



# King County

## Supplier Profile Maintenance User Guide

*This guide will cover:*

- *How to Maintain your Supplier Profile*
  - *Sign In*
    - *Set Preferences (Time Zone)*
  - *Change Request General Information*
  - *Complete a Company Profile Change Request*
    - *Organization Details*
    - *Tax Identifiers*
    - *Addresses*
    - *Contacts*
    - *Payments*
    - *Business Classifications*
    - *NAICS Codes*
    - *Review and Submit Change Request*

## 1 Sign In

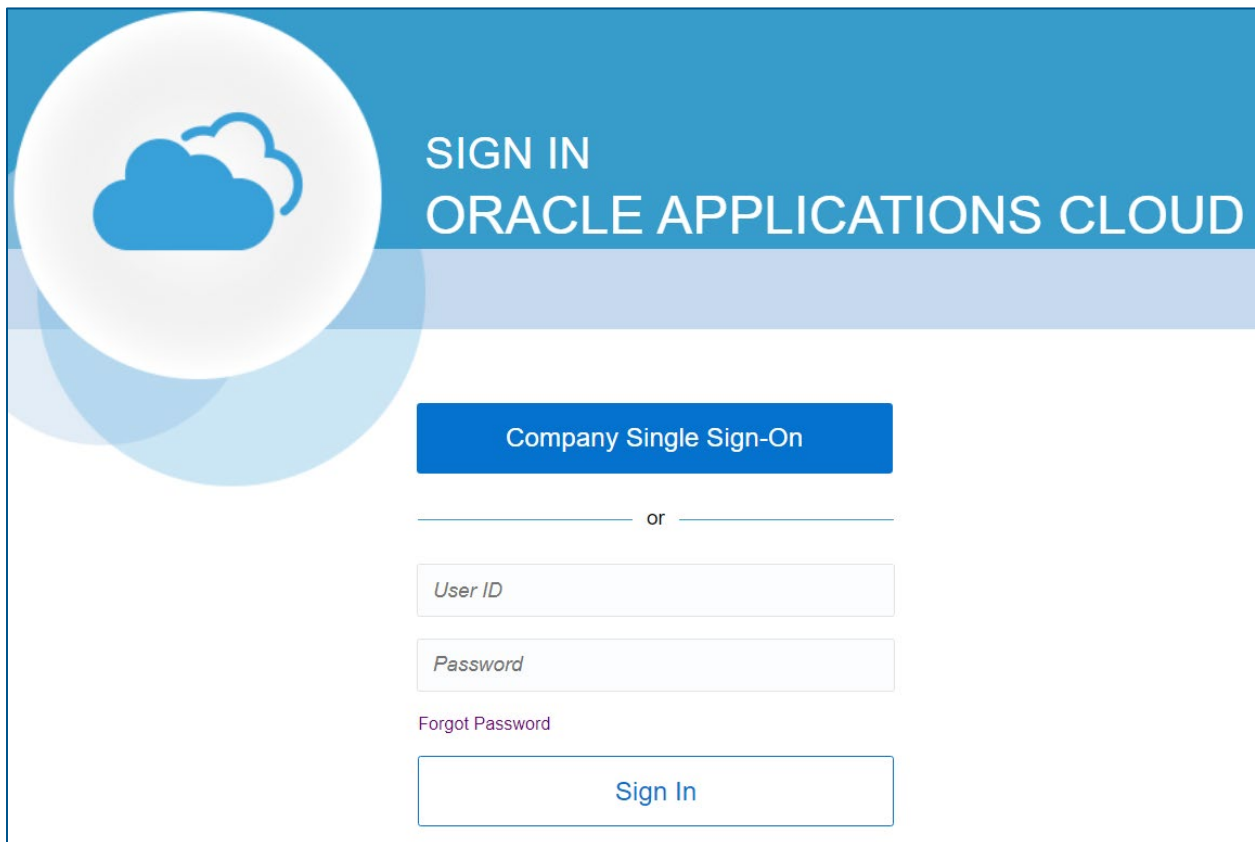
- Go to the [E-Procurement Supplier Portal](#). The “Sign In” page will display. Enter your “User ID” and “Password,” then click “Sign In.”



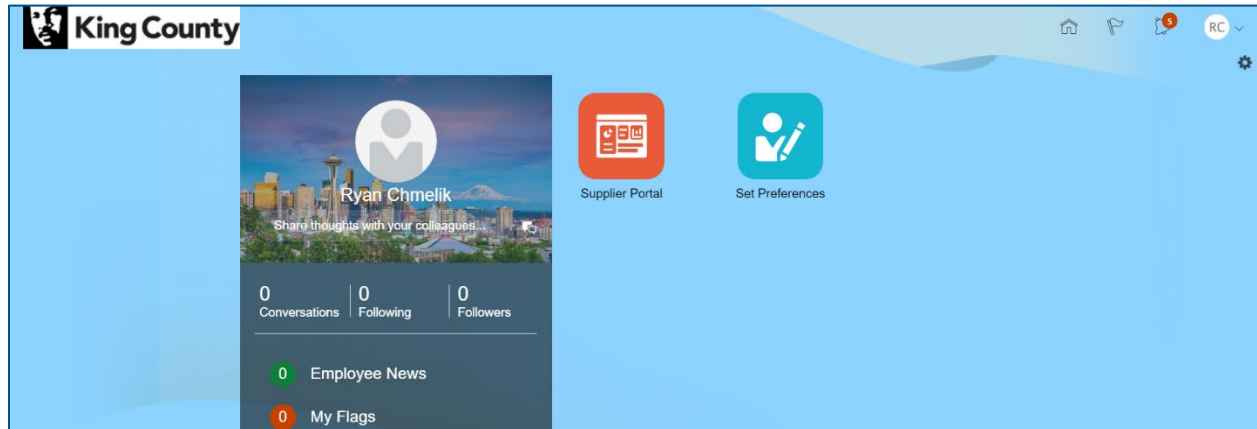
Note: use supporting web browsers: Mozilla Firefox, Google Chrome, Microsoft Edge, and Apple Safari.



