

## **How To Create an Account and Register** **As A Vendor with MMSD**

The Office of Procurement & Contract Management is pleased to launch our new Contract and Vendor Management System (CVMS). This web-based software System (provided by B2Gnow) allows interested vendors to be notified electronically of procurement opportunities. On District construction and engineering projects, it is designed to streamline and automate reporting requirements for SWMBE participation, certified payroll, and local workforce participation. It will also allow certified SWMBE firms to be listed in a public directory on our procurement web site.

Creating an account with B2Gnow and registering with MMSD as a vendor is a three step process:

Step 1:

Search through **account lookup** to ensure that your organization to see if your organization has an account in the B2Gnow system.

Step 2:

A. You found an account for your organization and need to confirm that you are registered as a vendor with MMSD. Also, if your organization has multiple offices in the B2Gnow system, we can assist with setting up your local office.

B: If no account was found, **create an account** and enter your organization's information.

Step 3:

**Register as a vendor** with MMSD to receive emails notifications of procurement postings and for SWMBE firms to provide certification information.

## Step 1. Account Lookup

B2Gnow is used by governmental entities throughout the country including the City of Milwaukee, so it is possible that your firm may already have an account.

- To do an **account lookup** you start from the B2Gnow contract and vendor management page
- From the MMSD web site (<http://www.mmsd.com/>) click on the **procurement** dropdown link in the **information** menu on the left of the MMSD homepage and then select **vendor registration**.

The screenshot shows the MMSD website homepage. At the top left is the MMSD logo with the tagline "Preserving the Environment & Improving Water Quality". Below the logo is the text "Milwaukee Metropolitan Sewerage District". To the right of the logo are navigation buttons for "News", "Careers", "About Us", and "Contact Us". A search bar is located below the navigation buttons. On the left side, there is a vertical menu under the heading "Information". The menu items are: "Governing Body", "Wastewater Treatment", "Water in the Basement", "Flood Management", "Water Quality Research", "Educational Resources", "Financial", "Procurement", "About Us", "Vendor Registration", "Vendor Management", "Vendor Information", "Procurement Opportunities", "SWMBE", "Economic Development Efforts", "Contract Resource Center", "Rules & Regulations", and "Sustainability". The "Procurement" item is highlighted with a blue bar. Two orange arrows point from the "Procurement" item to the "2012 MMSD Toilet Rebate Program" article. The article text reads: "7/23/2012 2012 MMSD Toilet Rebate Program Get a water saving, high efficiency toilet for \$50 or \$75 and save money, water and energy. Read More »". Below this article is another article: "7/10/2012 Medicine Collections at Local Police Departments More than a dozen police departments in Milwaukee County are collecting unused medicine throughout the year. Read More »". At the bottom of the article list is "7/8/2012 Building Wisconsin TV Airs Show on MMSD and Keeping Basements Dry". On the right side of the homepage, there is a large banner for "NEW BASEMENT CONNECTION Flood relief for a better night's sleep". Below the banner are three widgets: "Percentage Treated measuring the health of our rivers" showing "2012 99.9999" and "What's this about?"; "MILW. CO. RESIDENTS - DISPOSE CHEMICALS, BATTERIES & MORE" with "The DUKES of HAZARDOUS WASTE" and "SEPT 15TH"; and "MMSD Videos see new interactive material".

## MMSD Vendor Registration Using B2GNOW

- Select **option 2** which will let you search for your organization

MMSD  
Milwaukee Metropolitan Sewerage District

Preserving the Environment & Improving Water Quality

News Careers About Us

### Information

- » Governing Body
- » Wastewater Treatment
- » Basement Backups
- » Flood Management
- » Water Quality Research
- » Educational Resources
- » Financial
- » Procurement
- » Rules & Regulations

### Every Drop Counts

- » Sustainability
- » What You Can do to Help
- » Rain Barrels
- » Downspout Disconnect
- » Household Hazardous Waste
- » Rain Gardens

## Contract and Vendor Management System

[Login](#)

### Vendor Registration

All District vendors are required to Register and submit a Vendor Application on the District's website. By registering in the District's Vendor Registration system, your organization will receive procurement / notices via email. Registering your firm to receive procurement notices is a brief two step process.

Even when registered, vendors are responsible for checking the website and downloading applicable Bids, RFP's, RFQ's, and addendums.

If you are an individual and not a vendor but wish to be notified of all procurement notices, please [email the procurement department](#) with your contact information, full name, address, phone, and email address and you will be added to the vendor notice database.

To continue with vendor registration, please select one option below. If you require technical assistance while completing the application, please use our [online support form](#).

<h4>Option 1</h4> <p>» <a href="#">Login to Renew/Update Registration</a></p> <p>Your firm is currently registered and you know your username and password to access this system.</p>	<h4>Option 2</h4> <p>» <a href="#">Lookup Account to Renew/Update Registration</a></p> <p>Your firm is currently registered and you do <b>not</b> know your username and password to access this system.</p>	<h4>Option 3</h4> <p>» <a href="#">New Registration</a></p> <p>Your firm is not currently registered with MMSD.</p>
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After logging in to your account, you will be directed to the Vendor Registration Application. You can also click the Submit Registration link on the right side of the first page. If you're applying for SBE certification with the District you'll need to complete the Vendor Registration and include the supporting documentation requested.

The MMSD Contract Management System is powered by B2Gnow software.

