State Vendor System for Payment of MAC Grants

To receive payment of MAC award, all Missouri Arts Council grant recipients must be registered with the State of Missouri as a vendor with current mailing address and banking information for Electronic Funds Transfer (EFT). MissouriBUYS is the state's eProcurement system.

- *All grant recipients* can sign up for payment notifications and search past payments (see below).

- *New grant recipients* and *organizations that have not received payment from the state in 24 months* must register through MissouriBUYS (see pages 2-6).

- **Current grant recipients** with mailing address or banking information changes must update their vendor record by registering through MissouriBUYS (see pages 2-6) or updating their MissouriBUYS account (see pages 7-10).

Questions?

- For Vendor Services Portal and other questions, contact Missouri Office of Administration Accounting Department at MissouriBUYS@mo.gov.

- For general questions, contact the appropriate Missouri Arts Council Program Specialist.

- 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.

Vendor Services Portal: Check Past Payments and Sign Up for Payment Notification

The Vendor Services Portal is a separate website from MissouriBUYS and the MAC grant system.

- Organizations that have received funding from the Missouri Arts Council or another state agency can search past payments and sign up for payment notification.

- New organizations can access their Vendor Record after they receive the **approval** registration email from MissouriBUYS.

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 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).

MissouriBUYS Registration Checklist

Gather and prepare the following information and documentation before starting the registration.

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 legal name in the following places. Inconsistent names will delay the registration process and payment of your MAC Invoice.
   o Internal Revenue Service tax-exempt listing and Form 990 Tax Return
   o Missouri Secretary of State's Office nonprofit corporation listing
   o SAM-UEI or SAM Registration
   o Missouri Arts Council grant system
   o W-9 (see below)

3. **Mailing address** for your organization. This must match the mailing address in your grant system profile and W-9 form.

4. Download, complete, and hand sign the **Internal Revenue Service W-9 Form (Request for Taxpayer Identification Number and Certification)**. Instructions are provided below and sample W-9 is available.
   o Line 1. Name – Enter the Legal Name of Organization. This should match #2 item listed above.
   o Line 4. Exemptions
     • Exempt Payee Code – Enter "1"
     • Exempt from FATCA Reporting Code – Leave Blank
   o Line 5. Address and Line 6. City, State and ZIP Code – Enter Mailing Address
   o Part I: Taxpayer Identification Number (TIN) – Enter the Employer Identification Number with the organization's FEIN.
   o Print form
   o Part II: Certification –**Physical Handwritten Signature** and Date. Digital signatures will not be accepted.
   o Scan the completed, hand-signed form as a PDF. You may take a picture with a camera or smart phone and save it on your computer. You will upload the PDF or picture during the registration process. Do not send this form to the IRS.

5. **Banking Information** for Electronic Funds Transfer (ACH-EFT).
   o Name of Financial Institution
   o Address of Financial Institution
   o Depositor Routing Number
   o Depositor Account Number
   o Name on Account
   o 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.**
   o **User Name** – Create 2-3 User Names. The MissouriBUYS system will reject User Names that have already been registered. One possibility is to use the contact person's first initial and last name. For example, jsmith for John Smith.
   o **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".

MissouriBUYS Registration Instructions

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.

- Go to https://missouribuys.mo.gov/registration.

- Scroll to the bottom of the screen for **General Disclaimer:** Check **Yes, I agree**.

Doing Business with the State of Missouri's State Agencies, Universities and Political Subdivisions

Welcome to the State of Missouri's Vendor Registration process. This registration will quickly allow you to get a username and password to view, as well as respond to, business opportunities issued by the State of Missouri's state agencies, universities, and political subdivisions.

Prior to starting the registration, please make sure to have the following information available:

- Organization's Taxpayer ID Number (TIN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Email Address
- ACH-EFT Payment Information
- Internal Revenue Service W-9 Form, Request for Taxpayer Identification Number (TIN) and Certification

Registration is a multi-step process with the opportunity to complete the following information:

- Organization Information
- Missouri Counties/Regions Served
- Diversity/Disadvantaged Business Classifications
  - Minority Business Enterprise (MBE)
  - Woman Business Enterprise (WBE)
  - Missouri Service-Disabled Veteran Business Enterprise (SDVE)
  - Disadvantaged Business Enterprise (DBE)
  - Airport Concessions Disadvantaged Business Enterprise (ACDBE)
- Emergency Purchase Vendor
- Organization Contact Information
- Commodity/Service Code Selection

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.

