



BSO Vendor Registration

Lawson Form(s):	Vendor Registration (Vendor Side)	Outline ID Number:	Page 1 of 9
Prepared By:		Last Update:	06/10/2005
Test Objective/Measurements: Add a Vendor From Vendor Side			
Scenario:			

A. Access BSO from Knox County's Website (www.knoxcounty.org)


1. Click-on Vendor Registration

B. From the Knox County Purchasing Website Click-on Register

Microsoft Internet Explorer

Address: http://216.111.26.244:9080/bs0-test/login.jsp

Welcome To Knox County Purchasing (Test)



Welcome to the Knox County Purchasing portal page. This portal provides access to vendors to register as a vendor, check for new bid opportunities and login to the system. If you have any questions, please call Purchasing at 865-215-5777.

[Register](#)
Register here to begin using Knox County Purchasing (Test).
Vendors, please read this [disclaimer](#) prior to registering.

[Open Bids](#)
View open bid opportunities.

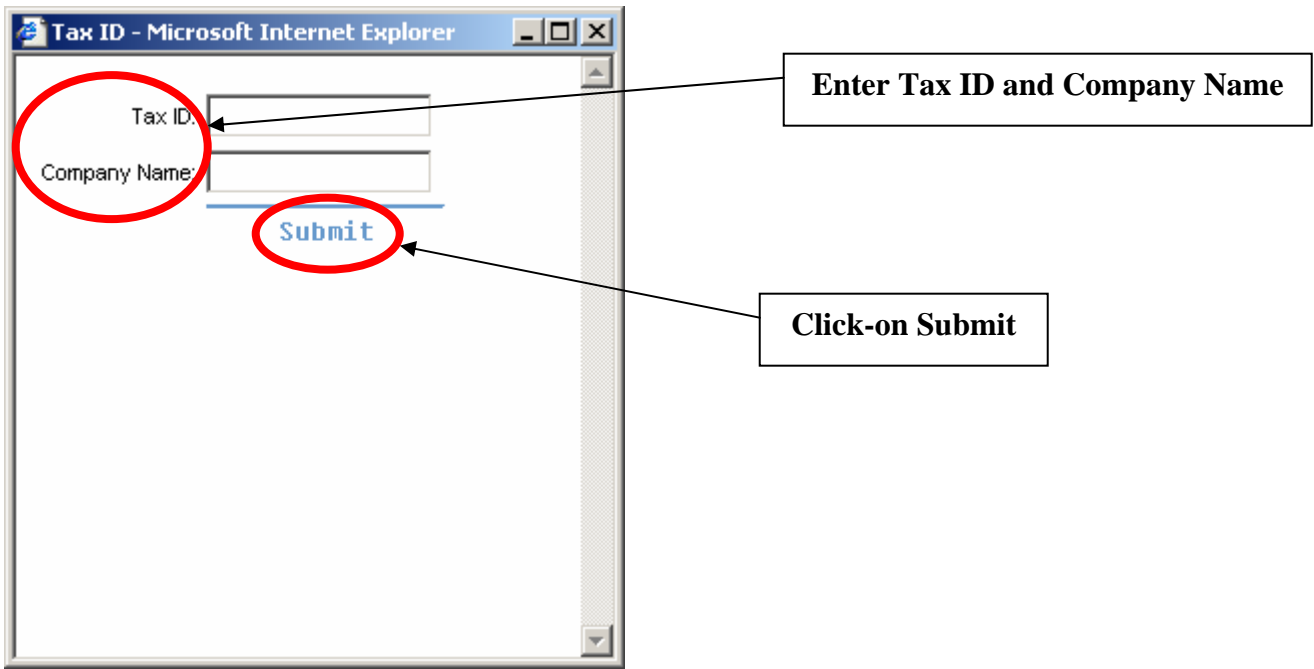
Login ID:
Password:

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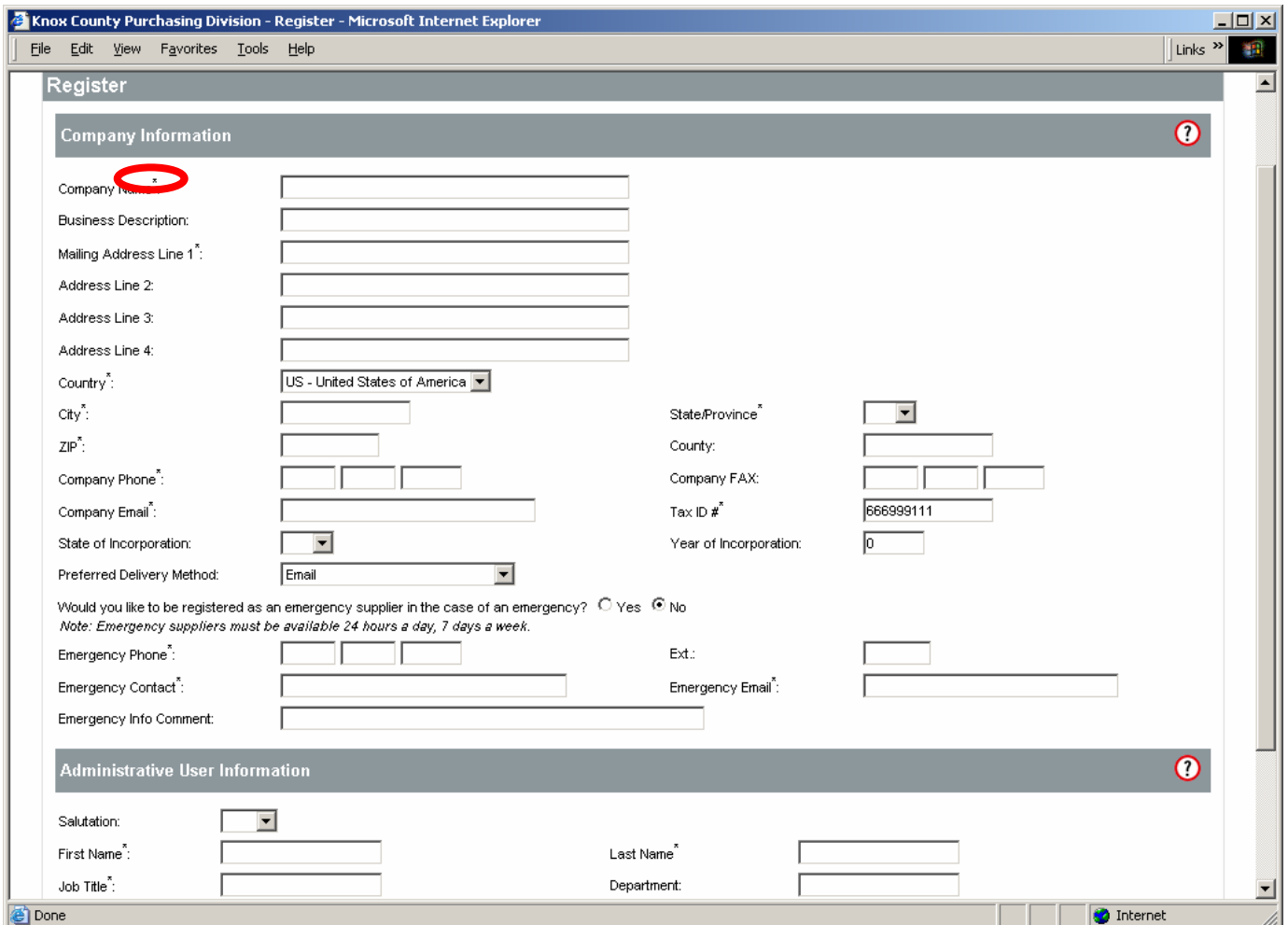
Done Internet

1. Enter Tax ID and Company Name

2. Click-on Submit



3. Enter All Required Information as Denoted by the Asterisks (*)



4. Click-on Continue Registration

Knox County Purchasing Division - Register - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

Mailing Address Line 1: 1000 Hot Pepper Lane
Address Line 2:
Address Line 3:
Address Line 4:
Country: US - United States of America
City: Knoxville State/Province: TN
ZIP: 37917 County:
Company Phone: 865 215 5798 Company FAX:
Company Email: mike.reeves@knoxcounty.org Tax ID #: 666999111
State of Incorporation: Year of Incorporation: 0
Preferred Delivery Method: Email

Would you like to be registered as an emergency supplier in the case of an emergency? Yes No
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone: Ext.:
Emergency Contact: Emergency Email:
Emergency Info Comment:

Administrative User Information ?

