



# Doing Business with King County

A Guide to Supplier Registration



**King County**

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**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.



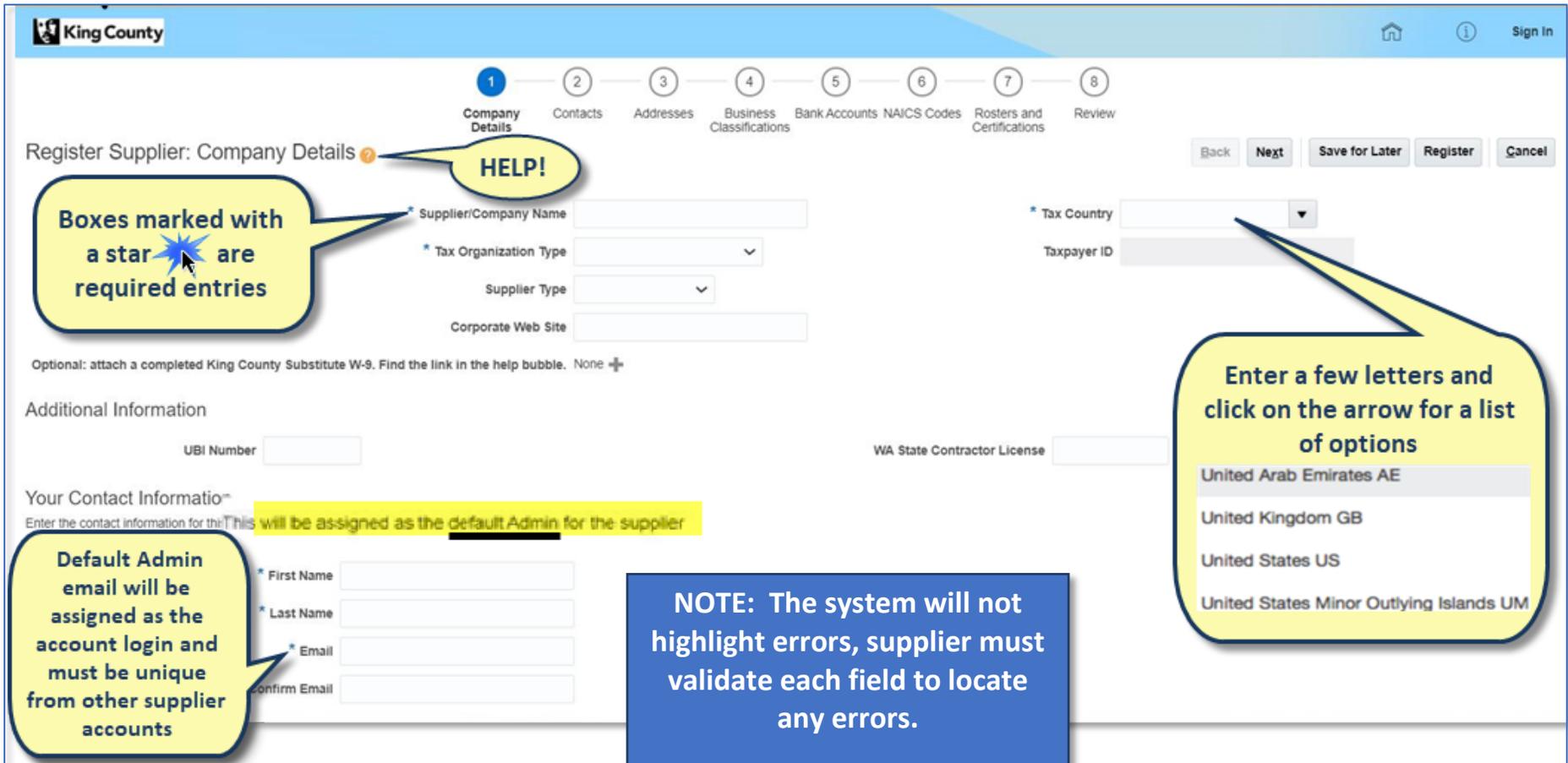
## Before you begin....

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

**IMPORTANT NOTE:** Oracle supports the following internet browsers: Mozilla Firefox, Google Chrome, and Safari web browsers. Internet Explorer (IE) and Microsoft Edge are not recommended browsers.

