



King County

Supplier Profile Maintenance User Guide

This guide will cover:

- *How to Maintain your Supplier Profile*
 - *Sign In*
 - *Set Preferences (Time Zone)*
 - *Change Request General Information*
 - *Complete a Company Profile Change Request*
 - *Organization Details*
 - *Tax Identifiers*
 - *Addresses*
 - *Contacts*
 - *Payments (Do not use)*
 - *Business Classifications*
 - *NAICS Codes*
 - *Review and Submit Change Request*

1 Sign In

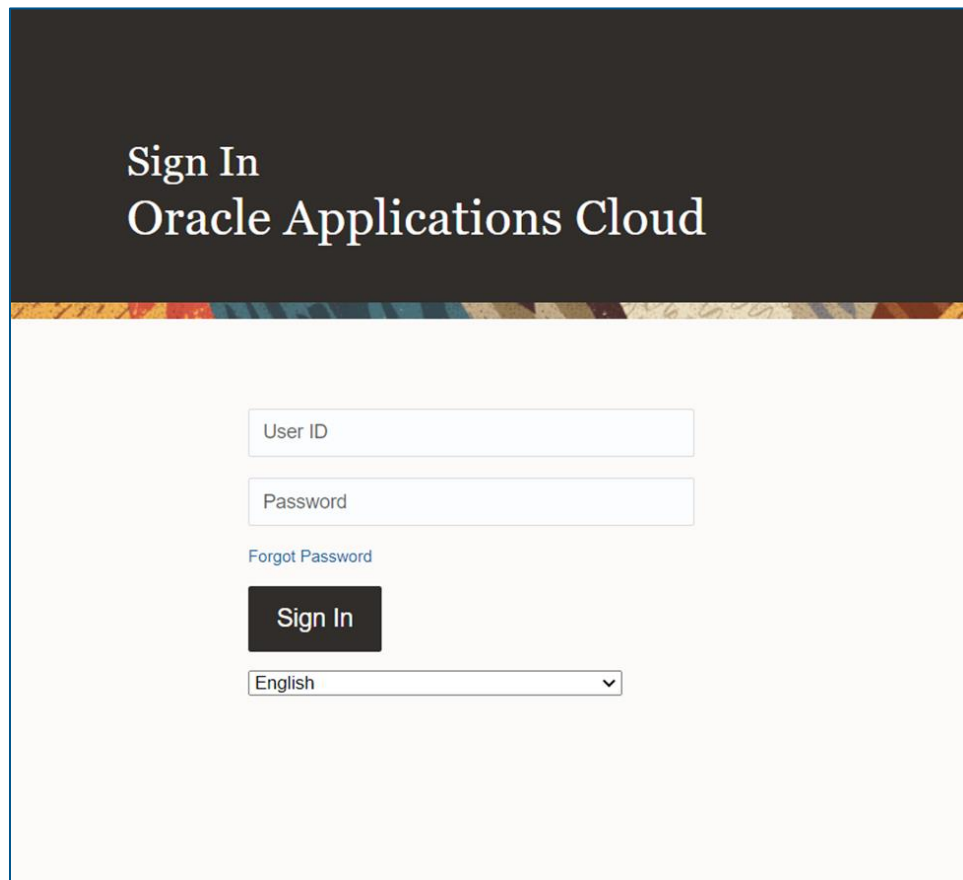
- Go to the [E-Procurement Supplier Portal](#). The “Sign In” page will display. Enter your “User ID” and “Password,” then click “Sign In.”



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



Note: do not use the “Company Single Sign-On” option.

A screenshot of the Oracle Applications Cloud Sign In page. The page has a dark header with the text "Sign In Oracle Applications Cloud" in white. Below the header is a white content area with a decorative border. The form includes a "User ID" input field, a "Password" input field, a "Forgot Password" link, a black "Sign In" button, and a language dropdown menu currently set to "English".

Sign In
Oracle Applications Cloud

User ID

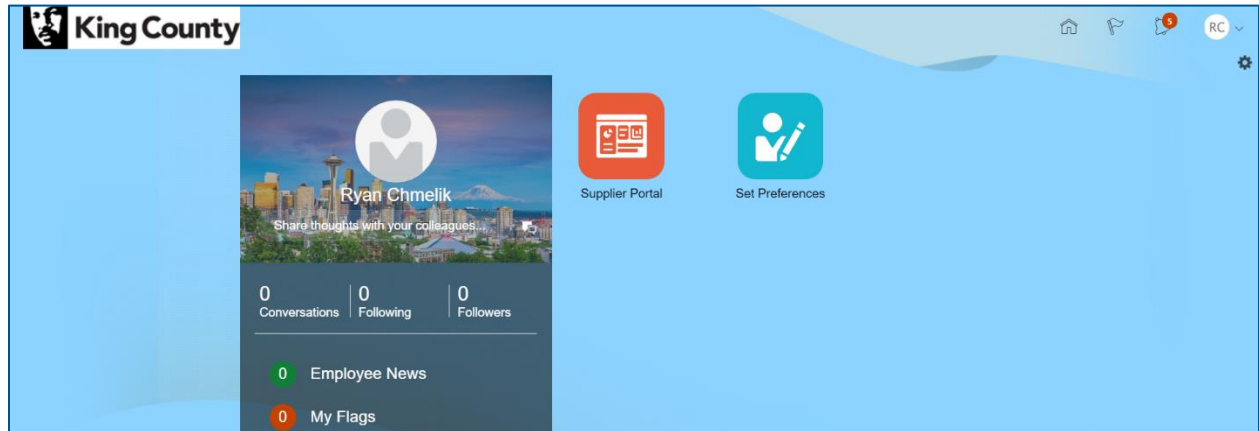
Password

[Forgot Password](#)

