

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**

The screenshot shows the MECKProcure website interface. On the left side, there is a login section with the following elements:

- User ID**: A text input field.
- Password**: A text input field.
- Login**: A button.
- Password Reset**: A link.

Below the login section, there is a registration instruction: "Click the Register button to register a new or existing account." Below this instruction are two buttons: **Register** and **Public Access**.

On the right side of the page, there is an **Announcements** section with a [View All Announcements](#) link.

2. Read the **Memorandum of Agreement**
3. If you agree to terms, click **Accept Terms**. Otherwise click **Reject Terms**

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.

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

OR

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 AND Last 4 digits of SSN

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
VS000000028	Karl's Garage	garage	Yes	Contact your Administrator

Has your account been found and listed above?

- Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.
- Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.
- Yes, but not my business location → Click the "Add Business Location" link to add your business location.
- Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.
- No, register now. → 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 w 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

OR

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 AND Last 4 digits of SSN

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

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

it User

[ntly](#)
[ons](#)

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 previously 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

OR

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 AND Last 4 digits of SSN

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
VS000000028	Karl's Garage	garage	Yes	Contact your Administrator
VS000000061	garage	Karl	Yes	Contact your Administrator
MAL1994004	MALLARD CREEK GARAGE	ARNETT, WILLIAM RONALD	No	Click here to activate your account
MITCH02016	MITCHELL'S GARAGE		No	Click here to activate your account
STATE02015	STATESVILLE AVENUE GARAGE		No	Click here to activate your account
WEAVE02011	WEAVERS AUTO PARTS AND GARAGE INC		No	Click here to activate your account

Has your account been found and listed above?

- Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.
- Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.
- Yes, but not my business location → Click the "Add Business Location" link to add your business location.
- Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.
- No, register now. → 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 on 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

OR

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 AND Last 4 digits of SSN

6.6.2. Click **Search**

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

Taxpayer Identification Number OR Legal Business Name

OR

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 AND Last 4 digits of SSN

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
VS000164	test211first test211last		Yes	Contact your Administrator

Has your account been found and listed above?

- Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.
- Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.
- Yes, but not my business location → Click the "Add Business Location" link to add your business location.
- Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.
- No, register now. → 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 : [REDACTED]

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

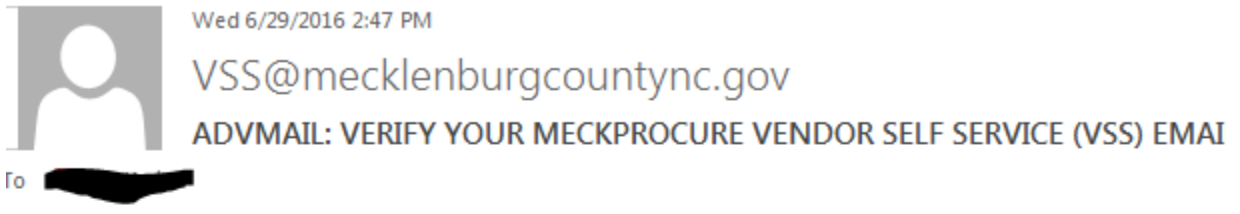
Have not received a Verification Email?

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

Close Browser

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 MECKPr Self Service (VSS) user information. This email address will be used as a primary method of correspoi

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

<http://adwsststweb1v/webapp/VSTRNG/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

17. Login using the ID and Password created in [step 8, My User Information](#).

18. TIN Type

TIN Type

I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).

I will use my entity's Employer Identification Number (EIN).

I do not have any of the above forms of Taxpayer identification.

Please select one of the following : SSN ITIN ATIN

- 18.1. If using a Social Security Number (SSN), use the first radio button and choose the appropriate button to the right.
- 18.2. 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

AND

Classification

I plan to do business using the following classifications. Please select only one.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Nonresident Alien
<input type="radio"/>	Trust
<input type="radio"/>	Foreign Business Entity
<input type="radio"/>	State Government
<input type="radio"/>	Other Government
<input type="radio"/>	Other

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**.