Salutation:
First Name: Last Name:
Job Title: Department:
Email: Phone:
Login ID: Confirm Password:
New Password:

Add Another Address **Continue Registration** Reset Cancel

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Done Internet

Click-on Continue Registration

5. Select Applicable Categories and Classifications

Knox County Purchasing Division - Commodity Codes - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links »

Category: Business Type

Please select at most one category value

Select	
<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Individually Owned
<input type="checkbox"/>	Partnership

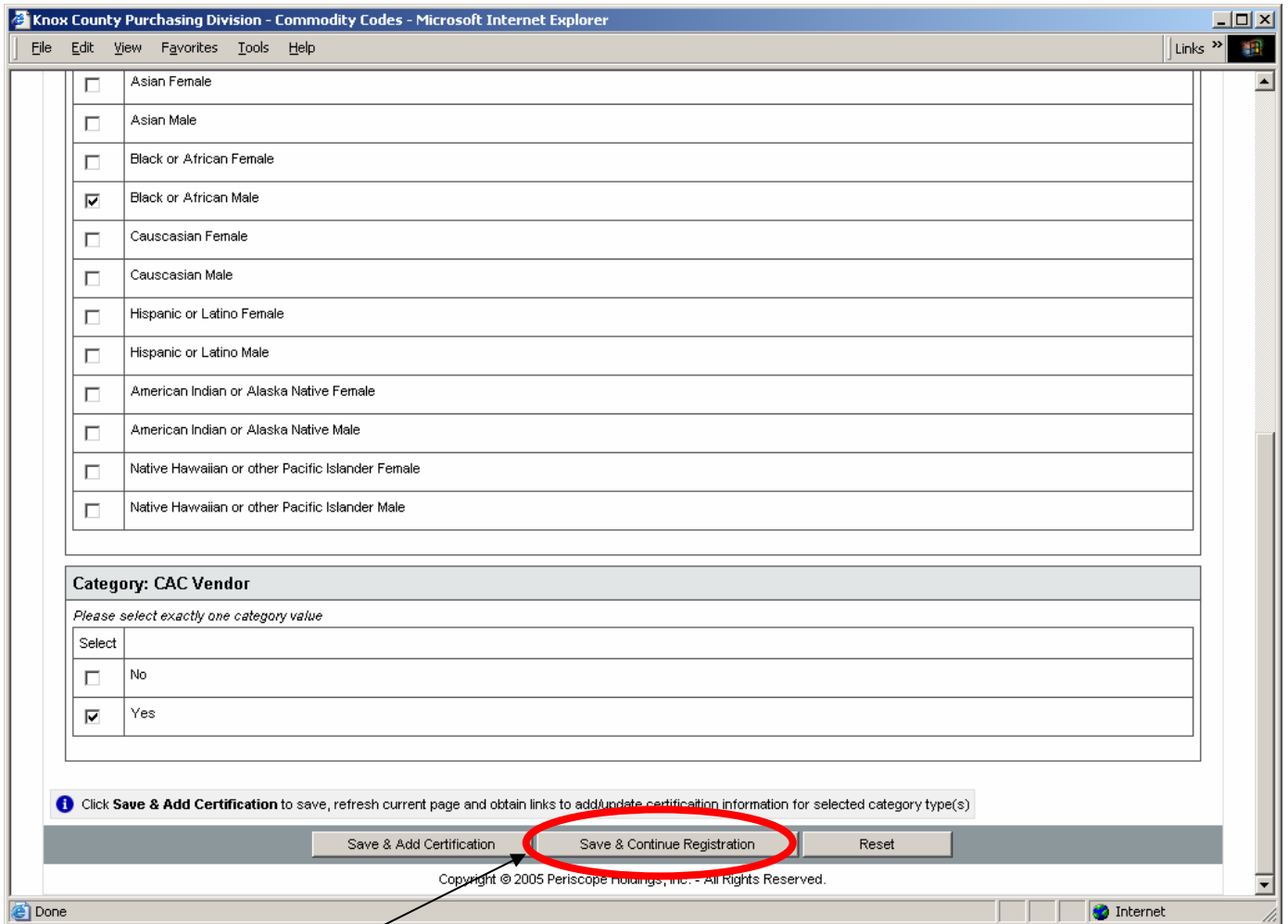
Category: Diversity Code

Please select exactly one category value

Select	
<input type="checkbox"/>	Asian Female
<input type="checkbox"/>	Asian Male
<input type="checkbox"/>	Black or African Female
<input type="checkbox"/>	Black or African Male
<input type="checkbox"/>	Caucasian Female
<input type="checkbox"/>	Caucasian Male
<input type="checkbox"/>	Hispanic or Latino Female
<input type="checkbox"/>	Hispanic or Latino Male
<input type="checkbox"/>	American Indian or Alaska Native Female
<input type="checkbox"/>	American Indian or Alaska Native Male
<input type="checkbox"/>	Native Hawaiian or other Pacific Islander Female
<input type="checkbox"/>	Native Hawaiian or other Pacific Islander Male

