



# Washington Convention AND SPORTS AUTHORITY Quick Reference Guide

## Vendor Registration

In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) through APEX, vendors must be registered within the system. Vendors can register themselves by accessing the APEX login screen and selecting **Register**.

### Providing General Information

Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. APEX will first confirm the uniqueness of your tax ID in the system. If your tax ID is already registered, you will be notified that you cannot complete registration. If you are a foreign vendor, select the appropriate country of incorporation.

If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information. Within the **Administrative User Information** section, provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to APEX.

Once complete, you may select to **Add Additional Addresses** (Remit-to, Bid, etc.) or to **Continue Registration**.

The screenshot shows the 'Register' form with two main sections: 'Company Information' and 'Administrative User Information'. The 'Company Information' section includes fields for Company Name (Testing Labs), Business Description, Mailing Address Line 1, Address Line 2, Address Line 3, Address Line 4, Country (US - United States of America), City, State/Province, ZIP, Company Phone, Company Email, Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN) (EIN selected), State of Incorporation, Preferred Delivery Method (Email), and a question about emergency supplier status. The 'Administrative User Information' section includes fields for Salutation, First Name, Last Name, Job Title, Department, Email, Phone, Login ID, and Login Answer. At the bottom, there are four buttons: 'Add Another Address', 'Continue Registration', 'Reset', and 'Cancel'. The 'Add Another Address' and 'Continue Registration' buttons are circled in red. A copyright notice at the bottom reads 'Copyright © 2009 Periscope Holdings, Inc. - All Rights Reserved.'

### Beginning the Registration Process



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## Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms, Categories and Certifications** screen. Here you're asked to provide your standard payment and shipping terms, as well as designate your status for various categories and certifications requested by the organization you're registering with.

After you've completed this screen, click **Save & Continue Registration** along the bottom.

Terms, Categories, and Certifications - Durango Trading Company

**Terms**

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

**Categories & Certifications**

**Category: Tax ID Certification**

Please select exactly one category value

Select

Under Penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number.

Under Penalties of perjury, I certify that I am waiting for a taxpayer identification number to be issued to me.

Notes:

**Category: Backup Withholding Certification**

Please select exactly one category value

Select

Under Penalties of perjury, I certify that I am not subject to backup withholding because I am exempt from backup withholding.

### Supplying Terms, Categories and Certifications

## Registering for Commodity Codes

The last step in the registration process is to select the commodities and services that your entity provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.



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Commodity and Service Codes - Testing Labs ?

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**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

**i** Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

**NIGP Code Browse**

**i** Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment
14	Janitorial and Cleaning Equipment, Supplies, and Services
15	Laboratory Equipment, Supplies, and Services
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services
18	Miscellaneous Commodities and Services
19	Office Supplies, Related Items, and Services
20	Paper, Printing Equipment, and Related Products and Services
21	Personal Products, Equipment, and Services
22	Public Works, Park Equipment, and Construction Services
23	Rental and Leasing Services
24	Safety and Protection Equipment and Related Services
25	School and Library Equipment, Supplies, and Services
26	Sporting, Athletic, and other Outdoor Equipment and Services
27	Testing and Sampling Equipment and Services
28	The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
29	Transit Equipment and Related Services, Mass
30	Water and Sewer Treatment Equipment, Supplies, and Services

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### Registering Your Commodity Codes

You have now completed the self-registration process in APEX. The email provided within the **Company Information** section will be emailed once your registration is complete.