



Registering as a Supplier with Kentucky Community and Technical College System

Items needed prior to registering

- Taxpayer Identification Number (TIN)
(Your organization's IRS TIN, Not Sales Tax ID)
- Address and contact information
- Contact Email Address
- Completed current version of IRS W-9 (a PDF copy will need to be attached to your registration)
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Banking information for Direct Deposit/electronic payments

Use the link provided to begin your registration.

PRD: [KCTCS Supplier Portal](#)

Welcome Page

1. To start a new registration, select Business or Individual.
2. Select Next to proceed.

*Note:


To continue a registration that was previously Saved yet not submitted, user will need Registration ID that was emailed, the TIN that was used, the email ID of the contact person, and password.

Welcome Page

Welcome Identifying Information Addresses Contacts Payment Information Submit

Exit | Previous Next

Welcome - Step 1 of 6



Welcome to the Kentucky Community and Technical College System's Supplier Registration

This registration process is for new suppliers only.

Before you begin, you will need the following information:

- 1) a completed W-9 with Tax Identification Number, which has been stored electronically, before starting, so that it may be attached to this registration, and
- 2) if you wish to sign up for electronic payments (ACH), the supplier's bank account and bank routing number will need to be provided.

If you are a foreign status supplier, please contact the System Office or college who is requesting your products or services. The System Office or college will work with the KCTCS Procurement to Payment Department to add you to KCTCS' supplier file. You will not be using this process.

To obtain a W-9 form copy into your browser <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

If you are an existing supplier or have any questions or feedback on the registration process, please call KCTCS Procurement to Payment Department - 859-256-3225 or email: KCTCS-Purchasing@kctcs.edu.

Select an activity below: ?

Start a new registration form

What type of entity do you represent?

Business 1

Individual

Continue from where you left

Exit | Previous Next 2

* Required field



Identifying Information

Required Fields:

Tax Identification Number
Entity Name

Optional Fields:

Additional Name
Http://URL

3. Tax Identification Number: Enter your Federal Tax Identification Number or Social Security Number (no spaces or dashes).
4. Entity Name: Business name or name of individual (Name should be the same as W-9 and should match the name on file with the IRS).

The screenshot shows a web form titled "Identifying Information" with a progress bar at the top. The progress bar has six steps: "Welcome", "Identifying Information" (highlighted), "Addresses", "Contacts", "Payment Information", and "Submit". Below the progress bar are navigation buttons: "Exit", "Save for Later", "Previous", and "Next". The main heading is "Identifying Information - Step 2 of 6". A note states: "Any question with an asterisk (*) is required to be completed." The form section is titled "Unique ID & Company Profile" and contains the following fields:

- 3 * Tax Identification Number
- 4 * Entity Name
- Additional Name
- http://URL [Open URL](#)



Identifying Information

Profile Questions

Providing this information will help determine eligibility for approval of your registration. You must answer all questions to proceed to the Next step. To expand the question window, select the small arrow in the upper right corner.

Required Fields:

All Profile questions are required.

A W-9 form is the IRS' Request for Taxpayer Identification Number and Certification.


This document provides us with your formal, legal name, and your taxpayer number and classification.

This information is used to determine taxability and reportability of payments per the IRS' 1099-Misc. guidelines.

The W-9 must be saved to your computer as a PDF copy prior to uploading.

5. Click the Add Attachment link.

Profile Questions ?

* Please attach the supplier's completed W-9 form. [Add Attachment](#) 5 

Any attachment must be in the form of PDF.

* DBA Name (If different from name used for purposes of IRS reporting complete. If the same enter N/A.)

* Legal Name used for purposes of IRS reporting

Common issues with W-9 forms:

File size is too big. Try reducing the size (should be 2MB or less.)

- Reducing Adobe files: Document > Reduce file size.
- Reducing Picture: Make sure your document is 105 dpi or smaller.

W-9 Not completed in full

- Entity Name not provided or incorrect.
- Tax Identification Number not provided.
- W-9 not signed (physical signature – not typed).



5a. Click the Upload button.

