



The KCTCS's Self Service Supplier System - Updating Your Account

You will need...

- The User ID you entered when you registered with the Kentucky Community and Technical College System's self service supplier system. This ID should begin with 'SUP\$'.
 - a. Are you new to KCTCS? Click [here](#) and register using the 'New Suppliers' link.
 - b. Have you done prior business with KCTCS, but you do not have a User ID? Email KCTCS-Purchasing@kctcs.edu for an invite.
- Your password.
 - a. Forgot your password? Click [here](#) to reset it.

Use the link provided to begin your registration.

PRD: [KCTCS self service supplier system](#)



Login Page

1. Enter your User ID using all caps.
2. Enter your password (this is case sensitive).
3. Click 'Sign In' to proceed.

***Note:**

To access these directions from the sign-in page, click 'Click here for instructions'. If you have forgotten your password, click the 'I forgot my password' link. If you have never done business with KCTCS before, click on the 'Register as a Supplier' link to start a new registration.



Login

Already a Bidder or Supplier ?

Login here as an existing User.
[Click here for instructions](#)

User ID

Password

[I forgot my password](#)
Click here to reset your password

Done business with KCTCS before but don't have a user ID? Email us at KCTCS-Purchasing@kctcs.edu for a registration invite.

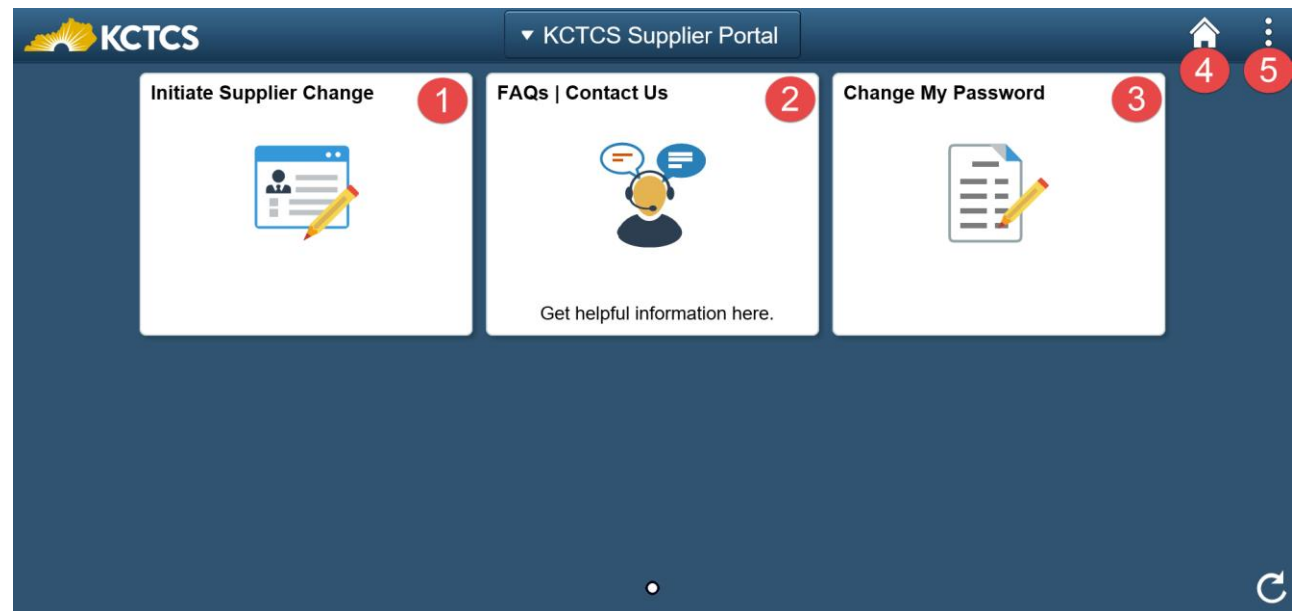
Not yet a Bidder or Supplier ?

[Register as a Supplier](#)



KCTCS Supplier Portal homepage

1. Initiate Supplier Change file: Click this file to make updates and submit account changes for approval. This file can also be used to view pending change requests. More details can be found on pg. 4, below.
2. FAQs | Contact Us file: Click this file to view commonly asked questions and their answers. This file can also be used to submit a question.
3. Change My Password file: Click this file to change your password.
4. Home Button: Click this at any time to return to the KCTCS Supplier Portal homepage.
5. Actions List: Click this to sign out of the Supplier Portal.



Initiate Supplier Change file

Welcome train stop

Once you click on the Initiate Supplier Change file, unless you already have pending change requests in the system, the Welcome train stop (page) is the first page that will appear. If you have pending requests, they will appear on a review page and there will be a Create New Request button to initiate a new change request.