## MMSD Vendor Registration Using B2GNOW

- From this page select any search parameter to complete and then click **search** at the bottom of the page (certain parts of each parameter need to be filled)
- Please note that searching by tax I.D. number is the best method

The screenshot displays a search interface with five main sections, each with a header and input fields:

- Search by Business Name or DBA:** Includes a text input field for "Business Name/DBA" and a tip: "Tip: Try just a few letters of the firm's name."
- Search by Tax Identification Number:** Includes a text input field for "Tax ID Number" and a tip: "Tip: Must be 9 numbers; do not enter spaces or dashes." This section is highlighted with a red box.
- Search by Contact Person:** Includes input fields for "First Name:" and "Last Name:", with tips: "Tip: Use the first letter." and "Tip: Try".
- Search by Contact Information:** Includes input fields for "Email", "Phone Number", and "Fax Number", with a tip: "Tip: Try just part of the email address."
- Search by Address:** Includes input fields for "Address" (containing "123 evergreen terrace"), "City" (containing "milwaukee"), and "State" (containing "WI"). It also features dropdown menus for "U.S. States/Provinces" and "Canadian Provinces" with an "or" separator.

A red box with the text "Only one section needs to be filled" is overlaid on the "Search by Tax Identification Number" section. An orange arrow points from the bottom left towards the "Search" button at the bottom center of the interface.

**Step 2a: Confirming registration with MMSD**

- If your organization is displayed in the search results, then there is an account in the B2Gnow system
- This is not a confirmation that your organization is a registered vendor with MMSD
- You must log into the B2Gnow system to see the status of your registration
- The search indicates (see below) who is listed as a user within the system, and their contact information
- If your organization has an account but you are not a user, you can click **request new user** and a notification is sent to the administrative user to add you
- Customer support can also be contacted to assist with this request to get access to the profile.

security purposes

**Business name**

**Search Results**

Business	Contact Person
sample test	[Request New User]
» John Pringle	[Username/Password Reminder]
E: notanemail@ sampletest.com	[Change Info]
P: 111-111-1111 Ext. 1111 F: 111-111-1112	
A: 123 ever green terrace, milwaukee, WI	

**Search by Business Name or DBA**

Business Name/DBA

Tip: Try just a few letters of the firm's name.

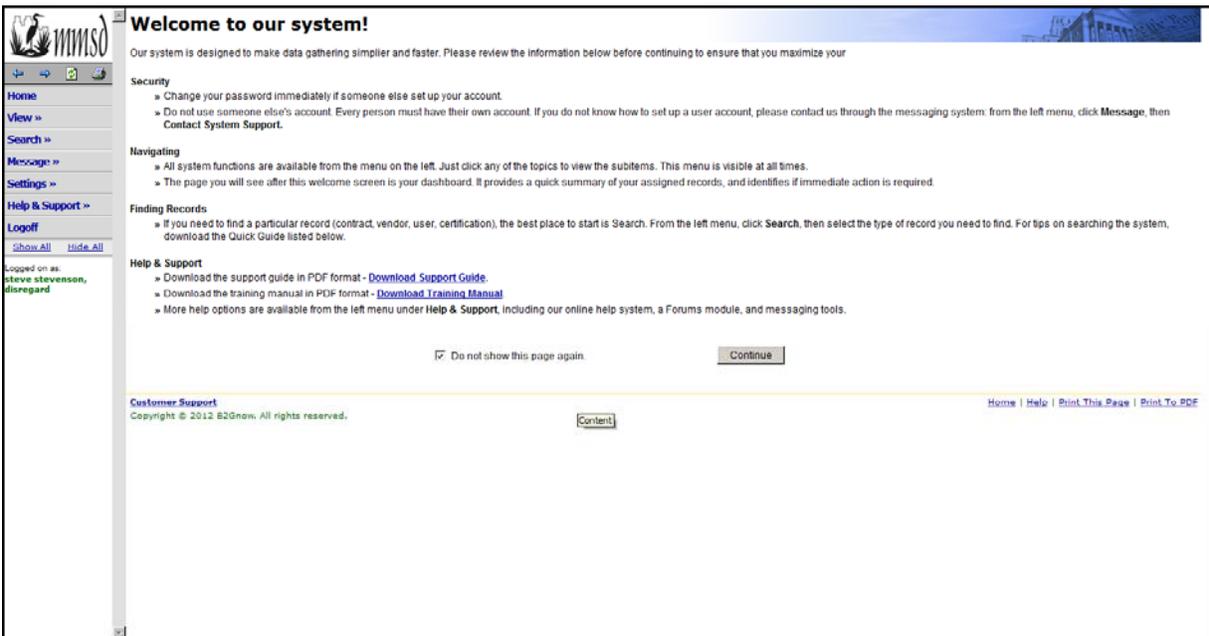
**Search by Tax Identification Number**

## Please Note

*The primary contact will be the **only** one who receives the District's email notifications. If you want additional users to receive email notices, please email Mechelle McClinton [mmcclinton@mmsd.com](mailto:mmcclinton@mmsd.com) with the firm name, person's name, and email address.*

If your organization has multiple offices in the country and a Milwaukee office, the District recommends creating a separate account for the Milwaukee Office. Please contact Mechelle McClinton [mmcclinton@mmsd.com](mailto:mmcclinton@mmsd.com), or (414) 229-2229, to assist with creating a separate account.

