

Vendor Registration Checklist for Missouri Arts Council

Missouri Arts Council grantees must be registered as a Vendor in the Statewide eProcurement System called MissouriBUYS. This is required by the State of Missouri in order to process your MAC invoices for payment.

Organizations new to MAC as well as those changing their legal name, address or banking information must register through MissouriBUYS.

Before registering, make sure you have the needed information listed below. Then contact the [MAC Grants Manager or a Program Specialist](#) for assistance.

- Legal Name of Organization (Must match W-9 and IRS letter)
- Contact information for Organization
- Federal Employer Identification Number (FEIN)
- Business Type (Other: Federal Tax Exempt/Non Profit)
- Email Address

ACH-EFT Payment Information (Banking information for Electronic Funds Transfer)

- Name of Financial Institution
- Address of Financial Institution
- Depositor Routing Number
- Depositor Account Number
- Name on Account
- Type of Account (Checking or Savings)
- Internal Revenue Service (IRS) W-9 Form (Request for Taxpayer Identification Number and Certification)
- A signed IRS W-9 Form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- After completing, print, sign, scan and save file.

Instructions for Completing the W-9

1. Name – Legal Name of Organization shown on IRS Letter or Tax Return
 4. Exempt Payee Code – Enter “1”
 - Exempt from FATCA Reporting Code – Leave Blank
 5. Address – Mailing Address
 6. City, State and ZIP Code
- Part I – Taxpayer Identification Number (TIN) – Complete the Employer Identification Number with the organization’s FEIN.
- Part II – Certification - Sign and Date

After completing: print, sign, scan and save the file. This will be uploaded during the MissouriBUYS registration process.

Do not send this form to the IRS.

Registering in MissouriBUYS

Go to <https://MissouriBUYS.mo.gov>.

Click on the **Register** button at the top of the page.

Scroll to the bottom of the screen to start the process.

General Disclaimer: Check “Yes, I agree.”

Now using the information you collected, complete the online registration form.

The red * fields are required.

To navigate the form, click “Next” in the bottom right corner of the screen.

Organization Information

- Country – United States
- This office is – Select “Parent/Holding Company”
- Enter FEIN (Do Not enter Social Security Number)
- Enter Legal Name of Organization and Mailing Address
- Type of Business - Other: Federal Tax Exempt/Non Profit

Internal Revenue Service W-9 Form and ACH-EFT Payment Information

- Would you like to provide the information now or later – Select “Now”
- Upload W-9 Form
- Complete ACH-EFT Payment Information
- Verification of Accurate Information – Check box
- Authorization of Credit – Check box

Missouri Counties/Regions Served – Select “Later” (This is not required.)

Diversity/Disadvantaged Business Classifications – Select “Later” (This is not required.)

Would you like your company to be included on the State of Missouri’s 24 hour Emergency Vendor List – Select “No”

Organization Contact Information

- User Name - recommended person’s first initial and last name
- Password – at least 8 characters in length, cannot contain the User Name or the word ‘password,’ must be a mix of upper-case letters, lower-case letters, numbers and special characters

Organization Payment Information – This screen is populated. Do Not Change.

Select Commodity/Service Codes

- Select Unknown (00000000)

Press **Process My Registration** button in the bottom right corner of the screen. A Registration Confirmation will display on the screen. An email confirmation will be sent from Perfect Commerce/WebProcure. Once the registration is approved, you will receive another email.

Any emails you receive will refer to your organization as a certified bidder for the State of Missouri. As a Missouri Arts Council grantee, ignore this information.