Sign In

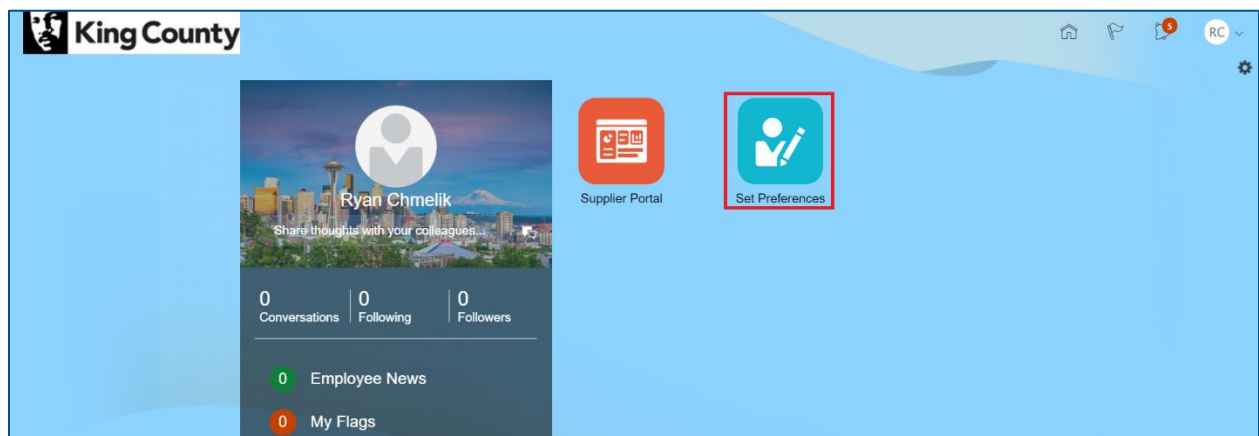
English

- The home page will display.

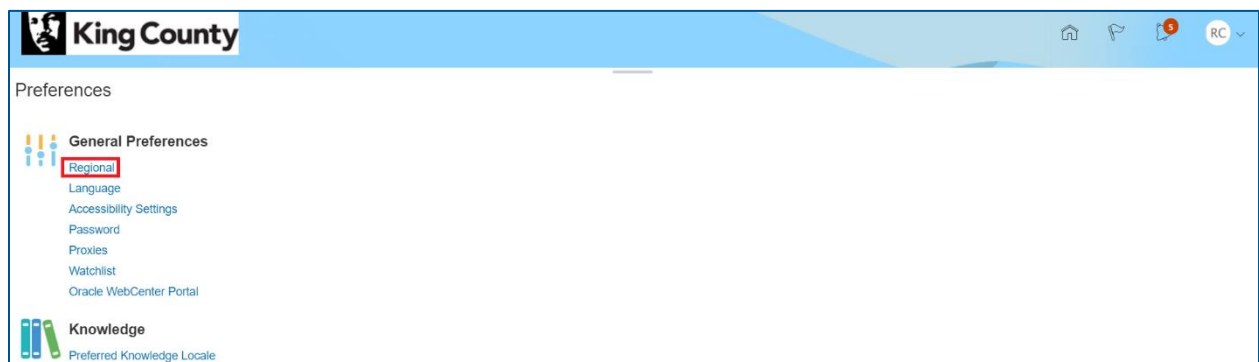


Set Preferences

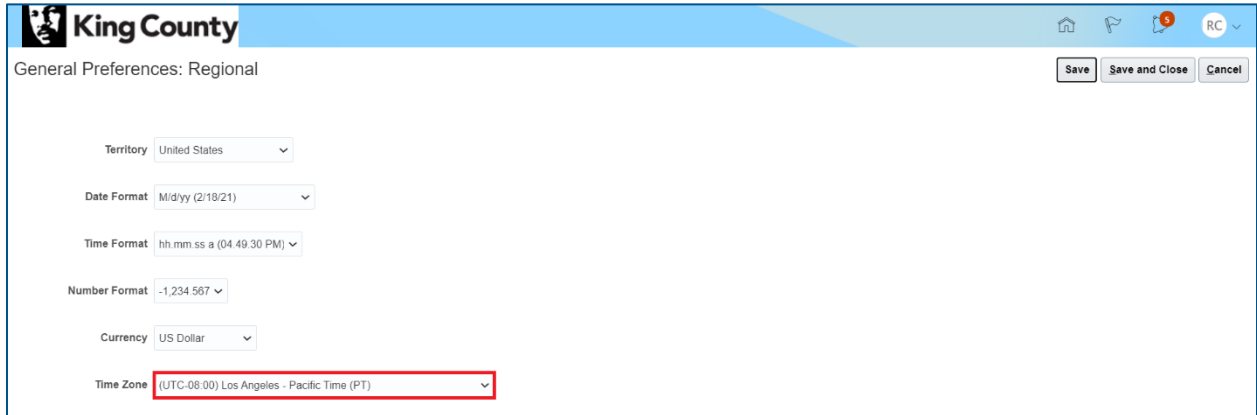
- Click the “Set Preferences” tile.



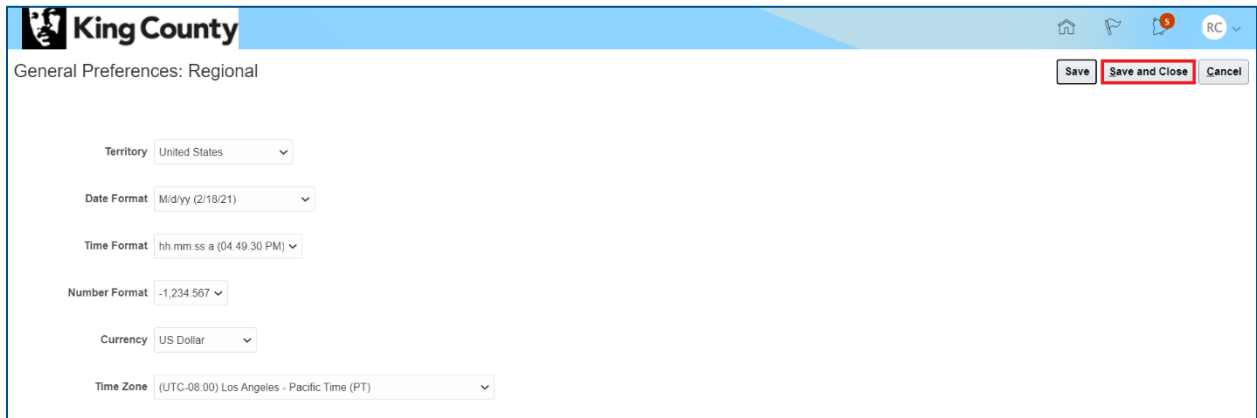
- The “Preferences” page will display, under the “General Preferences” section, click on the “Regional” link.



