

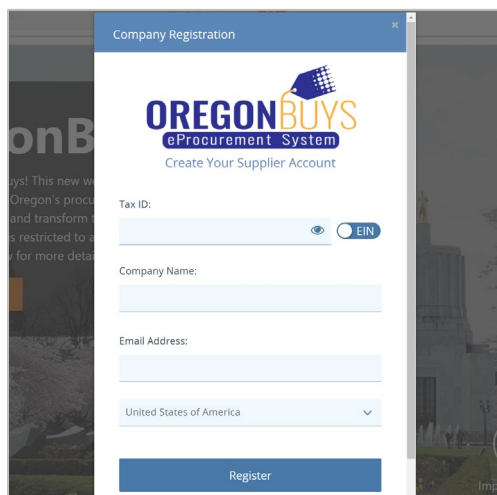
How to Register for a Supplier Account

This document shows how to register for a supplier account and log in for the first time.

1. Navigate to [OregonBuys](#) and click the blue “Register” button in the top right corner.



2. Enter the required information. Starting with the Tax ID, using the blue toggle button to toggle between EIN and SSN. If you’re a foreign vendor, enter the US Tax ID. If you don’t have a US Tax ID, you can enter your foreign Tax ID. Next, enter your company name and your email address. You’ll need to validate the account, so make sure you enter an email address that you can access throughout the registration process. Select the country from the drop down, if necessary, then click “Register”.



- The system will then bring you to a new screen to complete a few more steps. Beginning with the Company Information tab, you will begin to fill out the fields. Any field marked with an asterisk is required. As you can see, the information that you've already entered has been populated in the correct fields.

Register - B Plant Co - bplantco@gmail.com

Company Information Local/Preferred Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Company Name*: B Plant Co Vendor Legal Name*: B Plant Co

Business Description:

Mailing Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*: US - United States of America

City*:

State/Province*:

ZIP*:

County:

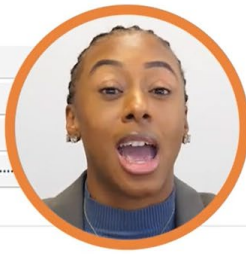
Company Phone*:

Company FAX:

Company Email*: bplantco@gmail.com Tax ID #*:

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?

EIN SSN



- Scrolling down, leave no selected for the Emergency Supplier section. Then, click "Save & Continue Registration"

Year of Incorporation: 0

the case of an emergency?
days a week.

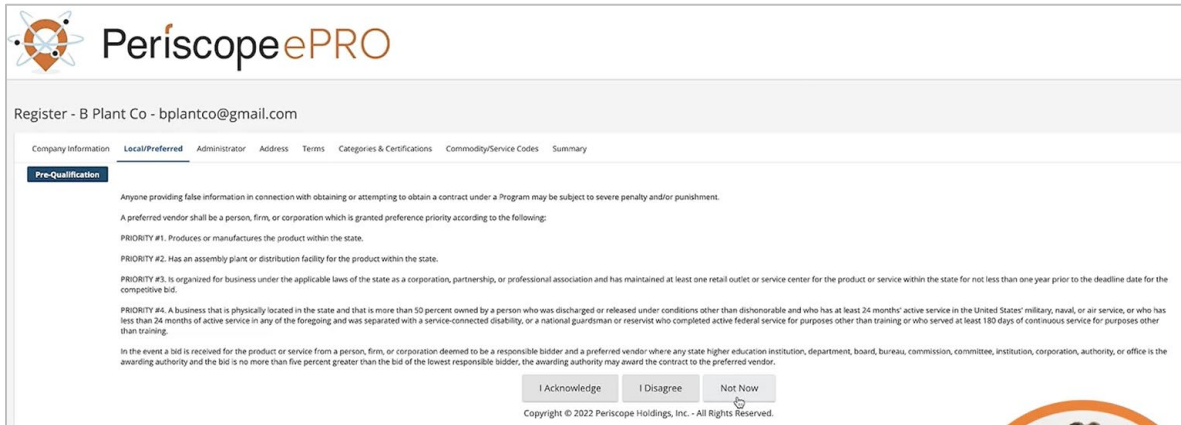
Ext.:

Emergency Email:

Save & Continue Registration Reset Cancel

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- This brings you to the Local/Preferred tab.



