Educator Preparation Program

Supplier Registration Portal Directions

To receive your stipend, you must complete an online Supplier Registration for Maricopa County Community College District. Please complete steps 1-10 as soon as possible, as payment processing will take an average of 8-weeks after the student’s final grade has been posted. **It is critical you complete step 10 to notify the Educator Preparation Office of your Supplier Identification Number.**

Step 1: Go to: https://procurement.maricopa.edu/vendors/forms-and-documents

Under forms and documents, download the W-9 (individuals who reside out-of-country, complete the W-8ECI form)

- Complete the W-9 and save it to your Desktop
- Go to: https://business.maricopa.edu/purchasing/vendors
- Click on the Supplier Registration Portal link. You will see the following prompt. Carefully follow these directions:

![Supplier Registration Portal](https://example.com/supplier-registration)

Step 2: Under **Identifying Information** - complete the **Unique ID & Company Profile Section**

- **SSN/Tax Identification Number** (omit dashes; use nine consecutive numbers)
- **Entity Name**: Provide your First and Last Name
- Leave “Additional Name” and “http:URL” blank
- Attach your completed electronic W-9 form (see link provided in Step 1 for the W-9 form)
Step 3: Complete the Profile Questions Section

- **What type of organization do you represent?** Click the look up icon and select “Rio Salado Educator Preparation”
- **Does your company collect AZ sales tax?** Select “No” in the drop down menu
- **Does your company have a presence in AZ?** Select “Yes” if you reside in Arizona or “No” if you reside outside the state of Arizona
- **Arizona Sales Tax # (transaction privilege tax#)** Fill in “none”
- **Categories** – LEAVE CATEGORIES 1-10 BLANK.

Step 4: Leave the Additional Addresses blank

Step 5: **Comment section** please put: “I am a Mentor and/or Supervising Practitioner for the Rio Salado College Educator Preparation Program”.
Step 6: Under Add Contacts complete the Contact Information Section (all starred fields are required) filling in your information.

Step 7: The User Profile Information Section will populate when you click on the question mark.

Step 8: Complete the Payment Information Section

- Remit Address - select “Primary” as the drop down
- Email Address – fill in your email address
- Pay Method – It is important that you select “Electronic Funds Transfer” from the drop down. This will allow Rio Salado College to provide your stipend by electronic deposit.
Under the **Supplier Banking Information** - required for electronic payments (this screen shot is an example only)
  - Complete the name of your bank
  - Complete Bank ID (this number should start with #1)
  - Complete your Bank Account Number

Leave the **Comments** Section blank

STEP 9 - Under the **Submit** Section - You can review your registration information and then complete the **Terms and Conditions** Section
  - Complete the “Name of the person creating the registration”
  - Complete the “Email communication regarding this registration “ (give your preferred email address)
  - Check the “Accept Terms of Agreement below”
  - Click on the “Submit” to complete this form
Step 10: **EMAIL teacher.ed@riosalado.edu** with the following information:

- Your first and last name
- Name of the student you hosted in your classroom
- Supplier Identification number – your supplier ID number may take a few days to be assigned to you. Please do not email us with your MEID number as that will not help us in generating a payment.

Should you experience difficulties with registration, please contact the Maricopa Community College District Purchasing Office at (480) 731-8526.