



# King County

## Supplier Registration User Guide

*This guide will cover:*

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

# 1 Supplier Registration General Information

- Registration is required to 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](mailto: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 IRS W-9
  - 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 Identifying NAICS Codes User Guide to find a full list of possible NAICS Codes on the website [www.naics.com/search](http://www.naics.com/search).
  - If applicable, the Washington State Department of Revenue Unified Business Identifier (UBI) or alternative jurisdiction business registration number.
  - If applicable, Washington State Contractor License Numbers (Construction Industry only).

# 2 Registration Portal

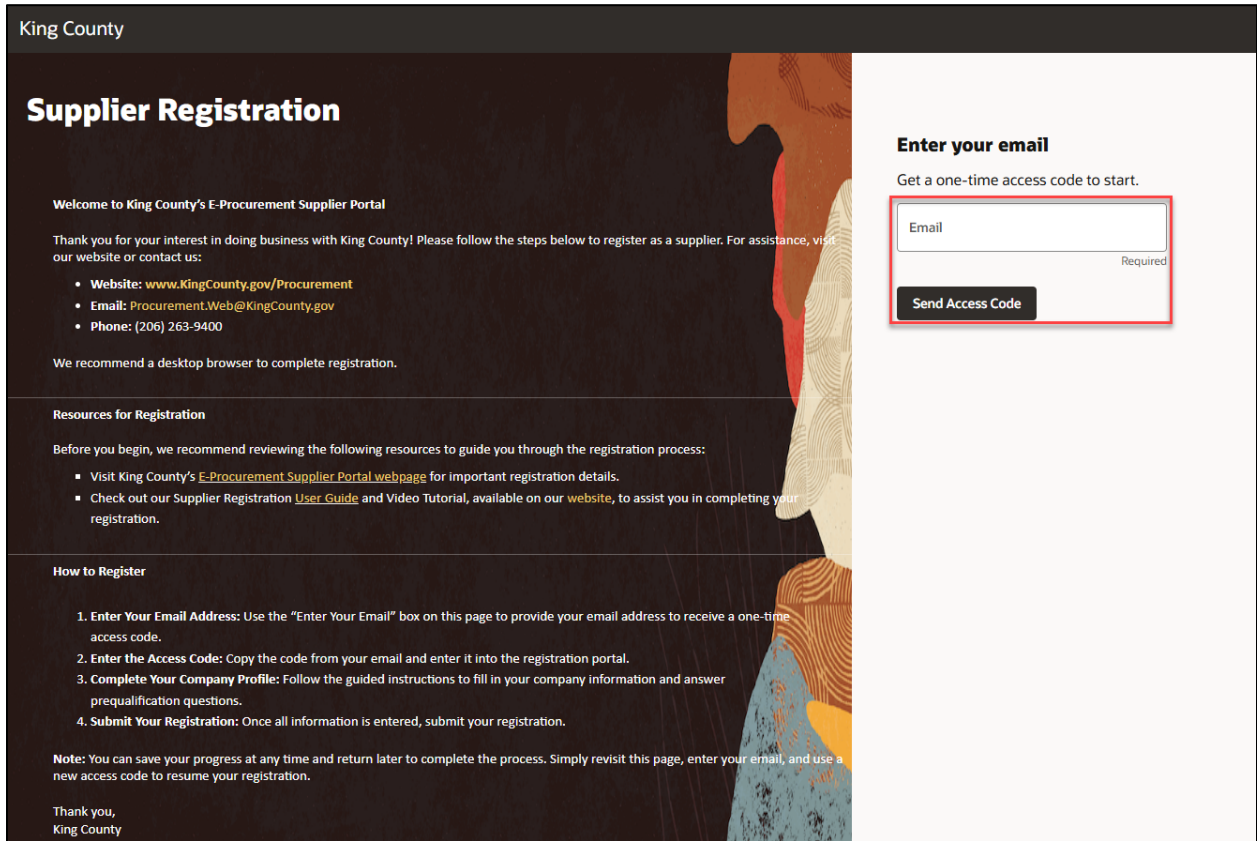
- Click the following link: **Register Now.**



