



State of Illinois Illinois Procurement Gateway (IPG) Vendor Manual

Periscope
HOLDINGS INC

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***To watch the video with this Guide, go to
<http://www.illinois.gov/cpo/PathwayToProcurement/Pages/BidBuy.aspx>
and click on “How to Register in BidBuy for Illinois
Procurement Gateway Vendors Only.”***

Understanding Login Page

The Login page provides instruction on how to use BidBuy. The Web address to access BidBuy is <https://www.bidbuy.illinois.gov/bsa/>



The State of Illinois is pleased to introduce its new eProcurement System!

BidBuy is designed to streamline service, increase efficiency, reduce cycle times and transaction costs, improve availability of information and modernize the tools and resources available to incorporate best practices in Illinois procurement.

User Guides

START HERE! [How to Register in BidBuy step-by-step guide.](#)

COMING SOON! [How to Respond to Bids \(Solicitations\) step-by-step guide.](#)

COMING SOON! [How to Register in BidBuy as a State Agency User step-by-step guide.](#)

To view general information about doing business with the State of Illinois, including links to other State of Illinois procurement bulletins, [Pathway to Procurement.](#)

To view current solicitations published, please go to the [Illinois Procurement Bulletin for General Services.](#)

FOR NEW VENDORS: If your business is registered in the [Illinois Procurement Gateway \(IPG\)](#), an account has been created for you in BidBuy. To view and complete your registration in BidBuy choose Login Assistance below.

*Please allow 24-48 hours for your account to show in BidBuy if you have registered in the IPG within the last 24 hours.

To confirm if a vendor is BEP certified, please visit [Sell 2 Illinois.](#)

Login ID: We strongly encourage that an e-mail address be used.

Password Requirements: Must be alpha numeric with a special character.

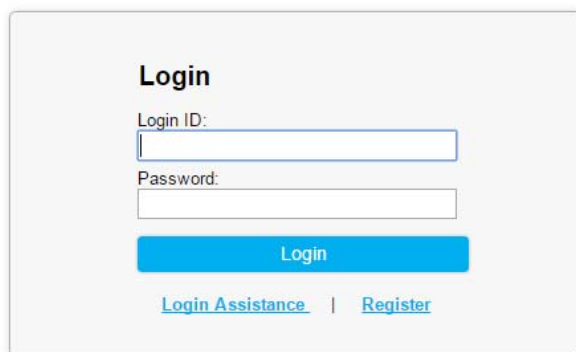
Minimum length is 8 characters.

For assistance contact the BidBuy Help Desk by email at il.bidbuy@illinois.gov or by phone at 866-455-2897

Hours of Operation: Monday through Friday from 8:30am to 4:30pm CT.

Login Information

Login after Registration

A screenshot of the BidBuy login interface. It features a light gray background with a white box containing the login form. The form has a title 'Login', a 'Login ID:' label with a text input field, a 'Password:' label with a password input field, and a blue 'Login' button. Below the button are two links: 'Login Assistance' and 'Register'.

User Options

[Register](#)

Register here to begin using BidBuy.

Vendors, please read this [disclaimer](#) prior to registering.

[Complete Registration](#)

Complete registration here to begin using BidBuy.

Vendors, please read this [disclaimer](#) prior to completing registration.

[Open Bids](#)

Browse open bid opportunities.

[Registered Vendor Search](#)

Search for registered vendors.

Public and Vendor Menu Options

Register

— Allows the public to register as a vendor for the State of Illinois

Complete Registration

— Allows user to complete vendor registration, if not fully completed initially

User ID Request

— *State Use Only:* Allows State users to add internal users






Open Bids

— Allows the public to view all open bids for the State of Illinois

Registered Vendor Search

— Allows the public to search for specific vendors who are registered with the State of Illinois

Information

-  As you go through this guide, look for green tip boxes
-  All fields with an asterisk * are mandatory fields
-  For descriptions of text fields, click 
-  Look for the green circles which correspond to the number instructions

An application need not be completed at one time, you can log in later to complete it without losing your entries.

Step #1 - Login for Illinois Procurement Gateway (IPG) Vendors Only

If you have registered with the Illinois Procurement Gateway, you will receive an email that your profile is already setup in BidBuy. **You will need to have that email available to complete your registration.**



Sun 3/13/2016 4:46 PM
IL System Administrator <il.bidbuy@illinois.gov>
Vendor Registration: Catalyst Consulting Group, Inc.

To: Laura Batson
You forwarded this message on 3/13/2016 4:50 PM.

Dear Laura Batson,

If you are receiving this email, you either registered for the Illinois Procurement Gateway or BidBuy directly. If you registered in BidBuy directly, your account has been activated. If you registered with the Illinois Procurement Gateway, your profile has been initiated in BidBuy. Please login using the credentials below to complete your profile.

You can access BidBuy at <https://www.bidbuy.illinois.gov/bsa/login.sdo> and below is your login ID and password. For security, you will be prompted to change your password upon first login.

