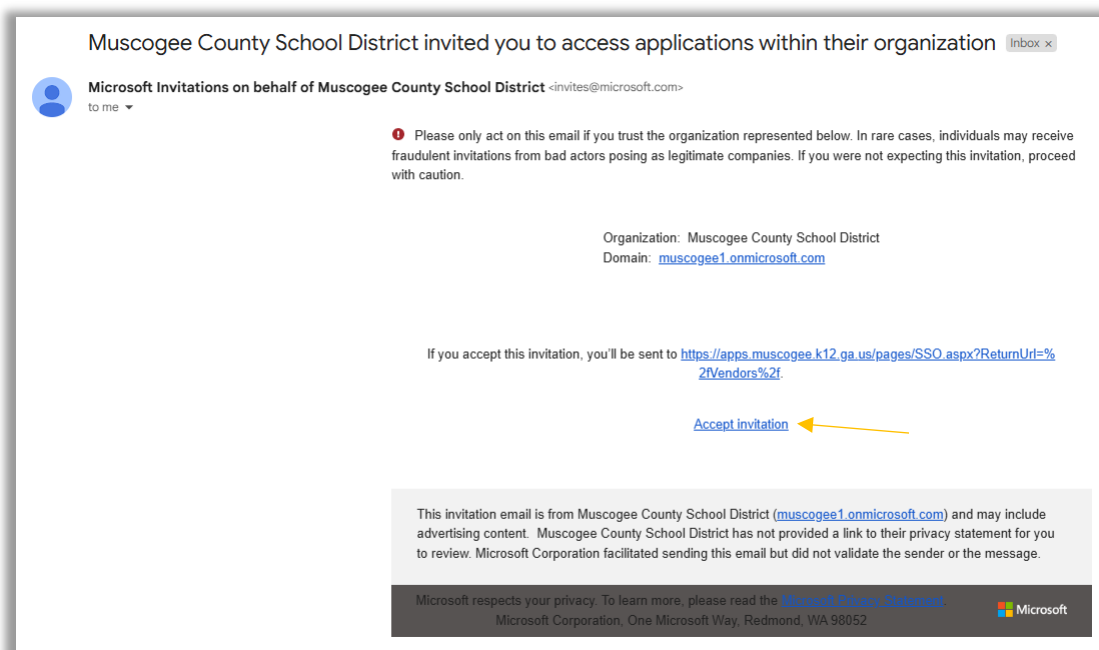


New Vendor Online Registration

1. Link: <https://apps.muscogee.k12.ga.us/vendors>
2. Go to "I need an account" section and enter your email address and click send verification.

The screenshot shows the Microsoft login interface. On the left, there is a section for existing accounts: "I have an account" with a "Sign in with Microsoft" button. In the center, it says "-OR-". On the right, the "I need an account" section is circled in blue. It contains a text input field for "Email Address" and a "Send Verification" button with an envelope icon, which is pointed to by a yellow arrow. Below the input fields, there is a "Parent Login" link. At the bottom of the page, it says "Muscogee County School District Customer Support - 706.748.2271".

3. Then an invitation is sent to your email from Microsoft invitation. **(Check your junk mail or spam)**
4. Click on the "Accept Invitation"



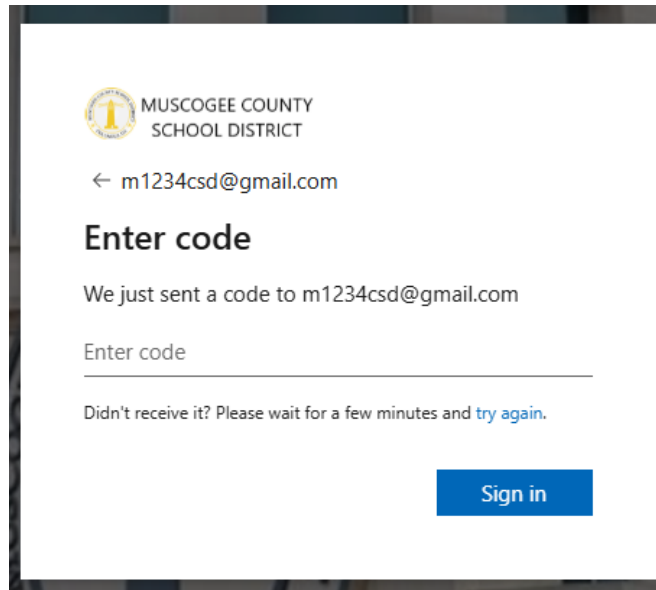
5. Now go to the section named, "I have an account" and click on the "Sign in with Microsoft" field

The screenshot shows a login interface with two main sections: "I have an account" and "I need an account". The "I have an account" section is circled in blue, and a yellow arrow points to the "Sign in with Microsoft" button. The "I need an account" section includes an "Email Address" input field and a "Send Verification" button. Below these sections, there is a "Parent Login" link and a note about redirection to "/Vendors/". At the bottom, the Muscogee County School District logo and contact information are displayed.