1. Click the Exit button to return to the Supplier Portal homepage.
2. Click the Save for Later button to save your changes without submitting the changes for approval.
3. Click the Previous button to return to the previous train stop.
4. Click the Next button to advance to the next train stop.

Supplier Change Request | Welcome Contact Name

Welcome | Company Profile | Addresses | Contacts | Payment Profile | Submit

Exit (1) | Save for Later (2) | Previous (3) | Next (4)

Welcome Contact Name
(Supplier Name)

Use the Next buttons at the bottom of each page to navigate through each train stop and update your company information for addresses, contacts, and payment remit information as needed.
Any field with an asterisk (*) is required to be completed.

Exit (1) | Save for Later (2) | Previous (3) | Next (4)

Review Changes

*Note:

These buttons are available on each train stop. To use any of the buttons mentioned above, you must first enter a value for each required field on that train stop.

Company Profile train stop

The Company Profile train stop displays general information about your company. All of this information can be updated as needed.

Required Fields:

At least one Standard Industry Code (SIC) is required. You must also have a Supplier Name and an answer to each Profile Question.

1. Click the SIC Code Type drop down box and select 'US - NAICS Codes'.
2. Click on the Loop Up icon next to the Standard Industry Code field.
3. The first 300 codes will be displayed. If you do not see your code, enter a description of the goods or services you provide in the Description field.
4. Click Look Up.
5. Click the link associated with the code that best describes the goods or services you provide.
6. You can click the Add Code button to add additional SIC codes.

The screenshot shows the 'Company Profile for Supplier Name' form. The 'Standard Industry Codes' section is expanded, showing a dropdown for 'SIC Code Type' and a search field for 'Standard Industry Code'. A red arrow points to the search icon (2). A modal window titled 'Look Up Standard Industry Code' is open, showing search criteria for 'SIC Code Type' (US - NAICS Codes) and 'Standard Industry Code' (begins with). A red circle 3 highlights the 'Description' field. A red circle 4 highlights the 'Look Up' button. A table of search results is shown, with a red circle 5 highlighting the link for '11111 Soybean Farming'. A red circle 6 highlights the 'Add Code' button in the main form.

Standard Industry Code	Description
11	Agriculture, Forestry, Fishing, and Hunting
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

Company Profile (cont.)

7. All fields under the Profile Questions section are required.

If you have answered these questions in the past, then your answers will appear and there will be no action required on your part.

If you have not answered these questions, then each one must have a response before you can move to the next train stop.

Profile Questions **7**

***Minority Business Enterprise/MBE**
Defined as a business at least 51% owned by one or more African-Americans, Hispanics, Native Americans, Asian Pacific Americans, Asian Indian Americans, and other groups as defined by Federal law.


***Women-Owned Business Enterprise/WBE**
Women-Owned small business concern is at least 51% owned by one or more women; or if publicly owned, at least 51% of the stock is owned by such individuals AND its management, and daily operations are controlled by them as well.
 Yes
 No

***Disadvantaged Business Enterprise/DBE**
Defined as a business at least 51% owned by at least one differently abled, socially, or economically disadvantaged individual as defined by Federal law.
 Yes
 No

***Veteran Owned Business/VOB**
Defined as a business at least 51% owned and operated by a service veteran.
 Yes
 No

***Disadvantaged Veteran Owned Business/DVOB**
Defined as a business at least 51% owned and operated by a service veteran with a service-related disability of at least 10 percent.
 Yes
 No

***Small disadvantaged/minority business concern is at least 51% owned, managed and operated on a daily basis by one or more socially and economically disadvantaged or minority individuals. Non-minority women should not check this.**

 [Review Changes](#)



Company Profile (cont.)

Optional Fields:

1. Use the Comments field to give additional detail regarding the goods and services your company provides.

This information will be used to supplement the SIC codes that are entered.

2. The Review Changes link can be clicked at any time to review the changes that have been entered.

3. Click the Add Attachment link and follow the directions on the next page to add attachments related to your company.

While no attachment is required, some examples would be a certificate of insurance, updated W9, diversity certification, etc.