- Once you are able to log into the B2Gnow system, check to see if your organization is **registered as a vendor with MMSD**
- To do this, you need to be logged in the B2Gnow system
- If it is your first time logging into the system, a welcome screen will be displayed that shows tips on how to get started in the system



- Click continue once you have reviewed this welcome page which will take you to the B2Gnow homepage

## MMSD Vendor Registration Using B2GNOW

- From the home screen click the **submit vendor registration** link in the **configure** section
- This will take you to a page where you can review the status of your vendor registration with MMSD

The screenshot displays the B2GNOW dashboard interface. On the left, the 'Your Dashboard' section shows a dropdown menu for 'your company' and two tables. The first table, 'My Certification Applications', has columns for 'Pending Submission', 'Pending Receipt', and 'Pending Processing', with all values at 0. The second table, 'My Certifications', has columns for 'Active', 'Pending', and 'Expiring', also with all values at 0. On the right, the 'Alerts' section indicates 'No Activated Alerts' with a link to 'View Pending Alerts'. Below that, the 'System News' section features a red arrow pointing to a 'New: Training Classes & Events' announcement, which includes a list of bullet points and a link to 'View events & RSVP today'. A 'Technical Content' section below it discusses an issue with Internet Explorer 9 Beta. At the bottom, the 'Configure' section contains several links, with a large black arrow pointing from 'Edit Your User Settings' to 'Submit Vendor Registration'.

**Your Dashboard**      Displaying records assigned to:

<a href="#">My Certification Applications</a>	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	0

<a href="#">My Certifications</a>	Active	Pending	Expiring
Status	0	0	0

**Alerts**  
No Activated Alerts. [View Pending Alerts.](#)

**System News**

**New: Training Classes & Events**

Learn more about the system with our regular training classes and see upcoming events relevant to your business.

- From the left menu, select **View > My Events** or **Help & Support > Training Classes**
- Training classes are posted weekly
- Learn about the various system modules
- Dive deep into specific functions
- Classes are regularly repeated
- Training is live, no precanned videos
- Connect online while at your desk
- Class are available for vendors

» [View events & RSVP today](#)

**Technical Content**  
An issue has been reported with the new Internet Explorer 9 Beta. This browser sometimes does not display drop down menus due to a bug. Microsoft has not yet issued a fix, so we recommend that users access B2Gnow with IE7 or IE8 instead. A good online resource for removing IE9 can be found [here](#).

**Configure**

[Change Your Profile](#)  
[Edit Your User Settings](#) → [Submit Vendor Registration](#)  
[Business Info](#)  
[Profile Setup](#)  
[List/Add Users](#)  
[Main Contacts](#)  
[Commodity Codes](#)  
[EEO/Workforce Comp.](#)

## MMSD Vendor Registration Using B2GNOW

- This page will show the status of your registration with the MMSD in the **status** column

**Vendor Profile: Vendor Registrations** Help & Tools

Business Name: **sample test**

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)

[Certifications](#) | [Workforce Composition/EEO](#) | [Registrations](#)

Vendor Registrations						
Actions	Vendor Registration	Status	Date Submitted	Submitting User	Date Reviewed	
<a href="#">Submit</a> <a href="#">Delete</a>	MMSD Vendor Registration	Incomplete	-	John Pringle	-	
<a href="#">View</a> <a href="#">Withdraw</a>	MMSD Vendor Registration	Pending Approval	6/26/2012	John Pringle	-	

↑

If **accepted** your company is registered with MMSD

If **pending approval** then your registration is awaiting a review from a MMSD staff member

If **incomplete** then your registration has been not completed or submitted

## MMSD Vendor Registration Using B2GNOW

- If the registration status is **incomplete**, then you must take steps to complete it in order to be registered with the MMSD as a vendor
- To complete the registration, click the **submit** link in the **actions** column

Vendor Profile: Vendor Registrations

Business Name: sample test

Main | General Info | Public Profile | Users | Commodity Codes | Contacts | Employees | Certifications | Workforce Composition/EEO | Registrations

New Vendor Registration

Actions	Vendor Registration	Status	Date Submitted	Submitting User	Date Reviewed
<a href="#">Submit</a>	MMSD Vendor Registration	Incomplete	-	John Pringle	-
<a href="#">View</a> <a href="#">Withdraw</a>	MMSD Vendor Registration	Pending Approval	6/26/2012	John Pringle	-

Action required. Click submit to view registration and provide missing information to complete registration

No action is required. an MMSD staff member will review registration.

- At this point you should skip to the start of Step 3

**No account found?**

- If the search did not find your organization and you tried different search parameters then there most likely is not have an account and you can move onto step 2b, creating a vendor account

The screenshot displays a search results interface with a yellow message box at the top stating: "Your search parameters did not return any matches. Modify the information in the fields below and click **Search**. Try using simpler and fewer terms. For example, instead of ACME Industries, Inc., just try ACME." Below this are three search sections: "Search by Business Name or DBA" with an empty input field and a tip "Tip: Try just a few letters of the firm's name."; "Search by Tax Identification Number" with an empty input field and a tip "Tip: Must be 9 numbers; do not enter spaces or dashes."; and "Search by Contact Person" with "First Name:" and "Last Name:" labels, input fields containing "sheila" and "charnon" respectively, and tips "Tip: Use the first letter." and "Tip: Try just the first few letters.".

**STEP 2b: Create a Vendor Account**

- Navigate back to the Vendor Registration page and select **Option 3 New Registration**

The screenshot shows the 'Contract and Vendor Management System' interface. At the top right is a 'Login' link. The main heading is 'Vendor Registration'. Below this, there are three paragraphs of text explaining the registration process and requirements. At the bottom, there are three options: Option 1 (Login to Renew/Update Registration), Option 2 (Lookup Account to Renew/Update Registration), and Option 3 (New Registration). Option 3 is highlighted with an orange rounded rectangle, and a large orange arrow points from the text above down to it.

## Contract and Vendor Management System

[Login](#)

### Vendor Registration

All District vendors are required to Register and submit a Vendor Application on the District's website. By registering in the District's Vendor Registration system, your organization will receive procurement / notices via email. Registering your firm to receive procurement notices is a brief two step process.

