

# Supplier Registration User Guide

This guide will cover:

- How to Register as a Supplier
  - o Supplier Registration General Information
  - o Registration Portal
  - o <u>Register Supplier</u>
    - Company Details
    - <u>Contacts</u>
    - <u>Addresses</u>
    - <u>Business Classifications</u>
    - <u>NAICS Codes</u>
    - Rosters and Certifications
    - <u>Review & Submit Supplier Registration</u>
    - Registration Emails

# 1 Supplier Registration General Information

- Registration is required to receive solicitation notifications, to respond to solicitations, and to maintain your company information. All bids and proposals must be submitted through E-Procurement Supplier Portal.
- 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.
- There are six sections that are required to register; they are Company Details, Contacts, Addresses, Business Classifications, NAICS Codes, and Rosters and Certifications. Before you begin the registration process, gather the following information:
  - Completed <u>IRS W-9</u>
  - □ Company Tax Identification Number (TIN)
  - Company contact name(s), unique business email address(es), and phone numbers.
  - Address(es) for receiving purchase orders must be physical address.
  - □ Address(es) for receiving payments.
  - □ Company certification details
    - King County Small Contractor & Supplier (SCS) certification
    - Washington State Office of Minority and Women's Business Enterprise certification(s).
  - NAICS Codes identify all NAICS commodity codes relevant to your business. Refer to <u>Identifying NAICS Codes User Guide</u> to find a full list of possible NAICS Codes on the website <u>www.naics.com/search</u>.

# 2 Registration Portal

Click the following link: <u>Register Now.</u>



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

We recommend a desktop browser to complete registration.

 The King County "Supplier Registration" landing page will display. Begin your registration by entering your email to get a one-time access code. Select "Send Access Code."

King County	
Supplier Registration	Enter your email
Welcome to King County's E-Procurement Supplier Portal	Get a one-time access code to start.
Thank you for your interest in doing business with King County! Please follow the steps below to register as a supplier. For assistance, visition our website or contact us:	Email
Website: www.KingCounty.gov/Procurement	
Email: Procurement.Web@KingCounty.gov	Send Access Code
• Phone: (206) 263-9400	
We recommend a desktop browser to complete registration.	
Resources for Registration	
Before you begin, we recommend reviewing the following resources to guide you through the registration process:	
Visit King County's E-Procurement Supplier Portal webpage for important registration details.	
Check out our Supplier Registration <u>User Guide</u> and Video Tutorial, available on our website, to assist you in completing your	
registration.	
How to Register	
1. Enter Your Email Address: Use the "Enter Your Email" box on this page to provide your email address to receive a one-time access code.	
2. Enter the Access Code: Copy the code from your email and enter it into the registration portal.	
3. Complete Your Company Profile: Follow the guided instructions to fill in your company information and answer	
prequalification questions.	
4. Submit Your Registration: Once all information is entered, submit your registration.	
Note: You can save your progress at any time and return later to complete the process. Simply revisit this page, enter your email, and use a new access code to resume your registration.	
Thank you,	
King County	

 Navigate to your email inbox. You will receive an email from "King County Finance and Procurement System" with the subject "Access Code for Your Supplier Registration." Copy the access code that was emailed. If you do not receive this email, check your junk email.

Access Code for Your Supplier Registration Inbox x		岛	ß
King County Finance and Procurement System <epvh-test.fa.sender@workflow.email.us-phoenix-1.ocs.oracleclou (2="" 11:15="" ago)="" am="" minutes="" td="" to="" xyztest1abc0126+test2025="" 👻<="" 📩=""><td>٢</td><td>¢</td><td>:</td></epvh-test.fa.sender@workflow.email.us-phoenix-1.ocs.oracleclou>	٢	¢	:
Access Code for Your King County E-Procurement Supplier Portal Registration.			
Thank you for your interest in doing business with King County. Below you will find the registration access code you requested. Pleas King County E-Procurement Supplier Portal Registration, enter the access code, and complete your registration.	e returr	n to the	t.
Access Code: xKXenntJ			
(i) The code expires in 15 minutes.			
Thank you,			
King County			

- Navigate back to the registration page, paste the code in the "Access Code" field. Select "Continue."
- If your access code has expired, or you did not receive one, select "Get a new code" to receive a new access code.

King County		
Supplier Registration	Enter your code	
Welcome to King County's E-Procurement Supplier Portal         Thank you for your interest in doing business with King County! Please follow the steps below to register as a supplier. For assistance, visit our website or contact us:         • Website: www.KingCounty.gov/Procurement         • Email: Procurement.Web@KingCounty.gov	Use the code we've sent to email xyztest1abc0126+Test2025@gmail.com. The code expires in 15 minutes. Access Code xKXenntJ	
Phone: (206) 263-9400 We recommend a desktop browser to complete registration.	Continue Get a new code	

Note: You can save your progress at any time and return later to complete the process. Simply revisit the registration page, enter your email, and use a new access code to resume your registration.

## **3 Register Supplier**

 Follow the guided instructions to fill in your company information and answer prequalification questions. On the right side of the page, you will see the different sections you will need to complete, and which step of the registration process you are on. Required fields are labeled "Required" or marked with an asterisk "\*."

