

Supplier Registration Process

Thank you for registering to be a UG supplier! Our Procurement System is designed to make this process easy for you and your organization and to provide the highest levels of security for your information. We never share your information with any third parties outside of the Unified Government of Wyandotte County, Kansas City, Kansas.

Some benefits to registration include:

- Register your company once and use the same information with as many bids as you wish
- Register once but support multiple users that YOU control who can download or place bids on behalf of your organization
- Be the first to be alerted to new bidding opportunities
- You define the types of bids (based on products or service categories) on which you wish to be alerted

To make it simple to get started, we ask for a small amount of information when you create your Web Account. This is only your contact information and company name. With your Web Account, you gain access to view all bids on the system and download any associated documents.

Next, if you see a bidding opportunity that you are interested in, you may complete the full Supplier Registration. This is where you enter specific company details, such as your Federal TEIN, official address (which can qualify you as a Local Business Enterprise (LBE)), and any other documents, such as certifications of Minority, Disadvantaged, Women-Owned Business Enterprises (MWDBE).

Below, we will show the entire registration process in detail.

New User Process

The following example is for a brand new supplier registering with the UG for the first time. This example will also demonstrate how you can add a second user to your organization's "roster" who can also perform tasks on behalf of your organization.

First, you will fill out the information required for the "Web Account". This will allow you access to all bids on the site, even historical ones, and takes about one minute to fill out:



Home / Supplier Login

Purchasing - Procurement Registration Form

Creating a Web Account gives you access to view all the bidding opportunities, past and present, on the site and to download associated documents.

First Name:

Last Name:

Company: (35 Chars.)

Company Cont:

DBA:

DBA Cont:

Address:

City:

Navigation

- [How May We Assist You](#)
- [How Are We Doing](#)
- [Glossary](#)
- [FAQs](#)
- [Policies](#)
- [Supplier Diversity](#)

Solicitations

- [Active Bids & RFPs](#)
- [Bids & RFPs Search](#)
- [Solicitation Forms & Attachments](#)
- [Pre-Bid Conference Schedule](#)

Search:
Purchasing Site

When that is complete, you can view and download bids immediately. However, we recommend continuing on to the next step, which is the company registration form. This allows you to enter your detailed company information and upload any needed documents (tax W-9 forms, MWDBE/LBE, etc.) and allows you to place bids.



Home / Supplier Login / Supplier Registration Complete

Purchasing - Web Account Registration Complete

Thank you for registering for a Supplier Web Site Account. You can now search for and download Bids and RFPs by clicking the link below.

[Search for Bids and RFPs](#)

To be able to PLACE bids, you must continue your registration by registering your organization as a UG Supplier. Click the button below!

[Registration Form >>>](#)

Navigation

- [How May We Assist You](#)
- [How Are We Doing](#)
- [Glossary](#)
- [FAQs](#)
- [Policies](#)
- [Supplier Diversity](#)

Solicitations

- [Active Bids & RFPs](#)
- [Bids & RFPs Search](#)
- [Solicitation Forms & Attachments](#)
- [Pre-Bid Conference Schedule](#)

Clicking on the Registration Form button opens up the following form:

Home / Supplier Home / Supplier Registration Info

Supplier Company Info

Supplier Information Update

Important! You must complete the Supplier Registration form online and click submit in order to obtain a valid Supplier Number and become eligible to participate in bids and conduct business with the UG.

Your registration is currently PENDING

Required fields are in **Bold**.

Business Name

Your Company name must match the Company name on your IRS W-9/W-8 form. DBA is not required; however, if you have a business name that is different from your Company name, enter it in the DBA box below.