Note: do not use the “Company Single Sign-On” option.

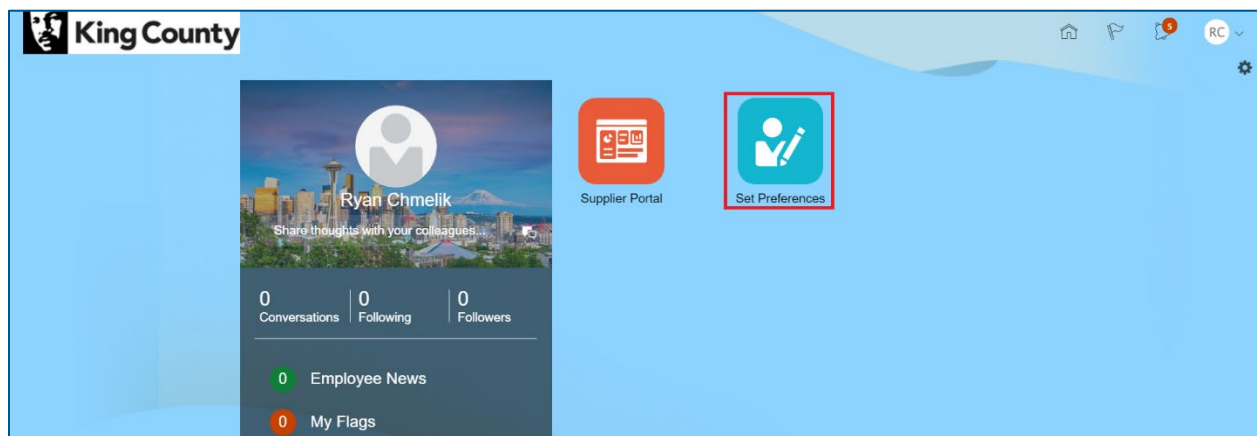
The image shows the Oracle Applications Cloud Sign In page. On the left, there is a large white circle containing a blue cloud icon. To the right of this, the text "SIGN IN" and "ORACLE APPLICATIONS CLOUD" is displayed in white on a blue background. Below this header, there is a blue button labeled "Company Single Sign-On". Underneath the button, there is a horizontal line with the word "or" in the center. Below the line, there are two input fields: the first is labeled "User ID" and the second is labeled "Password". Below the "Password" field, there is a link labeled "Forgot Password" in purple. At the bottom, there is a large white button labeled "Sign In" with a blue border.

- The home page will display.

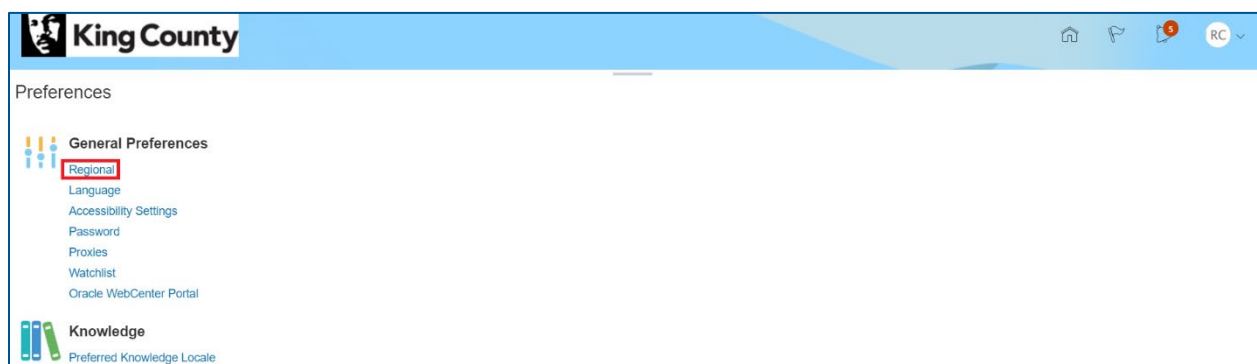


## Set Preferences

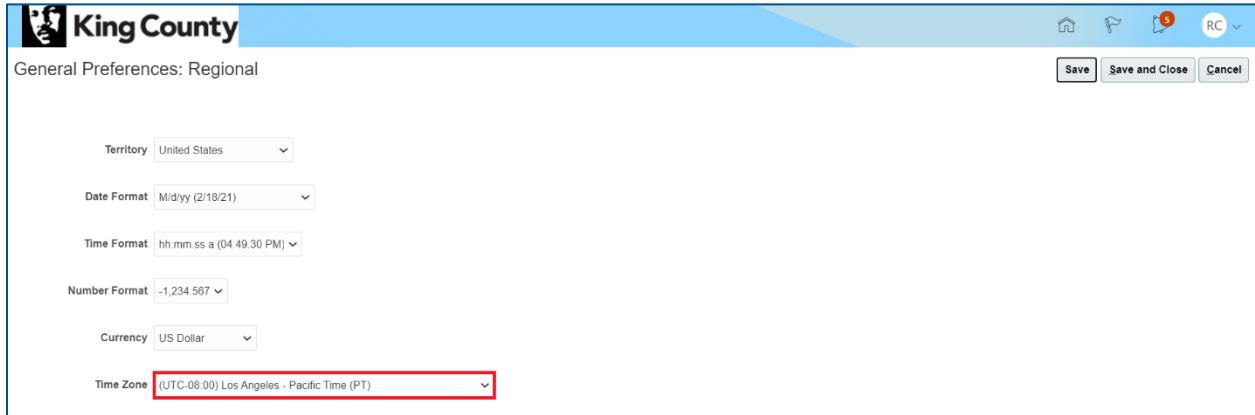
- Click the “Set Preferences” tile.



- The “Preferences” page will display, under the “General Preferences” section, click on the “Regional” link.



- The “Regional” page will display, click the “Time Zone” drop down and select your appropriate time zone.