◁ Back   Next ▶

- **Organization Information**
  - Country – United States
  - Select *Parent/Holding Company*.
    (If you believe that your organization's structure is more appropriate for *Branch/DBA*, please read additional notes on page 5.)
  - Enter FEIN twice to ensure accuracy. (Do Not enter Social Security Number)
  - Enter Legal Name of Organization and Mailing Address. The legal name must match the Missouri Arts Council records AND the name on the W-9.
  - Select *Other: Federal Tax Exempt/Non Profit* for Type of Business

- **Internal Revenue Service W-9 Form and ACH-EFT Payment Information**
  - Select *Now* for Would you like to provide the information now or later.
    A new W-9 Form Request for Taxpayer Identification Number and Certification message will appear.

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

IRS Form W-9 or W-8
⊕ 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.

  - To attach your completed and signed W-9, click on **Add files** which will open a **Choose File to Upload** window on your computer. Once you have located the file containing your saved W-9 form, click on the file name, click **Open**, and your file will be attached. The window will close.

  - Once attached, the name of the file containing your completed, signed W-9 form will appear under the **Add files** button. If you've attached the wrong file, simply click on the circled **X** button

and the file will be deleted. Follow the same steps above to attach the correct file.

Note: You will not be able to click on or open your attached file during initial registration. Once registered, you will be able to log in to MissouriBUYS and edit your vendor profile/account. You will also be able to view the attached W-9 form
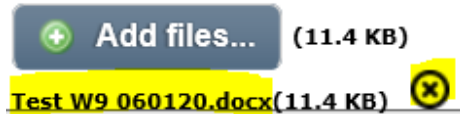
- o Once your W-9 Form is attached, you will be able to enter your ACH-EFT Payment Information. Click **Next** at the bottom of the **Organization Information** screen to continue. A **Confirmation** message will appear for you to verify your FEIN was entered correctly before proceeding.

- o Complete **Payment Routing Information** (ACH-EFT)

  - ACH will populate for the **Select Routing Type**.

  - Enter Financial Institution's name and address.

  - Enter Routing Number and Account Number twice to ensure accuracy.

  - Check box for **Verification of Accurate Information**.

  - Check box for **Authorization of Credit**.

  - Click **Save** button

- Select *Later* for **Missouri Counties/Regions Served**. (not required.)

- Select *Later* for **Diversity/Disadvantaged Business Classifications**. (not required.)

- Select *No* for **Would you like your company to be included on the State of Missouri's 24 hour Emergency Vendor List**.

- **Organization Contact Information.**
  - o Enter Contact person's name, phone (10 digits, no spaces or hyphens), and email address. Phone and email are entered twice to ensure accuracy.
  - o **User Name**. Enter the name that you have prepared. An error message will appear if your User Name is not unique. If this happens, use one of the alternative names that you created.
  - o **Password** – Enter the password twice to ensure accuracy.

- **Organization Payment Information** – This screen will populate with default settings. Do not change. Click **Next**.

- **Select Commodity/Service Codes.** Scroll to the bottom of list and select *Unknown (00000000)*. Once an UNSPSC code(s) is selected, it will appear on the screen under **Selected Categories**.

- Press **Process My Registration** button at the bottom of the screen.

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.

office equipment   [Search] [Clear Search]

Available Categories

☑ Office Equipment and Accessories and Supplies (44000000)
   ☐ Office machines and their supplies and accessories (44100000)
      ☐ Office machine accessories (44102900)
         ☐ Computer or office equipment cleaning kit (44102906)
         ☐ Cleaning solutions for office equipment (44102912)
☐ Building and Facility Construction and Maintenance Services (72000000)
   ☐ Specialized trade construction and maintenance services (72150000)
      ☐ Specialty building and trades services (72154000)
         ☐ General office equipment maintenance (72154066)
☐ Management and Business Professionals and Administrative Services (80000000)
   ☐ Business administration services (80160000)
      ☑ Office equipment rental or leasing services (80161800)

Selected Categories

☑ Office Equipment and Accessories and Supplies (44000000)
☐ Management and Business Professionals and Administrative Services (80000000)
   ☐ Business administration services (80160000)
      ☑ Office equipment rental or leasing services (80161800)

*denotes required fields.

