

SBSP and IPG Renewal Instructions

1. To update your Illinois Procurement Gateway (IPG) application and continue participation in the Small Business Set-Aside Program (SBSP), follow these steps:

Log into your IPG vendor account here: <https://ipg.vendorreg.com/>

Illinois Procurement Gateway

The State of Illinois Chief Procurement Office is pleased to welcome you to our Illinois Procurement Gateway (IPG) for the streamlined process of Vendor Enrollment and Registration.

The IPG is a web based system that serves as the primary location for entering, organizing, and reviewing vendor information. The IPG allows prospective vendors to provide disclosures, registrations, and other documentation needed to do business with a State agency or university in advance of any particular procurement.

The State uses information submitted through the IPG to prequalify vendors in advance of submitting bids and offers for contracts. Upon satisfactory enrollment, vendors will receive a registration number that may be used in place of paper submission of required forms.

The system includes the following key features:

- Automated online vendor registration
- Online directory of registered vendors with search capabilities
- Elimination of the need to submit multiple paper-based forms

System Access Login

Username:

Password:

Remember username

Login

- 1.1. If you've forgotten your password, then click on "Forgot Password" on the IPG home page. You will receive a temporary password via email. Please wait for the email to arrive and do not reset the password again before receiving the email.

Home IPG FAQs Chief Procurement Offices Rules & Statutes Reports Links

"My purpose is to be just and fair; and yet to not lose time."
August 16, 1863

- IPG Vendor Registration
- IPG Registered Vendor Directory
- Outreach
- Contact Us & Support
- Training and Events
- Forgot Password** ←
- Help/First Time Visitors

2. You will see your "Dashboard". Under "Key Actions" on the right side of the screen, click on "Start/Renew Vendor Registration". You will see a list of your vendor registrations.

Dashboard

Displaying records assigned to **your company**

[Vendor Registrations](#)

Active/Accepted 1

Key Actions

[Start/Renew Vendor Registration](#) ←

[Take a Training Class](#)

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Alert

No Activated Alerts. [View Pending Alerts](#).

System News

- Above the list, click the gray button marked "New Vendor Registration".

Vendor Profile: Vendor Registrations Help & Tools

Business Name: **Cleaning Homes 4 U**

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#) | [Certifications](#) | [Workforce Composition/EEO](#) | [Registrations](#)

Vendor Registrations

Actions	Vendor Registration	Status	Submit Date	Review Date	Expiration Date	Contact
View	State of Illinois Vendor Registration	Active (Accepted)	4/15/2015	4/15/2015	4/14/2016	Crissy Marie

- From the list of Available Vendor Registrations, click "State of Illinois Vendor Registration".

Business Name: **Cleaning Homes 4 U**

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#) | [Certifications](#) | [Workforce Composition/EEO](#) | [Registrations](#)

Available Vendor Registrations

State of Illinois Vendor Registration	Register to do business with the State of Illinois
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- You will see a box titled "Vendor Registration Autofill Options". Select the registration you want to use to auto fill a new registration. If you have an "Active" registration, you should select that one.

This registration is for firms that wish to be recognized as a Vendor with the State of Illinois and listed in Illinois's Vendor Registration Directory.

Click on [State of Illinois Vendor Registration FAQ's](#) to view a list of common FAQ's.

To continue, click **Start Vendor Registration** at the bottom of the page.

Vendor Registration

Name	State of Illinois Vendor Registration
Description	Register to do business with the State of Illinois

Your account is in order and you can proceed with submitting the Vendor Registration. Click **Start Vendor Registration** below to continue.

Vendor Registration Autofill Options

Select an option for autofilling the Vendor Registration with data from a previous response. You can also start with a blank form.

<input checked="" type="radio"/>	State of Illinois Vendor Registration	Accepted	4/15/2015	Crissy Marie	4/15/2015
<input type="radio"/>	Start with blank form				

6. **Action is required. You will need to review the questions in each form, and update any responses that have changed.**

6.1 Each form section will be colored red. Once a form is complete click “Save and Return” at the bottom of each form section. The form section will turn green.

