

# SOUTH MOUNTAIN COMMUNITY COLLEGE

## NOTETAKER VENDOR REGISTRATION GUIDE

DRS thanks you for serving as a notetaker this semester! You have fulfilled your duties as a notetaker and made a difference in the learning of a student. The following guide will take you through the steps to become a vendor in the Maricopa Community College District. Filling out a vendor registration allows us to properly compensate you for your service.

1. Visit the Maricopa Community Colleges District Purchasing Department site:  
<https://business.maricopa.edu/purchasing/>
2. Click on the word **PORTAL**, which is the last word in the first paragraph. This link will take you to the online vendor registration form.
3. You will be prompted to answer a few questions in a six step process. Any information that isn't indicated in this guide for you to answer should be left blank.

**Step One: Welcome-** You may read through the welcome page that will prepare you for the content that will follow. Once you have read through the short paragraph, select the "Next" button.



**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 you 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 - 8520  
Fax: (480) 731 - 8190

\* Required field

**Step Two: Identifying Information-** Occupy the “Tax Identification Number” field with your **social security number**. Next, fill in the “Entity Name” field with your **full name**. In the profile questions, select the drop down menus to populate the fields. In the question “What type of organization do you represent?” select the **Sole Proprietor** option. The following two questions should be answered with **No**. The rest of the fields may be left blank. The last step in this section is to attach your **W-9 form** in the “Add Attachment” option on the top right of the page. You may request the guidance of a DRS team member with scanning this form.

Welcome Identifying Information Addresses Contacts Payment Information Submit

Previous Next

**Identifying Information - Step 2 of 6**

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**Unique ID & Company Profile**

\* Tax Identification Number

\* Entity Name

Additional Name

http://URL  [Open URL](#)

\* Please attach your W9 [Add Attachment](#)

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**Profile Questions**

\* What type of organization do you represent?

\* Does your company collect AZ sales tax?

\* Does your company have a presence in AZ?

Arizona Sales Tax # (transaction privilege tax #)

Category 1  Category 6

Category 2  Category 7

Category 3  Category 8

Category 4  Category 9

Category 5  Category 10

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**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

Ethnicity  : If applicable, select one

Please check all that apply:

Emerging Small Business

Women-Owned Business

Veteran

Disabled

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**Comments**

\* Required field

Previous Next

**Step Three: Address-** On this page, fill in the “Address 1” field with your **address** information. Also occupy the “**City,**” “**County,**” “**Postal,**” and “**State**” fields with your information. “Email ID” is your email address. Please list the **email address** that you use most frequently. This is how the Purchasing Department will contact you to request more information if it is needed.

Addresses - Step 3 of 6

Enter Primary Address

\* Country  United States

Address 1

Address 2

Address 3

City

County  Postal

State

Email ID

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address  
Address for remitting payment

**Step Four: Contacts-** In this step, occupy the fields with asterisk symbols (\*) with your personal information.

Add Contacts

Contact Information

\* First Name   Primary Contact

\* Last Name

Title

\* Email ID

\* Telephone  Ext

Fax Number

Contact Type

User Profile Information

\* Requested User ID

Description

Language Code

OK Cancel

**Step Five: Payment Information-** This step gives you the freedom to decide how you will be paid. Carefully look at the options listed before making your decision. If you wish to have a check mailed to your home, as we have done in previous semesters, select **“Manual Check”** in the “Payment Method” dropdown box. If you wish to have your payment directly deposited into your bank account, fill in your bank information in the “Supplier Banking Information” section. Another required field for this page is your **email address**.

The screenshot shows the 'Payment Information' step (Step 5 of 6) of a registration form. At the top, a progress bar includes 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information' (highlighted), and 'Submit'. Below the progress bar, the title is 'Payment Information - Step 5 of 6' with 'Previous' and 'Next' buttons. The form contains several sections:
 

- Payment Preferences:** Includes a 'Remit Address' dropdown set to 'Primary', a checked 'Enable Email Payment Advice' box, an 'Email Address' text field, and a 'Payment Method' dropdown.
- Supplier Banking Information – required for electronic payments:** Includes 'Bank Name', 'Bank ID', and 'Bank Account Number' text fields.
- Comments:** A large text area for entering comments.

 At the bottom, there is a '\*Required Field' note and 'Previous' and 'Next' buttons.

**Step Five: Submit-** You are now moments away from completing your online vendor registration form. Please occupy the following fields with your **name** and **email address**. Read through the “Terms of Agreement” provided and check the box to accept the terms. Once you complete this process, the Maricopa Community College District’s Purchasing Department will receive an email with your submission information. Upon reviewing the information, the department will either approve or ask you (the supplier) for more information. Please allow up to a month after the semester ends to receive payment.

The screenshot shows the 'Submit' step (Step 6 of 6) of the registration form. The progress bar at the top highlights 'Submit'. The title is 'Submit - Step 6 of 6' with 'Previous' and 'Next' buttons. The form content includes:
 

- Instructions: 'Click the “Review” button to review the registration information.' and 'Click the “Submit” button to submit your registration after reviewing and accepting following Terms of Agreement.'
- Terms and Conditions:** A section with a 'Name of person creating registration:' text field, an 'Email communication regarding this registration will be sent to:' text field, and a checkbox for 'Click to accept the Terms of Agreement below.' with a link to 'Terms of Agreement'.
- Buttons: 'Review' and 'Submit' buttons.

 At the bottom, there are 'Previous' and 'Next' buttons.