Periscope ePRO

Register - B Plant Co - bplantco@gmail.com

Company Information **Local/Preferred** Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Pre-Qualification

Anyone providing false information in connection with obtaining or attempting to obtain a contract under a Program may be subject to severe penalty and/or punishment.

A preferred vendor shall be a person, firm, or corporation which is granted preference priority according to the following:

PRIORITY #1. Produces or manufactures the product within the state.

PRIORITY #2. Has an assembly plant or distribution facility for the product within the state.

PRIORITY #3. Is organized for business under the applicable laws of the state as a corporation, partnership, or professional association and has maintained at least one retail outlet or service center for the product or service within the state for not less than one year prior to the deadline date for the competitive bid.

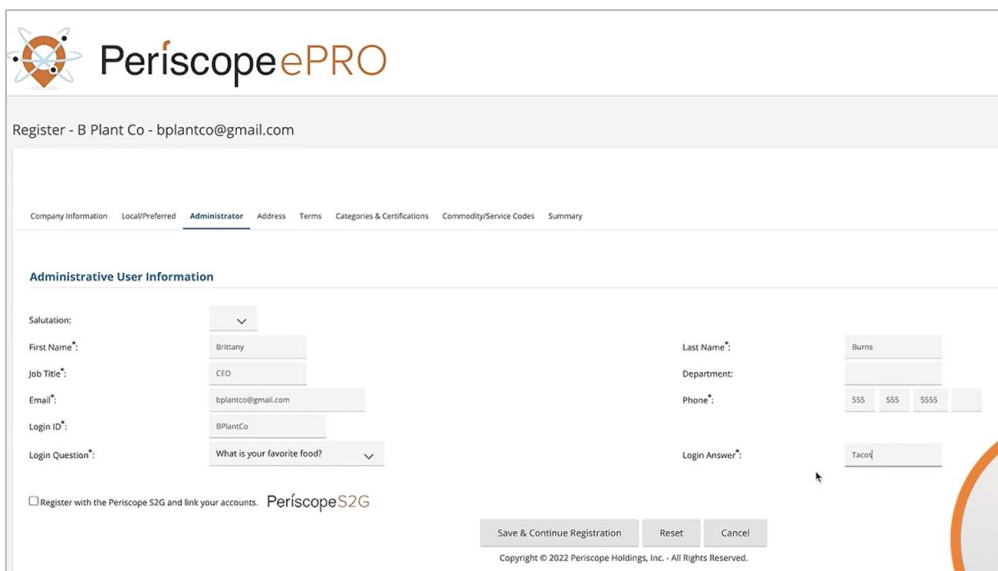
PRIORITY #4. A business that is physically located in the state and that is more than 50 percent owned by a person who was discharged or released under conditions other than dishonorable and who has at least 24 months' active service in the United States' military, naval, or air service, or who has less than 24 months of active service in any of the foregoing and was separated with a service-connected disability, or a national guardsman or reservist who completed active federal service for purposes other than training or who served at least 180 days of continuous service for purposes other than training.

In the event a bid is received for the product or service from a person, firm, or corporation deemed to be a responsible bidder and a preferred vendor where any state higher education institution, department, board, bureau, commission, committee, institution, corporation, authority, or office is the awarding authority and the bid is no more than five percent greater than the bid of the lowest responsible bidder, the awarding authority may award the contract to the preferred vendor.

I Acknowledge I Disagree Not Now

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- Next is the Administrator tab. Here you'll be indicating the companies Administrator and point of contact. The required fields are marked with an asterisk. Additional users can be added after registration. Leave the box unchecked next to the "Register with the Periscope S2G" for now, even if you intend on using S2G. Click "Save & Continue Registration" when you're done filling this form out.