The screenshot shows a web application interface for 'Identifying Information - Step 2 of 6'. The main form includes fields for 'Tax Identification Number' (123123456), 'Entity Name' (New Screen Shots), 'Additional Name', and 'http://URL'. Below these are 'Profile Questions' with instructions to attach a W-9 form and a DBA name. A 'Profile Attachments' dialog box is overlaid on the form, showing a table with the following structure:

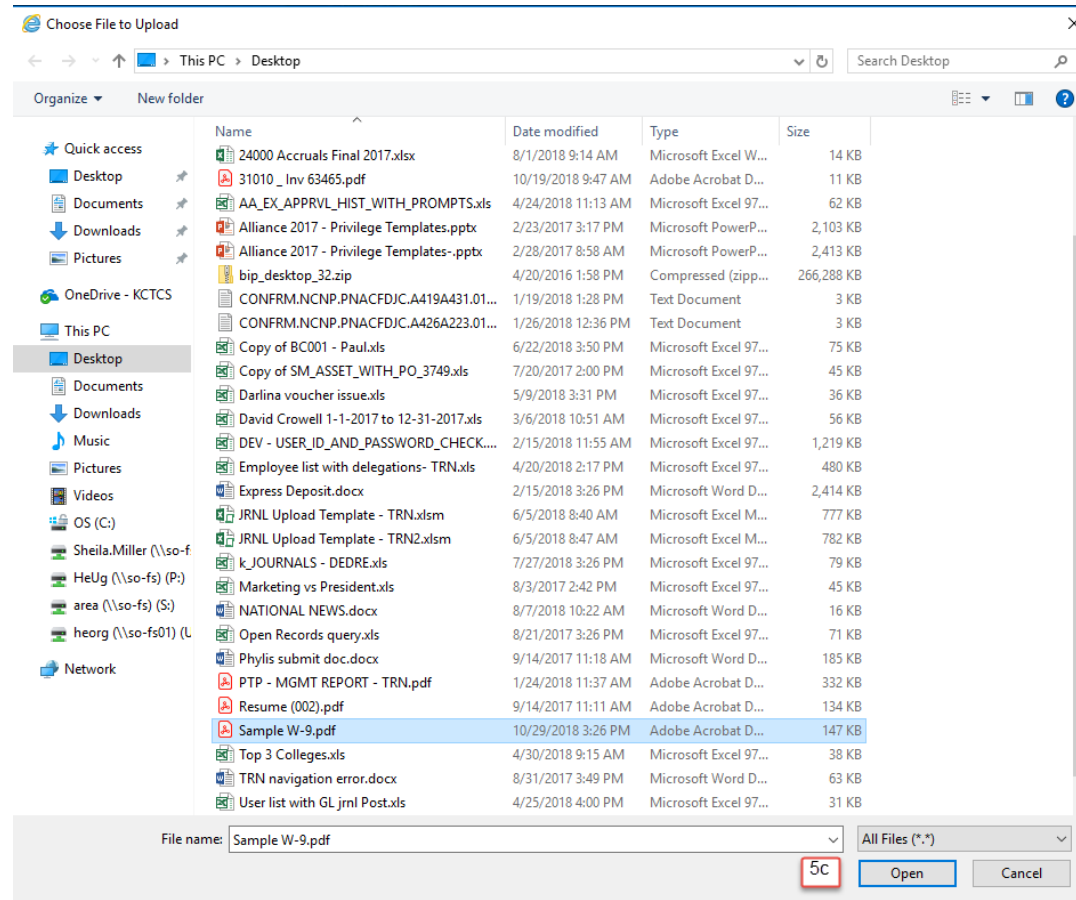
Attached File	Attachment Description	Upload	View
1		Upload	View

The 'Upload' button in the table is highlighted with a red box and labeled '5a'. There are also 'Return' and 'View' buttons in the dialog.

5b. Click the Browse button.
For Safari browser click the Choose a file option.

This screenshot is identical to the one above, but the 'File Attachment' dialog box is open instead of the 'Profile Attachments' dialog. The dialog has a text input field and a 'Browse...' button, which is highlighted with a red box and labeled '5b'. There are also 'Upload' and 'Cancel' buttons in the dialog.

5c. Select the PDF file containing your completed W-9 form and click Open.



5d. Click the Upload button.

