitations. Review and refer to the other E-Procurement Supplier Portal user guides:
 - ["Identifying NAICS Codes User Guide"](#)
 - ["Supplier Profile Maintenance User Guide"](#)
 - ["Supplier Reset Password User Guide"](#)
 - ["Supplier Questionnaire User Guide"](#)
 - ["Supplier Solicitation User Guide"](#)
- End of process.