



## State Vendor System for Payment of Missouri Arts Council Grants

**To receive payment of MAC award, all Missouri Arts Council grant recipients must be:**

1. Registered with the State of Missouri as a vendor with current address and banking information; and
2. **NEW THIS YEAR:** Signed up to receive Electronic Funds Transfer (rather than paper check).

### Vendor Services Portal

All grant recipients registered as a vendor can access their payment history and sign up for email notification from the Vendor Services Portal. This website is separate from the MAC grant system. To access your organization's record:

- Go to [Vendor Services Portal](#).
- Click on **Vendor Payment**.
- Login with the organization's **FEIN**.
- Click **Email Notification Signup** in the left-side column to sign up for alerts when the state issues payment by EFT on the Missouri Arts Council invoice. Then add [financial@oa.mo.gov](mailto:financial@oa.mo.gov) to address book and email system's Safe Sender List. You can sign up as many people as you wish. Click **Update Email Information** to change your email address.
- To search for past payments, click **Date/Location** to access the street address(es) on record and then search using **Dollar Amount** or **Date/Location**. Don't use *Invoice Number* or *Check/EFT Number* (these numbers are created internally by MAC and the state).

### Register and Update Vendor Record through MissouriBUYS

[MissouriBUYS](#) is the state's new statewide eProcurement system.

- New grant recipients and grantees that have not received payment from the State of Missouri for 22 months must register through MissouriBUYS and sign up for Electronic Funds Transfer.
- Organizations that must update their vendor record must register through MissouriBUYS. The vendor record must be updated under the following circumstances:
  - **NEW THIS YEAR: Electronic Funds Transfer:** All MAC grant recipients must be signed up to receive MAC payment by Electronic Funds Transfer (EFT) instead of paper check.
  - **Bank Account:** Your organization has changed banks or banking accounts.
  - **Mailing Address:** Your organization has moved or changed its mailing address.

If you are uncertain if you need to register through MissouriBUYS, contact the [appropriate Program Specialist](#).

## Registration Checklist

Gather the following information before you start the online registration. Double-check that Items #1-4 match the [Internal Revenue Service's online records](#), including 990 Tax Return. Inconsistent names, mailing address, and FEIN will delay the registration process and payment of your MAC Invoice.

1. **Federal Employer Identification Number (FEIN).** You can find this in your organization's profile in the Missouri Arts Council's grant system.
2. **Legal name of organization.** *This must match the name on the W-9 (see below) AND it must match the legal name that you use with the Missouri Arts Council.*
3. **Mailing address** for your organization.
4. **Internal Revenue Service [W-9 Form](#)** (Request for Taxpayer Identification Number and Certification) that has been completed, signed, and scanned as PDF file. Instructions are provided below. [Sample W-9](#) is available.
  - Line 1. Name – Enter the Legal Name of Organization. This should match #2 item listed above.
  - Line 4. Exemptions
    - Exempt Payee Code – Enter “1”
    - Exempt from FATCA Reporting Code – Leave Blank
  - Line 5. Address and Line 6. City, State and ZIP Code – Enter Mailing Address
  - Part I: Taxpayer Identification Number (TIN) – Enter the Employer Identification Number with the organization's FEIN.
  - Print form
  - Part II: Certification - Sign and Date
  - Scan the completed and signed form. Save the file as a PDF. You will upload this form during the MissouriBUYS registration process.
  - Do not send this form to the IRS.
5. **Banking Information for Electronic Funds Transfer (ACH-EFT).**
  - Name of Financial Institution
  - Address of Financial Institution
  - Depositor Routing Number
  - Depositor Account Number
  - Name on Account
  - Type of Account (Checking or Savings)
6. **Contact person's name**, phone, and email address.
7. **User Name and Password.** *It is very important that you save this information in your Missouri Arts Council grant file.*
  - User Name – It is recommended to use the contact person's first initial and last name. For example, jsmith for John Smith. Prepare and write down several options since the User Name must be unique in the MissouriBUYS system.
  - Password – This must be at least 8 characters in length with a mix of upper-case letters, lower-case letters, numbers, and special characters. The Password cannot contain the User Name or the word “password”.

## Registering in MissouriBUYS

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. [Sample registration form](#) is available.

