

New Vendor Online Registration “How-To”

1. Link: <https://apps.muscogee.k12.ga.us/vendors>
2. Go to the “**I need an account**” section and enter your email address, and click the “**Send Verification**” button.

The screenshot displays a registration page with two main options: "I have an account" and "I need an account". The "I need an account" section is highlighted with a green border. It includes a text prompt, an email input field, and a "Send Verification" button. A green arrow points from the "Send Verification" button to the "I need an account" section header. Below the registration options, there is a section for parents and a footer note.

I have an account

Log in to a MCSD application as a staff member, student, vendor, or invited guest:

 Sign in with Microsoft

-OR-

I need an account

Need a guest account? Enter your email address and you will receive a verification email:

@ Email Address

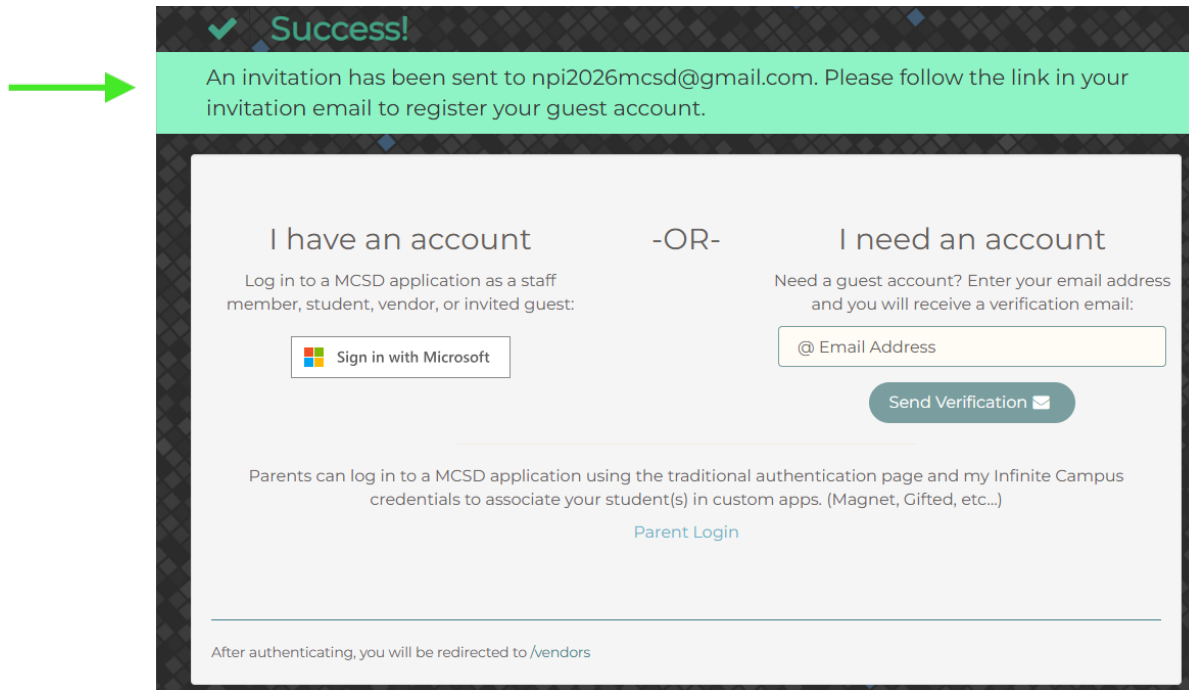
Send Verification 

Parents can log in to a MCSD application using the traditional authentication page and my Infinite Campus credentials to associate your student(s) in custom apps. (Magnet, Gifted, etc...)

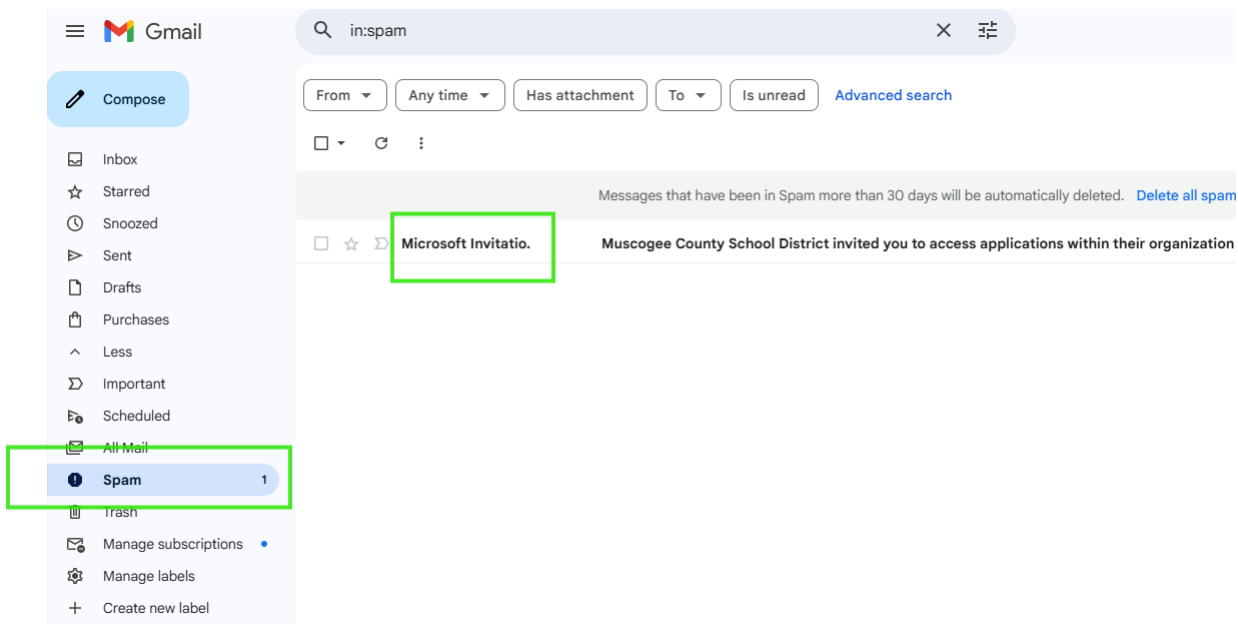
[Parent Login](#)

