

# OregonBuys Supplier Registration Quick Start Guide

## Step-by-Step Registration:

- 1. Navigate to Governing Agency Website: [OregonBuys.gov](https://oregonbuys.gov)**
- 2. Click “Register” Button in the Top Right Corner**
- 3. Enter Required Account Registration Information:**
  - ✓ Company Name
  - ✓ Tax ID (select EIN or SSN)
  - ✓ Email Address (ensure you can access this account during the registration process. A validation email will be sent to this address)
- 4. Click “Register”**
  - ✓ You’ll be redirected to your account setup screen, finish your registration by navigating through a few tabs.
- 5. On the Company Information Tab, Validate or Enter:**
  - ✓ Company Name and Legal name (pre-populated from your earlier entry)
  - ✓ Tax ID (pre-populated from your earlier entry)
  - ✓ Mailing Address
  - ✓ Company Email Address (Note: Choose an appropriate valid email address. Bid opportunity notifications will be sent to this address. You can change/add email addresses after you are registered.)
- 6. On the Administrator Tab Enter:**
  - ✓ Administrative User Information (Account Point of Contact): Name, Email, Phone, User ID, and Password (Additional Users May Be Added After Registration)
- 7. On the Address Tab**
  - ✓ The address you entered earlier will become your default General Address. You will be able to change and add other address types after you are registered
- 8. On the Terms Tab**
  - ✓ You may enter your preferred Payment, Freight, and/or Shipping Terms if desired, but note that Terms are governed by your contract. This section can also be left blank.
- 9. On the Categories & Certifications Tab**
  - ✓ It is important to review each Category and follow the instructions. Some may require data entry; some are read-only.
  - ✓ Certifications (Minority Owned Business, etc.) display but are not editable. This data is automatically updated nightly from the State’s COBID system. For more info, go to <https://www.oregon4biz.com/How-We-Can-Help/COBID/>
- 10. On the Commodity/Service Codes Tab**
  - ✓ Enter the commodity codes related to your business that you want to receive Bid Opportunity notifications (Hint: Explore new codes through the NIGP code browse function within OregonBuys and narrow down from there, or via the NIGP search function)
- 11. On the Summary Tab**
  - ✓ Review information on summary screen and confirm everything is accurate
  - ✓ Click “Submit Registration” at the bottom of the screen
- 12. All Done! Your Account is ACTIVE in OregonBuys. Stay Tuned for Further Communication from OregonBuys About Next Steps in the Adoption Process.**

**DON'T FORGET TO CLICK  
“SAVE & CONTINUE”  
AFTER EVERY STEP**

## In the Know

- ALL vendors must register in OregonBuys to do business with the State by the first quarter of 2020.
- Are you an early adopter? Secretary of State and the Department of Forestry are live in OregonBuys. If you are already using OregonBuys with these 2 agencies, you do not need to register again.
- Need access for multiple users? No problem. Once the Seller Administrator’s account has been established, they can add additional users via “Maintain Users on This Account.”



## Need help?

If you have any questions or need support, please do not hesitate to email us at

[OregonBuys@periscopeholdings.com](mailto:OregonBuys@periscopeholdings.com)  
or call **1-800-203-5727**