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**LOGIN** to the King County **Supplier Portal**

The procurement system has **specific software requirements** for users. Please ensure you meet the minimum requirements now in preparation for the new system coming Fall 2020. Require minimum native screen resolution of 1280x1024 and one of the supported browsers below:

- Apple Safari 10+
- Google Chrome 60+
- Microsoft Edge 40+
- Mozilla Firefox 52+

*Use of Microsoft Internet Explorer is not supported.*

All suppliers requesting a user account during the registration process will receive a welcome email with their username and a password reset prompt. Once the password is reset, the supplier contact can login to the portal using their username and new password.

**NOTE:** There are four role options when setting up a supplier contact, information viewed is determined by the role assigned. Refer to the Role Matrix on the next page for additional information.

**Supplier Portal** tile contains tasks assigned based on the user role.

**Set Preferences** tile, set the appropriate time zone;

- **IMPORTANT** for **accurate knowledge of bid expiration**.

**Worklist** tile provides transactional information.

**Social** tile is not used in King County.
Supplier Portal Dashboard – This is the home page sometimes referred to as the springboard. The tasks available on this page depend on the role assigned to the user. (See Roles below)

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Supplier Self Service Administrator KC</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Supplier Self Service Clerk KC</td>
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<tr>
<td>Supplier Rider KC</td>
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<tr>
<td>Supplier Sales Rep KC</td>
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</tr>
</tbody>
</table>
Select **Manage Profile** to view the list of editable profile options: *Organizational Details, Addresses, Contacts, Payments, Business Classifications, and NAICS Codes.*

To create a Change Request for any of the profile options:

1. Select **Edit**
2. A warning message is displayed, select **Yes** to continue.
3. Enter the **Change Description** (i.e. Profile Changes)
4. Select the profile option(s) to make edits (multiple profile options can be edited in one session)
5. Select **Review Changes**
6. **Submit**

**NOTE:** The Change Request may be **Cancelled** or **Deleted** at any time prior to submitting.

- Multiple profile options can be edited in one Change Request
- A request must be processed before a new one can be opened
Enter the purpose for the change(s) - this will facilitate tracking.

Make the desired changes in the boxes provided.
IMPORTANT: The Supplier must provide a completed KING COUNTY (KC) SUBSTITUTE W9 to receive payments. Click the form below to download a copy of the KC-W9.

A. If no KCW9 has been attached, None will be displayed next to Attachments. Click + to add a KC-W9

B. A previously loaded KC-W9 will show next to Attachments. To delete the entry, click X.

Be sure to Review and Submit
Select the appropriate icon to Add or Edit address(s)

**IMPORTANT:** At least one Address Purpose must be selected; select all purposes that apply.

*(Cannot delete the only address until a new address has been entered)*

Be sure to Review and Submit
To Edit an existing Contact
Select the contact to update. Click the Edit Icon to open a box to make changes to the highlighted contact.

**Be sure to Review and Submit**

**IMPORTANT:** Roles cannot be added to a contact that does not have a User Account. To add roles:

1. A Change Request must first be entered and approved to add a User Account to the contact.
2. The Administrator may then create a new Change Request to add role(s).
To Create a new Contact

Select the Plus Icon (+) to open a box to fill new contact information.

Click Actions dropdown to select from existing addresses.

If the Contact requires a user account a Role must be assigned.

To assign the roll click the select and add icon. An additional window of options will open. Select and apply the roles until all desired roles are added.

NOTE: if the contact does not require system access there is no need to request a user account.

IMPORTANT: Always check the box to request a User Account when creating contacts that require system access and login.
Add or change **Payment Methods** or US Bank Accounts.

**NOTE:** When creating a new Bank Account all entries with an asterisk are required and the **Account Type** must be noted (checking or savings). All account information will be verified prior to becoming Spend Authorized.

If the Bank is not listed contact: procurement.web@kingcounty.gov

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**Enter the purpose for the change(s) - this will facilitate tracking**

**Click the Actions drop down to set the Default payment Method**

**Be sure to Review and Submit**
1. Select **Bank Accounts**
2. Select **Add** or **Edit** (to edit an existing bank account from the list of accounts must be selected)
3. Make the appropriate entries
4. Select **Create Another** for multiple bank accounts or select **OK** to save and continue

*Be sure to Review and Submit*
To add a new Business Classification(s)

1. Select
2. Open the drop-down menu from the Classification box
3. Make the appropriate selections

**NOTE:** All Business Classification lines started must be completed. Delete the line if not needed.

*Be sure to Review and Submit*
To add new NAICS Codes

1. Open the Select and Add window
2. Search for the Numerical Category Name or the Description
3. **Select all that apply** (You will only be invited to participate in solicitations that match the NAICS Codes assigned to your business)
4. Select Apply and OK

For help identifying the appropriate NAICS Codes for your business go to:

https://www.naics.com/search

OR

NAICS Quick Reference
Complete the Change Request

1. Select **Review Changes** when the final update is made
2. Select **Submit** (or return and Edit Changes)
3. A **Confirmation** will popup
4. Select **OK** on the Confirmation
5. Select **Done**
6. The Change Request is submitted pending approval

**IMPORTANT:** You must log out of the Supplier Portal to process any updates or changes made to the Company Profile.

A confirmation message is displayed – Click OK (see below).