After authenticating, you will be redirected to /vendors

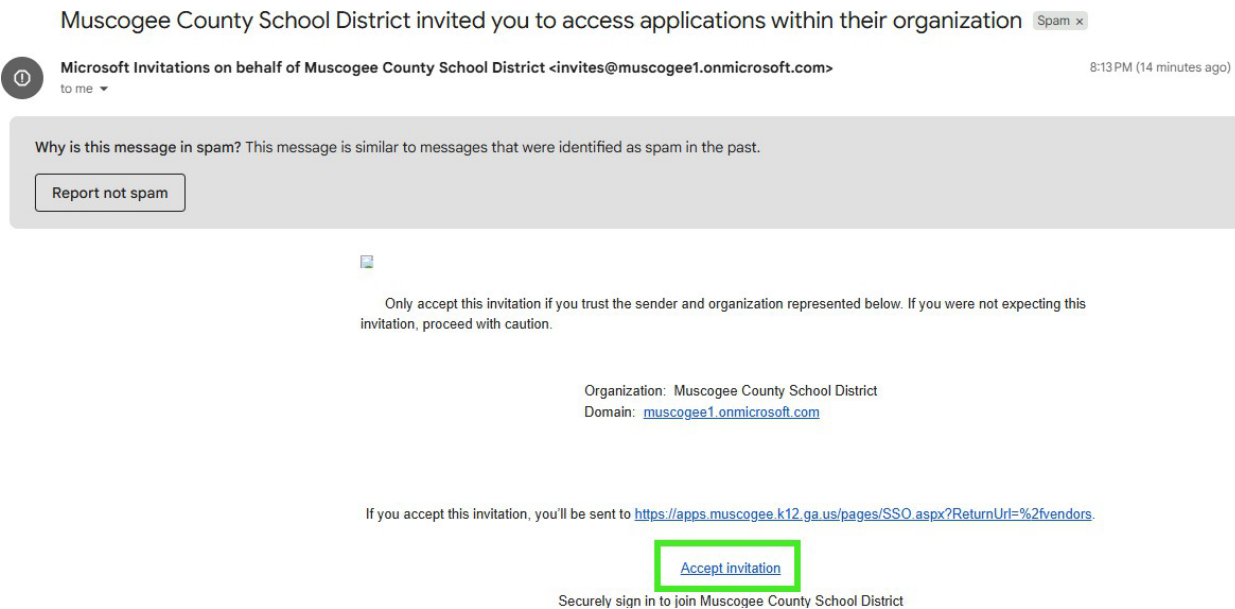
3. After clicking on the **“Send Verification”** button, you will see a success message at the top.



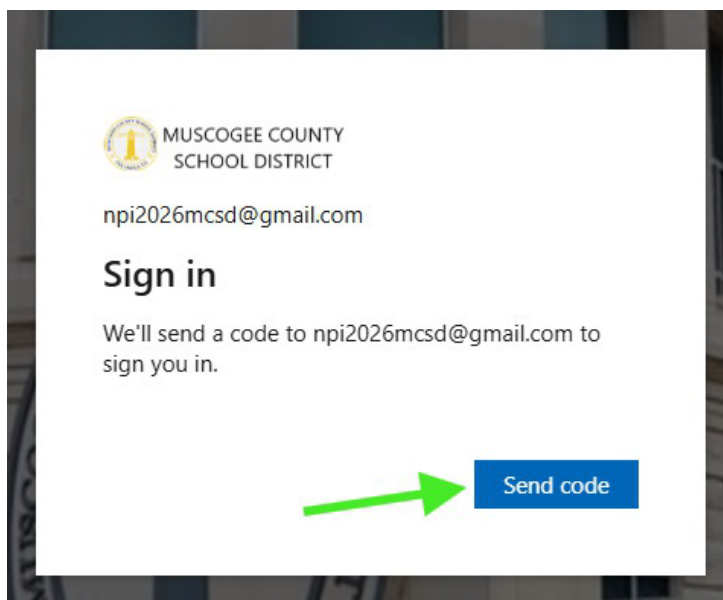
4. Then an invitation is sent to your email from Microsoft. **(Check your junk or spam folders)**



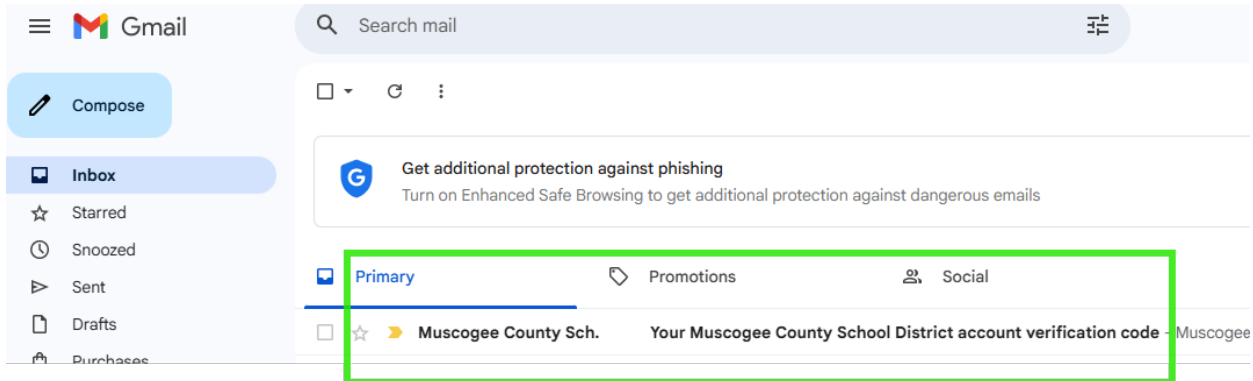
5. Open the email and click on the “Accept Invitation” button.



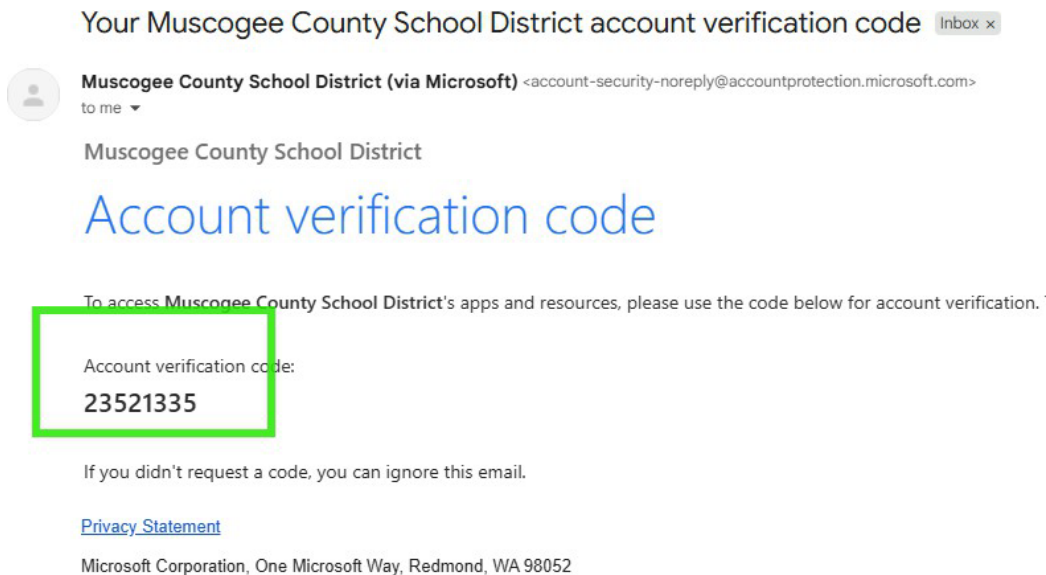
6. The screen will change to “Sign in” and it will require you to click on the “Send code” button.



7. Check your email for the code.



8. Open the email, copy and paste the code back into the Sign In web page.



9. Paste the code and click the “Sign in” button.

MUSCOGEE COUNTY
SCHOOL DISTRICT

← npi2026mcsd@gmail.com

Enter code

We just sent a code to npi2026mcsd@gmail.com

23521335

Didn't receive it? Please wait for a few minutes and [try again](#).

