

INSTRUCTIONS FOR COMPLETION OF JACKSON COUNTY ONLINE VENDOR REGISTRATION FORM

Please enter the required (denoted by an asterisk*) information when completing this form. The following instructions correspond with the partitioned sections on our online vendor registration form.

GENERAL INFORMATION

1. **Business Name:** Enter the company's legal business name as shown on required Federal Tax documents.
2. **Business Address:** Enter the company's legal business address as shown on required Federal Tax documents.
3. **Telephone Number:** Enter the company's legal business telephone number as shown on required Federal Tax documents.
4. **Company Internet Address:** Enter the company's web page or internet address.
5. **Contact Information:** Enter the name of the person that should be contacted when questions arise. Provide a phone number, fax number, and E-mail address, if available.

ALTERNATE MAILING ADDRESS FOR SOLICITATIONS

If applicable, enter the alternate mailing address where solicitations should be sent. This address may be a street address or a PO Box.

DBE/MBE/WBE

Check the applicable boxes corresponding to current minority certifications for your business. Check all that apply. These certifications may be obtained from the [City of Kansas City, Missouri](#), the [State of Missouri, Department of Transportation](#), or from the [MidAmerica Minority Business Development Council](#) .

BUSINESS TYPE

Indicate the type of business by checking the appropriate box(es). Check all that apply. If ownership type is a Corporation or Limited Liability Company (LLC), include the State in which the business is incorporated or where the LLC is registered.

COMMODITY CODE

In this sections, please select the commodities corresponding to the products and services that your business provides. There are two ways to select commodities within our online registration:

- (1) **Search for Commodity** – find a commodity by searching for part of the commodity description OR
- (2) **Choose Commodity by Category** – review our complete commodity listing to determine the associated commodity category

[Click here for instructions on commodity selection.](#)

Select ALL detail commodities corresponding to the provisions of your business to ensure appropriate notifications of solicitations.

Enter your name at the bottom of the registration form and click Submit to complete your application.

It is the responsibility of the vendor to maintain the profile information supplied in this application.

CONFIRMATION

After successful submission of the application, a confirmation page will display profile information for your review. You may print this information for your records.

Congratulations! Your business is now officially listed on the Jackson County Bidders' and Suppliers' List.