New Vendors – How to Register in MECKProcure

For any password/login problems or registration problems, please email (fastest response) Vendor.Management@MecklenburgCountyNC.gov, or call Mecklenburg County Procurement, Vendor Management Program Office, 980-314-2400.

DO NOT USE GOOGLE CHROME OR APPLE SAFARI. USE EITHER INTERNET EXPLORER OR FIREFOX.

Preliminary Steps:
1. Go to www.meckprocure.com
   a. At the bottom right of the screen, click the “Vendor Instructions and Registration Forms” link
   b. Download the blank copy of ACH-IAT
   c. Complete the ACH-IAT Form. Ensure both pages are signed.

Registration:
1. Go to www.meckprocure.com and click Register
2. Read the **Memorandum of Agreement**

3. If you agree to terms, click **Accept Terms**. Otherwise click **Reject Terms**

**Memorandum of Agreement**

You must accept the terms of the Memorandum of Agreement in order to register as a vendor with VOS. By accepting the terms of the Memorandum of Agreement, you certify and warrant that the information you provide is true and correct. The terms may be amended, modified or revoked at any time at the sole discretion of VOS. If you do not agree to the terms, you will not be able to complete the registration process. If you are not sure you understand the terms of the Memorandum of Agreement, please contact VOS for assistance.

4. Read **Registration Tips**

5. Click **Next**

6. Determine if you or your company are already registered

6.1. The best way to search is by **Taxpayer Identification Number (TIN)**. If you are searching for an individual, please skip to step 6.6

6.1.1. In the appropriate space, enter your TIN with NO dashes or spaces.

6.1.2. Click **Search**

6.1.3. If your TIN is already registered, a listing will be displayed with instructions on what to do.

The following exists for the information you entered:

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Legal Business Name</th>
<th>DBA Name</th>
<th>Activated?</th>
<th>Contact your Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>VS000000028</td>
<td>Karl's Garage</td>
<td>garage</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Yes, but it is already registered

Yes, but it is not yet registered

Yes, but not my business location

Yes, but the registration is already in progress

No, register now.

Click the "Contact your Administrator" link to determine who you need to contact for access.

Click the "Click here to activate your account" link to begin the process for activating your account.

Click the "Add Business Location" link to add your business location.

Click the "Click to continue registration" link to log in and continue activating your account.

Click the "New Registration" button to create a vendor code and account.
6.2. **If Your TIN is not found**, search by **Legal Business Name** (step 6.3). **Otherwise go to step 7.** If you are searching for an individual, **please skip to step 6.6**

**Search for an Existing Account/Results Not Found**

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be provided. Please select one of the search options below to determine if you already have a vendor code.

**Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

- Taxpayer Identification Number: [Enter TIN]
- OR Legal Business Name: [Enter name]

[Search]

**Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter you Last Name and last four digits of your Social Security Number.

- Last Name: [Enter Last Name]
- AND Last 4 digits of SSN: [Enter SSN]

[Search]

No results have been found for your account. Please perform further research or select the New Registration button to create a new account.

[New Registration]

6.3. In the appropriate space, enter part of the name that is most unique. Ex: Joe’s Garage, use garage

6.4. **Click Search**

6.5. Review the search results to determine if any are your company. If one is, please follow the instructions with the listing. If your company is not listed, please **skip to step 7**.

**Search for an Existing Account/Results Found**

The following exists for the information you entered:

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Legal Business Name</th>
<th>Allow DBA Name</th>
<th>Activated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>VS000000028</td>
<td>Garage</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>VS000000061</td>
<td>garage</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>MAL 1994004</td>
<td>BALLARD CREEK GARBAGE</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>MITZ02015</td>
<td>MITELL’S GARAGE</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>STAT00315</td>
<td>STATISVILLE AVENUE GARBAGE</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>VEAW12011</td>
<td>WEVERS AUTO PARTS AND GARAGE INC</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Has your account been found and listed above?
- Yes, but it is already registered
- Yes, but it is not yet registered
- Yes, but not my business location
- Yes, but the registration is in progress
- No, register now.