- Go to <https://missouribuys.mo.gov/registration>
- Scroll to the bottom of the screen to start the process.
- General Disclaimer: Check **Yes, I agree**.
- **Enter the 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. **Reminder:** The legal name must match the legal name that you use with the Missouri Arts Council AND the name on the W-9.
  - Type of Business – Select **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**
  - Click Add Files button to upload the completed and signed 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**. (not required.)
- **Diversity/Disadvantaged Business Classifications** – Select **Later**. (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. It is very important that you save this information in your Missouri Arts Council grant file.**
  - **User Name.** Enter the name that you have prepared.  
An error message will be displayed next to field in red if the User Name is not unique. If this happens, use one of the alternative names that you have created.
  - **Password** – You will enter the password twice to ensure accuracy.
- **Organization Payment Information** – This screen is populated. Do Not Change.
- **Select Commodity/Service Codes.** Scroll to the bottom of list and select **Unknown (00000000)**.
- Press **Process My Registration** button at the bottom of the screen.  
A Registration Confirmation will display on the screen and you will receive an email confirming that the vendor registration has been submitted.
- **NEXT STEP: Verbal Confirmation: You're not done yet! Next step is verbal confirmation of your contact and banking information from your MissouriBUYS profile.** The state's Office of Administration Accounting Department will call or email ([MissouriBUYS@mo.gov](mailto:MissouriBUYS@mo.gov)) for verbal confirmation. Please note that they won't say that this approval is essential for your Missouri Arts Council grant. The Office of Administration won't know that the vendor profile is *solely* for payment of a Missouri Arts Council grant since the vendor system is used for all payments by the state.

This new step intended for fraud prevent. However, if you are uncertain about a caller, you can contact the state's Office of Administration Accounting Department directly by dialing 573-751-2971 or your [Program Specialist](#).

## Registering in MissouriBUYS (continued)

- **Approval Process:** After submission, the state will review the 'pending' registration. Processing can take 2 to 4 weeks. If approved, your organization will receive a confirmation email about the 'approved' status from [MissouriBUYS@perfect.com](mailto:MissouriBUYS@perfect.com).

If there are any problems, your organization will receive an email from the State's Office of Administration ([MissouriBUYS@mo.gov](mailto:MissouriBUYS@mo.gov)) with subject line such as "MissouriBUYS Action Required for Supplier ID" or "Second Request-Action Required for MissouriBUYS Supplier ID".

- **Additional Notes:**

- It is your organization's responsibility to keep the information in MissouriBUYS accurate. After your registration is approved, you will be able to log in to [MissouriBUYS](#) and edit your vendor profile/account using the following instructions:
  - Login [MissouriBUYS](#) using the saved **Username** and **Password**.
  - Select the **User Menu** dropdown (located on your name at top right corner).
  - Select the **My Account** option. The Profile Administration page will display.
  - Select the **Edit Main Org Info** option from the menu tree on the left and the **Main Information** page will display.
  - On the **Main Information** page, you can view all of your organization's contact information and make updates. Enter any updated or additional information regarding in the desired field, for example, **Contacts**, **ACH Information**, and **Users**.
    - **The red \* fields are required.**
    - Please notify Missouri Arts Council if you are changing bank or mailing address.
    - Please note that there is a 10-business day processing period for changing **Bank/ACH Information**.
  - **ATTENTION:** Changing your **main address** on the Main Organization Information screen will not automatically change the address where your payments are received. You must also update your **Remittance Address**. To update, select **Edit Contacts** in the menu tree and scroll down to the **Remittance Contact Information** section. Update the information and click **Save**.
- You may receive emails that refer to your organization as a certified bidder for the State of Missouri. As a Missouri Arts Council grant recipient, ignore the bidder information.
- If you forget your password or username, click on the "Forgot Password?" link on the [MissouriBUYS login page](#).
  - For lost password, enter the Username and click the Submit button.
  - For lost username, click on the "Don't know your username?" link, enter the email address you entered during registration and click the Submit button.
  - If these instructions don't work, contact Missouri Office of Administration Accounting Department at 573-751-2971 or [MissouriBUYS@mo.gov](mailto:MissouriBUYS@mo.gov).

## Questions?

- For Vendor Services Portal and other questions, contact state's Office of Administration Accounting Department at 573-751-2971 or [MissouriBUYS@mo.gov](mailto:MissouriBUYS@mo.gov).
- For general questions, contact the appropriate Missouri Arts Council [Program Specialist](#).