NEW Account Registration Continued

Please choose one of the following options to describe how you will do business. Select the Next button to continue.

Classification

Please select an option below. These choices must match the Classification and Tax Identification Number you entered previously.

Individual - If you choose Individual, you will be providing your W-9 Information using your First, Middle, and Last Name.

Company - If you choose Company, you will be providing your W-9 Information using your company's Business Name.

22. Click **Next**

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 organizations account. Using the TIN helps ensure only people that know your organization’s TIN have the possibility to receive a log in to the organizations 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

Address : street
City : Charlotte
State : NC
Zip/Postal Code : 28209

▼ Address Questions

- Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? :
- Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :
- Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :

- No
 Yes
- No
 Yes
- 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 types below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address type you 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.

▼ Address Information

*Street 1 :
Street Address, P.O. Box, Company Name, etc.

Street 2 :
Street Address, P.O. Box, Company Name, etc.

*City :

*State/Province :

Zip/Postal Code :

Country :

County :

*Phone :
XXX-XXX-XXXX Ext. :

Additional Address Info :

Division/Department :

DUNS :

Extended DUNS :

CAGE Code :

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 Contacts **Phone** Number
- 32.3. Enter the Principle Contact **Email** address
- 32.4. *The other fields in this section are appreciated but not required*

CAGE Code :

▼ Contact Information

For the address type shown above, please enter a contact person.

*Principal Contact : <input type="text"/>	Fax : <input type="text"/>
Title/Role : <input type="text"/>	Fax Extension : <input type="text"/>
Permissions : <input type="text"/>	Alternate Fax : <input type="text"/>
Authorized Representative : <input type="checkbox"/>	Alternate Fax Extension : <input type="text"/>
Phone : <input type="text"/>	Email : <input type="text"/>
Phone Extension : <input type="text"/>	Correspondence Type : <input type="text"/>
Alternate Phone : <input type="text"/>	
Alternate Phone Extension : <input type="text"/>	
English Spoken : <input checked="" type="checkbox"/>	

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 biding 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 to id is optional.

Add

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

First **Prev** **Next** **Last**

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](#) changes and return to the Commodities page.

Browse Clear

Commodity/Service Code :

Commodity Description :

<u>Commodity Description</u>	<u>Com</u>
<input type="checkbox"/> Welding Equipment	998

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**.

Browse Clear

Commodity/Service Code :

Commodity Description :

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> Tools, All Types	99890
<input type="checkbox"/> Pneumatic Tools and Equipment Rental or Lease	97554
<input type="checkbox"/> Hydraulic Tools and Equipment Rental or Lease	97539
<input type="checkbox"/> Hand Tools, Non-Powered, All Kinds, Maintenance and Repair	93641
<input type="checkbox"/> Hand Tools, Powered, All Kinds, Maintenance and Repair (Incl	93640
<input type="checkbox"/> Pneumatic Tools, Maintenance and Repair	92964
<input type="checkbox"/> Hydraulic Tools, Maintenance and Repair	92944
<input type="checkbox"/> Welding and Brazing Tools	89596
<input type="checkbox"/> Valve Operators, Accessories, Parts, and Tools (See 515-82 f	89075
<input type="checkbox"/> Television Tools, Equipment and Supplies for Analysis, Inspe	84064

First Prev Next Last

OK Cancel

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.*

Business Types
Click the "Add" button to identify the appropriate business types for your organization. This informatio

Add

Business Type ID	Certification Number	Certification Start Date	Ce
------------------	----------------------	--------------------------	----

First Prev Next Last

- 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.
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: VS000000068
**Please save your Vendor Code for future reference*

Password

The following registration forms are available for you:

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.

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 login to Vendor Self-Service using the User ID and Password you j
Your Vendor Code is: VS000323

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 in 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](#)

A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.

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

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.