

# VENDOR ELECTRONIC APPLICATION INSTRUCTIONS

**REMEMBER:** have a copy of your W9 saved to your desktop or documents to be able to load during the application process

**ALSO,** if you're an employee or you have been unemployed for less than one (1) year with Shelby County Schools, you'll need to have an EIN which you apply for on the IRS website: [irs.gov](http://irs.gov). Please do this before you begin your application process.

Please, first copy and paste this link into your Chrome browser (the website prefers Chrome) >

<http://www.scsk12.org/procurement/db?PID=282>

it will take you to our Procurement website



www.scsk12.org/procurement/db?PID=282

**Shelby County Schools** Select Language

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CONTACT INFO

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Memphis, TN 38112  
Phone: 901-416-5376  
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✉ ProcurementServices@scsk12.org

✈ / BUSINESS OPERATIONS / PROCUREMENT / DOING BUSINESS WITH SCS

## DOING BUSINESS WITH SCS

### Procurement Opportunity Forecast

The Shelby County Schools Procurement Opportunity Forecast represents a list of proposed procurements through June 2015, by SCS' major buying activities. The opportunities and estimated value, sorted by National Institute of Government Purchasing (NIGP) Commodity Class Codes, represents an estimate of anticipated spend for the NIGP class codes listed. This list is not an exhaustive list of all anticipated single purchases made by SCS, but represents projected spend by major categories for the balance of the fiscal year.

We hope this forecast will assist potential vendors in doing business with Shelby County Schools by providing advanced notice of SCS' procurement plan and contract opportunities. SCS's Forecast is provided below in pdf format:

The procurements described in this forecast are expected to be solicited by June 2015, based on the information available at the time of this publication.

Forecast Disclaimer: The SCS Procurement Forecast is for informational and planning purposes only, does not represent as an all-inclusive list of SCS procurement opportunities, does not represent a pre-solicitation synopsis, does not constitute an invitation for bid or request for proposal, and is not a commitment by the district to purchase the products or services noted. The Forecast does not constitute a legal or binding agreement between SCS, vendors, or third parties. Official contract awards, modifications, extensions, or solicitations are published on the Shelby County Schools Procurement Services webpage: [www.scsk12.org/procurement/](http://www.scsk12.org/procurement/).

**Vendor Registration**


- Vendor Registration Form
- Instructions on How to Complete W9
- Background Requirements

# VENDOR ELECTRONIC APPLICATION INSTRUCTIONS

Please click on Vendor Registration form which will allow you to fill in your information >  
This is the form you'll be completing



← → ↻ [https://apecsvendorportal.scsk12.org/vp/vp\\_ent\\_frm.aspx?v=new](https://apecsvendorportal.scsk12.org/vp/vp_ent_frm.aspx?v=new) ☆ ☰

  
**SHELBY COUNTY BOARD OF EDUCATION - VENDOR REGISTRATION**

Woman Owned:  Small Business:  Hub Zone:

Uniform Certification Agency Certification Number:

Local Business  
(Requires a Shelby County Business License that has been held for the past 6 months)

\* Organization of Business:

Are you a registered vendor on eSchoolMall?  
 Yes  No


Are you currently an employee or retiree of the Memphis City Schools or Shelby County Schools District?  
 Yes  No

Have you ever been an employee of the Memphis City Schools or Shelby County Schools District?  
 Yes  No

If yes please list your last date of employment with the Memphis City Schools or Shelby County Schools District:

Please add NIGP Codes that best describe your product or service.

Comm Code 1:	<input type="text"/>	Comm Code 2:	<input type="text"/>
Comm Code 3:	<input type="text"/>	Comm Code 4:	<input type="text"/>
Comm Code 5:	<input type="text"/>	Comm Code 6:	<input type="text"/>

\* Attachments:  Please attach your completed W-9 form (International vendors need to attach their completed W-8BEN form). If you do not already have a completed W-9 or W-8BEN (International vendors) form, please download it from [www.irs.gov](http://www.irs.gov) and complete the form before adding as an attachment.

Comments:

Conflict of Interest: By submitting this signed form, you are declaring that no Shelby County Schools Unified District Board Commissioner or employee has a financial or beneficial interest in this firm. Vendor also agrees to extend credit to Shelby County Schools Unified District, without requiring a credit application, to fulfill any purchase orders and/or contractual obligations that may occur. Vendor's bid may be rejected should a credit application be required. NOTE: Each vendor is responsible for notifying the Shelby County Schools Unified District Purchasing Department of any future business name, address, telephone number, Email, or any other vendor information change.

- Once you have submitted the form, you'll receive an email with a confirmation number
- **Please note this isn't a vendor identification number**
- After a few days, you'll receive an email from a Procurement staff with your vendor identification number
- If you have not received your vendor identification number within five (5) business days, please email Procurement Services at [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org)