King County			
Supplier Registration Company Details			1 6
<ul> <li>The "Supplier/Company Name" field is lit</li> <li>For United States organizations, please er</li> </ul>	nited to 40 characters. Please abbreviate if your tter the <b>Taxpayer ID as 9 numbers only, no char</b>	organization name exceeds this length. acters or spaces.	
Supplier/Company Name	Website	Country United States	
Required			
Taxpayer ID	Tax Organization Type 🔻	Supplier Type 👻	· Company Details
Required	Required		
Required: Attach a completed W9. Required			Contacts
Drag and Drop			Addresses
Select or drop files here.			
URL	Add URL		Business Classifications
			NAICS Codes
No items to display.			
			Rosters and Certifications
		Cancel Save Continue	

## **Company Details**

• **"COMPANY DETAILS" REQUIRED SECTION:** In the "Company Details" section, enter registration details:

Field	<b>Registration Deta</b>	ails			
Supplier/Company Name	<ul> <li>*REQUIRE</li> <li>Do</li> <li>Fie</li> <li>org</li> </ul>	<b>D</b> * Enter th not include d is limited anization na	e legal name for your company. "Doing Business As" (DBA) name. to 40 characters. Abbreviate if ame exceeds this length.		
Website	<ul> <li>Optionally</li> </ul>	enter a corp	oorate website URL.		
Country	<ul> <li>*REQUIRED* Field will automatically default to United States. Select from the list of values if another County.</li> </ul>				
Taxpayer ID	<ul> <li>*REQUIRED* Enter the taxpayer identification number.</li> <li>Do not include a TIN dash (digits only); enter in the correct format of 9 numbers only, no characters or spaces.</li> </ul>				
Tax Organization Type	<ul> <li>*REQUIRED* Select your federal tax classification from the list of values. Use the table below to help guide which option you select based on your IRS W9 selection.</li> </ul>				
	IRS W9 Cat	egory	E-Procurement Tax Org Type		
	Individual/Sole P	roprietor	Individual		
	C corporation		Corporation		
	S corporation		Corporation		
	Partnership		Partnership		
	Trust/Estate		Individual		
	LLC	С	Corporation		
		S	Corporation		
		Р	Partnership		
			·		
Supplier Type	<ul> <li>Optionally</li> </ul>	select from	the list of values.		
IRS W-9	<ul> <li>*REQUIRE completed your comp registratior on "Drag a you want to</li> </ul>	D* Use the W9. Compl uter. Naviga page to att nd Drop" to pattach, sel	"Drag and Drop" field to attach a ete an IRS W-9 form and save it to ate back to the King County tach it. Alternatively, you can select open a file explorer. Locate the file lect that file, then select "Open."		

King County			
Supplier Registration Company Details			1 6
<ul> <li>The "Supplier/Company Name" field is li</li> <li>For United States organizations, please er</li> </ul>	mited to 40 characters. Please abbreviate if you nter the Taxpayer ID as 9 numbers only, no cha	r organization name exceeds this length. racters or spaces.	
Supplier/Company Name	Website	Country United States	
Required			
Taxpayer ID	Tax Organization Type 🔹	Supplier Type 🔻	Company Details
Required	Required		
Required: Attach a completed W9. Required			Contacts
Drag and Drop			Addresses
Select or drop files here.			Business Classifications
URL	Add URL		
No items to display			NAICS Codes
No items to display.			Rosters and Certifications
		Cancel Save Continue	

 Complete all the required fields. Once you have attached your W-9, it will display the attachment on your company details page. Select "Continue" to navigate to the next section.

g County					
Supplier Registration Company Deta	ils				1 6
<ul> <li>The "Supplier/Company N length.</li> <li>For United States organiza</li> <li>Supplier/Company Name RedwoodDemo</li> </ul>	tame" field is limited to 40 characters. Please attions, please enter the Taxpayer ID as 9 numb Website Redwooddemo.com	abbreviate if y ers on <b>ly,</b> no cl	our organization name exceeds haracters or spaces. Country United States	this	
Taxpayer ID 111111111	Tax Organization Type Corporation	•	Supplier Type Supplier	•	Company Details
Required: Attach a completed WS Require Drag and Drop	l. d				Contacts Addresses
Select or drop files here.		Add URL			Business Classifications
■ IRS W9.pdf	Last updated on 2/12/2025 L 129.05 KB	<u>↓</u> ⊗			NAICS Codes Rosters and Certifications
Last updated 3 minutes ago			Cancel Save	Continue	

#### Contacts

 "CONTACTS" REQUIRED SECTION: The "Contacts" page will display. Enter contact details. Registration communications will be sent the contact(s) listed. Required fields are labeled "Required" or marked with an asterisk "\*."



Note: there is no limit on the number of contacts under the company profile. User roles can be assigned to specify the responsibilities of each contact.



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

- The email used to begin registration will automatically populate in the "Email" field for the first contact. Verify it is correct or update it if needed.
- Each contact will automatically default to specific settings; review and update each setting based on the access and permissions each contact requires.

Supplier Regist	tration					2 6
<b>Contact 1</b> Enter contact d	etails. Registration comm	unications will be ser	nt to this contact.	Fmail		
First Name	Required	Last Name	Required	xyztest1abc0126+Test202	25@gmail.	
Job Title		Country US	Mobile +1			
Country US	✓ Phone * +1		Ext			
Country	Fax +1					
Does this conta Jser accounts will pr	act need a user account? rovide online access to supplier tran	nsactions and self-service t	asks. 🖲 Yes 🔿 No	0		Company Details Contacts
What use Assign at lear	r roles does this contact r st 1 user role to specify the response	need? sibilities of the contact.				Addresses
Supplier Bidder KC Responds to invitations to bid, requests for proposals, requests for qualifications, requests for information, and supplier qualification questionnaires.					r	Business Classifications
<ul> <li>Responds to invitations to bid, requests for proposals, requests for qualifications, requests for information, and supplier qualification questionnaires.</li> <li>Supplier Self Service Administrator KC</li> <li>Manages the profile information. Primary tasks include updating supplier profile information, creating user accounts to grant</li> </ul>						NAICE Codes
Su Ma em	pplier Self Service Administration anages the profile information. sployees access to the supplier	strator KC Primary tasks include u portal, and responding	pdating supplier profile info to qualification questionnai	rmation, creating user accounts to res.	9 grant	Rosters and Certifications

- Administrative contacts will receive general communications from King County. This setting does not establish permissions in the portal. Select "Yes" or "No" to indicate if the contact is an administrative contact.
- The user account option will provide online access to supplier transactions and self-service tasks in the E-Procurement supplier portal. Select "Yes" or "No" to indicate if the contact needs a user account.
  - If a user account is assigned, the contract will receive two default roles:
     "Supplier Self Service Administrator KC" and "Supplier Bidder KC."
     Unselect the checkbox if the contact should not have a specific role.
- Below is a matrix of the roles and the access it grants each contact.