Login ID:
Password:
Vendor #:

How to Register in BidBuy if you have a valid registration in the Illinois Procurement Gateway(IPG):

1. Watch video #3 titled How to Register for IPG Vendors Only. <http://www.illinois.gov/cdo/PathwayToProcurement/Pages/BidBuy.aspx>

1. Enter <https://bidbuy.illinois.gov/bsa/> into URL address
2. To login, enter the **Login ID** and your temporary **Password** as provided to you in the email.
3. Click **Login**

Login

2 Login ID:

3 Password:

[Login Assistance](#) | [Register](#)

Step #2 - Update Alerts

When you enter BidBuy for the first time, you will be asked to immediately update your information that was not in Illinois Procurement Gateway. Also, it is important to review all your information to ensure it is correct.



All vendor information is brought over from IPG, except for eight category questions. Two of these are required.

1. Click on of the **Validation Errors** to update

The screenshot shows the BidBuy Illinois Procurement Gateway interface. The header includes the BidBuy logo and navigation links: NIGP Code Browse | My Account | Customer Service | About. Below this is a blue navigation bar with links: Home | Org Maintenance | User Maintenance | Add User. The main content area is titled "Maintenance Home Page for: B2GNOW/ASKREPLY, INC." and has two tabs: General and Alerts. The Alerts tab is selected. Below the tabs, there is a section titled "Overall Validation Errors" with a red header. It contains two error messages, each preceded by a red circle with the number 1: "Required Category - Federal Tax Classification selection required." and "Required Category - Information Certification selection required."

Update Terms

1. Using drop-downs, select **Terms**



Terms are always superseded by Purchase Order and Contract Terms.

The screenshot shows the BidBuy Illinois Procurement Gateway interface for the "Terms, Categories, and Certifications - Kirk Enterprises" page. The header includes the BidBuy logo and navigation links: NIGP Code Browse | My Account | Customer Service | About. Below this is a blue navigation bar with links: Home | Org Maintenance | User Maintenance | Add User. The main content area is titled "Terms, Categories, and Certifications - Kirk Enterprises" and has two tabs: Seller and Seller Administrator. The Seller Administrator tab is selected. Below the tabs, there is a section titled "Terms" with four drop-down menus: Payment Terms, Freight Terms, Shipping Method, and Shipping Terms. A green circle with the number 2 is next to the Payment Terms drop-down. Below the Terms section is a section titled "Categories & Certifications" with a sub-section titled "Category: Federal Tax Classification". It contains a description: "Description: Please select the federal tax classification for your business." and a prompt: "Please select exactly one category value". Below this is a "Select" button.

Update Categories

Categories & Certifications are used to identify business criteria – such as a minority owned businesses, as well as provide a description of vendors – like the number of employees. These criteria are then searchable. Some questions are optional, some are required, and some are auto-filled, when applicable.

1. Scroll-down to **Category** Section

1

Category: Federal Tax Classification*	
Description: Please select the Federal Tax Classification for your business.	
Please select exactly one category value	
Select	
<input type="checkbox"/>	Individual



Complete each Category question. The State auto-populates certification information.

Category: Federal Tax Classification

1. Select **Federal Tax Classification** (This category is required to be completed.)
2. Enter **Notes** if necessary

1

Category: Federal Tax Classification*	
Description: Please select the Federal Tax Classification for your business.	
Please select exactly one category value	
Select	
<input checked="" type="checkbox"/>	Individual
<input type="checkbox"/>	Sole Proprietor
<input type="checkbox"/>	Partnership/Legal Corporation
<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Medical Corporation
<input type="checkbox"/>	Governmental
<input type="checkbox"/>	Estate or Trust
<input type="checkbox"/>	Pharmacy-Noncorporate
<input type="checkbox"/>	Nonresident Alien
<input type="checkbox"/>	Pharmacy/Funeral Home/Cemetery Corporation
<input type="checkbox"/>	Tax Exempt
Notes:	
<div></div>	

2

Category: Ethnic Origin

1. Select **Ethnic Origin**. (This category is optional.)
2. Enter **Notes** if necessary

Category: Ethnic Origin	
Description: Please select the ethnic origin of the majority owner.	
Please select at most one category value	
Select	
<input type="checkbox"/>	Asian / Pacific Islander
<input type="checkbox"/>	African American
<input type="checkbox"/>	Caucasian
<input type="checkbox"/>	Hispanic
<input type="checkbox"/>	Native Alaskan / American Indian
<input type="checkbox"/>	Not Specified
Notes:	
<div></div>	

Category: Gender

1. Select Gender (This category is optional.)
2. Enter **Notes** if necessary

Category: Gender	
Description: Please select the gender of the majority owner.	
Please select at most one category value	
Select	
<input type="checkbox"/>	Female Owned
<input type="checkbox"/>	Male Owned
<input type="checkbox"/>	Not Specified
Notes:	
<div></div>	

Category: *Veteran Status*

1. Select **Veteran Status** (This category is optional.)
2. Enter **Notes** if necessary

1

2

Category: Veteran Status

Description: Is the majority owner a veteran?

Please select at most one category value

Select

☐ Veteran Owned

☐ Not Veteran Owned

Notes:

Category: *Type of Firm*

1. Select **Type of Firm** (This category is optional.)
2. Enter **Notes** if necessary

1

2

Category: Type of Firm

Description: Please identify the firm type for the majority of your business.