→ **Sign in**

10. Click the “Accept” button on the Permissions requested by page.

MUSCOGEE COUNTY
SCHOOL DISTRICT

npi2026mcsd@gmail.com

Permissions requested by:

Muscogee County School District
muscogee1.onmicrosoft.com

By accepting, you allow this organization to:

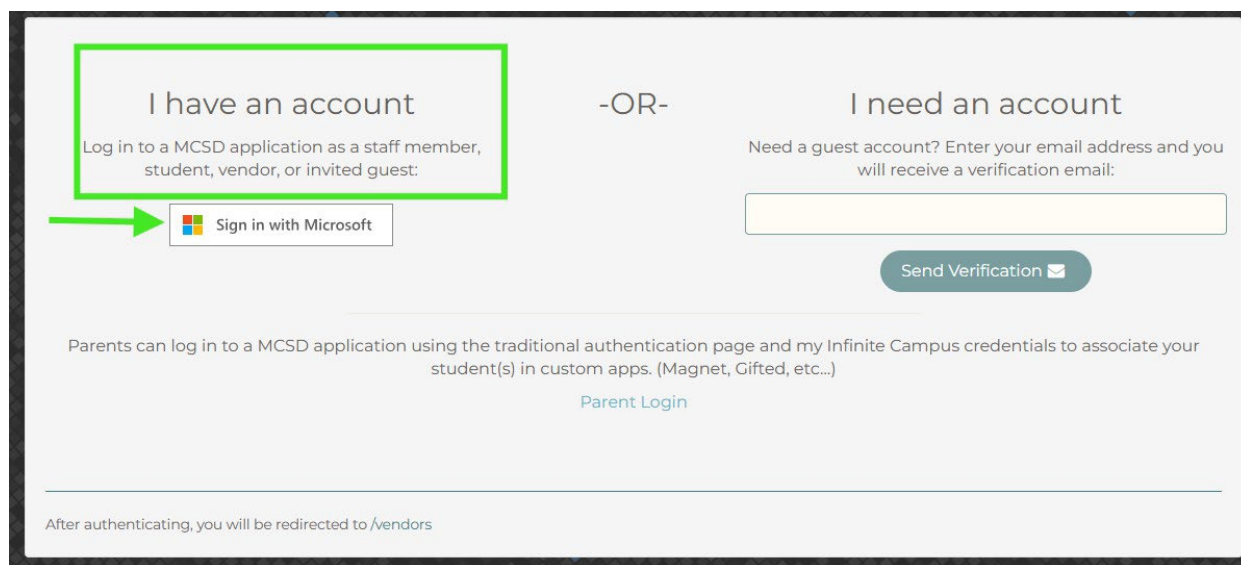
- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Muscogee County School District. **Muscogee County School District has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)

This resource is not shared by Microsoft.

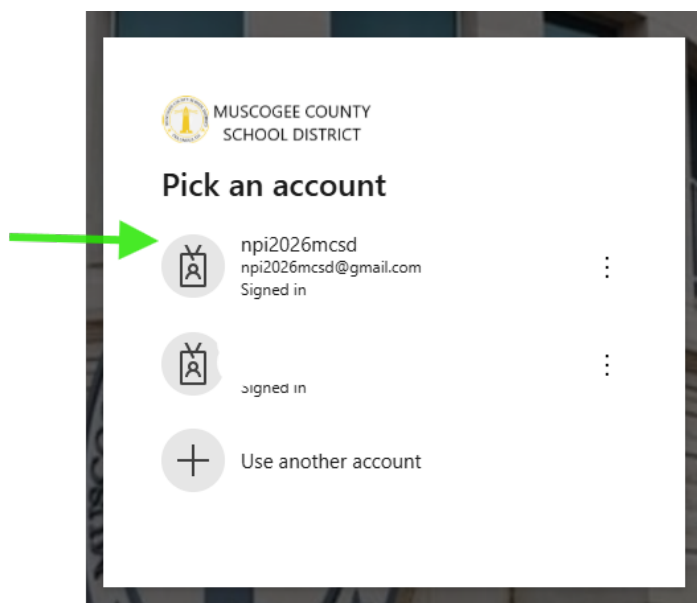
Cancel **Accept**

11. You are returned to the main page, where you must go to the section named **“I have an account”** and click on the **“Sign in with Microsoft”** button.



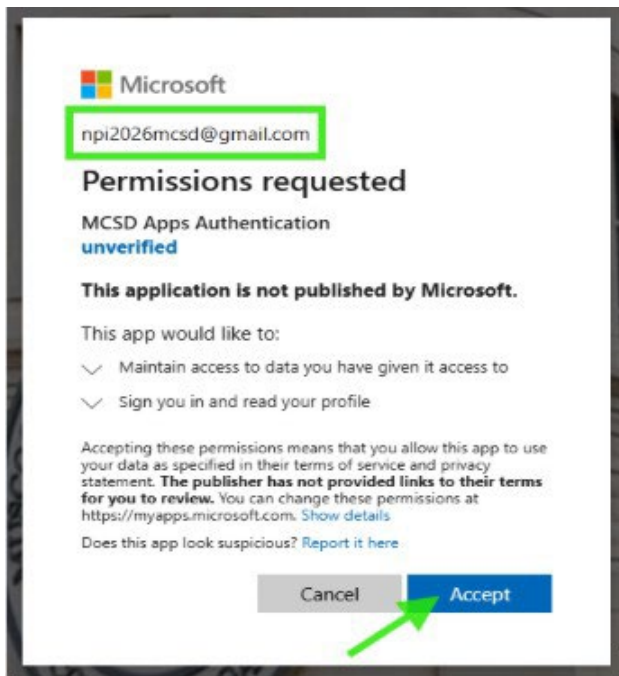
The screenshot shows a login interface with two main sections: "I have an account" and "I need an account", separated by a "-OR-" divider. The "I have an account" section is highlighted with a green rectangular box. Below this box is a button labeled "Sign in with Microsoft" with the Microsoft logo. A green arrow points from the left towards this button. The "I need an account" section includes a text prompt "Need a guest account? Enter your email address and you will receive a verification email:", an empty text input field, and a "Send Verification" button with an envelope icon. Below these sections, there is a link for "Parent Login" and a footer note: "After authenticating, you will be redirected to /vendors".

12. Click on your email address. **Note:** If you have a student in the district, you may already have an account, but it is a non-business account.



The screenshot shows a "Pick an account" dialog box from the Muscogee County School District. At the top is the district's logo and name. Below the title, there are three options, each with a circular icon containing a person silhouette. The first option is selected and highlighted by a green arrow from the left. It shows the email address "npi2026mcsd@npi2026mcsd@gmail.com" and the status "Signed in". The second option is partially visible, showing "signed in". The third option is "Use another account" with a plus sign icon. Vertical ellipsis dots are to the right of the first two options.

13. Again, click the “Accept” button on the Permissions requested by page.



14. Welcome to the MCSD Vendor Registration page. Here you will start by entering your TIN or SSN. Please have your required documents (which are listed) before starting the process.