King County

General Preferences: Regional

Save Save and Close Cancel

Territory United States

Date Format M/d/yy (2/18/21)

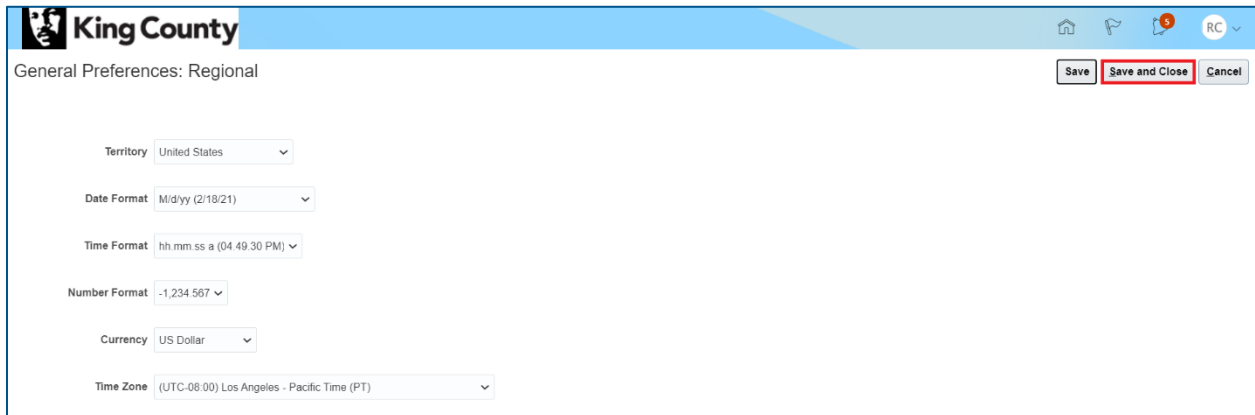
Time Format hh:mm:ss a (04:49:30 PM)

Number Format -1,234,567

Currency US Dollar

Time Zone (UTC-08:00) Los Angeles - Pacific Time (PT)

- In the upper right corner, click “Save and Close” when complete.



King County

General Preferences: Regional

Save Save and Close Cancel

Territory United States

Date Format M/d/yy (2/18/21)

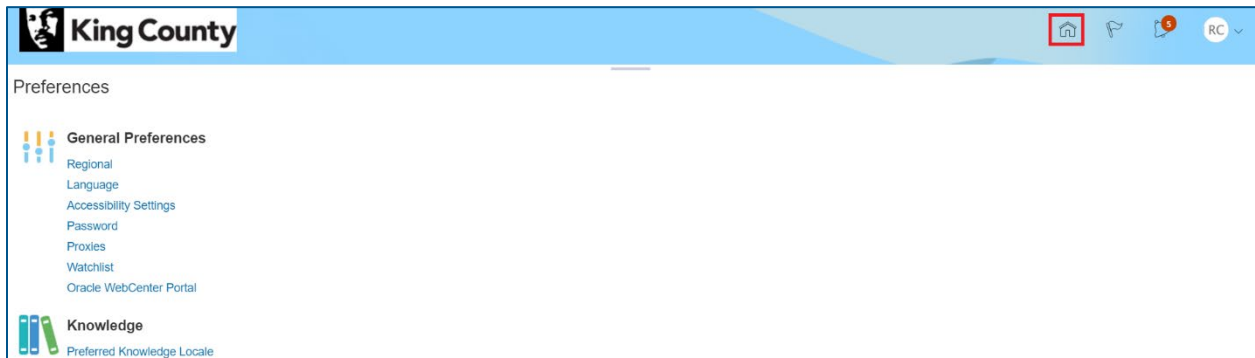
Time Format hh:mm:ss a (04:49:30 PM)

Number Format -1,234,567

Currency US Dollar

Time Zone (UTC-08:00) Los Angeles - Pacific Time (PT)

- In the upper right corner, click the home icon to return to the home page.



King County

Preferences

General Preferences

- Regional
- Language
- Accessibility Settings
- Password
- Proxies
- Watchlist
- Oracle WebCenter Portal

Knowledge

- Preferred Knowledge Locale

## 2 Change Request General Information

- Multiple profile options can be edited in one Change Request. Change requests can be submitted under any tab – make sure to review and submit. A request must be processed before a new one can be opened.



Note: Suppliers are assigned one of two status': Prospective or Spend Authorized.

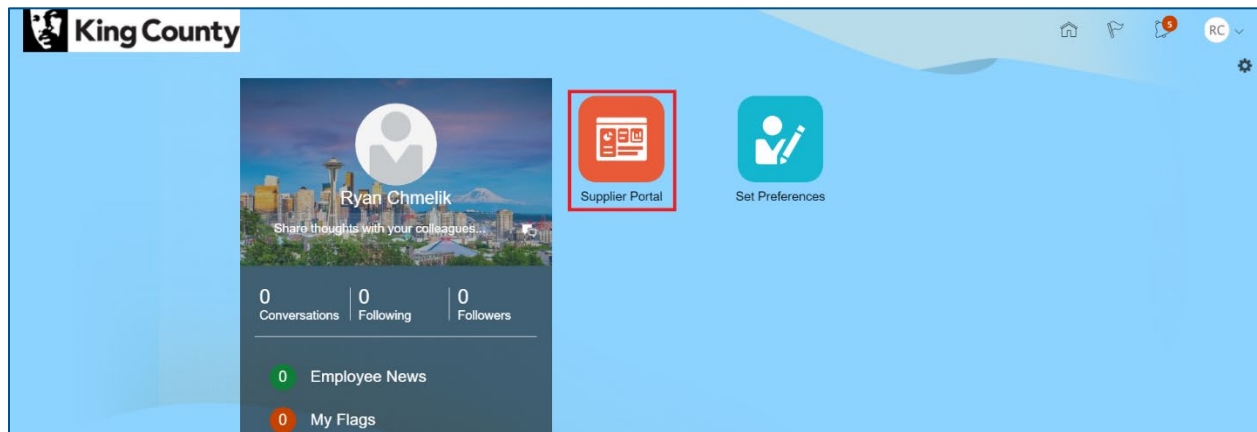
A **Prospective** supplier has access to County solicitations, can respond to solicitations and questionnaires but has not been authorized to receive payment from King County.

