

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**.

Register

Company Information ?

<p>Company Name: <input type="text" value="Testing Labs"/></p> <p>Business Description: <input type="text"/></p> <p>Mailing Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>Address Line 4: <input type="text"/></p> <p>Country: <input type="text" value="US - United States of America"/></p> <p>City: <input type="text"/></p> <p>ZIP: <input type="text"/></p> <p>Company Phone: <input type="text"/></p> <p>Company Email: <input type="text"/></p> <p>Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? <input checked="" type="radio"/> EIN <input type="radio"/> SSN</p> <p>State of Incorporation: <input type="text"/></p> <p>Preferred Delivery Method: <input type="text" value="Email"/></p> <p>Would you like to be registered as an emergency supplier in the case of an emergency? <input type="radio"/> Yes <input checked="" type="radio"/> No <i>Note: Emergency suppliers must be available 24 hours a day, 7 days a week</i></p> <p>Emergency Phone: <input type="text"/></p> <p>Emergency Contact: <input type="text"/></p> <p>Emergency Info Comment: <input type="text"/></p>	<p>State/Province: <input type="text"/></p> <p>County: <input type="text"/></p> <p>Company FAX: <input type="text"/></p> <p>Tax ID #: <input type="text" value="123456789"/></p> <p>Year of Incorporation: <input type="text" value="0"/></p> <p>Ext.: <input type="text"/></p> <p>Emergency Email: <input type="text"/></p>
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Administrative User Information ?

<p>Salutation: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Job Title: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Login ID: <input type="text"/></p> <p>Login Question: <input type="text"/></p>	<p>Last Name: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Login Answer: <input type="text"/></p>
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Beginning the Registration Process

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:	<input type="text"/>
Freight Terms:	<input type="text"/>
Shipping Method:	<input type="text"/>
Shipping Terms:	<input type="text"/>
Categories & Certifications	
Category: Tax ID Certification	
<i>Please select exactly one category value</i>	
Select	<input type="text"/>
<input type="checkbox"/>	Under Penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number.
<input type="checkbox"/>	Under Penalties of perjury, I certify that I am waiting for a taxpayer identification number to be issued to me.
Notes:	<input type="text"/>
Category: Backup Withholding Certification	
<i>Please select exactly one category value</i>	
Select	<input type="text"/>
<input type="checkbox"/>	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**.



WASHINGTON CONVENTION AND SPORTS AUTHORITY **Quick Reference Guide**
Vendor Registration

Commodity and Service Codes - Testing Labs ?

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

1 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

1 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.