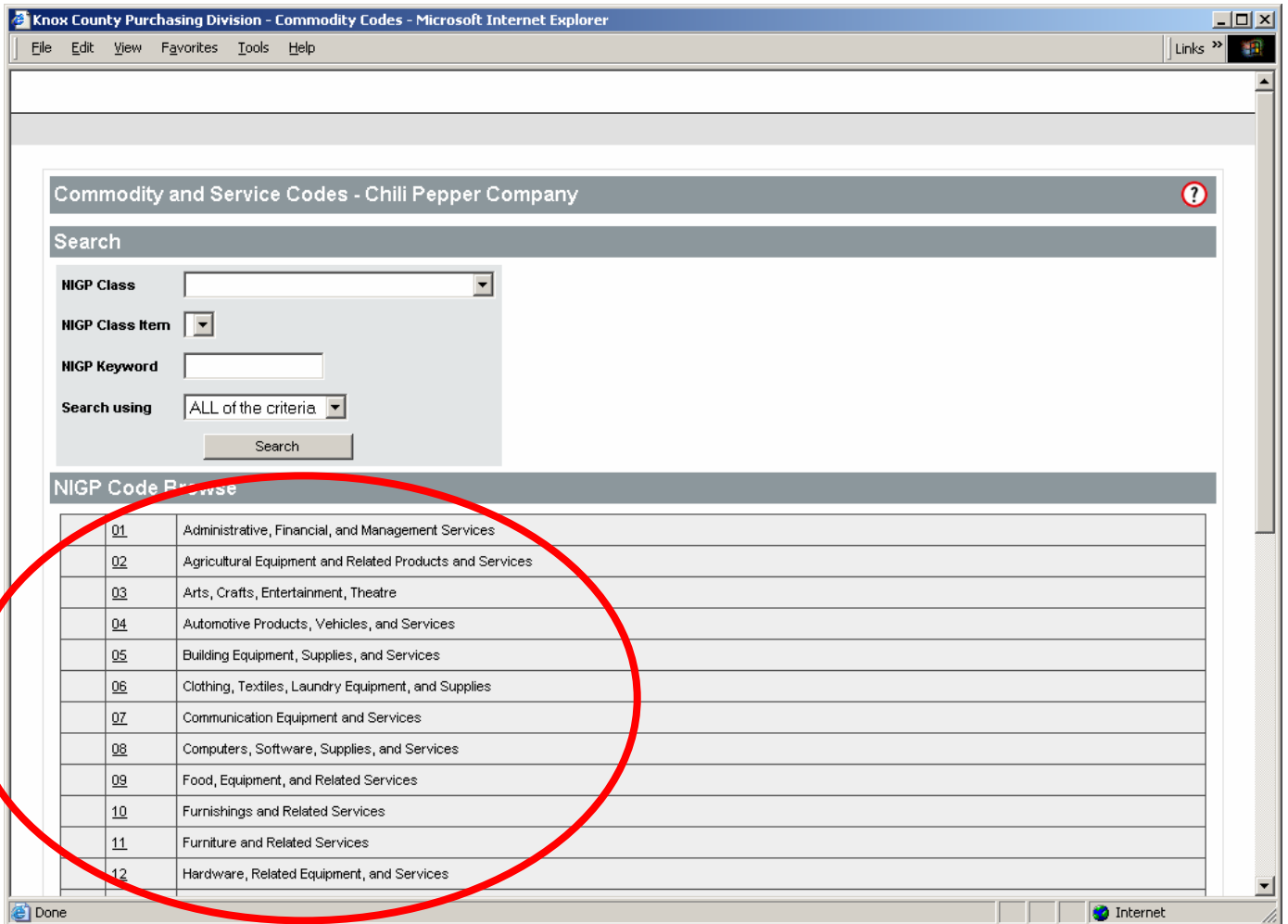
Done Internet

6. Click-on Save & Continue Registration



Click-on Save & Continue Registration

7. Select Applicable Commodity and Service Codes



8. Click-on Exit and Continue Registration After Selecting All Applicable Service and Commodity Codes



Click-on Exit and Continue Registration

9. Click-on “OK” and Registration is Complete