A **Spend Authorized** supplier has access to County solicitations, can respond to solicitations and questionnaires, and is authorized to receive payment from King County.

Prospective supplier profile change requests do not require approvals by King County. Only spend authorized suppliers require approvals when a supplier submits a change request to their profile.

## 3 Complete Company Profile Change Request

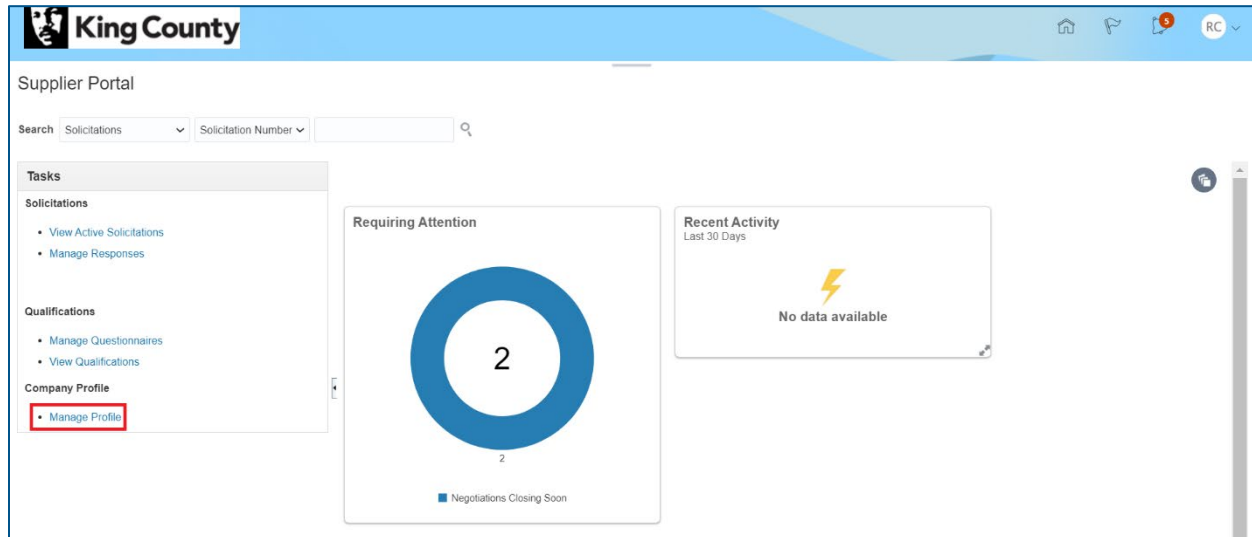
- Click the “Supplier Portal” tile.



- In the “Company Profile” section, under “Tasks,” click on the “Manage Profile” link.



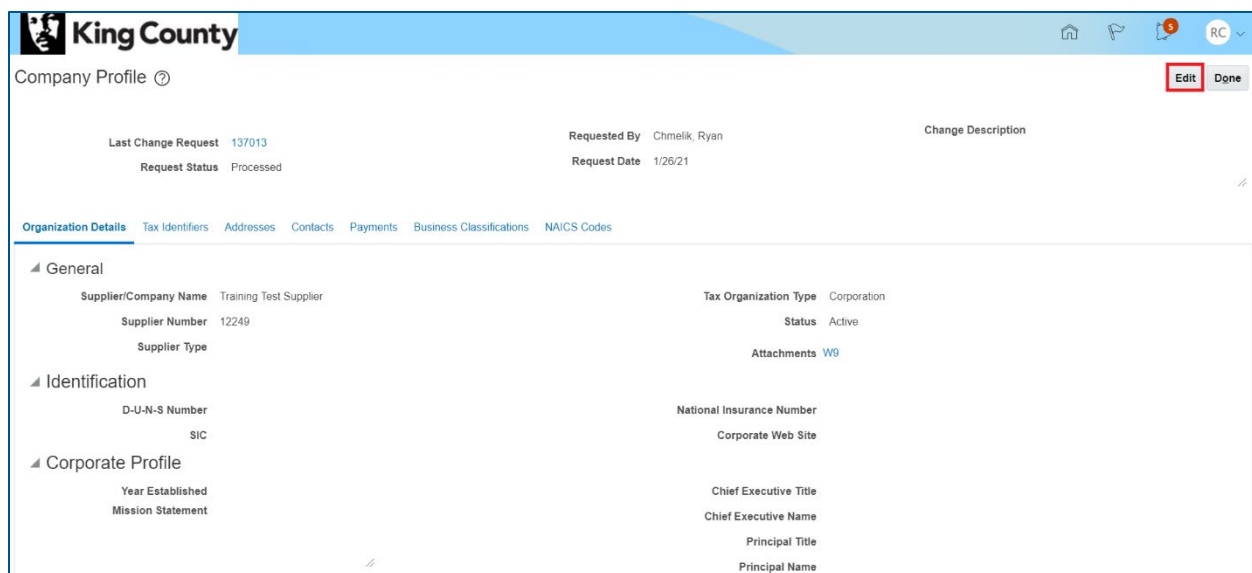
Note: user interface and options will vary depending on users' roles.




- The “Company Profile” page will display. Click the “Edit” button in the upper right corner to edit company information. The action to edit a tab can be done on any of the tabs.



Note: the supplier information in “Company Profile” is the same information entered during Supplier Registration.




- A warning message will display, click “Yes.”

 **Warning**
✕

Making edits will create a change request for the profile. Do you want to continue?

Yes
No

- **IMPORTANT:** The “Edit Profile Change Request” page will appear. The page must be refreshed to see the editable fields; click on any of the available tabs to refresh the page.

 **King County**
Home
Flag
1
ST

Edit Profile Change Request: 599034

Delete Change Request
Submit Changes
Cancel


Change Description

Organization Details
Tax Identifiers
Addresses
Contacts
Payments
Business Classifications
NAICS Codes

Payment Methods
Bank Accounts

## Organization Details

- Click the “Organization Details” tab, enter or change supplier information as needed.