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

 To add additional contacts, select the "+ Add Another Contact" option. Otherwise, select "Continue" to navigate to the next section.

First Name Jane		Last Name Smith		Email xyzte	est1abc0126+	Test2025@gmail.		
Job Title CEO		Country US	Mobile +1					
Country US	Phone * +1 206 477 7972		Ext					
Country US	Fax +1							
this an admin Iministrative contac	istrative contact? It will receive general communicati	• Yes						
		uns non us.						
oes this conta ser accounts will pro What user Assign at lease	ct need a user account? wide online access to supplier tran roles does this contact n	eed?	tasks. Yes (	) No			Company Details	
oes this conta er accounts will pro What user Assign at leas	ct need a user account? wide online access to supplier tran roles does this contact n : 1 user role to specify the respons oplier Bidder KC	need?	tasks. Yes (	) No			Company Details Contacts	
oes this conta er accounts will pro What user Assign at leas U Res qua	ct need a user account? wide online access to supplier tran roles does this contact n 1 user role to specify the respons plier Bidder KC ponds to invitations to bid, ree lification questionnaires.	eed? ibilities of the contact. quests for proposals, re	tasks. Yes C	) No	information, and	d supplier	Company Details Contacts Addresses	
oes this conta er accounts will pro What user Assign at leas U Res qua	ct need a user account? wide online access to supplier tran roles does this contact n 1 user role to specify the respons polier Bidder KC poonds to invitations to bid, req iffication questionnaires. splier Self Service Adminis sages the profile information.	eed? abilities of the contact. quests for proposals, re strator KC Primary tasks include	equests for qualification	D No	information, and	d supplier counts to grant	Company Details Contacts Addresses Business Classifications	
oes this conta What user Assign at leas Qua Qua Sup Qua Sup Qua Sup Qua Sup Qua	ct need a user account? wide online access to supplier tran roles does this contact n 1 user role to specify the responsi- polier Bidder KC poonds to invitations to bid, rec iffication questionnaires. splier Self Service Adminis sages the profile information. Novees access to the supplier plane	usections and self-service weed? abilities of the contact. quests for proposals, re strator KC Primary tasks include portal, and responding	equests for qualification	D No Is, requests for e information, r onnaires.	information, and	d supplier counts to grant	Company Details Contacts Addresses Business Classifications NAICS Codes	

Note: you can "Edit" or "Delete" a contact by clicking on the pencil (edit) or trash icon (delete).

#### Addresses

 "ADDRESSES" REQUIRED SECTION: The "Addresses" page will display. At least one address is required to register your company. Required fields are labeled "Required" or marked with an asterisk "\*."



Note: there is no limit on the number of addresses under the company profile. A listed contact can be assigned to each address.

Supplier Registration Addresses Enter at least one address.			3 6
Instructions: To become an approved supplier w Payments" address. Note that you can use the s complete the "Additional Information" section I • The " <b>Receive Purchase Orders</b> • The " <b>Receive Payments</b> " addre	ith King County, please ensure you add both a "Re ame address for both purposes. At least one addre eleiow. ' address must be a physical street address; P ss can be either a physical street address or a	veive Purchase Orders" address and a "Receive ss is required to register your company. Please also ost Office (P.O.) Boxes are not accepted. Post Office (P.O.) Box.	
Address 1		固	
Address Name Required	What's this address used for? Select at lea	eive Payments 🛛 Bid on RFQs	
Country/Region United States			
Address Line 1	Address Line 2	Address Line 3	
City +	State -	Postal Code 🔻	
Required	Required	Required	
County		•	
		Required	
Email	Country VS Phone *	Ext	
Country US Fax			Company Details
Which contacts are associated to this a	ddress?		
Jane Smith			Contacts
xyztest1abc0126+Test2025@g	mail.com CEO		Addresses
Additional Information			Business Classifications
Select preferred method to rec	If email/fax is different from above, en	Is this address your organizati	
		Required	NAICS Codes
+ Add Another Address			Rosters and Certifications
Last updated 3 minutes ago		Cancel Save Continue	

- Enter a name for the address and complete all required fields.
  - A phone number is required for each address.
- Select the contacts that are associated with the address you have entered.
- Select the "Address Purpose" (options are displayed next to the address name field):
  - "Receive Purchase Orders:" address will be used for purchase orders. Address must be a physical street address; Post Office (P.O.) Boxes are not accepted.
  - "**Receive Payments**": address will be used for invoicing. Address can be either a physical street address or a Post Office (P.O.) Box.

• **"Bid on RFQs":** address will be used for quotes. Address can be either a physical street address or a Post Office (P.O.) Box.



Note: to become an approved supplier with King County, please ensure you add both a "Receive Purchase Orders" address and a "Receive Payments" address. You may use the same address for both purposes.

- Complete the "Additional Information" section at the bottom of the addresses page. You may need to scroll down to complete this section.
- Under "Additional Information," you can optionally select the preferred method of communicating purchasing documents by clicking the dropdown menu and selecting the "Email," "Fax" or "None" option. You must indicate if the listed address is your organization's tax reporting address by clicking the dropdown menu and selecting "Yes" or "No".
- If you need to add more addresses, select the "+ Add Another Address." When all addresses are entered, select "Continue" to navigate to the next section.