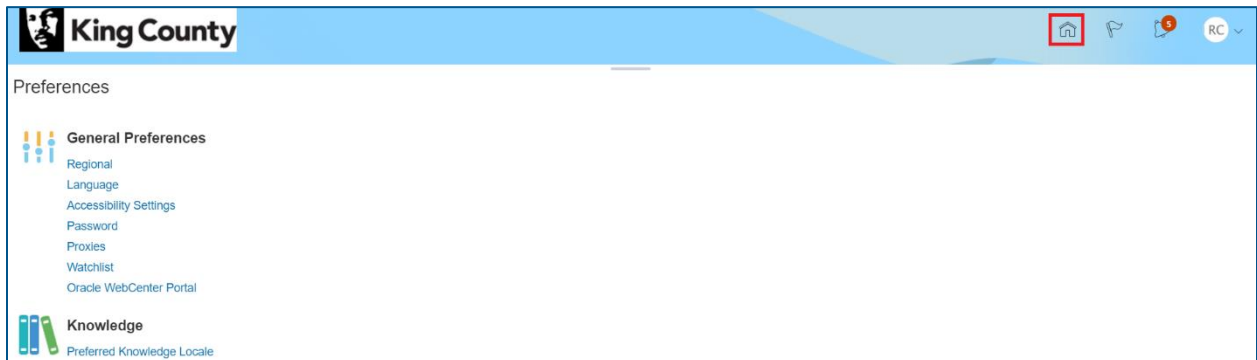
- The “Regional” page will display, click the “Time Zone” drop down and select your appropriate time zone.



- In the upper right corner, click “Save and Close” when complete.



- In the upper right corner, click the home icon to return to the home page.



2 Change Request General Information

- Multiple profile options can be edited in one Change Request. Change requests can be submitted under any tab – make sure to review and submit. A request must be processed before a new one can be opened.



Note: Suppliers are assigned one of two status': Prospective or Spend Authorized.

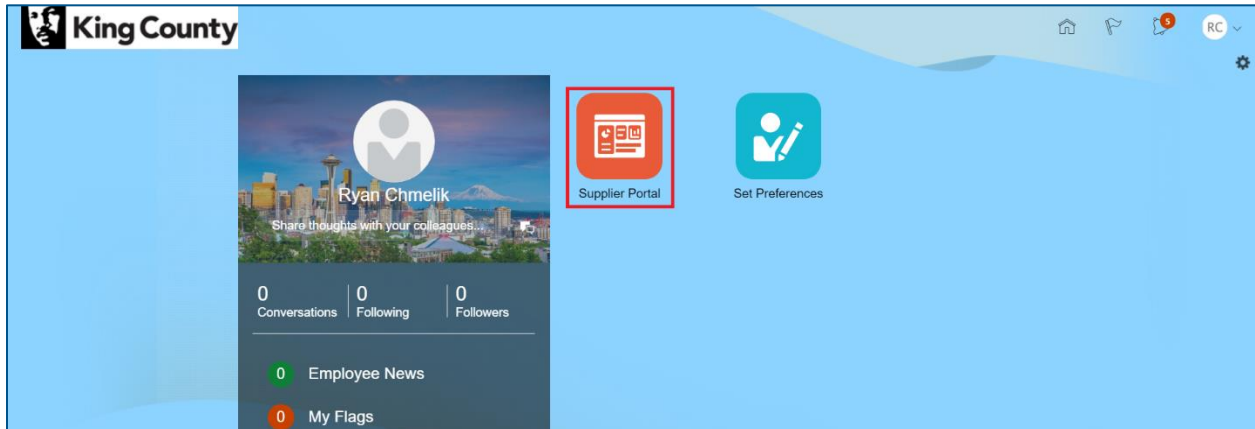
A **Prospective** supplier has access to County solicitations, can respond to solicitations and questionnaires but has not been authorized to receive payment from King County.

A **Spend Authorized** supplier has access to County solicitations, can respond to solicitations and questionnaires, and is authorized to receive payment from King County.

Prospective supplier profile change requests do not require approvals by King County. Only spend authorized suppliers require approvals when a supplier submits a change request to their profile.

3 Complete Company Profile Change Request

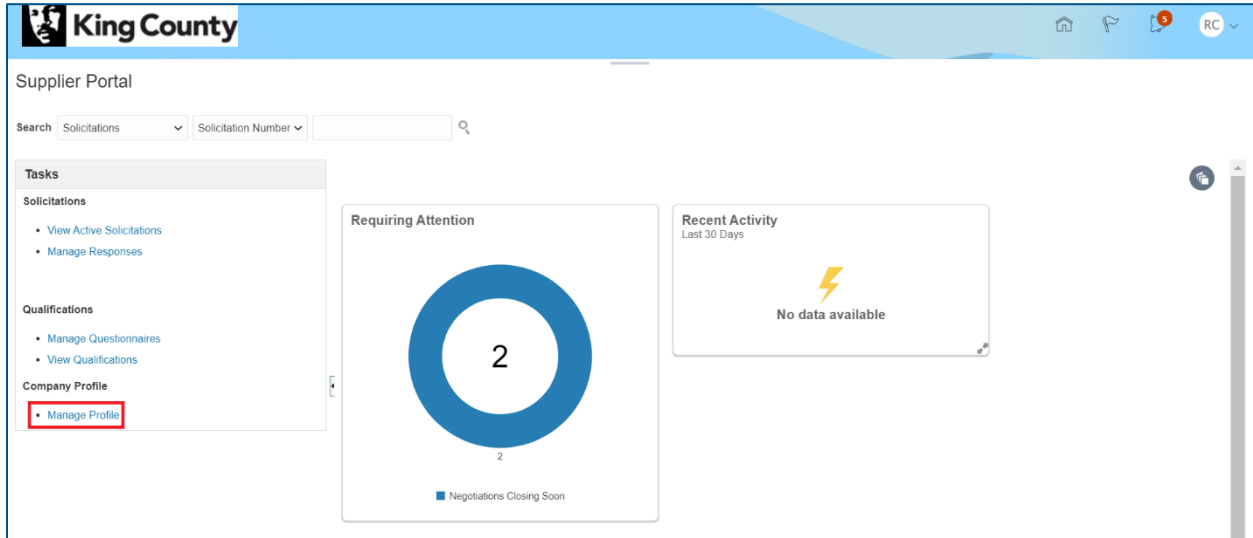
- Click the “Supplier Portal” tile.