Forms			
View	Form Name	Question Status	Document Status
View	A - B. Business Information & Other Business Registrations	❗ Incomplete	❗ Pending
View	C. Small Business Set-Aside Program	❗ Incomplete	❗ Pending
View	D - E. Department of Human Rights (DHR) & Authorized to do Business in Illinois	❗ Incomplete	❗ Pending
View	F - G. Certifications & Board of Elections	❗ Incomplete	❗ Pending
View	H. Iran Disclosure	❗ Incomplete	❗ Pending
View	I. Financial Disclosure & Conflicts of Interest	❗ Incomplete	❗ Pending

6.2 View of Completed Forms

Forms			
View	Form Name	Question Status	Document Status
View	A - B. Business Information & Other Business Registrations	✅ Complete	✅ Not Applicable
View	C. Small Business Set-Aside Program	✅ Complete	✅ Not Applicable
View	D - E. Department of Human Rights (DHR) & Authorized to do Business in Illinois	✅ Complete	✅ Not Applicable
View	F - G. Certifications & Board of Elections	✅ Complete	✅ Not Applicable
View	H. Iran Disclosure	✅ Complete	✅ Not Applicable
View	I. Financial Disclosure & Conflicts of Interest	✅ Complete	✅ Complete

7. **Action is required in form C. Small Business Set-Aside Program.** Select “Yes” to the question “Would you like to apply for the Small Business Set-Aside Program?”. Either attach your most recent tax documents **or** attach a completed Small Business Set-Aside Program Re-Qualification Statement. The statement can be downloaded here:

<http://www.illinois.gov/cpo/Documents/SBSP%20Re-Qualification%20Statement%20V.15.1.doc>.

Name your file appropriately. Do not delete previous tax documents.

7.1 Select “Yes” to the question “Would you like to apply for the Small Business Set-Aside Program?”

C. Small Business Set-Aside Program

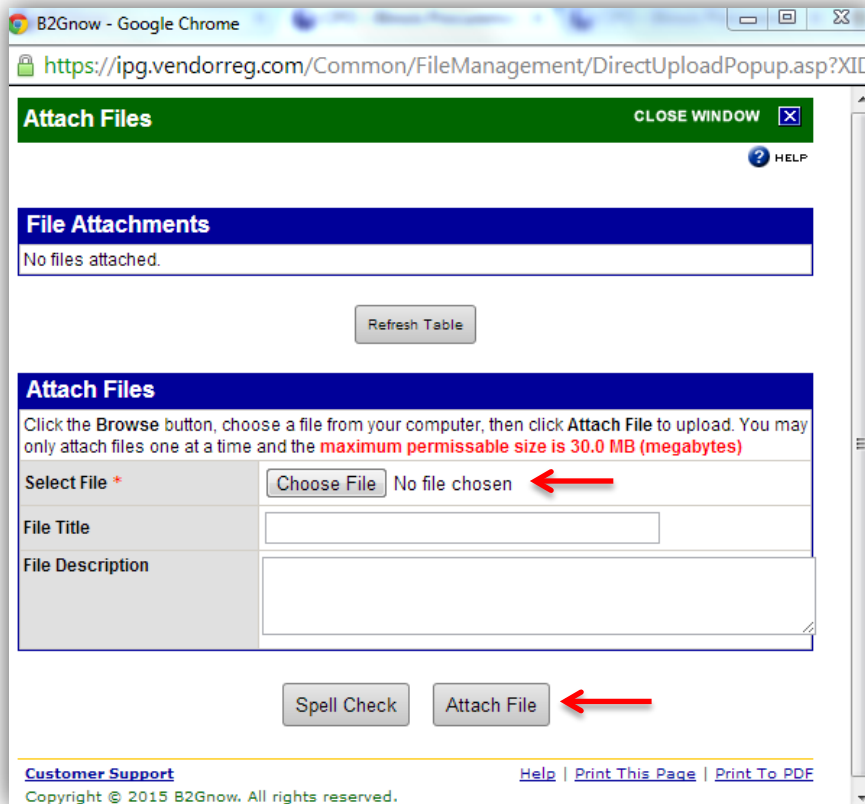
1. Would you like to apply for the Small Business Set-Aside Program? *

No
 N/A - My business is already registered in this program.
 Yes ←

7.2 To attach your updated tax documents or statement, click on the red word **Attach**. A pop-up box will appear that allows you to attach the tax documents or statement.

In the pop-up box click the "Choose File" link to open the window to choose your file. Locate your file, then click on it twice so it will appear in the "Select File" box. Name the file appropriately.

7.3 Click the "Attach File" box to attach the file then click the "Close Window" box to close the pop-up.



7.4 Click the "refresh" link by the Status on the far right to see your attached file. Now your file should appear in the box.

C. Small Business Set-Aside Program

1. Would you like to apply for the Small Business Set-Aside Program? *

No
 N/A - My business is already registered in this program.
 Yes

In the text field, identify your business' category by entering one or more of the following: Wholesale, Retail/Service, Construction, or Manufacturing. If multiple categories, separate with a comma between categories.

