



## Supplier Registration Guide

### **a. 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.*
- ✓ Company Name (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 that 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. Ensure that there is a Contact Name provided in each address created.

**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.

- ✓ **IMPORTANT!** Check **YES** to “Do you currently, have you in the past, or do you plan to work with the Oregon Department of Transportation or Department of Aviation?” Marking this “No” or leaving this blank will prevent your account from linking ODOT's financial system which can delay ODOT's invoice processing and payment to your firm.

**10. On the Commodity/Service Codes Tab**, enter the commodity codes related to your business that you want to receive bid/ solicitation opportunity notifications. If you need help identifying NIGP codes:

- ✓ Contact the State's OregonBuys Supplier Support at 1-855-800-5046 or [support.oregonbuys@das.oregon.gov](mailto:support.oregonbuys@das.oregon.gov).
- ✓ Review the [NAICS crosswalk.pdf](#) located on the following website: [Contracting with ODOT](#)

**11. On the Summary Tab**, review information on summary screen and confirm everything is accurate. Click “Submit Registration” at the bottom of the screen.

## **b. 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**

**Contact OregonBuys Vendor support at [support.oregonbuys@das.oregon.gov](mailto:support.oregonbuys@das.oregon.gov) or call 1-855-800-5046.**