Supplier Change Request **Company Profile for Supplier Name**

Welcome **Company Profile** Addresses Contacts Payment Profile Submit

Exit Save for Later Previous Next

Company Profile for Supplier Name [Review Changes](#) 2

View or update general information about your company

Unique ID & Company Profile

*Supplier Name [Add Attachment](#) 3

Expand All Collapse All

Standard Industry Codes

SIC Code Type	Standard Industry Code	Description	Remove
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

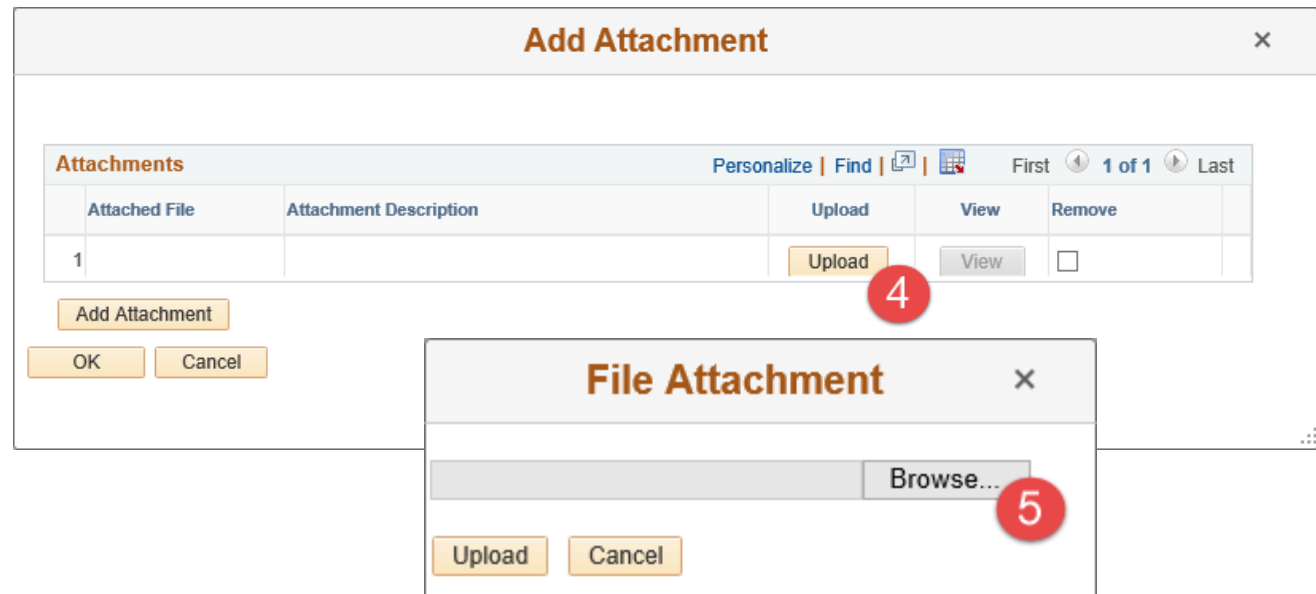
Add Code

Comments

1

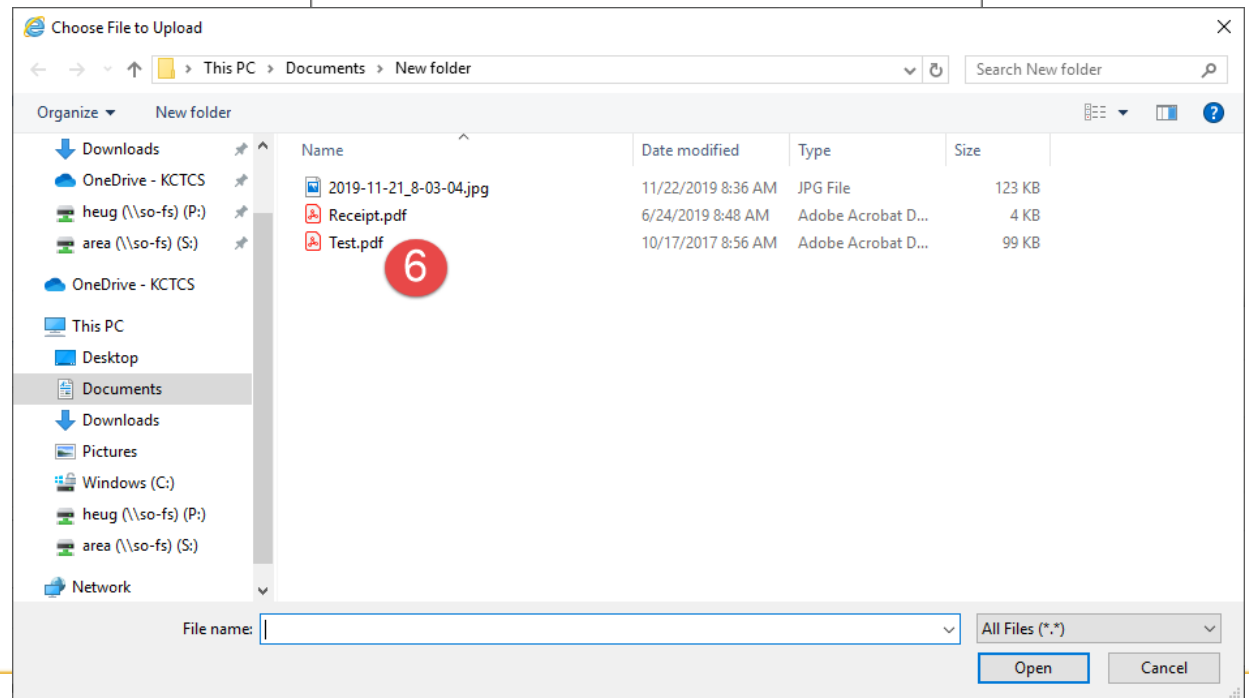
Company Profile (cont.)