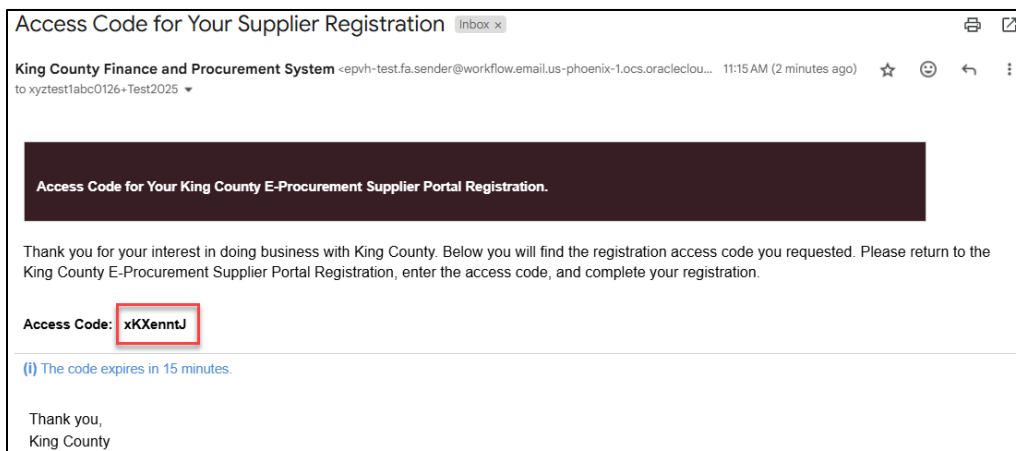
Note: use supporting web browsers: Mozilla Firefox, Google Chrome, Microsoft Edge, and Apple Safari.

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.”



- 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.



- 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

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](http://www.KingCounty.gov/Procurement)
- Email: [Procurement.Web@KingCounty.gov](mailto:Procurement.Web@KingCounty.gov)
- Phone: (206) 263-9400

We recommend a desktop browser to complete registration.

### Enter your code

Use the code we've sent to email [xyztest1abc0126+Test2025@gmail.com](mailto:xyztest1abc0126+Test2025@gmail.com).

The code expires in 15 minutes.

Access Code  
xKXenntJ

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

- The “Supplier/Company Name” field is limited to 40 characters. Please abbreviate if your organization name exceeds this length.
- For United States organizations, please enter the Taxpayer ID as 9 numbers only, no characters or spaces.

Supplier/Company Name  Website  Country

Taxpayer ID  Tax Organization Type  Supplier Type

Required: Attach a completed W9.

**Drag and Drop**  
Select or drop files here.

URL  Add URL

No items to display.

Cancel Save

1 | 6

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

## Company Details

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

Field	Registration Details																											
Supplier/Company Name	<ul style="list-style-type: none"> <li>▪ <b>*REQUIRED*</b> Enter the legal name for your company.               <ul style="list-style-type: none"> <li>○ Do not include “Doing Business As” (DBA) name.</li> <li>○ Field is limited to 40 characters. Abbreviate if organization name exceeds this length.</li> </ul> </li> </ul>																											
Website	<ul style="list-style-type: none"> <li>▪ Optionally enter a corporate website URL.</li> </ul>																											
Country	<ul style="list-style-type: none"> <li>▪ <b>*REQUIRED*</b> Field will automatically default to United States. Select from the list of values if another County.</li> </ul>																											
Taxpayer ID	<ul style="list-style-type: none"> <li>▪ <b>*REQUIRED*</b> Enter the taxpayer identification number.               <ul style="list-style-type: none"> <li>○ Do not include a TIN dash (digits only); enter in the correct format of 9 numbers only, no characters or spaces.</li> </ul> </li> </ul>																											
Tax Organization Type	<ul style="list-style-type: none"> <li>▪ <b>*REQUIRED*</b> 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> <table border="1" data-bbox="594 926 1435 1467"> <thead> <tr> <th colspan="2">IRS W9 Category</th> <th>E-Procurement Tax Org Type</th> </tr> </thead> <tbody> <tr> <td colspan="2">Individual/Sole Proprietor</td> <td>Individual</td> </tr> <tr> <td colspan="2">C corporation</td> <td>Corporation</td> </tr> <tr> <td colspan="2">S corporation</td> <td>Corporation</td> </tr> <tr> <td colspan="2">Partnership</td> <td>Partnership</td> </tr> <tr> <td colspan="2">Trust/Estate</td> <td>Individual</td> </tr> <tr> <td>LLC</td> <td>C</td> <td>Corporation</td> </tr> <tr> <td></td> <td>S</td> <td>Corporation</td> </tr> <tr> <td></td> <td>P</td> <td>Partnership</td> </tr> </tbody> </table>	IRS W9 Category		E-Procurement Tax Org Type	Individual/Sole Proprietor		Individual	C corporation		Corporation	S corporation		Corporation	Partnership		Partnership	Trust/Estate		Individual	LLC	C	Corporation		S	Corporation		P	Partnership
IRS W9 Category		E-Procurement Tax Org Type																										
Individual/Sole Proprietor		Individual																										
C corporation		Corporation																										
S corporation		Corporation																										
Partnership		Partnership																										
Trust/Estate		Individual																										
LLC	C	Corporation																										
	S	Corporation																										
	P	Partnership																										
Supplier Type	<ul style="list-style-type: none"> <li>▪ Optionally select from the list of values.</li> </ul>																											
IRS W-9	<ul style="list-style-type: none"> <li>▪ <b>*REQUIRED*</b> Use the “Drag and Drop” field to attach a completed W9. Complete an IRS W-9 form and save it to your computer. Navigate back to the King County registration page to attach it. 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.”</li> </ul>																											