Please select at most one category value

Select

☐ Broker

☐ Construction

☐ Manufacturer

☐ Publisher

☐ Retailer

☐ Services

☐ Supplier

☐ Wholesaler

☐ Other

Notes:

Category: Annual Gross Sales

1. Select **Annual Gross Sales** (This category is optional.)
2. Enter **Notes** if necessary

Category: Annual Gross Sales	
Description: What are the annual gross sales for your business?	
Please select at most one category value	
Select	
<input type="checkbox"/>	< \$500,000
<input type="checkbox"/>	\$500,000 to \$1,000,000
<input type="checkbox"/>	\$1,000,001 to \$4,000,000
<input type="checkbox"/>	\$4,000,001 to \$8,000,000
<input type="checkbox"/>	\$8,000,001 to \$13,000,000
<input type="checkbox"/>	\$13,000,001 to \$14,000,000
<input type="checkbox"/>	\$14,000,001 to \$20,000,000
<input type="checkbox"/>	\$20,000,001 to \$50,000,000
<input type="checkbox"/>	\$50,000,001 to \$75,000,000
<input type="checkbox"/>	\$75,000,000 or Greater
Notes:	
<div></div>	

Category: Number of Employees

1. Select **Number of Employees** (This category is optional.)
2. Enter **Notes** if necessary

Category: Number of Employees	
Description: What is the number of full time staff employed by your business?	
Please select at most one category value	
Select	
<input type="checkbox"/>	Less than 15
<input type="checkbox"/>	15 to 49
<input type="checkbox"/>	50 to 99
<input type="checkbox"/>	100 to 249
<input type="checkbox"/>	250 to 499
<input type="checkbox"/>	500 to 999
<input type="checkbox"/>	1,000 or Greater
Notes:	
<div></div>	

Category: BEP Certified

If applicable, this category will be automatically populated by an interface.

Category: BEP Certified	
Description: Vendor certified with the Illinois Business Enterprise Program. (Populated by the Certification integration vendor WILL NOT complete.)	
<input type="checkbox"/>	Minority Owned
<input type="checkbox"/>	Female Owned
<input type="checkbox"/>	Person with Disability Owned
<input type="checkbox"/>	No

Category: Veteran Owned Business

If applicable, this category will be automatically populated by an interface.

Category: Veteran Owned Business	
Description: Vendor Illinois certified Veteran Owned Business. (Populated by the Certification Itegration. Vendor WILL NOT complete.)	
<input type="checkbox"/>	Veteran Owned Business
<input type="checkbox"/>	Disabled Veteran Owned Business
<input type="checkbox"/>	No

Category: State Use Vendor

If applicable, this category will be automatically populated by an interface.

Category: State Use Vendor	
Description: Vendor Illinois certified State Use Program Vendor. (Populated by the Certification Itegration. Vendor WILL NOT complete.)	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Category: Active Vendor in Illinois Procurement Gateway

If applicable, this category will be automatically populated by an interface.

Category: Active vendor in the Illinois Procurement Gateway	
Description: Are you an active vendor in the Illinois Procurement Gateway? (Populated by the IPG interface, vendor WILL NOT complete) Category URL: https://ipg.vendorreg.com	
<input type="checkbox"/>	Yes - Prime
<input type="checkbox"/>	Yes - Prime and Sub
<input type="checkbox"/>	Yes - Sub
<input type="checkbox"/>	No

Category: Small Business Set-Aside

If applicable, this category will be automatically populated by an interface.

Category: Small Business Set-Aside	
Description: Are you registered in the Small Business Set-Aside Program? (Populated by the IPG interface, Vendor WILL NOT complete)	
Category URL: https://ipg.vendorreg.com	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Category: Information Certification

1. Select **Information Certification (This category is required to be completed.)**
2. Enter **Notes** if necessary
3. Click **Save & Exit** to save the changes

Category: Information Certification*	
Description: I certify that all of the information provided is accurate and true.	
Please select exactly one category value	
Select	
<input checked="" type="checkbox"/>	I certify that all of the information provided is accurate and true.
<input type="checkbox"/>	I DO NOT certify that all of the information provided is accurate and true.
Notes:	<div></div>
<div>Save & Exit Save & Continue Reset Cancel & Exit</div>	