- In the “Company Profile” section, under “Tasks,” click on the “Manage Profile” link.



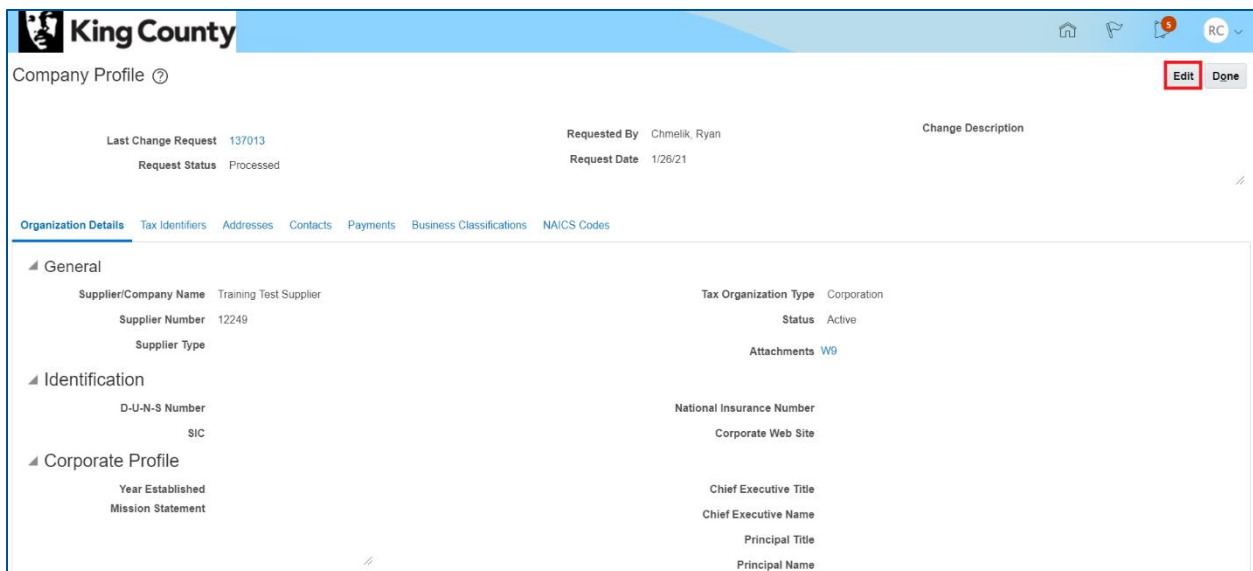
Note: user interface and options will vary depending on users' roles.



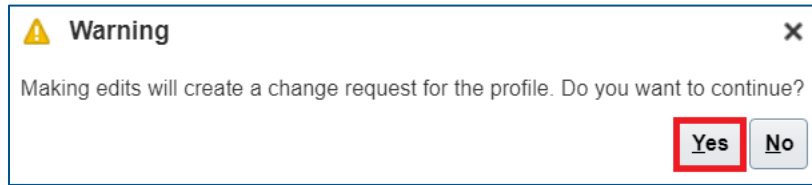
- The “Company Profile” page will display. Click the “Edit” button in the upper right corner to edit company information. The action to edit a tab can be done on any of the tabs.



Note: the supplier information in “Company Profile” is the same information entered during Supplier Registration.



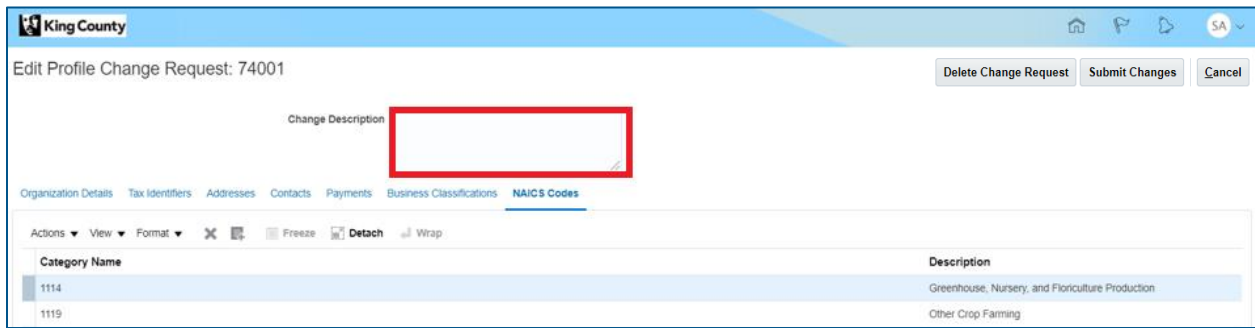
- A warning message will display, click “Yes.”



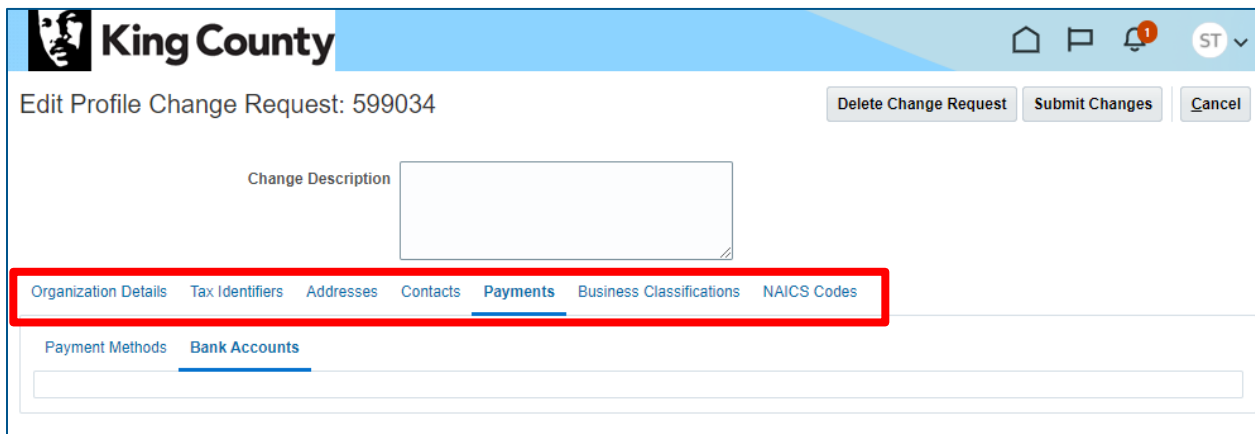
- Enter a "Change Description" (this can be done at anytime when editing tabs).