 **King County**
Home
Flag
8
TT

Edit Profile Change Request: 388028

Delete Change Request
Submit Changes
Cancel

Change Description

Organization Details
Tax Identifiers
Addresses
Contacts
Payments
Business Classifications
NAICS Codes

**General**

\* Supplier/Company Name
test

Supplier Number
14584

Supplier Type
Non-Profit

Tax Organization Type
Corporation

Status
Active

Attachments
IRS W9

**Identification**

D-U-N-S Number

National Insurance Number

- It is required to attach a completed IRS W-9 form before a supplier can be authorized to receive payment from King County.



Note: an up-to-date IRS W-9 is required to be a Spend Authorized Supplier.

- If you need to attach a W-9, click the plus “+” icon next to “Attachments” to attach a completed IRS W-9.

- The “Attachments” pop-up will appear. Click “Choose File” and select the completed IRS W-9 form. Optionally, enter a “Title” and “Description.” Click “OK” when complete.

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	<a href="#">Choose File</a> No file chosen			John Doe	3/29/21 11.27
File	naics-quick-reference.pdf	Test W9		anonymous	3/25/21 01.30



- Once the IRS W-9 form is attached, the attachment link will appear.

Edit Profile Change Request: 388028 Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes

General

\* Supplier/Company Name  Tax Organization Type

Supplier Number  Status

Supplier Type  Attachment IRS W9 + x

## Tax Identifiers

- Click the “Tax Identifiers” tab; update the supplier information as needed.

King County Home Flag 8 TT ▼

Edit Profile Change Request: 388028 Delete Change Request Submit Changes Cancel

Change Description

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications NAICS Codes

Income Tax

Taxpayer Country  Tax Reporting Name

Taxpayer ID  Verification Date

☐ Federal reportable

Federal Income Tax Type

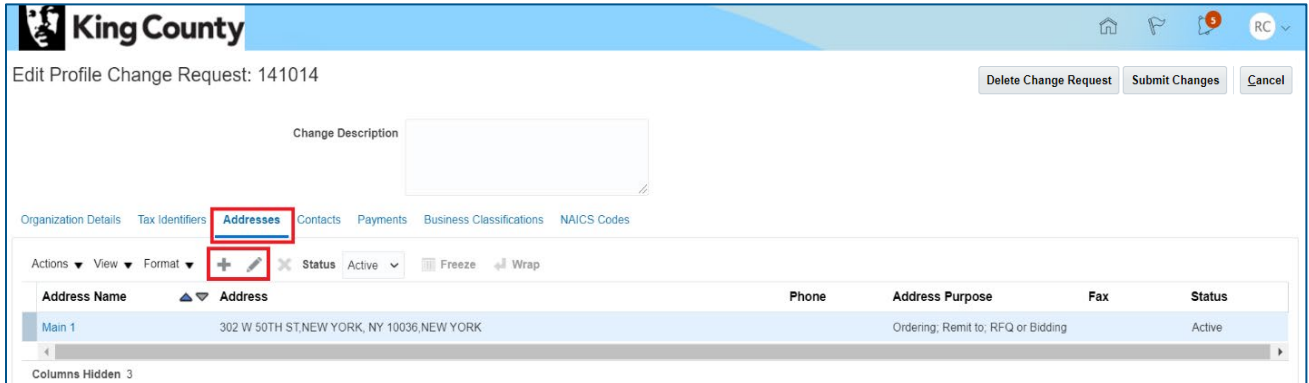
Transaction Tax

Tax Country  Tax Registration Type

Tax Registration Number

## Addresses

- Click the “Addresses” tab. Click the pencil icon to edit an existing address (select the plus “+” icon to add a new address).



King County

Edit Profile Change Request: 141014

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications NAICS Codes

Actions View Format + ✕ Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Main 1	302 W 50TH ST, NEW YORK, NY 10036, NEW YORK		Ordering, Remit to, RFQ or Bidding		Active

Columns Hidden: 3



Note: at least one “Ordering” and one “Remit to” address is required to be a Spend Authorized Supplier.

The Ordering address must be a physical address (PO boxes are not accepted).

Entering the phone number for each address will allow for anti-fraud validations by the County.

When being promoted to a Spend Authorized Supplier, King County may reformat your address to meet USPS delivery standards.



Note: Additional Information is used to streamline approval process.

Select your preferred method of communicating purchasing documents and indicate if the address is your organization’s tax reporting address.

- The “Edit Address” pop-up will display, enter the appropriate address and additional information, click “OK” when complete.

**Edit Address: Test** ✕

**\* Address Name**

**\* Country**  ▼

**\* Address Line 1**

**Address Line 2**

**Address Line 3**

**City**

**State**

**\* Postal Code**  ▼

**County**

**\* Address Purpose** ☒ Ordering  
☒ Remit to  
☒ RFQ or Bidding

**\* Phone**  ▼

**Fax**  ▼

**Email**

**Inactive Date**

**Status**

**Additional Information**

To streamline the approval process, please enter the following information.

Select your preferred method of communicating purchasing documents.  ▼

If email/fax is different from above, enter an alternate value.

**\* Is this address your organization's tax reporting address?**  ▼

**OK** **Cancel**

To be an approved supplier with King County, you must add at least one Remit to and one Ordering address.

- Click the “Contacts” tab.

**King County** SA ▼

Edit Profile Change Request: 74001 Delete Change Request Submit Changes Cancel

**Change Description**

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications NAICS Codes

Actions ▼ View ▼ Format ▼ + ✕ Status Active ▼ Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Admin, Supplier		kctestsupplier@gmail.com		✓	✓	Active
Bidder, Supplier	Bidder	kctestsupplier1@gmail.com			✓	Active

- Highlight the desired contact, click the pencil icon to edit an existing contact (select the plus “+” icon to add a new contact).
- **For contacts previously created, a phone number is requested.** Select the "Edit" option to enter a phone number. This will allow for anti-fraud validations by the County.