Company Name: (35 characters);

Company Name (Cont): (35 characters)

DBA (Doing Business As): (35 characters)

DBA (Cont): (35 characters)

Type of Business:

Navigation

- [How May We Assist You](#)
- [How Are We Doing](#)
- [Glossary](#)
- [FAQs](#)
- [Policies](#)
- [Supplier Diversity](#)

Solicitations

- [Active Bids & RFPs](#)
- [Bids & RFPs Search](#)
- [Solicitation Forms & Attachments](#)
- [Pre-Bid Conference Schedule](#)

Search: Purchasing Site

- [eCatalog](#)
- [Bid Tabulations](#)
- [Supplier Database](#)

Any information previously asked for on the Web Account registration is already filled out.

You will need to add/update any additional information required, such as

- Business Type
- Additional Contacts (Sales, Accounting)
- Tax ID
- IRS Forms (W-9)
- Certifications (MWDDBE, optional)
- Commodity Codes (you can use the built in search form to find product and service category codes that your organization provides)

Based on the information provided, certain documents must be uploaded. If this is the case, a link will be provided to return to the form and complete the uploads. You can also return to this form at any time to make new uploads and/or change information by clicking on the Company Info link in the side navigation bar.

Purchasing - Web Registration Complete

Supplier Registration Confirmation

Thank you for registering...

Based on your answers on the registration form, you must now upload supporting documents for any MWBE certification or your W9 form if your organization is 1099 reportable. Click the link below and go to the Document Upload section of the form. This will finalize your registration.

[Upload Documents](#)

Click Upload Documents shows the following upload page:

Document Upload:

Click the Browse button below to select the document from your local drive. Then click the Add Document button to upload and attach the document to your online bid. Files are limited to a maximum size of 150 MB each.

No file chosen

Currently Uploaded Documents:

You may upload PDF and Microsoft Word documents of up to 150 MB each.

When the information entry is complete, your company information page will list your registration status as Completed.

Supplier Company Info

Supplier Information Update

Important! You must complete the Supplier Registration form online and click submit in order to obtain a valid Supplier Number and become eligible to participate in bids and conduct business with the UG.

Your registration is currently **Completed**

Required fields are in **Bold**.

Business Name

Your Company name must match the Company name on your IRS W-9/W-8 form. DBA is not required: however, if you have a business name that is different from your Company name, enter it in the DBA box below.

Company Name: (35 characters);

Company Name (Cont): (35 characters)

Note: Certain documents may need to be verified by UG personnel. But at this point you are eligible to place bids.

Congratulations!

Additional User Registration

Once fully registered, your user account is now the “Primary Contact” for the company. If another user registers with the same company name, YOU have the ability to add them to your company roster. This allows you to have, for example, multiple sales reps, utilizing the site as needed. You can also set up another user to have the same “Approver” powers that you have. This is convenient if you are not personally involved in the day to day sales process.

Let’s see how that process works.

When you click on the link for Supplier Home, and on any subsequent logins, you will be shown the following page:



Home / Supplier Home

Purchasing - Supplier Home

Welcome Test User

Supplier Registration Status: Approved
Supplier Role: Approver

Your Current and Past Bids

Item #	Procurement Number (Edit Bid)	Description (View Docs)	Post Date	Due Date	Status
--------	-------------------------------	-------------------------	-----------	----------	--------

You have not made any bids yet.

A status of **Submitted to City** applies to bids you have completed and submitted to the UG. A status of **Not Submitted** applies to bids you have created but not submitted to the UG. We urge you to either Submit or Withdraw your bid prior to the Due Date of the bid.

Your Web Account Roster Requests

You are a Primary Contact for your organization. Below you can manage requests from your users to be linked to your Supplier(Company)

Navigation

- [How May We Assist You](#)
- [How Are We Doing](#)
- [Glossary](#)
- [FAQs](#)
- [Policies](#)
- [Supplier Diversity](#)

Solicitations

- [Active Bids & RFPs](#)
- [Bids & RFPs Search](#)
- [Solicitation Forms & Attachments](#)
- [Pre-Bid Conference Schedule](#)

Search:

Purchasing Site

First, this page shows your registration status and your role in your organization. As the first user registering, you are an “Approver” as shown above.