King County

Supplier Registration

## Company Details

- The "Supplier/Company Name" field is limited to 40 characters. Please abbreviate if your organization name exceeds this length.
- For United States organizations, please enter the Taxpayer ID as 9 numbers only, no characters or spaces.

Supplier/Company Name  Website  Country

Taxpayer ID  Tax Organization Type  Supplier Type

Required: Attach a completed W9.

**Drag and Drop**  
Select or drop files here.

URL  Add URL

No items to display.

Cancel Save Continue

1 | 6

- Company Details
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- 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.

King County

Supplier Registration

## Company Details

- The "Supplier/Company Name" field is limited to 40 characters. Please abbreviate if your organization name exceeds this length.
- For United States organizations, please enter the Taxpayer ID as 9 numbers only, no characters or spaces.

Supplier/Company Name  Website  Country

Taxpayer ID  Tax Organization Type  Supplier Type

Required: Attach a completed W9.

**Drag and Drop**  
Select or drop files here.

URL  Add URL

IRS W9.pdf Last updated on 2/12/2025 129.05 KB

Last updated 3 minutes ago

Cancel Save Continue

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- Company Details
- Contacts
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## 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 Registration

### Contacts

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

<input type="text" value="First Name"/> <small>Required</small>	<input type="text" value="Last Name"/> <small>Required</small>	<input type="text" value="Email xyztest1abc0126+Test2025@gmail."/>
<input type="text" value="Job Title"/>	<input type="text" value="Country US"/>	<input type="text" value="Mobile +1"/>
<input type="text" value="Country US"/>	<input type="text" value="Phone +1"/>	<input type="text" value="Ext"/>
<input type="text" value="Country US"/>	<input type="text" value="Fax +1"/>	

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

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

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

- Supplier Bidder KC**  
Responds to invitations to bid, requests for proposals, requests for qualifications, requests for information, and supplier qualification questionnaires.
- Supplier Self Service Administrator KC**  
Manages the profile information. Primary tasks include updating supplier profile information, creating user accounts to grant employees access to the supplier portal, and responding to qualification questionnaires.

Cancel Save Continue

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- Company Details
- Contacts
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- 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.



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.

Instructions: To become an approved supplier with King County, please ensure you add both a "Receive Purchase Orders" address and a "Receive Payments" address. Note that you can use the same address for both purposes. At least one address is required to register your company. Please also complete the "Additional Information" section below.

- The **"Receive Purchase Orders"** address must be a physical street address; Post Office (P.O.) Boxes are not accepted.
- The **"Receive Payments"** address can be either a physical street address or a Post Office (P.O.) Box.

Address 1 ✕

Address Name Required What's this address used for? Select at least 1 purpose.

Receive Purchase Orders
  Receive Payments
  Bid on RFQs

Country/Region Required  
United States

Address Line 1 Required    Address Line 2    Address Line 3

City Required    State Required    Postal Code Required

County Required

Email    Country US    Phone \*    Ext

Country US    Fax

Which contacts are associated to this address?

Jane Smith  
xyztest1abc0126+Test2025@gmail.com    CEO

Additional Information

Select preferred method to rec...    If email/fax is different from above, en...    Is this address your organizati... Required

+ Add Another Address

Last updated 3 minutes ago    Cancel    Save    Continue

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Company Details

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- 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.

King County

Supplier Registration

## Addresses

Enter at least one address.

Instructions: To become an approved supplier with King County, please ensure you add both a "Receive Purchase Orders" address and a "Receive Payments" address. Note that you can use the same address for both purposes. At least one address is required to register your company. Please also complete the "Additional Information" section below.

