## Kansas eSupplier Portal

## Instructions for Registering a New Bidder

Registe	ring as a Bidder in the Kansas eSupplier Portal
<u>Note:</u>	Any organization that does not have a United States Tax Identification Number (TIN), such as a federal or forgein 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 <u>bids@ks.gov</u> .
Click on the link to the right or the ' <b>Kansas eSupplier</b> ' link on the State of Kansas Office of Procurement and Contracts website to start the registration process to become a bidder.	<pre>https://supplier.sok.ks.gov/psc/sokfsprdsup/SUPPLIER /ERP/c/NUI FRAMEWORK.PT LANDINGPAGE.GBL</pre>
From the Kansas eSupplier Public Portal page, click the 'User Registration' tile.	Sign I   Vecome   Vecome     Procurement and Contracts   Vecome   Canada e Supplier   Vecome     Vecome </td
Select the "Register Now" button under the "Register New Bidder" section of the next page.	Kansas e Supplier Public Portal       User Registration         Register New Bidder         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'.         More         Register Supplier User Account         Kopplier User Account         More         Register now         If your organization already does business with Kansas, and has received a payment in the last 60 months, select 'Register now' to create a new supplier user account. Additional information is available under 'More'.         More         Register now

	Welcome – Step 1 of 6
Choose whether to <u>Start a new</u> registration form, or <u>Continue</u> 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 <b>Save for Later</b> button can be used to allow the user to select <u>Continue from where you left</u> . See the 'Save for Later' section on page 9 for additional information.	Select an activity below: ②            • Start a new registration form         What type of entity do you represent?         • Business         What type of bidding activities you are interested in?         • Selling poods/Services         • Continue from where you left             Next
To <u>Continue from where you</u> <u>left</u> off, enter a registration ID, Tab, then enter the TIN. Once the required information	
has been supplied, click Next.	
The <b>Identifying Information</b> page Kansas. • There are several o	Identifying Information – Step 2 of 6 asks for key bidder data required for registering with the State of optional fields that may be answered or skipped.
Unique ID & Company Profile: <u>Tax Identification Number</u> will only accept 9 numeric digits. Formatting is ###################################	For example: Smith's Trees should be entered as SMITHS TREES Unique ID & Company Profile ? * Tax Identification Number ####################################
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). <u>Additional Name:</u> Can be used for a business name (DBA) as used on Line 2 of the Form W- 0. Enter in all capital letters	The remaining questions in this section are optional:          Additional Name

with no punctuation. 39 characters can be entered.	
<ul> <li>Profile Questions: <ul> <li>A W-9 form is required as an attachment.</li> </ul> </li> <li>Click on either the 'Attachment' hyperlink or the paperclip icon to upload a document.</li> <li>The <u>Attachment</u> <u>Description</u> field is optional. This is a free form text field that will hold 100 characters.</li> <li>To view the document that was attached, simply click the View button.</li> <li>To attach another document, click the ' + ' sign to the right of the existing attachment line.</li> <li>After entering a description, and viewing or adding other documents, click the Return button.</li> </ul>	Profile Questions       Image: Control of the signature no more than six (6) months old).         Profile Attachments       Image: Control of the signature no more than six (6) months old).         Profile Attachments       Image: Control of the signature no more than six (6) months old).         Profile Attachments       Image: Control of the signature no more than six (6) months old).         Image: Control of the signature no more than six (6) months old).       Image: Control of the signature no more than six (6) months old).         Image: Control of the signature no more than six (6) months old).       Image: Control of the signature no more than six (6) months old).         Image: Control of the signature no more than six (6) months old).       Image: Control of the signature no more than six (6) months old).         Image: Control of the signature no more than six (6) months old).       Image: Control of the signature no more than six (6) months old).         Image: Control of the signature no more than six (6) months old).       Image: Control of the six (6) months old).         Image: Control of the six (6) months old).       Image: Control of the six (6) months old).         Image: Control of the six (6) months old).       Image: Control of the six (6) months old).         Image: Control of the six (6) months old).       Image: Control of the six (6) months old).         Image: Control of the six (6) months old).       Image: Control of the six (6) months old).         Image: Contrel of the six (6) months old).       <
Additional Reporting Elements & Comments: Optional sections that allow additional oranizational reporting information to be captured, and provides a free form field to submit Comments.	Additional Reporting Elements @         Please check all that apply:         Size of Small Business         Veteran-Owned Small Business         Sm Disadvantaged Business Prog         Other Preference Programs         Other Preference Programs         Ent         Save for Later         Prevous         Next         When the 'Identifying Information – Step 2 of 6' page is complete, click the Next button to continue.



