

Kansas eSupplier Portal

Instructions for Registering a New Bidder

Registering as a Bidder in the Kansas eSupplier Portal

Note:

Any organization that does not have a United States Tax Identification Number (TIN), such as a federal or foreign entity, cannot register as a bidder in the Kansas eSupplier portal. To do business with the State of Kansas, please contact the Office of Procurement and Contracts at 785-296-2376 or email bids@ks.gov.

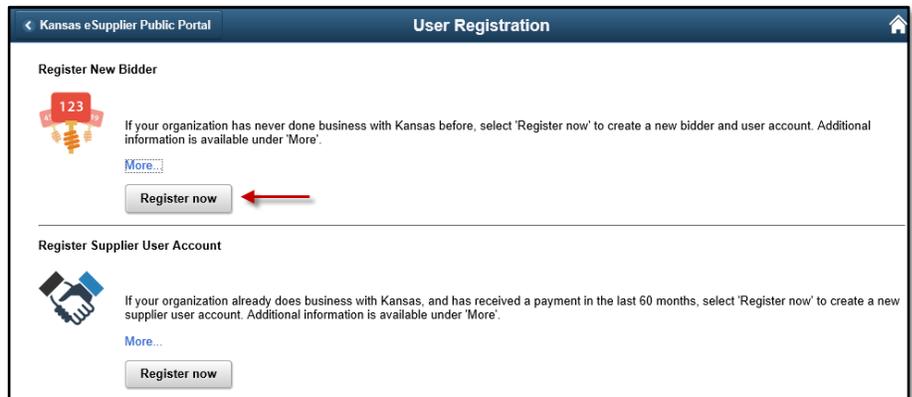
Click on the link to the right or the 'Kansas eSupplier' link on the State of Kansas Office of Procurement and Contracts website to start the registration process to become a bidder.

https://supplier.sok.ks.gov/psc/sokfsprdsup/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL

From the Kansas eSupplier Public Portal page, click the 'User Registration' tile.



Select the "Register Now" button under the "Register New Bidder" section of the next page.



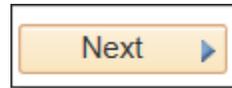
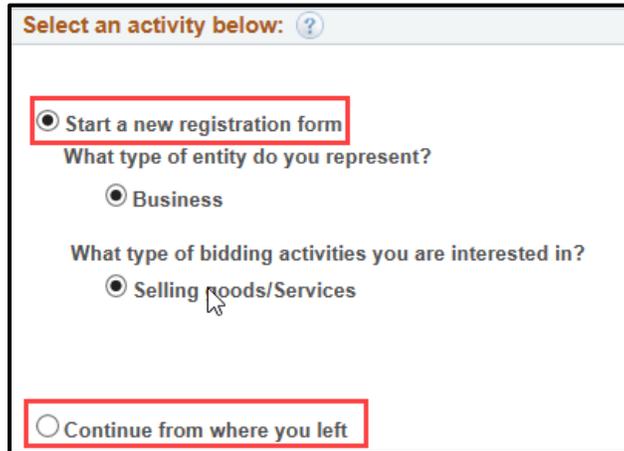
Welcome – Step 1 of 6

Choose whether to Start a new registration form, or Continue from where you left on an existing registration form.

At any point after the required information on the page 'Identifying Information – Step 2 of 6' has been entered, a **Save for Later** button can be used to allow the user to select Continue from where you left. See the 'Save for Later' section on page 9 for additional information.

To Continue from where you left off, enter a registration ID, Tab, then enter the TIN.

Once the required information has been supplied, click **Next**.



Identifying Information – Step 2 of 6

The **Identifying Information** page asks for key bidder data required for registering with the State of Kansas.

- There are several optional fields that may be answered or skipped.

Unique ID & Company Profile:

Tax Identification Number will only accept 9 numeric digits. Formatting is #####.

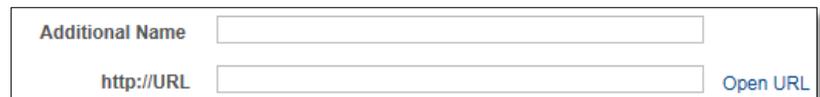
Entity Name: Enter Name as used on Line 1 of the Form W-9. Enter in all capital letters, with no punctuation. 39 characters can be entered. (See example to the right).