Even when registered, vendors are responsible for checking the website and downloading applicable Bids, RFP's, RFQ's, and addendums.

If you are an individual and not a vendor but wish to be notified of all procurement notices, please [email the procurement department](#) with your contact information, full name, address, phone, and email address and you will be added to the vendor notice database.

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To continue with vendor registration, please select one option below. If you require technical assistance while completing the application, please use our [online support form](#).

<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
» <a href="#">Login to Renew/Update Registration</a>	» <a href="#">Lookup Account to Renew/Update Registration</a>	» <a href="#">New Registration</a>
Your firm is currently registered and you know your username and password to access this system.	Your firm is currently registered and you do <b>not</b> know your username and password to access this system.	Your firm is not currently registered with MMSD.

## MMSD Vendor Registration Using B2GNOW

- Complete all required fields that are marked with a red asterisk
- Creating an account requires your organization's **Federal Tax ID**
- Your email address will be the **main company email** because you are the point of contact between your company and the B2Gnow system
- Your main company email should be the username as well
- Once all of the required fields are complete click **next** at the bottom of the page

# MMSD Vendor Registration Using B2GNOW

- » Rain Barrels
- » Downspout Disconnect
- » Household Hazardous Waste
- » Rain Gardens

already in the system.

Should you have any questions or require additional information, feel free to contact the Procurement Department via email at [VendorHelp@mmsd.com](mailto:VendorHelp@mmsd.com) or give us a call at (414) 272-5100. Thank you for your cooperation.

**\* required entry**

### Section 1: Business Lookup

Tax ID Number \* Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

[Click to Lookup](#)  
(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

### Section 2: Business Information

Business Name \*

DBA Name

Company Type \*

Company Ethnicity

Company Gender

### Section 3: Business Contact Information

Main Company Email \*

Main Phone \*   Ext.

Main Fax \*

Company Web Site

Company Address \*

City \*

State/Province \*  or

U.S. States/Provinces Canadian Provinces

Zip Code/Postal Code \*  or

U.S. Zip Code Canadian Postal Code

Country \*

### Section 4: Company Contact Person

Name \*    
(first, last name)

Title

Email/Username \*

Phone Number \*   Ext.

Fax Number \*

Password requirements

Choose password \*   Password Strength Sufficient

Retype password \*   Passwords Match

Time Zone \*



Next

## MMSD Vendor Registration Using B2GNOW

- You can review the information you have provided and if necessary edit any incorrect fields
- If all information is correct check the **I would like to create an account in this system** box and click **next** which is **NOT** the end of the registration process

**Review Registration Information**  
Please confirm your registration information. If you need to make changes, click **Edit** in the appropriate table.

Business Information		Edit
Business name		
DBA name		
Tax ID Number		
Company Type		
Company Ownership		
Ethnicity		
Company Ownership Gender		

Business Contact Information		Edit
Email	notanemail@sampletest.com	
Phone	111-111-1111 Ext. 1111	
Fax	111-111-1112	

Personal Information		Edit
Title		
Username	notanemail@sampletest.com	
Email	notanemail@sampletest.com	
Phone	111-111-1111 Ext. 1111	
Fax	111-111-1112	
Time Zone	US/Central	

I would like to create an account in this system.

**Next** **Edit**

**Callouts:**  
- Red box: "If you need to edit information click any of the edit buttons" with arrows pointing to the 'Edit' buttons in each table.  
- Red box: "When all of the information is accurate check the box and then click next" with an arrow pointing to the checkbox and another pointing to the 'Next' button.  
- Blue arrow: Points from the checkbox to the 'Next' button.

## MMSD Vendor Registration Using B2GNOW

The following notice will be generated when a vendor creates an account, and prior to submitting the MMSD vendor registration. Please note that the process of registering with MMSD is not complete.

Dear "Vendor"

Congratulations, you have created an account in our Contract & Vendor Management System! To complete the full vendor registration process, you must now fill in and submit your Vendor Registration. After logging in, click "Submit Registration" to the right of the "Dashboard" and follow the steps. Your registration will not be complete until you have finished this process.

Your login name is:

Your password is:

Please save this email for future reference.

To login, visit <https://mmsd.diversitycompliance.com/>

NOTE: This notice does not imply any registration approval or contract award with MMSD. It is only a notification that an account has been created for your organization in the B2Gnow system.

### STEP 3. Vendor Registration with MMSD

- From this page you add commodity codes, indicate your SMWBE certification status and attach any relevant documents
- If you want to be recognized as SWMBE certified then completely fill out the **certification** section and attach the necessary documents at the bottom of the page, otherwise check **not applicable**
- This is also where you can add your company's W-9 form
- The commodity codes determine what procurement opportunities you receive notices about so it is important to be as accurate as possible
- To begin adding commodity codes click the **add commodity codes** button

**Vendor Registration: Submit Registration**
Help & Tools

Complete the form below. Fields marked with a red asterisk are required and must be answered to submit the registration. In the Commodity Code section below, you must select one or more codes that best represent the products and/or services provided by your business. You will not be registered to receive email notifications until this application is complete.