King County

Edit Profile Change Request: 74001

Change Description: Address Change

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications NAICS Codes

Actions View Format + [Pencil Icon] Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Admin, Supplier		kcctestsupplier@gmail.com		✓	✓	Active
Bidder, Supplier	Bidder	kcctestsupplier1@gmail.com			✓	Active

- The “Edit Contact” pop-up will display.



Note: The amount of access to the supplier profile is dependent on the “Administrative contact” and “Request user account” checkbox.

“**Administrative contact**”- only an Administrative Contact can modify all users and supplier profile values once the supplier is registered and gains access to the Supplier Portal.

“**Request user account**”- creates user account in the Supplier portal (checking only Administrative Contact will not create a user account in the Supplier Portal).

Edit Contact: Jane Doe

Salutation

\* First Name
Jane

Middle Name

\* Last Name
Doe

Job Title

☒ Administrative contact

\* Phone
1
123
456-7890

Mobile

Fax

Email
Test@GMAIL.COM

Status
Active

Contact Addresses

Actions
View
Format
Freeze
Detach
Wrap

Address Name	Address	Phone	Address Purpose	Status
Test	401 5TH AVE, SEATTLE, WA 98104, KING		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

Account Status
Active

User Name
XYZTEST1ABC0126@GMAIL.COM

Roles
Data Access

Click Actions then Select and Add to provide contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions
View
Format
Freeze
Detach
Wrap

Role	Description
Supplier Bidder KC	Responds to invitations to bid, requests for proposals, requests for qualifications, requests for information, and supplier qualifi...
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating supplier profile information and creating user accounts to gra...

OK
Cancel

- To add an additional role(s) to a contact, on the "Roles" tab, click the "Select and Add" icon.



Note: role(s) added will only be added to the specific contact you have open in the “Create Contact” window.

### User Account

To gain access to the King County E-Procurement Supplier Portal, a user account is required. Please check the option below to request a user account for this contact.

Account Status Active ▾

User Name

[Roles](#) [Data Access](#)

Click Actions then **Select and Add** to provide contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions ▾ View ▾ Format ▾ ✕ **+** Freeze Detach Wrap

Role	Description
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating supplier profile information and creating user accounts to gra...

- The "Select and Add: Roles" pop-up will display, highlight the desired role(s), click "Apply" and then click "OK" when complete.
- Below is a matrix of the roles and the access it grants you

Supplier Roles	View Company Profile	View Company Tax Details	Update Company Profile	Request New Contact/ User	Maintain Contacts/ User	Respond to Qualification Questionnaire	View Company Bank Details	Create/ Update Bank Details	View/ Participate in Solicitations	View/ Download Contract Terms	Access Portal Overview/ Summary Tab
Supplier Self Service Administrator KC	X	X	X	X	X	X	X	X			X
Supplier Bidder KC						X			X	X	X

Select and Add: Roles

Search

Role

Description

Search

Reset

View

Format

Wrap

Role	Description
Supplier Bidder KC	Responds to invitations to bid, requests for proposals, requests ...
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating...

Rows Selected 1

Apply

OK

Cancel

- Verify the added role(s), click "OK."

**Edit Contact: Jane Doe**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

☒ Administrative contact

\* Phone

Mobile

Fax

Email

Status

**Contact Addresses**

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Test	401 5TH AVE, SEATTLE, WA 98104, KING		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

**User Account**

To gain access to the King County E-Procurement Supplier Portal, a user account is required. Please check the option below to request a user account for this contact.

Account Status

User Name

**Roles** Data Access

Click Actions then Select and Add to provide contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions View Format Freeze Detach Wrap

Role	Description
Supplier Bidder KC	Responds to invitations to bid, requests for proposals, requests for qualifications, requests for information, and supplier quali...
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating supplier profile information and creating user accounts to gra...

**OK** **Cancel**

- To inactivate a contact or inactivate a contact's user access to the company profile, highlight the desired contact, click the pencil icon to edit the existing contact.


**King County**

Edit Profile Change Request: 74001

Delete Change Request Review Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications NAICS Codes

Actions View Format  Status  Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Admin, Supplier		kctestsupplier@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
Bidder, Supplier	Bidder	kctestsupplier1@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active



- The “Edit Contact” pop-up will appear. Select the “Status” dropdown, and select “Inactive.” This action will automatically change the "Account Status" field under the "User Account" to "Inactive." Click "OK." The contact will no longer be listed as an active contact **and** their company profile access and assigned roles will be removed.

Salutation

\* First Name

Jane

Middle Name

\* Last Name

Doe

Job Title

☒ Administrative contact

\* Phone

1

▼

987

654-3210

Mobile

▼

Fax

▼

Email

Status

Active

▼

Active

Inactive

▲ Contact Addresses

Actions ▼

View ▼

Format ▼

✕

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
MAIN	330 E MAIN ST,NEW YORK, NY 10036,NEW YORK	+1 (123) 456-7890	Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

▲ User Account

To gain access to the King County E-Procurement Supplier Portal, a user account is required. Please check the option below to request a user account for this contact.

Account Status

Inactive

User Name

- If the contact is still a valid point of contact for the company **but** no longer requires a login to the Company Profile, only inactivate the "Account Status" field under the "User Account" section. Under the User Account section, click the "Account Status" dropdown, and select "Inactive." Click "OK."

Salutation

\* First Name

Jane

Middle Name

\* Last Name

Doe

Job Title

Administrative contact

☒

\* Phone

1

987

654-3210

Mobile

Fax

Email

XYZTEST1ABC0126+01112023TWO@

Status

Active

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
MAIN	330 E MAIN ST,NEW YORK, NY 10036,NEW YORK	+1 (123) 456-7890	Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

To gain access to the King County E-Procurement Supplier Portal, a user account is required. Please check the option below to request a user account for this contact.

Account Status

Inactive

User Name

XYZTEST1ABC0126+01112023TWO@gmail.com

Roles

Data Access

Click Actions then Select and Add to provide contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
No data to display.	

OK

Cancel

- To view "Active" and "Inactive" contacts, select the "Status" dropdown to "Active" or "Inactive" accordingly.