Second, you will see a list of any Procurements you have bid on so far. This allows you to instantly get back to any bids that are in Draft form so you can continue editing them (Status is Draft). Once submitted to the UG, you will see the posted date and time (Status is Submitted).

Third, you will see your current Web Account Roster Requests.

Your Web Account Roster Requests

You are a Primary Contact for your organization. Below you can manage requests from your users to be linked to your Supplier(Company) Information.

Once approved, a linked user will have the ability to view current and past bids made by your organization and place bids on your behalf. You can also add additional Primary Contacts which will enable those users to have the same abilities.

The “View Only” role will be applied when you approve a request which can be modified later. You can also deny the request and the user will not be linked.

No Requests have been made.

Initially, it will say “No Requests have been made”.

Finally, you will see your current roster:

Your Web Account Roster

Below is the list of users with web accounts who are linked to your organization.

Email	FirstName	LastName	Phone	VendorRole
test200@test.com	Test	User	555-555-5555	Approver

Initially, this will just be your account and contact information.

Now a second member of your company will register for a web account. (In the example below, they will be "Test User201" with email address "test201@test.com").

[Home](#) / [Supplier Login](#)

Purchasing - Procurement Registration Form

Creating a Web Account gives you access to view all the bidding opportunities, past and present, on the site and to download associated documents.

First Name:

Last Name:

Company: (35 Chars.)

Company Cont:

DBA:

DBA Cont:

Address:

City:

State/Province:

Navigation

- [How May We Assist You](#)
- [How Are We Doing](#)
- [Glossary](#)
- [FAQs](#)
- [Policies](#)
- [Supplier Diversity](#)

Solicitations

- [Active Bids & RFPs](#)
- [Bids & RFPs Search](#)
- [Solicitation Forms & Attachments](#)
- [Pre-Bid Conference Schedule](#)

Search:

Purchasing Site

- [eCatalog](#)
- [Bid Tabulations](#)

Note that the same company name is used as before.

Once this is submitted, the new user has a web account as well. They can now access bids for review and download. However they are not a registered supplier.

When they click on the Supplier Registration form, the system detects that this business name is already registered.

Purchasing - Registration Error

Supplier Registration

Read This Message Carefully.

This Business Name has already been registered with us. This site supports multiple users being associated with one registered organization. The first user to register a given company name is automatically made the "Primary" account and is given the Approver role. This means they can place bids on behalf of the organization, and they can also add and remove other users to the company roster and assign specific access rights.

A link is provided to allow the new user to request to be added to your Roster.

Thank you for your interest in becoming a UG Supplier.

[Submit Request to be added as a representative of: MY COMPANY CO](#)

When they click on the link, an email will be sent to you notifying you of this request for the user to be added to your roster.

The new user will see the following:

Supplier Registration

You have submitted a request to be added to the roster for: My Company Co. The Approver for this organization must approve your request before you can post bids. An email has been sent to the Approver(s) on file (partially redacted for security):

texxxxxx@test.com

The notification email will contain a link back to the web site allowing you to approve or deny this request.

Your Supplier Home page Web Account Roster Request section will now look like this:

Navigation

- [How May We Assist You](#)
- [How Are We Doing](#)
- [Glossary](#)
- [FAQs](#)
- [Policies](#)
- [Supplier Diversity](#)

- [How May We Assist You](#)
- [How Are We Doing](#)
- [Glossary](#)
- [FAQs](#)
- [Policies](#)

Your Web Account Roster Requests

You are a Primary Contact for your organization. Below you can manage requests from your users to be linked to your Supplier(Company) Information.

Once approved, a linked user will have the ability to view current and past bids made by your organization and place bids on your behalf. You can also add additional Primary Contacts which will enable those users to have the same abilities.

