



State of Illinois

How to Register in BidBuy: Vendor Registration Manual



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To watch the video with this Guide, go to:

<http://www.illinois.gov/cpo/PathwayToProcurement/Pages/BidBuy.aspx>

Click on “How to Register in BidBuy”

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/bs/>



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.](#)

Login Information

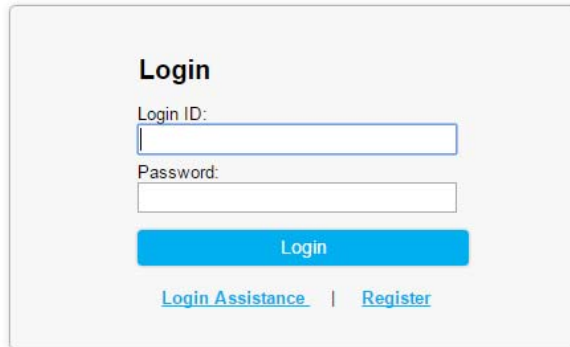
To view current solicitations published, please go to the [Illinois Procurement Bulletin for General Services.](#)
FOR NEW VENDORS: If your business is registered in the [Illinois Procurement Gateway \(IPG\)](#), an account has been created for you in BidBuy. To view and complete your registration in 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 after
Registration



Login

Login ID:

Password:

[Login](#)

[Login Assistance](#) | [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**

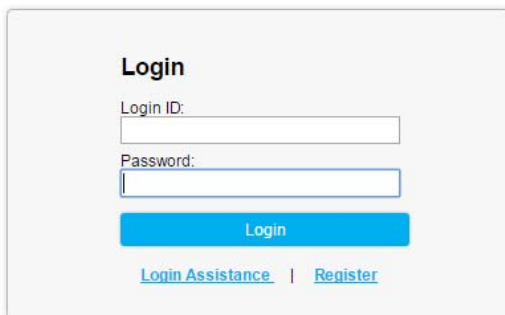
Information

-  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.

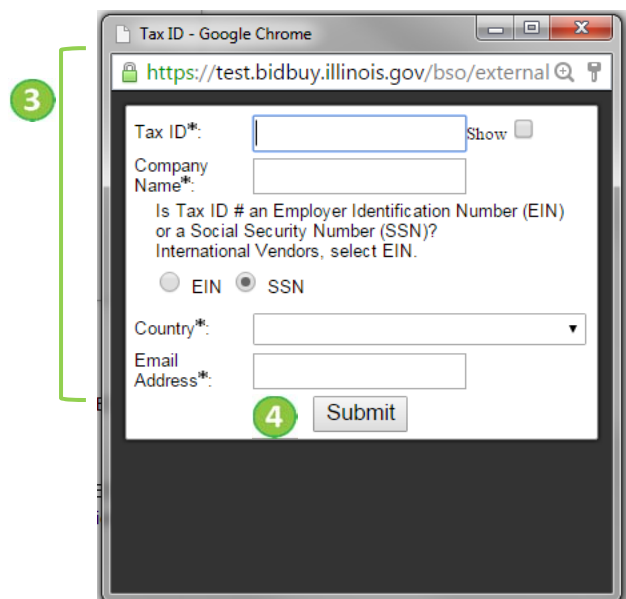
Step #1 - Begin Your Registration (non-IPG users)

1. Go to BidBuy at <https://www.bidbuy.illinois.gov/bs/>
2. Click **Register**
3. Enter information by clicking in the field box
4. Click **Submit**



The screenshot shows a 'Login' form with two input fields: 'Login ID:' and 'Password:'. Below the fields is a blue 'Login' button. At the bottom, there are links for 'Login Assistance' and 'Register'.

- 2 Register**
Register here to begin using Illinois*DEV*. Vendors, please read this [disclaimer](#) prior to registering.
[Complete Registration](#)
Complete registration here to begin using Illinois*DEV*. Vendors, please read this [disclaimer](#) prior to completing registration.
[Open Bids](#)
Browse open bid opportunities.
[Active Contracts](#)
Browse active Contracts/Blankets.
[Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
[Registered Vendor Search](#)
Search for registered vendors.



