



Supplier Registration Tutorial

February, 2025

Supplier Registration



WELCOME!!!

**Thank you for your interest in doing
business with BPU.**

**If you need assistance with your
registration, contact us at:
purchasing@bpu.com**

Supplier Registration

BPU utilizes Fusion for the registration of prospective suppliers. The registration process should only take a few minutes to complete. This registration allows BPU's buying team to consider your company for bidding opportunities for goods and services that BPU purchases on a regular basis.

To complete your registration, you will need:

- **W-9**
- **Bank Information**
- **Supplier Certifications**

To get started, click on this link: [Supplier Registration Portal](#)

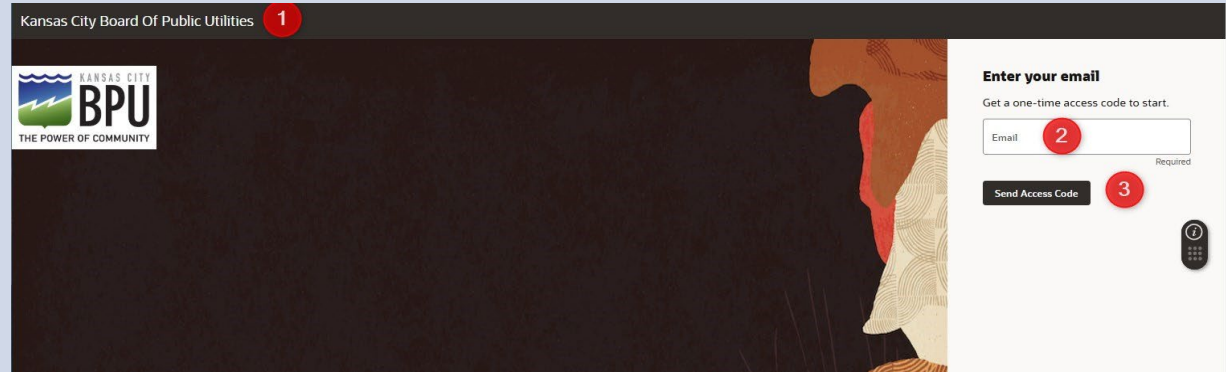
The following pages will provide step-by-step guidance for completing your registration.

Supplier Registration

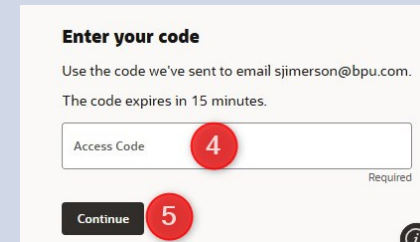
Action

- Step 1-Navigate to the supplier registration page from the link in the previous slide.
- Steps 2/3-Type your email address, and select “Send Access Code”.
- You should receive an email within 2-3 minutes with a unique access code that will let you proceed. **Be sure to check your spam folders if you do not receive a timely email.**
- Steps 4/5-Enter the unique access code into the field and click continue.