<text><text><section-header></section-header></text></text>	King County			
<text></text>				
<ul> <li>At the state of the st</li></ul>	Supplier Registration			3 / 2
<ul> <li>The rail best one address.</li> <li>The rail best one address.</li> <li>The rail best one address best best proposed, sagered stagered the bits proposed, stagere</li></ul>	Addresses			516
<form></form>	Enter at least one address.			
Instruction: to become an approved supplies with Naga Cardle please service you add both a "Necewe Parchase dorders" address in your planess. At least one address is required to register you company. Nease a				
<ul> <li>• The "Bective Payments" address can be either a physical street address or a Post Office (P.0.) Boxes are not accepted.</li> <li>• the "Bective Payments" address can be either a physical street address or a Post Office (P.0.) Boxes are not accepted.</li> <li>• the "Bective Payments" address can be either a physical street address or a Post Office (P.0.) Boxes are not accepted.</li> <li>• the "Bective Payments" address can be either a physical street address or a Post Office (P.0.) Boxes are not accepted.</li> <li>• Martin this address used for? discus talend 1 parpose.</li> <li>• Company Patalis</li> <li>• Company Details</li> <li>• Contracts</li> <li>• Address time 5</li> <li>• Execuse Payments • Execuse Payments •</li></ul>	Instructions: To become an approved supplier wit Payments" address. Note that you can use the sa complete the "Additional Information" section be	th King County, please ensure you add both a "Rece me address for both purposes. At least one address clow.	eive Purchase Orders" address and a "Receive s is required to register your company. Please also	
Address Name   MAN       What's this dothers used for? stack at last 1 puppes. If a Ceelve Purchase Orders I Receive Payments I Bid on RFQs Outerty/Region Outerty/Regi	<ul> <li>The "Receive Purchase Orders"</li> <li>The "Receive Payments" address</li> </ul>	address must be a physical street address; Pos s can be either a physical street address or a P	st Office (P.O.) Boxes are not accepted. ost Office (P.O.) Box.	
what's this address used for?sect at least 1 papes.   I centry (Regon   I contry (Regon)   I contry (Regon)<	Address 1			
Notify  Receive Payments   Bid on RPOs	Address Name	What's this address used for? Select at least	1 purpose.	
Contrary/Projein   Materias line 3   Address line 2   Materias line 3   State   State   State   State   With   Country   With   Country   Fax <tbal> <t< td=""><td>MAIN</td><td>Receive Purchase Orders</td><td>ive Payments 🛛 Bid on RFQs</td><td></td></t<></tbal>	MAIN	Receive Purchase Orders	ive Payments 🛛 Bid on RFQs	
United States     Iddress Line 2   State   Cirry   State   With contacts are associated to this address?   Country   Fax     With contacts are associated to this address?   Imail   Country   Fax     Mitch contacts are associated to this address?   Imail   Address Line 3     Mitch contacts are associated to this address?   Imail   Address Cassifications   Addresses   Business Classifications   List protein antheois receive   If email/fax is different from above, en   If the address your organization's L   Yes   Contacts   Addresses   Business Classifications   NAICS Codes   Rosters and Certifications   Latupated 12 minutes app   Cance Set Definite	Country/Dogion			
Address Line 1   125 Main street   Suite 123   Suite 123   State   Potal Code   White contacts are associated to this address?   Suite 1200 477 7172   Ent   Country   Fax   Company Details Contacts Address Line 5 Address Line 6 Address Line 5 Fax Contacts Address Line 6 Multic contacts are associated to this address? Suite 1200 477 7172 Fax Country Fax Contacts Address Line 7 Contacts Address Line 6 Address Line 7 Nultic contacts are associated to this address? Contacts Address Line 6 Address Line 7 Nultic contacts Address Line 6 Nultic contacts Reserve and Certifications Nultic Codes Rosters and Certifications Nultications	United States		•	
123 Main street Suite 123     City State     State Petral Code   98101 Petral Code   1 US   Petral Code Petral Code   98101 Petral Code   1 US   Petral Code Company Details   Contacts Addresses   Mithic contacts are associated to this address? Contacts   1 Jane Smith Ets dotees your organization's t   yzet stabe0126+Test2025@gmail.com CE0    Multications   Multications NAICS Codes   Extremest Rosters and Certifications   List updated 19 minutes ago   Cancel Sav Contaute	Address Line 1	Address Line 2	Address Line 3	
State WA   Pettal Cade   State   WA   Pettal Cade   State   Country   Imail   Country   Imail   Country   Imail   Country   Fax      Country   Fax            Vhich contacts are associated to this address?   Imail   Visit contacts   Imail   State Smith   xyztest1abc0126+Test2025@gmail.com   Contacts   Addresses   Business Classifications   Imail   Imail   Imail/fax is different from above, en   Imail   Imail/fax is different from above, en   Imail   Imail/fax is different from above, en   Imail   Imail/fax is different from above, en   Imail   Imail   Imail/fax is different from above, en   Imail   Imail <td< td=""><td>123 Main street</td><td>Suite 123</td><td>Address Line S</td><td></td></td<>	123 Main street	Suite 123	Address Line S	
County   Enail   County   US   Phone *   + 1206 477 7172   Ext   Company Details Contacts Addresses Contacts Addresses Business Classifications NAICS Codes N	City Seattle	State 🗸 🗸	Postal Code	
Country Fax   Contacts   Addresses   Business Classifications   NAICS Codes   Rosters and Certifications   Contacts   NAICS Codes   Rosters and Certifications				
Email Country   US Phone   + 1206 477 7172 Ext   Fax   Country Fax   Which contacts are associated to this address?   Image: State	County King		•	
Email Country Fax   Country Fax				
Country Fax   Which contacts are associated to this address?   Image: Smith   xyztest1abc0126+Test2025@gmail.com   Xdtitional Information   Select preferred method to receive   Image: Select preferr	Email	US Phone +1 206 477 7172	Ext	
US Fax     Which contacts are associated to this address?     Image: Smith   xyztest1abc0126+Test2025@gmail.com     CEO     Additional Information     Select preferred method to receive   Image: Smith   Yes     Last updated 19 minutes ago   Cancel Save Continue   Continue Contecle Continue Continue Continue Continue Continue Continue Con	Country _			Company Details
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Image: Sinth   xyztest1abc0126+Test2025@gmail.com   Additional Information   Select preferred method to receive Trail   If email/fax is different from above, en   It email/fax is different from above, en   It email/fax is different from above, en   Select preferred method to receive Trail   It email/fax is different from above, en   Select preferred method to receive Trail   It email/fax is different from above, en   Select preferred method to receive Trail   Select preferred method	Which contacts are associated to this ad	dress?		Contacts
xyztest1abc0126+Test2025@gmail.com CEO   Addrisses   Addrisses   Business Classifications   Ust updated 19 minutes ago   Cancel   Save   Continue	Jane Smith			
Additional Information   Select preferred method to receive   If email/fax is different from above, en     Is this address your organization's t     Yes     NAICS Codes   Rosters and Certifications	xyztest1abc0126+Test2025@gn	nail.com CEO		Addresses
Additional Information     Business Classifications       Select preferred method to receive     If email/fax is different from above, en       It shis address your organization's t     Image: Select preferred method to receive and the select preferred method to receive				
Select preferred method to receive       If email/fax is different from above, en       Is this address your organization's t       NAICS Codes         + Add Another Address       Rosters and Certifications       Rosters and Certifications         Last updated 19 minutes ago       Cancel       Save       Continue	Additional Information			Business Classifications
+ Add Another Address     Rosters and Certifications       Last updated 19 minutes ago     Cancel     Save	Select preferred method to receive	If email/fax is different from above, en	Is this address your organization's t Yes	NAICS Codes
+ Add Another Address     Rosters and Certifications       Last updated 19 minutes ago     Cancel     Save				
Last updated 19 minutes ago Cancel Save Continue	+ Add Another Address			Rosters and Certifications
Last updated 19 minutes ago Cancel Save Continue				
	Last updated 19 minutes ago		Cancel Save Continue	