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

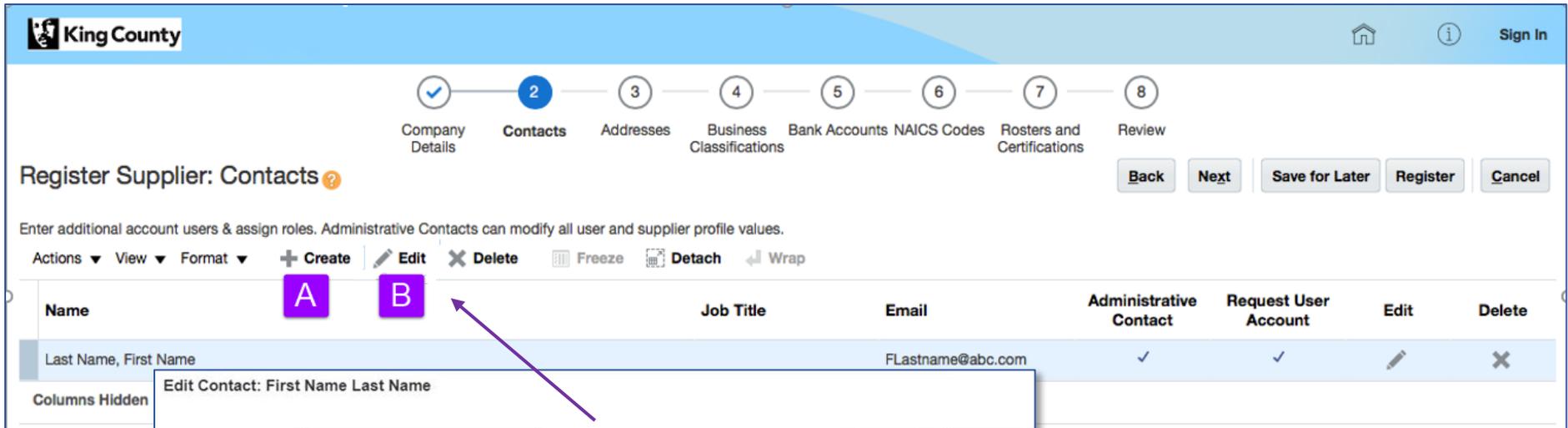


The screenshot shows the 'Register Supplier: Company Details' form. At the top, a progress bar indicates 8 steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. NAICS Codes, 7. Rosters and Certifications, and 8. Review. The form includes fields for Supplier/Company Name, Tax Organization Type, Supplier Type, Corporate Web Site, Tax Country (dropdown), and Taxpayer ID. A yellow callout bubble points to the 'Tax Country' dropdown, stating 'Enter a few letters and click on the arrow for a list of options', with a list of options including United Arab Emirates AE, United Kingdom GB, United States US, and United States Minor Outlying Islands UM. Another yellow callout bubble points to the 'Supplier/Company Name' field, stating 'Boxes marked with a star are required entries'. A blue callout bubble points to the 'Your Contact Information' section, stating 'Default Admin email will be assigned as the account login and must be unique from other supplier accounts'. A blue callout bubble points to the 'Your Contact Information' section, stating 'NOTE: The system will not highlight errors, supplier must validate each field to locate any errors.' A yellow callout bubble points to the 'HELP!' icon, stating 'HELP!'. A yellow callout bubble points to the 'Optional: attach a completed King County Substitute W-9. Find the link in the help bubble. None' text, stating 'Optional: attach a completed King County Substitute W-9. Find the link in the help bubble. None'. The form also includes buttons for Back, Next, Save for Later, Register, and Cancel.

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.

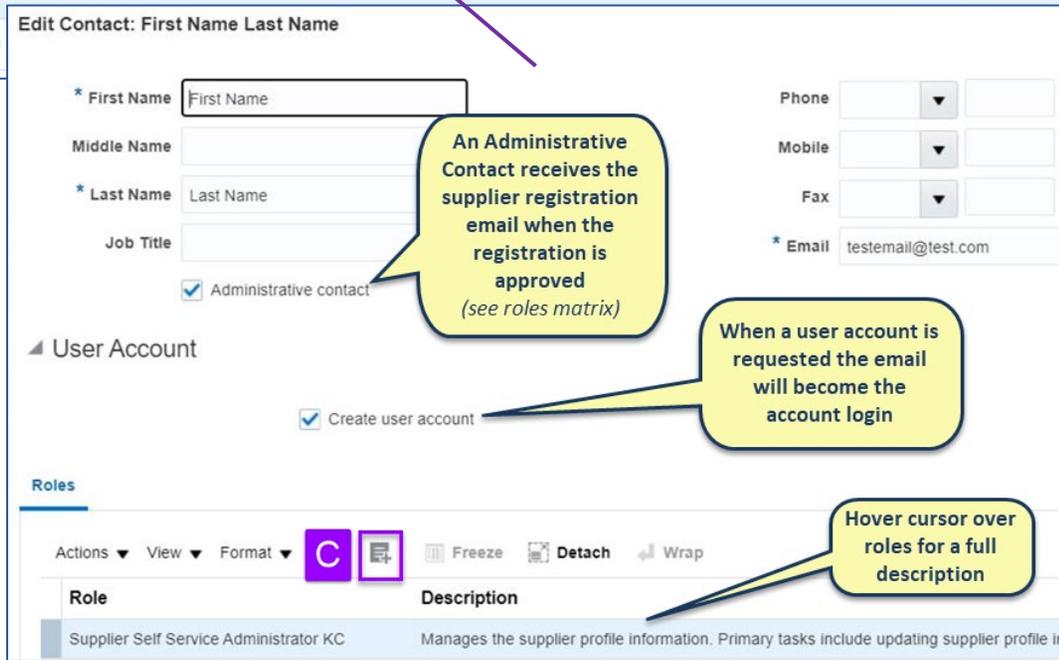


Register Supplier: Contacts

Enter additional account users & assign roles. Administrative Contacts can modify all user and supplier profile values.

