

Vendor Registration:

For a new vendor registering to do business for the first time with WRPS or an existing vendor who must re-register, the following steps should be taken:

- 1) Go to the [WRPS Procurement Website](#) and select “Vendor Registration” from the list on the left of the screen.
- 2) Read through the system requirements to ensure your computer can run the vendor registration application, then click the “Vendor Registration Form” button from at the bottom of the page. Click the “Register” button under New Vendor Registration
- 3) You will be taken to a portal where you can enter information on five separate tabs (Vendor Info Pt. 1, Vendor Info Pt 2, Business Class, Tax Status, Certify & Submit). Fill in the information on each of these tabs. Those fields marked with red text are required fields. Once you have completed all of the necessary information, click the “Submit Vendor Registration” button. You should receive a confirmation message stating that your registration has been successfully submitted, at which time you should close the vendor registration system. The system will then send an email to the address supplied in the registration, **KEEP THIS EMAIL SOMEWHERE SAFE, YOU WILL USE THIS INFORMATION TO SUBMIT ACCRUALS, UPDATE VENDOR INFORMATION, SUBMIT NEW REPS AND CERTS AND SUBMIT CERTAIN DOCUMENTATION.** Once you receive this email proceed to step 4.