Screen Details



***Example of how the email will appear



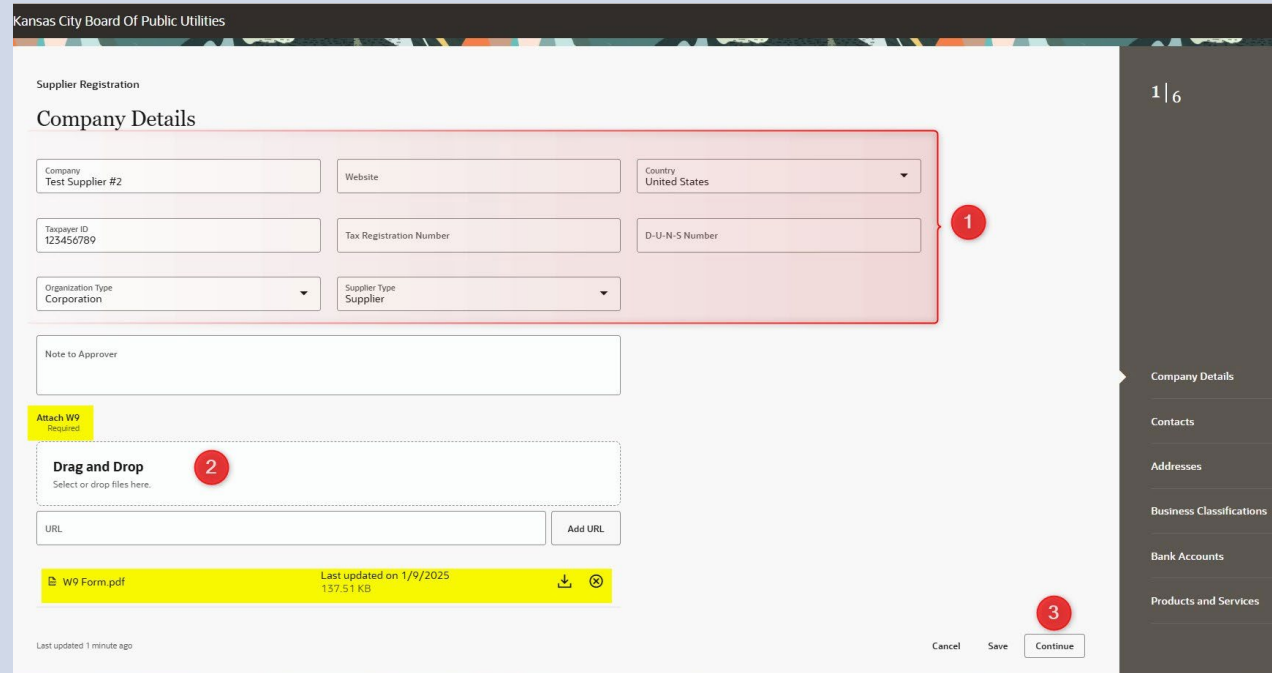
Any information that is entered after you log in with your email address/access code will **auto-save**. If the screen times out while you're working on the registration, you'll have to enter your email address again, and receive a new access code to retrieve your unfinished registration, and continue.

Supplier Registration-Company Details

Action

- Step 1- Complete fields under the “Company Details” Tab.
- Step 2- Attach a copy of your company’s completed W9 form. Click “Drag and Drop”, and a file window will pop up to upload a file from your documents.
- ***If you do not attach a file, you will not be able to submit your registration at the end of the process.***
- Step 3- Continue to next tab.

Screen Details



Kansas City Board Of Public Utilities

Supplier Registration

Company Details

1

Company: Test Supplier #2 | Website: | Country: United States

Employer ID: 123456789 | Tax Registration Number: | D-U-N-S Number: |

Organization Type: Corporation | Supplier Type: Supplier

Note to Approver

Attach W9 Required

2

Drag and Drop
Select or drop files here.

URL: | Add URL

3

W9 Form.pdf | Last updated on 1/9/2025 | 137.51 KB | [Download] [Close]

Last updated 1 minute ago

Cancel Save Continue

1 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services

Supplier Registration- Contacts

Action

- Step 1- Complete fields under the contact details.
- Step 2- This contact will default to the admin. contact, which means they'll received all general communication related to your supplier account.
- Step 3- Refer to text on the image to the right of 3.
- Step 4- The for "Supplier Bidder" will auto-populate if yes is marked above.
- Step 5- If you need to add an additional contact, click here and you'll have that option.
- Step 6- Continue to next tab.

Screen Details

Kansas City Board Of Public Utilities

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: Jane | Last Name: Doe | Email: janedoe@supplier1.com

Job Title: | Country: US | Mobile: +1

Country: US | Phone: +1 | Ext: |

Country: US | Fax: +1

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

Please mark this "Yes" for anyone that will need access to be able to manage purchase orders and update shipping information on transactions occurring between your company and KC BPU. This user will also have access to respond to bid event (negotiations).

This is not currently available, but will be coming in a future update

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

Supplier Bidder
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

[+ Add Another Contact](#) | Click here if you need to add another contact person.

For example, you could have one person that is the administrative contact that only handles general information for your company, and someone else who needs to be the one to receive the purchase orders for processing.

Cancel Save [Continue](#)

Last updated 4 minutes ago

2 | 6

- Company Details
- Contacts
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Supplier Registration-Addresses

Action

- Step 1- Provide a title for this address. (EX.: Corporate /Admin. Office)
- Step 2- Must at least 1 option, for the purpose of the location. If you only have 1 location, please all options.
- Step 3- Complete fields under the address details.
- Step 4- which contacts you created in the last step are associated to this address.
- Step 5-If you need to add an additional address, click here and you'll have that option.
- Ex: if you are based out of a regional branch and handle the purchase orders and bid on RFQ's, but your payments need to go to a corporate office, you'd need to state both of those addresses.
- Step 6- Continue to next tab.

Screen Details

Supplier Registration
3 | 6

Addresses

Enter at least one address.