- The "Receive Purchase Orders" address must be a physical street address; Post Office (P.O.) Boxes are not accepted.
- The "Receive Payments" address can be either a physical street address or a Post Office (P.O.) Box.

Address 1 🗑️

Address Name  
MAIN

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region  
United States

Address Line 1  
123 Main street

Address Line 2  
Suite 123

Address Line 3

City  
Seattle

State  
WA

Postal Code  
98101

County  
King

Email

Country  
US

Phone \*  
+1 206 477 7172

Ext

Country  
US

Fax

Which contacts are associated to this address?

Jane Smith  
xyztest1abc0126+Test2025@gmail.com CEO

Additional Information

Select preferred method to receive ...  
Email

If email/fax is different from above, en...

Is this address your organization's t...  
Yes

+ Add Another Address

Last updated 19 minutes ago

Cancel Save **Continue**

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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 applicable' from the drop down.

Classification

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- Company Details
- Contacts
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- Business Classifications**
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Last updated 9 minutes ago

Cancel Save

- 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

## 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
6. OMWBE – SBE – Small Business Enterprise
7. OMWBE – WBE – Woman Business Enterprise
8. OMWBE – UDBE – Underutilized Disadvantaged Business Enterprise
9. 8(a) Small Business
10. OMWBE – CBE – Combined Business Enterprise
11. OMWBE – SEDBE – Socially and Economically Disadvantaged Business Enterprise

Hub Zone

LGBT Business Enterprise

Minority Owned

Service-disabled Veteran Owned

Small Business

Veteran Owned

Woman Owned

None of the classifications are applicable

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Company Details

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Cancel Save Continue

- 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.



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 [Identifying NAICS Codes User Guide](#) to find a full list of possible NAICS Codes on the website [www.naics.com/search](http://www.naics.com/search).

- 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 4-digit 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.

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Supplier Registration

### NAICS Codes

Select all the NAICS codes describing your business. Important: You will only receive system notifications for solicitations that use those codes. You must select at least one NAICS code to register.

For more information navigate to <https://www.naics.com/>

To use the "Search by category or description field" enter a category or description then click enter.

Search by category or description

Category	Description
<input type="checkbox"/> 1111	Oilseed and Grain Farming
<input type="checkbox"/> 111110	Soybean Farming
<input type="checkbox"/> 111120	Oilseed (except Soybean) Farming
<input type="checkbox"/> 111130	Dry Pea and Bean Farming
<input type="checkbox"/> 111140	Wheat Farming
<input type="checkbox"/> 111150	Corn Farming
<input type="checkbox"/> 111160	Rice Farming
<input type="checkbox"/> 111191	Oilseed and Grain Combination Farming
<input type="checkbox"/> 111199	All Other Grain Farming
<input type="checkbox"/> 1112	Vegetable and Melon Farming
<input type="checkbox"/> 1113	Fruit and Tree Nut Farming
<input type="checkbox"/> 1114	Greenhouse, Nursery, and Floriculture Production

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Last updated 8 minutes ago

Cancel Save Continue



- 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.

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Supplier Registration

### NAICS Codes

Select all the NAICS codes describing your business. Important: You will only receive system notifications for solicitations that use those codes. You must select at least one NAICS code to register.

For more information navigate to <https://www.naics.com/>

To use the "Search by category or description field" enter a category or description then click enter.

Search by category or description

3 selected **View Selected** Clear Selected

Category	Description
<input type="checkbox"/> 1111	Oilseed and Grain Farming
<input type="checkbox"/> 111110	Soybean Farming
<input type="checkbox"/> 111120	Oilseed (except Soybean) Farming
<input checked="" type="checkbox"/> 111130	Dry Pea and Bean Farming
<input type="checkbox"/> 111140	Wheat Farming
<input type="checkbox"/> 111150	Corn Farming
<input checked="" type="checkbox"/> 111160	Rice Farming
<input type="checkbox"/> 111191	Oilseed and Grain Combination Farming
<input type="checkbox"/> 111199	All Other Grain Farming
<input checked="" type="checkbox"/> 1112	Vegetable and Melon Farming
<input type="checkbox"/> 1113	Fruit and Tree Nut Farming

Last updated 11 minutes ago

Cancel Save Continue

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- Company Details
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- 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.

The screenshot shows the 'Supplier Registration' page for 'King County' with the 'NAICS Codes' section. A search bar and '3 selected' indicator are visible. A table lists categories with checkboxes. A 'Selected categories' panel on the right shows three items: '111130 Dry Pea and Bean Farming', '111160 Rice Farming', and '1112 Vegetable and Melon Farming'. A trash icon is highlighted in red on the first item, and an 'X' icon in the top right corner of the panel is also highlighted in red.