The screenshot shows a browser window with the URL <https://test.bidbuy.illinois.gov/bs/external>. The form contains the following fields and options:

- Tax ID*: Show
- Company Name*:
- Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? International Vendors, select EIN.
 EIN SSN
- Country*:
- Email Address*:
- 4**

A green bracket labeled '3' points to the Tax ID* field, and a green circle labeled '4' is next to the Submit button.

Step #2 - Company Information

BidBuy enables the public to register with the State of Illinois as a vendor. As a vendor you can bid on potential purchasing opportunities from green beans and paper to the development of highway infrastructures.

Enter Company Information

Company information relates to main information for the vendor.

1. Click **Company Information** tab, if you are not already on this tab.
2. Enter information by clicking in the field box
3. Click **Save & Continue Registration**

The screenshot shows the BidBuy registration interface for 'Kirk Enterprises'. The page title is 'Register - Kirk Enterprises - Kirksmith@gmail.com'. The 'Company Information' tab is selected, indicated by a green circle '1'. The form contains various input fields for company details, including name, address, contact information, and tax details. A green circle '2' highlights the input fields for company name and address. A green circle '3' highlights the 'Save & Continue Registration' button at the bottom of the form. The form also includes a 'Preferred Delivery Method' dropdown set to 'Email' and a section for emergency contact information.



If you select to be an emergency supplier for the State, complete emergency information

Step #3 - Enter Administrator Information

The **Administrator** tab identifies the Seller Administrator. The Seller Administrator role focuses on vendor account maintenance in BidBuy. Using the maintenance function, they can maintain organization information along with maintaining, adding and removing users on their vendor account.

1. Click **Administrator** tab, if you are not already on this tab.
2. Enter information by clicking in the field box
3. Use your email address for the **Login ID**
4. Click **Save & Continue Registration**

Register - Kirk Enterprises - Kirksmith@gmail.com

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

Administrative User Information

Salutation:

First Name*:

Job Title*:

Email*:

Login ID*:

New Password*:

Login Question*:

Last Name*:

Department:

Phone*:

Confirm Password*:

Login Answer*:

Save & Continue Registration Reset Cancel

Step #4 - Add & Update Addresses

The **Address** tab allows for updating addresses and adding new addresses. You can specify the type of each address for easy identification.

1. Click **Address** tab, if you are not already on this tab.
2. To add a new address, click **Add Another Address**

Register - Kirk Enterprises - Kirksmith@gmail.com

Company Information Adminis **1** **Address** Terms Categories & Certifications Commodity/Service Codes Summary

Maintain Addresses For: Kirk Enterprises

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	, US Email: Kirksmith@gmail.com	Active	Yes

Add Another Address Continue Registration

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3. Select **Address Type** from the drop-down
4. Enter information into the fields by clicking in the field box
5. Click **Save & Continue Registration**

BidBuy
ILLINOIS ePROCUREMENT

Address Book - Kirk Enterprises ?

Enter a New Address

Address Type: Bid Mailing Address ▼

Name this Address*: Bid Mailing Address

Contact Name*: Emergency Mailing Address

Address Line 1*: Purchase Order Mailing Address

Address Line 2: Remit Address

Address Line 3: Sales Address

Address Line 4:

Country*: US - United States of America ▼

City*: State/Province*:

ZIP*: County:

Phone*: Ext:

Toll Free: Mobile:

Fax: Email*:

Status: Active ▼ Web Address:

Default address for this address type Begin with http:// or https://)

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

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

Step #5 - Complete Terms

Terms tab allows the vendor to add, update and remove shipping and delivery terms for purchases with the State. Remember, the Purchase Order or Contract will always supersede these selections.

1. Click **Terms** tab
2. User drop-downs to select Terms
3. Click **Save & Continue Registration**

The screenshot shows the BidBuy registration interface. At the top left is the BidBuy logo with 'ILLINOIS ePROCUREMENT' below it. The page title is 'Register - Kirk Enterprises - Kirksmith@gmail.com'. Below the title are navigation tabs: 'Company Information', 'Administrator', 'Address', 'Terms', 'Categories & Certifications', 'Commodity/Service Codes', and 'Summary'. The 'Terms' tab is active. The form contains four dropdown menus: 'Payment Terms', 'Freight Terms', 'Shipping Method', and 'Shipping Terms'. A green box with the number '2' highlights these dropdowns. Below the dropdowns are two buttons: 'Save & Continue Registration' and 'Continue Registration'. A green circle with the number '3' highlights the 'Save & Continue Registration' button. At the bottom, there is a copyright notice: 'Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.'