Periscope ePRO

Register - B Plant Co - bplantco@gmail.com

Company Information Local/Preferred **Administrator** Address Terms Categories & Certifications Commodity/Service Codes Summary

Administrative User Information

Salutation:

First Name*:

Job Title*:

Email*:

Login ID*:

Login Question*:

Last Name*:

Department:

Phone*:

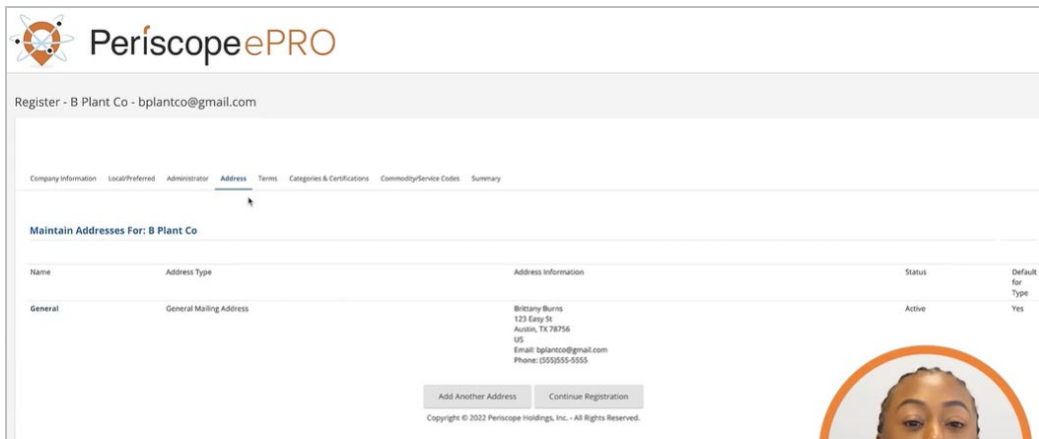
Login Answer*:

Register with the Periscope S2G and link your accounts. PeriscopeS2G

Save & Continue Registration Reset Cancel

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- Next is the Address tab. The Address you entered on the Company Information tab will become your default General address. You can add another address by clicking the "Add Another Address" button at the bottom of the tab, or you can always add additional addresses later on. When you are done with this tab, click "Continue Registration".



Register - B Plant Co - bplantco@gmail.com

Company Information Local/Preferred Administrator **Address** Terms Categories & Certifications Commodity/Service Codes Summary

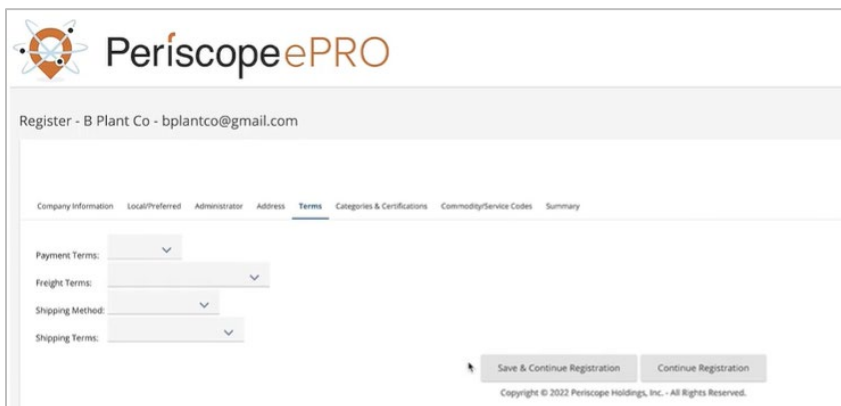
Maintain Addresses For: B Plant Co

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Brittany Burns 123 Easy St Austin, TX 78756 US Email: bplantco@gmail.com Phone: (555)555-5555	Active	Yes

Add Another Address Continue Registration

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- Next is the Terms tab. Terms may be configured here or later on. To continue, click “Save & Continue Registration”



Register - B Plant Co - bplantco@gmail.com

Company Information Local/Preferred Administrator Address **Terms** Categories & Certifications Commodity/Service Codes Summary

Payment Terms:

Freight Terms:

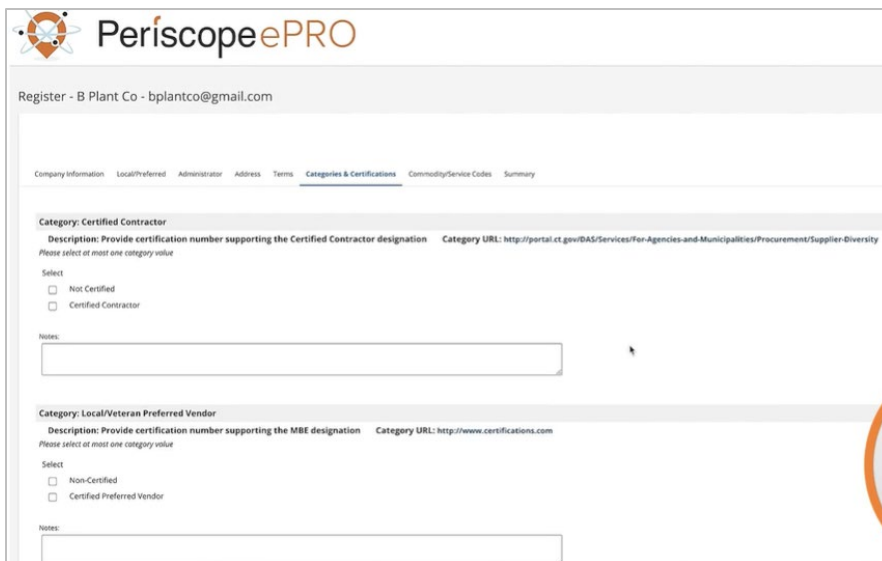
Shipping Method:

Shipping Terms:

Save & Continue Registration Continue Registration

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- The Categories & Certifications tab is where you can select the categories and certifications that are applicable to your business. To continue, click “Save & Continue Registration”.



Periscope ePRO

Register - B Plant Co - bplantco@gmail.com

Company Information Local/Preferred Administrator Address Terms **Categories & Certifications** Commodity/Service Codes Summary

Category: Certified Contractor
 Description: Provide certification number supporting the Certified Contractor designation Category URL: http://portal.ct.gov/DAS/Services/Fee-Agencies-and-Municipalities/Procurement/Supplier-Diversity
 Please select at most one category value

Select
 Not Certified
 Certified Contractor

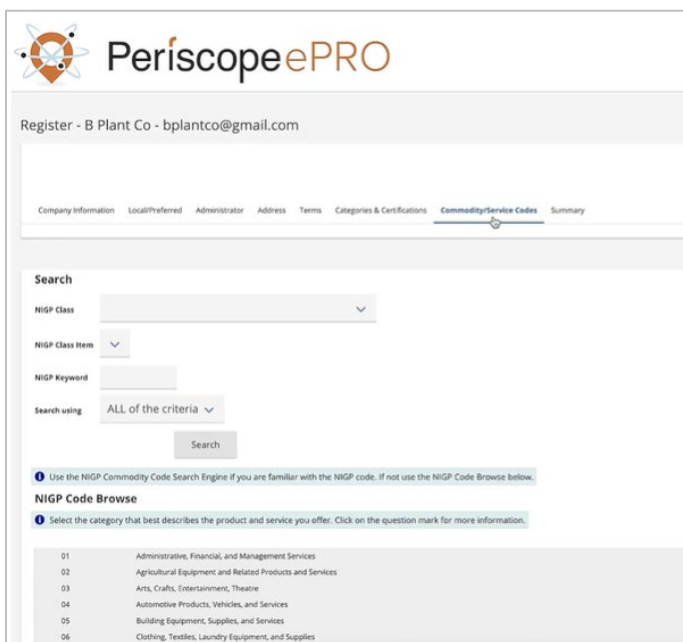
Notes:

Category: Local/Veteran Preferred Vendor
 Description: Provide certification number supporting the MBE designation Category URL: http://www.certifications.com
 Please select at most one category value

Select
 Non-Certified
 Certified Preferred Vendor

Notes:

- Next is Commodity/Service Codes tab. Use this tab to choose the Commodity or Service codes associated with your business. The codes that you choose will drive the bid notifications that you receive. Search by NIGP Class, NIGP Class Item or NIGP Keyword and click Search. When you find the codes associated with your business, check their boxes in the list. If you want to add more, click “Save and Add More”. If you are done adding codes, click “Save and Continue Registration”.



