



# Supplier Registration Guide

## Step-by-Step Registration:

1. **Navigate to:** <https://oregonbuys.gov>

2. **Click the “Supplier Registration” button in the top right corner of the page**

3. **Enter required account registration information:**

- ✓ Tax ID (select EIN or SSN)
  - Foreign Vendor? Please enter your United States Tax ID.
  - If you do not have a United States Tax ID, enter your Foreign Tax ID.
- ✓ CompanyName (Legal name from W-9)
- ✓ Email address (ensure you can access this account during the registration process. A validation email will be sent to this address.)
- ✓ Country (defaults to USA)

4. **Click “Register”** You will be redirected to your account setup screen. Finish your registration by navigating through the tabs.

5. **On the Company Information tab, validate or enter:**

- ✓ Company Name (pre-populated from the information you entered in Step 3).
- ✓ Vendor Legal Name (pre-populated from the information you entered in Step 3. Make sure this field reflects line 1 on your W-9.)
- ✓ Mailing Address
- ✓ Company phone number
- ✓ Company Email Address (Bid opportunity notifications will be sent to this email address, so please choose an appropriate & valid email address. You can change/add email addresses after you are registered.)
- ✓ Tax ID (Pre-populated from the information you entered in Step 3.)
- ✓ Click the checkbox & identify if your tax ID is an EIN or SSN.
- ✓ If you would like to be available 24/7 as an emergency supplier, you may click on the “Yes” button & enter the “Emergency Supplier Information”. If not, leave the “No” button marked.

6. **On the Administrator tab, enter:**

- ✓ The Administrative User is your company’s point of contact and maintains your company’s account (called Seller Administrator). They will be responsible for adding/updating users & company information. Please enter their name, email address & phone number. You will also create a user ID, and password – please provide that information to your administrative user if you are not the administrative user. Additional users may be added after registration is completed.

- ✓ Periscope S2G is an additional service offered by Periscope Holdings & is outside of OregonBuys. You may add this service to your account later. Please be aware if you subscribe to this service, additional charges will be incurred.
- 7. **On the Address Tab**, the address you entered in Step 5 will become your default “General Address”. Other address types may be added after the registration process is complete.
- 8. **On the Terms Tab** simply click “Save & Continue Registration”.
- 9. **On the Categories & Certifications Tab**, open & read the Terms of Use (a PDF document) and then click the checkbox to verify that you have read & agree to the Terms of Use. You must also respond to the additional demographic categories.
- 10. **On the Commodity/Service Codes Tab**, enter the commodity codes related to your business that you want to receive bid/ solicitation opportunity notifications. Need help identifying NIGP codes for your business? Feel free to reach out to our team for help at 1-855-800-5046.
- 11. **On the Summary Tab**, review information on summary screen and confirm everything is accurate. Click “Submit Registration” at the bottom of the screen.

### **OregonBuys Login: accessing your Supplier account for the first time**

1. **You will receive a temporary password from OregonBuys via email**
  - ✓ Check your spam or junk folder if you do not see it in your email inbox.
  - ✓ The email will come from [donotreply@oregonbuys.gov](mailto:donotreply@oregonbuys.gov)
2. **If you have closed your browser, navigate back to <https://oregonbuys.gov>**
3. **Click the “Sign In” button in the top right corner of the page**
4. **Log in with the provided temporary password**
5. **When you enter your password for the first time, you will be prompted to change it**
6. **Create a new password**
7. **Ensure the “Register with Periscope S2G” Checkbox at the bottom of this screen is left UNCHECKED**
  - ✓ **Click the blue “Submit Password” button at the bottom.** You’ve completed your registration; your account is now ACTIVE in OregonBuys and you have successfully logged in and set up your password!

**Need access for multiple users? No problem! Once the Seller Administrator’s account is established, they can add additional users via “Maintain Users on this Account.”**

**If you have any questions or need support, please email us at [support.oregonbuys@das.oregon.gov](mailto:support.oregonbuys@das.oregon.gov) or call 1-855-800-5046.**