Step #6 - Select Categories & Certifications

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. Click **Categories & Certifications** tab

The screenshot shows the BidBuy registration interface. At the top left is the BidBuy logo with 'ILLINOIS ePROCUREMENT' below it. The page title is 'Register - Kirk Inc. - laura.batson@catconsult.com'. Below the title are navigation tabs: 'Company Information', 'Administrator', 'Address', 'Categories & Certifications', 'Commodity/Service Codes', and 'Summary'. The 'Categories & Certifications' tab is active. The form shows a section for 'Category: Federal Tax Classification*'. Below this is a description: 'Description: Please select the Federal Tax Classification for your business.' and a note: 'Please select exactly one category value'. There is a 'Select' dropdown menu and a radio button labeled 'Individual'.



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

Category: Federal Tax Classification

1. Select **Federal Tax Classification**
2. Enter **Notes** if necessary

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

Category: Ethnic Origin

1. Select **Ethnic Origin**
2. Enter **Notes** if necessary

Category: Ethnic Origin	
Description: Please select the ethnic origin of the majority owner.	
<i>Please select at most one category value</i>	
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:	
<input type="text"/>	

Category: Gender

1. Select **Gender**
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:

Category: Veteran Status

1. Select **Veteran Status**
2. Enter **Notes** if necessary

Category: Veteran Status

Description: Is the majority owner a veteran?

Please select at most one category value

Select
<input type="checkbox"/> Veteran Owned
<input type="checkbox"/> Not Veteran Owned

Notes:

Category: Type of Firm

1. Select **Type of Firm**
2. Enter **Notes** if necessary

Category: Type of Firm	
Description: Please identify the firm type for the majority of your business.	
<i>Please select at most one category value</i>	
Select	
<input type="checkbox"/>	Broker
<input type="checkbox"/>	Construction
<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Publisher
<input type="checkbox"/>	Retailer
<input type="checkbox"/>	Services
<input type="checkbox"/>	Supplier
<input type="checkbox"/>	Wholesaler
<input type="checkbox"/>	Other
Notes:	

Category: Annual Gross Sales

1. Select **Annual Gross Sales**
2. Enter **Notes** if necessary

Category: Annual Gross Sales	
Description: What are the annual gross sales for your business?	
<i>Please select at most one category value</i>	
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:	

Category: Number of Employees

1. Select **Number of Employees**
2. Enter **Notes** if necessary

1

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:	
	<input type="text"/>

2

Category: BEP Certified

BEP Certified is automatically populate depending on your BEP status with the State.

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

Veteran Owned Business is automatically populate depending on your Veteran status with the State.

Category: State Use Vendor

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

State Use Vendor is automatically populate depending on your State Use Vendor status with the State.

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

An Active Vendor in Illinois Procurement Gateway (IPG) is automatically populate depending on your IPG status with the State.

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

Small Business Set-Aside is automatically populate depending on your Small Business status with the State.

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**
2. Enter **Notes** if necessary

Category: Information Certification*

Description: I certify that all of the information provided is accurate and true.

Please select exactly one category value

Select

I certify that all of the information provided is accurate and true.

I DO NOT certify that all of the information provided is accurate and true.

Notes:

Save & Exit Save & Continue Reset Cancel & Exit

3. When complete, click **Save & Continue** to complete registration

Save & Exit Save & Continue Reset Cancel & Exit

Step #7 - Select Commodity/Service Codes

BidBuy supports the National Institute of Governmental Purchasing (NIGP) code as the baseline commodity coding structure. NIGP **Codes** are used by the State to identify Offerors and Bidders to solicit the goods or services to be procured.

1. Click **Commodity/Service Codes** tab, if you are not already on this tab.
2. To add codes, select from the **NIGP Class** and **NIGP Class Item** drop-downs. You can also search by entering a **Keyword**
3. Click **Search**

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Register - Kirk Enterprises - Kirksmith@gmail.com

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

Search

NIGP Class [dropdown]

NIGP Class Item [dropdown]