4. Click the Upload button.



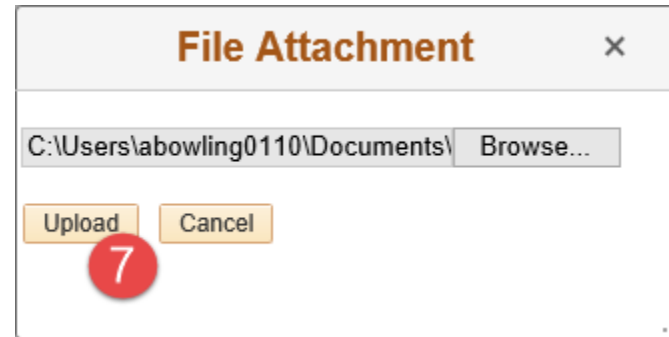
5. Click the Browse button.
For Safari browser click the
Choose a file option.

6. Select the PDF file you wish
to attach and click Open.

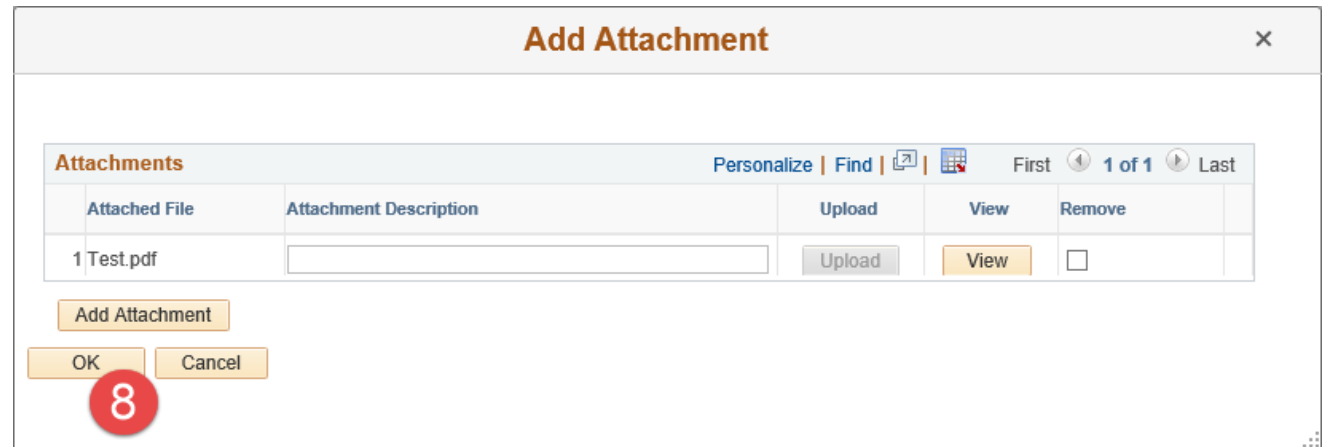


Company Profile (cont.)

7. Click the Upload button.




8. Add a description as needed and click the OK button. The file has now been added as an attachment.



9. Click the Next button to advance to the next train stop.



Addresses Train Stop

1. To edit an existing address, click the Edit icon  next to the address that needs to be changed.



Supplier Change Request | Addresses for Supplier Name | Home | Menu

Welcome | Company Profile | **Addresses** | Contacts | Payment Profile | Submit

Exit | Save for Later | Previous | Next

Addresses for Supplier Name

 [Review Changes](#)

Add new addresses or select the pencil icon to edit the details for an existing address