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

MCSD Vendors

npi2026mcsd@gmail.com



MCSD Vendor Registration

To Vendors,

Muscookee 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 Muscookee 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, Disabled-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

12-3456789

Submit

15. Enter the name of your company and select your tax class from the drop-down.

MCSD Vendors

An existing record was not found. Please fill out a new form below.



MCSD Vendor Registration

Taxpayer Identification Number (TIN)

12-3456789

Name of Entity/Individual (Same as W9)

NPI 2026

Tax Class

S Corporation

Select Tax Class...

Individual/Sole Proprietor

C Corporation

S Corporation

Partnership

Trust/estate

LLC - C Corp

LLC - S Corp

LLC - Partnership

Other

Address Line 2

Address Line 3

Address Line 4

16. Enter your company address, main email address, main phone number, and select the type.
Note: additional addresses, emails, and phone numbers can be added by clicking the add buttons.

Addresses

Purchasing Address 1 (the address on your W9)

☒ Send tax documents to this address

Purchasing Address 1 (the address on your W9) ▼

Address Line 1
123 Main Street

Address Line 2

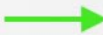
Address Line 3

Address Line 4

City
Columbus

State
GA

Zip
31906

 Duplicate Address

Email Address
npi2026MCSD@gmail.com

 Add Email

Phone Number
(555) 555-5555

Select Type... ▼

Select Type...

Primary Phone

Home Phone

Secondary Phone

Cell Phone

Remit Address 1 (send payment details to this)

17. Enter your remit address.

Remit Address 1 (send payment details to this address)

☐ Send tax documents to this address

Remit Address 1 (send payment details to this address) ▼

Address Line 1
67 Elm Street

Address Line 2
Bldg ABC

Address Line 3
attn Accounts Receivable

Address Line 4

City
Columbus

State
GA

Zip
31904

Duplicate Address

Email Address
accountsreceivable@npi2026.com

Add Email

Phone Number
(777) 777-7777

Select Type... ▼

Select Type...

Primary Phone

Home Phone

Secondary Phone

Cell Phone

Add

Payment Options

Page 10 of 22

18. Select your payment options, complete the vendor details, and enter all applicable commodity codes. **Note:** Entering your NIGP commodity codes will automatically add your company to the bidders list and enable you to receive bid notifications by email for those commodities.