Note: the “Change Description” box is for information purposes only. Changes will not be processed from information entered in this box.



- **IMPORTANT:** The “Payments” page is the default tab. The page must be refreshed to see the editable fields; click on any of the available tabs the click back to “Payments” to refresh the page.



Organization Details

- Click the “Organization Details” tab, enter, or change supplier information as needed.

King County

Edit Profile Change Request: 388028

Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes

General

* Supplier/Company Name test Tax Organization Type Corporation

Supplier Number 14584 Status Active

Supplier Type Non-Profit Attachments IRS W9 + X

Identification

D-U-N-S Number National Insurance Number

- It is required to attach a completed IRS W-9 form before a supplier can be authorized to receive payment from King County.



Note: an up-to-date IRS W-9 is required to be a Spend Authorized Supplier.

- If you need to attach a W-9, click the plus “+” icon next to “Attachments” to attach a completed IRS W-9.

King County

Edit Profile Change Request: 388028

Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes

General

* Supplier/Company Name test Tax Organization Type Corporation

Supplier Number 14584 Status Active

Supplier Type Non-Profit Attachments IRS W9 + X

- The “Attachments” pop-up will appear. Click “Choose File” and select the completed IRS W-9 form. Optionally, enter a “Title” and “Description.” Click “OK” when complete.

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File No file chosen			John Doe	3/29/21 11.27
File	naics-quick-reference.pdf	Test W9		anonymous	3/25/21 01.30

Rows Selected 1 Columns Hidden 1

OK Cancel

- Once the IRS W-9 form is attached, the attachment link will appear.

Edit Profile Change Request: 388028

Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes

General

* Supplier/Company Name test Tax Organization Type Corporation

Supplier Number 14584 Status Active

Supplier Type Non-Profit Attachment IRS W9 + X

Tax Identifiers

- Click the “Tax Identifiers” tab; update the supplier information as needed.

King County

Edit Profile Change Request: 388028

Delete Change Request Submit Changes Cancel

Change Description

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications NAICS Codes

Income Tax

Taxpayer Country United States

Tax Reporting Name

Taxpayer ID 111111a

Verification Date m/d/yy

Federal reportable

Federal Income Tax Type

Transaction Tax

Tax Country

Tax Registration Type

Tax Registration Number

Addresses

- Click the “Addresses” tab. Click the pencil icon to edit an existing address (select the plus “+” icon to add a new address).

King County

Edit Profile Change Request: 141014

Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications NAICS Codes

Actions View Format **+** Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Main 1	302 W 50TH ST, NEW YORK, NY 10036, NEW YORK		Ordering, Remit to, RFQ or Bidding		Active

Columns Hidden 3



Note: at least one “Ordering” and one “Remit to” address is required to be a Spend Authorized Supplier.

The Ordering address must be a physical address (PO boxes are not accepted).

Entering the phone number for each address will allow for anti-fraud validations by the County.

When being promoted to a Spend Authorized Supplier, King County may reformat your address to meet USPS delivery standards.



Note: Additional Information is used to streamline approval process.

Select your preferred method of communicating purchasing documents and indicate if the address is your organization’s tax reporting address.

- The “Edit Address” pop-up will display, enter the appropriate address and additional information, click “OK” when complete.

Edit Address: Test ✕

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

City

State

* Postal Code

County

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

Fax

Email

Inactive Date

Status

▲ 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.

Contacts

- Click the “Contacts” tab.

The screenshot shows the 'Edit Profile Change Request' page for request 74001. The 'Contacts' tab is highlighted with a red box. The 'Change Description' field is empty. Below the tabs, there is a toolbar with icons for actions like 'View', 'Format', 'Add', 'Edit', 'Delete', 'Status', 'Freeze', 'Detach', and 'Wrap'. A table lists two contacts:

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Admin, Supplier		kctestsupplier@gmail.com		✓	✓	Active
Bidder, Supplier	Bidder	kctestsupplier1@gmail.com			✓	Active

- Highlight the desired contact, click the pencil icon to edit an existing contact (select the plus “+” icon to add a new contact).
- For contacts previously created, a phone number is requested.** Select the "Edit" option to enter a phone number. This will allow for anti-fraud validations by the County.

The screenshot shows the same 'Edit Profile Change Request' page for request 74001. The 'Change Description' field now contains 'Address Change'. In the toolbar, the 'Edit' icon (a pencil) is highlighted with a red box. The table below remains the same as in the previous screenshot.

- The “Edit Contact” pop-up will display.



Note: The amount of access to the supplier profile is dependent on the “Administrative contact” and “Request user account” checkbox.

“**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.

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

Edit Contact: Jane Doe

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

* Phone

Mobile

Fax

Email

Status

▲ Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Test	401 5TH AVE, SEATTLE, WA 98104, KING		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

▲ 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.

Account Status

User Name XYZTEST1ABC0126@GMAIL.COM

Roles Data Access

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 X Freeze Detach Wrap

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

OK Cancel

- To add an additional role(s) to a contact, on the "Roles" tab, click the "Select and Add" icon.



Note: role(s) added will only be added to the specific contact you have open in the "Create Contact" window.

▲ 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.

Account Status

User Name

Roles Data Access

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...

- The "Select and Add: Roles" pop-up will display, highlight the desired role(s), click "Apply" and then click "OK" when complete.
- 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/ Participate in Solicitations	View/ Download Contract Terms	Access Portal Overview/ Summary Tab
Supplier Self Service Administrator KC	X	X	X	X	X	X			X
Supplier Bidder KC						X	X	X	X

Select and Add: Roles ✕

Search

Role Description

View ▾ Format ▾ Wrap

Role	Description
Supplier Bidder KC	Responds to invitations to bid, requests for proposals, requests ...
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating...

Rows Selected 1

- Verify the added role(s), click "OK."

Edit Contact: Jane Doe ✕

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

* Phone

Mobile

Fax

Email

Status

Contact Addresses

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Test	401 5TH AVE, SEATTLE, WA 98104, KING		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

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.