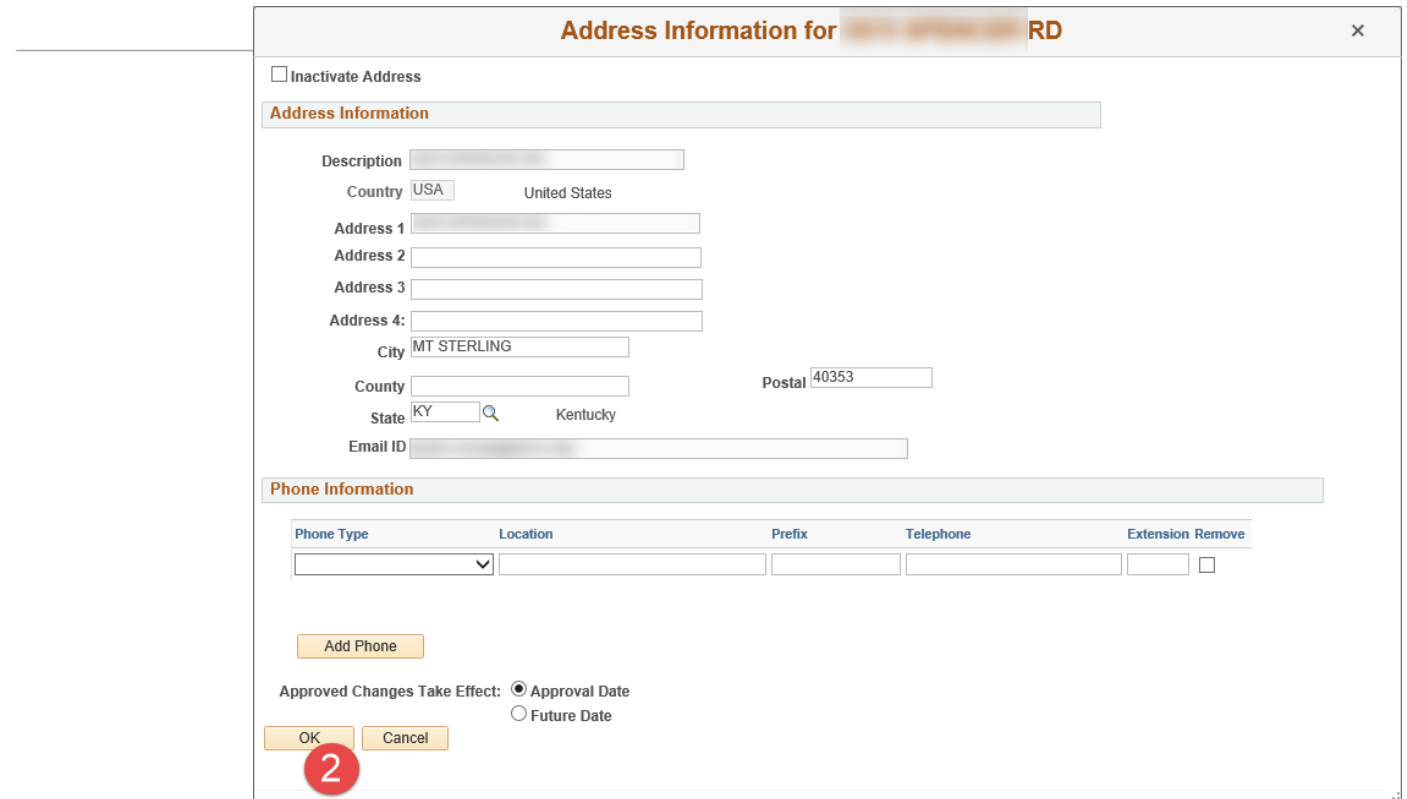
Description	Address Line 1	Change Action	Change Effective Date	Edit
[Redacted]	[Redacted]			 1

[Add New Address](#)

2. Update any address fields as necessary and click OK.

*Note:

You can also Inactivate an address so long as it is not currently being used as your ordering or remit address. If you would like to add a new ordering or remit address add a new address using the directions below.



Address Information for [Redacted] RD

Inactivate Address

Address Information

Description: [Redacted]
Country: USA United States
Address 1: [Redacted]
Address 2: [Redacted]
Address 3: [Redacted]
Address 4: [Redacted]
City: MT STERLING
County: [Redacted] Postal: 40353
State: KY Kentucky
Email ID: [Redacted]

Phone Information

Phone Type	Location	Prefix	Telephone	Extension	Remove
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	<input type="checkbox"/>

[Add Phone](#)

Approved Changes Take Effect: Approval Date Future Date

[OK](#) [Cancel](#) **2**

Addresses (cont.)

- To add a new address, click Add New Address.

Supplier Change Request | Addresses for Supplier Name

Welcome | Company Profile | **Addresses** | Contacts | Payment Profile | Submit

Exit | Save for Later | Previous | Next

Addresses for Supplier Name

Review Changes

Add new addresses or select the pencil icon to edit the details for an existing address

Description	Address Line 1	Change Action	Change Effective Date	Edit

Add New Address

3

- Enter new address information and click OK.