Payment Options

Electronic Payment

Checking

Account Number
123456

Routing Number
123456778

Vendor Details

Disabled Veteran

No

HUB

No

Local

No

Minority

No

Section 8A

No

Small Business

No

Women

No

NIGP Commodity Codes

Search

19. Upload your support document. Then click the “Save and Continue” button.

Documents

W9 *

Choose File

No file chosen

Tax Letter *

Choose File

No file chosen

ACH/Bank Letter

Choose File

No file chosen

Certificate of Insurance

Choose File

No file chosen

E-Verify

Choose File

No file chosen

Vendor Details Support

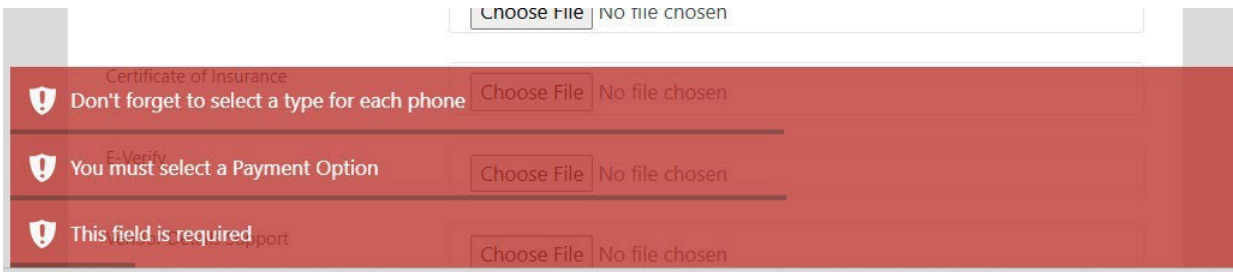
Choose File

No file chosen

* Required file

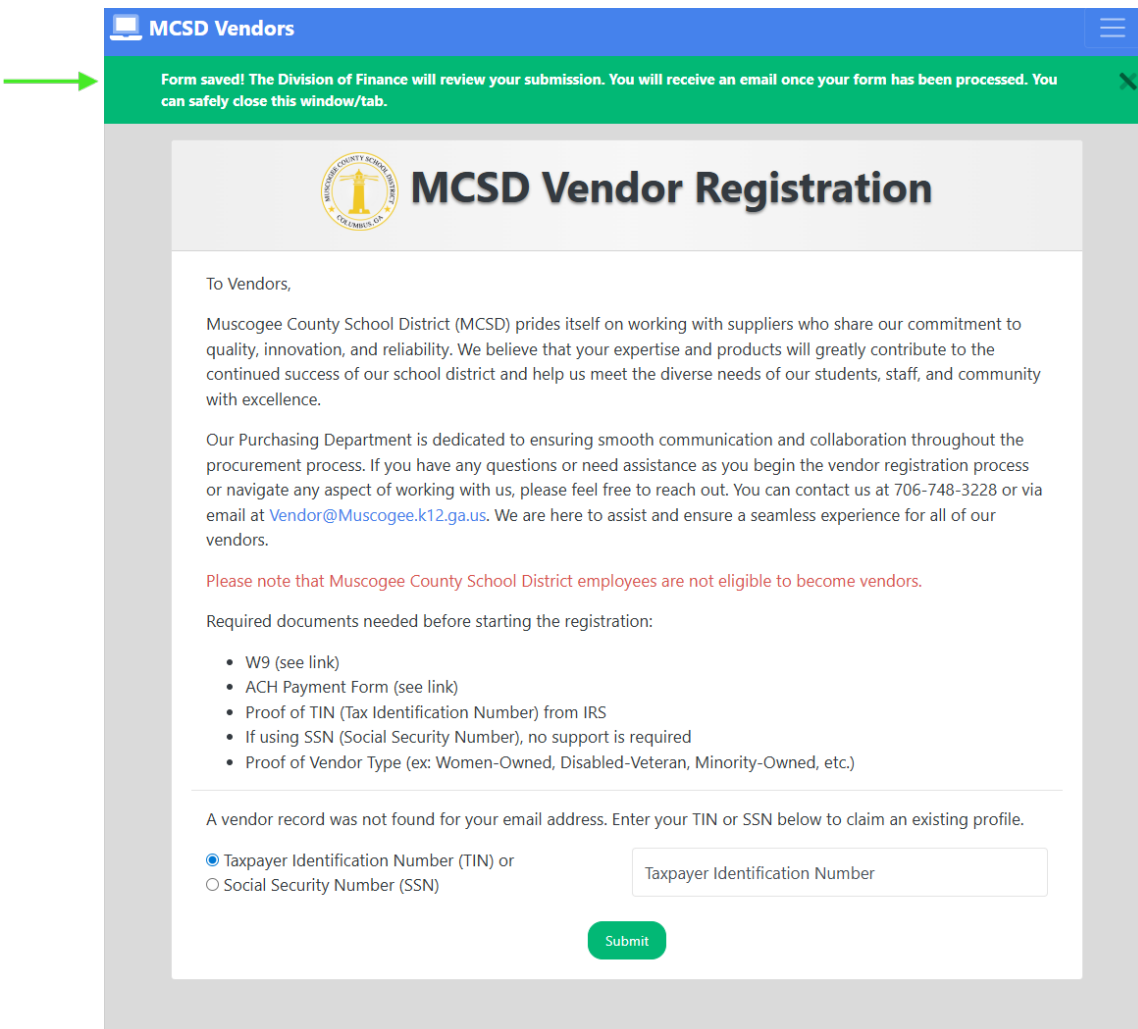
Save and Continue

20. If you receive any red error messages, please correct the issues and resubmit.



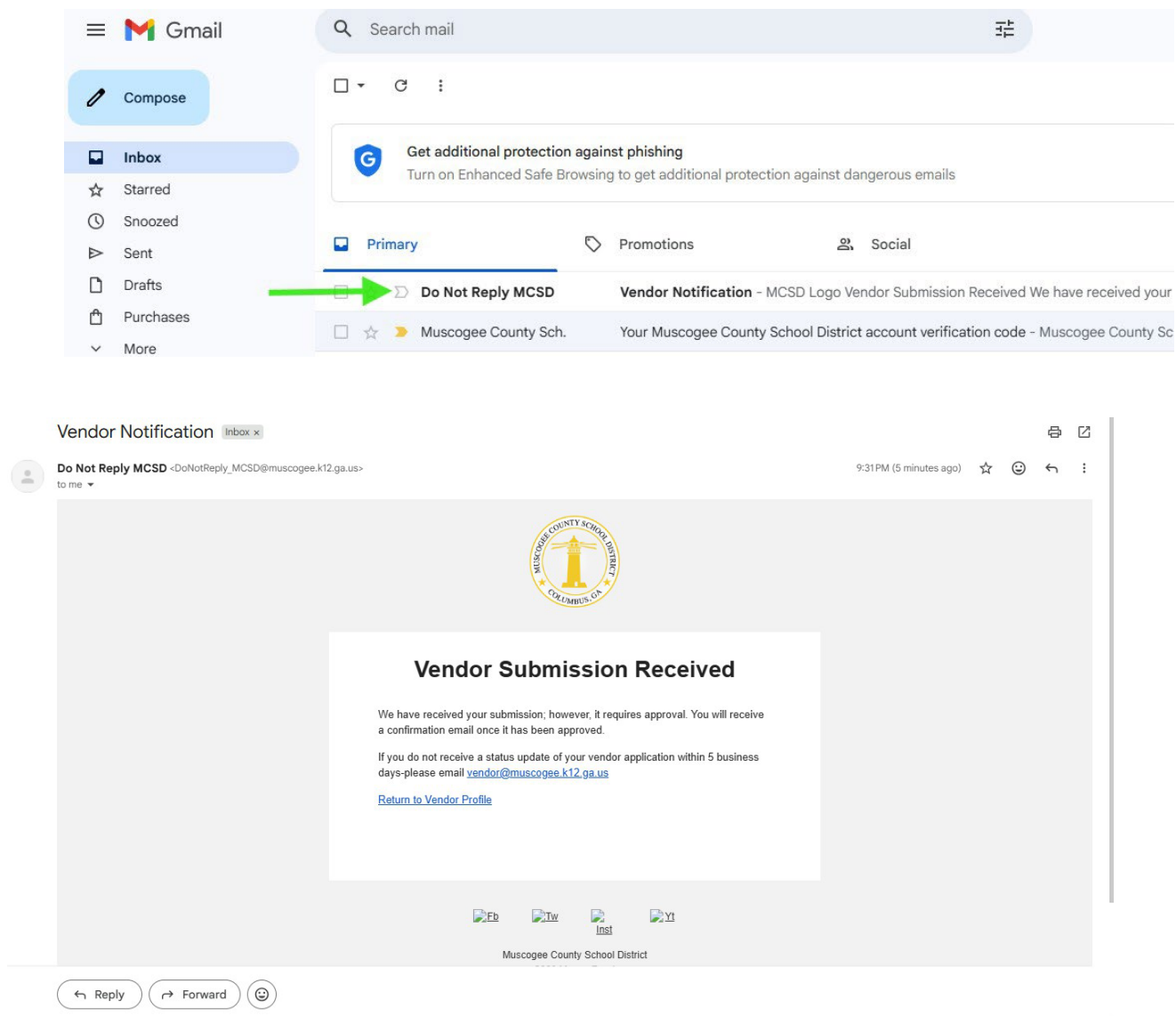
A screenshot of a web form with three red error messages. Each message has a shield icon with an exclamation mark, a text description, and a 'Choose File' button with 'No file chosen' text. The messages are: 'Certificate of Insurance: Don't forget to select a type for each phone', 'E-Verify: You must select a Payment Option', and 'This field is required: Report'.

21. A completion message appears at the top of the main profile page. This confirms your submittal was successful.



A screenshot of the 'MCS D Vendor Registration' page. At the top, a green banner with a white checkmark icon contains the message: 'Form saved! The Division of Finance will review your submission. You will receive an email once your form has been processed. You can safely close this window/tab.' Below the banner is the page header 'MCS D Vendors' and a menu icon. The main content area features the Muscogee County School District logo and the title 'MCS D Vendor Registration'. The text reads: 'To Vendors, Muscogee County School District (MCS D) 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@Muscogee.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, Disabled-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. Radio buttons for 'Taxpayer Identification Number (TIN) or' (selected) and 'Social Security Number (SSN)' are shown. A text input field labeled 'Taxpayer Identification Number' is present, along with a green 'Submit' button.

22. Also, an email is sent to you as additional confirmation of a successful submittal.



23. Once approved, you will receive a congratulatory email with your vendor number and additional instructions. From this point on, you will always sign in using the “I have an account” section of the vendor website.



Vendor Registration Status Update

Congratulations! Your new vendor registration has been approved.

We are thrilled to have you on board as a valued vendor. Here are your details:

Vendor Number: V039494

Username: npi2026mcsd@gmail.com

Please follow the next steps below:

1. Log into your account and review your vendor profile.
2. Bookmark the link to enable easy log-in.
3. Review terms and conditions.

Terms and Conditions:

- A Purchase Order is required for all purchases (or a Purchase Card).
- No product or service should be rendered without a purchase order or purchase card.
- All invoices must be sent to accounts payable@muscogee.k12.ga.us.
- MCSD operates on a net 30-day payment term.
- Please follow MCSD insurance requirements [here](#).

[Return to Vendor Profile](#)

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>

Vendor App to BusinessPlus Automation

- The screenshots below illustrate how information from the online vendor registration application is transferred into the BusinessPlus ERP system, highlighting the importance of NIGP codes in generating bidder lists needed for solicitation submissions.