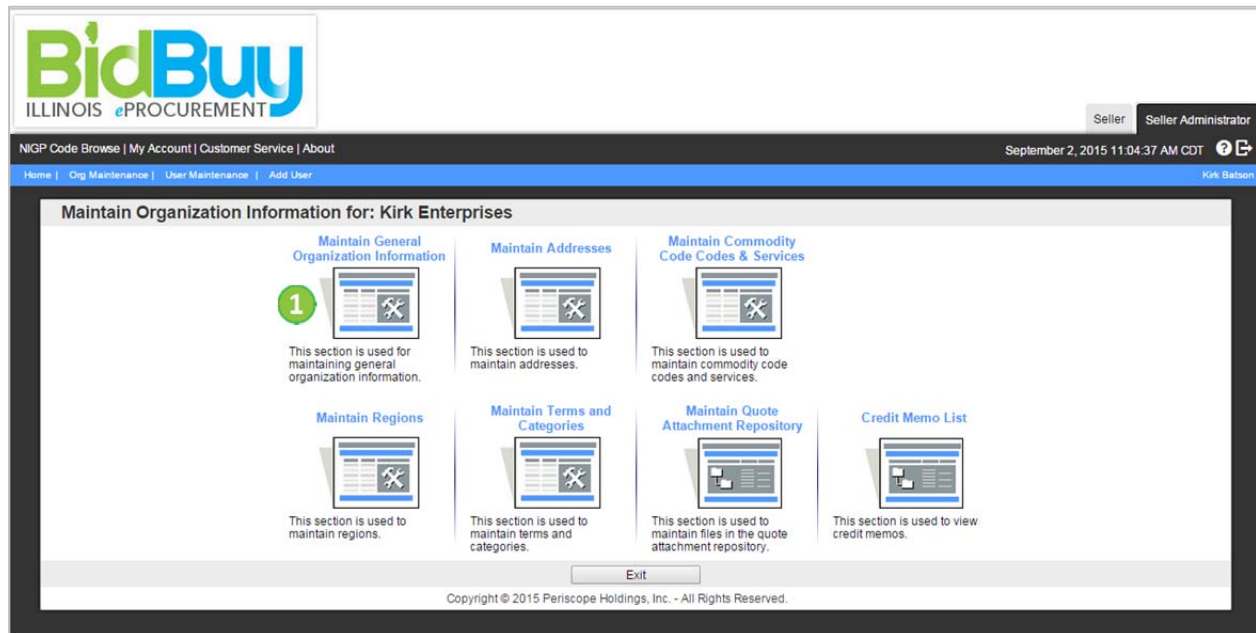
The system takes you to the main Organization Information Page to review information carried over from IPG

Step #3 - Review Your Registration

The prepopulated information carried over from the IPG should be reviewed by you to ensure all information is up-to-date.

Maintain General Organization Information

1. Click **Maintain General Organization Information**




2. Update any fields by clicking in the field box

 All fields with an asterisk * are mandatory fields

Maintain General Organization Information

Vendor ID: 00000095
Company Name*: Kirk Enterprises Vendor Legal Name*: Kirk Enterprises
DBA for Vendor:
Tax ID #*: 999999997 Country Code for Tax ID*: US - United States of America
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
☐ EIN ☒ SSN
Incorporation Details: State: Year of Incorporation: 0
Business Description:
Preferred Delivery Method: Email
Vendor Email:
Vendor Fax: 555 555 5555
Special Vendor Type:
Emergency Supplier:
☐ Yes ☒ No
Emergency Phone*: Ext.:
Emergency Contact Name*:
Emergency Email*:
Emergency Info Comment:

3. To upload a file, click **Choose File**
4. A File Explorer appears, select file then click **Open**
5. Enter a **Description** for the file and click **Upload**
6. Click **Save & Exit** to save changes



[NIGP Code Browse](#) | [My Account](#) | [Customer Service](#) | [About](#)


[Home](#) | [Org Maintenance](#) | [User Maintenance](#) | [Add User](#)

Maintain General Organization Information

Vendor ID: 00000095
 Company Name*: Kirk Enterprises Vendor Legal Name*: Kirk Enterprises
 DBA for Vendor:
 Tax ID #: 898989897 Country Code for Tax ID*: US - United States of America
 Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
☐ EIN ☒ SSN

Incorporation Details: State: Year of Incorporation: 0
 Business Description:
 Preferred Delivery Method: Email
 Vendor Email:
 Vendor Fax: 555 555 5555
 Special Vendor Type:
 Emergency Supplier:
☐ Yes ☒ No
 Emergency Phone*:
 Emergency Contact Name*:
 Emergency Email*:
 Emergency Info Comment:
 User Last Updated: Kirk Smith
 Date Last Updated: 08/27/2015 11:27:30 AM

Attachments

Download	File	Description	Size		
	Test File.docx	Test File	11,384 bytes	Kirk Smith	09/02/2015 12:41:48 PM

3

File: Choose File No file chosen
 Description:

5
Upload

Forms

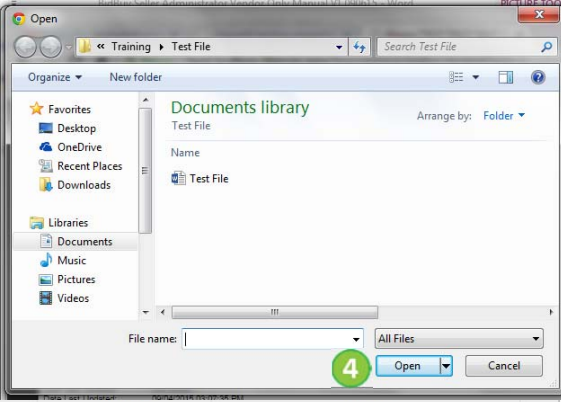
Click **Add Form** to add form attachments.

6

No Form Attachments

Add Form
Save & Exit
Save & Continue
Reset
Cancel & Exit

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Maintain Address

1. Click **Org Maintenance**
2. Click **Maintain Address**

BidBuy
ILLINOIS ePROCUREMENT

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

September 2, 2015 11:04:37 AM CDT

1 Org Maintenance | User Maintenance | Add User

Kirk Enterprises

Maintain Organization Information for: Kirk Enterprises

Maintain Addresses

This section is used to maintain addresses.