Additional Name: Can be used for a business name (DBA) as used on Line 2 of the Form W-9. Enter in all capital letters,

For example: **Smith's Trees** should be entered as **SMITHS TREES**



The remaining questions in this section are optional:

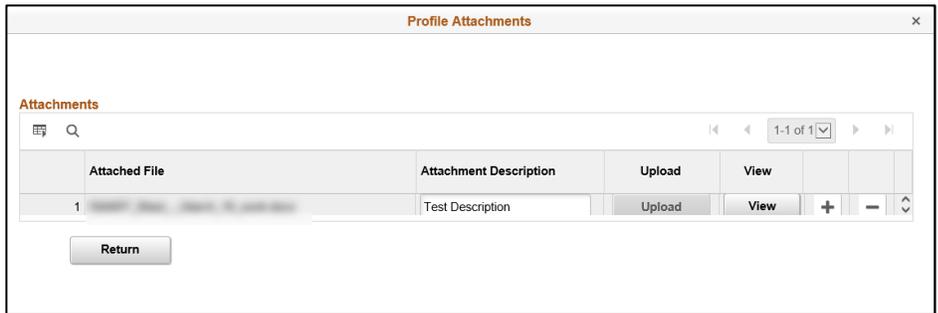


with no punctuation. 39 characters can be entered.

Profile Questions:

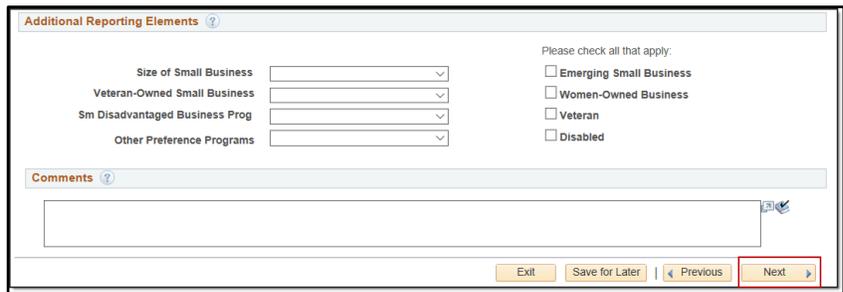
A W-9 form is required as an attachment.

- Click on either the **'Attachment'** hyperlink or the **paperclip** icon to upload a document.
- The **Attachment Description** field is optional. This is a free form text field that will hold 100 characters.
- To view the document that was attached, simply click the **View** button.
- To attach another document, click the **' + '** sign to the right of the existing attachment line.
- After entering a description, and viewing or adding other documents, click the **Return** button.



Additional Reporting Elements & Comments:

Optional sections that allow additional organizational reporting information to be captured, and provides a free form field to submit Comments.



When the 'Identifying Information – Step 2 of 6' page is complete, click the **Next** button to continue.

Note:

If the Tax Identification Number provided is already registered with the State of Kansas, a pop-up message will display indicating the TIN already exists.

If a duplicate TIN is detected, the user is allowed to:

Return – which will take the user back to the ‘Identifying Information – Step 2 of 6’ page to change the TIN.



Addresses – Step 3 of 6

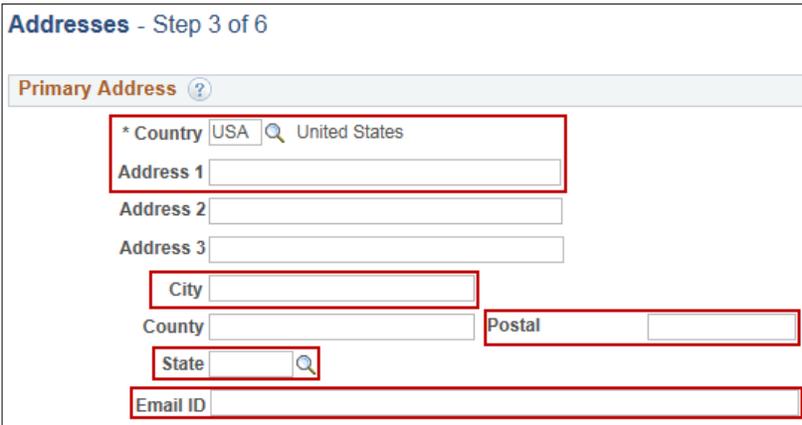
The **Addresses** page is used to enter the addresses associated to the bidder.

Primary Address:

Enter the primary address associated with the bidder.