The screenshot displays the BusinessPlus ERP interface. The top header is blue with the BusinessPlus logo on the left and 'Person/Entity Information (PEUPPE)' on the right. A left sidebar contains various navigation icons. The main content area features two data tables. The first table, 'Person/Entity Information (PEUPPE)', has columns for PE ID, Name, Status, Nickname, and Create. A green rectangle highlights the 'Name' column, which contains the value 'NPI 2026'. Below this table is a 'Switch to Added Records' button and a tabbed interface with options: Addresses, Phones, Emails, Vendor, Customer, Price Calcs, Relations, Associations, and Text. The 'Addresses' tab is selected, showing a table with columns for Address Type, Status, Address Line 1, and City. A green circle highlights the 'Address Line 1' column, which contains the values '123 MAIN STREET' and '67 ELM STREET'. Below this table is another 'Switch to Added Records' button and a pagination control showing '1' of 20 records.

PE ID*	Name*	Status	Nickname	Create
V039494	NPI 2026	AC		

Switch to Added Records

Addresses Phones Emails Vendor Customer Price Calcs Relations Associations Text

Address Type*	Status	Address Line 1	City
AI	AC	123 MAIN STREET	COLUMBUS
P1	IN	123 MAIN STREET	COLUMBUS
R1	IN	67 ELM STREET	COLUMBUS
Z1	AC	67 ELM STREET	COLUMBUS

Switch to Added Records

1 20

Page 16 of 22

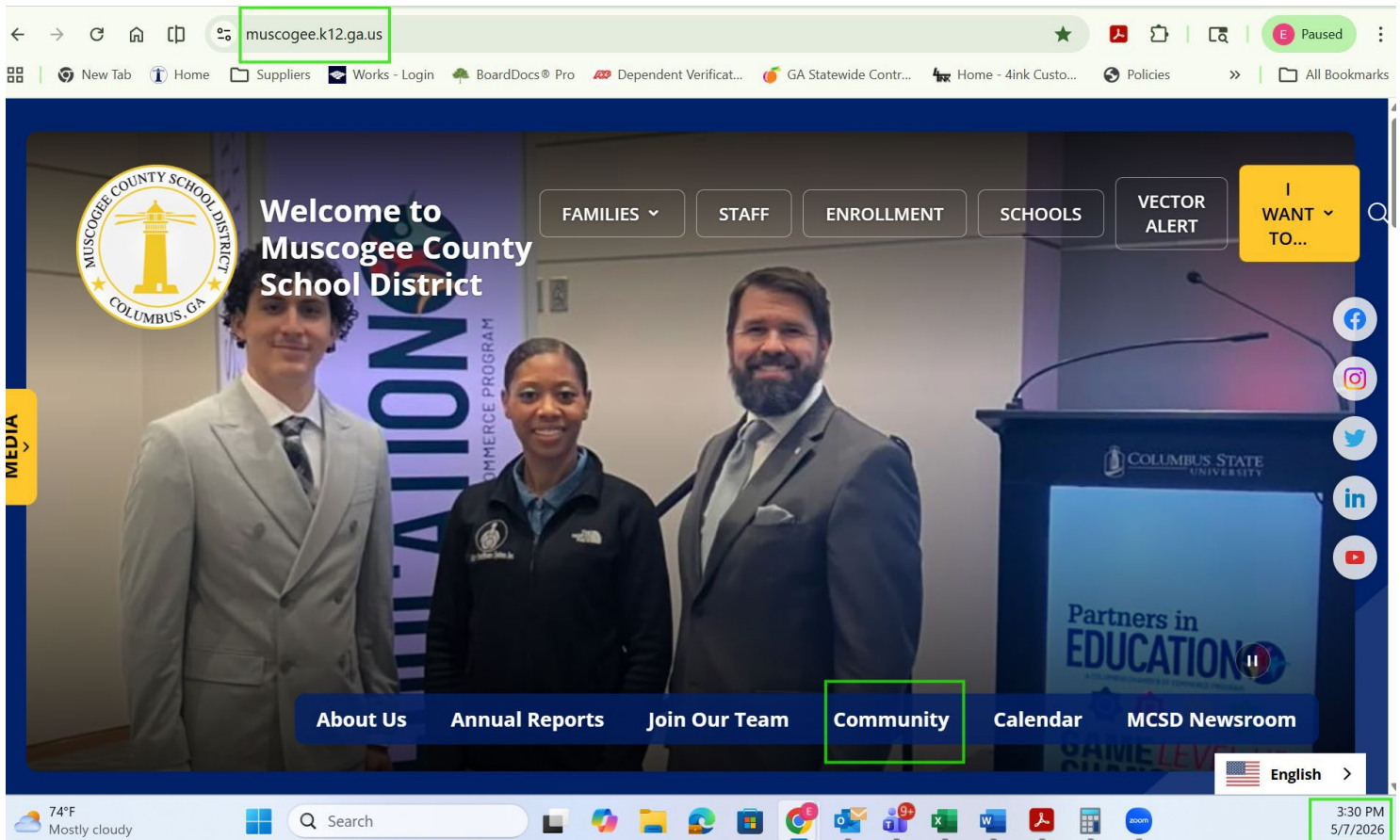
Online Posting of Solicitations

1. The Muscogee County School District (MCSD) posts all solicitations directly to the district website. Vendors can access the site from the webpage at <https://www.muscogee.k12.ga.us/community/doing-business-with-us/doing-business-with-us-clone> and click on the Solicitations (ITB/RFPs) section

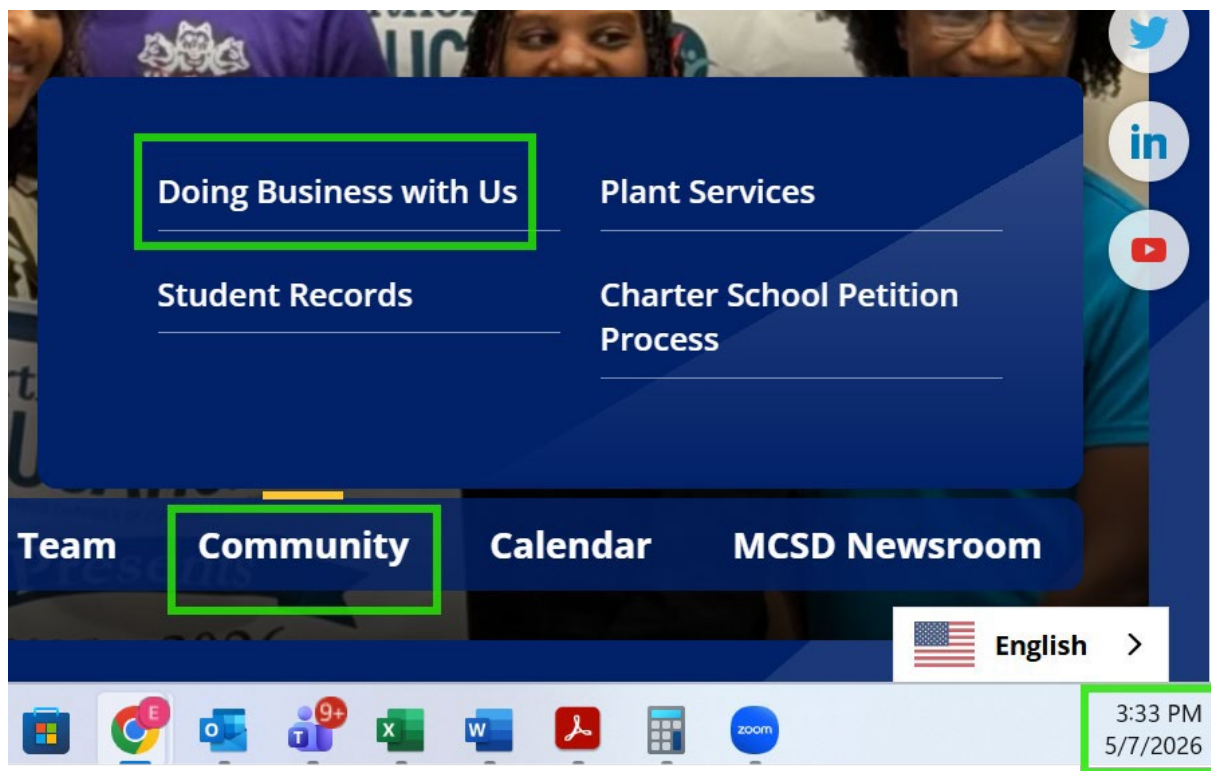
Or click the direct link: <https://old.muscogee.k12.ga.us/Divisions/Finance/Vendors/Index>

