



An update on the BidBuy eProcurement System Deployment

The State of Illinois is putting the finishing touches on BidBuy, a web-based eProcurement system. State agencies and the Chief Procurement Office for General Services will use BidBuy to advertise solicitation opportunities, evaluate bids and publish contract awards. It will become the State's primary solution for sourcing and placing orders from vendors.

BidBuy links directly with the Illinois Procurement Gateway (IPG) and will replace the current Illinois Procurement Bulletin - General Services (IPB).

Implementation is taking place in two phases:

- Phase 1 (Complete!): **Vendor Registration** – Registration opened April 6, 2016, allowing over 3,200 vendors to successfully register. If you have not done so, please see directions below and register.

Phase 2 (August, 2016): **Full Procurement** – Full Procurement training for state agencies and vendors will begin at the end of August through December. Upon completion of this training, state agencies will use BidBuy to complete small purchases, post solicitations, and award contracts. Vendors will view and respond to solicitations and manage purchase orders and contracts.

NOTE: As we approach Phase 2, the training schedule for vendors will be posted on the "Pathway to Procurement" website. Agency BidBuy users will be contacted by their trainers as training is scheduled.

IMPORTANT: The Illinois Procurement Bulletin (IPB) will continue to be used by agencies that do not transition to BidBuy. Vendors will need to monitor both bulletins for procurement opportunities during this time. In early 2017, the IPB will no longer be used to publish solicitation opportunities.

How to Register in BidBuy if you have a valid registration in the Illinois Procurement Gateway (IPG)

NOTE: If you have a valid Illinois Procurement Gateway registration number and expiration date, you will also receive instructions via email to login and activate your BidBuy account and complete your registration.

1. Watch the demo "How to Register in BidBuy for Illinois Procurement Gateway Vendors Only" at <http://www.illinois.gov/cpo/PathwayToProcurement/Pages/BidBuy.aspx>
2. Download the manual "BidBuy IPG Vendor Manual" at <http://www.illinois.gov/cpo/PathwayToProcurement/Documents/BidBuy%20Documents/BidBuy%20IPG%20Vendor%20Manual.pdf>
3. Have Login ID and temporary password received in an email from BidBuy.
4. To complete your registration, go to <https://www.bidbuy.illinois.gov/bs/>

5. Click on “Complete Registration” to begin.

How to Register in BidBuy if you DO NOT have a valid IPG registration

1. Watch the demo “How to Register in BidBuy” at <http://www.illinois.gov/cpo/PathwayToProcurement/Pages/BidBuy.aspx>
2. Download the manual “BidBuy Vendor User Manual” at <http://www.illinois.gov/cpo/PathwayToProcurement/Documents/BidBuy%20Documents/BidBuy%20Vendor%20Manual.pdf>
3. To begin the registration process, go to <https://www.bidbuy.illinois.gov/bs/>
4. Click on “Register” to begin.

Resources to Help You with Registration

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

Questions?

If you have any questions, please do not hesitate to contact us at 866-455-2897 or email at il.bidbuy@illinois.gov.