NOT change with staff turnover.	
Other Addresses:	
	Other Addresses 👔
An Invoice Address option is	Check boxes below to indicate addresses that are different from your Primay Address above:
available.	
	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 Primay Address above:
	Address from which you send invoice
	Address 1
	Address 2 Address 3
	City County Postal
	State Q Email ID
	Exit Save for Later
	Contacts – Step 4 of 6
The <b>Contacts</b> page is used	to enter contact information for the bidder.
Company Contacts:	Company Contacts ⑦
Click the Add Contact button	You have not added any contact information to your application. Click "Add Contact" button to add new contact information.
to create a new contact record.	
	Add Contact
Contact Information	
Required Information:	Contact Information
First Name: free form	
text field limited to 29	* First Name
characters.	* Last Name
<ul> <li>Last Name: free form</li> </ul>	
	Title
text field limited to 29	Title  * Email ID
text field limited to 29 characters.	Title  * Email ID  * Telephone Ext
<ul> <li>text field limited to 29 characters.</li> <li>Email ID: the email to be used for all</li> </ul>	Title       * Email ID       * Telephone       Fax Number
<ul> <li>text field limited to 29 characters.</li> <li>Email ID: the email to be used for all communication AETER</li> </ul>	Title       * Email ID       * Telephone       Ext       Fax Number       Contact Type
<ul> <li>text field limited to 29 characters.</li> <li>Email ID: the email to be used for all communication <u>AFTER</u> the registration is</li> </ul>	Title   * Email ID   * Telephone   Ext    Fax Number  Contact Type
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<ul> <li>text field limited to 29 characters.</li> <li>Email ID: the email to be used for all communication <u>AFTER</u> the registration is approved. It is recommended to use a</li> </ul>	Title   * Email ID   * Telephone   Ext   Fax Number Contact Type
<ul> <li>text field limited to 29 characters.</li> <li>Email ID: the email to be used for all communication <u>AFTER</u> the registration is approved. It is recommended to use a group mailbox that will</li> </ul>	Title     * Email ID   * Telephone   Ext     Fax Number   Contact Type

turnover. This is a free	
form text field limited	
to 71 characters.	
Telephone: a free form	
text field limited to 22	
charactors	
characters.	
Licar Drofile Information	
Dequired Information	
Required mormation.	
Oser ID: must be in ALL     CARS, having its interview.	
CAPS, beginning with	
SUP_ and between 11	
and 18 characters	
including the required	
prefix. This field is	
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special characters that	LIGER ID must begin with CUR, and be ALL CARD.
may be used are dashes	USER ID Hust begin with SOF_ and be ALL CAPS.
and underscores.	* User ID
<ul> <li>Password: must be</li> </ul>	
between 8 and 31	* Password
characters, including at	* Confirm Paceword
least 1 uppercase letter,	
1 lowercase letter and 1	* Full Name
number.	Time Zone
Confirm Password:	* required field
must match the	
'Password' field value	Cancel
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).	
All other fields are optional.	
When a Contact entry is	
complete, click the OK button.	

