

I Sell to Missouri

I Buy for Missouri

Bid Board

Contract Board

Register

Login

ALERT: The MissouriBUYS WebProcure system will be down intermittently for system maintenance beginning Saturday, August 17, at 7:00 am through 7:00 pm on Sunday, August 18. We apologize for any inconvenience this may cause.

Information For Vendors

Welcome to the State of Missouri's secure, statewide eProcurement system – a one-stop-shop for procurement in Missouri.

Missouri's web-based eProcurement system, MissouriBUYS, is powered by WebProcure, through the state's partner, Perfect Commerce (a Proactis company). The user-friendly system provides vendor registration, electronic bid notification to registered vendors, online bidding, document submittal capabilities, electronic reminders and notifications and much more.

Frequently Asked Questions

Resources for Vendors

- **Bid Response Instructions** (Rev. 7/15/19)
- **BillTo/ShipTo Crosswalk file for Suppliers receiving electronic orders** (5/19)

After new screen appears,
Scroll to bottom of page
Check box – Yes, I agree
Select Next

General Disclaimer:

The State of Missouri is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the State of Missouri is not responsible for problems related to the transmission of data to and from this site. The State of Missouri's Privacy Policy can be accessed [here](#).

I agree with the terms. *

Yes, I agree

*denotes required fields.

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Organization Information

Please enter the information requested below.

*denotes required fields.

Country *

United States

oKay

This office is

If you are an individual/ sole proprietor, select "Parent/Holding Company." If your organization has a DBA please register the DBA separately as a "Branch." ← Don't Use DBA

oKay

Parent/Holding Company Branch/DBA

Federal Employer Identification Number *

Clear

Confirm Federal Employer Identification Number *

-OR-

Social Security Number *

Clear

leave blank

Confirm Social Security Number *

Unique Branch Identifier

leave blank

Confirm Unique Branch Identifier

should match name on record with the IRS
should match name on W-9

Legal Name of Entity/Individual *

50 characters left.

Mailing Address *

30 characters left

30 characters left

City *

State/Province *

Missouri

Postal / Zip Code *

Type of Business *

Please Select Other:

Federal Tax Exempt/Non Profit

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

Would you like to provide this information now or later?

Now Later see next page

Now Later

Scan W-9

W-9 Form Request for Taxpayer Identification Number and Certification

In order to conduct business with the State of Missouri, you must submit a signed IRS W-9 Form certifying the Federal Employer Identification Number or Social Security Number entered above was assigned to your organization by the Internal Revenue Service. You can download this form here. You may also provide a W-8 form, if applicable. Please upload your document below

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Click on Add files

ACH-EFT Payment Information

Providing Automated Clearing House (ACH) Information is recommended at the time of vendor registration with the State of Missouri to enable payment by Electronic Funds Transfer (EFT) if you are selected for award and will be entitled to payment. Please provide all of the information below to initiate credit entries, allowing you to receive payments from the State of Missouri as applicable.

An IRS Form W-9 is required to submit ACH-EFT information.

See check sample below for the location of your routing number and account number.

Name of Financial Institution *

30 characters left

Address of Financial Institution *

30 characters left

30 characters left

City *

State *

Missouri

Postal / Zip Code *

Depositor Routing Number *

Re-enter Depositor Routing Number *

Depositor Account Number *

Re-enter Depositor Account Number *

Name on Account *

Type of Account

Checking Savings

complete

YOUR NAME 123
 1234 Main Street
 Anywhere, OH 00000
 DATE _____

PAY TO THE ORDER OF _____ \$ _____
 _____ DOLLARS

⑆044072324 ⑆000123456789 ⑆123

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

Verification of Accurate Information

I (We) acknowledge that the ACH information provided above is correct.

Authorization of Credit

I (We) hereby authorize the State of Missouri to initiate credit entries to my (our) account at the depository financial institution named and to credit the same such account. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of U.S. law.

This authorization is to remain in full force and effect until the State of Missouri, Office of Administration, has received written notification from me (us) of its termination in such time and in such manner as to afford the State of Missouri and the financial institution a reasonable opportunity to act on it.

Missouri Counties/Regions Served

Would you like to provide this information now or later?

oKay Now Later

Diversity/ Disadvantaged Business Classifications

The following information is optional and may not apply to your organization.

If applicable, would you like to provide this information now or later? Select 'Later' if none of the classifications apply to your organization.

oKay Now Later

Would you like your company to be included on the State of Missouri's 24 hour Emergency Ven

oKay No Yes

*denotes required fields.

Next

Organization Contact Information

Please enter the Organization's main point of contact information. Additional contact and user information can be added in the system once you have established your main account.

*denotes required fields.

Salutation

--Select--

First Name *

Last Name *

Job Title

Main Phone Number (10 digits, no spaces or hyphens) *

 Ext:

Confirm Main Phone Number *

 Ext:

Fax Number (10 digits, no spaces or

leave blank

Confirm Fax Number *

leave blank

Either a phone number or fax number is required to register.

Email Address *

Confirm Email Address *

User name *

can use first initial & last name

Password *

8 characters upper & lower case letters numbers & special characters

Confirm Password *

*denotes required fields.

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Keep the Missouri BUYS User Name & Password for your records.

Organization Payment Information

Please choose your payment types and payment terms.

Action	Payment Type	Priority	Payment Term	Payment Term Description
<input checked="" type="checkbox"/>	Invoice	<input type="text" value="1"/>	<input type="text" value="NET45"/> <input type="button" value="v"/>	Payment before 45 days after delivery

Okay - Don't Change

*denotes required fields.

Select Commodity/Service Codes

Select the commodity and service codes below which best apply to your organization's business. Selecting these codes will subscribe you to receive notifications on solicitations posted by the State of Missouri's agencies, universities, and political subdivisions. It will also make your organization easier to find when Missouri's entities are preparing to make a purchase. If you do not wish to receive solicitation notifications, please select 'Unknown'.

Select the UNSPSC commodity and/or service code(s) which apply to your organization's business. Choose at least one code. You may add more or update this information later in the Profile Management menu.

Enter a keyword or search phrase and click Search. Check/Select the category to save your changes.

Search input field with Search and Clear Search buttons

Available Categories

- Apparel and Luggage and Personal Care F
Building and Construction Machinery and A
Building and Facility Construction and Mair
Chemicals including Bio Chemicals and Ga
Cleaning Equipment and Supplies (470000
Commercial and Military and Private Vehic
Defense and Law Enforcement and Securit
Distribution and Conditioning Systems and
Domestic Appliances and Supplies and Co
Drugs and Pharmaceutical Products (5100
Editorial and Design and Graphic and Fine
Education and Training Services (8600000
Electrical Systems and Lighting and Comp
Electronic Components and Supplies (320
Engineering and Research and Technolog
Environmental Services (77000000)
Farming and Fishing and Forestry and Wilc
Farming and Fishing and Forestry and Wilc
Financial Instruments, Products, Contracts
Financial and Insurance Services (840000

Selected Categories

Unknown (00000000)

*denotes required fields.

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Process My Registration

Vendor Registration Confirmation displays on screen
Close screen
You will receive an email confirming submission

Watch your email in the next 2-4 weeks for approval or to correct any problems

Ignore any bid emails

Go Back In To Fix Info. If Needed

Scroll to bottom of list