Address 1 1

Address Name Required

What's this address used for? Select at least 1 purpose. 2

Receive Purchase Orders
 Receive Payments
 Bid on RFQs

Country/Region ▼
United States

Address Line 1 Address Line 2 Address Line 3

City ▼ State ▼ Postal Code ▼

County ▼

Email Country ▼ US Phone Ext

Country ▼ US Fax

Which contacts are associated to this address? 4

Jane Doe janedoe@supplier1.com

+ Add Another Address 5

Last updated 5 minutes ago

Cancel Save Continue 6

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

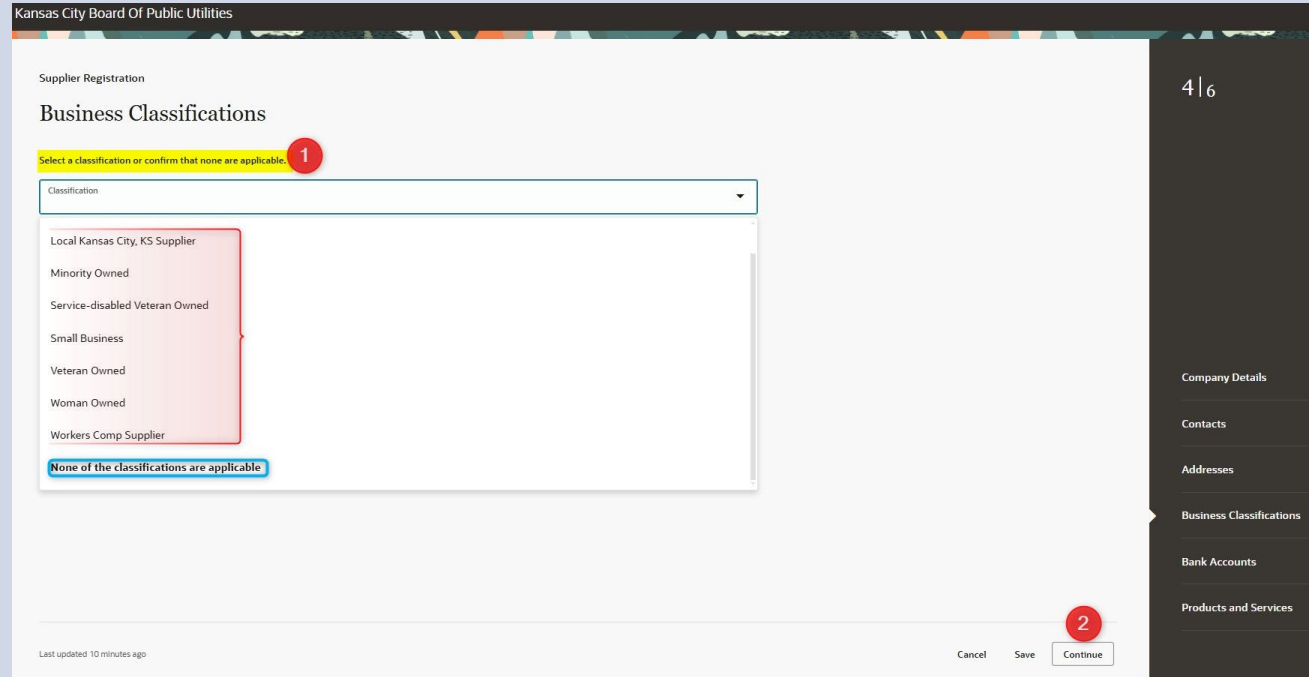
Products and Services

Supplier Registration- Business Classifications

Action

- Step 1- Click the down arrow to view if any of the provided Business Classifications apply to your company.
- If so, select that option, if not, select “None of the classifications are applicable”.
- Step 2- Continue to next tab.

Screen Details



Kansas City Board Of Public Utilities

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable. **1**

Classification

- Local Kansas City, KS Supplier
- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned
- Workers Comp Supplier

None of the classifications are applicable

Last updated 10 minutes ago

Cancel Save **Continue** **2**

4 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services

Supplier Registration- Business Classifications

Action

- Step 1- If one of the Business Classification DID apply to your company, your page will refresh and new fields will appear.
 - Fill out the provided fields.
- Step 2- Continue to next tab.