**Note to certified firms: if you wish to be recognized by MMSD as a certified firm, you must be certified by one of the recognized agency and attach in electronic format the supporting documents listed below. Failure to provide the required information and documentation will result in a process delay and/or rejection of your registration.**

**\* required entry**

**Vendor Registration** ?

<b>Name</b>	MMSD Vendor Registration
<b>Description</b>	Register to do business with Milwaukee Metropolitan Sewerage District

**Vendor Information** ?

<b>User Email *</b>	<input type="text" value="vendor@b2gnow.com"/>
<b>Company Email *</b>	<input type="text" value="sales@b2gnow.com"/>
<b>Tax ID Number *</b>	<input type="text" value="330897890"/> (Federal Tax ID)
<b>Company Type *</b>	Corporation <span style="font-size: x-small;">▼</span>
<b>Commodity Codes *</b>	<div style="text-align: center; margin-bottom: 5px;"> <input type="button" value="Add Commodity Codes"/> </div> <p style="font-size: x-small;">Click the <b>Add Commodity Codes</b> button to lookup and add commodity codes to the list that represent the products and/or services provide by the business.</p> <p style="font-size: x-small; margin-left: 20px;">Some commonly used commodity types for the District include:                      NIGP 175: Chemical Laboratory Equipment and Supplies                      NIGP 890: Water Supply, Groundwater, Sewage Treatment                      NIGP 910: Building Maintenance and Repair Services                      NIGP 912: Construction Services, General                      NIGP 913: Construction Services, Heavy                      NIGP 918: Consulting Services                      NIGP 925: Engineering Services, Professional                      NIGP 968: Public Works and Related Services</p> <p><b>Commodity Codes Assigned to This Application:</b>                      No Codes Assigned</p>

**Certification** ?

<b>If certified as an SBE, MBE, or WBE, indicate the MMSD recognized Certifying Agency/ies *</b>	<p style="font-size: x-small;">While the District recognizes many S/W/MBE certifications, not all such certifications are listed below. If you have any questions please contact the S/W/MBE Coordinator at (414) 272-5100.</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> MMSD Small Business Enterprise Certified</p> <p><input type="checkbox"/> Minority Business Certified</p> <p><input type="checkbox"/> Women Business Certified</p> <p><input type="checkbox"/> Other</p>
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MMSD Vendor Registration Using B2GNOW

- In the commodity code page be sure to select codes from the **NIGP** set

- You can type in the code and **search** for it or you can **browse** all general categories to try and find the code that best matches what your business offers
- If you know the entire commodity code or just some of the numbers to it, it is best to type them in and click **search** (the numbers must be sequential)

Commodity Codes: Search Help & Tools

567 Search Browse Codes Return

NIGP: National Institute of Governmental Purchasing

1 - 20 of 24 records displayed: [Previous Page](#) < Page 1 > [Next Page](#)

To sort, click on column title.

Code Type	Code	Code Description	Actions
NIGP		. Landing, Navigations, etc.	<a href="#">Add</a>
NIGP		uding Elevating Type)	<a href="#">Add</a>
NIGP	03567	alance Valve Springs, etc.)	<a href="#">Add</a>
NIGP	06567	s	<a href="#">Add</a>
NIGP		bers	<a href="#">Add</a>
NIGP	07567	Data Collection Systems	<a href="#">Add</a>
NIGP	11567	gears and Related Accessories	<a href="#">Add</a>
NIGP		(Entrées)	<a href="#">Add</a>
NIGP	14567	ts: Bone Plates, Bone Saws, Cast Cutters, Drills, N	<a href="#">Add</a>
NIGP	17567	icators, Corn Plasters, Safety Pins, Suspensories	<a href="#">Add</a>
NIGP		ers (For Conditioning Soil)	<a href="#">Add</a>
NIGP	19567	ng) Custom	<a href="#">Add</a>
NIGP	28567	ual	<a href="#">Add</a>
NIGP		ring	<a href="#">Add</a>
NIGP	65567	Film, Photographic (Including Movie Films)	<a href="#">Add</a>
NIGP	66567	Plastic Forming and Molding Supplies: Catalysts, Colorants, Mold Rele	<a href="#">Add</a>
NIGP	74567	Patching Mix, Cutback Asphalt, Rapid-Curing	<a href="#">Add</a>

## MMSD Vendor Registration Using B2GNOW

- If you do not know the commodity code click **browse** and choose from the more general 3 digit codes
- Click the 3 digit code to choose from the more specific (5 digit) codes in that category
- If your company offers a wide range of services then it may be acceptable to select the more general 3-digit commodity code

**Commodity Codes: Search**



**Commodity Codes: Browse** Help & Tools

Search Return

NIGP: National Institute of Governmental Purchasing

Code Type	Code	Code Description	Actions
NIGP	<a href="#">005</a>		<a href="#">Add</a>
NIGP	<a href="#">010</a>		<a href="#">Add</a>
NIGP	<a href="#">015</a>	ing Materials, and Supplies	<a href="#">Add</a>
NIGP	<a href="#">019</a>	Timeograph, and Spirit Duplicating Machine Supplies; Chemicals, Inks, Paper, etc.	<a href="#">Add</a>
NIGP	<a href="#">020</a>	Grains Including Fruits, Melons, Nuts, and Vegetables	<a href="#">Add</a>
NIGP		Impliments, and Accessories (See Class 022 for Parts)	<a href="#">Add</a>
NIGP	024	Agricultural Implement and Accessory Parts	<a href="#">Add</a>
NIGP	025	Air Compressors and Accessories	<a href="#">Add</a>
NIGP	021	Air Conditioning, Heating, and Ventilating; Equipment, Parts and Accessories (See Related Items in Class 740)	<a href="#">Add</a>
NIGP	022	Aircraft and Airport, Equipment, Parts, and Supplies	<a href="#">Add</a>
NIGP	027	Amusement, Decorations, Entertainment, Toys, etc.	<a href="#">Add</a>

**Commodity Codes: Browse** Help & Tools

Search Return

NIGP: National Institute of Governmental Purchasing

Top > 005

Code Type	Code	Code Description	Actions
NIGP	00505	<b>Abrasive Equipment and Tools</b>	
NIGP	00514	<b>Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.</b>	<a href="#">Add</a>
NIGP	00521	<b>Abrasives, Sandblasting, Metal</b>	<a href="#">Add</a>
NIGP	00528	<b>Abrasives, Sandblasting (Other than Metal)</b>	<a href="#">Add</a>
NIGP	00542	<b>Abrasives, Solid: Wheels, Stones, etc.</b>	<a href="#">Add</a>
NIGP	00556	<b>Abrasives, Tumbling (Wheel)</b>	
NIGP	00563		
NIGP	00570		
NIGP	00575	Recycled Abrasives Products and Supplies	
NIGP	00584	Steel Wool, Aluminum Wool, and Copper Wool	

Code 005 was selected which is abrasives, which takes you to this list of codes. This list is all of the commodity codes that relate to abrasive products and services.