King County

Edit Profile Change Request: 1576033

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications NAICS Codes

Actions View Format + Status Inactive Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Doe, Jane		XYZTEST1ABC0126+01112023T...	+1 (987) 654-3210	✓	✓	Inactive

Columns Hidden 7

## Payments

- Click the "Payments" tab.

King County

Edit Profile Change Request: 74001

Change Description

Organization Details Tax Identifiers Addresses **Payments** Business Classifications NAICS Codes

Payment Methods Bank Accounts

Actions View Format + Freeze Detach Wrap

Default	Payment Method	From Date	To Date
	Check	10/2/08	mid/yy
	Electronic	10/2/08	mid/yy

- You should **not** adjust the "Payment Method" default as it is not used in King County's E-Procurement configuration. If a bank account is provided and is active, it will be used as the preferred payment method.

King County

Edit Profile Change Request: 196030

Change Description

Organization Details Tax Identifiers Addresses **Payments** Business Classifications NAICS Codes

**Payment Methods** Bank Accounts

Actions View Format + Freeze Detach Wrap

Default	Payment Method
✓	Check
	Electronic

- To add a new bank account, click on the "Bank Accounts" tab and click the plus "+" icon.

King County

Edit Profile Change Request: 74001

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications NAICS Codes

Payment Methods **Bank Accounts**

Actions View Format **+** Freeze Wrap

Primary Account Number

No data to display.

Columns Hidden 8

- The "Create Bank Account" window will display. Fields with an asterick "\*" are required, enter the appropriate information.

Field	Registration Details
Country	<ul style="list-style-type: none"> <li>▪ <b>*REQUIRED*</b> Select the country where the Bank account is in.</li> <li>▪ Only U.S. banks are available.</li> </ul>
Account Number	<ul style="list-style-type: none"> <li>▪ <b>*REQUIRED*</b> Enter the Account Number.</li> </ul>
Bank Name	<ul style="list-style-type: none"> <li>▪ This field is enabled once the Country is selected (a bank is <b>required</b> for King County to be able to pay the supplier). For example, "US Bank NA".</li> <li>▪ Contact <a href="mailto:procurement.web@kingcounty.gov">procurement.web@kingcounty.gov</a> if the supplier's bank name is not listed.</li> </ul>
Routing Number	<ul style="list-style-type: none"> <li>▪ This field is enabled once the "Bank Name" is selected (a bank branch is <b>required</b> for King County to be able to pay the supplier).</li> <li>▪ This is your bank routing number.</li> <li>▪ Complete the field by entering the "Bank Name(space)Bank Routing Number." For example, "US BANK NA 091000022".</li> <li>▪ Contact <a href="mailto:procurement.web@kingcounty.gov">procurement.web@kingcounty.gov</a> if the supplier's routing number is not listed.</li> </ul>
Currency	<ul style="list-style-type: none"> <li>▪ Enter the currency (King County will not pay in any currency other than USD and this is <b>required</b> for King County to be able to pay the supplier).</li> </ul>

Account Type	<ul style="list-style-type: none"> <li>Select either Checking or Savings (this is <b>required</b> for King County to be able to pay the supplier).</li> </ul>
Remittance Advice Email	<ul style="list-style-type: none"> <li>Enter the email address where you would like to receive proof of payment. If there are multiple email addresses, separate with a comma and a space.</li> </ul>

Create Bank Account

\* Country

\* Account Number

Bank Name

Routing Number

\* Currency

\* Account Type

From Date 11/12/21

Inactive On m/d/yy

Description

\* Remittance Advice Email

Create Another OK Cancel

- Click "OK" when complete.

Create Bank Account

\* Country

\* Account Number

\* Bank Name

\* Routing Number

\* Currency

\* Account Type

From Date 11/12/21

Inactive On m/d/yy

Description

\* Remittance Advice Email

Create Another OK Cancel

- To edit a bank account, highlight the desired bank account and click the pencil icon. Edit the bank account as desired.

King County


Edit Profile Change Request: 74001

Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications NAICS Codes

Payment Methods **Bank Accounts**

Actions View Format +  X Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	XXXXX789		USD	Bank of America

Columns Hidden: 8

## Business Classifications

- Click the "Business Classifications" tab.

The screenshot shows the 'Edit Profile Change Request' form for request 74001. The 'Business Classifications' tab is selected and highlighted with a red box. Below the tab, there is a checkbox for 'None of the classifications are applicable'. A table with columns: Classification, Subclassification, Status, Certifying Agency, Other Certifying Agency, Certificate, Start Date, Expiration Date, Attachments, Notes, Provided By, and Confir On. The first row shows '5. OMWBE - SBE - Small...' under Classification, 'Current' under Status, and 'm/d/yy' under Expiration Date. A plus icon is visible in the Attachments column.

- To add a business classification, click the plus "+" icon.

This screenshot is identical to the previous one, but the plus icon in the 'Actions' menu is highlighted with a red box, indicating where to click to add a new classification.

- When the new business classification row appears, select the classification and other appropriate corresponding information.

A close-up of the table from the previous screenshot. The 'Classification' column has a dropdown menu with a downward arrow. The 'Other Certifying Agency' column also has a dropdown menu with a downward arrow. The 'Certificate' column is empty.

- Verify the business classification addition, add more business classifications as needed.

**King County**

Edit Profile Change Request: 74001

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** NAICS Codes

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date
2. OMWBE - DBE - Dis		Current	OMWBE		<input type="text"/>	m/d/yy
5. OMWBE - SBE - Small...		Current				

## NAICS Codes

- Click the "NAICS Codes" tab.

**King County**

Edit Profile Change Request: 74001

Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **NAICS Codes**

Actions View Format X Freeze Detach Wrap

Category Name	Description
5415 > 541511	Custom Computer Programming Services
5415 > 541512	Computer Systems Design Services
5415 > 541513	Computer Facilities Management Services
5415 > 541519	Other Computer Related Services

- To add a NAICS code, click the "Select and Add" icon.