[◄ Back] [Process My Registration ✓]

- **You have completed the first step in the process.** A Registration Confirmation will display on the screen and you will receive an email confirming submission of your vendor registration.

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

- **Second Step: Verbal Confirmation of your contact and banking information.** The state's Office of Administration Accounting Department will call or email (MissouriBUYS@mo.gov) for verbal confirmation of the contact and banking information in your MissouriBUYS registration.

  Please note that the caller will not identify that this is related to your Missouri Arts Council grant. The Office of Administration uses the MissouriBUYS system to register all businesses and organizations that do business with or receive grants from the State of Missouri. If you are uncertain about a caller, you can contact the Office of Administration Accounting Department directly by emailing MissouriBUYS@mo.gov or asking your Program Specialist.

- **Approval Process:** Processing can take 2 to 4 weeks. If approved, your organization will receive a confirmation email from MissouriBUYS@perfect.com. See sample email below.

From: **MissouriBUYS** <MissouriBUYS@proactis.com>
Subject: You have been approved by the Buying Organization MissouriBUYS
Powered by WebProcure

State of Missouri Approval Notification

JANE SMITH,
Please note that your organization Kansas City Dancers has been approved by the buyer organization State of Missouri.
This is an informational message only; you do not need to take any action.
If you are receiving this notification via FAX and would like to receive future notifications via email, please update your online profile with your email address.

Need Help?	
Support Team	**Mailing Address**
Monday through Friday	Proactis
8:00AM to 8:00PM EST (excluding holidays)	Attn: WebProcure Customer Support

- **Note:** 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, you can ignore the bidder information.

✱ Parent/Holding Company or Branch/DBA

In most cases, organizations will select **Parent/Holding Company**. Under some circumstances, **Branch/DBA** would be the more appropriate selection. For example, a department of city or county government or college/university where your organization is a child company or branch location of another entity.

If you register as a **Branch or DBA**, you will be required to enter a 9-digit Unique Branch Identifier, usually DUNS number. The DUNS number should match the profile in Missouri Arts Council's grant system.

If you have any questions about selecting **Parent/Holding Company versus Branch/DBA**, contact Joan White, Grants Manager.

MissouriBUYS Vendor Profile Management

It is the grant recipient's responsibility to keep its vendor profile and account information up-to-date. After MissouriBUYS registration is completed, grant recipients will be able to log in to MissouriBUYS and edit their vendor profile/account: Contacts; Address; W-9 Document; Users; and Payment Routing Information (ACH-EFT).

- For all changes, start by logging into 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 and the **Profile Administration** page will display.
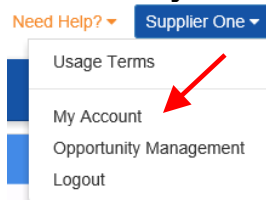
- Click the Save button at the bottom of the page to save any changes before leaving the page.

Change Address and Contact Person with "Edit Contact"

- Select the **Edit Main Org Info** option from the left-side menu tree and the **Main Information** page will display.

- Select **Edit Contacts**

- Enter new mailing address and/or contact person's information under **BOTH Main** and **Remittance Contacts**.

    o Changing the Remittance Contact automatically updates the "Payment/Remit To" address associated with your vendor record for the State of Missouri.

- When all modifications have been made for the **Edit Contacts** page, click **Save** to maintain the changes. Clicking **Reset** will return the changes to the previously saved information.

Change Legal Name with "Edit Contact" and "Organization Attachments"

- Select the **Edit Main Org Info** option from the left-side menu tree and the **Main Information** page will display.