- [Click the “Contact your Administrator” link to determine who you need to contact for access.](#)
- [Click the “Click here to activate your account” link to begin the process for activating your account.](#)
- [Click the “Add Business Location” link to add your business location.](#)
- [Click the “Click to continue registration” link to login and continue activating your account.](#)
- [Click the “New Registration” button to create a vendor code and account.](#)
6.6. If you are searching for an Individual based on last name or SSN, please follow these steps. Otherwise, skip to step 7.

6.6.1. Enter the Last Name and the last 4 digits of the SSN in the appropriate space.

**Search for an Existing Account/Results Found**

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one is not provided. Please select one of the search options below to determine if you already have a vendor code.

**Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number: [ ]

OR Legal Business Name: [ ]

Search

**Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number:

Last Name: [test]

AND Last 4 digits of SSN: [2666]

Search

OR

6.6.2. Click Search

6.6.3. If the correct individual is found, follow the presented instructions. Otherwise, continue.

**Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number:

Last Name: [test]

AND Last 4 digits of SSN: [2666]

Search

The following exists for the information you entered:

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Legal Business Name</th>
<th>Alias/DBA Name</th>
<th>Activated?</th>
<th>Contact your Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>VS00164</td>
<td>test1111</td>
<td>test1111</td>
<td>Yes</td>
<td>Contact your Administrator</td>
</tr>
</tbody>
</table>

Was your account been found and listed above?

Yes, but it is already registered

Yes, but it is not yet registered

Yes, but my business location

Yes, but the registration is already in progress

No, register now.

   Click the "Contact your Administrator" link to determine who you need to contact for access.
   Click the "Click here to activate your account" link to begin the process for activating your account.
   Click the "Add Business Location" link to add your business location.
   Click the "Click to continue registration" link to login and continue activating your account.
   Click the "New Registration" button to create a vendor code and account.

Additional Resources & Information:

As you complete each step and move to the next step, the system will check for errors. If there are errors:

6.6.4. If the correct individual is NOT found, go to step 7.
7. Click **New Registration**

8. **My User Information**
   8.1. Enter a **User ID**
   8.2. Enter your **First Name**
   8.3. Enter your **Last Name**
   8.4. Enter an **Email** address
   8.5. **Re-enter Email** address
   8.6. Enter a **Phone** number
   8.7. Enter a **Password** (password must be at least 6 characters and have at least 1 upper case letter and one number. Ex: Test300)
   8.8. **Re-enter Password**
   8.9. Select a **Security Question**
   8.10. Enter the **Security Answer**
   8.11. **Re-enter Security Answer**
   8.12. Click **Next**

9. You should have a message on your screen:

   **Verify Email Address**

   To continue your VSS registration, we must verify your email address. When you receive the email we

   Make sure your own security setting will not block the receipt of this email. To prevent the email from bei

   An email will be sent to the following address:

10. Click **Next**
11. You should see:

**Thank You!**

A verification email was sent to you.

1. Open the email
2. Click the link provided in the email

**Cannot click the link in the email?**

1. Copy the link from the email
2. Paste it into your browser

**Have not received a Verification Email?**

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

12. Click Close Browser
13. Check your email. You are looking for an email from VSS@MecklenburgCountyNC.gov.
14. Open the email
15. There will be a link in the email. Click on the link. (if your default browser is Chrome or Safari, copy the link to Internet Explorer or Firefox)
   Note: If the link doesn’t work, go to step 15.1. Otherwise go to step 16.

Test361 Test361:

By clicking the link below, you are verifying the email address that you have created for your MECKProcure Self Service (VSS) user information. This email address will be used as a primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.

http://advmsststweb1v/wehapp/VSSRNG/AltSelfService?EmailToken=05247502862834100574

15.1. Go to www.meckprocure.com
15.2. Login using the ID and password created in step 8.
15.3. This will bring you to the same page as shown in step 9.
16. You will be taken to this screen:

   Login

   To continue registration, enter your User ID and Password.

