
Doing Business with DHS and other State Agencies

June 24, 2022

9:00 am to 10:00 am



Important update

- In order to apply for Grant funding opportunity, you must create an OregonBuys account and apply through OregonBuys.

Agenda

- Introduction to OregonBuys
- Walk through OregonBuys registration
- Important OregonBuys resources
- Questions
- Thank you!

Welcome to



Important note

- Going forward, suppliers must register in OregonBuys to receive bid/solicitation notices, respond to them and do business with the State.
- 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."

Landing Screen of OregonBuys



Search...

Bid Solicitation: ▾



Advanced

Register

Sign In



OregonBuys


Welcome to OregonBuys! This new web-based eProcurement system will automate the state of Oregon's procurement process. The easy to use system will create efficiencies and transform the way the state does business. (NOTE: Access to this system is restricted to authorized users only. See the System Use Notification below for more details.)


[MORE INFORMATION](#)


<https://oregonbuys.gov/bsol/>

Step 1 Register


Create Your Supplier Account

Tax ID: EIN 

Company Name: 

Email Address: 

United States of America




- **Tax ID** (select EIN or SSN) • Foreign Vendor? Please enter your U.S. Tax ID. If you do not have a U.S. Tax ID, enter your foreign Tax
- **Company Name** (name of non-profit)
- **Email Address** (Ensure you can access this account during the registration process. A validation email will be sent to this address.) **Don't use personal email**

Sign In



Login ID:

Password:

Login Assistance 

Sign In

Part of the Periscope S2G line of platform products.

PeriscopeS2G

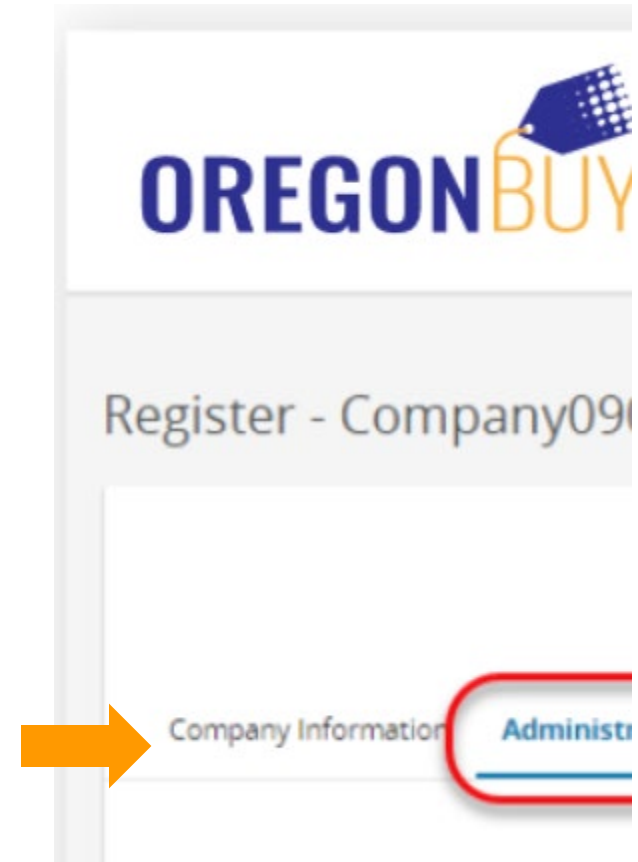
If you already created an OrgonBuys account, you can use the sign in button and enter the log in information from the system generated email.