Actions View Format **A** **B** Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Last Name, First Name		FLastname@abc.com	✓	✓	✎	✕



Edit Contact: First Name Last Name

\* First Name First Name Phone Phone

Middle Name Mobile Mobile

\* Last Name Last Name Fax Fax

Job Title \* Email testemail@test.com

Administrative contact

User Account

Create user account

Roles

Actions View Format **C** Freeze Detach Wrap

Role	Description
Supplier Self Service Administrator KC	Manages the supplier profile information. Primary tasks include updating supplier profile in

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

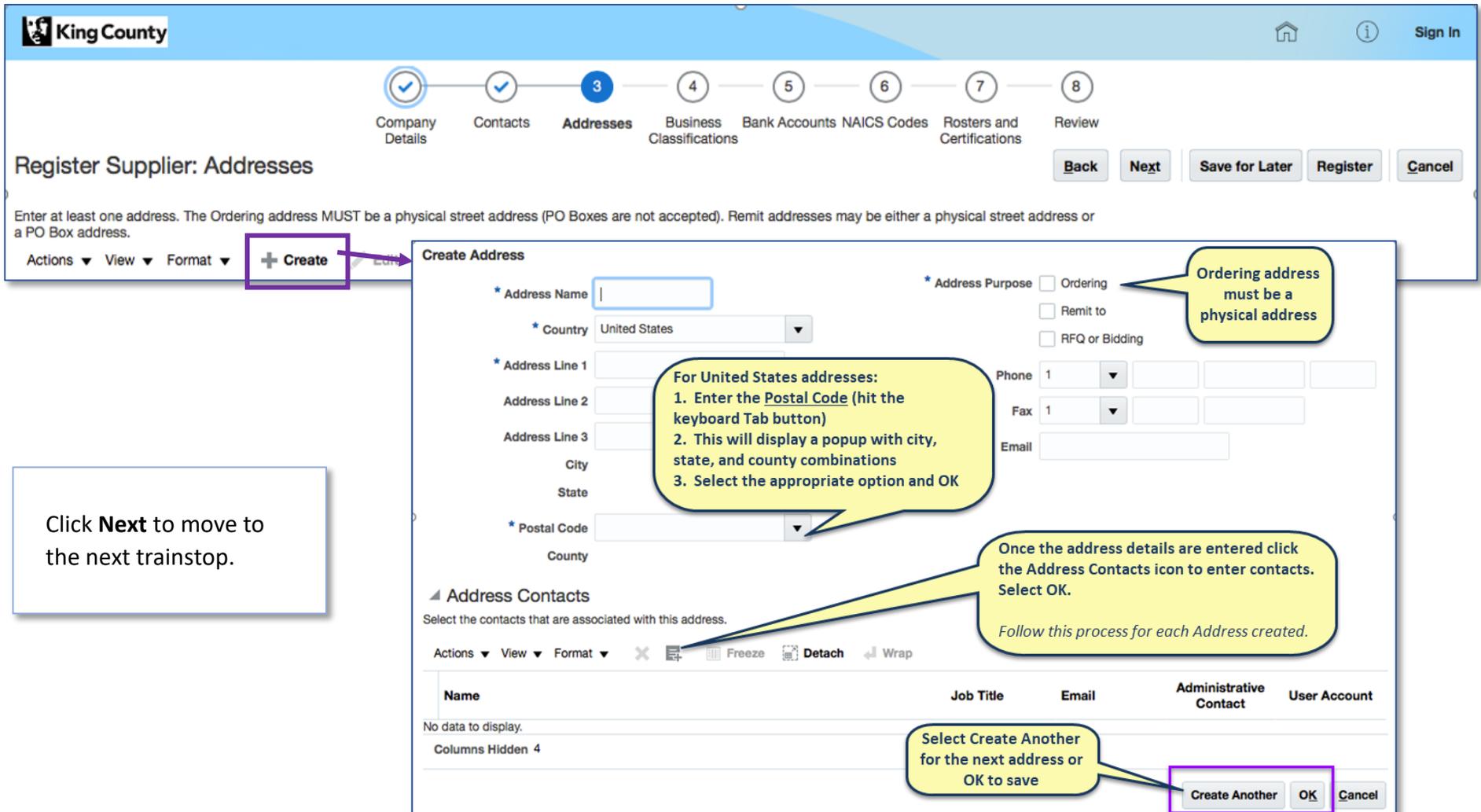
Supplier Roles	Access										
	View Company Profile	View Company Tax Details	Update Company Profile	Request New Contact / User	Maintain Contacts / Users	Respond to Qualification Questionnaires	View Company Bank Details	Create/Update Bank Details	View / Participate in Solicitations	View / Download Contract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

King County recommendations for using roles:

- Assign one company administrator to maintain the company profile
- Assign each available role to a company contact
- 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.



**Register Supplier: Addresses**

Enter at least one address. The Ordering address MUST be a physical street address (PO Boxes are not accepted). Remit addresses may be either a physical street address or a PO Box address.

