Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to the Registration Portal</td>
<td>1</td>
</tr>
<tr>
<td>Company Details</td>
<td>2</td>
</tr>
<tr>
<td>Contacts</td>
<td>3</td>
</tr>
<tr>
<td>Addresses</td>
<td>5</td>
</tr>
<tr>
<td>Business Classifications</td>
<td>6</td>
</tr>
<tr>
<td>Bank Accounts</td>
<td>7</td>
</tr>
<tr>
<td>NAICS Codes</td>
<td>8</td>
</tr>
<tr>
<td>Rosters and Certifications</td>
<td>9</td>
</tr>
<tr>
<td>Review</td>
<td>10</td>
</tr>
<tr>
<td>Email Notifications</td>
<td>11</td>
</tr>
<tr>
<td>What’s Next</td>
<td>13</td>
</tr>
</tbody>
</table>
Welcome to the King County Supplier Registration portal. Enter the Oracle Cloud Portal and complete the information requested in the 8 steps (trainstops) to get registered to do business with King County.

Before you begin....

The link to the Supplier registration portal is available on the [Supplier Registration](#) website. Both prospective suppliers and those who are currently doing business with King County can register. There are a few pieces of information to have available as you begin.

✓ Have your company information available (Tax Identification Number and Washington State Licenses)
✓ Identify all NAICS commodity codes relevant to your business. It is important to select all NAICS Codes that apply to your organization to receive relevant solicitation notifications from King County.
✓ Identify the company roles that should have access to your company’s account
✓ Identify small business certifications your firm possesses (Small Contractor & Supplier (SCS) and certifications administered through WA State Office of Minority and Women’s Business Enterprise)
✓ If currently conducting business with King County, download and complete the [King County Substitute W-9 form](#)
✓ Optional: Have your bank account information ready

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.*
I. **Company Details** – Complete each box as required.

- **Boxes marked with a star** are required entries.
- Enter a few letters and click on the arrow for a list of options.
- Default Admin email will be assigned as the account login and must be unique from other supplier accounts.
- Additional Information
  - UBI Number
  - WA State Contractor License
- Your Contact Information
  - First Name
  - Last Name
  - Email
  - Confirm Email
- Tax Country
- Taxpayer ID
- Supplier/Company Name
- Tax Organization Type
- Supplier Type
- Corporate Web Site
- Optional: attach a completed King County Substitute W-9. Find the link in the help bubble. None

**NOTE:** The system will not highlight errors, supplier must validate each field to locate any errors.

Click Next to move to the next trainstop or Save for Later to save and complete registration later. An email will be sent to the default Admin email provided on the Company Details trainstop.

**Hint:** Open HELP windows in a new tab.
II. **Contacts** – Create and update additional contacts, account users, and assign roles. The Administrative Contact (Admin) can modify all users and supplier profile values.

![Image of contact management interface]

- **A** Select *Create* to add a new contact
- **B** Select *Edit* to make changes to an existing contact
- **C** Select the appropriate *Role(s)*

**NOTE:** As a default the **Supplier Self Service Administrator** role is assigned to the user. To eliminate the default role assignment, click on the “X” delete icon.

*To select multiple roles, hold down the Ctrl key – See roles matrix on the next page for details*

Once the role(s) has been selected click **OK**
## Supplier Roles Matrix

<table>
<thead>
<tr>
<th>Supplier Roles</th>
<th>View Company Profile</th>
<th>View Company Tax Details</th>
<th>Update Company Profile</th>
<th>Request New Contact / User</th>
<th>Maintain Contacts / Users</th>
<th>Respond to Qualification Questionnaires</th>
<th>View Company Bank Details</th>
<th>Create / Update Bank Details</th>
<th>View / Participate in Solicitations</th>
<th>View / Download Contract Terms</th>
<th>Access Portal Overview / Summary Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Self Service Administrator KC</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Supplier Self Service Clerk KC</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Supplier Bidder KC</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Supplier Sales Rep KC</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

### King County supplier roles recommendations
Identify the company contacts that should have access to your company’s profile

- Review all roles within the system and determine the right role for every contact in your company profile
- Be sure to select ‘Request User Account’ for all contacts to receive a system login (without selecting this option, the added contacts will not have login access to the system)
- Contacts must have unique email addresses

**Click Next** to move to the Addresses trainstop.
III. **Addresses** – Create supplier addresses for the purposes listed: Ordering, Remit To, and RFQ or Bidding. If the supplier is using the same address for multiple purposes, more than one (or all) of the **Address Purpose** boxes may be checked.

Click **Next** to move to the next trainstop.
IV. Business Classifications – Click the + to add certifications.

Click + to open a new window, enter OMWBE certifications and others. Follow the prompts to Upload Certificates

See the list of certificates to the right

Click Next to move to the next trainstop.
V. Bank Accounts – Click + Create to set up a new bank account. If an account(s) already exists it will be listed with the account number masked (only the last four digits will be shown). To Edit an existing account click the option.

The Bank Accounts trainstop is an optional step. Complete all applicable fields. Click Next to move to the next trainstop.

NOTE: If your Bank is not listed in the dropdown list, contact King County Finance and Business Operations Division to request it be added to the list.

Procurement.Web@kingcounty.gov
VI. **NAICS Codes** – North American Industry Classification System codes are used to describe your business. Enter all codes appropriate for the products and services the supplier sells or provides.

Click **Select and Add** to open a new window with 3 options for searching to find the appropriate codes that describe your business.

**Important:** Suppliers will only receive information for solicitations that use those NAICS codes selected.

**HELP:** [https://www.naics.com/search](https://www.naics.com/search) OR [NAICS Quick Reference](https://www.naics.com/quick_reference)

Click **Next** to move to the next trainstop.

**NOTE:** If the parent category is selected, the entire category and the child categories will be included for solicitation purposes. If only the child category is selected only the child category will be represented for solicitations.
VII. Rosters and Certifications – Answer questions related to the Rosters, Sustainable Purchasing Certifications and Small Contractor and Supplier Certifications (SCS).

Select "Yes" or "No" and click Next Section to complete a series of questions pertaining to different types of rosters or certifications.

As the questions are completed the section will be checked.

Click **Next** to move to the final trainstop.
VIII. Review – Review and validate all the information provided in each trainstop. Corrections can be made by navigating to the appropriate trainstop and making the appropriate corrections. Select Register to submit the supplier registration.

Once the supplier request has been approved, an email notification is sent to all contacts with the ‘create user account’ box checked. 

*See examples of supplier email notifications on the next page.*
Supplier Email Notifications

**Email #1:** Supplier registration request is received.

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**Email #2:** Supplier *must* reset password to complete the registration process.

**NOTE:** The Password reset option *expires in 24 hours.*
Email #3: Notifies the supplier that a user account was created and lists the roles that were assigned.

Email #4: Notifies the supplier that the password has been reset.
Thank you for registering as a prospective supplier for King County!

For additional information, please visit the King County Supplier Registration website.