Important note

- Make sure to click “Save & Continue” after every step

On the Company Information Tab, Validate or Enter

- **Company Name** (Pre-populated from your earlier entry. Update to reflect line 2 of your W-9 if applicable. If not, applicable leave as is (**Non-profit name**))
- **Vendor Legal Name** (Pre-populated from your earlier entry. Make sure this field reflects line 1 on your W-9.)
- **Tax ID** (Pre-populated from your earlier entry.)
- **Mailing Address**
- **Company Email Address** (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.)
 - **Note:** Do not address emergency supplier information at-this-time



On the Administrator Tab Enter

OREGON BUYS

Register - Company090920 - Company090920@phimail.mailinator.com

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

Administrative User Information

Salutation:

First Name*: Last Name*:

Job Title*: Department:

Email*: Phone*:

Login ID*: Login Answer*:

Login Question*:

Register with the Periscope S2G and link your accounts. PeriscopeS2G

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- Administrative User Information (Individual that will serve as the account administrator for your company): Name, email, phone, user ID, and password (Additional users may be added after registration.)
- Leave the Periscope S2G box unchecked. This is a marketing effort for Periscope for additional paid services.

On the Address Tab



Register - Company090920 - Cor

Company Information **Administrator** Address

The address you entered earlier will become your default “General Address”. Other address types may be added, although for initial registration, it’s not required.

On the Terms Tab



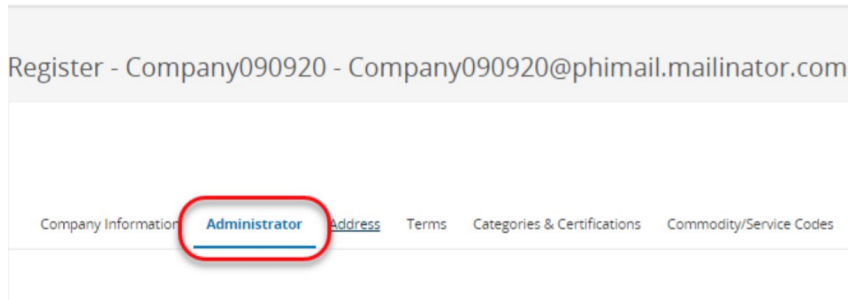
Register - Company090920 - Company

Company Information **Administrator** Address Terms



- Simply click “**Save & Continue Registration**”. Terms are not required to be filled out at this time. They can be added later if necessary.

Commodity/Service Codes Tab



DHS & OHA Codes
952-62, 952-68, 918-32
948-48, 952-39, 958-56



- **On the Commodity/Service Codes Tab** enter key words that are relevant to your business services. Choose as many NIGP codes as you can find that are truly relevant.
- Selecting relevant NIGP codes will help your company receive the right **opportunity notifications for your business.**
- **Need help** identifying NIGP codes for opportunities? Feel free to reach out to the Periscope team for help at 1-855-800-5046.

Summary Tab



Register - Company090920 - Company090920@phimail.mailinator.com

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



- On the **Summary Tab**, review the information for accuracy. **Click “Submit Registration” at the bottom of the screen.**

Accessing Your Supplier Account for the First Time

- **You Will Receive a Temporary Password** From OregonBuys via Email Check your spam folder if you do not immediately see it. **Email will come from:** donotreply@oregonbuys.gov
- Make this email address: donotreply@oregonbuys.gov a trusted sender so future notifications do not go to your spam folder.
- Click “**Sign In**” button in the Top Right Corner of the Page
- Log in With the Provided **Temporary Password**
- When you Enter Your **Temporary Password** for the First Time, **You Will Be Prompted to Change it**
- Enter a **New Password**

Enter a New Password

The screenshot shows a 'CHANGE PASSWORD' form with three password input fields and a 'Submit Password' button. A red rounded rectangle highlights a checkbox and the Periscope S2G logo at the bottom. An orange arrow points from the 'Submit Password' button to the checkbox area.

CHANGE PASSWORD

To better serve you we have updated our system. Please take a moment to update your password.

Current Password

New Password

Confirm Password

Register with Periscope S2G and receive relevant bid notifications from government agencies across the nation.