Actions ▾ View ▾ Format ▾ **+ Create**

**Create Address**

\* Address Name

\* Country United States ▾

\* Address Line 1

Address Line 2

Address Line 3

City

State

\* Postal Code

County

\* Address Purpose  Ordering  Remit to  RFQ or Bidding

Phone 1

Fax 1

Email

**Ordering address must be a physical address**

**For United States addresses:**  
 1. Enter the Postal Code (hit the keyboard Tab button)  
 2. This will display a popup with city, state, and county combinations  
 3. Select the appropriate option and OK

**Once the address details are entered click the Address Contacts icon to enter contacts. Select OK.**  
*Follow this process for each Address created.*

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

**Select Create Another for the next address or OK to save**

Back Next Save for Later Register Cancel

Address Contacts

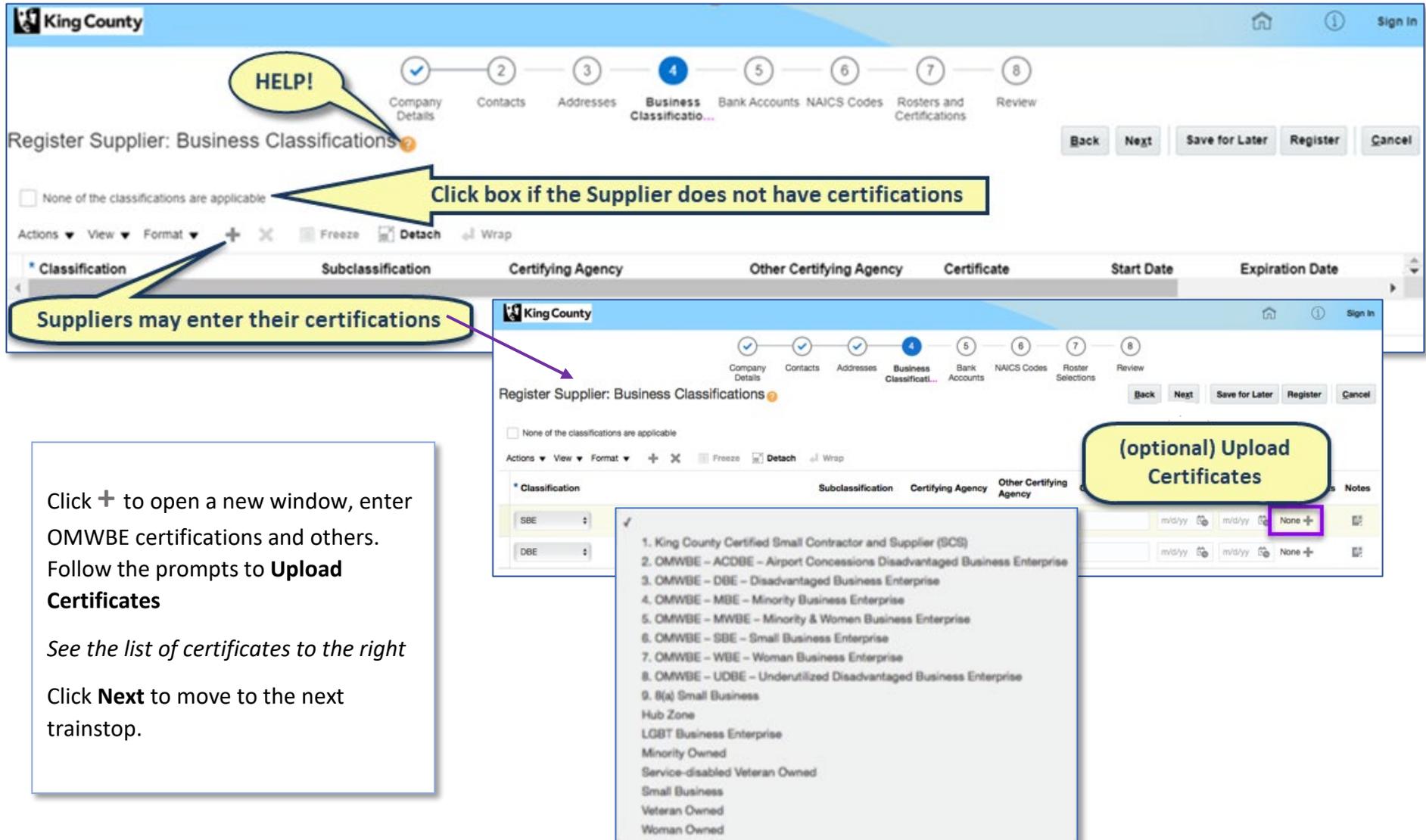
Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾   Freeze  Detach  Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

## IV. Business Classifications – Click the + to add certifications.



**HELP!**

1 Company Details 2 Contacts 3 Addresses 4 **Business Classifications** 5 Bank Accounts NAICS Codes 6 Rosters and Certifications 7 Review

Register Supplier: Business Classifications

None of the classifications are applicable

Click box if the Supplier does not have certifications

Suppliers may enter their certifications

(optional) Upload Certificates

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.

