State of Illinois
How to Register in BidBuy:
Vendor Registration Manual
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To watch the video with this Guide, go to:

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

Click on “How to Register in BidBuy”
Understanding Login Page

The Login page provides instruction on how to use BidBuy. The web address to access BidBuy is https://www.bidbuy.illinois.gov/bso/

Welcome to BidBuy

The State of Illinois is pleased to introduce its new eProcurement System!

BidBuy is designed to streamline service, increase efficiency, reduce cycle times and transaction costs, improve availability of information and modernize the tools and resources available to incorporate best practices in Illinois procurement.

COMING SOON! How to Respond to Bids (Solicitations) step-by-step guide.

To view general information about doing business with the State of Illinois, including links to other State of Illinois procurement bulletins, Pathway to Procurement.

To view current solicitations published, please go to the Illinois Procurement Bulletin for General Services.

FOR NEW VENDORS: If your business is registered in the Illinois Procurement Gateway (IPG), an account has been created for you in BidBuy. To view and complete your registration in BidBuy choose Login Assistance below.

*Please allow 24-48 hours for your account to show in BidBuy if you have registered in the IPG within the last 24 hours.

To confirm if a vendor is BEP certified, please visit Sell 2 Illinois.

Login ID: We strongly encourage that an e-mail address be used.
Password Requirements: Must be alpha numeric with a special character.
Minimum length is 8 characters.

For assistance contact the BidBuy Help Desk by email at ilbidbuy@illinois.gov or by phone at 866-455-2897
Hours of Operation: Monday through Friday from 8:30am to 4:30pm CT.
Public and Vendor Menu Options

Register — Allows the public to register as a vendor for the State of Illinois

Complete Registration — Allows user to complete vendor registration, if not fully completed initially

User ID Request — State Use Only: Allows State users to add internal users

Open Bids — Allows the public to view all open bids for the State of Illinois

Registered Vendor Search — Allows the public to search for specific vendors who are registered with the State of Illinois
Step #1 - Begin Your Registration (non-IPG users)

1. Go to BidBuy at https://www.bidbuy.illinois.gov/bso/
2. Click Register
3. Enter information by clicking in the field box
4. Click Submit
Step #2 - Company Information
BidBuy enables the public to register with the State of Illinois as a vendor. As a vendor you can bid on potential purchasing opportunities from green beans and paper to the development of highway infrastructures.

Enter Company Information

Company information relates to main information for the vendor.

1. Click Company Information tab, if you are not already on this tab.
2. Enter information by clicking in the field box
3. Click Save & Continue Registration

Step #3 - Enter Administrator Information

The Administrator tab identifies the Seller Administrator. The Seller Administrator role focuses on vendor account maintenance in BidBuy. Using the maintenance function, they can maintain organization information along with maintaining, adding and removing users on their vendor account.
1. Click Administrator tab, if you are not already on this tab.
2. Enter information by clicking in the field box
3. Use your email address for the Login ID
4. Click Save & Continue Registration

Step #4 - Add & Update Addresses
The Address tab allows for updating addresses and adding new addresses. You can specify the type of each address for easy identification.

1. Click Address tab, if you are not already on this tab.
2. To add a new address, click Add Another Address
3. Select **Address Type** from the drop-down
4. Enter information into the fields by clicking in the field box
5. Click **Save & Continue Registration**

6. To update a current address, click **Name of address**
Step #5 - Complete Terms
Terms tab allows the vendor to add, update and remove shipping and delivery terms for purchases with the State. Remember, the Purchase Order or Contract will always supersede these selections.

1. Click Terms tab
2. User drop-downs to select Terms
3. Click Save & Continue Registration

Step #6 - Select Categories & Certifications
Categories & Certifications are used to identify business criteria – such as a minority owned businesses, as well as provide a description of vendors – like the number of employees. These criteria are then searchable. Some questions are optional, some are required, and some are auto-filled, when applicable.

1. Click Categories & Certifications tab

Complete each Category question. The State auto-populates certification information.
Category: Federal Tax Classification

1. Select Federal Tax Classification
2. Enter Notes if necessary

Category: Ethnic Origin

1. Select Ethnic Origin
2. Enter Notes if necessary
**Category: Gender**

1. **Select Gender**
2. **Enter Notes** if necessary

![Gender Category](image1)

**Category: Veteran Status**

1. **Select Veteran Status**
2. **Enter Notes** if necessary

![Veteran Status Category](image2)
### Category: Type of Firm

1. Select **Type of Firm**
2. Enter **Notes** if necessary

<table>
<thead>
<tr>
<th>Type of Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Soldier</td>
</tr>
<tr>
<td>[ ] Construction</td>
</tr>
<tr>
<td>[ ] Manufacturer</td>
</tr>
<tr>
<td>[ ] Publisher</td>
</tr>
<tr>
<td>[ ] Merchant</td>
</tr>
<tr>
<td>[ ] Service</td>
</tr>
<tr>
<td>[ ] Supplier</td>
</tr>
<tr>
<td>[ ] Wholesaler</td>
</tr>
<tr>
<td>[ ] Other</td>
</tr>
</tbody>
</table>