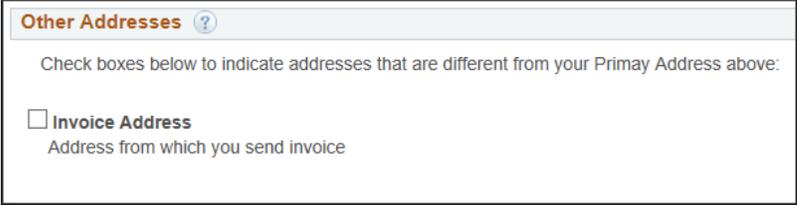
Required fields include:

- **Country:** defaults to ‘USA’
- **Address 1:** free form text field limited to 54 characters.
- **City:** free form text field limited to 29 characters.
- **Postal:** free form text field limited to 11 characters.
- **State:** the standard 2-character state abbreviation. The look-up magnifying glass icon may be used to review the available values.
- **Email ID:** the email to be used for all communication regarding bidder registration. It is recommended to use a **group mailbox** that will



NOT change with staff turnover.

Other Addresses:
An Invoice Address option is available.

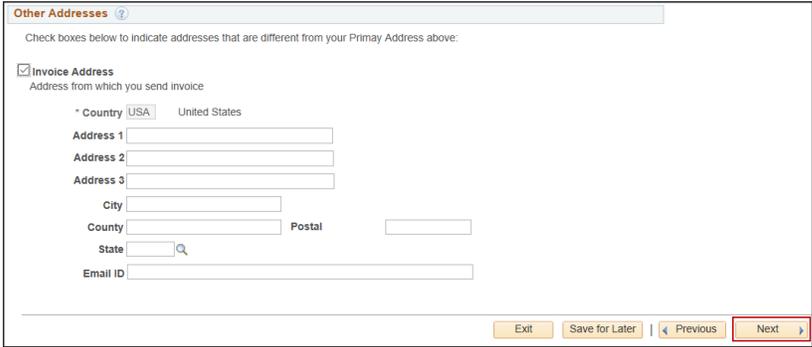


Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Invoice Address
Address from which you send invoice

Checking the box will display additional fields under the address type:



Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Invoice Address
Address from which you send invoice

* Country United States

Address 1

Address 2

Address 3

City

County Postal

State

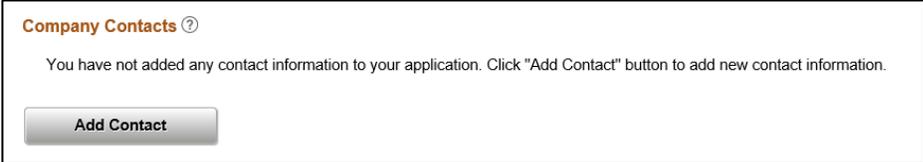
Email ID

Exit Save for Later Previous Next

Contacts – Step 4 of 6

The **Contacts** page is used to enter contact information for the bidder.

Company Contacts:
Click the **Add Contact** button to create a new contact record.



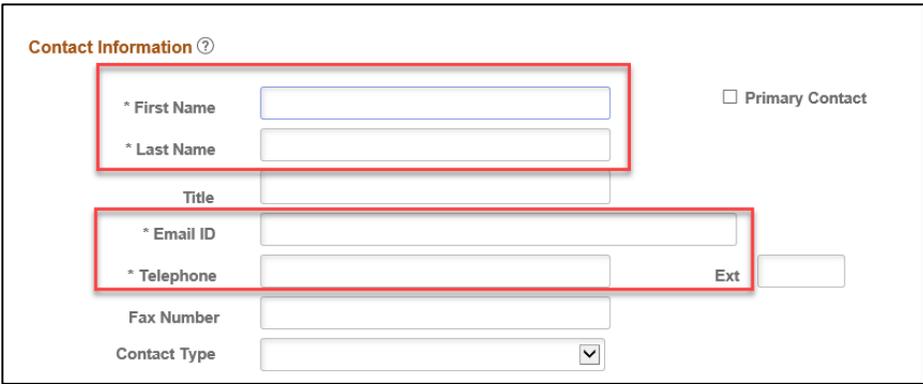
Company Contacts ?

You have not added any contact information to your application. Click "Add Contact" button to add new contact information.

Add Contact

Contact Information
Required Information:

- **First Name:** free form text field limited to 29 characters.
- **Last Name:** free form text field limited to 29 characters.
- **Email ID:** the email to be used for all communication AFTER the registration is approved. It is recommended to use a **group mailbox** that will NOT change with staff



Contact Information ?