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Notes
SBE					m/d/yy	m/d/yy	None +
DBE					m/d/yy	m/d/yy	None +

- 1. King County Certified Small Contractor and Supplier (SCS)
- 2. OMWBE – ACDBE – Airport Concessions Disadvantaged Business Enterprise
- 3. OMWBE – DBE – Disadvantaged Business Enterprise
- 4. OMWBE – MBE – Minority Business Enterprise
- 5. OMWBE – MWBE – Minority & Women Business Enterprise
- 6. OMWBE – SBE – Small Business Enterprise
- 7. OMWBE – WBE – Woman Business Enterprise
- 8. OMWBE – UDBE – Underutilized Disadvantaged Business Enterprise
- 9. 8(a) Small Business
- Hub Zone
- LGBT Business Enterprise
- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned

# King County Supplier Registration | Bank Accounts



**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  **Edit** option.

**Create Bank Account Screen:**

**Create Bank Account**

\* Country  IBAN

Bank

Branch

\* Account Number

Currency

**Additional Information**

Account Name  Agency Location Code

Alternate Account Name

Account Suffix  Account Type

Check Digits  Description

Comments

Note to Approver

Only United States banks are allowed - Select dropdown for Bank and Branch options and enter Account Number

**IMPORTANT:** select the Account Type from the list of options

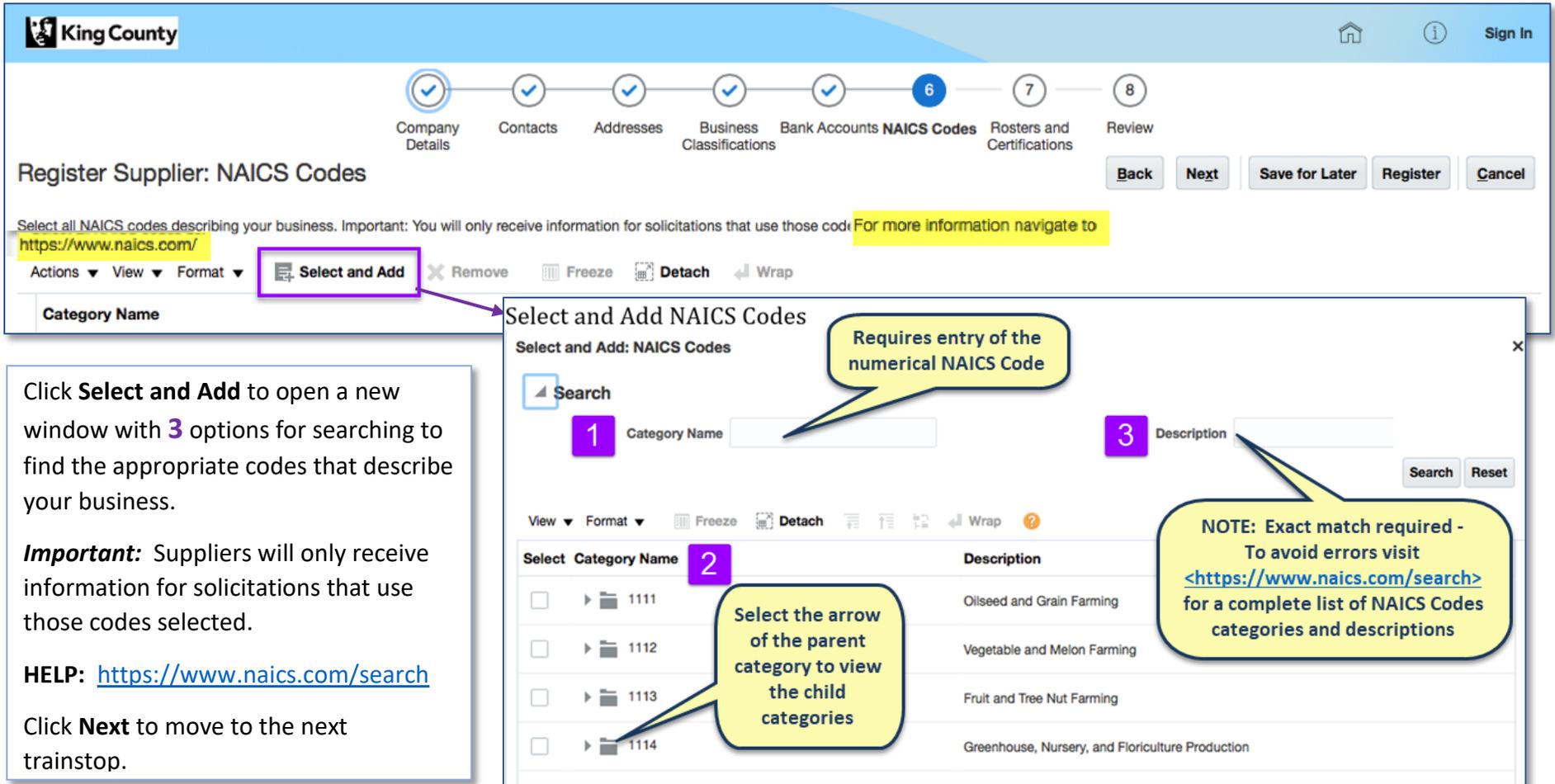
The **Bank Accounts** trainstop is an optional step. Complete all applicable fields.