   User ID
   Password
   Login

17. Login using the ID and Password created in step 8, My User Information.
18. **TIN Type**

If using a Social Security Number (SSN), use the first radio button and choose the appropriate button to the right.

18.1. If you’re using your employer’s or company’s Employer ID Number (EIN), use the second radio button.

18.3. If you don’t know the SSN or EIN to be used, use the third radio button.

19. **Classification**

Choose the business classification that is listed on your W9.

20. Click **Next**

21. Choose whether this registration is for an **Individual** or a **Company**.
23. My Business Information
   23.1. Location Verification – You MUST choose “Use My TIN Number”. This is used as a security measure to control who can gain access to your organization’s account. Using the TIN helps ensure only people that know your organization’s TIN have the possibility to receive a login to the organization’s account.

   23.2. Organization Information – Please complete any items known and/or appropriate.

   23.3. Legal Name Information
      23.3.1. Enter the Legal Name from your W-9 (line 1 of the W9)
      23.3.2. For Business Name (Alias/DBA), enter what is on line 2 of the W9. If the W9 line 2 is blank, leave this field blank.
      23.3.3. Name on Check – Use this drop down to tell us which name is on your checking account

24. 1099 TIN Information
   24.1. Taxpayer ID Number – Enter the TIN as listed on your W9. Do not include dashes or spaces.

25. Legal Address – Enter the legal address as listed on your W9

26. EFT Information – Mecklenburg County requires all vendors to be paid via EFT unless they are a government agency.
   26.1. ABA Number – Enter the routing number for your bank account. If you type the number directly into the space, click find afterward to verify the number. Or, click find and search for your ABA number.
   26.2. Account Type – Choose an account type
   26.3. Account Number – Enter the account number for your bank account

27. Discount information
   DO NOT ENTER ANY DISCOUNT INFORMATION.

28. Click Next

29. Address Information
   This section allows you to designate if you will use one address for all uses or need multiple address. Please answer the three questions.

   When entering addresses, please understand that Mecklenburg County requires certain addresses to match certain paperwork you will be submitting to Vendor Management.
   Payment Addresses: At least one (1) payment address must match the address on your ACH form. You can have as many payment addresses as desired.
   Legal Address: Your legal address must be the address filed with the IRS and listed on your W9.
## Add Business Location - Address Information Questionnaire

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

### ✩ Legal Address Information

<table>
<thead>
<tr>
<th>Address</th>
<th>Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Charlotte</td>
</tr>
<tr>
<td>State</td>
<td>NC</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>28250</td>
</tr>
</tbody>
</table>

### ✩ Address Questions

1. Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?
   - No
   - Yes

2. Is your address information the same for Administrative, Ordering, Payment, and Billing addresses?
   - No
   - Yes

3. Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)?
   - No
   - Yes

Additional Resources & Information:

30. Click **Next**
31. If, in step 29, Address Information, you chose “Yes” to all three questions, you will see the following. If you chose any other combination you will be presented with the opportunity to enter up to four addresses.

**Step 3: Addresses and Contacts**

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

- [ ] *Administrative
- [ ] *Ordering
- [ ] *Payment

Billing: Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

If the Billing address is the same as all the other addresses, then confirm what is on the screen. Please ensure the Country is correct. And you will need to enter a Phone Number.
32. Contact Information (if entering more than one address, each address must have a contact)
   32.1. Principle Contact – Enter the name of primary Billing contact
   32.2. Enter the Principle Contact’s Phone Number
   32.3. Enter the Principle Contact’s Email address
   32.4. The other fields in this section are appreciated but not required

33. Click Next
34. Additional Business Information
   34.1. Commodities – This section identifies the products and/or services you offer. This is used to identify you for bidding and quoting opportunities.
      Note: If no Commodity codes are chosen, you will not receive notices of bidding and/or quoting opportunities.
   34.1.1. Click Add

Step 4: Additional Business Information

Commodities
Select the commodity codes/classes that describe goods and services that your organization provides. Click the “Add” button if necessary.