Account Status

User Name XYZTEST1ABC0126@GMAIL.COM

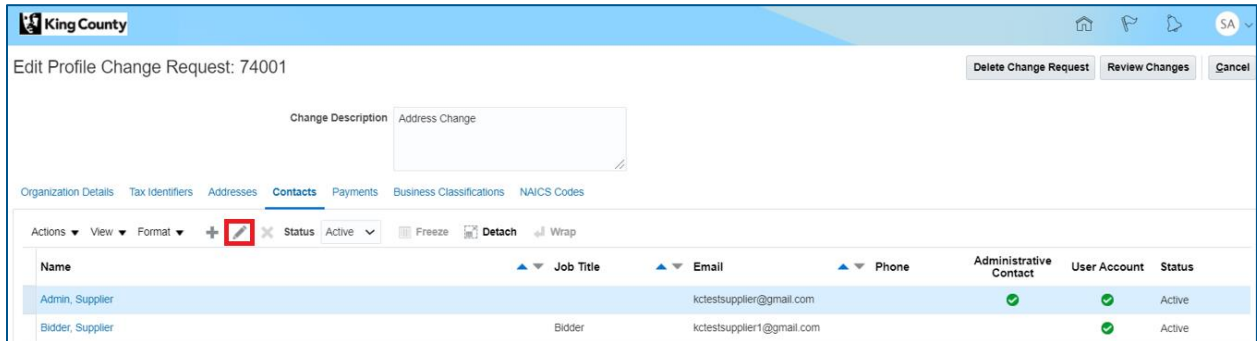
Roles Data Access

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.

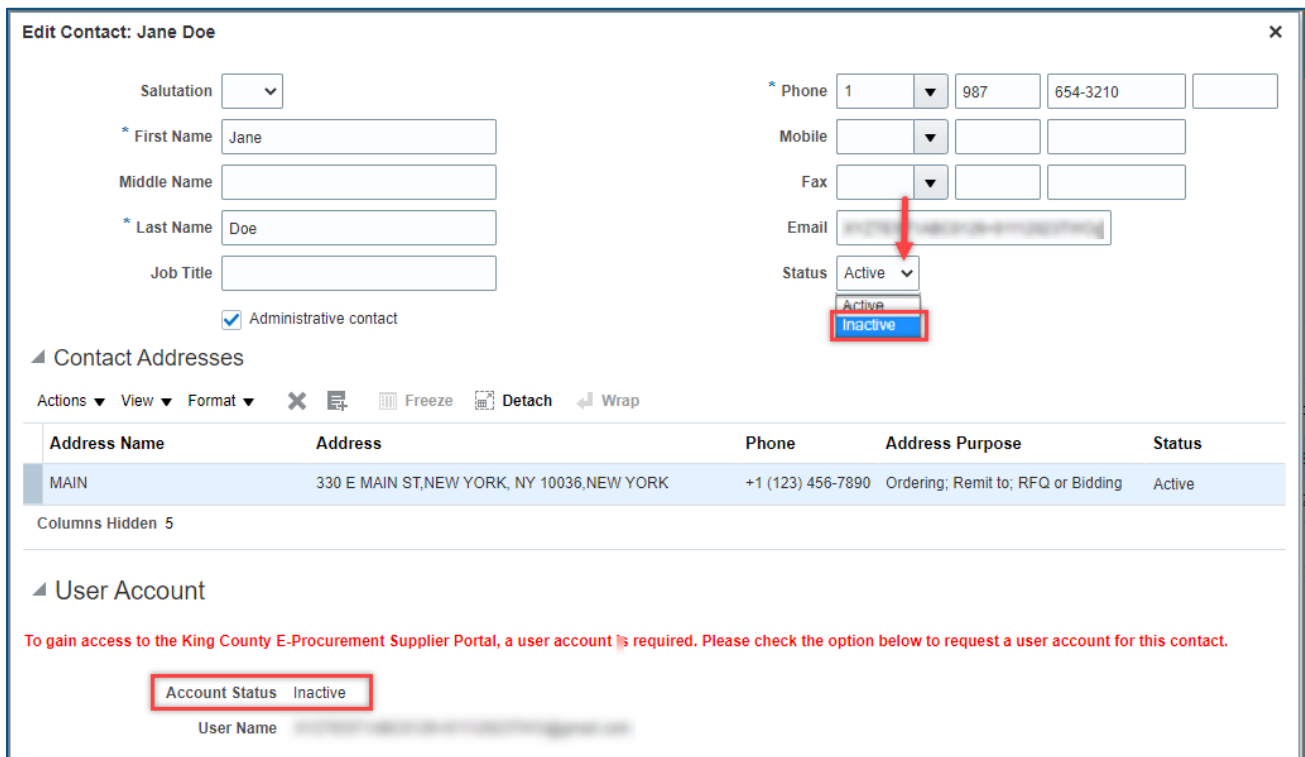
Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

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

- To inactivate a contact or inactivate a contact's user access to the company profile, highlight the desired contact, click the pencil icon to edit the existing contact.



- The "Edit Contact" pop-up will appear. Select the "Status" dropdown, and select "Inactive." This action will automatically change the "Account Status" field under the "User Account" to "Inactive." Click "OK." The contact will no longer be listed as an active contact **and** their company profile access and assigned roles will be removed.



- If the contact is still a valid point of contact for the company **but** no longer requires a login to the Company Profile, only inactivate the "Account Status" field under the "User Account" section. Under the User Account section, click the "Account Status" dropdown, and select "Inactive." Click "OK."

Edit Contact: Jane Doe ✕

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

* Phone

Mobile

Fax

Email

Status

▲ Contact Addresses

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
MAIN	330 E MAIN ST,NEW YORK, NY 10036,NEW YORK	+1 (123) 456-7890	Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

▲ 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.