* First Name Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

<p>turnover. This is a free form text field limited to 71 characters.</p> <ul style="list-style-type: none"> • Telephone: a free form text field limited to 22 characters. 	
<p>User Profile Information Required Information:</p> <ul style="list-style-type: none"> • User ID: must be in ALL CAPS, beginning with 'SUP_' and between 11 and 18 characters including the required prefix. This field is alpha-numeric. The only special characters that may be used are dashes and underscores. • Password: must be between 8 and 31 characters, including at least 1 uppercase letter, 1 lowercase letter and 1 number. • Confirm Password: must match the 'Password' field value exactly. • Full Name: must be the first and last name of the individual who will have a User Account associated to the bidder (e.g. John Smith). <p>All other fields are optional. When a Contact entry is complete, click the OK button.</p>	<div data-bbox="602 682 1523 1228" style="border: 1px solid black; padding: 10px;"> <p>User Profile Information ?</p> <p style="color: red; font-size: small;">USER ID must begin with SUP_ and be ALL CAPS.</p> <p>* User ID <input type="text"/></p> <p>* Password <input type="password"/></p> <p>* Confirm Password <input type="password"/></p> <p>* Full Name <input type="text"/></p> <p>Time Zone <input type="text" value="v"/></p> <p style="font-size: x-small;">* required field</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>

Add more Contacts by clicking the **Add Contact** button.

When Contact entry is complete, click the **Next** button to continue.

Note: Once the bidder registration is submitted and approved, the bidder will not be able to add more contacts.

Categorization – Step 5 of 6

The **Categorization** page is used to identify the products or services the bidder can provide to the State of Kansas.

- The identification of relevant Category Codes to a bidder is important for remaining informed about State of Kansas bid events. When a Bid Event is posted by the Office of Procurement and Contracts, any bidder registered with a Category Code corresponding to the Bid Event Category Code will be notified by email that the Bid Event is available.
- There are thousands of Category Codes used to identify specific items for purchase. However, for ease of use, the options have been rolled up into high level groupings. For example, to notify the State of Kansas of an interest in providing 'Computer Speakers (43211607)', a selection of 'Computer Equipment and Accessories (43210000)' should be made.

To make finding correct codes easier, a complete list of the Category Codes used by the State of Kansas is available in **PDF** and **Excel** formats.

For ease of use, these documents are located in 2 places on the Kansas eSupplier Public Portal.

- From the **More...** link under "Register New Bidder"



← Kansas eSupplier Public Portal **User Registration**

Register New Bidder

123
 If your organization has never done business with Kansas before, select 'Register now' to create a new bidder and user account. Additional information is available under 'More'.

[Instructions for Registering a New Bidder](#)
[Category Code \(pdf version\)](#) ←
[Category Code \(Excel version\)](#)
[Less...](#)

[Register now](#)

- From the **Category Codes** information provided in **FAQs | Contact Us**

Kansas **eSupplier**
 State of Kansas Supplier Portal

▼ Kansas eSupplier Public Portal

Sign In 	Welcome to Kansas eSupplier Welcome 	User Registration  View Registration Options.
Procurement and Contracts 	Calendar  06 Calendar Events	Announcements  02 Announcements
		FAQs Contact Us  Get helpful information here.

View by Category

Event Bidding

- [Kansas eSupplier Portal NOT for Event Bidding](#)

How To

- [Bidder Information](#)
- [Category Codes - Kansas uses the UNSPSC category code system which includes over 40,000 codes](#) ←
- [Supplier Information](#)

Browser Problems

- [Problem loading pages?](#)

Contact Us

- [Sign In & Password Issues](#)

Didn't find what you were looking for? [Contact Us](#)

Category Codes - Kansas uses the UNSPSC category code system which includes over 40,000 codes

The identification of relevant Category Codes to a bidder or supplier is important for remaining informed about Kansas public bidding opportunities. When a public Bid Event is posted by Procurement and Contracts, any bidder with a Category Code corresponding to the Bid Event Category Code will be notified by email that the Bid Event is available.

[Category Codes \(pdf version\)](#) ←
[Category Codes \(Excel version\)](#)

Self Categorization Tree:

When selecting codes, check the box to the left of the Category Code name.

Please be patient, it takes several seconds after clicking the box for the page to refresh.

Category	Description
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My Categories:

All categories that are selected will be listed under the 'My Categories' section of the page for review.

When Category Code entry is complete, click the **Next** button to continue.

Category	Description
10100000	Live animals
10140000	Saddlery and harness goods
10150000	Seeds and bulbs and seedlings
10160000	Floriculture and silviculture

Submit – Step 6 of 6

The **Submit** page is the last step in bidder registration. This submits the information for approval by the State of Kansas Office of Procurement and Contracts.

