ORPIN
OReregion Procurement Information Network
Supplier Guide to Registration
Opportunities to grow your business!

ORPIN.Oregon.gov

Revision 5—03/20/13
Step 1

Access the ORPIN website at: http://orpin.oregon.gov

From the ORPIN Main Menu screen, you can register as a new Supplier or ‘Log in to ORPIN’ as a previously registered user.

- CLICK on “Supplier Registration” to register as a new Supplier.

If you have already registered or started a registration in ORPIN DO NOT re-register.

NOTE: Please DO NOT re-register. If you are currently registered and forgot your Password or User Name, click on the “Forgot your password? Click here to reset it!” button on the Login to ORPIN screen.
Step 2

Check the boxes to enable Email Notification and/or Electronic Bidding.

Email Notification will allow you to receive automatic email “push” notification of all open Opportunities for commodity areas which match your supplier profile.

Electronic Bidding (eBidding) is simply an alternative to traditional hard-copy (Manual) bid submissions. Ebidding allows you to enter bids electronically through the ORPIN system, including entering pricing, item descriptions, attachments, etc.

Not all opportunities will allow for eBidding. Be sure to check the top of each solicitation document to see what types of bids will be accepted.

**NOTE:** In order to submit an eBid, you must have an active eBid Keyword. (An eBid Keyword is a special password used only for electronic bids.)

One eBid Keyword is shared by all users under a company account. The primary contact on the company’s ORPIN account will control the company’s eBid Keyword.

Registration

(Read)

Provide personal and company information and create your own product/service and location profile.

Initial registration allows one user per company. A Company’s primary account may also add and maintain additional users.

**eServices Information**

Select one of the following:

- **Email Notification**
  Email Notification will inform you by email about bids that match your product/location profile.

- **Electronic Bidding**
  The ‘eBid’ service allows a ‘validated’ user to submit electronic bid responses to posted opportunities. As well and if requested, users will be notified of awards and companies may self-administer their user(s).
Step 3

- REVIEW the Terms and Conditions of Use.
- SELECT “I Agree” to continue with your registration.

I Agree  I Disagree
All fields with an asterisk (*) must be filled in.

You get to choose your own Logon (User Name) and Password!

HELPFUL HINTS:
- User Name must contain at least 7 characters, is not case sensitive, and should be generic.
- Password must contain at least 7 characters, is case sensitive, and must include a number or symbol.

Examples: Tommy61 or Diamond$

The spaces provided below are for your reference only.

User Name:__________________________
(Logon ID)
Password:__________________________

NOTE: If you get an error screen, go back and make sure all of the required (asterisked) fields are filled in.

• CLICK “Next” to continue with your registration process...
The ORPIN system has found that a similar registration may already exist. This can occur if you have previously registered within the system, or if you were registered by an internal person.

Please select the registration that you believe to be correct. If none appear correct, you may select your current entered information at the bottom of this screen. Click "Continue" when you have selected a registration.

If ORPIN does not find duplicates, please skip to Page 8 to continue with your registration.

If you receive a screen titled ‘Possible Duplicate Registration’, please complete the steps listed below.

- Review the Existing Registrations displayed on the screen to see if any of them may be a duplicate of your account.
  - If you locate a duplicate, **CLICK** the radio button next to it.
  - If you do not locate a duplicate of your account, **CLICK** the radio button next to your information listed under ‘New Registration’.
Step 4—continued

- **CONFIRM** your personal information
- **CLICK** “Next” to continue with your registration process

**Person Confirmation**

The following individual has been created within the ORPIN system. If you do not wish to continue with registration, you may logout of ORPIN and finish your registration at a later date. Remember: Do Not Re-Register - Write down the User Name and Password you created and use it to re-enter the ORPIN system.

To continue with this registration process click “Next” and you will be prompted to place your “Company Information” into ORPIN.

**Person Information**

- **Name:** Jane Doe
- **User Name:** janedoe
- **Phone:** 1 (999) 555-1212
- **Fax:**
- **Email:** janedoe@email.com

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NOTE: Once you reach this screen, your user account has been established in ORPIN. This means that should you choose **not** to continue your registration at this point, your information will still be saved and you should use the “Login to ORPIN” option next time you access the ORPIN system.
Step 5

Enter your Company Name to see if your company already exists in ORPIN. To narrow the results, you can choose to include a City as well.

- If you locate an existing profile for your company, click the checkbox next to it.
- If you do not locate an existing profile for your company, **LEAVE** the checkboxes blank.
- If you see the message “That company name was not found. Please refine your search to create a more general search criteria,” **CLICK** “Next” to continue.
Continue filling in all fields with an asterisk, then...

- CLICK “Next” to continue with your registration process.