- Select **Edit Contacts**

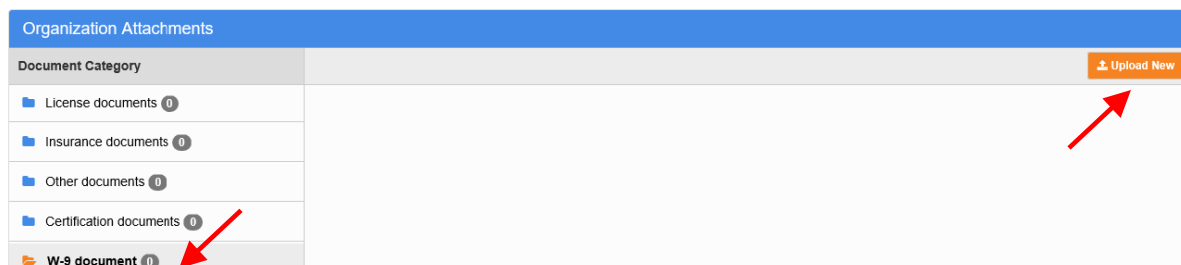- Enter the new legal name under **Main Contact**.

- When all modifications have been made for the **Edit Contacts** page, click **Save** to maintain the changes. Clicking **Reset** will return the changes to the previously saved information.

- Next, click on **Organization Attachments**.

- Click **W-9 Document**. Note: Only one W-9 form may be on file in this category. W-9 form cannot be moved or deleted; it can only be replaced.

- Click on the **Upload New** button to navigate to the local or network location of your completed and hand-signed W-9 form.

- The **Choose File to Upload** window opens. Select the file and click **Open**.

- The selected file will display on the **Organization Attachments** screen. A ❶ will appear next to W-9 document.

- Clicking on the uploaded file icon will populate the file name. Clicking on the file name or file icon will populate a dialog box.

- Click **Open** to view the document that was attached.

- When a new W-9 form, or another document, is uploaded, the following message will appear "Document upload successfully".

- Click Save at the bottom of the page to save any changes made before leaving the page.
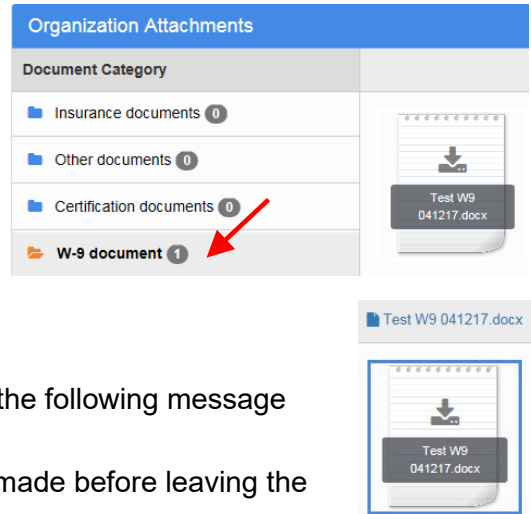
Add and Edit Users

An existing user(s) may be edited and/or a new user created under **Edit Users** in the menu by clicking on the plus sign to expand the options.

Edit Existing User

- Expand the **Edit Users** option in the menu and click on the User's name under **Edit User**. The User's profile will populate. All fields are available for modification except the Login/User Name.

Delete User

- When staffing changes occur, the administrator can suspend rather than delete a user. To remove a user, click on the user's name under **Edit Users**. Scroll to the bottom of the **User Information** screen and click **Delete User**. A confirmation message will display:

You have requested to delete the following user:
Name: Jane R Smith
Login: janersmith

Confirm Deletion   Cancel

To proceed with removing the user from the WebProcure system, click **Confirm Deletion**. A 'Successfully deleted user' message will appear on the screen. To cancel the deletion process and keep the user's profile in the system, click **Cancel**.

Add New User

- To add a new user to your vendor profile, click on **Add New User** under **Edit Users** in the menu.

- **The User Information** page will open. The required fields are noted with an asterisk (*). Enter all of the contact information.

- User Access and Status settings:

  o **Required Password Change on Next Login.** This is selected by default. When the new user logs into MissouriBUYS successfully for the first time, the user will be prompted to create a new password.

  o **Locked Out.** The **Unlocked / Locked Out** toggle switch identifies whether the user is currently locked out of the system or allowed to login again.

- o **Suspended / Authorized.** This toggle switch controls the user's authority. A Suspended status will also occur automatically after five unsuccessful login attempts.

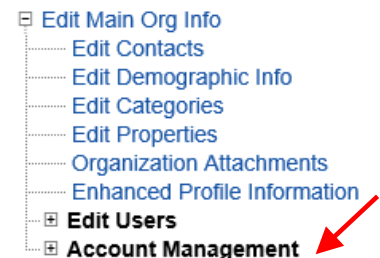|	
Require Password Change on Next Login	☑
Locked Out	Unlocked
Suspended / Authorized	Authorized

- ▪ User Name and Password.