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](mailto: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.



**Register Supplier: NAICS Codes**

Select all NAICS codes describing your business. Important: You will only receive information for solicitations that use those codes. For more information navigate to <https://www.naics.com/>

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name

**Select and Add NAICS Codes**

Select and Add: NAICS Codes

Search

1 Category Name

3 Description

Search Reset

View Format Freeze Detach Wrap ?

Select	Category Name	2	Description
<input type="checkbox"/>	▶ 1111		Oilseed and Grain Farming
<input type="checkbox"/>	▶ 1112		Vegetable and Melon Farming
<input type="checkbox"/>	▶ 1113		Fruit and Tree Nut Farming
<input type="checkbox"/>	▶ 1114		Greenhouse, Nursery, and Floriculture Production

Requires entry of the numerical NAICS Code

Select the arrow of the parent category to view the child categories

NOTE: Exact match required - To avoid errors visit <https://www.naics.com/search> for a complete list of NAICS Codes categories and descriptions

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

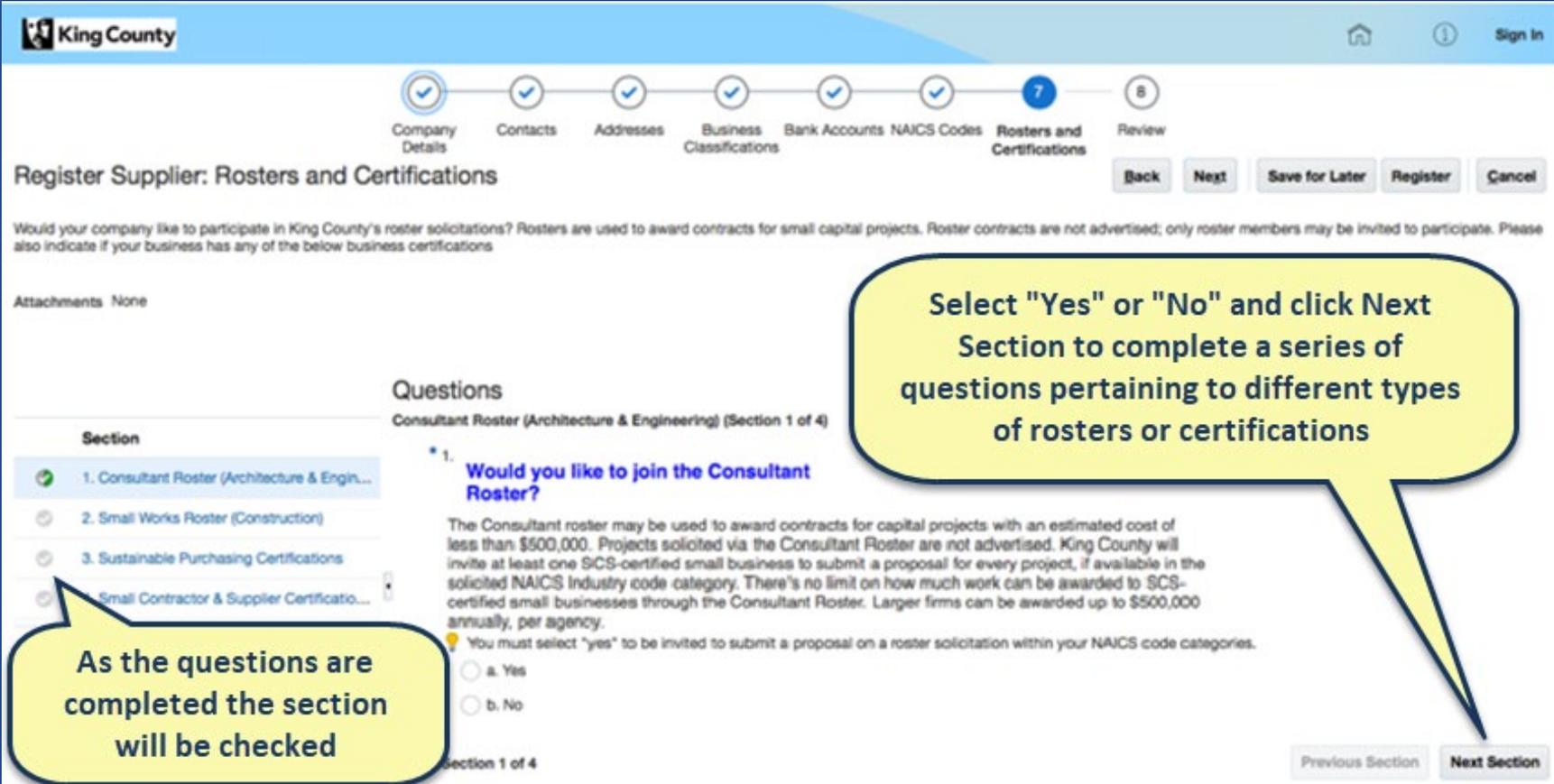
**Important:** Suppliers will only receive information for solicitations that use those codes selected.