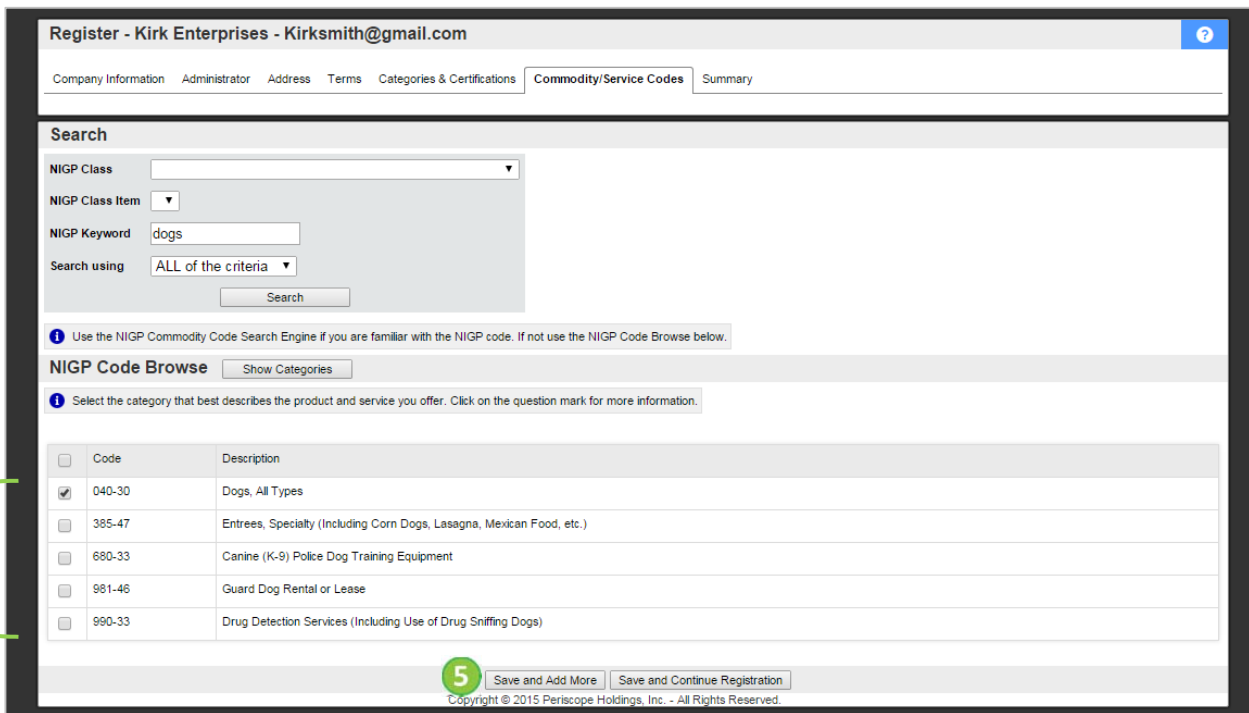
NIGP Keyword [input]

Search using [dropdown]

3 Search

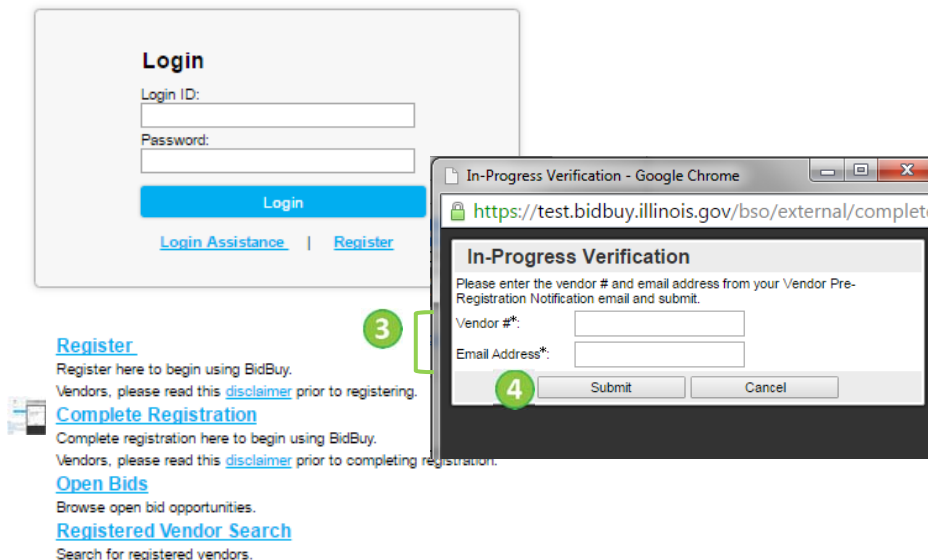
Use the NIGP Commodity/Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

4. Select the applicable codes by clicking on the box to the left
5. Click **Save and Add More** or **Save and Continue Registration**



Step #8 - Complete Registration

1. If you exited before completing registration, enter <https://bidbuy.illinois.gov/bs/> into your browser
2. Click **Complete Registration** from Login Page
3. From the initial registration email, enter the **Vendor #** and **Email Address**



Using the final **Summary** tab you can review the options selected and complete your registration. When complete, you will get an email verifying your registration.