Upload a copy of the page(s) showing total annual gross sales for the company from your latest Federal income tax return; and the page showing an Illinois address from your most recent Illinois Income Tax Return. In addition, manufacturers are required to submit the latest year's IL-W-3 (Illinois Annual Withholding Income Tax Return) showing the number of Forms W-2, W-2G and 1099-R issued. If you have not filed federal or state income tax returns, upload the notarized statement described in the instructions at the very top of the form. Tax forms are also required for any parent entity(ies) and other affiliated businesses of the parent entity(ies).

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Required tax documents	Document is REQUIRED when option is selected - Provide pages from Federal and State income tax return showing total annual gross sales and an Illinois address. If you have not filed federal or state income tax returns, upload the notarized statement described in the instructions at the top of the form.		✓ Attached by Crissy Marie on 4/15/2015

7.4 Click "Save and Return"

8. **Action is required in form F – Certifications.** Question #6 has been modified removing the option to select "N/A". Please review to ensure you have either marked Yes or No.

9. **Action may be required in form I – Certifications.** This only applies if you previously registered as a Sole Proprietor. Question #1 has been modified requiring the Sole Proprietor’s name to be entered.

1. Is there any individual or entity who meets ANY of the following thresholds: (a) Owns more than 5% of the business, (b) Holds ownership share of the business valued in excess of \$106,447.20, (c) Is entitled to more than 5% of the business' distributive income, or (d) Is entitled to more than \$106,447.20 of the business' distributive income? *

Select ONE:

Yes, the information is publicly available on a website
Provide a web address to retrieve an electronic copy of your entity's Federal 10K, 20F, 40F, or, if a Privately Held Entity with more than 100 Shareholders, equivalent information required to be reported pursuant to 17 CFR 229.401.

Yes, the information is publicly available as a document
Attach a copy of your entity's Federal 10K, 20F, 40F, or, if a Privately Held Entity with more than 100 Shareholders, equivalent information required to be reported pursuant to 17 CFR 229.401.

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Federal 10K, 20F, 40F, or, if a Privately Held Entity with more than 100 Shareholders, equivalent information required to be reported pursuant to 17 CFR 229.401.	Document is REQUIRED when option is selected - Attach a copy of the document.		Not Attached

Yes, the information is not publicly available (If any individuals are listed, answer Yes or No to questions 5-8 and 11-20.)
Download and complete the provided form (below) for each owning individual. Attach the completed form for all owners.

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	List of individuals or entities meeting one or more of the listed thresholds.	Document is REQUIRED when option is selected - Download the form, fill in, and upload to this record.	Download	Not Attached

Yes - Sole Proprietor (answer Yes or No to Questions 5-8 and 11-20)
Enter the owner's first and last name:

No, there are no individuals or entities that meet any of these thresholds. NOTE: Most privately-held businesses have at least one person or entity who owns more than 5% of the business or meets another threshold requiring disclosure.

Not applicable - Not-for-Profit Entity

10. After completing each form and attaching any necessary documents, you may now click "Next".

Forms			
View	Form Name	Question Status	Document Status
View	A - B. Business Information & Other Business Registrations	Complete	Not Applicable
View	C. Small Business Set-Aside Program	Complete	Complete
View	D - E. Department of Human Rights (DHR) & Authorized to do Business in Illinois	Complete	Not Applicable
View	F - G. Certifications & Board of Elections	Complete	Not Applicable
View	H. Iran Disclosure	Complete	Not Applicable
View	I. Financial Disclosure & Conflicts of Interest	Complete	Complete

NIGP Codes			
Assigned NIGP Codes *			
Click the Add NIGP Codes button to lookup and add NIGP codes to the list that represent the products and/or services provided by the business.			
Add NIGP Codes			
NIGP 485	Janitorial Supplies, General Line		Delete
NIGP 48506	Bottles, Glass (For Cleaners, Detergents, and Janitorial Supplies)		Delete
NIGP 48510	Brooms, Brushes, and Handles		Delete
NIGP 48527	Cleaner: Vinyl, Upholstery		Delete
NIGP 48583	Sanitizing and Disinfecting Supplies, Janitorial		Delete

11. Sign your application electronically and click "Submit".

Signature		Edit
Signature * <small>(type your full, legal name)</small>	Crissy Marie	
Your Title *	CEO	
Your Organization *	Cleaning Homes 4 U	
Today's Date *	4/15/2015 <small>(mm/dd/yyyy)</small>	

Password:

I am submitting this form with information that I understand to be correct and accurate.

You will receive an email notification that your IPG application has been accepted. Within 7-14 business days of acceptance, you will receive a SBSP certification letter.