**HELP:** <https://www.naics.com/search>

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).



King County

Sign In

Company Details Contacts Addresses Business Classifications Bank Accounts NAICS Codes **Rosters and Certifications** Review

Register Supplier: Rosters and Certifications

Back Next Save for Later Register Cancel

Would your company like to participate in King County's roster solicitations? Rosters are used to award contracts for small capital projects. Roster contracts are not advertised; only roster members may be invited to participate. Please also indicate if your business has any of the below business certifications

Attachments None

Questions

Consultant Roster (Architecture & Engineering) (Section 1 of 4)

1. **Would you like to join the Consultant Roster?**

The Consultant roster may be used to award contracts for capital projects with an estimated cost of less than \$500,000. Projects solicited via the Consultant Roster are not advertised. King County will invite at least one SCS-certified small business to submit a proposal for every project, if available in the solicited NAICS industry code category. There's no limit on how much work can be awarded to SCS-certified small businesses through the Consultant Roster. Larger firms can be awarded up to \$500,000 annually, per agency.

\* You must select "yes" to be invited to submit a proposal on a roster solicitation within your NAICS code categories.

a. Yes

b. No

Section 1 of 4

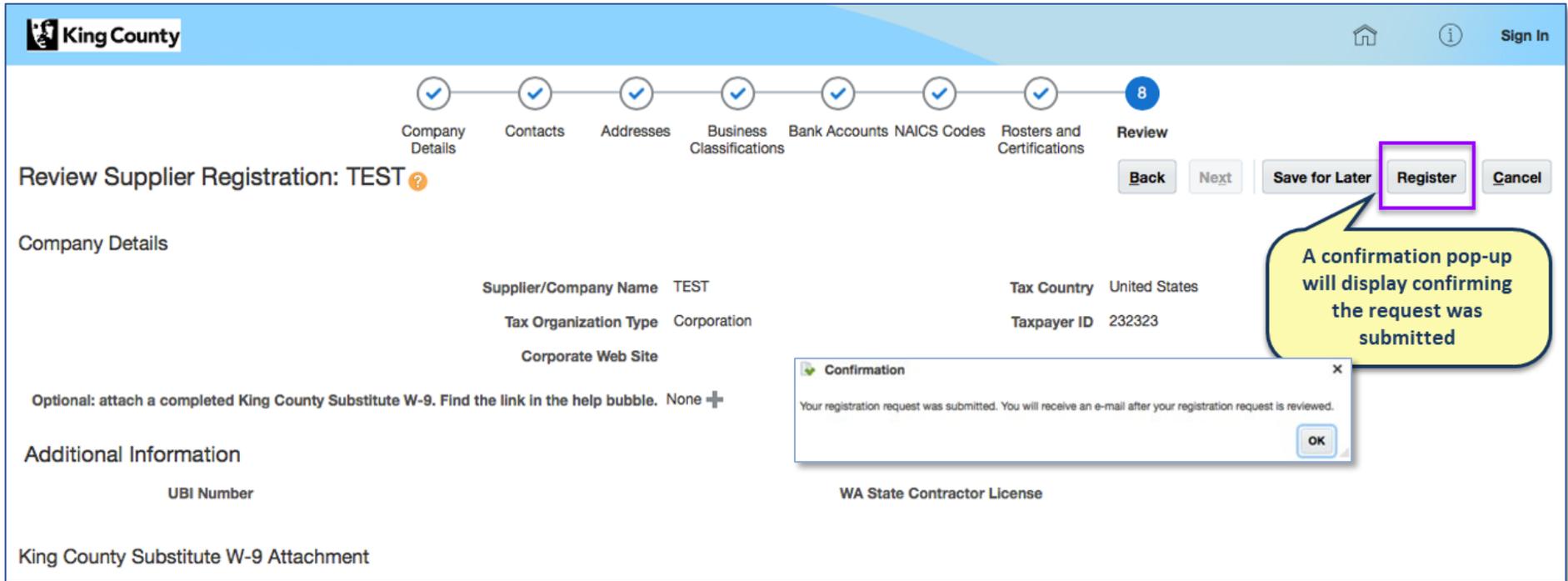
Previous Section Next Section

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.



King County

Home Info Sign In

Company Details Contacts Addresses Business Classifications Bank Accounts NAICS Codes Rosters and Certifications **Review** 8

Review Supplier Registration: TEST ?

Back Next Save for Later **Register** Cancel

Company Details

Supplier/Company Name TEST Tax Country United States

Tax Organization Type Corporation Taxpayer ID 232323

Corporate Web Site

Optional: attach a completed King County Substitute W-9. Find the link in the help bubble. None

Additional Information

UBI Number

WA State Contractor License

King County Substitute W-9 Attachment

Confirmation

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

OK

A confirmation pop-up will display confirming the request was submitted

Once the supplier request has been approved, an email notification is sent to the Supplier Self Service Admin contact.

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

## Supplier Email Notifications

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

**King County Supplier Portal**  
We received your Supplier Registration Request. **Your registration is NOT complete.**

**Next Steps**  
You will receive an email from [cloud.oracle.com](mailto:cloud.oracle.com) with a link to reset your password.

