

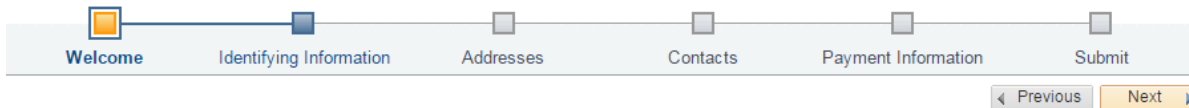
Educator Preparation Program

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>

- On the rightside, click on Supplier 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://procurement.maricopa.edu/vendors>
- Click on the *Supplier Registration Portal* link. You will see the following prompt. Carefully follow these directions:



Welcome - Step 1 of 6

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps.

Note: You will be required to upload an electronic copy of your W9 form during this process. If you do not have a letter-sized electronic copy (jpg, bmp, pdf, etc..), please obtain one before starting this process.

Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please call or contact:
Maricopa County Community College Purchasing Department
2411 West 14th Street
Tempe, AZ 85281-6942
URL: <http://www.maricopa.edu/purchasing>
Voice:(480) 731 - 8530
Fax: (480) 731 - 8190

◀ Previous Next ▶

* Required field

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)

Identifying Information - Step 2 of 6

Unique ID & Company Profile ?

* Tax Identification Number	<input type="text" value="123121234"/>	* Please attach your W9 Add Attachment
* Entity Name	<input type="text" value="Jane Doe"/>	
Additional Name	<input type="text"/>	
http://URL	<input type="text"/> Open URL	

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
- **Categories** – LEAVE CATEGORIES 1-10 BLANK.

Profile Questions ?

* What type of organization do you represent?	<input type="text"/> 🔍
* Does your company collect AZ sales tax?	<input type="text" value="No"/> ▼
* Does your company reside in AZ?	<input type="text" value="No"/> ▼
* Please select all that apply	<input type="text"/> 🔍
Please attach any MWBE certifications you have been issued (Optional)	<input type="text"/> Add Attachment 📎

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”.

Additional Address ?

HUBZone Program : If applicable, select one ▼

Size of Small Business : If applicable, select one ▼

Veteran-Owned Small Business : If applicable, select one ▼

Sm Disadvantaged Business Prog : If applicable, select one ▼

Other Preference Programs : If applicable, select one ▼

Please check all that apply:

Emerging Small Business

Women-Owned Business

Veteran

Disabled

Comments ?

I am a mentor and/or supervising practitioner for the Rio Salado College Educator Preparation Program

* Required field

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Step 6: Under **Add Contacts** complete the *Contact Information* Section (all starred fields are required) filling in your information

Add Contacts

Contact Information ?

* First Name Jane Primary Contact

* Last Name Doe

Title

* Email ID KAREN.NAVE@RIOSALADO.EDU

* Telephone 480/517-8263 Ext

Fax Number

Contact Type

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

User Profile Information ?

* Requested User ID KAREN.NAVE@RIOSALADO.EDU

Description JaneDoe

Language Code English ▼

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.

Payment Information - Step 5 of 6

The following errors need to be corrected.
 -- Email Address is required.

Payment Preferences ?

Remit Address

Enable Email Payment Advice

Email Address

Payment Method

- 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

Supplier Banking Information – required for electronic payments ?

Bank Name

Bank ID

Bank Account Number

Comments

Comments

*Required Field

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

Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Terms and Conditions ?

*Name of person creating registration:
Jane Doe

Email communication regarding this registration will be sent to:
Karen.Nave@riosalado.edu

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.
[Terms of Agreement](#)

Review Submit

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 supplier.mgmt@domail.maricopa.edu .