*Note:

Addresses must have values for at least Address 1, City, State and Postal (Zip Code).

Address Information for Supplier Name

Address Information

Description

Country United States

Address 1

Address 2

Address 3

Address 4:

City

County Postal

State

Email ID

Phone Information

*Phone Type	Location	Prefix	Telephone	Extension
Business Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Phone

Approved Changes Take Effect: Approval Date Future Date


OK **Cancel**

4

- Click the Next button to advance to the next train stop.



Contacts train stop

1. To edit an existing contact, click the Edit icon  next to the contact that needs to be changed.



Supplier Change Request | Contacts for Supplier Name


Welcome | Company Profile | Addresses | **Contacts** | Payment Profile | Submit

Exit | Save for Later | Previous | Next

Contacts for Supplier Name

 Review Changes

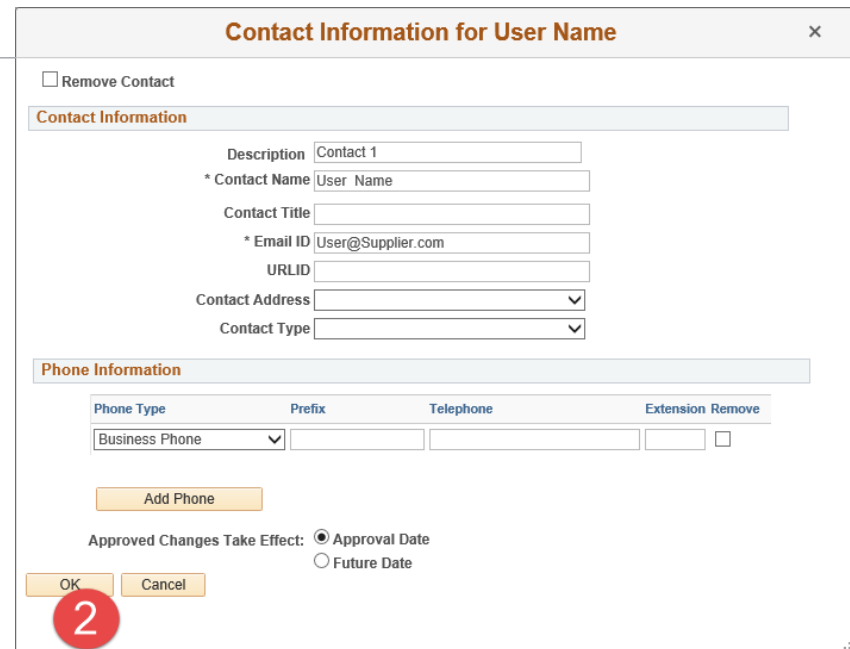
Add new contact or select the pencil icon to edit the details for an existing contact

Name	Address	Change Action	Change Effective Date	Edit
User Name				 1

2. Update any contact fields as necessary and click OK.

*Note:

You can also Inactivate a contact using the Remove Contact box in the top left.



Contact Information for User Name

Remove Contact

Contact Information

Description: Contact 1

* Contact Name: User Name

Contact Title:

* Email ID: User@Supplier.com

URLID:

Contact Address: [dropdown]

Contact Type: [dropdown]

Phone Information

Phone Type	Prefix	Telephone	Extension	Remove
Business Phone				<input type="checkbox"/>

Approved Changes Take Effect: Approval Date Future Date

2

Contacts (cont.)

- To add a new contact, click Add New Contact.

Supplier Change Request > Contacts for Supplier Name

Welcome Company Profile Addresses **Contacts** Payment Profile Submit

Exit Save for Later Previous Next

Contacts for Supplier Name [Review Changes](#)

Add new contact or select the pencil icon to edit the details for an existing contact

Name	Address	Change Action	Change Effective Date	Edit
User Name				

Add New Contact 3

- Enter new contact information and click OK.

*Note:

Contacts must consist of at least First Name, Last Name, and Email Address.

- Click the Next button to advance to the next train stop.

