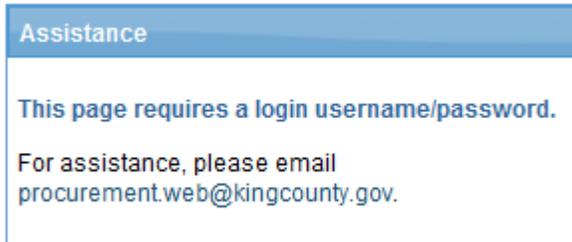


PCS Service Request Module Access

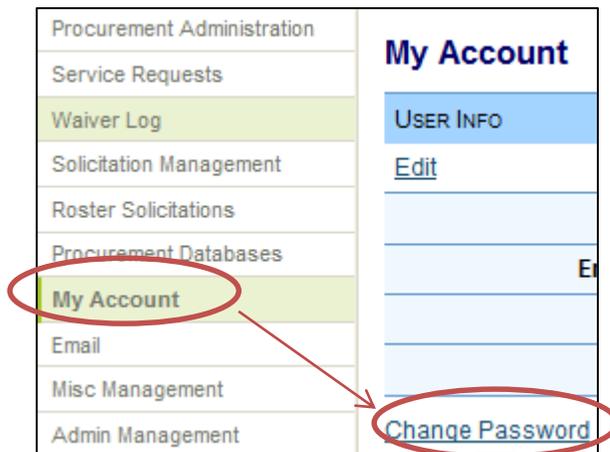
All vendor requests, whether for new vendors or updates, have to go through the PCS Service Request Module. This can be found at:

<https://procurement.kingcounty.gov/procureadmin/login.aspx>

You will need a user ID and password for the website. If you do not have one, please email Procurement.Web@kingcounty.gov and request one. The username will be your email address.



The system generated password will need to be changed at you first login. To change your password, click on “My Account” on the left-hand side of the page and click “Change Password”.



New Password:

Confirm Password:

The password you enter must comply with the following guidelines:

- At least 8 characters in the password
- At least 1 (uppercase) character. Example: A
- At least 1 (lowercase) character. Example: q
- At least 1 (numeric) character. Example: 3
- At least 1 (non-alphanumeric) character. Example: !, @, #, etc. (underscores are not allowed)

Submitting New/Update Supplier Requests

IMPORTANT: Before submitting a service request to add or update a record, search Oracle EBS (supplier inquiry) using the supplier TIN/SSN to verify if the supplier is already in the system or updated with the information you are requesting.

If you are unable to find the supplier when searching by their TIN/SSN, you will need to have the supplier set up in Oracle EBS (New Supplier Master Record). If the supplier does exist, make note of the supplier name & number (including the site name if you need to update an existing site) as you will need to provide this to update the supplier record

From the PCS Service Request home screen, click on “Service Requests” on the left-hand side.

Procurement Administration	<p>Procurement Administration</p> <p>Purpose of this site:</p> <p>Bid Management</p> <ul style="list-style-type: none"> • Manage the Procurement Internet site, specifically making updates to the ITB's/RFP's and RFQ's webpage <p>User Management</p> <ul style="list-style-type: none"> • Designate Administrators for this site with corresponding assignments and privileges. • Manage Vendor data – add, update, deactivate, etc. • Manage Organization and Vendor data – add, update, deactivate, etc.
Service Requests	
Waiver Log	
Solicitation Management	
Roster Solicitations	
Procurement Databases	
My Account	
Email	

From the Service Requests view, there are two ways to access the Supplier Master Record request form.

The screenshot shows a web application interface. At the top, a breadcrumb trail reads "You're in: Procurement Administration » Service Requests". On the left is a navigation menu with "Service Requests" highlighted in green. Below it, "Request Form" is circled in red with a red number "1" next to it. The main content area is titled "PCS Service Categories" and includes the instruction "Select a service below to begin the request process." and a link to "PCS Intranet". There are two main sections of buttons: "Procurement and Contract Services" and "Supplier Master Record Services". In the "Supplier Master Record Services" section, the buttons "New Supplier Master Record" and "Update Supplier Master Record" are circled in red with a red number "2" next to them. The "Request Form" link in the navigation menu and the "New Supplier Master Record" and "Update Supplier Master Record" buttons are the two ways to access the request form.