Add more Contacts by clicking	Favorites  Main Menu	Manage Events and Place Bids + > F	legister Bidder		
the Add Contact button.					
When Contact entry is complete, click the Next button	Welcome Identify Contacts - Step 4 of 6 Company Contacts @	ing Information Addresses	Contacts	Categorization	Submit vious Next
to continue.	Primary Name	Smith	Phone	Designate Address	
<u>Note</u> : Once the bidder registration is submitted and approved, the bidder will not	Add Contact	Smin	785/296-0000 Exit	Save for Later	evious Next >
be able to add more contacts.					
	Categorizatio	n - Sten 5 of 6			
The <b>Categorization</b> page is	used to identify t	he products or s	ervices the	bidder car	n provide to
the State of Kansas.		5 p. 500.000 01 0			
<u>The identification of</u>	relevant Categor	y Codes to a bid	der is impo	ortant for re	emaining
informed about Stat	e of Kansas bid ev	<u>vents.</u> When a B	id Event is I	posted by t	he Office of
Procurement and Co	ontracts, any bidd	er registered wi	th a Catego	ory Code co	rresponding t
the Bid Event Catego	ory Code will be n	otified by email	that the Ri	d Eventice	
There are thousands	s of Category Code	es used to ident	ify specific	items for p	urchase.
<ul> <li>There are thousands However, for ease o example, to notify the (43211607)', a selection</li> </ul>	s of Category Code f use, the options he State of Kansas ion of 'Computer I	es used to ident have been rolle of an interest i Equipment and	ify specific d up into h n providing Accessories	items for p igh level gr 'Computer 5 (43210000	ivailable. urchase. oupings. For Speakers D)' should be
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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'.

Register now

Kansas eSupplier Public Portal	Use	er Registration	
Register New Bidder			
At 123	aa nover dana husingaa with Kanaga l	hafara, aalaat 'Daaiatar naw' ta araat	a new bidder and user account Additio
information is availab	ale under 'More'.	before, select Register now to creat	e a new bidder and user account. Additio
Category Code (pdf Category Code (Exc	version) el version)		
Less			
Register now			
• From the Ca	tegory Codes inf	ormation provide	ed in FAQs   Contact
			<b>~</b>
Kansas		St	eSupplier ate of Kansas Supplier Porta
	✓ Kansas eSuppl	ier Public Portal	Â
Sign In	Welcome to Kansas eSupplier		User Registration
<b>→</b>	i i i i i i i i i i i i i i i i i i i		
	Welcome	-	
			View Registration Options.
Procurement and Contracts	Calendar	Announcements	FAQs   Contact Us
TTT			▲
	06 Calendar Events	02 Announcements	Get helpful information here.
View by Category All			
Event Bidding			
Kansas eSupplier Porta	I NOT for Event Bidding		
How To			
Bidder Information			
<ul> <li>Category Codes - Kans</li> <li>Supplier Information</li> </ul>	as uses the UNSPSC categ	ory code system which incl	udes over 40,000 codes 🗲
Browser Problems			
<ul> <li>Problem loading pages'</li> </ul>	?		
Contact Us			
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Didn't find ush at the state of the	ing for 2 Contract Up		
Dian't find what you were look	ang tor? Contact Us		
Category Codes - Kansas uses the U	NSPSC category code system whic	h includes over 40,000 codes	
Category Codes - Kansas uses the U The identification of relevant Category (	NSPSC category code system which	th includes over 40,000 codes	<u>s public bidding opportunities.</u> When a pul
Category Codes - Kansas uses the U The identification of relevant Category ( Bid Event is posted by Procurement an Bid Event is available.	NSPSC category code system whice Codes to a bidder or supplier is important d Contracts, any bidder with a Category	th includes over 40,000 codes at for remaining informed about Kansa Code corresponding to the Bid Event	s public bidding opportunities. When a pub Category Code will be notified by email th
Category Codes - Kansas uses the U The identification of relevant Category ( Bid Event is posted by Procurement and Bid Event is available. Category Codes (pdf version)	NSPSC category code system whic Codes to a bidder or supplier is importar d Contracts, any bidder with a Category	th includes over 40,000 codes at for remaining informed about Kansa Code corresponding to the Bid Event	s <u>public bidding opportunities.</u> When a pub Category Code will be notified by email th