Add

Commodity/Service Code | Commodity Description
------------------------|------------------------

Business Types
34.1.2. If you know the specific codes you want to use, enter them one at a time in the Commodity/Service Code field, clicking Browse each time. Otherwise go to step 34.1.3

34.1.2.1. Click the check box by the code and click OK.
34.1.2.2. Repeat this process till all the codes you want are chosen.

34.1.3. If you don’t know the codes you need, use the Commodity Description field

34.1.3.1. Type a search term. Be sure to place a “%” in front of and behind the search term, then click Browse.

34.1.3.2. Click the check box by the code and click OK.
34.1.3.3. Repeat this process till all the codes you want are chosen.
34.2. **Business Type** – This defines the ethnicity, MWSBE (Minority/Women’s/Small Business Enterprise) and/or HUB (Historically Underutilized Business) status/certification of your business. *Please note: If you are claiming any MWSBE and/or HUB statuses, you must provide documentation attesting to the certification. This should be emailed to Vendor.Management@MecklenburgCountyNC.gov.*

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**Business Types**

Click the “Add” button to identify the appropriate business types for your organization. This information should be emailed to Vendor.Management@MecklenburgCountyNC.gov.

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34.2.1. **Click Add**

34.2.2. You can search by entering a search term with “%” before and after the term and clicking **Browse**.

34.2.3. Otherwise, choose from the displayed listing.

   *Note: You CAN select choices from multiple pages then click OK at the end.*

34.2.4. **Click OK** once all desired are chosen.

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35. **Click Next**

36. **Registration Summary** – Review all entries. Use the **Update Information** link to change any section.

37. If complete, **click Submit Registration**

38. If the registration is accepted, you will receive a **Thank You** screen with instructions that MUST BE FOLLOWED to complete the process. **This screen will also show your Vendor Code. Please write it down.**

   **Thank You!**

   Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

   **Your Vendor Code is: VS000000098**

   *Please save your Vendor Code for future reference*

   The following validation forms are available for you:

   ![Vendor Code Form]

39. If there are errors, they will display in **RED** at the top of the screen.

40. Use the Update Information link to go to the needed section to make the required correction.

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**Continue on next page**
41. **Print a W9**

1) Click the “Download Substitute W-9 Certification Form

   Congratulations, you have completed the registration process. You may now log in to Vendor Self-Service using the User ID and Password you just created.

   Your Vendor Code is: V5000323

   Please send the W-9, ACH-IAT and other supporting documents to Vendor Management or fax it to 877-280-9020. If this MANDATORY paperwork is NOT provided, your registration will NOT be approved.

   Your account will remain INACTIVE status preventing the award of a purchase order or contract.

   *Please save your Vendor Code for future reference

   The following registration forms are available for you:

   - [Download Substitute W-9 Certification Form](#)
   - [Vendor Registration Application](#)
   - [ACH IAT Agreement](#)

   You may login to your VSS account to view and/or update your account information. Click here to [Log Back In](#).

   This will open a W9 that is completely filled out using the information you entered in the registration.

2) Print the W9

3) At the bottom of the W9:
   a. Signature of authorized person
   b. Write your phone number
   c. Write the date
   d. Print name of the preparer
   e. Enter preparer’s phone number
   f. Write contacts email address

4) Email or fax the W9 and ACH-IAT forms to Vendor.Management@MecklenburgCountyNC.gov, 877-280-9020

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**IMPORTANT**

It is very important, once done with the online registration, you email or fax your completed and signed W9, ACH and IAT forms to:

Vendor.Management@MecklenburgCountyNC.gov

Fax: 877—280-9020

Failure to do so will result in your registration not being activated, thus you cannot be awarded purchase or contracts or be paid.