Here is the step-by-step to get to the solicitation site.

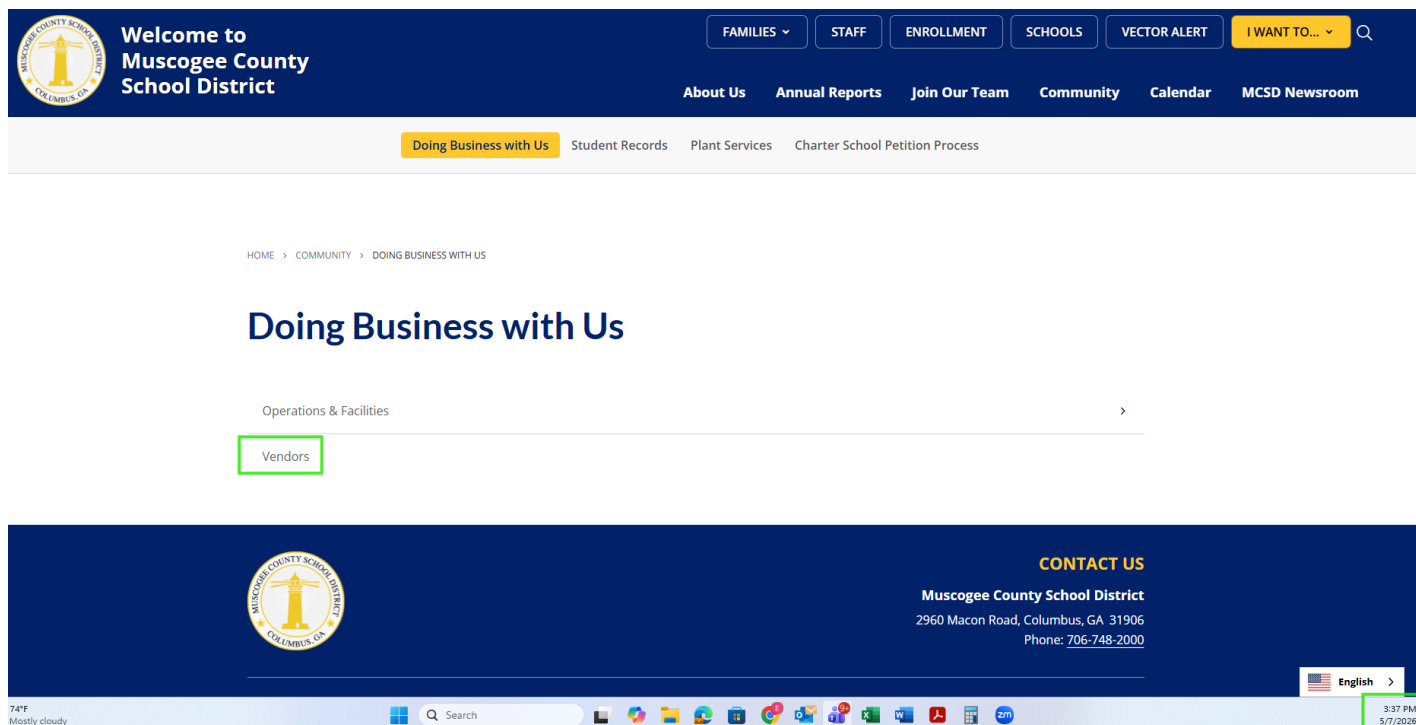
- MCSD main website: <https://www.muscogee.k12.ga.us/>



- Hover over the Community section. And click on Doing Business with Us.



- Click on the Vendor section.



➤ Click on Solicitations (ITB/RFP)

HOME > COMMUNITY > DOING BUSINESS WITH US > VENDORS

Vendors

General Information

Your interest in Muscogee County School District is appreciated!
To maximize your opportunity of doing business with Muscogee County School District, please be sure to review our vendors manual and complete all of the required documents.

[MCSD Vendor Manual](#)

[New Vendor Online Registration](#)

[W-9 Form](#)

[Insurance Requirements](#)

[Solicitations \(ITB/RFP\)](#)

English >

3:39 PM
5/7/2026

➤ District solicitation page. Vendors can scroll down the page or enter a description in the search field (see arrow).

old.muscogee.k12.ga.us/Divisions/Finance/Vendors/index

Suppliers | Work - Login | BoardDocs@ Pro | Dependent Verificat... | GA Statewide Contr... | Home - Link Custom... | Policies | Financial Efficiency... | 16C-19 Temporary P... | Professional Leave... | Professional Leave... | All Bookmarks

HOME

Home / Dashboards / Vendors

Purchasing Department

Your interest in the Muscogee County School District is appreciated. We encourage you to follow this link to our [Vendor Manual](#) which highlights the procurement processes utilized in the school district.

To maximize the opportunities of doing business with MCSD, please:

- Complete the [Vendor Registration Form](#) and email it to vendors@muscogee.k12.ga.us
- Complete the W-9 Form, and email it to vendors@muscogee.k12.ga.us.

If you need assistance navigating through these options, please contact the Purchasing Department at vendors@muscogee.k12.ga.us or /86-746-7158

The Muscogee County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or veteran status in any of its procurement practices.

[Click here for Construction ITBs and RFPs](#)

Federal Work Authorization Affidavit

- [MCSD Federal Work Authorization CONTRACTOR AFFIDAVIT](#)
- [MUSCOT Federal Work Authorization Contractor Affidavit INSTRUCTIONS](#)
- [MUSCOT Federal Work Authorization Contractor Affidavit](#)
- [Frequently Asked Questions](#)

Electronic Fund Transfers

- [Vendor Electronic Fund Transfer Used Deposit at Vendor Payments Request Form](#)

Additional Documents

- [NIGP Commodity Code List](#)
- [Vendor Protest Procedures 11/09/22](#)



Date to Clear Fiscal Year: All 10

Posted	Links	Due Date	Status
April 30, 2026	26-023 Purchase of Milk and Dairy Products 26-023 Purchase of Milk and Dairy Products.pdf 26-024 Purchase of Milk and Dairy Products Quote Sheet.xlsx	May 29, 2026	Bid C
April 21, 2026	Invitation to Bid 26-022 Purchase of Custodial Supplies and Equipment 26_022 Custodial Supplies and Equipment (2).pdf 26_022 Custodial Supplies and Equipment Bid Sheet.xlsx 26-022 Custodial Supplies and Equipment Addendum 1.pdf Addendum 26-022 Custodial Supplies and Equipment Bid Sheet - UPDATE 1.xlsx Addendum 26-022 Custodial Supplies and Equipment Addendum 2.pdf Addendum	May 22, 2026	Bid C

3:40 PM
5/7/2026

Online Posting of Tabulations

1. By clicking on any solicitation, vendors can open, view, and download all documents related to any solicitation, including the tabulations (Bid Summary) and award documentation (Board Agenda).