Add New Contact

Contact Information

Description

* First Name

* Last Name

Contact Title

*Email Address

URL

Contact Address

Contact Type

Phone Information


*Phone Type	Prefix	Telephone	Extension
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Phone

Approved Changes Take Effect: Approval Date Future Date

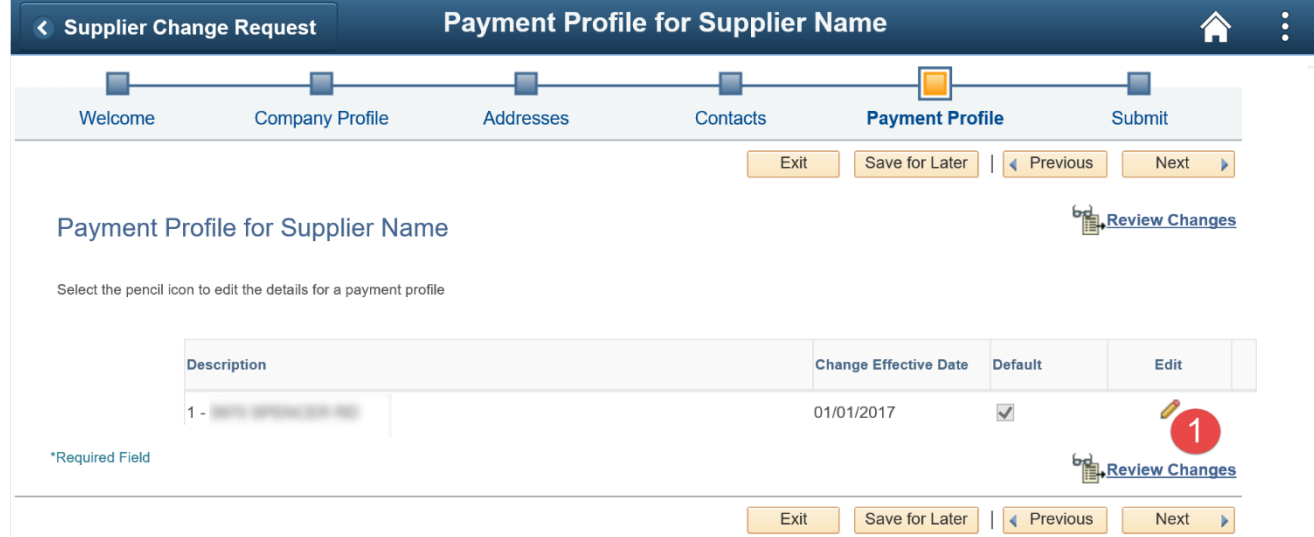
OK **Cancel** 4


Payment Profile train stop

1. To edit an existing payment profile, click the Edit icon  next to the profile that needs to be changed.

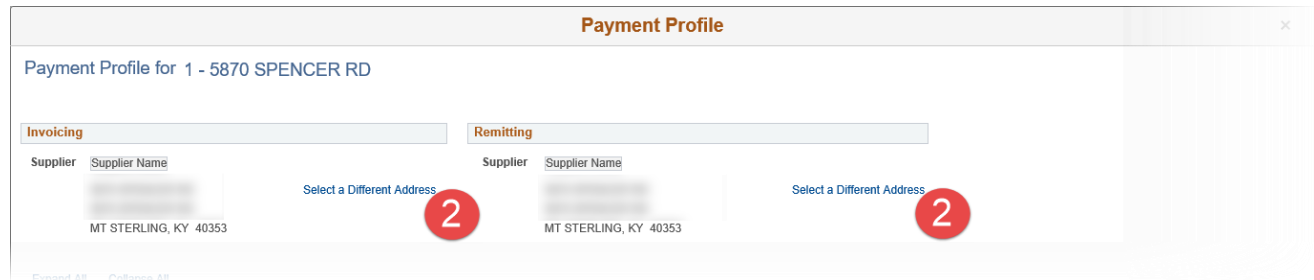
*Note:

If you have multiple ordering and remit addresses and you would like to add an additional payment profile, please contact us at KCTCS-Purchasing@kctcs.edu.

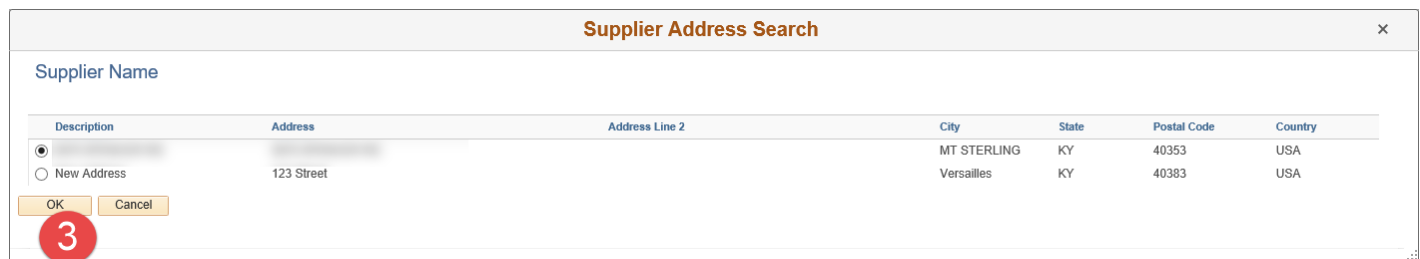


Description	Change Effective Date	Default	Edit
1 - [redacted]	01/01/2017	<input checked="" type="checkbox"/>	 1

2. Click the Select a Different Address link under either the Invoicing or Remitting section to update the address.



3. Click the radio button next to the address you would like to use for ordering or remitting (depending on the link clicked in the last step) and click OK.