The screenshot shows a web application interface for 'Identifying Information - Step 2 of 6'. The main form contains fields for 'Tax Identification Number' (123123456), 'Entity Name' (New Screen Shots), 'Additional Name', and 'http://URL'. A 'Profile Questions' section includes instructions to attach a W-9 form. A 'Profile Attachments' dialog box is open, showing a table with one row: '1 Sample W-9.pdf'. The 'Upload' button is highlighted, and the label '5d' is circled in red.

5e. Click the Return button.
The file has now been added as an attachment.

The screenshot shows the same web application interface. The 'Profile Attachments' dialog box now displays the file 'Sample W-9.pdf' in a table with columns for 'Attached File', 'Attachment Description', 'Upload', and 'View'. The 'Return' button is highlighted, and the label '5e' is circled in red.

Identifying Information

Standard Industry Codes

Providing this information will help determine the commodities, you provide.

Required Fields:

At least one NAICS code is required.

6. Click the magnifying glass and select the code(s) that best describe the goods or services you provide.

By entering a keyword in the Description box, you can search for the correct code.

Click the dropdown box next to Description and choose 'contains' in order to search the entire description for your keyword.

Optional Fields:

Enter Comments as necessary.

If additional comments are required to further describe the goods or services you provide, enter them in the comments box.

7. Select Next to proceed

Standard Industry Codes ?

US - NAICS Codes Description

Search: 6

Add Code

Look Up Standard Industry Code

SIC Code Type US - NAICS Codes

Standard Industry Code begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Standard Industry Code	Description
11	Agriculture, Forestry, Fishing
111	Crop Production
1111	Oilseed and Grain Farming
11111	Soybean Farming
11112	Oilseed (except Soybean) Farming
11113	Dry Pea and Bean Farming
11114	Wheat Farming
11115	Corn Farming
11116	Rice Farming
11119	Other Grain Farming
111191	Oilseed and Grain Combination
111199	All Other Grain Farming
1112	Vegetable and Melon Farming
11121	Vegetable and Melon Farming
111211	Potato Farming
111219	Other Vegetable (except Potato)
1113	Fruit and Tree Nut Farming
11131	Orange Groves
11132	Citrus (except Orange) Groves
11133	Noncitrus Fruit and Tree Nut F
111331	Apple Orchards

Comments ?

Exit Save for Later | Previous Next 7

* Required field

Addresses

Note: KCTCS requires both a Primary (ordering) address and a Remit address.

8. Addresses: Enter your Primary (Ordering) Address and Remit address if different from Primary Address.

Must consist of at least Address 1, City, State and Postal (Zip Code).

9. Please Provide existing email ID (address).

Addresses - Step 3 of 6

KCTCS requires both an Ordering and Remit To address. Please provide your Ordering address. If you have a separate Remit To address include by checking the Remit To address check box and completing the information.

Primary Address ?

* Country United States

Address 1 8

Address 2

Address 3

Address 4:

City

County Postal

State

Email ID 9

Note: KCTCS requires both a Primary (ordering) address and a Remit address.



Addresses

A Remit To Address is required if this address is different from the Primary Address. . If the Remit Address is the same, skip to step 11.

10. Remit To Address: Enter your remit address by clicking the check box and completing the information.

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address
Address for remitting payment

* Country **10**

Address 1

Address 2

Address 3

Address 4:

City

County Postal

State

Email ID

11. Select Next to proceed.

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address
Address for remitting payment

Invoice Address
Address from which you send invoice

Exit Save for Later | < Previous Next > **11**



Contacts

12. Contacts: Select Add Contact to enter your contact information.

Contacts - Step 4 of 6

Please provide the primary contact for your business. If you would like to add additional contacts add as separate user id request.

Company Contacts ?

You have not added any contact information to your application. Click "Add Contact" button to add new contact information.

Add Contact 12

* Required field

Required Fields:

First Name
Last Name
Email ID
Telephone

13. Enter you contact information.

14. Check the Primary Contact check box.

Note: One contact must be designated as the Primary Contact.

Contact Information ?

13 * First Name Primary Contact 14

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type



Contacts

Required Fields:

Requested User ID
Password
Confirm Password

Optional Fields:

Description

Locked Fields: unavailable for change:

Language Code
Time Zone
Currency Code

User Profile Information ?