The email address entered on the 'Addresses – Step 3 of 6' page will automatically display in the 'Email communication...' box on the 'Submit – Step 6 of 6' page.

Click the **Terms of Agreement** link to review before clicking the box to accept.

After reading the Terms of Agreement, Click in the box to the left of 'Click to accept the Terms of Agreement below.' This will make the 'Submit' button available.

Click the **Submit** button.

Click the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:
[Redacted]

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.
 Click to accept the Terms of Agreement below.
Terms of Agreement

Review Submit

A confirmation page will display and the registration details will be sent to the State of Kansas Office Procurement and Contracts staff for approval.

NOTE: You will not be able to log on to the Kansas eSupplier Portal webpage until your bidder registration has been approved. An email will be sent to you if more information is required or when your bidder registration application has been approved.

Save for Later

The **Save for Later** button at the bottom of each page allows the user to pause the registration process and then resume at the same point at a later time.

Note: If you time out before completing the bidder registration and have not used the **Save for Later** button, your bidder information will **NOT** be saved. You will need to start the registration over again.

However, any User ID that was created before the time out cannot be used again, and a different User ID should be selected.

At any point after the required information on the 'Identifying Information – Step 2 of 6' page has been entered, the **Save for Later** button can be used.

Once the **Save for Later** button is clicked, a pop-up box will request a valid email address. The information required to resume registration will be sent to this email.

This button will allow the information entered to be saved. The user may close the web browser and return at a later time to complete the registration process.



After the **OK** button is clicked, another box will display with the Registration ID, email address and question “Would you like to resume the registration process now?” NOTE: The ‘No’ button is temporarily unavailable. Click ‘Yes’ and then close out of the registration windows. Click ‘OK’ on any warning messages.

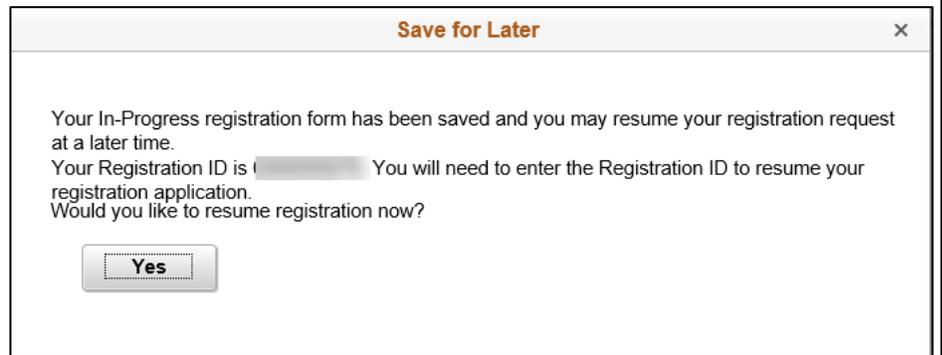
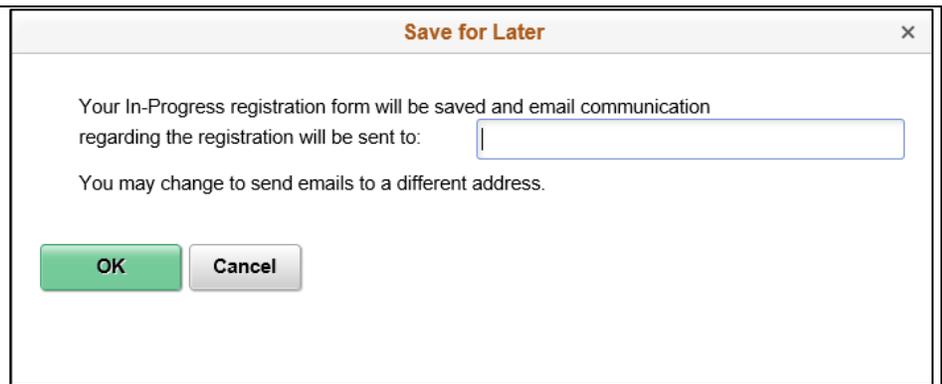
If not resuming registration immediately, the web browser may be closed. An email will be sent to the address provided providing the Registration ID.

Resuming a Bidder

Registration Application:

When ready to resume registration, go to the same website provided at the beginning of this instruction guide.

Choose the **Continue from where you left** radio button. This will display the **Registration ID** and **Tax Identification Number** fields.



Enter the **Registration ID** and **TIN** and click **Next** to continue.



The user will then be able to continue completing the registration process.