  - o **User Name** – Create 2-3 User Names. The MissouriBUYS system will reject User Names that have already been registered. One possibility is to use the contact person's first initial and last name. For example, jsmith for John Smith.

  - o **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".

- ▪ Permissions. Check the box to assign "General" permissions to the new user. Ignore the other sections. They do not apply to Missouri Arts Council grant recipients.

  - o **Access to Account Management**. Allows users to access the Account Management area to manage buying organization relationships.

  - o **Access to Edit Organization's Information.** Allows users to access Profile Management and perform edits to the organization's main profile and the user profiles.

- ▪ Click the orange **Save** button to complete the process. The page will refresh to display a Status field (Active by default).

Update or Delete ACH-EFT Information

Please notify your MAC Program Specialist when changing bank information.

Update ACH-EFT

- ▪ To update your **ACH-EFT Information**, you will first be required to enter the previously saved bank information.

- ▪ To access your ACH-EFT Information, click the + symbol to expand the **Account Management** option from the menu tree.

- ▪ Click the + symbol to expand the **State of Missouri** option.

- ▪ Select **Payment Routing**

  ☐ Edit Main Org Info
  ——— Edit Contacts
  ——— Edit Demographic Info
  ——— Edit Categories
  ——— Edit Properties
  ——— Organization Attachments
  ——— Enhanced Profile Information
  ⊞ **Edit Users**
  ⊞ **Account Management**

- ▪ Click the Update button (left image) and a window will open (right image).

ACH Information

Name of Financial Institution : Bank

Address of Financial Institution
Main Street
Jefferson City, MO 65101 United States

Depositor Routing Number : xxxxxxxxx

Depositor Account Number : xxxxxxxxx

Name on Account : xxxxxxxxxxx

Type of Account : Checking

[Update] [Delete]

To update your ACH-EFT payment information, you must provide your currently saved banking information data

Depositor Routing Number

Depositor Account Number

[Submit]

- ▪ In the open window, enter in the previously saved Depositor Routing Number and Depositor Account Number and click **Submit**. If the information matches your records, you will be able to edit your ACH-EFT information.

  - o If the information does not match, an error message will display. For example, "The routing number you entered was not valid. Please try again." If you are unable to enter matching information, email MissouriBUYS@mo.gov for assistance. **Do not include any of your**

banking information in the email.

- Enter your new account information: Bank name, bank complete address, routing number (twice), account number (twice), name on the account, and account type (checking or savings).

- Check the **Verification of Accurate Information** box.

- Check the **Authorization of Credit** box.

- Click the **Save** button at the bottom of the page to save any changes before leaving the page.

- **Verbal Confirmation of your updated banking information.** The Missouri Office of Administration (OA) Accounting Department may call or email (MissouriBUYS@mo.gov) for confirmation of the banking information. Please note that the caller will not identify that this is related to your Missouri Arts Council grant. MissouriBUYS registers all companies that do business with or receive grants from the State of Missouri. If you are uncertain about a caller, contact OA Accounting Department directly by emailing MissouriBUYS@mo.gov.

- There is a 10-business day processing period for changing bank information.

Delete ACH-EFT

- If necessary, ACH Information may be completely removed from the system.

- Click Delete on the ACH Information screen. The following window opens:

- As an added layer of security, you will be asked to re-enter your saved Depositor Routing Number and Depositor Account Number to proceed with deletion. Click Submit.

To update your ACH-EFT payment information, you must provide your currently saved banking information data

Depositor Routing Number

Depositor Account Number

Submit

- If the information does not match what is currently saved in the system, an error message will display, advising you that invalid details were entered.

Unable to remove the Payment Routing Information due to invalid details.

- If the currently saved information is entered correctly, the following success message will display:

Payment Routing Information has been removed successfully.

GRANTS\GRANT SUPPORT DOCUMENTS   Revised 11/15/2023
Based on Condensed Vendor Registration Instructions (Updated 8/26/2022) and Vendor Profile Management for Vendor / Supplier Portal (Updated 2/14/2023)

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