Periscope S2G
SUPPLIER TO GOVERNMENT

Submit Password Logout

Click the Blue “**Submit Password**” Button at the Bottom

Ensure the “Register with Periscope S2G” Checkbox at the Bottom of this Screen is **left UNCHECKED**

Oregonbuys login resources

Help and support:

1. OregonBuys Supplier Registration Guide

https://www.periscopeholdings.com/assets/uploads/misc/OregonBuys_RegistrationGuide.pdf

2. OregonBuys support desk

(provided by our partner vendor Periscope Holdings) at

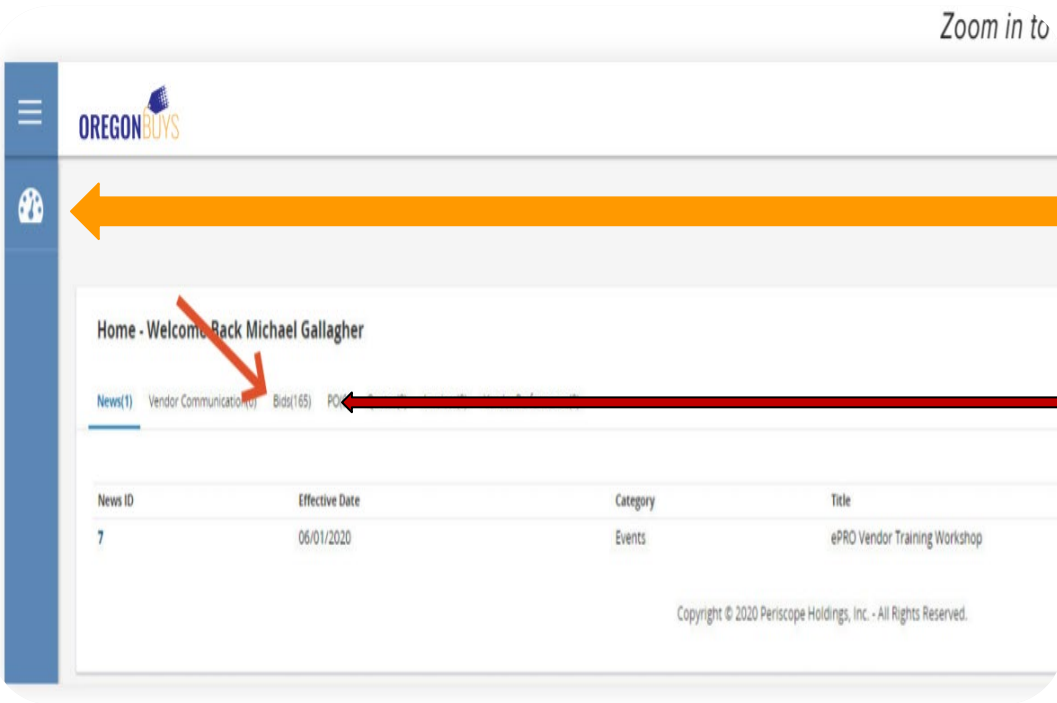
1-855-800-5046 or email

suppliersupport@periscopeholdings.com

* DAS is working on having all relevant slides translated into the most common languages spoke in Oregon.

Step 2 Locate the Bid Solicitation

- Log into <https://oregonbuys.gov/bso/>
- Make sure you are logged in as the **Seller** (Select Seller role from top right icon)
- Click **Bids Tab**



OregonBuys Locate the Bid Solicitation Resources

- **Help and Support:**

- 1. OregonBuys Supplier Bid Solicitation Response Guide**

<https://www.oregon.gov/das/ORBuys/Documents/OregonBuys%20Vendor%20Formal%20Solicitation%20Response.pdf>

- 2. OregonBuys support desk**

(provided by our partner vendor Periscope Holdings) at

1-855-800-5046 or email suppliersupport@periscopeholdings.com

Important resources:

- **OregonBuys website:** <https://oregonbuys.gov/bsol/>
- **OregonBuys terms list:**
<https://www.oregon.gov/das/ORBuys/Documents/Phase1TerminologyCrosswalkOrCPP.pdf>

OregonBuys YouTube trainings

- **Introduction to OregonBuys:**
<https://www.youtube.com/watch?v=MNoa-3SN6AI>
- **OregonBuys Registration Tips and Support:**
<https://www.youtube.com/watch?v=ijWFrSTHH9o>

Questions

Questions?

Thank you!