Screen Details

Supplier Registration

****Example of next window, if one of the classification applies to your company**

Business Classifications

Business classification 1

Classification Woman Owned		Subclassification
Certifying Agency	Other Certifying Agency	Certificate Number
Certificate Start Date	Certificate End Date	
Notes		
Attach current certificates and supporting documents		
Drag and Drop Select or drop files here.		
URL	Add URL	

Supplier Registration-Bank Accounts

Action

- Step 1- Select “United States”.
- Step 2- select your Bank’s name *(if your bank isn’t listed, **STOP** see next slide).*
- Step 3- “Bank Branch” is going to be known as your bank’s routing number *(if your routing # isn’t listed, **STOP** see next slide).* After you select the routing #, it should auto-populate into the “Branch Number” Field.
- Step 4- insert your account number.
- Step 5- Select “US Dollar”.
- Step 6- Select the type of bank account.
- Step 7- Insert the account holders name.

Screen Details

****IMPORTANT****

Please fill out the fields in the numbered order noted below!

Supplier Registration

Bank Accounts

Enter at least one bank account.

Bank account 1 🗑️

Country **1**
United States

Branch Number **2** Bank of America NA

Account Number **4** Currency **5**

Account Holder **7**

Bank Branch **3**

Account Type **6**

Checking
Money market
Savings

+ Add Another Bank Account

5 | 6

- Company Details
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Supplier Registration-Bank Accounts

Action

- If your bank's name **IS NOT** shown in the auto-populated drop-down menu, it will have to be added to our database.
- If your bank's name **IS** shown, but your bank branch (routing #) **IS NOT** shown in the auto-populated drop-down menu, it will have to be added to our database.

1. Please select "No Bank" in the bank field.
2. Select "No Branch" in the Bank Branch Field.
3. Branch Number should auto-populate "000000000".
4. Please fill out the linked ACH form and email to purchasing@bpu.com

**PLEASE DO NOT
SELECT A ROUTING
THAT IS LISTED,
THAT IS NOT
CORRECT FOR
YOUR ACCOUNT**

Screen Details

Supplier Registration

Bank Accounts

Enter at least one bank account. NOTE: If your Bank, Branch or Routing number is not listed, use "No Bank/No Branch/000000000" from the dropdowns. We will contact you to add your Banking Information after submission.

Bank account 1

Country
United States

Branch Number
000000000 **3**

Account Number Required

Account Holder

+ Add Another Bank Account

Bank
No Bank **1**

No Bank

Bank Branch
No Branch **2**

No Branch Required

If you do not email the ACH form at the same time as submitting your registration, and no banking information is entered into the registration portal, someone from BPU Purchasing will contact you after your registration is submitted, to manually fill out the ACH form. All suppliers must have banking information on file before being activated.



BPU-ACH Form

Double click this icon ↑ and it should open up the document

Supplier Registration-Categories

Action

Identify what products and/or services that your company provides.

- Step 1- you can search key words, or click the drop down arrow next to “Categories” and manually scroll through.
- Step 2/3- Select which Categories are related to your company.
- Step 4- Select “Submit”.

Screen Details

Supplier Registration

Products and Services

Search by category or description **1**

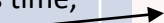

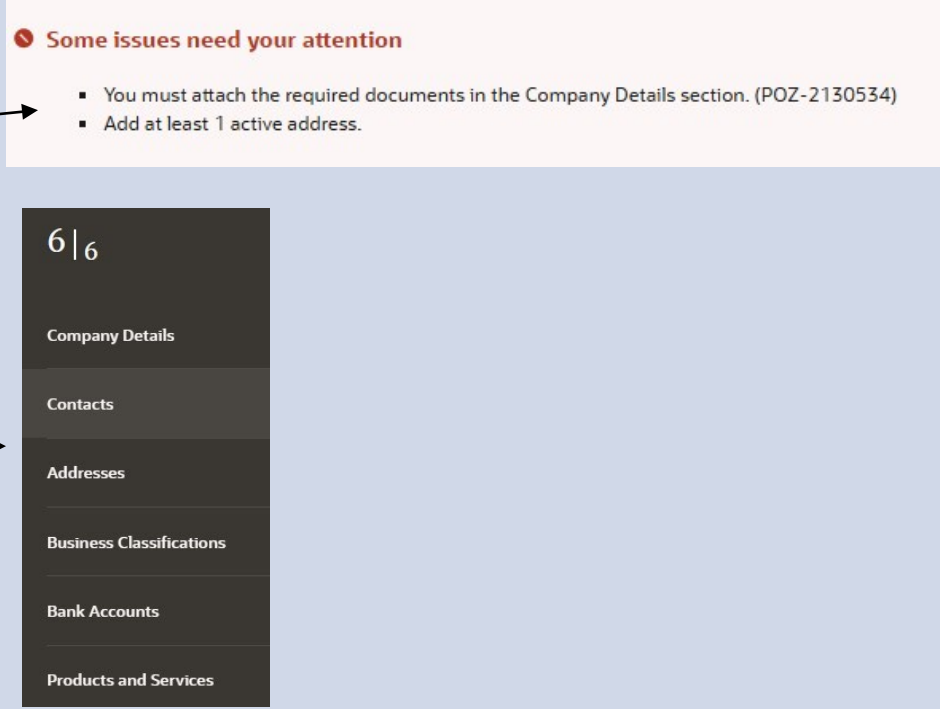
2 selected [View Selected](#) [Clear Selected](#)

