



To Upload Your W-9:

- Log in to your MissouriBUYS account (<https://missouribuys.mo.gov>, click **LOGIN** and enter your MissouriBUYS userid and password).
- Click on the drop down arrow by your name in the upper right hand corner. Click **MY ACCOUNT**.
- In the menu on the left hand side of the screen click **ORGANIZATION ATTACHMENTS**.
- If you currently have a W-9 on file, you will be able to click on the document to review. If there is not a W-9 on file, there will be a zero next to W-9 Document. Click **UPLOAD NEW** to upload your completed and signed W-9 document. If you have more than one W-9 on file, the system will pull the most recent version.

To Select a UNSPSC Commodity Code:

- Log in to your MissouriBUYS account (<https://missouribuys.mo.gov>, click **LOGIN**, enter your MissouriBUYS userid and password)
- Click on the drop down arrow by your name in the upper right hand corner. Click **MY ACCOUNT**.
- In the menu on the left hand side of the screen click **EDIT CATEGORIES** to select commodity code(s). (Click on the + sign by **EDIT MAIN ORG INFO** if **EDIT CATEGORIES** is not populated.)
- Select the **UNSPSC** tab (there are three other tabs [OBSOLETE, NAICS and NIGP] tabs, but the State of Missouri only uses UNSPSC commodity codes).
- Enter your keyword in the **Category Search** field and click **Search** for the applicable UNSPSC commodity codes for which you wish to receive notifications of bidding opportunities. Place a checkmark in the appropriate UNSPSC commodity code box(es) and click **ADD**. Selecting an UNSPSC commodity code(s) at the highest level will add all sub levels to your list of applicable commodity codes. Click **SAVE** to retain changes.
- If you do not wish to be notified of future bidding opportunities, then search for "Unknown" and add commodity code "00000000" to your vendor profile. It is recommended that you select at least one UNSPSC commodity code for your registration.

To Receive Confirmation of Bid Submissions:

Vendors responding to bids electronically through **MissouriBUYS** need to edit their vendor profile in order to receive an automated confirmation that their electronic bid response was successfully submitted to the state.

- The vendor's main contact in MissouriBUYS needs to log in to MissouriBUYS (<https://missouribuys.mo.gov>, click **LOGIN** and enter their MissouriBUYS userid and password). Click on the drop down arrow located next to their name in the upper right hand corner.
- When the drop down menu appears, click **MY ACCOUNT**.
- In the menu on the left hand side of the screen click **EDIT MAIN ORG INFO**.
- Scroll down the screen to the **BID NOTIFICATION** section or click on the **BID NOTIFICATION** hyperlink in the upper right hand corner of the screen.
- Check the appropriate box(es) as to which organizational contact(s) should receive notification of electronic bid response submission and click **SAVE**.