Category	Description	
<input type="checkbox"/> 1111	Oilseed and Grain Farming	
<input type="checkbox"/> 111110	Soybean Farming	
<input type="checkbox"/> 111120	Oilseed (except Soybean) Farming	
<input checked="" type="checkbox"/> 111130	Dry Pea and Bean Farming	

Category	Description	
111130	Dry Pea and Bean Farming	
111160	Rice Farming	
1112	Vegetable and Melon Farming	

- Add all the applicable NAICS codes. Select “Continue” to navigate to the next section

The screenshot shows the 'Supplier Registration' page for 'King County' with the 'NAICS Codes' section. A search bar and '3 selected' indicator are visible. A table lists categories with checkboxes. Several categories are selected (checked). A 'Continue' button at the bottom right is highlighted in red. A sidebar on the right shows navigation options: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'NAICS Codes', and 'Rosters and Certifications'.

Category	Description	
<input type="checkbox"/> 1111	Oilseed and Grain Farming	
<input type="checkbox"/> 111110	Soybean Farming	
<input type="checkbox"/> 111120	Oilseed (except Soybean) Farming	
<input checked="" type="checkbox"/> 111130	Dry Pea and Bean Farming	
<input type="checkbox"/> 111140	Wheat Farming	
<input type="checkbox"/> 111150	Corn Farming	
<input checked="" type="checkbox"/> 111160	Rice Farming	
<input type="checkbox"/> 111191	Oilseed and Grain Combination Farming	
<input type="checkbox"/> 111199	All Other Grain Farming	
<input checked="" type="checkbox"/> 1112	Vegetable and Melon Farming	
<input type="checkbox"/> 1113	Fruit and Tree Nut Farming	

Buttons: View Selected, Clear Selected, Continue (highlighted)

## 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, Business Registration & Licensing, 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.

The screenshot shows a web form titled "Rosters and Certifications" under the "Supplier Registration" section. The form asks if the user's company wants to participate in King County's roster solicitations. It includes a navigation bar with tabs for "Consultant Roster (Architecture & Engineering)", "Small Works Roster (Construction)", "Sustainable Purchasing Certifications", "Business Registration & Licensing", and "Small Contractor & Supplier". The current section is "Section 1 of 5". A question asks "Would you like to join the Consultant Roster?" with radio button options for "a. Yes" and "b. No". The form also includes "Previous Section", "Next Section", "Cancel", "Save", and "Submit" buttons. A sidebar on the right shows a progress indicator "6 | 6" and a list of sections: "Company Details", "Contacts", "Addresses", "Business Classifications", "NAICS Codes", and "Rosters and Certifications".

- The "Rosters and Certifications" page consists of 5 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.

King County

Supplier Registration

## 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)  Sustainable Purchasing Certifications  Business Registration & Licensing  Small Contractor & Supplier >