Category	Description
<input type="checkbox"/> BUSHING	Bushing
<input checked="" type="checkbox"/> CABLE-ADAPTER	Cable-Adapter 2
<input checked="" type="checkbox"/> CABLECLAMPS	Cable-Clamps 3
<input type="checkbox"/> CADMIUM BOLTS	Cadmium-Bolts
<input type="checkbox"/> CADMIUM WASHERS	Cadmium-Washers
<input type="checkbox"/> CALIBRATION	Calibration
<input type="checkbox"/> CANVAS	Canvas
<input type="checkbox"/> CAPACITORS	Capacitors
<input type="checkbox"/> CAPS	Caps
<input type="checkbox"/> CAR WASH SOAP	Car Wash Soap
<input type="checkbox"/> CARD STOCK	Card Stock
<input type="checkbox"/> CARTRIDGES	Cartridges


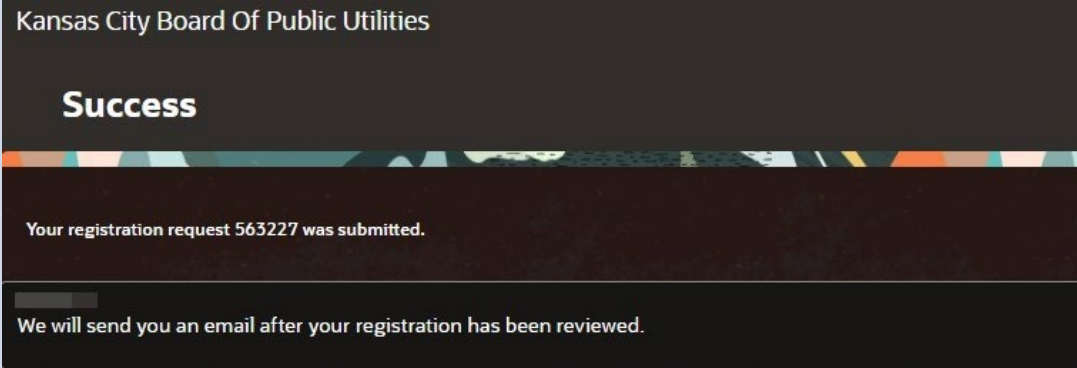
Last updated 30 seconds ago

[Cancel](#) [Save](#) [Submit](#) **4**

Supplier Registration-Errors

Action	Screen Details
<ul style="list-style-type: none">• If there are any issues or empty “required” fields, you’ll be notified at this time, with an error message. • If you forgot to add information somewhere, you can go back to that specific tab using the menu to the right, shown on every screen of the registration portal. 	 <p>Some issues need your attention</p> <ul style="list-style-type: none">▪ You must attach the required documents in the Company Details section. (POZ-2130534)▪ Add at least 1 active address. <p>6 6</p> <ul style="list-style-type: none">Company DetailsContactsAddressesBusiness ClassificationsBank AccountsProducts and Services

Supplier Registration-Submitted

Action	Screen Details
<ul style="list-style-type: none">If you encounter no errors, you will receive this message after hitting submit. 	 <p>Kansas City Board Of Public Utilities</p> <p>Success</p> <p>Your registration request 563227 was submitted.</p> <p>We will send you an email after your registration has been reviewed.</p> <p>Your registration will be reviewed by the BPU Purchasing Department. Upon approval, you will receive a follow-up email indicating that your registration has been finalized for prospective opportunities with BPU. As purchasing needs are identified, your company will be considered for opportunities to submit bids for items that match the products for your registration.</p> <p>If you need assistance with your registration or have questions, please contact us at: purchasing@bpu.com</p>