

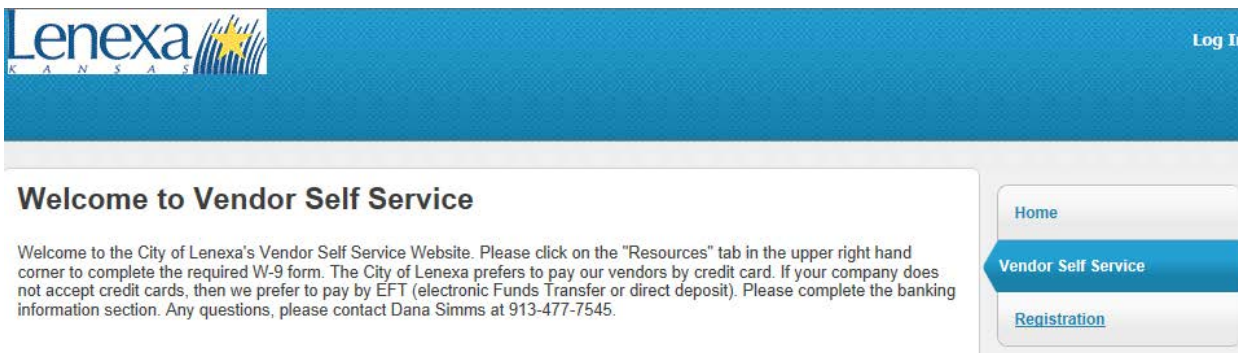
## Registering as a vendor on Vendor Self Service

Access the vendor self-service website at [www.lenexa.com/vendor](http://www.lenexa.com/vendor). Click the link to the vendor self-service registration sight.

This is what you should see when opening the website



Click on Vendor Self Service



Click on Registration

# New Vendor Registration

Step 1 of 5: Create user ID and password

Step 1 2 3 4 5

Help

User ID (between 1 and 100 characters) \*

Re-type user ID \*

Password (between 5 and 15 characters) \*

Re-type password \*

Password hint \*

Please type these numbers into the box below them



## EXISTING VENDORS ONLY

You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

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If you are a new vendor to the City of Lenexa complete steps 1 through 5.

If you are an existing vendor, you will also need your vendor number and FID (TIN)/SSN.

The City of Lenexa prefers to make payments by credit card. If your company does not accept credit cards, then we prefer direct deposit. Please complete the banking section during Step 2.

For Employees enter your name into the Company Name field and your home address in the address field. Your Social Security Number will be required to register as well.

# New Vendor Registration

✔ Your User ID and password have been successfully set. Please continue with the registration process. ⓘ

## Step 2 of 5: General information

Step 1 **2** 3 4 5

Help

- Name is a required field.
- Address is a required field.
- City is required.
- State is required.
- Zip code is required.
- E-mail address is required.
- Vendor Type is required

\*Company Name

ABC Company

(line 2)

Doing business as  
(if different from above)

Foreign Entity

\*Address

123 Any Street

(line 2)

(line 3)

\*City

Any Town

\*State (abbreviation)

KS

\*Zip

66215

Geographic

Select Type... ▾

Send remittances to the above name and address

If you check this box, step 3 will be skipped.

\*E-Mail

abc@yahoo.com

Web site

www.abc.com

\*Vendor Type

Misc Repair Services ▾

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**Minority Business Entity (MBE)**

Is Minority Business Enterprise

MBE Classifications  
(select all that apply)

General      0 certifications      [manage](#)

Gender

Select Type... ▼

Ethnicity

Select Type... ▼

Enter a Federal Tax ID Number or Social Security Number

FID     SSN

\*FID/SSN

12-3456789

\*Re-type FID/SSN

12-3456789

**Payment Terms**

Discount Percentage

0

Days to Discount

0

Days to Net

0

Your preferred payables delivery method(s).

Mail     Fax     E-Mail

Your preferred purchasing delivery method(s).

Mail     Fax     E-Mail

**Bank Information**

Bank - Routing Number

Commerce Bank-10100001-9 ▼

Bank Account Number

987654321

Bank Account Type

Checking ▼

**Continue**

## New Vendor Registration

### Step 3 of 5: Remittance information

Step 1 2 **3** 4 5

\*Address Type

\*Company Name

\*Address

\*City

\*State

\*Zip

Fax

Email

#### Bank Information

Bank

Bank Account Number

Bank Account Type

Your preferred payables delivery method(s).

Mail  Fax  E-Mail

Your preferred purchasing delivery method(s).

Mail  Fax  E-Mail

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## New Vendor Registration

### Step 3 of 5: Address information

Complete this step for a remit to different from main address in step 2.

Step 1 2 **3** 4 5

[Addresses](#)

[add](#)

Name	Address	City	State	Zip	Fax	Is Default	
ABC Company	123 Somewhere	Any Town	KS	66215		Y	<a href="#">change</a>

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## New Vendor Registration

### Step 4 of 5: General Vendor Contacts

Step 1 2 3 **4** 5

[Address Contacts](#)

Type	Name	Email	Phone	Fax
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# New Vendor Registration

## Step 5 of 5: Review

Step 1 2 3 4 **5**

Please check that the information below is correct. Make changes if necessary, then click on "Register."

[Help](#)

### General Information [change](#)

Name/DBA	ABC Company
Entity	
Address	123 Any Street Any Town, KS 66215
FID	12-3456789
Geographic	
E-Mail	abc@yahoo.com
Web Site	www.abc.com
Vendor Type	76 Misc Repair Services
Gender	Select Type...
Ethnicity	Select Type...
Foreign Entity	No
Bank	Commerce Bank-10100001-9
Bank Account Number	987654321
Bank Account Type	Checking

### Terms [change](#)

Discount Percentage	0%
Days to Discount	0
Days to Net	0

### Address Information

[change](#)

Name	Address	City	State	Zip	Fax	Default
ABC Company	123 Somewhere	Any Town	KS	66215		Y

### Address Contacts

[change](#)

Type	Name	Email	Phone	Fax
------	------	-------	-------	-----

[Register](#)

[Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh button.)

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### New Vendor Registration Registration Confirmation

✔ Registration has been completed. You will be contacted when your information has been reviewed. ✕

**You can now:**

- Register for commodities/services and/or update your profile.
- Upload attachment documents to your profile.

- Home
- Vendor Self Service
- My Profile
- 1099
- Checks
- Invoices
- Purchase Orders

A w-9 form is a required. If you already have a completed W-9 form you may send it using the Upload attachment documents link as shown in the screen shot above.

If you need the W-9 form you can click on the resources tab and click on the W-9 form. The completed and signed form may be emailed to [dsimms@lenexa.com](mailto:dsimms@lenexa.com).

Also under the resources tab are links to other City of Lenexa services and websites.



Once your registration has been completed and accepted by the city you will be able to access purchase orders, see invoices that have been processed and also see check history. 1099's will also be available through this site.

If you click on your company name, you can update information on your account, be returned to the home page or Log Out of the website.