Note: you can "Edit" or "Delete" an address by clicking on the pencil (edit) or trash icon (delete).

#### **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 each certification that applies to your company. If no business classifications apply to your company, select the "None of the classifications are applicable" from the dropdown list.

- Required fields are labeled "Required" or marked with an asterisk "\*."
- One certification is allowed per selection. Repeat process for each certification that applies to your company.

King County	
Supplier Registration Business Classifications REQUIRED: Add the business classifications applicable to your company by selecting a classification or select 'None of the classifications are regionable form the data dataset.	4 6
Classification	
	Company Details Contacts
	Addresses Business Classifications NAICS Codes
Last updated 9 minutes ago Cancel Save Continue	Rosters and Certifications

 Use the "Classification" drop-down to select the appropriate classification. Once a classification is selected, select a "Certifying Agency" along with other appropriate fields.

King County	
Supplier Registration	4 6
Business Classifications	
REQUIRED: Add the business classifications applicable to your company by selecting a classification or select 'None of the classifications are applicable' from the drop down.	
Classification	
1. King County Certified Small Contractor and Supplier (SCS)	
2. OMWBE – ACDBE – Airport Concessions Disadvantaged Business Enterprise	
3. OMWBE – DBE – Disadvantaged Business Enterprise	
4. OMWBE – MBE – Minority Business Enterprise	
5. OMWBE – MWBE – Minority & Women Business Enterprise	Company Details
6. OMWBE – SBE – Small Business Enterprise	
7. OMWBE – WBE – Woman Business Enterprise	Contacts
8. OMWBE – UDBE – Underutilized Disadvantaged Business Enterprise	Addresses
9. 8(a) Small Business	
10. OMWBE – CBE – Combined Business Enterprise	Business Classifications
11. OMWBE – SEDBE – Socially and Economically Disadvantaged Business Enterprise	NAICS Codes
Hub Zone	
LGBT Business Enterprise	Rosters and Certifications
Minority Owned Cancel Save Continu	e
Service-disabled Veteran Owned	
Small Business	
Veteran Owned	
Woman Owned	
None of the classifications are applicable	

Use the "Drag and Drop" field to attach a copy of the certification. Alternatively, you can select on "Drag and Drop" to open a file explorer. Locate the file you want to attach, select that file, then select Open. Once you have attached your certificate, it will display the attachment on the business classifications page.



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

 To add additional certifications, select the "+ Add Another Business Classification" option or select "Continue" to navigate to the next section.

King County	
Supplier Registration Business Classifications	4  <sub>6</sub>
Business classification 1	面
Classification 1. King County Certified Small Contractor and Supplier (SCS)	•
Certifying Agency  BDCC Certifying Agency  #testredwood	
Certificate Start Date 01/01/2025	
Notes	
Attach current certificates and supporting documents	Company Details
Drag and Drop	Contacts
Select or drop files here.	Addresses
URL Add URL	Business Classifications
E FBOD Vision Style Guide-Count on Us The Last updated on 2/19/2025	NAICS Codes
+ Add Another Business Classification	Rosters and Certifications
Last updated 13 seconds ago Cancel	Save Continue



Note: you can "Edit" or "Delete" a classification by clicking on the pencil (edit) or trash icon (delete).

#### **NAICS Codes**

- "NAICS CODES" REQUIRED SECTION: The "NAICS Codes" page will display.
  - A NAICS Code stands for the North American Industry Classification System is the standard used by Federal agencies for classifying businesses based on their primary activity.
  - Identification and selection of NAICS codes are critical components to companies wanting to do business with King County and establishes the solicitation (formal and informal) notifications and invitations received by your company.

 Enter all the appropriate NAICS Codes for all the products and services your company sells or provides or for any industry which may relate to solicitations your firm may be interested in. At least one code is required to complete registration.



Note: IMPORTANT - NAICS codes selected will determine which solicitations you are invited to/receive notifications. Refer to <u>Identifying</u> <u>NAICS Codes User Guide</u> to find a full list of possible NAICS Codes on the website <u>www.naics.com/search</u>.

- Use the "Search by category or description field" to search a category code or description then click enter. Note that the search field does not require the full category code or description, but does require that what is entered is an exact match.
- In order to select the child NAICS codes, click on the arrow to the left of the 4digit NAICS code to display the child 6-digit NAICS codes.
- Use the scroll bar on the right hand side of the search results. Scroll down to see additional search results.