Use the drop down box to change the state.
Step 6

If you would like to view a list of State of Oregon MWESB Certifications, CLICK the link to access the MWESB website.

- CLICK “Next” to continue with your registration process.

State of Oregon MWESB Certifications

MWESB (Minority, Women, Emerging Small Business)

* indicates a required field

Back Step 3 of 5 Next
Step 7

Creating your User Profile

To set up your user profile, you need to select the products and services you can provide to the state. This part of the registration process is key because it allows ORPIN to match you to bidding opportunities.

- CLICK on “GO” next to Product Information.

NOTE: You may spend a considerable amount of time customizing your “Profile Setup”.

Profile Setup

Product/Service Information

Use Product/Service Information to define the product(s) and/or service(s) provided by your company. Select "GO" to see a list of product/service groupings. Select the classification which best describes your company’s products or services. These selections will create your supplier profile which will be used for email notification for a Premium Subscriber and will also simplify your ability to browse for opportunities you may be interested in if you are a Basic Subscriber.

If you must make at least one selection to proceed.

NOTE: You may spend a considerable amount of time customizing your “Profile Setup”.

Location Information

Most Opportunities are cross-referenced to geographic regions in Oregon where products or services are required. After selecting “GO” you will see a list of geographical categories comprised of various regions in Oregon. Select the locations where you can supply your product or service. These selections will become part of your Supplier Profile which will be used for notification under Premium Subscription described earlier establishing your company’s potential to regional supply requirements.
**Product/Service Selection**

**Product/Service Selection Information**

**Your Profile**
Opportunities are cross-referenced to product/service groupings. Select the product/service groups for your offerings. Professional/Personal services are included within each product/service grouping. An ‘X’ indicates a selection at a lower level in the hierarchy. A ‘chevron’ indicates an explicit selection.

**Search for a Specific Product/Service Grouping**

**OPTIONS**

- **OPTION A**
  - CLICK the “Find” button, enter a keyword describing your product or service, and CLICK “Search”.
  - CLICK on any returned heading to see associated products/services.
  - SELECT your commodity matches, and then CLICK on “Submit/Remain” to add additional products/services and to save your selections.
  - When you are finished, CLICK on “Submit/Remain” again to save.
  - CLICK on “Close” in the upper right corner of the ORPIN screen. This will take you back to the Product/Location screen.

**HELPFUL HINT:** Ellipse icons (…) at the end of a category indicate additional products/services. CLICK on (…) to reveal additional choices under each heading. You are encouraged to use these to drill down to more specific options as you make your selections. The profile you set allows ORPIN to identify and match you to open bidding opportunities.
Step 7—continued

Options for selecting Products/Services:

**OPTION B**

**BROWSE** the list of commodities displayed on the Selection screen. If you check a box from this screen, you will select every product/service inside that category. However, Ellipse icons (...) next to a category name indicate that more specific products/services are included inside the category at lower levels. You are encouraged to pick and choose from products within a category to be as specific as possible. **CLICK on the Ellipses (...)** to drill down before checking a box next to a commodity.

- **CLICK** on “Submit/Remain” to add additional products/services and to save your selections in ORPIN.
- When you are finished, **CLICK** on “Submit/Remain” again to save.
- **CLICK** on “Close” in the upper right corner of the ORPIN screen. This will take you back to the Product/Location screen.

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**Product/Service Selection Information**

**Your Profile**

Opportunities are cross-referenced to product/service groupings. Select the product/service groups for your offerings. Professional/Personal services are included within each product/service grouping. An ‘x’ indicates a selection at a lower level in the hierarchy. A 'checkmark' indicates an explicit selection.

- Administrative, Financial, and Management Services
- Agricultural Equipment and Related Products and Services
- Arts, Crafts, Entertainment, Theatre
- Automotive Products, Vehicles, and Services
- Building Equipment, Supplies, and Services
- Clothing, Textiles, Laundry Equipment, and Supplies
- Communication Equipment and Services
- Computers, Software, Supplies, and Services
- Food, Equipment, and Related Services
- Furnishings and Related Services
- Furniture and Related Services
- Hardware, Related Equipment, and Services
- Highway Road Equipment, Materials, and Related Equipment
- Janitorial and Cleaning Equipment, Supplies, and Services
- Laboratory Equipment, Supplies, and Services
- Maintenance and Repair of Equipment
- Medical Equipment, Supplies, and Services
- Miscellaneous Commodities and Services
- Office Supplies, Related Items, and Services
- Paper, Printing Equipment, and Related Products and Services
- Personal Products, Equipment, and Services

Your Product Information has been updated.
Step 8

Once you are back at the “Profile Setup” main screen,

- **CLICK** on “GO” next to Location Information to define your geographic preference for doing business in Oregon.