## MMSD Vendor Registration Using B2GNOW

- You can also type in a description of the code in the search and codes with a matching description are displayed

**Commodity Codes: Search**

hydraulic

NIGP: National Institute of Governmental Purchasing

B2Gnow

Search Browse Codes

**Commodity Codes: Search** Help & Tools

hydraulic Search Browse Codes Return

NIGP: National Institute of Governmental Purchasing

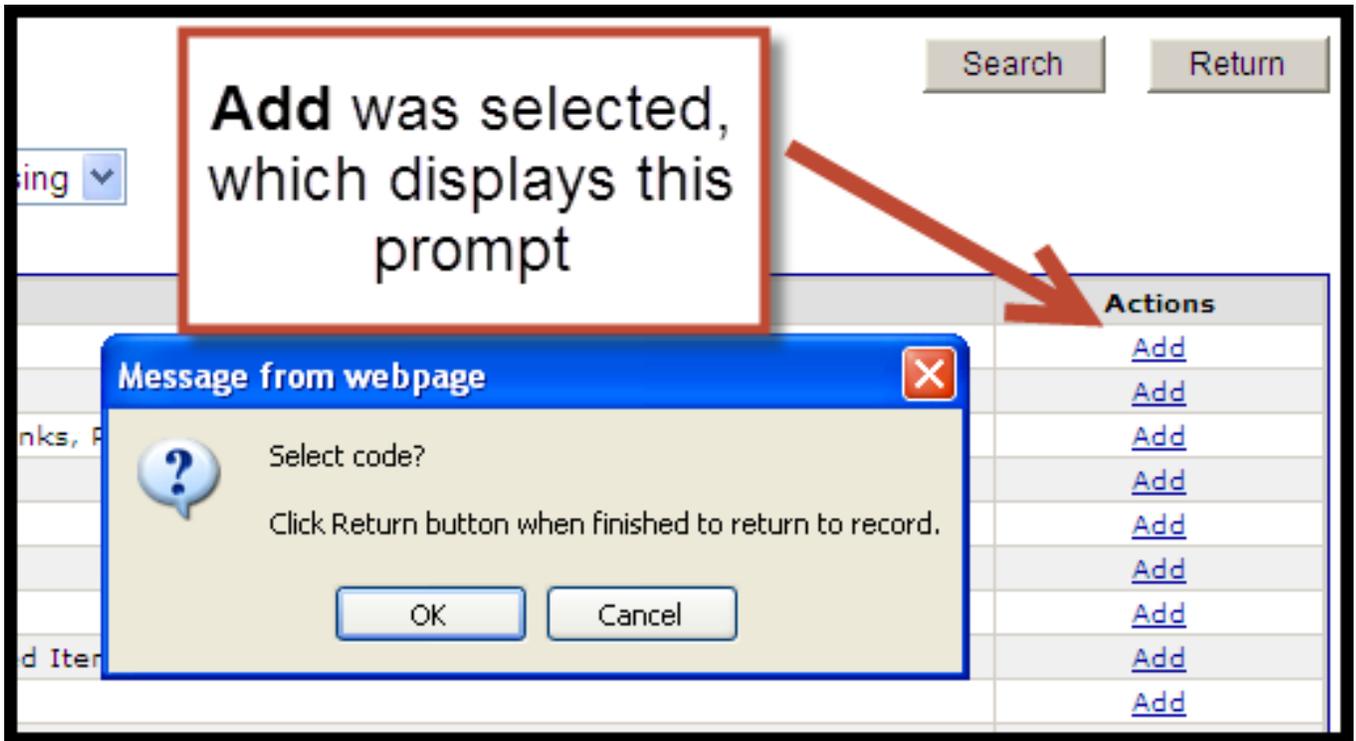
1 - 20 of 30 records displayed: [Previous Page](#) < Page 1 > [Next Page](#)

To sort, click on column title.

Code Type	Code	Code Description	Actions
NIGP	03549		<a href="#">Add</a>
NIGP	06018	Hydraulic Systems, Aircraft	<a href="#">Add</a>
NIGP	06061	Brake Fluid, Hydraulic	<a href="#">Add</a>
NIGP	07061		<a href="#">Add</a>
NIGP	07073	Hydraulic System Components and Parts	<a href="#">Add</a>
NIGP	07544		<a href="#">Add</a>
NIGP	12043	Trailers, Dump, Hydraulic	<a href="#">Add</a>
NIGP	28530		<a href="#">Add</a>
NIGP	40551	Trailers, Hydraulic Elevating Type	<a href="#">Add</a>
NIGP	46045		<a href="#">Add</a>
NIGP	50025	Lifts and Hoists, Floor Type: Electric, Hydraulic, or Pneumatic	<a href="#">Add</a>
NIGP	54517		<a href="#">Add</a>
NIGP	54525	Impact Tools, Hydraulic Powered (Not Road Building)	<a href="#">Add</a>
NIGP	54527	Jacks, Industrial: Hydraulic, Screw, and Track	<a href="#">Add</a>
NIGP	54556	Post Straighteners and Pullers, Hydraulic	<a href="#">Add</a>
NIGP	55949	Hydraulic Systems, Rail Car	<a href="#">Add</a>
NIGP	56048	Lifters and Stackers, Hydraulic and Powered	<a href="#">Add</a>
NIGP	67016	Hydraulic Fusion Machine for Pipe	<a href="#">Add</a>
NIGP	69029	Controls, Electro Hydraulic (EHC)	<a href="#">Add</a>
NIGP	691	Power Transmission Equipment - Electrical, Mechanical, Air and Hydraulic	<a href="#">Add</a>