Maintain General Organization Information

This section is used for maintaining general organization information.

Maintain Commodity Code Codes & Services

This section is used to maintain commodity code codes and services.

Maintain Regions

This section is used to maintain regions.

Maintain Terms and Categories

This section is used to maintain terms and categories.

Maintain Quote Attachment Repository

This section is used to maintain files in the quote attachment repository.

Credit Memo List

This section is used to view credit memos.

Exit

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3. To add a new address, click **Add Another Address**

BidBuy
ILLINOIS ePROCUREMENT

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

November 20, 2015 1:50:56 PM CST

Home | Org Maintenance | User Maintenance | Add User

Kirk Enterprises

Maintain Addresses for: Kirk Enterprises

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Kirk Smythe 123 Freedom Road Springfield, IL 55555 US Email: Kirksmythe@gmail.com Phone: (841)455-5561	Active	Yes

Add Another Address Exit

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4. Select **Address Type** from the drop-down
5. Enter information into the fields by clicking in the field box
6. Click **Save & Exit** to save changes

BidBuy
ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

Address Book - Kirk Enterprises

Enter a New Address

Address Type: **4** Bid Mailing Address
 Name this Address*: Bid Mailing Address
 Contact Name*:
 Address Line 1*:
 Address Line 2*:
 Address Line 3*:
 Address Line 4*:
 Country*: US - United States of America
 City*:
 ZIP*:
 Phone*:
 Toll Free:
 Fax:
 Id: 0
 Status: ☐ Active
 Default address for this address type
Current Default Address:
 Jane Doe
 123 Main Street
 Chicago, IL 60423
 US
 Email: Janedoe@gmail.com
 Phone: (555)555-5555

State/Province*:
 County*:
 Ext:
 Mobile:
 Email*:
 Alternate Id:
 Web Address:
 (Begin with http:// or https://)

6 Save & Exit Reset Cancel & Exit

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Update Current Address

1. To update a current address, click **Name** of address

BidBuy
ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

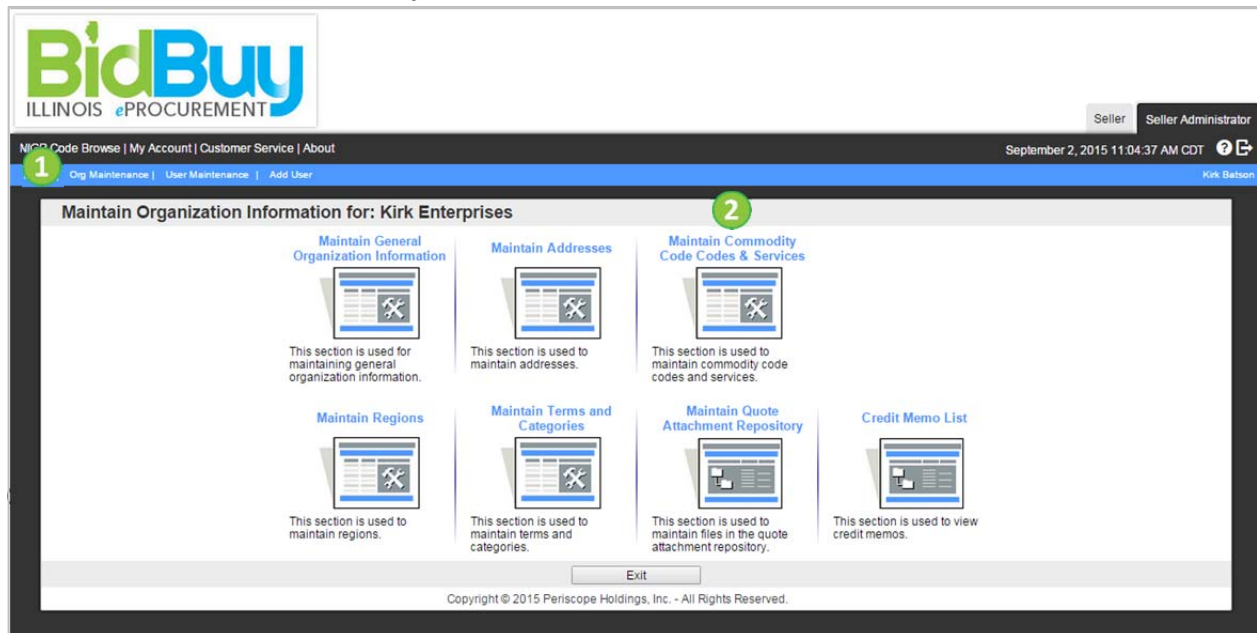
Maintain Addresses for: Kirk Enterprises

Name	Address Type	Address Information
1 Office	Bid Mailing Address	Jane Doe 123 Main Street Chicago, IL 60423 US Email: Janedoe@gmail.com Phone: (555)555-5555