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.	We come       Identifying Information       Addresses       Contacts       Categorization       Submit         Categorization - Step 5 of 6       Ext       Sale for Law       Net       Image: Categorization
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.	Welcome       Identifying Information       Addresses       Contacts       Categorization       Sumit         Categorization       Stell       Ext       Select State       Image: Select State </td
The <b>Submit</b> page is the las by the State of Kansas Off 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 <b>Terms of Agreement</b> link to review before clicking the box to accept.	Submit – Step 6 of 6         st step in bidder registration. This submits the information for approval         Fice of Procurement and Contracts.         Submit - Step 6 of 6         Click the "Review" button to review the registration information.         Click the "Review" button to review the registration after reviewing and accepting following Terms of Agreement.         Email communication regarding this registration will be sent to:         Terms and Conditions @         Make sure you read terms of agreement fully before submitting your registration.         Click the Terms of Agreement below.         Terms of Agreement fully before submitting your registration.         Click the Terms of Agreement below.         Terms of Agreement fully before submitting your registration.         Exit Save for Later   Previous Nett >
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 <b>Submit</b> button.	

A confirmation page will	Evit DawsforLator (Diminus Newton
A commutation page will	Submit - Step 6 of 6
display and the registration	Click the "Deview" button to review the registration information
details will be sent to the State	Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .
of Kansas Office Procurement	Email communication regarding this registration will be sent to:
and Contracts staff for	Test personal des to personal des tests d
approval	Terms and Conditions ②
approvan	Make sure you read terms of agreement fully before submitting your registration.
NOTE: You will not be able to	Terms of Agreement
NOTE: You will not be able to	Paulau P
log on to the Kansas eSupplier	
Portal webpage until your	Exit Save for Later Vervious Next
bidder registration has been	
approved. An email will be sent	Supplier/Didder Hear registrat
to you if more information is	Supplienblader Oser registrat
required or when your hidder	Registration Submit Details
required of when your blader	Submitted
registration application has	
been approved.	You have successfully submitted your registration for approval. You will not be able to log into the Kansas eSupplier portal with your User ID and password until your
	registration has been approved. Your registration ID:
	00000000
	Any email regarding the registration status will be sent to:
	and a specific get
	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
process and then resulte	
Note: If you time out befo	are completing the hidder registration and have not used the Save for
	information will NOT he second Verwill need to start the resistantion
Later button, your bloder	information will <u>NOT</u> be saved. You will need to start the registration
over again.	
However, any User ID tha	t was created before the time out cannot be used again, and a different
User ID should be selected	d.
At any point after the required	This button will allow the information entered to be saved. The
information on the (Identifying	user may close the web browser and return at a later time to
	user fildy close the web browser and return at a later time to
Information – Step 2 of 6' page	complete the registration process.
has been entered, the Save for	
Later button can be used.	Cave for Later
	Save for Later
Once the Save for Later button	
is clicked, a pop-up box will	
request a valid email address.	
request a valid email address. The information required to	
request a valid email address. The information required to resume registration will be sent	
request a valid email address. The information required to resume registration will be sent	
request a valid email address. The information required to resume registration will be sent to this email.	
request a valid email address. The information required to resume registration will be sent to this email.	
request a valid email address. The information required to resume registration will be sent to this email.	

	Save for Later ×
After the <b>OK</b> 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	Your In-Progress registration form will be saved and email communication regarding the registration will be sent to:
on any warning messages	Save for Later ×
If not resuming registration immediately, the web browser may be closed. An email will be sent to the address provided providing the Registration ID. <b>Resuming a Bidder</b> <b>Registration Application:</b>	Your In-Progress registration form has been saved and you may resume your registration request at a later time. Your Registration ID is You will need to enter the Registration ID to resume your registration application. Would you like to resume registration now?
When ready to resume registration, go to the same website provided at the beginning of this instruction guide.	Enter the <b>Registration ID</b> and <b>TIN</b> and click <b>Next</b> to continue.
Choose the Continue from where you left radio button. This will display the Registration ID and Tax Identification Number fields.	Start a new registration form © Continue from where you left * Registration ID * Tax Identification Number Forgot your registration ID? Exit   @ Previous Next >> The user will then be able to continue completing the