

## IPG Quick Start Guide

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### Getting Started:

Website: <https://ipg.vendorreg.com/>

Check for Existing Account

From the homepage, click on **Account Lookup**

*You can search for a Vendor using any of the fields listed -- Tax ID Number is recommended.*

**Yes** – Business Entity already in the system, either because you started the IPG application process or because you are registered with another entity using the same software, like the city of Chicago. *You should use the account that is already set up to complete your application for the State of Illinois.*

**No** -- Return to homepage to Create an Account

### Create an Account

1. From the homepage, select **Vendor Registration**.
2. Under Option 1, click on **Create Account**  
*The email address entered here will become your User Name, so make sure you make a note of it.*
3. When your information is complete and accurate, click on the box at the bottom that says **“I would like to create an account in this system”**.
4. Click **Next**.
5. Once you're done reading, click **Continue**.

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### Beginning Your IPG Application

1. Select **Start/Renew Vendor Registration** from the top of the left column.
2. Select **Edit**, for your State of Illinois Vendor Registration.
3. Click on **View** to begin a Form. Complete Forms A – I.
4. Click on **Save** each time you complete a Form.

*Each time you've completed and saved a form, the lettering will change from red to green, or black if it's Not Applicable. Once all the red is gone from the Forms box the forms are complete.*

*Click on a form below for guidance on commonly misunderstood items for that form:*

[A – B. Business Information and Other Business Registrations](#)

[C. Small Business Set-Aside Program](#)

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*Hint: You can take a break from completing the application by clicking on **Save Draft** at the bottom of the page, once all the required fields on that page are complete.*

5. Click the **Add NIGP codes** button.  
*Choosing your NIGP codes is an important step, it's how the State finds out who sells what it wants to buy.*
6. Click **Add** button to select all the codes that may apply.

*You can Search or Browse for applicable codes in broad or very specific categories.*

7. Click **Return**

*The selected codes will now appear in the NIGP Codes box.*

8. Click **Next**

### Submitting Your Application

1. Enter your full name, Title, Business Organization's Name and Today's date.
2. Enter your Password.
3. Click the **box** to verify that all the information is true and correct.
4. Click **Submit**.

Each submitted application is reviewed. If any discrepancies are found, you will get an email that the application has been returned, along with reasons for the return. Carefully read the reasons for return, login to the IPG, and edit your application to address all of the reasons. Once any follow up has been concluded, you'll get an email showing that you've been accepted into the IPG and providing your IPG Registration Number. Keep this number, as you will need it when responding to future contract opportunities.

### How to Attach a Document

Click on the red word **Attach**. A pop-up box will appear that allows you to attach the certificate or letter. In the pop-up box click the "**Browse**" link to open the window to choose your file. Locate your file, then click on it twice so it will appear in the "**Select File**" box. If you want, you can include a file title and file description. Click the "**Attach File**" box to attach the file then click the "**Close Window**" box to close the pop-up. Click the "**refresh**" link by the Status on the far right to see your attached file. Now your file should appear in the box.

## How to Download a File

Hit the underlined blue word “[Download](#)”. A pop-up box will appear. Click on **Open**. That will open the form for you. Complete the form. Once you’re done entering your information, **save the form to your computer**. Return to the IPG and attach the file you just saved. See “How to Attach a Document”.

If you have additional questions, check out the Frequently Asked Questions on the website. If you’d like to learn more about any of these programs, please refer to the State of Illinois website. Consult your attorney or financial advisor when if you are unsure of an answer.

## Form A-B

### Section A. Business Information

#### **In #1, should I register as a “Prime contractor only”, “Prime contractor and subcontractor”, or “Subcontractor only”?**

These options determine which portions of the IPG application are required, and how your company will appear in public searches of registered vendors.

- If you want to contract directly with the State, but do not want to be contacted by other vendors for subcontracting opportunities, select “Prime contractor only”.
- If you do not want to contract directly with the State, but you are interested in subcontracting opportunities, select “Subcontractor only”.
- If you would like to be considered for direct contracts with the State and subcontracting opportunities, select “Prime contractor and subcontractor”.

NOTE: Small businesses in the **Small Business Set-Aside Program (SBSP)** must select either “**Prime contractor only**” or “**Prime contractor and subcontractor**”.