Section 1 of 5

**!Would you like to join the Consultant Roster?**

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

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

Required

a. Yes

b. No

End of Section 1 of 5

Last updated 1 minute ago

Cancel Save

6 | 6

Company Details

Contacts

Addresses

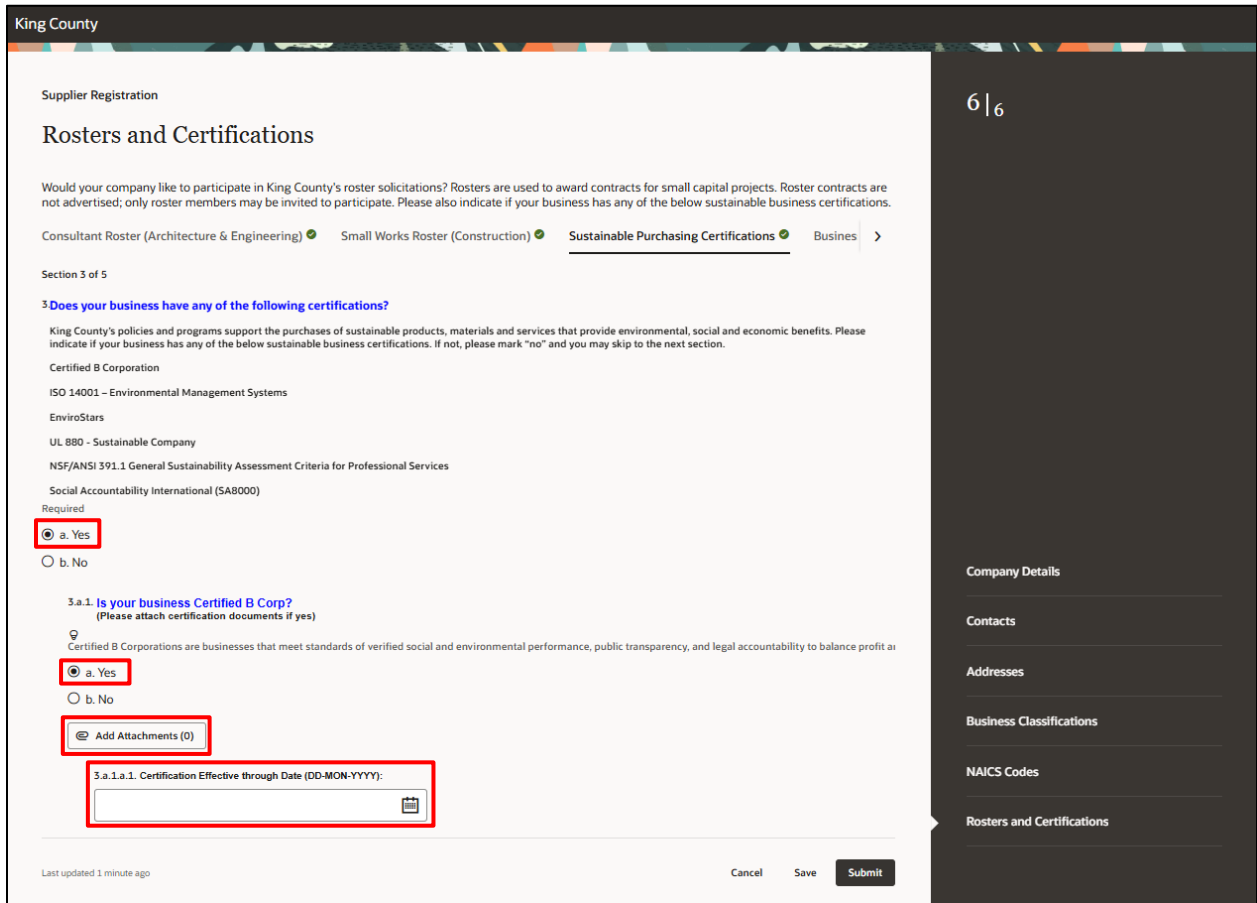
Business Classifications

NAICS Codes

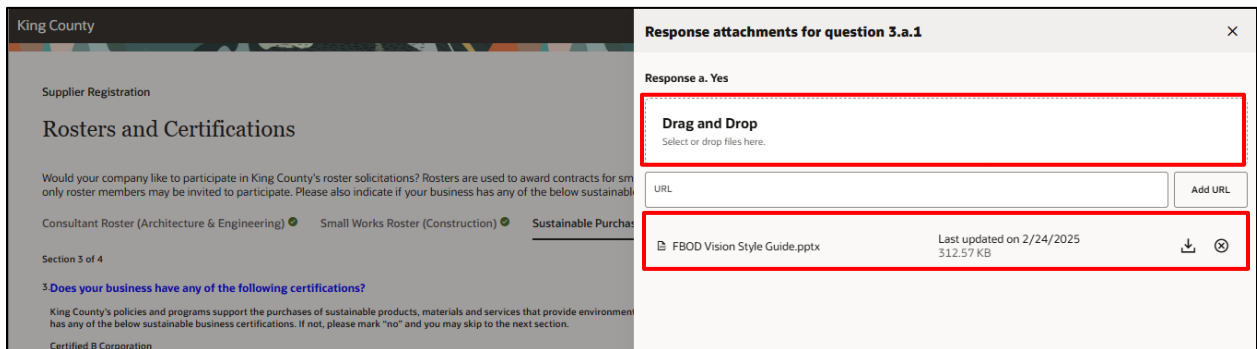
Rosters and Certifications

- 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.

