



Municipal Vendor Portal

NEW VENDOR REGISTRATION GUIDE

* = Required Fields

[REGISTRATION LINK](#)

GENERAL INFORMATION

ENTER TIN NUMBER

(taxpayer identification number)
EIN: Employer Identification
Number

OR

SSN: Social Security Number

ENTER COMPANY NAME

as shown on income tax return.

ENTER DBA NAME, if
applicable. Business
name/disregarded entity name, if
different from above.

Refer to IRS form W-9
instructions for more information.

ADDRESS & CONTACT

ADDRESS

This must be your check remitting
address.

PO BOX ADDRESS

If a PO Box Address is entered, it
will take precedence over the
street address.

COMMUNICATION

The email address in this section
will be used to transmit purchase
orders.

VENDOR CONTACT

Enter the contact information for
the vendor.

PAYMENT

BANK INFORMATION

Select the desired payment
method and then enter the
required data for the payment
method selected.

\$ Merchant fees apply for SUA.

PAYMENT CONTACT

This is the person who will be
contacted by the MOA's
Accounts Payable Department if
there are payment-related issues.

MVP USER ID

This is the person responsible for
logging into this to view company
information and make changes.



DEMOGRAPHIC INFORMATION

Answer the demographic questions. These
are voluntary, if you wish not to answer use
drop down or click the prefer not to answer.

Product Categories Section

Select the relevant product categories. If you are
unsure, you can make changes to this later.





Data Privacy Statement & Contract Compliance

Read and check the box to complete the registration process. Once your company registration is completed you will receive an email confirmation with your login details, within thirty minutes.



REGISTERING AS A VENDOR

REGISTERING AS A VENDOR DOES NOT EXTEND ANY PREFERENTIAL BENEFITS OR GUARANTEE ANY SPECIAL CONSIDERATION IN THE AWARD OF CONTRACTS, OR THAT YOU WILL BE AWARDED ANY CONTRACT.

Check remitting address change requests should be emailed to ap@muni.org

Click [here](#) to make changes to your company profile.

Important! Email ap@muni.org when MVP users terminate employment at your organization to prevent them from being able to change data.

Click [here](#) to view current MOA Open Solicitations.

QUESTIONS?

Please contact the Purchasing Department at wwpur@muni.org or (907) 343-4590 with any questions regarding the registration process.

“The Purchasing Department works collaboratively to provide both customer-oriented and solution-oriented results. We operate ethically and responsibly to manage and oversee the procurement needs for the Municipality of Anchorage.”

