Shelby County Government
Vendor Registration Application Instructions

Please Note: ***As a part of doing business with Shelby County, each individual, company or organization is required to obtain a vendor number and an "Equal Opportunity Compliance (EOC)" certification number.***

You can access the online applications to receive the numbers indicated above at www.shelbycountytn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:

Vendor Number (Purchasing Department)
At the top of the home page, click on the links "Department", "P" for the Purchasing Department and "Conducting Business with Shelby County". The "Vendor Registration" link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. ***(Applications for a vendor number are accepted online only.) Please make sure to include all of the NIGP Commodity Codes that are appropriate to your company's products or services on your online application.***

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)
At the top of the home page, click on the links "Department", "E" for the Equal Opportunity Compliance and "Contract Compliance Program". The "Contract Compliance Packet" link is in the middle of the page. Please print the packet and mail or fax the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 501, Memphis, TN 38103. The fax number is 901-222-1101.

If you have any questions regarding the applications, you may contact Purchasing at (901) 222-2250 or the EOC Administration at (901) 222-1100.

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Vendor Number (Purchasing Department)

- Click on "DEPARTMENT" at the top of the Home Page
- Click on "Departments P-Z"
- Click on "Purchasing Department"
- Click on "Conducting Business with Shelby County" in the upper left corner
- Click on the "Vendor Registration" link at the bottom

Please download the application instructions and read thoroughly prior to accessing the application. ***(Applications for a vendor number are to be submitted online only.) Please make sure to include all of the NIGP Commodity Codes that are appropriate to your company's products or services on your online application.***

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)

- Click on "DEPARTMENT" at the top of the Home Page
- Click on "Departments A-E"
- Click on "Equal Opportunity Compliance (EOC)"
- Click on "Contract Compliance Program" in the upper left corner
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