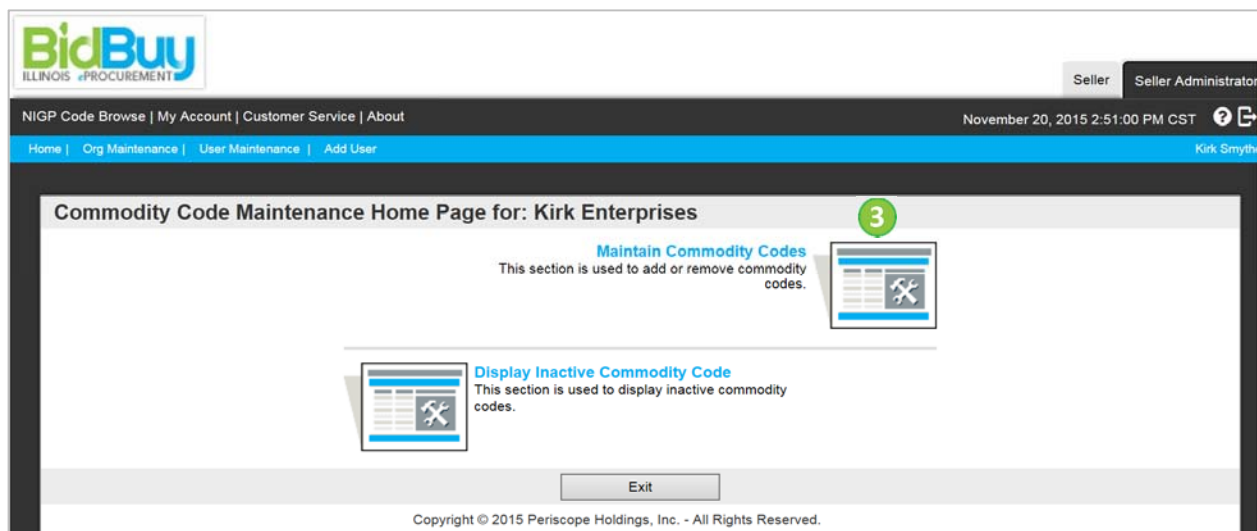
2. Enter information into the fields by clicking in the field box, then click **Save & Exit**

Add or Delete NIGP Commodity Codes

1. Click **Org Maintenance**
2. Click **Maintain Commodity Code Codes & Services**

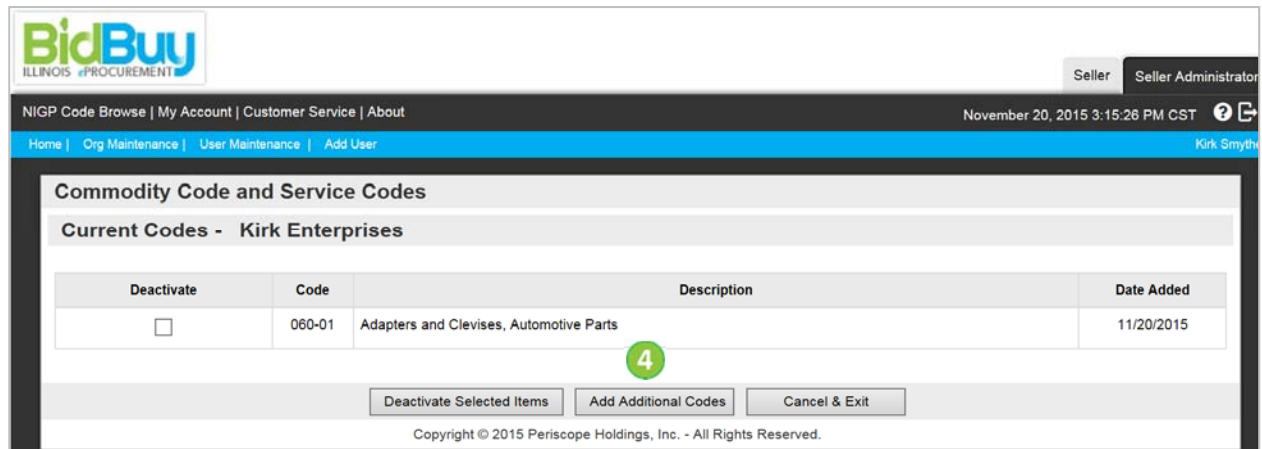


3. Click **Maintain Commodity Codes** to add commodity codes



NIGP Commodity Codes are used by the State to identify Offerors and Bidders to solicit the goods or services to be procured.