## Section B. Other Business Registrations

- **What box(es) should I check? What do the different options mean?**

If you are **currently** registered or certified in any of the **Illinois** programs listed, select all boxes that apply. If marked, the State will validate that you are in the program, and your business will be listed as a program participant in IPG searches. NOTE: The federal government, as well as other state and local governments, have similar programs. Only select options in Section B if you are currently registered or certified in the State of Illinois programs.

- **What renewal/expiration date should I enter, and what document should I [attach](#)?**

For each program selected (excluding State Use Program), you must [attach](#) the letter of approval from the Illinois program that indicates a future expiration or renewal date. For BEP, VOSB, and SDVOSB, this is a letter from the Illinois Department of Central Management Services (CMS). For SBSP, this is a letter from the Chief Procurement Office. The renewal/expiration date entered must match the renewal/expiration date per the attached letter.

- **My business is not registered in any of the programs. Should I register in any of the programs? Do I qualify? How do I register?**

If qualified for one or more programs, you should register. These programs provide contracting and subcontracting opportunities and preferences that are only available to program participants, including the following benefits:

- Small Business Set-Aside Program (SBSP): All State contracts below a certain dollar threshold, and all State contracts for

certain types of goods and services, are set aside for SBSP participants. As a participant, you only compete with other small businesses to receive set-aside contracts.

- Business Enterprise Program (BEP): The State places BEP participation goals on many of its solicitations. To be considered for a contract, prime contractors must demonstrate good faith efforts to meet the goal by partnering or subcontracting with BEP participants. BEP participants may also meet the goal as prime contractors themselves.
- Veteran Business Program (VOSB and SDVOSB): The State places Veteran participation goals (separate from BEP goals) on many of its solicitations. To be considered for a contract, prime contractors must demonstrate good faith efforts to meet the goal by partnering or subcontracting with VOSB or SDVOSB participants. VOSB and SDVOSB participants may also meet the goal as prime contractors themselves.
- State Use Program: State agencies and universities are able to contract with State Use Program participants without competitively soliciting contracts, subject to various guidelines.

Visit the Department of Central Management Services website to determine program eligibility requirements and to register in the [BEP](#), [Veteran](#), or [State Use](#) programs. To register as a new participant in the Small Business Set-Aside Program, review the instructions in Section C of the IPG registration. If you qualify, select “Yes” in Section C and provide required information.

## Section C. Small Business Set-Aside Program (SBSP)

Q. My business is already registered in the Small Business Set-Aside Program. How should I complete Section C?

A. In Section C, select “N/A – My business is already registered in this program.” Make sure you also selected SBSP in Section B, and selected either “Prime contractor only” or “Prime contractor and subcontractor” in Section A.

**NOTE:** *Your IPG registration will be returned if “Subcontractor only” is selected in Section A, if Sections D-E and H are not completed, or if N/A is selected in Section G.*

Q. My business is not registered in the Small Business Set-Aside Program, but I think we qualify. How should I complete Section C?

A. In Section C, select “Yes”. Type in one or more of the following categories that applies to your business: “Wholesale”, “Retail/Service”, “Construction”, or “Manufacturing”. Upload required tax documents. Attach required tax documents for your business and any affiliated businesses (e.g. parent or subsidiary organization). Make sure you also selected either “Prime contractor only” or “Prime contractor and subcontractor” in Section A.

**NOTE:** *Your IPG registration will be returned if “Subcontractor only” is selected in Section A, if Sections D-E and H are not completed, or if N/A is selected in Section G.*

## Form D-E

### Section D. Department of Human Rights (DHR)

**Q.** My business had 20 different employees throughout the year, but never more than 10 at any given time. How should I answer #1?

**A.** In #1, enter the highest number of employees that were employed at the same time during the past year, in this case 10. If this number is 15 or more, your business is required to have a current, valid DHR Public Contract Number, and must provide the number in #2 to register in the IPG.

**Q.** I am unsure if my business has a DHR Public Contract Number. How can I find out, and how can I get a number if needed?

**A.** You can search for your business name in the Illinois Data Portal at <https://data.illinois.gov/dataset/IDHR-Eligible-Public-Contract-Numbers/6vms-ush9> to find your number and expiration date. If your business does not appear, is expired or expiring, or you need to apply for a number, contact the Illinois Department of Human Rights or visit their website.