15 * Requested User ID SUP\$

16 Password

17 Confirm Password

Full Contact Name

18 OK Cancel

15. Requested User Id must begin with **SUP\$** followed by three or more Characters (no spaces).

16. Passwords must be at least 12 characters long and must contain both letters and numbers or a special character.

17. Confirm your password.

18. Click OK when complete.

Repeat steps 12 through 18 to enter multiple contacts.

Note: Each requested user ID (step 15) should be unique.



Contacts

A List of Company Contacts will appear.

19. Select Next to proceed

Contacts - Step 4 of 6

Please provide the primary contact for your business. If you would like to add additional contacts add as separate user id request.

Company Contacts ?

Primary	Name	Phone	Designate Address	
<input checked="" type="radio"/>	Contact Name	xxxxxxxxxx	Primary Address	🗑️
<input type="radio"/>	2nd Contact Name	xxxxxxxxxx	Primary Address	🗑️

Add Contact

* Required field

Exit Save for Later | Previous Next 19



Payment Information

Required Fields:

Invoice Address
Remit Address
Enable Email Payment Advice
Email Address
Payment Method

20. Select Invoice Address.

21. Select Remit Address.

22. Select Enable Email
Payment Advice.

23. Enter Email Address to
receive payment
notification for ACH
payments.

24. Select Payment Method
(Automated Clearing
House).

Payment Information - Step 5 of 6

For faster payment to our suppliers, KCTCS recommends using Automatic Clearing House (ACH) to process payments. Therefore, please provide the following information.

Payment Preferences ?

Requested Payment Terms N30 Net 30

20 Invoice Address

21 Remit Address

22 Enable Email Payment Advice

23 Email Address

24 Payment Method

Note: KCTCS recommends using Automated Clearing House (ACH) to process payments.



Payment Information

Required Fields:

Bank Name
Bank ID Qualifier
Bank ID
Bank Account Number
DFI Qualifier
Account Type
DFI ID

Optional Fields:

Bank Address
Bank Phone

25. Supplier Banking Information: Enter your banking information for ACH payments.

26. Select Next to proceed.

Supplier Banking Information ?

25 Country United States

Bank Name

Branch Name

Bank ID Qualifier United States Bank

Account Type

Bank ID

Bank Account Number

DFI Qualifier Transit Number

DFI ID

IBAN

Comments

Comments

*Required Field

Exit Save for Later | < Previous Next > **26**



Submit

Prior to Submitting

27. Please confirm that the correct email address displays in the communication box.
28. Review Terms of Agreement and check the box to accept the terms.
29. Review the Registration and make changes if needed.
30. Click the Submit button.

Please note: After submitting your registration information, all change requests must be sent to Purchasing at KCTCS-Purchasing@kctcs.edu.

Confirmation Screen will appear with your Registration ID and the Email address used for notifications.

Submit - Step 6 of 6

Click the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:
emailaddress@xxx.yyyy **27**

Terms and Conditions ?
Make sure you read terms of agreement fully before submitting your registration.
 Click to accept the Terms of Agreement below. **28**
[Terms of Agreement](#)

29 Review Submit **30**

Registration Submit Details

Submitted

✓ You have successfully submitted your registration.

Your registration ID:

xxxxxxxxxx

Any email regarding the registration status will be sent to:

emailaddress@xx.yyyy



What you can Expect Next:

Sample Email

You will receive an email titled "Your KCTCS Registration Form has been submitted for approval".

This email gives you instructions on the Next step in the process of becoming a supplier with KCTCS.

Fri 8/10/2018 3:47 PM

Your KCTCS registration form has been submitted for approval

To Contact Name provided on Registration

Thank you for your interest in registering with Kentucky Community & Technical College System.

Your supplier registration form, registraion ID xxxxxxxxxx has been submitted for approval.

You will be notified at this email address of any changes in your registration status.

If you have any question or feedback regarding your registration ID xxxxxxxxxx, please call (859) 256-3225, or email KCTCS-Purchasing@kctcs.edu.

Thank you,

KCTCS Procurement to Payment Team

Please Note: Allow 3-5 business days for your registration approval.

