How to Register as a Vendor
How to Register as a Vendor

From: EBUS Pacebus Workflow Mailer <Oracle.EbsDev@pacebus.com>
Date: Thu, Mar 21, 2019 at 3:06 PM
Subject: FYI: Invitation to register
To: SEND_SUPPLIER_INVITE_REG_NTF_52022 <cpatel@yahoo.com>

Pace, the Suburban Bus Division of the Regional Transportation Authority, has invited you to register as a vendor. To register, click this REGISTRATION link.

DO NOT REPLY DIRECTLY TO THIS EMAIL AS IT WAS SENT FROM A NOTIFICATION-ONLY EMAIL ADDRESS THAT CANNOT ACCEPT INCOMING EMAILS.

STEP 1
If you received an email inviting you to register as a vendor, click the Registration link in the email. If you did not receive such an email, click the following link: REGISTRATION.
**STEP 2**

The Prospective Supplier Registration page will appear. Complete the required fields. If you received an email inviting you to register as a vendor, some fields may already contain information that you previously provided to Pace. Review that information and make changes as appropriate. To complete the Tax Country field, click to open a pop-up window where you can select the appropriate Tax Country. Your selection will appear in the Tax Country field. Click Continue.
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**STEP 3**

The Additional Details page will appear. You must add your address. Address Name refers to a building or campus designation for your business (e.g., Headquarters or Main Branch). Address Details refers to the physical street address of your business. Click Create ①.
STEP 4

The Create Address page will appear. Complete the required fields. You may complete the other fields on this page but are not required to do so in order to register. Click Apply.
STEP 5
The Additional Details page will appear and reflect the address that you added, except the City/Town/Locality will not be shown.
STEP 6
You must add the Products and Services code(s) that apply to you. Click Create.
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STEP 7
The Add Products and Services page will appear. Browse All Products & Services 1 will be selected by default. To browse, click Next 10 2 or Previous 3. When you locate your Products and Services code(s), select the appropriate box(es) under the Applicable column 4, click Apply 5, and proceed to Step 10. To search for specific Products and Services code(s), proceed to Step 8.

<table>
<thead>
<tr>
<th>Code</th>
<th>Products and Services</th>
<th>View Sub-Categories</th>
<th>Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Default Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>031-06-00</td>
<td>Air Conditioning and Heating: Central Units, and Parts and Accessories Not Individually Itemized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>045-79-00</td>
<td>Vacuum Cleaners, Electric (Including Parts and Accessories)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>052-49-00</td>
<td>Mixed Media</td>
<td></td>
<td></td>
</tr>
<tr>
<td>052-72-00</td>
<td>Posters and Prints (Not Originals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>055-40-00</td>
<td>Interior Trim Items, Vehicle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>055-86-00</td>
<td>Tanks and Miscellaneous Accessories and Parts (Not Otherwise Listed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>060-61-00</td>
<td>Hydraulic System Components and Parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>060-67-00</td>
<td>Recycled Automotive Parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>070-06-50</td>
<td>Automobiles, Large Compact, Alternative Fuelled OEM Vehicle, CNG/Gasoline</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STEP 8
Select the circle preceding Search for Code and Product.
**STEP 9**

To search by Code or by Description, include the percent symbol (%) before and after your search criteria to maximize your search results, and click Go. To erase your search criteria, click Clear. When you locate your Products and Services code(s), select the appropriate box(es) under the Applicable column and click Apply.
**How to Register as a Vendor**

**Products and Services**

* At least one Products and Services code is required. If none of the codes applies to you, select Default Value (000).

<table>
<thead>
<tr>
<th>Code</th>
<th>Products and Services</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>557-30-00</td>
<td>Engines, Complete</td>
<td></td>
</tr>
<tr>
<td>557-33-00</td>
<td>Engine Parts</td>
<td></td>
</tr>
</tbody>
</table>

**Attachments**

* Your completed IRS Form W-9 or, if you are a foreign vendor, IRS W-8 series form is required. Click the link below to download IRS Form W-9 or visit www.irs.gov to download the appropriate IRS W-8 series form. Save your completed IRS form to your computer.

[IRS Form W-9](#)

**STEP 10**
The Additional Details page will appear and reflect your Products and Services code(s) [1].
STEP 11
You must upload your completed IRS form. Click Add Attachment.
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STEP 12
The Add Attachment screen will appear. You may enter a Title 1 and Description 2 for your IRS form but are not required to do so. Select Miscellaneous from the drop-down menu in the Category field 3. Click Browse 4. A pop-up window of your computer's directory will appear. Select your IRS form that you saved to your computer and click Open. Click Apply 5.
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Products and Services

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IRS Form W-9

* □ Check here to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered.
* □ Check here to confirm that you have read and agree to the Pace Privacy Policy.

Pace Privacy Policy

STEP 13

The Additional Details page will appear and reflect your attachment.
### How to Register as a Vendor

#### STEP 14

You must select this box 1 to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered. You must also select this box 2 to confirm that you have read and agree to the Pace Privacy Policy.

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## Products and Services

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**IRS Form W-9**

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**Pace Privacy Policy**

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1. ☑ Check here to confirm that you have completed and attached the proper IRS form and that the name listed on your IRS form matches the name under which you registered.

2. ☑ Check here to confirm that you have read and agree to the Pace Privacy Policy.
STEP 15
You may add another contact but are not required to do so in order to register. If you want to add another contact, click Create; otherwise, proceed to Step 18.
**STEP 16**

The Create Contact page will appear. Complete the required fields. Check the Create User Account For The Contact box ️ if the contact requires access to the iSupplier Portal. Click Apply ️.
**STEP 17**
The Additional Details page will appear and reflect your additional contact. ❄️
STEP 18

You may provide information concerning your classification as a DBE or an SBE but are not required to do so in order to register. If you want to provide such information, select the appropriate classification under the Applicable column and complete the corresponding Certificate Number, Certifying Agency, and Expiration Date fields; otherwise, proceed to Step 19.
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**STEP 19**
Click Register 🔄 to complete the registration process.
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**STEP 20**
The Confirmation page will appear.

Thank you. After approval of your registration information by Pace, you will receive an email notification with your user name and temporary password.