**Notes:**

### Category: Annual Gross Sales

1. Select **Annual Gross Sales**
2. Enter **Notes** if necessary

<table>
<thead>
<tr>
<th>Annual Gross Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $500,000</td>
</tr>
<tr>
<td>$500,000 to $1,000,000</td>
</tr>
<tr>
<td>$1,000,001 to $4,000,000</td>
</tr>
<tr>
<td>$4,000,001 to $5,000,000</td>
</tr>
<tr>
<td>$5,000,001 to $13,000,000</td>
</tr>
<tr>
<td>$13,000,001 to $14,000,000</td>
</tr>
<tr>
<td>$14,000,001 to $20,000,000</td>
</tr>
<tr>
<td>$20,000,001 to $50,000,000</td>
</tr>
<tr>
<td>$50,000,001 to $75,000,000</td>
</tr>
<tr>
<td>$75,000,000 or Greater</td>
</tr>
</tbody>
</table>

**Notes:**
**Category: Number of Employees**

1. Select **Number of Employees**
2. Enter **Notes** if necessary

**Category: BEP Certified**

BEP Certified is automatically populate depending on your BEP status with the State.

**Category: Veteran Owned Business**

Veteran Owned Business is automatically populate depending on your Veteran status with the State.

**Category: State Use Vendor**
State Use Vendor is automatically populate depending on your State Use Vendor status with the State.

<table>
<thead>
<tr>
<th>Category: State Use Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Vendor Illinois certified State Use Program Vendor. (Populated by the Certification iteration. Vendor WILL NOT complete.)</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

**Category: Active Vendor in Illinois Procurement Gateway**

An Active Vendor in Illinois Procurement Gateway (IPG) is automatically populate depending on your IPG status with the State.

<table>
<thead>
<tr>
<th>Category: Active vendor in the Illinois Procurement Gateway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Are you an active vendor in the Illinois Procurement Gateway? (Populated by the IPG interface, vendor WILL NOT complete)</td>
</tr>
<tr>
<td>Yes - Prime</td>
</tr>
<tr>
<td>Yes - Prime and Sub</td>
</tr>
<tr>
<td>Yes - Sub</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

**Category: Small Business Set-Aside**

Small Business Set-Aside is automatically populate depending on your Small Business status with the State.

<table>
<thead>
<tr>
<th>Category: Small Business Set-Aside</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Are you registered in the Small Business SetAside Program? (Populated by the IPG interface, Vendor WILL NOT complete)</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>
Category: Information Certification

1. Select **Information Certification**
2. Enter **Notes** if necessary

<table>
<thead>
<tr>
<th>Category: Information Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: I certify that all of the information provided is accurate and true.</td>
</tr>
<tr>
<td>Please select exactly one category value</td>
</tr>
<tr>
<td><strong>Select</strong></td>
</tr>
<tr>
<td>☑️ I certify that all of the information provided is accurate and true.</td>
</tr>
<tr>
<td>□ I DO NOT certify that all of the information provided is accurate and true.</td>
</tr>
<tr>
<td>Notes:</td>
</tr>
</tbody>
</table>

3. When complete, click **Save & Continue** to complete registration

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**Step #7 - Select Commodity/Service Codes**

BidBuy supports the National Institute of Governmental Purchasing (NIGP) code as the baseline commodity coding structure. **NIGP Codes** are used by the State to identify Offerors and Bidders to solicit the goods or services to be procured.

1. Click **Commodity/Service Codes** tab, if you are not already on this tab.
2. To add codes, select from the **NIGP Class** and **NIGP Class Item** drop-downs. You can also search by entering a **Keyword**
3. Click **Search**
4. Select the applicable codes by clicking on the box to the left
5. Click Save and Add More or Save and Continue Registration

Step #8 - Complete Registration

1. If you exited before completing registration, enter https://bidbuy.illinois.gov/bsol into your browser
2. Click Complete Registration from Login Page
3. From the initial registration email, enter the Vendor # and Email Address
Using the final **Summary** tab you can review the options selected and complete your registration. When complete, you will get an email verifying your registration.

1. Click **Summary** tab
2. Any items required to complete your registration will be highlighted in red at top of the page. Return to the tab identified in the alert to correct the error.

3. Once all required responses are made, review the information on the **Summary** tab. Revisions can be made by revisiting that tab.
4. When your review is complete and the information is accurate, click **Continue Registration** at the bottom of the page.

![Category: CDB Prequalified
No, not prequalified with the Capital Development Board

![Category: Information Certification
I certify that the information provided is accurate and true.

![Complete Registration]

5. Click **OK** and your registration is complete.

![BidBuy ILCP PROCUREMENT
Thank You
Thank you for registering with Illinois’ TEST. Registration confirmation will be emailed to
For questions or comments please contact ILLINOIS at 123-456-7800.

![OK]

Congratulations, you have completed your registration in BidBuy! You will receive an email confirming your completed registration.

![You are now registered in BidBuy.
For more information about Seller Administrator functions, please review the Seller Administrator Manual.]
Step #9 - Log Out

Once you have completed all update, exit BidBuy. Also, BidBuy automatically logs users off of the system after 15 minutes of inactivity.

1. Click Log Out Icon