

OregonBuys Supplier Registration Guide

Step-by-Step Registration:

1. Navigate to: **OregonBuys.gov**
2. Click the blue “Register” Button in the Top Right Corner of the page
3. Enter Required Account Registration Information:
 - ✓ Company Name
 - ✓ Tax ID (select EIN or SSN)
 - ✓ Email Address (ensure you can access this account during the registration process. A validation email will be sent to this address)
4. Click “Register”
 - ✓ You’ll be redirected to your account setup screen, finish your registration by navigating through a few tabs.
5. On the Company Information Tab, Validate or Enter:
 - ✓ Company Name and Legal name (pre-populated from your earlier entry)
 - ✓ Tax ID (pre-populated from your earlier entry)
 - ✓ Mailing Address
 - ✓ Company Email Address (Note: Choose an appropriate valid email address. Bid opportunity notifications will be sent to this address. You can change/add email addresses after you are registered.)
6. On the Administrator Tab Enter:
 - ✓ Administrative User Information (Account Point of Contact): Name, Email, Phone, User ID, and Password (Additional Users May Be Added After Registration)
7. On the Address Tab
 - ✓ The address you entered earlier will become your default General Address. You will be able to change and add other address types after you are registered
8. On the Terms Tab
 - ✓ You may enter your preferred Payment, Freight, and/or Shipping Terms if desired, but note that Terms are governed by your contract. This section can also be left blank.
9. On the Categories & Certifications Tab
 - ✓ It is important to review each Category and follow the instructions. Some may require data entry; some are read-only.
 - ✓ Certifications (Minority Owned, Women-Owned, Service-Disabled, Veteran-Owned, and emerging small businesses) display but are not editable. This data is automatically updated nightly from the state’s COBID system.
For more info, go to <https://www.oregon4biz.com/How-We-Can-Help/COBID/>
10. On the Commodity/Service Codes Tab
 - ✓ Enter the commodity codes related to your business that you want to receive Bid Opportunity notifications (Hint: Explore new codes through the NIGP code browse function within OregonBuys and narrow down from there, or via the NIGP search function)
11. On the Summary Tab
 - ✓ Review information on summary screen and confirm everything is accurate
 - ✓ Click “Submit Registration” at the bottom of the screen
12. All Done! Your Account is ACTIVE in OregonBuys. Stay Tuned for Further Communication from OregonBuys About Next Steps in the Adoption Process.

CLICK “SAVE & CONTINUE”
AFTER EVERY STEP

In the Know

- Going forward, ALL vendors must register in OregonBuys to do business with the state.
- Are you an early adopter? Secretary of State and the Department of Forestry are live in OregonBuys. If you are already using OregonBuys with these 2 agencies, you do not need to register again.
- 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.”



Need help?

If you have any questions or need support, please do not hesitate to email us at

OregonBuys@periscopeholdings.com
or call **1-800-203-5727**