King Cour	ity				
Supplie NAI Select a those o For moi To use t	r Registration ICS Codes III the NAICS codes describing your business, oddes. You must select at least one NAICS cod re information navigate to https://www.naics.o he "Search by category or description field" er earch by category or description	Important: You will only receive system notifications for soll e to register. om/ ter a category or description then click enter.	citations that use		516
	Category	Description		1	
	▼□1111	Oilseed and Grain Farming			
		Soybean Farming		1	
	▣ 111120	Oilseed (except Soybean) Farming			
	■ 111130	Dry Pea and Bean Farming			
	₿ 111140	Wheat Farming			Company Details
	■ 111150	Corn Farming			Contacts
		Rice Farming			
	₽ 111191	Oilseed and Grain Combination Farming			Addresses
	E 111199	All Other Grain Farming			Business Classifications
	▶ □ 1112	Vegetable and Melon Farming			
	• 🗅 1113	Fruit and Tree Nut Farming			NAICS Codes
	▶ □ 1114	Greenhouse, Nursery, and Floriculture Production			Rosters and Certifications
Last upda	ted 8 minutes ago		Cancel Save Contin	nue	

- Select all the appropriate 6-digit NAICS codes by clicking on the checkbox on the left of the category code. Or select the 4-digit parent NAICS code to automatically select all of the 6-digit child NAICS codes associated with it.
- Once a code is selected, it will be highlighted and the option to "View Selected" and "Clear Selected" will appear.
- Click on "Clear Selected" to delete all of the NAICS codes you have selected and start over.
- Use the "View Selected" option to confirm or modify the list of NAICS Codes selected.

King County				
Supplier Registration NAICS Codes Select all the NAICS codes describing your business those codes. You must select at least one NAICS code	Important: You will only receive system notification le to register.	ns for solicitations that use		516
For more information navigate to https://www.naics.c To use the "Search by category or description field" en Q Search by category or description 3 selected View Selected Clear Selected	om/ nter a category or description then click enter.			
Category	Description		-	
	Soybean Farming			
□ ■ 111120	Oilseed (except Soybean) Farming			
☑ 🖻 111130	Dry Pea and Bean Farming			Company Details
E 111140	Wheat Farming			Contacts
□	Corn Farming			
☑ 111160	Rice Farming			Addresses
□ ■ 111191	Oilseed and Grain Combination Farming			Business Classifications
□ ■ 111199	All Other Grain Farming			
✓	Vegetable and Melon Farming			NAICS Codes
□ · □ 1113	Fruit and Tree Nut Farming			Rosters and Certifications
Last updated 11 minutes ago		Cancel	Save Continue	

Delete a NAICS code by selecting the trash icon. Once confirmed, select the "X" icon to exit the view and return to the NAICS Codes page.

King County					×
		Selected categories	:		
Supplier Registration		3 selected			Clear Selected
NAICS CODES Select all the NAICS codes describing your busine	ess. Important: You will only receive system notifications fo	Category	Description		
those codes. You must select at least one NAICS (	code to register.	111130	Dry Pea and Bean Farming	茴	
For more information navigate to https://www.nai To use the "Search by category or description field	cs.com/ " enter a category or description then click enter.	111160	Rice Farming	茴	
Q Search by category or description		1112	Vegetable and Melon Farming	団	
3 selected View Selected Clear Selected					
Category	Description				
□ • D <sub>1111</sub>	Oilseed and Grain Farming				
□	Soybean Farming				
□	Oilseed (except Soybean) Farming				
I = 111130	Dry Pea and Bean Farming				

 Add all the applicable NAICS codes. Select "Continue" to navigate to the next section

King Cour	nty			
Supplie NA Select those of	er Registration ICS Codes all the NAICS codes d codes. You must selec	escribing your business. Important: You will only receive system notifications for solicitations that use t at least one NAICS code to register.	516	
For mo To use	re information naviga the "Search by catego Gearch by category or a	e to https://www.naics.com/ y or description field" enter a category or description then click enter. Jescription		
3 selec	ted View Selected	Clear Selected Description		
	• 🗅 1111	Oilseed and Grain Farming		
	₿ 111110	Soybean Farming		
	▣ 111120	Oilseed (except Soybean) Farming		
	₿ 111130	Dry Pea and Bean Farming	Company Details	
	₿ 111140	Wheat Farming	Contacts	
	■ 111150	Corn Farming		
	■ 111160	Rice Farming	Addresses	
	₽ 111191	Oilseed and Grain Combination Farming	Business Classifications	
	€ 111199	All Other Grain Farming		
	• 🗅 1112	Vegetable and Melon Farming	NAICS Codes	
	• 🗅 1113	Fruit and Tree Nut Farming	Rosters and Certifications	
Last upda	ited 11 minutes ago	Cancel Save Cont	tinue	

#### **Rosters and Certifications**

- "ROSTERS AND CERTIFICATIONS" REQUIRED SECTION: the "Rosters and Certifications" page will display. You will answer additional questions related to the Consultant (Architecture and Engineering) and Small Works (Construction) Rosters, Sustainable Purchasing Certifications, and Small Contractor and Supplier Certification (SCS).
- Rosters are used to award contracts for small capital projects. Roster contracts are not advertised; only roster members may be invited to participate. King County recommends you opt into rosters (select Yes) to streamline future processes.