1. Click **Summary** tab
2. Any items required to complete your registration will be highlighted in red at top of the page. Return to the tab identified in the alert to correct the error.

Register - Kirk Inc. - laura.batson@catconsult.com

Company Information Administrator Address Terms Categories & Certifications Commodity/Service **1** Summary

Overall Validation Errors

- Required Category - Federal Tax Classification selection required.
- Required Category - Information Certification selection required.

Company Information

Vendor ID:	V00002493	Alternate ID:		Company Name:	Kirk Inc.
Status:	Active	Status Change Reason:		Tax ID#:	****2726
Tax ID Type:	SSN	Incorporation Details - State:		Year of Incorporation:	0
Business Description:		Preferred Delivery Method:	Email	Vendor Email:	laura.batson@catconsult.com
Emergency supplier:	No				
Emergency Phone:					
Emergency Contact:					
Emergency Email:					
Emergency Info Comment:					

Users Information

3. Once all required responses are made, review the information on the **Summary** tab. Revisions can be made by revisiting that tab.

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Register - Kirk Enterprises - Kirksmythe@gmail.com

Company Information Administrator Address Terms Categories & Certifications Commodity/Service **3** Summary

Company Information

Vendor ID:	V00002461	Alternate ID:		Company Name:	Kirk Enterprises
Status:	Active	Status Change Reason:		Tax ID#:	****9690
Tax ID Type:	SSN	Incorporation Details - State:		Year of Incorporation:	0
Business Description:		Preferred Delivery Method:	Email	Vendor Email:	Kirksmythe@gmail.com
Emergency supplier:	No				
Emergency Phone:					
Emergency Contact:					
Emergency Email:					
Emergency Info Comment:					

Users Information

4. When your review is complete and the information is accurate, click **Continue Registration** at the bottom of the page

Category: CDB Prequalified

Description: Are you prequalified with the Capital Development Board? **Category URL:**
<http://www.illinois.gov/cdb/business/pages/prequalification.aspx>

No, not prequalified with the Capital Development Board

Category: Information Certification

I certify that the information provided is accurate and true.

4

Complete Registration

5. Click **OK** and your registration is complete

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Thank You


Thank you for registering with Illinois*TEST*. Registration confirmation will be emailed to you.
For questions or comments please contact ILLINOIS at 123-456-7890.

5

OK

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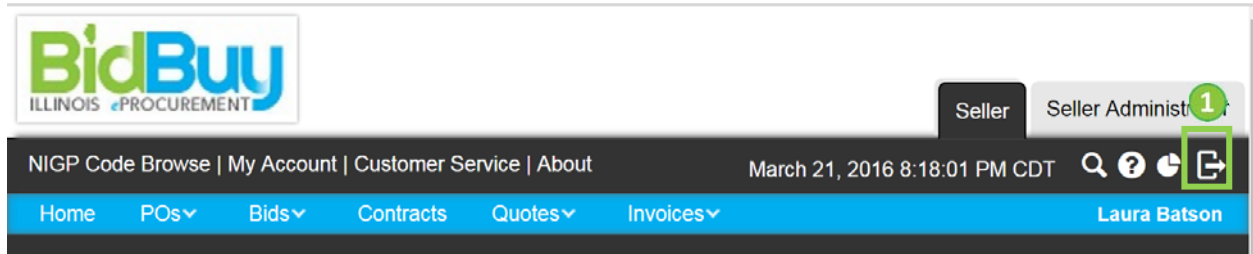
Congratulations, you have completed your registration in BidBuy! You will receive an email confirming your completed registration.

 **You are now registered in BidBuy.**
For more information about Seller Administrator functions, please review the Seller Administrator Manual.

Step #9 - 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





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