Account Status

User Name XYZTEST1ABC0126+01112023TWO@gmail.com

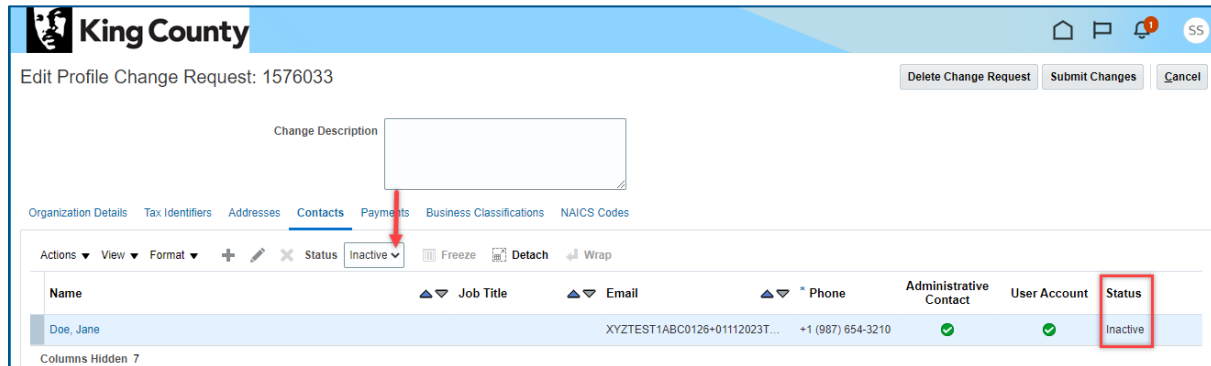
Roles Data Access

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

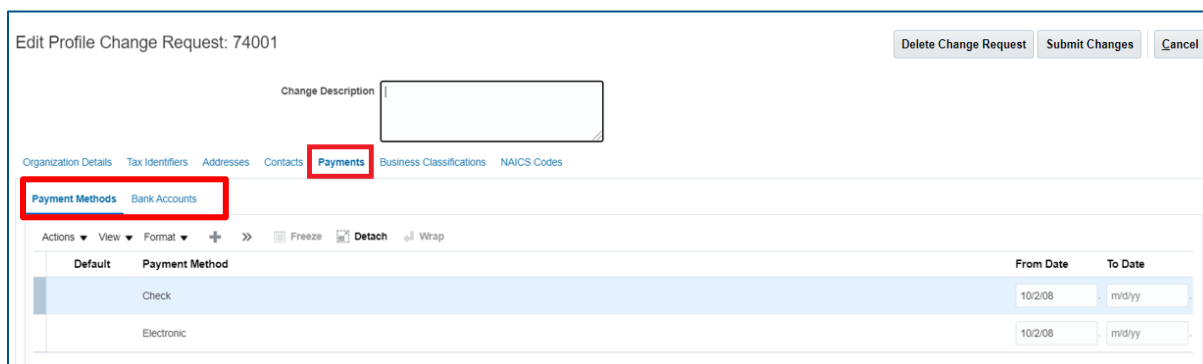
Role	Description
No data to display.	

- To view "Active" and "Inactive" contacts, select the "Status" dropdown to "Active" or "Inactive" accordingly.



Payments (Do not use)

- Do not modify the "Payments" tab.



- For security purposes, King County does not use the "Payments" section at this time. Please **do not** adjust the "Payment Method" or "Bank Account" default. To provide or update bank account information, please reach out directly to your King County representative for assistance.

Business Classifications

- Click the "Business Classifications" tab.

King County

Edit Profile Change Request: 74001

Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** NAICS Codes

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confir On
5. OMWBE - SBE - Small...		Current					m/d/yy	None +			

- To add a business classification, click the plus "+" icon.

King County

Edit Profile Change Request: 74001

Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** NAICS Codes

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confir On
5. OMWBE - SBE - Small...		Current					m/d/yy	None +			

- When the new business classification row appears, select the classification and other appropriate corresponding information.

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate
<input type="text"/>				<input type="text"/>	

- Verify the business classification addition, add more business classifications as needed.

King County

Edit Profile Change Request: 74001

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** NAICS Codes

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date
2. OMWBE - DBE - Dis		Current	OMWBE			m/d/yy
5. OMWBE - SBE - Small...		Current				

NAICS Codes

- Click the "NAICS Codes" tab.

King County

Edit Profile Change Request: 74001

Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **NAICS Codes**

Actions View Format X Freeze Detach Wrap

Category Name	Description
5415 > 541511	Custom Computer Programming Services
5415 > 541512	Computer Systems Design Services
5415 > 541513	Computer Facilities Management Services
5415 > 541519	Other Computer Related Services

- To add a NAICS code, click the "Select and Add" icon.



Note: refer to [Identifying NAICS Codes User Guide](#) to find a full list of possible NAICS Codes.

Category Name	Description
5415 > 541511	Custom Computer Programming Services
5415 > 541512	Computer Systems Design Services
5415 > 541513	Computer Facilities Management Services
5415 > 541519	Other Computer Related Services

- The "Select and Add: Products and Services Categories" pop-up 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: refer to [Identifying NAICS Codes User Guide](#) to find a full list of possible NAICS Codes. The "Category Name" and "Description" search is purposed to be searched for with **exact** NAICS code numbers or descriptions.

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

- 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. Click "Apply" and "OK" when complete.

Select and Add: Products and Services Categories

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

Columns Hidden 1

Apply OK Cancel

Review and Submit Change Request

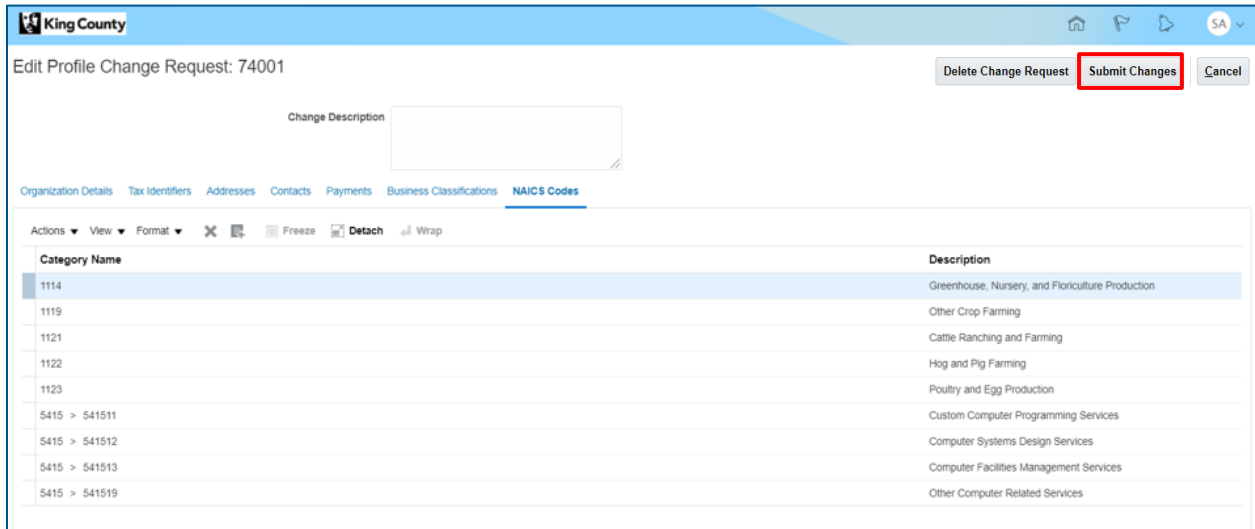


Note: submitting your change request is a two-step process.