- **You must reset your password to complete your registration**
- If you do not receive this email, contact [Procurement.Web@kingcounty.gov](mailto:Procurement.Web@kingcounty.gov)

*You will receive an informational email verifying your account creation with the link to the Supplier Portal login. A separate email will be sent confirming your password was reset.*

Find more information on our [King County Procurement & Payables Website](#).

**Contact King County if you do not receive the password reset email**

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

**ACTION REQUIRED! Finish your King County Registration** Inbox x

**King County Finance and Procurement System** <epvh-test.fa.sender@workflow.mail.us2.cloud.oracle.com>  
to kctestsupplier+SUPPTEST ▾ 7:11 AM (1 minute ago)

Dear John Smith,

Welcome to the King County system! Your registration is almost complete.

Please follow the link below to reset your password.

[https://fa-epvh-test-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase\\_gid=54200bc7cb58428ab7ce9bbba7bf1607](https://fa-epvh-test-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase_gid=54200bc7cb58428ab7ce9bbba7bf1607)

**Follow the link to reset your password**

**Email #3:** Notifies the supplier that a user account was created and lists the roles that were assigned.

King County Finance and Procurement System <epvh-test.fa.sender@workflow.mail.us2.cloud.oracle.com>  
to kctestsupplier+supptest

## Supplier Contact User Account for King County was Created

Details

Assignee	John Smith	Supplier	Supplier Test Registration
Assigned Date	7/31/20 7:11 AM	Supplier Number	1000132
Expiration Date	8/30/20 7:11 AM		
Task Number	201847		

Recommended Actions  
You were granted access to the supplier application for King County. A separate email will be sent to you with the instruction to access the application.  
[Access the application.](#)

User Account Details

Assigned Roles

Role	Description
Supplier Self Service Administrator KC	Manages the supplier profile information. Primary tasks include updating supplier profile information and creating user accounts to grant employees access to the supplier profile, responding to qualification questionnaires, and creating and

**List of roles assigned to the Supplier Contact User Account**

**Email #4:** Notifies the supplier that the password has been reset.

King County Finance and Procurement System <epvh-test.fa.sender@workflow.mail.us2.cloud.oracle.com> 7:15 AM (0 minutes ago)  
to kctestsupplier+SUPPTEST

Dear John Smith,

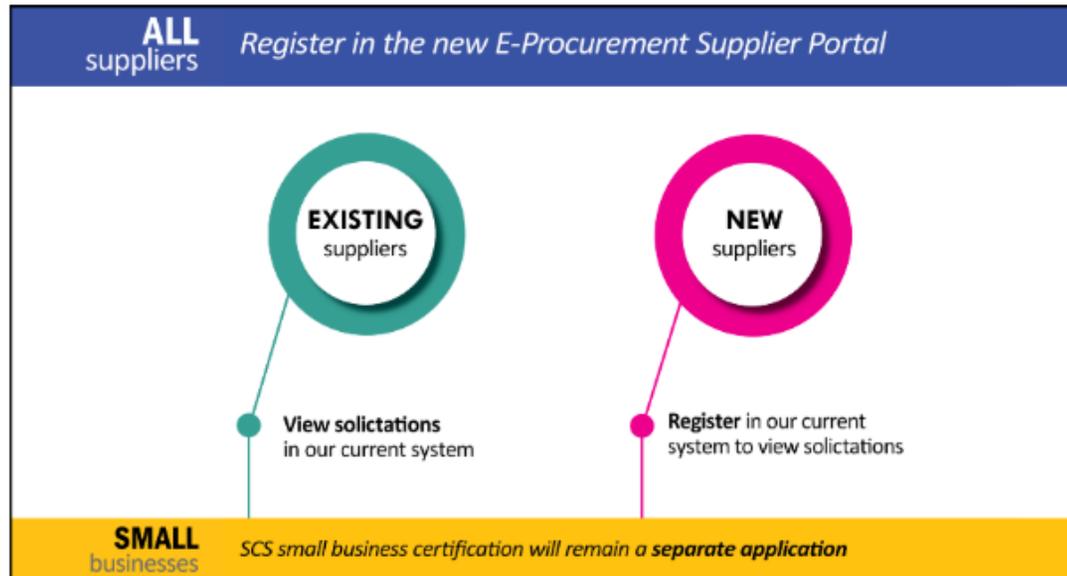
The password for your account – [kctestsupplier+SUPPTEST@gmail.com](mailto:kctestsupplier+SUPPTEST@gmail.com) – was successfully changed.

If you did not request a password reset,

Suppliers contact Procurement & Payables at [Procurement.Web@kingcounty.gov](mailto:Procurement.Web@kingcounty.gov),  
King County Employees contact the KCIT Help Desk.

**Email is the User Account**

## IX. What's Next



Thank you for registering! Remember that this system will not be used for King County solicitations until Fall 2020. King County will notify you when the system is live; until then, please continue using our current system for solicitations. For additional information, please visit the [King County Supplier Registration website](#).