



# Electronic Bidding Supplier Registration Guide How to Register

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Access the University of Central Missouri's Electronic Bidding system through the ebid website at  
<https://ucmo.edu/procurement/ebid.cfm>

## Welcome to UCM's eBidding!

<p><b>Need to Register?</b></p> <p><a href="#">Supplier Registration</a></p> <p><a href="#">Supplier Registration Guide</a></p> <p><a href="#">FAQ's</a></p> <p><a href="#">Supplier Quick Tutorial</a></p> <p><a href="#">Browser Requirements</a></p>	<p>Login <input type="text"/></p> <p>Name:</p> <p>Password: <input type="password"/></p> <p>Submit</p> <p><a href="#">Forgot Your Username/Password?</a></p>
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**Step 1:** Click on the Supplier Registration Link.

Read through the Terms and Conditions and click on the Accept Terms & Conditions button.

## Terms and Conditions (Step 1 of 7)

University of Central Missouri herein after referred to as University Web Site (Online

The University's online sourcing application is powered by software provided by Ion V

Only individuals with the authority to accept this agreement and abide by its Terms

The content and solicitations of this system are intended for the sole use of authoriz

In order to use this site, user's browser must support JavaScript, allow Popup Wind

Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking software

Trusted Site: User agrees to make this site a "trusted" site in user's browser's inter

Use of Spam Filters: User agrees to enable the delivery and acceptance of all emai

USING THE UNIVERSITY'S ONLINE SOURCING WEB SITE APPLICATION:

The following terms and conditions apply to user's use of any part of this online sou

Cancel Registration

Accept Terms & Conditions

**Step 2:** Complete the Company Information. (All fields with a red asterisk are required). Click Next.

## Company Information (Step 2 of 7)

*\* indicates a required field*

Company Information	
* Company Name	<input type="text"/>
Legal Name	<input type="text"/>
* Organization Type	-- Select --
Formation Date (mm/dd/yyyy)	<input type="text"/>
Formation State	-- Select --
* Tax ID Number (no dashes)	<input type="text"/>
DUNS (no dashes)	<input type="text"/>
Website	<input type="text"/>
Company Description	<div><div></div></div>
Annual Gross Sales	-- Select --
Number of Employees	<input type="text"/>
* Excluded from Federal Procurement	-- Select --
Previous	Cancel Registration
Next	

**Step 3:** Complete the Address Information. (All fields with a red asterisk are required).

Note: If remittance address and/or correspondence address is the same as the primary address, please click the blue "Same as Primary Address" link for each section. Click Next.

## Address Information (Step 3 of 7)

*\* indicates a required field*

### Primary Address (Required)

* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	<input type="text"/>			
* Zip	<input type="text"/>			
* Country	<input type="text"/>			
* Phone	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Remittance Address (Required)

[Same as Primary Address](#)

* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	<input type="text"/>			
* Zip	<input type="text"/>			
* Country	<input type="text"/>			
* Phone	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Correspondence Address (Optional)

[Same as Primary Address](#)

* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	<input type="text"/>			
* Zip	<input type="text"/>			
* Country	<input type="text"/>			
* Phone	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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[Cancel Registration](#)

[Next](#)

**Step 4:** Complete the Vendor Classification, if applicable. Click Next.

## Vendor Classification (Step 4 of 7)

*\* indicates a required field*

### Special Classifications

#### Special Classifications

☐

Small Business Enterprise

As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>

☐

Minority Business Enterprise

Entities that are at least 51% owned and/or controlled by one or more minority persons

☐

Women's Business Enterprise

Entities that are at least 51% owned and/or controlled by women

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Cancel Registration

Next

**Step 5:** Select all applicable vendor commodities, click on the blue “Add or Remove Selections” link. Some solicitations may be sent to vendors automatically based on the Commodity Code(s) selected.

## Vendor Commodities (Step 5 of 7)

*\* indicates a required field*

### Commodity Codes

**\* Commodities** **\*Warning\* No commodity codes selected. This may prevent you from being notified of new event opportunities.**

[\[Add or Remove Selections\]](#)

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Cancel Registration

Next

A pop-up screen will appear; click the commodity header section and click “Select” for any commodities that pertain to your business. You can remove commodities selected in error by clicking on “Delete”. Once finished, click on “Save Selections” and you will go back to the Vendor Commodities Screen where you will click on “Next” to proceed to the next section.

[\[Search\]](#)

[\[Save Selections\]](#)

[\[Expand All\]](#) [\[Collapse All\]](#)

**Selected Commodities:**

[\[Save Selections\]](#)

#### Commodities

[+ Audio and Visual](#)

[+ Building Maintenance](#)

[+ Construction and Contracting](#)

[+ Domestic](#)

[+ Entertainment and Arts](#)

[+ Environmental](#)

[+ Farming, Forestry, Live Plant and Animal, Marine, Mineral, Mining, Oil and Gas, and Wildlife](#)

[+ Food and Beverage](#)

[+ Furniture and Furnishings](#)

[+ Industrial and Manufacturing](#)

[+ Instructional and Education](#)

[+ Medical and Health](#)

[+ Office and Business](#)

[+ Professional Services](#)

[+ Power and Energy](#)

[+ Security, Public Order and Safety](#)

-  [Sports and Recreation](#)
-  [Technology](#)
-  [Transportation](#)

**Step 6:** Complete Primary User Information. This must be someone authorized to sign solicitation responses. Note: No spaces are allowed in the user name. Password must contain at least 8 characters (1 number and 1 letter). Click “Next” when finished.

## User Information (Step 6 of 7)

*\* indicates a required field*

### Primary User Information

<b>Prefix</b>	<input type="text" value="[Select Prefix]"/>			
<b>* First Name</b>	<input type="text"/>			
<b>Middle Name</b>	<input type="text"/>			
<b>* Last Name</b>	<input type="text"/>			
<b>Title</b>	<input type="text"/>			
<b>* Email</b>	<input type="text"/>			
<b>* Email Confirm</b>	<input type="text"/>			
<b>Phone</b>	<b>Country</b>	<b>Area</b>	<b>Number</b>	<b>Ext</b>
	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Fax</b>	<b>Country</b>	<b>Area</b>	<b>Number</b>	<b>Ext</b>
	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>* User Name</b>	<input type="text"/>			
<b>* Password</b>	<input type="text"/>			
<b>* Password Confirm</b>	<input type="text"/>			
<b>* Time Zone</b>	<input type="text" value="[Select Time Zone]"/>			
<div> <input type="button" value="Previous"/> <input type="button" value="Cancel Registration"/> <input type="button" value="Next"/> </div>				

**Step 7:** Review information and make any necessary changes by clicking the [Edit] link on the right of the page for each section. If the information is correct, click “Submit Registration” button on bottom of the page. The Primary User will receive a confirmation email including Username and Password once the registration has been approved.

### Contact Information:

Please send any questions/comments to: [procurement@ucmo.edu](mailto:procurement@ucmo.edu)

Registration is required to gain access to the electronic bidding system and submit responses. We suggest completing your registration at least five (5) days prior to closing date of a solicitation to allow adequate time for reviewing and submitting your proposal prior to the solicitation deadline to ensure all required responses have been completed. Incomplete responses will be rejected by the system.