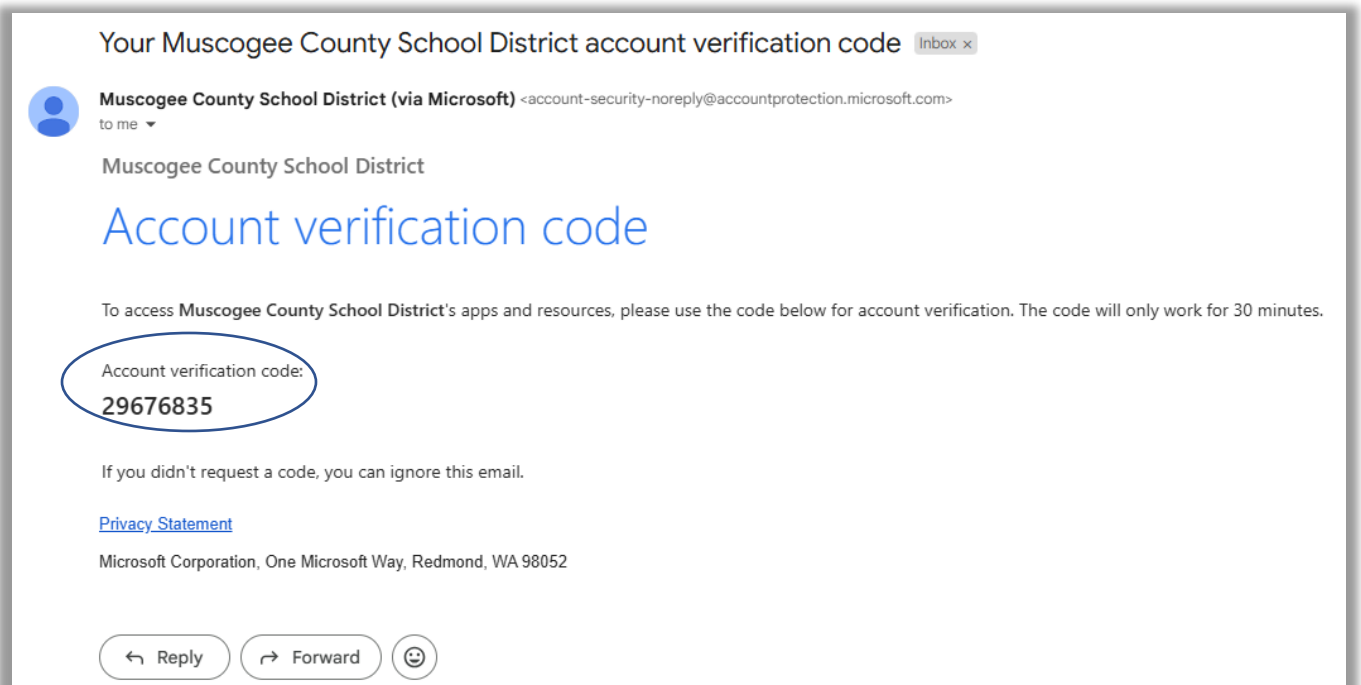
6. Enter your email address and click next button

The screenshot shows the Muscogee County School District sign-in page. It features the district logo and name at the top. Below the logo is the "Sign in" heading and an input field for "Email, phone, or Skype". There are links for "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom, there is a grey box containing instructions for staff and students on how to format their email addresses for login, along with a note about the password.


7. This screen will pop-up requesting you to enter a code. The code was sent to your email.



8. The system will email you an account verification code and click sign in to the above screen.



9. Welcome to the MCSD Vendor Registration page. At this point follow the prompts.
Note: Please have the supporting documents listed below to expedite your submittal.



MCSD Vendor Registration

To Vendors,

Muscogee County School District (MCSD) prides itself on working with suppliers who share our commitment to quality, innovation, and reliability. We believe that your expertise and products will greatly contribute to the continued success of our school district and help us meet the diverse needs of our students, staff, and community with excellence.

Our Purchasing Department is dedicated to ensuring smooth communication and collaboration throughout the procurement process. If you have any questions or need assistance as you begin the vendor registration process or navigate any aspect of working with us, please feel free to reach out. You can contact us at 706-748-3228 or via email at Vendor@Muscookee.k12.ga.us. We are here to assist and ensure a seamless experience for all of our vendors.

Please note that Muscogee County School District employees are not eligible to become vendors.

Required documents needed before starting the registration:

- W9 (see link)
- ACH Payment Form (see link)
- Proof of TIN (Tax Identification Number) from IRS
- If using SSN (Social Security Number), no support is required
- Proof of Vendor Type (ex: Women-Owned, Disable-Veteran, Minority-Owned, etc.)

A vendor record was not found for your email address. Enter your TIN or SSN below to claim an existing profile.

Taxpayer Identification Number (TIN) or
 Social Security Number (SSN)

Taxpayer Identification Number

Documentations:

Taxpayer Identification Number (TIN)

- W9 (most current year)
- Proof of banking information
- Proof of TIN (ex: tax paperwork)

Social Security Number (SSN)

- W9 (most current year)
- Proof of banking information
- Proof of SSN

For additional information, visit the Muscogee County School District vendor page.

<https://www.muscogee.k12.ga.us/community/doing-business-with-us/doing-business-with-us-clone>