King County	
Supplier Registration	6 6
Rosters and Certifications	
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.	
Consultant Roster (Architecture & Engineering) 🌳 Small Works Roster (Construction) O Sustainable Purchasing Certifications O Small Contractor & Supplier Certification (SCS) O	
Section 1 of 4	
1Would 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 lesst one SCS-certified small business to submit a proposal for every project, if available in the solicited MAICS Industry code category. There's no limit on how much work can be awarded to SCS-certified small business to submit Roster. There is no limit on how much work can be awarded to SCS-certified small business to submit Roster. Larger due to be \$500.000 and using the constraint Roster are not advertised.	
Q You must select "yes" to be invited to submit a proposal on a roster solicitation within your NAICS code categories.  The select definition of the select selec	
nequirea O a Mes	
O b.No	
End of Section 1 of 4	Company Details
Previous Section Next Section	
	Contacts
	Addresses
	Business Classifications
	NAICS Codes
	Rosters and Certifications
Last updated 8 minutes ago Cancel Save Solwait	

 The "Rosters and Certifications" page consists of 4 sections. Each section contains questions that are related to the individual area. Answer each question using the radial dials and click "Next Section" in the bottom left corner to proceed to the next section.

Supplier Registration Rosters and Certifications	6  <sub>6</sub>
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.         Consultant Roster (Architecture & Engineering)       Small Works Roster (Construction)       Sustainable Purchasing Certifications       Small Contractor & Supplier Certification (SCS)         Section 1 of 4	
1Would 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 5500,000. Projects solicited via the Consultant Roster are not advertised. King County will invite at least one SCS-cartified small belines to about a proposal for very project, if available in the solicited MACS Industry code category. There's no limit on how much work can be awarded to SCS-cartified small         Image: Second Science (Second Science)       Provide (Second Science)         Image: Science (Second Science)       Required         Image: Science (Sc	
End of Section 1 of 4 Previous Section Next Section	Company Details
	Addresses
	NAICS Codes
Last updated 8 minutes ago Cancel Save Submit	Rosters and Certifications

 Answer every question in each section. The answer to some questions may create additional questions. For example, when you answer "Yes" to indicate that your firm has one or more sustainable purchasing certifications, additional questions will appear.  Some questions will also indicate that you need to attach documents if you select "Yes." When you select "Yes," the "Add Attachments" option will display.

King County	
Supplier Registration Rosters and Certifications	6  <sub>6</sub>
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.	
Consultant Roster (Architecture & Engineering) Small Works Roster (Construction) Sustainable Purchasing Certifications Small Contractor & Suc	
Section 3 of 4	
3-Does your business have any of the following certifications?	
King County's policies and programs support the purchases of sustainable products, materials and services that provide environmental, social and economic benefits. Please indicate if your business has any of the below sustainable business certifications. If not, please mark "no" and you may skip to the next section.	
Certified B Corporation	
ISO 14001 – Environmental Management Systems	
EnviroStars	
UL 880 - Sustainable Company	
NSF/ANSI 391.1 General Sustainability Assessment Criteria for Professional Services	
Social Accountability International (SA8000)	
Required	
● a.Yes	
O b. No	Company Details
3.4.1 Is your business Certified B Com?	
(Please attach certification documents if yes)	Contacts
Certified 8 Corporations are businesses that meet standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose	
	Addresses
U b.No	
Add Attachments (0)	Business Classifications
3.a.1.a.l. Certification Effective through Date (DD-MON-YYYY):	
	maics coues
	Rosters and Certifications
Last updated 1 minute ago Cancel Save Submit	

 Select "Add Attachments." On the right side of the page, you will see the "Drag and Drop" box. You can drag the file into the "Drag and Drop" box. Alternatively, you can select on "Drag and Drop" to open a file explorer. Locate the file you want to attach, select that file, then select "Open." You will see your attachment listed after attaching it.

King County	Response attachments for question 3.a.1	×
Supplier Registration Rosters and Certifications	Response a. Yes Drag and Drop Select or drop files here.	
Would your company like to participate in King County's roster solicitations? Rosters are used to award contracts for sm only roster members may be invited to participate. Please also indicate if your business has any of the below sustainable of the solid	URL	Add URL
Consultant Roster (Architecture & Engineering) Small Works Roster (Construction) Sustainable Purchas	B FBOD Vision Style Guide.pptx Last updated on 2/24/2025 312.57 KB	± ⊗
3 Does your business have any of the following certifications?		
King County's policies and programs support the purchases of sustainable products, materials and services that provide environment has any of the below sustainable business certifications. If not, please mark "no" and you may skip to the next section.		

 You can remove an attachment by selecting the "X" icon on the right side of the attachment. Once the attachments are confirmed, select the "X" icon on the upper right to exit the view and return to the questions page.

King County	Response attachments for question 3.a.1
Supplier Registration	Response a. Yes
Rosters and Certifications	Drag and Drop Select or drop files here.
Would your company like to participate in King County's roster solicitations? Rosters are used to award contracts for sn only roster members may be invited to participate. Please also indicate if your business has any of the below sustainab	URL Add URL
Consultant Roster (Architecture & Engineering)  Small Works Roster (Construction) Sustainable Purcha	E FBOD Vision Style Guide.pptx Last updated on 2/24/2025 ↓ ⊗
Section 3 of 4 3-Does your business have any of the following certifications?	

• A green checkmark will appear for each section when all questions are answered.

Supplier Registration Rosters and Certifications	6  <sub>6</sub>
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.	
Section 4 of 4	
4. Are you a certified Small Contractor and Supplier (SCS)? Required	
● a. Yes	
O b. No / Do not know	
End of Section 4 of 4	
Previous Section Next Section	
	Company Details
	Contacts
	Addresses
	Business Classifications
	NAICS Codes
	Rosters and Certifications
Last updated 4 minutes ago Cancel Save Submit	

### Review and Submit Supplier Registration

• Optionally review the information you entered for each section.

• Select "Submit" when all required information has been provided.



 A "Success" window will display confirming that your registration request was submitted. Review the information on "Next Steps" page to complete your registration in addition to supplemental information on doing business with King County.