The "View Only" role will be applied when you approve a request which can be modified later. You can also deny the request and the user will not be linked.

VendorAccountID	Email	FirstName	LastName	RequestDate	RequestStatus	RequestActionDate
Edit Delete 68427	test201@test.com	Test	User201	8/6/2023 12:51:24 PM	Pending	

Your Web Account Roster

Below is the list of users with web accounts who are linked to your organization.

Email	FirstName	LastName	Phone	VendorRole
test200@test.com	Test	User	555-555-5555	Approver

As show, the request is "Pending". Click on the Edit link:

The "View Only" role will be applied when you approve a request which can be modified later. You can also deny the request and the user will not be linked.

VendorAccountID	Email	FirstName	LastName	RequestDate	RequestStatus	RequestActionDate
Update Cancel 68427	test201@test.com	Test	User201	8/6/2023 12:51:24 PM	Approved	

You can use the drop down selection to approve this request if they are a valid member of your organization. Click "Update".

The request action will be saved:

VendorAccountID	Email	FirstName	LastName	RequestDate	RequestStatus	RequestActionDate
Edit Delete 68427	test201@test.com	Test	User201	8/6/2023 12:51:24 PM	Approved	8/6/2023 12:58:55 PM

And they will now show up on your roster, below:

Your Web Account Roster

Below is the list of users with web accounts who are linked to your organization.

<u>Email</u>	<u>FirstName</u>	<u>LastName</u>	<u>Phone</u>	<u>VendorRole</u>
test200@test.com	Test	User	555-555-5555	Approver
Edit test201@test.com	Test	User201	555-555-5555	Place Bids

As shown above, the new user has rights to “Place Bids”. You may also grant them the right to be an “Approver” in the same way you are. They will receive the roster request emails and be able to set up new users in your organization.

You can also make them “View Only” users. This means that they cannot place bids for your organization but they are allowed to view your existing bids. This is often useful for administrative personnel in your organization.

If a user should no longer have any sort of access as part of your organization, you can also select the “Disabled” role. This prevents this account from logging in.

For convenience, here is the full list of user access roles:

- Approver – same rights as the Primary contact, can view roster requests and approve them as well as place bids.
- Disabled – the web account has no access to the site.
- Place Bids – the web account can place bids on behalf of the company,
- View Only – the web account can view bids and company information but cannot change it or place bids.

A Note About Security

At the UG, your security is very important. For this reason, UG personnel do not have the ability to reset user accounts or passwords. If you forget your login information, it can be retrieved via the Forgot Password page.



Home / Supplier Login / Supplier Password Retrieval

Purchasing - Supplier Password Retrieval

If you've forgotten the password to your account, you may enter the email address you used to register, and we will send you the information.

This site allows multiple people to register under a single company or organization. Each organization has one or more "Approvers" who can allow you to place bids on behalf of the organization. If you are attempting to recover the password for an Approver in your company (for example, they have left employment), you, or a member of your organization's IT Support Staff, will need access to their email. This will allow you to receive the forgotten password email.

You and your organization's security is very important to us. UG personnel do not have access to reset accounts directly.

Email Address:

[Get Password](#) ▶▶

Navigation

- [How May We Assist You](#)
- [How Are We Doing](#)
- [Glossary](#)
- [FAQs](#)
- [Policies](#)
- [Supplier Diversity](#)

Solicitations

- [Active Bids & RFPs](#)
- [Bids & RFPs Search](#)
- [Solicitation Forms & Attachments](#)
- [Pre-Bid Conference Schedule](#)

Enter the login email and password retrieval information will be sent out. As noted in the page itself, if your organization was registered in the past by a user who is no longer available (has left employment) then you may need to recover their login information and set up another user (such as yourself) as the new Approver for the company.

To do this, you or a member of your company's IT staff will need access to the previous user's email. This will allow you to retrieve the login information and set up a new Approver, using the steps shown above.

Thank you for being a UG Supplier!