

Supplier Registration Procedure

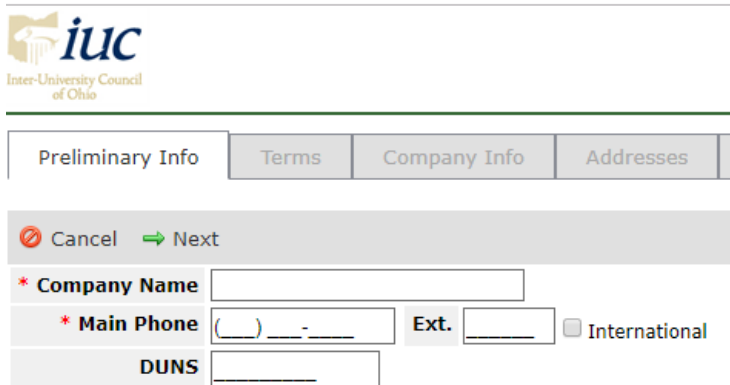
1. Navigate to <http://www.miamioh.edu/fbs/strategic-procurement/index.html>



2. Click on the “eBidding System” button.



3. Click the “Supplier Registration” button.
4. Enter preliminary information



iuc
Inter-University Council
of Ohio

Preliminary Info Terms Company Info Addresses

Cancel → Next

* **Company Name**

* **Main Phone** () - - **Ext.** ☐ International

DUNS

5. Read the Terms & Conditions and then click on **Accept Terms & Conditions**. Acceptance of the Terms & Conditions is required to continue.
6. Complete steps 2-3 of the registration process by entering the appropriate information in the fields provided.
7. Step 4:
 - a. Select all applicable Special Classifications.
 - b. Select all applicable Commodity Codes:
 - i. Click on “Add or Remove Selections”



Commodity Codes

* **Commodities**

Warning No commodity codes selected. This may prevent you from being notified of new event opportunities.

[Add or Remove Selections]

Please select the Commodities

Previous Cancel Registration Next

- ii. Click on all applicable commodity codes, then click “Save Selections.” *At least one commodity code must be selected.*
 - c. Click “Next” to continue.
8. Step 5: Enter the primary user information- User **MUST** be a person authorized to sign bid responses. Password must contain at least 8 characters (2 number(s) and 6 letter(s)). Click “Next” to continue.
9. Step 6: Review all information for accuracy and thoroughness. To make corrections, Click the “edit” button for the desired section and make the necessary corrections.
10. Click **Submit Registration** to complete the supplier registration process.