First option:

Click “Request Form” on the left hand menu. In the “Select a service type” dropdown box under Service Menu, select “Supplier Master Record”

The screenshot shows the 'PCS Service Request Form' interface. On the left is a navigation menu with the following items: Procurement Administration, Service Requests, Request Form (highlighted), View Requests, Waiver Log, Solicitation Management, and Roster Solicitations. The main content area is titled 'PCS Service Request Form' and contains a 'Service Menu' section. Under 'Service Menu', there are two dropdown menus. The first dropdown menu is set to 'Supplier Master Record'. The second dropdown menu is set to 'Select a Service option' and is highlighted in yellow.

In the “Select a Service option” dropdown box, select either “New Supplier Master Record” for new supplier records not previously set up in Oracle or “Update Supplier Master Record” for changes to an existing record.

This screenshot shows a close-up of the 'Service Menu' section of the 'PCS Service Request Form'. The dropdown menu is open, showing 'Supplier Master Record' as the selected option. Below it, 'New Supplier Master Record' is listed as another available option.

The form will automatically load. You will need to complete all of the required fields and upload any supporting documentation for your request to be processed.

Second option:

After clicking on “Service Requests”, scroll down in the home screen to “Supplier Master Record Services”. Select either “New Supplier Master Record” or “Update Supplier Master Record”.

<p>Procurement Administration</p> <p>Service Requests</p> <p>Request Form</p> <p>View Requests</p> <p>Waiver Log</p> <p>Solicitation Management</p> <p>Roster Solicitations</p> <p>Procurement Databases</p> <p>My Account</p> <p>Email</p> <p>Misc Management</p> <p>Admin Management</p> <p>Activity Reports</p> <p>Rosters</p> <p>NIGP Search</p> <p>Vendor Search</p> <p>Public OVR</p> <p>Procurement and Contract Services Section</p> <p>CNK-ES-0340 401 Fifth Ave., 3rd Floor Seattle, WA 98104</p> <p>Phone: 206-263-9400 TTY Relay: 711</p> <p>Fax: 206-296-7875/ 206-296-7876</p> <p>Webmaster Email</p>	<p>PCS Service Categories</p> <p>Select a service below to begin the request process.</p> <p>Go to PCS Intranet for detailed information about PCS services.</p> <p>Procurement and Contract Services</p> <p>Solicitation</p> <p>Subcontracting/Apprenticeship Opportunities Analysis Worksheet (SOAW)</p> <p>Create Oracle Contract Agreement</p> <p>Item Master Record</p> <p>Waiver</p> <p>Develop Contract Change Order/Amendment</p> <p>Process Contract Change Order/Amendment</p> <p>Community Service/Grant Contracts</p> <p>Cost Price Analysis</p> <p>Finance PCO Review of Amendments</p> <p>Close CPA</p> <p>Other</p> <p>Supplier Master Record Services</p> <p>New Supplier Master Record</p> <p>Update Supplier Master Record</p> <p>Emergency Client Assistance Supplier</p> <p>Add Worker's Compensation Supplier</p> <p>Update Worker's Compensation Supplier</p> <p>Veteran Rent Payment</p> <p>Add EE for Petty Cash, Travel Advance, Payroll Ops</p>
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The form will automatically load. You will need to complete all of the required fields and upload any supporting documentation.

Required Documentation to Add or Update Oracle EBS Supplier Master Records

New Supplier Master Record:

Completed King County Substitute W-9 (KC W9). A completed KC W9 is required to add a supplier to Oracle EBS. A Federal W9 is not an acceptable substitute as it only pertains to the tax reporting information and not the business information necessary to set a supplier up in Oracle EBS.

The KC W9 and instructions are at the [P&P website](#).

Update supplier record:

Add a new site:

A KC W9, invoice, or email from the supplier indicating the address of the site you are requesting to add. Note: We are unable to add “purchasing” (to requisition) to PO Box addresses, only physical street addresses. Pay only sites (for invoice payment) can be PO Box addresses.

Update an existing site address:

An email, invoice, or letter from the supplier that specifically requests us to update or remove the current site address (both the old address and the new address must be indicated in the correspondence).

Name/Business structure change:

A letter must be supplied from the supplier on their letterhead. The letter must contain the old information, the new information, an explanation for the change, and be signed by an authorized representative. In addition, the supplier must provide a new KC W9.

If you are unsure of what documentation is necessary to complete your request or have questions in regards to the PCS service request module, please email Procurement.Web@kingcounty.gov for assistance.