		Date	to	Clear	Fiscal Year: All	10
Print						
Posted	Docs	Due Date	Status			
November 10, 2025	26-009 Purchase of School Band Uniforms for Northside High School 26-009 Purchase of School Band Uniforms for Northside High School.pdf 26-009 Purchase of School Band Uniforms for Northside HS Board Agenda.pdf Summary 26-009 Purchase of School Band Uniforms for Northside High School Bid Summary.pdf Summary	December 4, 2025	Awarded			
October 10, 2025	26-007 Banking Services 26-007 Banking Services.pdf 26-007 Banking Services Proposal Form.xlsx 26-007 Banking Services RFP SUMMARY.pdf Summary	November 12, 2025	Awarded			
October 10, 2025	26-008 Purchase of Serving Line Equipment for Various Schools 26-008 Purchase of Serving Line Equipment for Various Schools.pdf 26-008 Purchase of Serving Line Equipment for Various Schools Addendum 1.pdf Addendum 26-008 Purchase of Serving Line Equipment for Various Schools Board Agenda.pdf Summary 26-008 Purchase of Serving Line Equipment for Various Schools Bid Summary.pdf Summary	November 6, 2025	Awarded			
September 29, 2025	26-006 Purchase of Large Equipment for the School Nutrition Program 26-006 Purchase of Large Equipment for School Nutrition Program.pdf 26-006 Purchase of Large Equipment for SNP Quote Sheet_Final.xlsx 26-006 Purchase of Large Equipment for SNP Addendum 1.pdf Addendum 26-006 LEB School List with Address and Phone Number.pdf Addendum 26-006 Purchase of Large Equipment for SNP Board Agenda.pdf Summary 26-006 Purchase of Large Equipment for SNP Bid Summary.pdf Summary	October 28, 2025	Awarded			
August 14, 2025	26-005 Barracuda Energize Update 26-005 Barracuda Energize Update.pdf 26-005 Barracuda Energize Update Board Agenda.pdf Summary 26-005 Barracuda Energize Update Bid Summary-Final.pdf Summary	September 15, 2025	Awarded			
August 14, 2025	26-002 Inspection and Service of Kitchen Hood Suppression Systems 26-002 Inspection and Service of Kitchen Hood Suppression Systems.pdf 26-002 Inspection and Service of Kitchen Hood Suppression Systems Quote Sheet Final.xlsx 26-002 Inspection and Service of Kitchen Hood Suppression Systems Addendum 1.pdf Addendum 26865A-1.PDF Summary 26-002 Inspection and Service of Kitchen Hood Suppression Systems Bid Summary 2.pdf Summary	September 15, 2025	Awarded			
July 23, 2025	26-004 Grease Trap Maintenance Service for School Nutrition Program 26-004 Grease Trap Maintenance Service For School Nutrition Program.pdf 26-004 Grease Trap Maintenance Service For School Nutrition Quote Sheet.xlsx 26-004 Grease Trap Maintenance Services for School Nutrition Program Board Agenda.pdf Summary 26-004 Grease Trap Maintenance Services for School Nutrition Program Bid Summary.pdf Summary	August 21, 2025	Awarded			
July 14, 2025	26-001 School Nutrition Equipment Repair Services 26-001 School Nutrition Equipment Repair Services.pdf	August 13, 2025	Awarded			

**PURCHASE OF SERVING LINE EQUIPMENT FOR VARIOUS SCHOOLS
INVITATION TO BID 26-008
BID SUMMARY**

DESCRIPTION	The Boelter Companies	Chef's Depot	Douglas Equipment	Mobile Fixture & Equipment Co.	Peachtrader Inc. DBA A City Discount	Stafford Smith, Inc.	Superior Equipment & Supply CO	TriMark USA LLC
Serving Line Equipment for Gentian Elementary School Per Specifications	\$49,605.47	\$55,091.70	\$65,189.99	\$45,990.41	\$79,117.00	\$50,732.65	\$42,203.51	\$61,128.87
Serving Line Equipment for Hardaway High School Per Specifications	\$20,941.00	\$23,214.60	\$26,456.75	\$19,581.69	\$32,892.50	\$22,097.62	\$20,695.13	\$27,688.61
Serving Line Equipment for North Columbus Elementary School Per Specifications	\$87,058.86	\$98,965.80	\$121,843.04	\$82,681.06	\$136,780.52	\$91,321.86	\$77,114.25	\$107,875.85
Serving Line Equipment for Reese Road Leadership Academy Per Specifications	\$47,843.62	\$52,231.50	\$62,477.29	\$44,416.70	\$75,936.25	\$49,357.60	\$51,926.48	\$59,678.90
Serving Line Equipment for Veterans Memorial Middle School Per Specifications	\$132,440.18	\$147,368.04	\$195,987.28	\$122,581.67	\$181,595.93	\$141,018.33	\$97,291.77	\$153,209.42
TOTALS	\$337,889.13	\$376,871.64	\$471,954.35	\$315,251.53	\$506,322.20	\$354,528.06	\$289,231.14	\$409,581.65



F. 4. b. Serving line Equipment <f

Background and Ratio Measure

Definition of Facilities and Operations

A competitive solicitation process was completed for the purchase of serving line equipment for Gentian Elementary School, Hardaway High School, North Columbus Elementary School, Reese Road Leadership Academy, and Veterans Memorial Middle School. Invitation to Bid #26-008 was emailed to nineteen vendors and posted to the Muscogee County School District (MCSD) website on October 3, 2025. The Purchasing Department received proposals from eight vendors:

- The Boelter Companies
- Chef's Depot
- Douglas Equipment
- Mobile Fixture and Equipment
- Peachtrader, Inc., dba A City Discount
- Stafford Smith, Inc.
- Superior Equipment and Supply Co.
- Trimark USA, LLC

The Board is asked to approve the bid award to Superior Equipment & Supply, Co. for the purchase of serving line equipment for Gentian Elementary School, Hardaway High School, North Columbus Elementary School, Reese Road Leadership Academy, and Veterans Memorial Middle School as highlighted on the bid summary.

Union Administrator(s)

Dr. Travis T. Anderson

Budgetary Impact

Funding for this purchase, totaling \$289,231.14, will be expended from the School Nutrition Function and School Nutrition Fund.

Supporting Documents

@ [26-008 Purchase of Serving Line Equipment for Various Schools Bid Summary](#)

File [Vendor Contact Summary](#)