**Profile Setup**

**Product/Service Information**

Use Product/Service Information to define the product(s) and/or service(s) provided by your company. Select “GO” to see a list of product/service groupings. Select the classification which best describes your company’s products or services. These selections will create your supplier profile which will be used for email notification for a Premium Subscriber and will also simplify your ability to browse for opportunities you may be interested in if you are a Basic Subscriber.

You must make at least one selection to proceed.

If you should decide that there is no applicable category for your product or service, please contact us at 503-378-4642 for assistance.

**Location Information**

Most Opportunities are cross-referenced to geographic regions in Oregon where products or services are required. After selecting “GO” you will see a list of geographic categories comprised of various regions in Oregon. Select the locations where you can supply your product or service. These selections will become part of your Supplier Profile which will be used for notification under Premium Subscription described earlier establishing your company’s potential to regional supply requirements.
Location Selection

Location Information

Your Profile

Most opportunities posted to the ORPIN system are cross-referenced to the region of the State in which the goods or services are required. Select the region or regions that you wish to search by.

Click on the region/zone to see a list of counties.

A. SELECT “Statewide” to indicate that your goods/services are available anywhere in the state of Oregon.

B. SELECT individual location regions by county in your location profile.

- Click on the underlined regions to view the geographical areas included in each county.

When you finish with your Location selection, CLICK “SUBMIT” to save your selection.

To continue your registration process CLICK on the “Close” button in upper right hand corner of your ORPIN screen. This will take you back to the Product/Service Profile main screen.
Step 9

After selecting your Location Information, you will return to the Product/Service Information Main Menu.

- CLICK the “Next” button to continue your registration process.
Step 10

YOU’RE ON THE LAST STEP!

- Check your Registration Summary for accuracy.

- If you selected the Premium Subscription level, choose your preferred method of payment.

- Scroll to the bottom of the page and CLICK on “Finish”.

CONGRATULATIONS!
YOU ARE NOW SUCCESSFULLY REGISTERED IN ORPIN.
Now that you are a Registered Supplier, you are ready to “Browse Opportunities”!

There are several different ways to “Browse Opportunities” in ORPIN.

Let’s Begin...

CLICK “Browse Opportunities” from the left-hand menu bar.

Your subscription will expire on 03/03/2009 12:00 AM.
Until becoming familiar with ORPIN, here is a suggestion about monitoring bidding Opportunities:

- Browse “All Open Opportunities”. This option will display all open Opportunities in the ORPIN system.
- Browse “By My Profile”. This option will filter open Opportunities based on the selections you made to your Product/Service and Location profiles.

Monitoring both areas will allow you to cross-reference commodity selections in your profile.

**Example:** If you see an opportunity under “Open Opportunities”, but you DO NOT see it under “By My Profile”, then you will need to adjust your profile selections to include that commodity or location area for future opportunities.

- Let’s CLICK on “By My Profile”.
You should have a screen showing several bidding opportunities. If not, SELECT “Open Opportunities” from the left-hand navigation bar and browse the Opportunity listings that look of interest.

1. **CLICK** on the icon. This will reveal the Bidding Notice.

2. **SELECTING** the “Hide/Show Details” button, (located above the list of Opportunities), will reveal the solicitation summary.

<table>
<thead>
<tr>
<th>Opportunity No</th>
<th>Organization Name</th>
<th>Published Date</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODE-1109-07</td>
<td>ODE - Office of Student Learning and Partnerships</td>
<td>08/01/2007</td>
<td>06/30/2008 2:00 PM</td>
</tr>
<tr>
<td></td>
<td>Mediation Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ODE-SLF-Special Education</td>
<td>08/07/2007</td>
<td>06/30/2008 4:00 PM</td>
</tr>
<tr>
<td></td>
<td>Complaint Resolution Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>102-1108-07</td>
<td>Justice Department</td>
<td>03/16/2007</td>
<td>02/20/2009 3:30 PM</td>
</tr>
<tr>
<td></td>
<td>Alternative Dispute Resolution Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Expressing Interest

This step is **critical** if you are interested in an Opportunity and you want to download the Attachments on an Opportunity. Expressing Interest will also allow you to receive notification of any changes in the solicitation document.

1. On the Left Menu Bar, **CLICK on “Express/View Interest”**
   - Set the ‘Interested As’ dropdown.
   - Specify whether you are a “Primary or Sub-contractor”
   - **CLICK on “Submit”**.

2. You can now download and view the selected Opportunity’s Attachment(s).

**NOTE:** If you review the Attachments and decide you are not interested in that particular Opportunity, just **SELECT “Express/View Interest”** from the navigation bar again, **uncheck the “Interested” box next to your name, and “Submit.”** This removes you from the interested list. You will not be notified of any subsequent changes for this Opportunity.