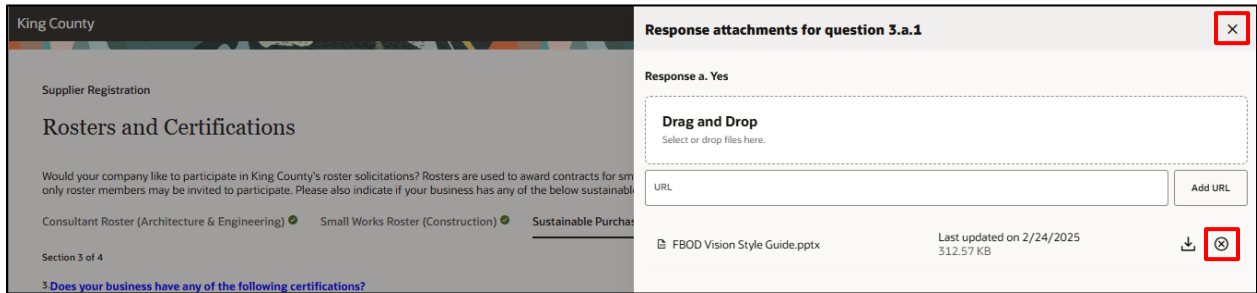
- Some questions will also indicate that you need to attach documents if you select "Yes." When you select "Yes," the "Add Attachments" option will display.



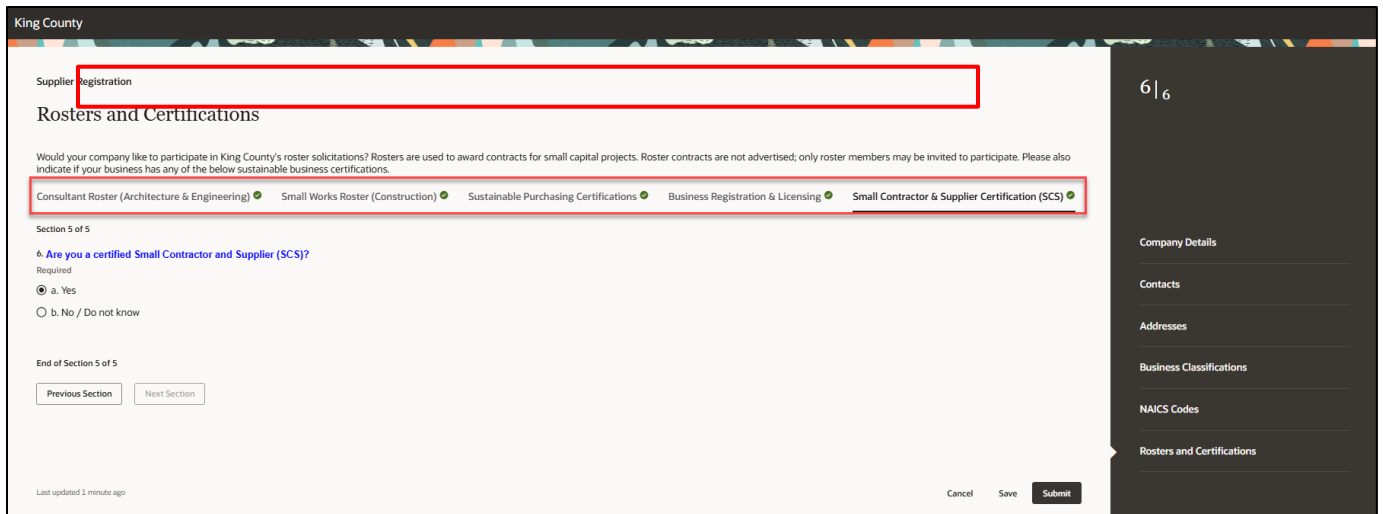
- Select "Add Attachments." On the right side of the page, you will see the "Drag and Drop" box. You can drag the file into the "Drag and Drop" box. Alternatively, you can select on "Drag and Drop" to open a file explorer. Locate the file you want to attach, select that file, then select "Open." You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



- 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.



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



## Review and Submit Supplier Registration

- Optionally review the information you entered for each section.

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

King County

Supplier Registration

### 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 \(Construction\)](#)
[Sustainable Purchasing Certifications](#)
[Business Registration & Licensing](#)
[Small Contractor & Supplier Certification \(SCS\)](#)

Section 5 of 5

◀ Are you a certified Small Contractor and Supplier (SCS)?

Required

a. Yes

b. No / Do not know

End of Section 5 of 5

[Previous Section](#) [Next Section](#)

Last updated 1 minute ago

Cancel Save **Submit**

6 | 6

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

- 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 recommend [registering](#) for our free online supplier orientation, "*How to Do Business with King County*." This optional session offers valuable guidance for new suppliers.