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Register - B Plant Co - bplantco@gmail.com

Company Information Local/Preferred Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

Search

NIGP Class

NIGP Class Item

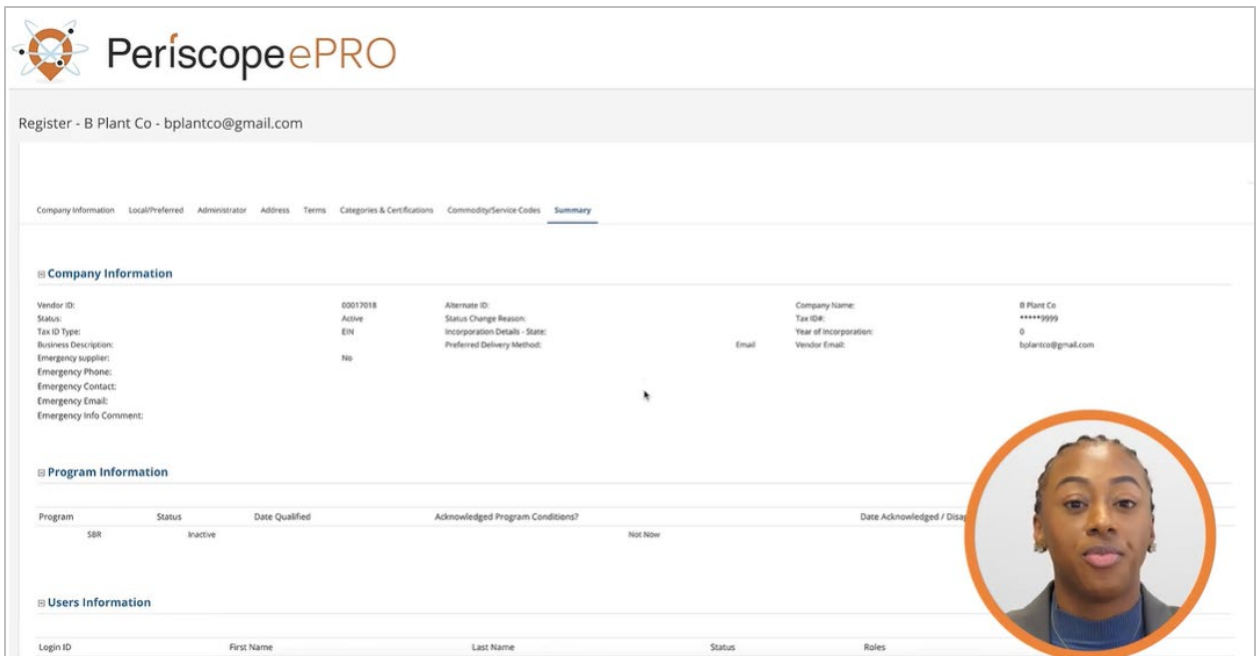
NIGP Keyword

Search using ALL of the criteria

NIGP Code Browse

01 Administrative, Financial, and Management Services
 02 Agricultural Equipment and Related Products and Services
 03 Arts, Crafts, Entertainment, Theatre
 04 Automotive Products, Vehicles, and Services
 05 Building Equipment, Supplies, and Services
 06 Clothing, Textiles, Laundry Equipment, and Supplies

- Finally, we’ve made it to the Summary tab. Here you’ll review all of the information you’ve entered during registration. If everything looks correct, scroll to the bottom and click “Complete Registration”.



Periscope ePRO

Register - B Plant Co - bplantco@gmail.com

Company Information Local/Preferred Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Company Information


Vendor ID:	00017018	Alternate ID:		Company Name:	B Plant Co
Status:	Active	Status Change Reason:		Tax ID#:	*****9999
Tax ID Type:	ENR	Incorporation Details - State:		Year of Incorporation:	0
Business Description:		Preferred Delivery Method:		Vendor Email:	bplantco@gmail.com
Emergency supplier:	No				
Emergency Phone:					
Emergency Contact:					
Emergency Email:					
Emergency Info Comment:					

Program Information

Program	Status	Date Qualified	Acknowledged Program Conditions?	Date Acknowledged / Dis
SBR	Inactive		Not Now	