Description	Address	Address Line 2	City	State	Postal Code	Country
<input checked="" type="radio"/> New Address	123 Street		Versailles	KY	40383	USA
<input type="radio"/>			MT STERLING	KY	40353	USA

Payment Profile (cont.)

4. Use the Payment Method drop down to choose either 'Automated Clearing House' (ACH) or 'System Check' as your preferred payment method.
5. If you choose ACH, update the Email ID for the emailing of payment advice as needed.
6. Click the Add Bank Account button to add a new account to your payment profile.

Payment Profile

Payment Profile for 1 - 5870 SPENCER RD

Invoicing
Supplier
New Address [Select a Different Address](#)
123 Street
Versailles, KY 40383

Remitting
Supplier
New Address [Select a Different Address](#)
123 Street
Versailles, KY 40383

[Expand All](#) [Collapse All](#)

Payment Preferences
Payment Terms ID
Payment Method **4**

Payment Notification Preferences
 Enable Email Payment Advice
Email ID **5**
Payment Method

Attachments
Attachments

Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Branch Name	Bank Account #
<input checked="" type="checkbox"/>				XXXXXX

6



Payment Profile (cont.)

7. Enter the information for your new account and click OK.

*Note:

A new account requires at least a Bank Name, Bank ID, DFI ID (which should match the Bank ID), and a Bank Account Number.

Add New Supplier Bank Account

Bank Accounts

Description

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

Bank Address

Country United States

Address 1

Address 2

Address 3

Address 4:

City

County

State

Postal

Bank Phone

Prefix

Phone

Ext

Fax

7



Payment Profile (cont.)

8. Check the box next to your new account.
9. Click OK.
10. Click the Next button to advance to the next train stop.

Payment Profile

Versailles, KY 40383 Versailles, KY 40383

Expand All Collapse All

Payment Preferences

Payment Terms ID

Payment Method Automated Clearing House

Payment Notification Preferences

Enable Email Payment Advice

Email ID

Payment Method Automated Clearing House

Attachments

Attachments

Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #
<input checked="" type="checkbox"/>	Bank		Branch		XXXXXX

Add Bank Account

OK Cancel



Submit train stop

1. Enter an email for communication regarding the approval of your changes.
2. Enter Comments as needed.
3. Click the Review button to review your changes.

Supplier Change Request | **Review and Submit Changes for Supplier Name**

Welcome | Company Profile | Addresses | Contacts | Payment Profile | **Submit**

Exit | Save for Later | Previous | Next

Review and Submit Changes for Supplier Name

Review and confirm your changes before submitting
Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

Comments

254 characters remaining

Confirm Changes

Review | Withdraw | Submit

Exit | Save for Later | Previous | Next



Submit (cont.)

- Review all changes and click Return.

Review Page for Supplier Name

Expand All Collapse All

▼ Profile Questions

Current	Proposed
*Minority Business Enterprise/MBE Defined as a business at	Prefer Not To Respond
*Women-Owned Business Yes	No

Bank Phone

Add Prefix Phone Extension Fax

Return **4**

Supplier Change Request | Review and Submit Changes for Supplier Name

Welcome Company Profile Addresses Contacts Payment Profile **Submit**

Exit Save for Later | Previous Next

- Click on the Confirm Changes checkbox
- Click the Submit button.

Review and Submit Changes for Supplier Name

Review and confirm your changes before submitting
Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

Comments
254 characters remaining

Confirm Changes

Review Withdraw **Submit** **6**

Exit Save for Later | Previous Next

7. Click on the 'Return to Supplier Change Request Selection page' link to review your submitted request and enter additional requests.
8. Click the 'Return to Supplier Home Page' link to return to the KCTCS Supplier Portal homepage.

Supplier Change Request Submit Confirmation

Pending Approval

You have successfully submitted your Supplier Change Request

Your Change Request ID 000000041

Any email regarding the request status will be sent to:
[redacted]

[Return to Supplier Change Request Selection Page](#) 7

[Return to Supplier Home Page](#) 8