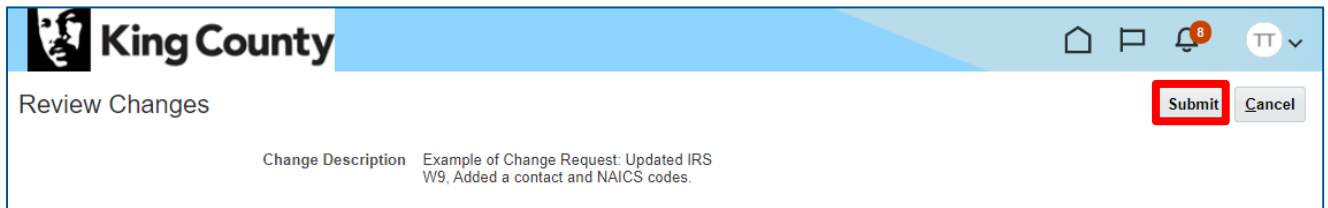
You must select both "Submit Changes" and "Submit" for King County to receive your change request.

The profile changes will be not reflected on the supplier profile until the change request is submitted.

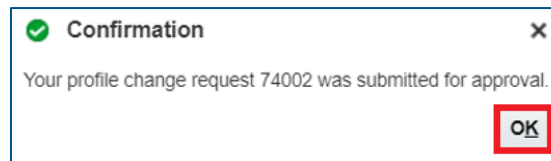
- Click "Submit Changes."



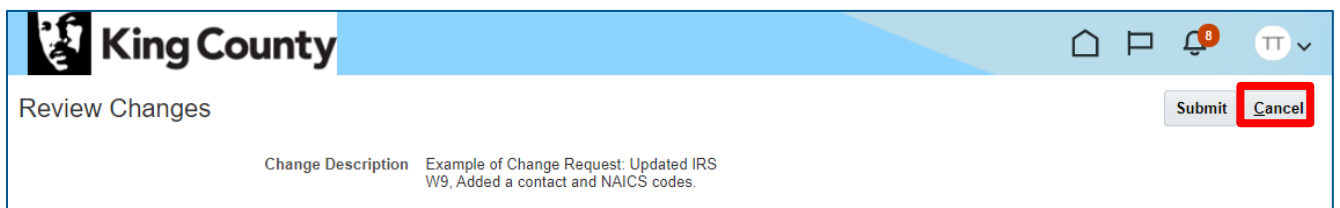
- The "Review Changes" page will display. Click "Submit."



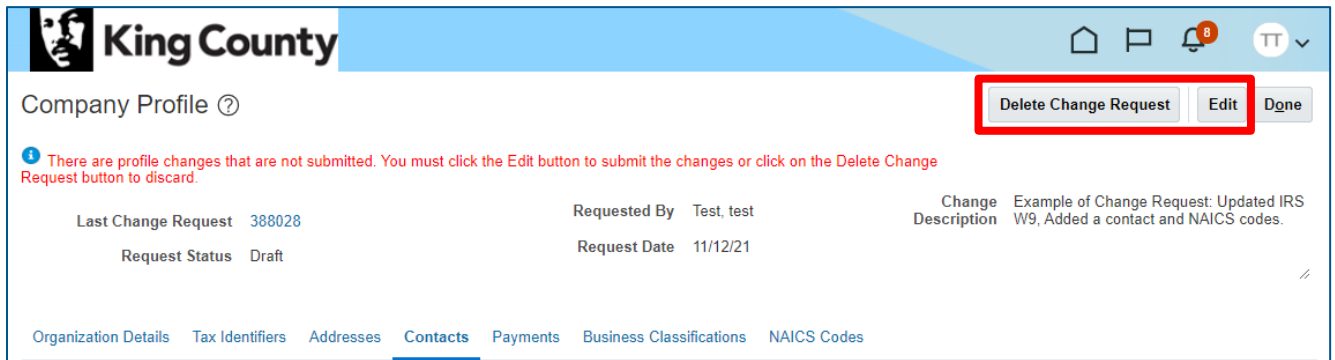
- A confirmation pop-up will appear, click "OK."



- Alternatively, you can cancel the change request by clicking "Cancel."



- If "Cancel" is selected, you will be have the option to "Delete Change Request" or "Edit" the change request.



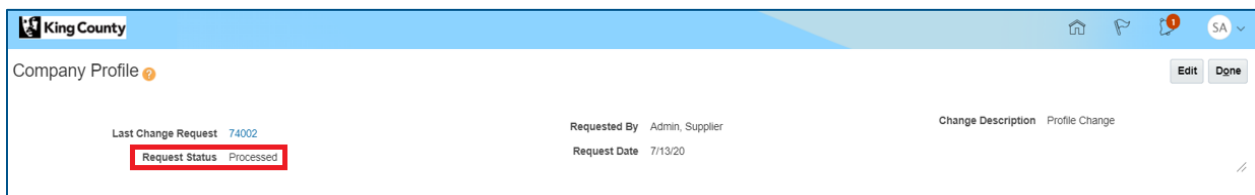
Reminder: Suppliers are assigned one of two statuses: Prospective or Spend Authorized.

A **Prospective** supplier has access to County solicitations, can respond to solicitations and questionnaires but has not been authorized to receive payment from King County.

A **Spend Authorized** supplier has access to County solicitations, can respond to solicitations and questionnaires, and is authorized to receive payment from King County.

Prospective supplier profile change requests do not require approvals by King County. Only spend authorized suppliers require approvals when a supplier submits a change request to their profile.

- Once the supplier changes are approved, the supplier profile reflects the "Request Status;" which will display "Processed."



- End of process.