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|  |  |  |
| Building a successful future |  |  |

Your first step is to register with the Office of Procurement and Contracts by visiting: <http://admin.ks.gov/offices/procurement-and-contracts> and fill the registration form. You will be prompted to open a Word document. You need to follow **all** the instructions in the document. The process can take between 45 minutes to an hour. You will need to have your EIN/taxpayer number and locate your UNSPSC category code.

**About the Process**

The State of Kansas implemented a PeopleSoft Financial Management System (named SMART) in July 2010. In order to submit a response to any bid event, a vendor must be registered in SMART. It is very important for you to register your business with Procurement and Contracts, for the following reasons:

* To bid on events, registered bidders must be invited in SMART by the Procurement Officer BEFORE the bid closes.
* If invited, registered bidders will be able to receive bid event documents via e-mail.
* If not invited by the Procurement Officer, registered bidders will still receive notification of bid events based on their category code registration.

**How You Can Register?**

1. Identifying the category codes you would like to be associated with your bidder record. This should be completed prior to completing the bidder registration.

A full list of category codes is available at: <http://www.da.ks.gov/purch/SMARTCategoryCodes.xls> It may be beneficial to identify the applicable category codes prior to beginning the registration process. The State uses the UNSPSC category code system.

1. Completing the form on the following website (to include the category codes that you have selected) <http://www.surveymonkey.com/s/ksbiddersurvey>
2. Submitting a completed W-9 Form. E-mail a copy of your signed and dated W-9 Form **(with a signature no more than six (6) months old)** to [bids@da.ks.gov](mailto:bids@da.ks.gov) or fax it to 785-296-7240. **Your bidder registration will NOT be processed until the W-9 Form is complete.** You may download a copy of the current W-9 Form at the IRS website: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Do not submit another application once you have registered.** If you need to make changes to your bidder record, please email those changes to [bids@da.ks.gov](mailto:bids@da.ks.gov). Include your company name and taxpayer identification number to assure that the correct record is updated.

If you have any questions regarding the bidder application, please call: Michele Mowder at 785-296-5419.