Note: refer to [Identifying NAICS Codes User Guide](#) to find a full list of possible NAICS Codes.

King County

Edit Profile Change Request: 74001

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **NAICS Codes**

Actions View Format Freeze Detach Wrap

Category Name	Description
5415 > 541511	Custom Computer Programming Services
5415 > 541512	Computer Systems Design Services
5415 > 541513	Computer Facilities Management Services
5415 > 541519	Other Computer Related Services

Delete Change Request Submit Changes Cancel



- The "Select and Add: Products and Services Categories" pop-up will display. In order to select the child NAICS codes, click on the arrow to the left of the 4-digit NAICS code to display the child 6-digit NAICS codes.



Note: refer to [Identifying NAICS Codes User Guide](#) to find a full list of possible NAICS Codes. The "Category Name" and "Description" search is purposed to be searched for with **exact** NAICS code numbers or descriptions.

Select and Add: Products and Services Categories

Search

Category Name

Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	1111	Oilseed and Grain Farming
<input type="checkbox"/>	▶ 111110	Soybean Farming
<input type="checkbox"/>	▶ 111120	Oilseed (except Soybean) Farming
<input type="checkbox"/>	▶ 111130	Dry Pea and Bean Farming
<input type="checkbox"/>	▶ 111140	Wheat Farming
<input type="checkbox"/>	▶ 111150	Corn Farming
<input type="checkbox"/>	▶ 111160	Rice Farming
<input type="checkbox"/>	▶ 111191	Oilseed and Grain Combination Farming
<input type="checkbox"/>	▶ 111199	All Other Grain Farming

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- Select all the appropriate 6-digit NAICS codes by clicking on the checkbox. Or select the 4-digit parent NAICS code to automatically select all of the 6-digit child NAICS codes associated with it. Click "Apply" and "OK" when complete.

Select and Add: Products and Services Categories

Search

Category Name  Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	1111	Oilseed and Grain Farming
<input type="checkbox"/>	111110	Soybean Farming
<input checked="" type="checkbox"/>	111120	Oilseed (except Soybean) Farming
<input type="checkbox"/>	111130	Dry Pea and Bean Farming
<input checked="" type="checkbox"/>	111140	Wheat Farming
<input type="checkbox"/>	111150	Corn Farming
<input type="checkbox"/>	111160	Rice Farming
<input type="checkbox"/>	111191	Oilseed and Grain Combination Farming
<input type="checkbox"/>	111199	All Other Grain Farming
<input type="checkbox"/>	1112	Vegetable and Melon Farming

Columns Hidden 1

Apply OK Cancel

## Review and Submit Change Request

- Enter a "Change Description" (this can be done at anytime when editing tabs).

King County

Edit Profile Change Request: 74001

Delete Change Request Submit Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **NAICS Codes**

Actions View Format Freeze Detach Wrap

Category Name	Description
1114	Greenhouse, Nursery, and Floriculture Production
1119	Other Crop Farming

- Click "Submit Changes."

King County

Edit Profile Change Request: 74001

Delete Change Request **Submit Changes** Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **NAICS Codes**

Actions View Format Freeze Detach Wrap

Category Name	Description
1114	Greenhouse, Nursery, and Floriculture Production
1119	Other Crop Farming
1121	Cattle Ranching and Farming
1122	Hog and Pig Farming
1123	Poultry and Egg Production
5415 > 541511	Custom Computer Programming Services
5415 > 541512	Computer Systems Design Services
5415 > 541513	Computer Facilities Management Services
5415 > 541519	Other Computer Related Services

- The "Review Changes" page will display. Click "Submit."

King County

Review Changes

Submit Cancel

Change Description Example of Change Request: Updated IRS W9, Added a contact and NAICS codes.



Note: submitting your change request is a two-step process. You must select **both** "Submit Changes" and "Submit" for King County to receive your change request. The profile changes will be not reflected on the supplier profile until the change request is submitted.

- A confirmation pop-up will appear, click "OK."

Confirmation

Your profile change request 74002 was submitted for approval.

OK

- Alternatively, you can cancel the change request by clicking "Cancel."

King County

Review Changes

Submit **Cancel**

Change Description Example of Change Request: Updated IRS W9, Added a contact and NAICS codes.

- If "Cancel" is selected, you will be have the option to "Delete Change Request" or "Edit" the change request.

The screenshot shows the 'Company Profile' page in the King County system. At the top right, there are three buttons: 'Delete Change Request', 'Edit', and 'Done'. The 'Delete Change Request' and 'Edit' buttons are highlighted with a red box. Below the buttons, a red notification message states: 'There are profile changes that are not submitted. You must click the Edit button to submit the changes or click on the Delete Change Request button to discard.' The main content area displays 'Last Change Request' as 388028, 'Requested By' as Test, test, 'Request Date' as 11/12/21, and 'Request Status' as Draft. A 'Change Description' field shows an example: 'Example of Change Request: Updated IRS W9, Added a contact and NAICS codes.' At the bottom, there is a navigation bar with links for Organization Details, Tax Identifiers, Addresses, Contacts (which is underlined), Payments, Business Classifications, and NAICS Codes.



Reminder: Suppliers are assigned one of two statuses: Prospective or Spend Authorized.

A **Prospective** supplier has access to County solicitations, can respond to solicitations and questionnaires but has not been authorized to receive payment from King County.

A **Spend Authorized** supplier has access to County solicitations, can respond to solicitations and questionnaires, and is authorized to receive payment from King County.

Prospective supplier profile change requests do not require approvals by King County. Only spend authorized suppliers require approvals when a supplier submits a change request to their profile.

- Once the supplier changes are approved, the supplier profile reflects the "Request Status;" which will display "Processed."

The screenshot shows the 'Company Profile' page in the King County system after a change request has been processed. The 'Request Status' is now 'Processed', which is highlighted with a red box. The 'Last Change Request' is 74002, 'Requested By' is Admin, Supplier, 'Request Date' is 7/13/20, and 'Change Description' is Profile Change. The 'Edit' and 'Done' buttons are visible at the top right.

- End of process.