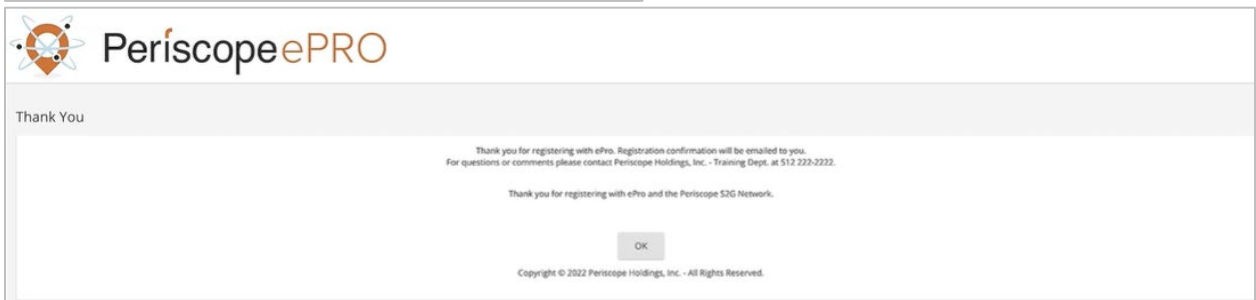
Users Information

Login ID	First Name	Last Name	Status	Roles
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[Complete Registration](#)

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Periscope ePRO

Thank You

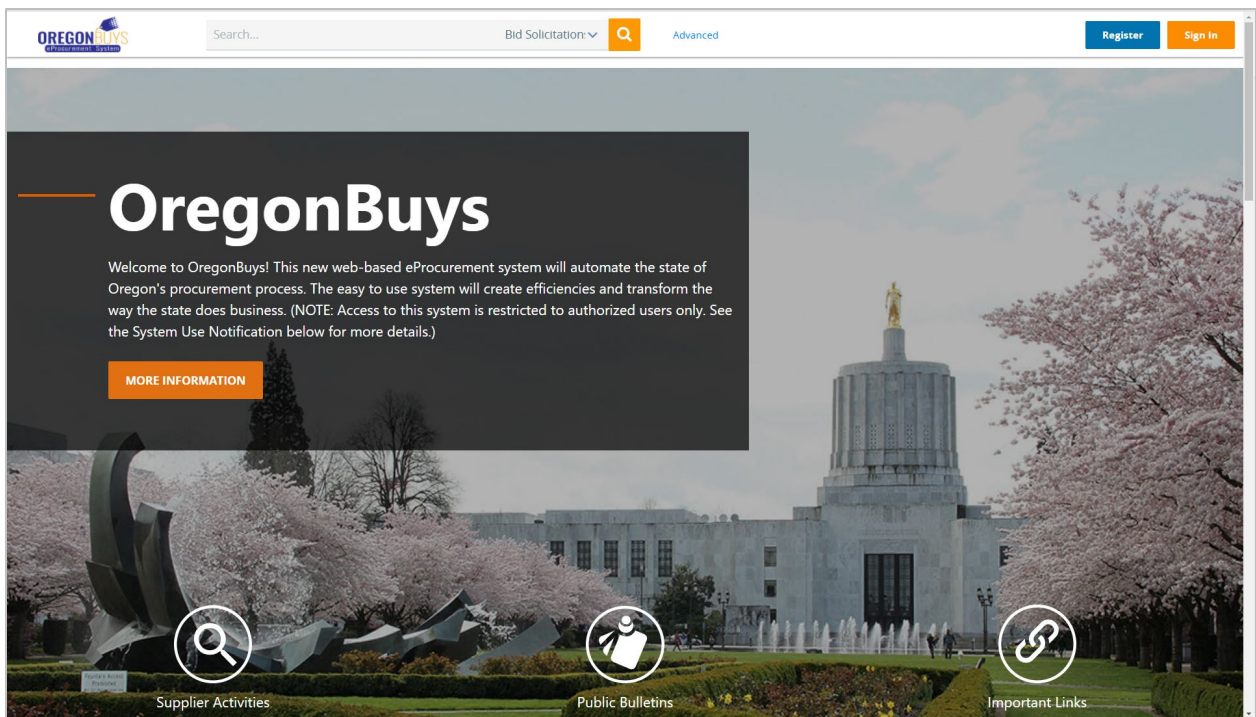
Thank you for registering with ePro. Registration confirmation will be emailed to you.
For questions or comments please contact Periscope Holdings, Inc. - Training Dept. at 512 222-2222.

Thank you for registering with ePro and the Periscope S2G Network.