### Section E. Authorized to do Business in Illinois

**Q.** My business is registered on a lot of Illinois sites. Which registration do you mean in Section E?

**A.** If your business is registered and in good standing with the Illinois Secretary of State Department of Business Services, select “Yes, registered” in Section E. You can verify that you are registered and in good standing (“Active” status) by searching for your business name in the public database for corporation/LLC/not-for-profit or for LP/LLP/LLLP.

***NOTE:*** *Businesses are generally required to register with Secretary of State to transact business in Illinois.*

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## Form F-G

### Section F. Certifications

**Q.** Why are there so many certifications in Section F? How do my answers impact my IPG registration and contracts with the State?

**A.** Many State laws prescribe specific requirements that must be met to qualify for contracts with the State. Most of the certifications cite the law on which they are based, which can be reviewed at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>. You are generally required to select “Yes” to all certifications to register in the IPG or be eligible for State contracts, although N/A may be selected if appropriate (e.g. only applies to individuals and sole proprietors, but your business is a corporation).

**NOTE:** Making false certifications can have severe consequences, including voiding existing contracts, suspension or debarment, or other administrative or criminal proceedings.

### Section G. Board of Elections

Registration with Board of Elections is required to be in the Small Business Set-Aside Program (SBSP) and to be a Prime Contractor, free of charge, and can be done online by going to <https://berep.elections.il.gov/login.aspx?ReturnUrl=%2fDefault.aspx>

**Q.** My business is not registered with Board of Elections. I did not select “Subcontractor only” in Section A, and we are not a non-profit. What answer should I select in Section G?

**A.** Unless you are a non-profit or selected “Subcontractor only” in Section A, your business must register with BOE before you can register in the IPG. You must select “Yes, I certify my business is registered with BOE” and provide your BOE registration number in Section G. Registration is free and available on the

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BOE website,  
<https://bereg.elections.il.gov/login.aspx?ReturnUrl=%2fDefault.aspx>, which also provides a how-to guide to assist with registration.

**Q.** My business is registered with Board of Elections. How do I find my registration number?

**A.** The registration number should appear on your certificate of registration. If you need to produce a certificate of registration, login to the BOE site and click the Produce Certificate icon on the home page or select Produce Certificate in the Navigate menu at the top.

#### Form H. Iran Disclosure

**Q.** What happens if my business has business operations that need to be disclosed in Section H?

**A.** Select “Yes” in Section H and describe the business operations , so that the State may understand the types of goods or services provided, and the relationships between your business and Iran or other businesses. Agencies and universities will consider this information on individual bids, proposals, and contracts to determine whether or not the business operations present excessive risk to the State if we contract with your business.

## Form I. Disclosures & Conflicts of Interest

**Q.** The first question in Section I asks about entity type, but I don't understand how my business fits in these categories. What should I select?

**A.** Most businesses fall under "Other Privately Held Entity, not including Sole Proprietorships", including LLCs, partnerships, and corporations. If your business does not clearly fit within one of the other options, select this answer.

**NOTE:** Publicly traded entity is a corporation whose shares are bought and sold in public markets (e.g. NYSE, NASDAQ, etc.). Only select "Sole Proprietorship" or "Not-for-profit entity" if you selected the same under "Company Type" in the Vendor Information section.

**Q.** The fourth question in Section I is #1. I own the business, but don't make \$106k per year. How should I answer this question?

**A.** If you are the sole owner of the business, then your percentage of ownership (100%) exceeds 5%. Select "Yes, the information is not publicly available and make sure to provide Yes/No answers in questions #5-#20.

**NOTE:** Most businesses should select a "Yes" response. Only select "No" if your business has 20 or more owners, where no one (individual or entity) owns more than 5%, no one is entitled to more than 5% of the company's distributive income, AND no one has ownership or distributive income rights valued in excess of \$106,447.20.

**Q.** My business is wholly owned by another business. In the fourth question in Section I (#1), should I provide our parent company's 10-K?

**A.** Do not provide your parent company's 10-K. You need to select "Yes, the information is not publicly available. Make sure you selected "Yes" in the second question in Section I and attach completed parent disclosures. Your parent company's 10-K would be appropriate for inclusion or reference in the parent disclosure form.

**Q.** Question #11 in Section I asks about “State employment, including contractual employment of services”. Should I select “Yes” or “No” if I have current or past contracts with the State?

**A.** The key word in question #11 of Section I is “employment”. If any of the disclosed individuals or their relatives was an “employee” of the State, select “Yes”.

**NOTE:** “Contractual employment” is different than having a contract to provide goods or services to the State.