4. To add additional codes, click **Add Additional Codes**



BidBuy
ILLINOIS ePROCUREMENT

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

November 20, 2015 3:15:26 PM CST

Home | Org Maintenance | User Maintenance | Add User

Kirk Smyth

Commodity Code and Service Codes

Current Codes - Kirk Enterprises

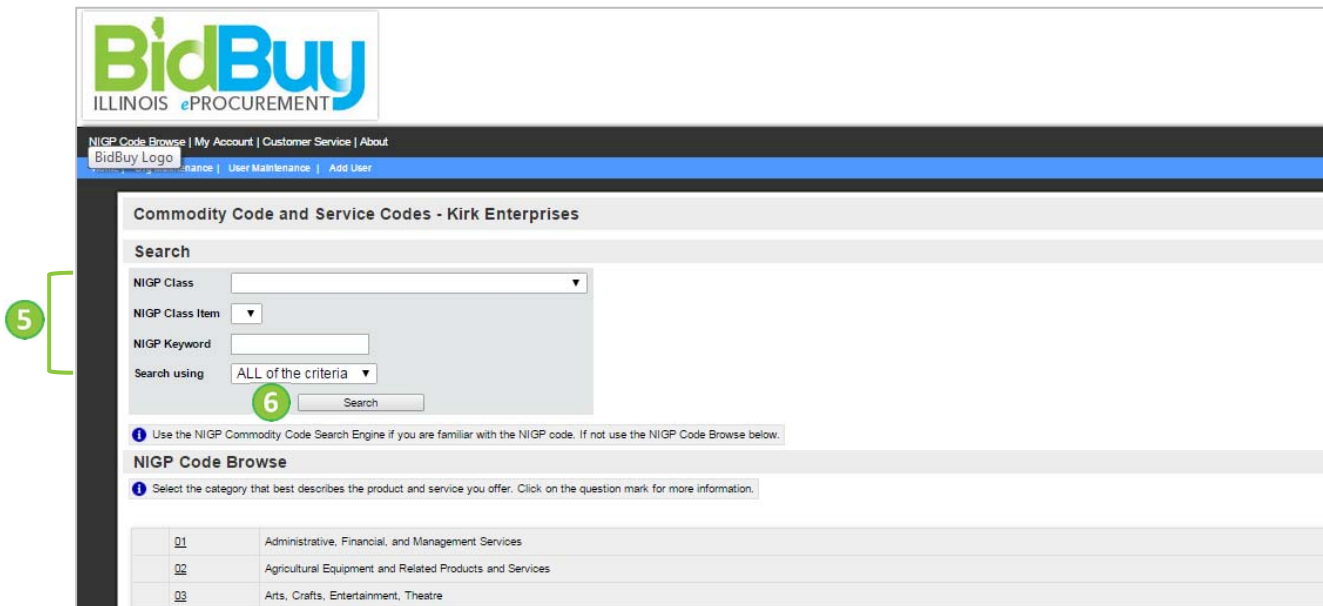
Deactivate	Code	Description	Date Added
<input type="checkbox"/>	060-01	Adapters and Clevises, Automotive Parts	11/20/2015

4

Deactivate Selected Items Add Additional Codes Cancel & Exit

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5. Select from the **NIGP Class** and **NIGP Class Item** drop-downs. Alternatively, enter a **Keyword**.
6. Click **Search**



BidBuy
ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

BidBuy Logo

Home | Org Maintenance | User Maintenance | Add User

Commodity Code and Service Codes - Kirk Enterprises

Search

5

NIGP Class

NIGP Class Item

NIGP Keyword

Search using ALL of the criteria

6

Search

1 Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

1 Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre

7. Select the codes you wish to add
8. Click **Save** to exit or **Save and Add More** to add more codes

Commodity Code and Service Codes - Kirk Enterprises

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Search

NIGP Code Browse

Show Categories

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	040-30	Dogs, All Types
<input type="checkbox"/>	385-47	Entrees, Specialty (Including Corn Dogs, Lasagna, Mexican Food, etc.)
<input type="checkbox"/>	680-33	Canine (K-9) Police Dog Training Equipment
<input type="checkbox"/>	981-46	Guard Dog Rental or Lease
<input type="checkbox"/>	990-33	Drug Detection Services (Including Use of Drug Sniffing Dogs)

8

Save

Save and Add More

Deactivate Commodity Codes

1. To deactivate codes, click on the box to the left of that code in the **Deactivate** column
2. Click **Deactivate Selected Items**
3. Click **Cancel & Exit**

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

November 20, 2015 3:15:26 PM CST

Home | Org Maintenance | User Maintenance | Add User

Kirk Smyth

Commodity Code and Service Codes

Current Codes - Kirk Enterprises

Deactivate	Code	Description	Date Added
1 <input type="checkbox"/>	060-01	Adapters and Clevises, Automotive Parts	11/20/2015