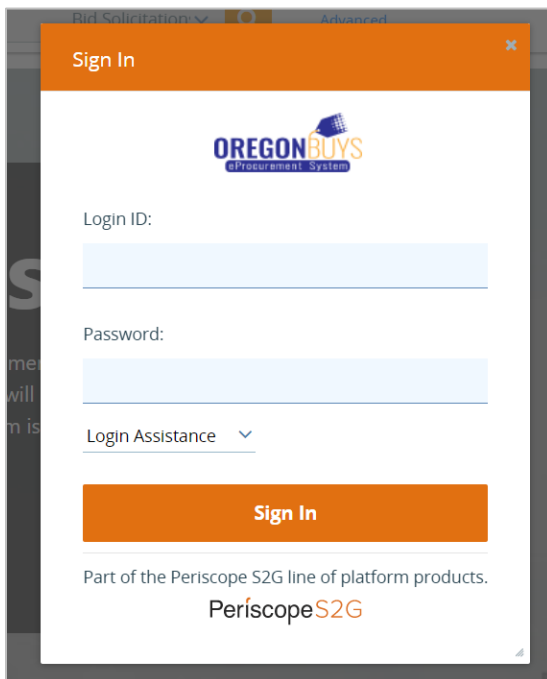
[OK](#)

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12. You will receive an automated email once your account has been created.
13. Next, you'll access your supplier account for the first time. Starting on the OregonBuys landing page, click the "Sign In" button in the top righthand corner.



14. You should have received a temporary password via email. Check your spam if you don't see it. On the Sign In form, enter your Login ID and the temporary password you received in your email. Then click "Sign In".

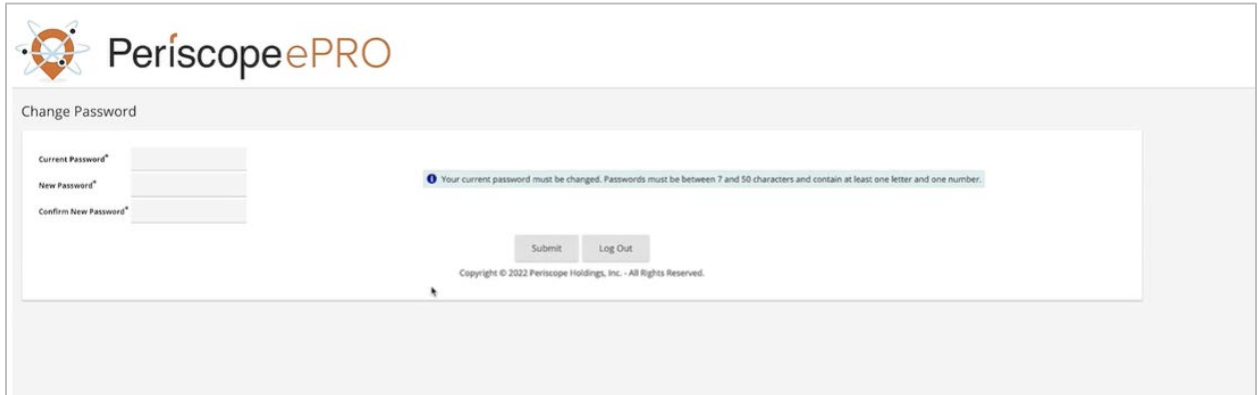


The screenshot shows the Sign In form. It has an orange header with the text 'Sign In' and a close button. Below the header is the Oregon Buys eProcurement System logo. The form contains the following fields and elements:

- Login ID:
- Password:
- Login Assistance
-

At the bottom of the form, it says 'Part of the Periscope S2G line of platform products.' and the Periscope S2G logo.

15. Next, you will be prompted to change your password. First, enter your current temporary password. Then type in your new password and retype it in the Confirm New Password Field.



The screenshot shows the Periscope ePRO Change Password interface. At the top left is the Periscope ePRO logo. Below it, the text "Change Password" is displayed. The form contains three input fields: "Current Password*", "New Password*", and "Confirm New Password*". To the right of these fields is a blue error message: "Your current password must be changed. Passwords must be between 7 and 50 characters and contain at least one letter and one number." At the bottom of the form are two buttons: "Submit" and "Log Out". Below the buttons is the copyright notice: "Copyright © 2022 Periscope Holdings, Inc. - All Rights Reserved."

16. Click "Submit" and you're in.