## MMSD Vendor Registration Using B2GNOW

- Regardless of how you found the codes, you click **add** on the right side of the list in the **actions** column to add the code to your business' vendor information
- After you have selected all of your company's commodity codes click the **return** button at the top right which **saves the codes** to the registration and takes you back to the questionnaire screen
- If you do not click **return** the commodity codes will **not** be saved or added to the registration



## MMSD Vendor Registration Using B2GNOW

- Once all your codes have been selected you must then indicate your SWMBE certification status
- Check the box(es) of the certification status that applies to your company
- If your business does not fall under any of the SMWBE categories select not applicable

Certification	
<small>If certified as an SBE, MBE, or WBE, indicate the MMSD recognized Certifying Agency/ies *</small>	<input type="checkbox"/> Not Applicable
	<input type="checkbox"/> MMSD Small Business Enterprise Certified
	<input type="checkbox"/> Minority Business Certified
	<input type="checkbox"/> Women Business Certified
	<input type="checkbox"/> Other: <input type="text"/>
Primary Certification Contact	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

ed below. If you have any questions please contact the S/W/MBE

If you indicate that you are certified the contact information from the certifying agency must be provided

## MMSD Vendor Registration Using B2GNOW

- After indicating your certification status you must **attach** any required documentation to validate the indicated certification status
- Without the necessary documents your business will not be certified
- If you want to be small business certified the first document you will need to attach is the **small business eligibility statement** that you must download, print, fill out and scan to be able to attach
- The second form you will need to scan and attach is either an **audited financial statement, tax return** or a **letter from an accountant** verifying revenues of less than \$2.5 million
- To be a certified minority or women owned business you must scan and attach the **certificate or letter of certification** from a recognized **certifying agency**
- In addition all applicants are strongly encouraged to attach their W-9 forms as well

**Document List**

This section is for SWMBE certified firms. If you want to be recognized by MMSD as a certified SWMBE firm, you must be certified by a recognized agency and attach in electronic format the applicable supporting documents. Failure to provide the required information and/or documentation will result in a process delay and/or rejection of your registration. Some of the recognized certifying organizations are listed below; other certifications from other certifying agencies may also be recognized on a case-by-case basis. Contact us at [VendorHelp@mmsd.com](mailto:VendorHelp@mmsd.com) before submitting your application to determine if your certification(s) from agencies not listed below will be recognized.

- Wisconsin Women Business Development
- Wisconsin Minority Business Development
- Milwaukee Minority Business Development
- Milwaukee Women Business Development
- Milwaukee Minority Business Development
- Milwaukee Women Business Development

If you are not ready to submit your application, you can click on the "Save Draft" button to review and print your application. You will be able to return to your application later to finish and submit to the Registration System.

**Instructions for attaching files » [show](#)**

Attach	Instructions	Status
<a href="#">Attach</a>	<b>Document is Optional</b> - To be recognized as a certified Small Business Enterprise with MMSD, you must download, complete, and upload the Small Business Eligibility Statement.	bottom of the page. On the following page, click attached
<a href="#">Attach</a>	<b>Document is Optional</b> - To be recognized as a certified Small Business Enterprise with MMSD, you must scan and upload your Audited Financial Statement or Tax Return. A letter from an accountant / auditor verifying revenues of less than \$2.5 million is also acceptable.	as (document attachment status will be displayed on the next page) attached
<a href="#">Attach</a>	<b>Document is Optional</b> - To be recognized as a certified Minority or Women Business Enterprise with MMSD, you must scan and upload your certificate or letter of certification from a recognized Certifying Agency. This document may include the date issued and/or renewal/expiration date of your certification.	attached
<a href="#">Attach</a>	<b>Document is Optional</b> - Applicants are encouraged to submit their W-9 form.	attached

VERY  
IMPORTANT

Documents are only optional if you **do not** want to be certified

## MMSD Vendor Registration Using B2GNOW

- To attach the files click the **attach** link in the corresponding row

Instructions for attaching files » [show](#)

Attach	Document	Instructions	Download Form	Status (document attachment status will be displayed on the next page)
<a href="#">Attach</a>	Small Business Eligibility Statement	<b>Document is Optional</b> - To be recognized as a certified Small Business Enterprise with MMSD, you must download, complete, and upload the Small Business Eligibility Statement.	<a href="#">Download</a>	NOT attached
<a href="#">Attach</a>	Audited Financial Statement	<b>Document is Optional</b> - To be recognized as a certified Small Business Enterprise with MMSD, you must scan and upload your Audited Financial Statement or Tax Return. A letter from an accountant / auditor verifying revenues of less than \$2.5 million is also acceptable.		NOT attached
<a href="#">Attach</a>	Certificate or Letter of Certification from a Recognized Certifying Agency	<b>Document is Optional</b> - To be recognized as a certified Minority or Women Business Enterprise with MMSD, you must scan and upload your certificate or letter of certification from a recognized Certifying Agency. This document may include the date issued and/or renewal/expiration date of your certification.		NOT attached
<a href="#">Attach</a>	W-9 Form	<b>Document is Optional</b> - Applicants are encouraged to submit their W-9 form.	<a href="#">Download</a>	NOT attached