King County	
Success	
Your registration request 2006065 was submitted.	
There are just a few more steps to complete your registration.	
Next Steps	
You will receive three emails to complete your registration:	
1. Supplier Registration Request Was Received	
2. ACTION REQUIRED! Finish your King County E-Procurement Supplier Portal Registration	
3. King County E-Procurement Supplier Portal - Password Confirmation	
Please follow the steps outlined in each email to complete your registration. If you or any of your company contacts do not receive these emails, please reach out to us for assistance.	
We also recommand registration for our fees online cumular adoutation. "How to Do Duringer with King County" This antional carrier offers valuable mildance for new cumular	and the second
чте вых техницени теротелия по чи пес чиние зафинет опециали, тож го холиках или лину соону. Тиз орновы зезнот опер маналие guovance си теж зафинеть.	
Need Help?	
Website: www.KingCounty.gov/Procurement	
Email: Procurement.Web@KingCounty.gov	
<ul> <li>Phone: (206) 263-9400</li> </ul>	
Share Your Feedback	
We'd love to hear about your experience registering in E-Procurement! Please take our 1-minute anonymous survey to help us improve.	aller
Additional Resources	
Visit the E-Procurement Supplier Portal webpage for useful resources, guides, and tutorials on how to make future updates to your supplier portal.	
Thank you,	
King County	A ANNE

## **Registration Emails**

- **REGISTRATION EMAILS REQUIRED ACTION:** do not skip action is required to finalize your supplier registration.
- Once the registration is submitted, the company contacts that were created will receive three emails to their registered <u>email</u> account (outside E-Procurement Supplier Portal). Login to the contacts's <u>email</u> account is required.
- Email 1 of 3: The first email you will receive will be from "King County Finance and Procurement System" with the subject "Supplier Registration Request Number Was Received." This email is a confirmation that your registration request was received. No action is required for this email.

Supplier Registration Req	uest 2006065 Was	s Received Inbox ×			Ð	Z
King County Finance and Procurement to xyztest1	nt System <epvh-test.fa.sender< td=""><td>r@workflow.email.us-phoenix-1.ocs.oraclecloud.com&gt;</td><td>4:25 PM (7 minutes ago)</td><td>☆ ☺</td><td>¢</td><td>:</td></epvh-test.fa.sender<>	r@workflow.email.us-phoenix-1.ocs.oraclecloud.com>	4:25 PM (7 minutes ago)	☆ ☺	¢	:
King County Supplie	er Portal					
We received your Supplier	Registration Request	t. To complete the registration, please fol	low the steps below.			
Next Steps						
You will receive an email fr	rom cloud.oracle.com	with a link to reset your password. Chec	k your spam, junk, and			
quarantine folders if you di	idn't receive the passv	word reset email.				
You must reset your	password to complet	te your registration.				
<ul> <li>Please contact Procur</li> </ul>	ement.Web@kingcou	nty.gov if you do not receive an email to	reset your password.			
A separate email will be sent confirming your password was reset.						
Find more information on ou	ur <u>King County Procur</u>	ement & Payables Website.		E		
Request Number	2006065		-XAMP			
Request Date	12 February 2025		Ele			
Requested By	<u>xyztest1</u>	@gmail.com				
Company	RedwoodDemo					
User account information will be sent in a	a separate email.					

Email 2 of 3: The second email you receive will be from *cloud.oracle.com* with a link to reset your password. Follow the prompts in the email to reset your password. Each contact with a user account will receive an email to reset their password. Check your spam, junk, and quarantine folders if you didn't receive the password reset email. You must reset your password to complete your registration. Please email procurement.web@kingcounty.gov if you do not receive an email to reset your password.

ACTION REQUIRED! Finish your King County E-Procurement Supplier Portal Registration Index ×		ē	Z		
epvh-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com	4:25 PM (11 minutes ago) 🕁 (	€) ←	:		
Dear Jane Smith,	NPLE				
Welcome to the King County E-Procurement Supplier Portal! Your registration is almost complete. The link will expire in 4 hours.	EXAM				
Please follow the link below to reset your password.	Leice				
https://fa-epvh-test-saasfaprod1.fa.ocs.oraclecioud.com:443/hcmUl/faces/ResetPassword?ase.gid=fc42e86dfe164aab8f1d2866410dee10& oraclecioud.com/supplierPortal/faces/EndOverview?fndGlobalitemNodeld=itemNode_supplier_portal_supplier_portal	nextURL=https://fa-epvh-saasfaprod1.fa.t	DCS.			
Visit the Procurement & Payables website at https://kingcounty.gov/procurement for more information or contact Procurement & Payables via email at Procurement Web@kingcounty.gov or phone at (206)263-9400.					
Thank You, King County					

Set and confirm your password, then select "Submit."



• You will be prompted to login to the supplier portal. Your User ID will be your email address used to register.

Sign In Oracle Applications Cloud		
	User ID	
	User ID	
	Password	
	Password	
	Forgot Password	
	Sign In	
	Select Language	
	English 🗸	

• Email 3 of 3: The third email you receive will be from *cloud.oracle.com* confirming that your password was reset. Once the password has been reset, you will receive a password reset confirmation email. No action is required for this email.



King County E-Procurement Supplier Portal – Password Reset Confirmation Index ×	<sup>d</sup>	ß
epvh-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com 441PM (2 minutes ago) 🖈 😳 to xyztest1;  Dear Jane Smith,  The password for your King County E-Procurement Supplier Portal Account xyztest1 @gmail.com- was successfully changed.  If you made this change, you do not need to do anything more.	E	I
If you did not request a password reset or if you need assistance, contact Procurement & Payables via email at Procurement.Web@kingcounty.gov or phone at (206)263-9400. visit the Procurement & Payables website at https://kingcounty.gov/procurement for more information. Thank You, King County	You can	also

- Congratulations! You are now registered as a supplier with King County. You can now access, view, and respond to solicitations in the E-Procurement Supplier Portal. Review and refer to additional <u>E-Procurement Supplier Portal</u> website resources on:
  - o "Identifying NAICS Codes User Guide"
  - o "Supplier Profile Maintenance User Guide"
  - "Supplier Reset Password User Guide"
  - "Supplier Questionnaire User Guide"
  - "Supplier Solicitation User Guide"
- End of Registration process.