### Need Help?

- **Website:** [www.KingCounty.gov/Procurement](http://www.KingCounty.gov/Procurement)
- **Email:** [Procurement.Web@KingCounty.gov](mailto:Procurement.Web@KingCounty.gov)
- **Phone:** (206) 263-9400

### 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.

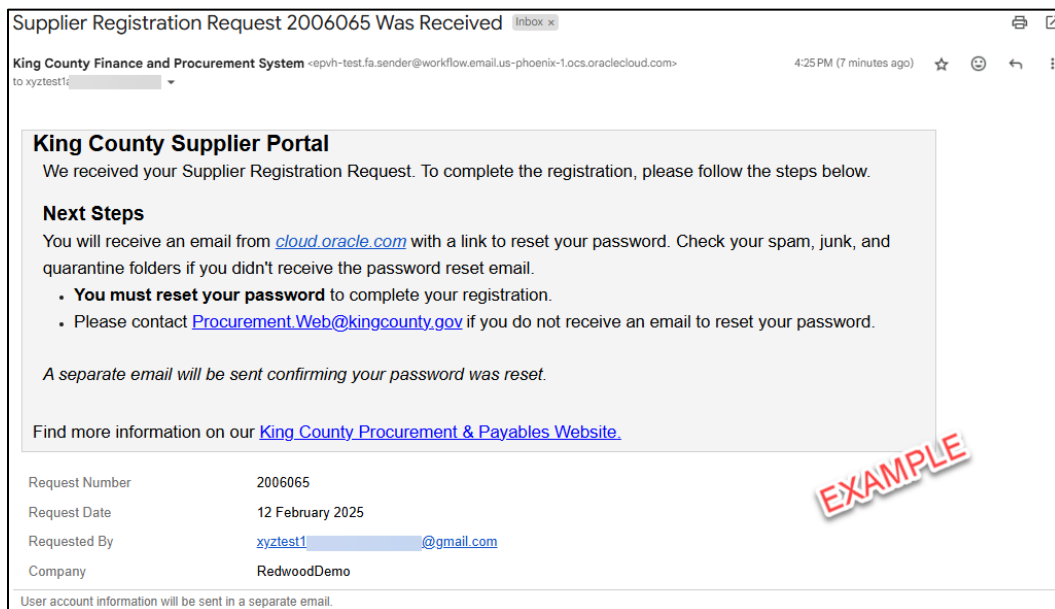
### Additional Resources

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

## 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 email account (outside E-Procurement Supplier Portal). Login to the contacts's email 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.



- **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](mailto:procurement.web@kingcounty.gov) if you do not receive an email to reset your password.





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

Sign In  
**ORACLE APPLICATIONS CLOUD**

Reset Password

Password

Confirm Password

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

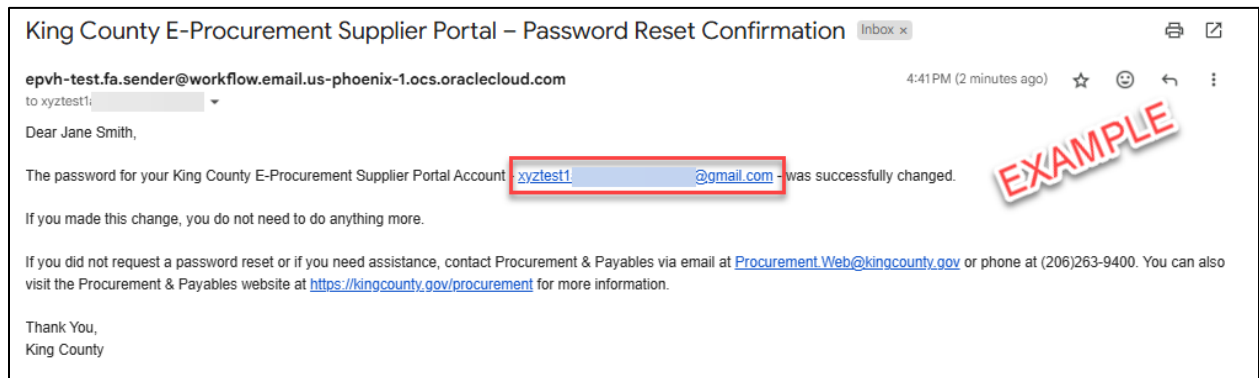
Select Language

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.



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



- **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 E-Procurement Supplier Portal website resources on:
  - "Identifying NAICS Codes User Guide"
  - "Supplier Profile Maintenance User Guide"
  - "Supplier Reset Password User Guide"
  - "Supplier Questionnaire User Guide"
  - "Supplier Solicitation User Guide"
- End of Registration process.