## MMSD Vendor Registration Using B2GNOW

- A popup window will appear that allows you to add attachments
- Click **browse** to locate the document that needs to be added

**Attach Files** CLOSE WINDOW HELP

**File Attachments** ?  
No files attached.

Refresh Table

**Attach Files** ?  
Click the **Browse** button, choose a file from your computer, then click **Attach File** to upload. You may only attach files one at a time and the **maximum permissible size is 10.0 MB (megabytes)**

Select File *	<input type="text"/>	<span>Browse...</span>
File Title	<input type="text"/>	
File Description	<input type="text"/>	

Spell Check Attach File

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## MMSD Vendor Registration Using B2GNOW

- After selecting the file to attach you can give it a title or a description
- If a title or description was added click **spell check** before clicking **attach file** which will add the file to the registration

The screenshot shows a web browser window titled "B2Gnow - Windows Internet Explorer" with the URL <https://mmsd.diversitycompliance.com/Common/FileManagement/DirectUploadPopup.asp?XID=8829&Session>. The page has a green header bar with "Attach Files" and "CLOSE WINDOW" with a close icon. Below this is a blue bar with "File Attachments" and a help icon. The main content area shows "No files attached." and a "Refresh Table" button. A second "Attach Files" section contains instructions: "Click the **Browse** button, choose a file from your computer, then click **Attach File** to upload. You may only attach files one at a time and the **maximum permissible size is 10.0 MB (megabytes)**". The form includes a "Select File \*" field with the path "Y:\b2gnow\File for attaching.docx" and a "Browse..." button. Below are "File Title" and "File Description" text boxes. At the bottom, "Spell Check" and "Attach File" buttons are circled in orange. The footer contains "Customer Support", "Copyright © 2012 B2Gnow. All rights reserved.", and links for "Help", "Print This Page", and "Print To PDF".

## MMSD Vendor Registration Using B2GNOW

- After the file is uploaded you can attach more if necessary or you can close the window
- To attach more click **return to list** which takes you back to the original screen where you can click browse to upload more files

**File Uploaded** CLOSE WINDOW

[HELP](#)

### File Details

The following file was successfully uploaded. Click **Return to List** to upload more files or manage the uploaded files.

File Title	Type a title in her
Filename	File_for_attaching(1).docx
File Size	N/A
File Description	Type the description in here

Return to List Close Window

[Customer Support](#) [Help](#) | [Print This Page](#) | [Print To PDF](#)

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## MMSD Vendor Registration Using B2GNOW

- Once all above information and documents are provided fill out the **signature** section at the bottom and click **spell check**
- Once the **spell check** is done click **next**

Signature	
Signature * (type your name)	<input type="text" value="John Pringle"/>
Your Title *	<input type="text" value="President"/>
Your Organization *	<input type="text" value="sample test"/>
Today's Date *	<input type="text" value="6/26/2012"/>  (mm/dd/yyyy)

## MMSD Vendor Registration Using B2GNOW

- From this page you can review your information one final time before submitting your form
- If changes need to be made click any of the **edit** buttons.
- If the information is accurate then check the **'I am submitting this form with information that I understand to be correct and accurate'** box and click **save & submit**.

**Certification** Edit

If certified as an SBE, MBE, or WBE, indicate the MMSD recognized Certifying Agency/ies	Not Applicable
Primary Certification Contact	
Email	
Phone	
Fax	

**Document List** Edit

Document	Status
Small Business Eligibility Statement	Not Attached
Audited Financial Statement	Not Attached
Certificate or Letter of Certification from a Recognized Certifying Agency	Not Attached
W-9 Form	Not Attached

**Signature** Edit

Signature	John Pringle
Title	President
Organization	sample test
Signature Date	6/26/2012

I am submitting this form with information that I understand to be correct and accurate.

Edit Save & Submit Save Draft Cancel

[Customer Support](#)  
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## MMSD Vendor Registration Using B2GNOW

- At this point you must wait for an MMSD staff member to review the registration and give the final approval to be fully registered with MMSD
- When a MMSD staff member reviews and approves your registration you will get a confirmation email

Dear John:

Your Vendor Registration has been approved.

Form Name: MMSD Vendor Registration

Business: sample test

Contact: John Pringle

Submission Date: June 26, 2012

Review Date: July 5, 2012

Expiration Date: July 5, 2013

MMSD appreciates the opportunity to conduct business with a variety of vendors and suppliers.

Your approved Vendor Registration will expire on July 5, 2013. A current Registration is required to successfully match your business qualifications to opportunities. Once approved, Registration cannot be changed; if there are any material changes to your business, please submit a new record.

View Registration: <https://mmsd.diversitycompliance.com/?GO=1153>

We appreciate your prompt reply. Thank you for your continued interest in MMSD.

If you have any questions please email us at [mmsd@diversitycompliance.com](mailto:mmsd@diversitycompliance.com).

Milwaukee Metropolitan Sewerage District Office of Procurement & Contract Management

260 W Seeboth St

Milwaukee, WI 53204

Phone: 414-272-5100

[mmsd@diversitycompliance.com](mailto:mmsd@diversitycompliance.com)

<https://mmsd.diversitycompliance.com/>

This message was sent to: "John Pringle" <[b2gtest@mmsd.com](mailto:b2gtest@mmsd.com)> Sent on: 7/5/2012 2:11:01 PM System ReferenceID: 8471545

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Use the vendor search tool to find over 100,000 certified firms.

After receiving this email the new vendor registration process is now complete.