2

Deactivate Selected Items

Add Additional Codes

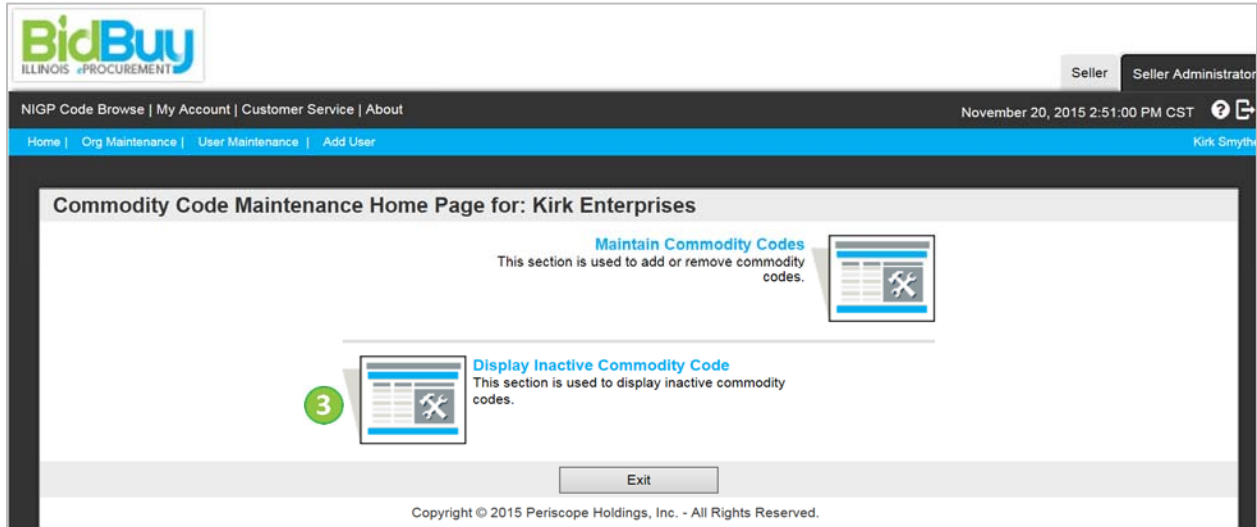
3

Cancel & Exit

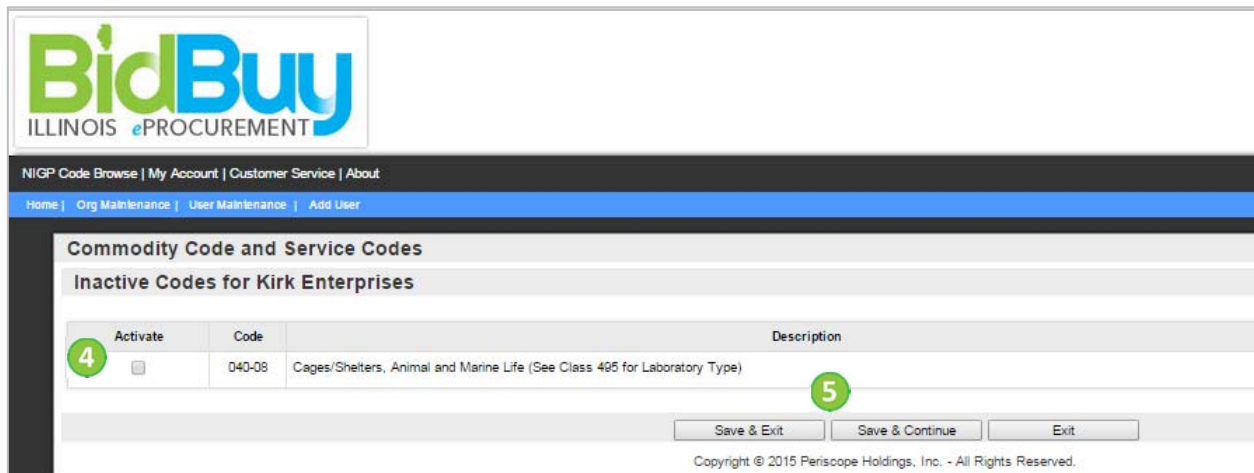
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Re-Activate NIGP Commodity Codes

1. Click **Org Maintenance** from the blue ribbon at the top left screen
2. Click **Maintain Commodity Code Codes & Services**
3. Click **Display Inactive Commodity Code**



4. Click on the box to the left of the code, in the **Activate** column for the code you wish to reactivate
5. Click **Save & Exit** or **Save & Continue** to activate more



Maintain Regions

Until further notice this feature will not be used.

Maintain Terms and Categories

This was updated in Step #2 on page 6.

Maintain Quote Attachment Repository

Until further notice this feature will not be used.

Credit Memo List

Until further notice this feature will not be used.



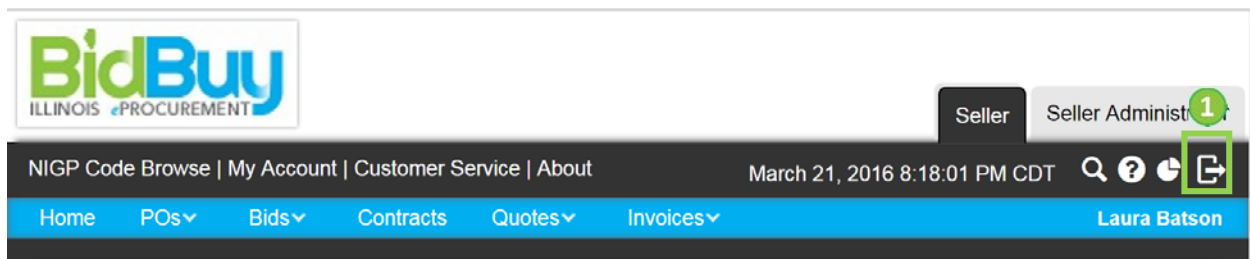
You are now registered in BidBuy.

For more information about Seller Administrator functions, please review the Seller Administrator Manual.

Step #4 - Log Out

Once you have completed all update, exit BidBuy. Also, BidBuy automatically logs users off of the system after 15 minutes of inactivity.

1. Click **Log Out** Icon





211 East 7th Street
Suite 1100
Austin, TX 78701