

ELECTRONIC BUSINESS REGISTRATION GUIDE

PART ONE: CREATE USER ACCOUNT

You will need an email address and your 9-digit Taxpayer Identification Number (TIN) to register. Without these, you will be unable to register at this time.

Step 1. Access the on-line Bidder registration at <http://www.in.gov/idoa/2464.htm> and select Start your bidder registration link at the bottom of the page.

Step 2. Choose if you are registering as a business or as an individual and that you are selling goods/services. Then click the next button to continue.

The screenshot shows a Microsoft Internet Explorer browser window displaying the ENCOMPASS Bidder Registration page. The address bar shows the URL: https://financial.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL. The page title is "Register New Bidder - Microsoft Internet Explorer".

The main content area is titled "Bidder Registration" and "Step 1 of 6: Preliminary information." Below the title, it states: "These questions will determine the type of bidder you will become."

There are two main questions:

1. Please select the type of bidder which best describes you.
 - Business
 - Individual
2. What type of bidding activities are you interested in?
 - Buying goods/Services
 - Selling goods/Services
 - Both

At the bottom of the form, there are two buttons: "Next >>" and "Cancel Registration".

There are three white arrows pointing to the "Business" radio button, the "Selling goods/Services" radio button, and the "Next >>" button.

The taskbar at the bottom shows several open applications: Start, Inbox - Microsoft..., Web Page update..., Document2 - Micro..., VEN-Handbook_05..., and Register New Bid... The system clock shows 10:33 AM.

Step 3. Enter the following fields:

Company – Legal name of your company

First name – Enter your first name.

Last name – Enter your last name.

Title – Your title in the business

Email ID – Enter the email address where we will send notices of opportunities to bid on goods and services.

Telephone – Enter the telephone number where we can contact you.

Fax – Enter the fax number for your company

User ID – Enter your ID as you needed.

Confirm Password – Enter your password again to confirm it.

Click the yellow “Next” button and go to Step 4 of these instructions.

Bidder Registration

Step 2 of 6: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

* Required Field

*Company

URL:

User Information

*First Name [Delete](#)

*Last Name

Title

*Email ID

*Telephone Ext

Fax

*User ID (User's account login name.)

Other Contact info (Optional)

Instant Messaging (IM) Information

Personalization Information

Language

Time Zone

Currency Code

Step 4. Enter the following fields:

Address - Enter your address. If you enter an address outside of the USA, please make sure you select the proper country from the country drop before entering the address information. You must fill out the address 1, city, state, postal code, telephone and contact name.

Click the yellow “Next” button and go to Step 5 of these instructions.

The screenshot shows a web browser window titled "Register New Bidder - Microsoft Internet Explorer". The address bar displays "https://financial.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL". The page header features the ENCOMPASS logo and navigation links for "Home" and "Sign out".

Bidder Registration

Step 3 of 6: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

* Required Field

Primary Address

Country: United States [Change Country](#)

*Address 1: 1212 Anywhere Ave

Address 2:

Address 3:

Address 4:

*City: Indianapolis

County:

*State: IN ZIP code: 46204

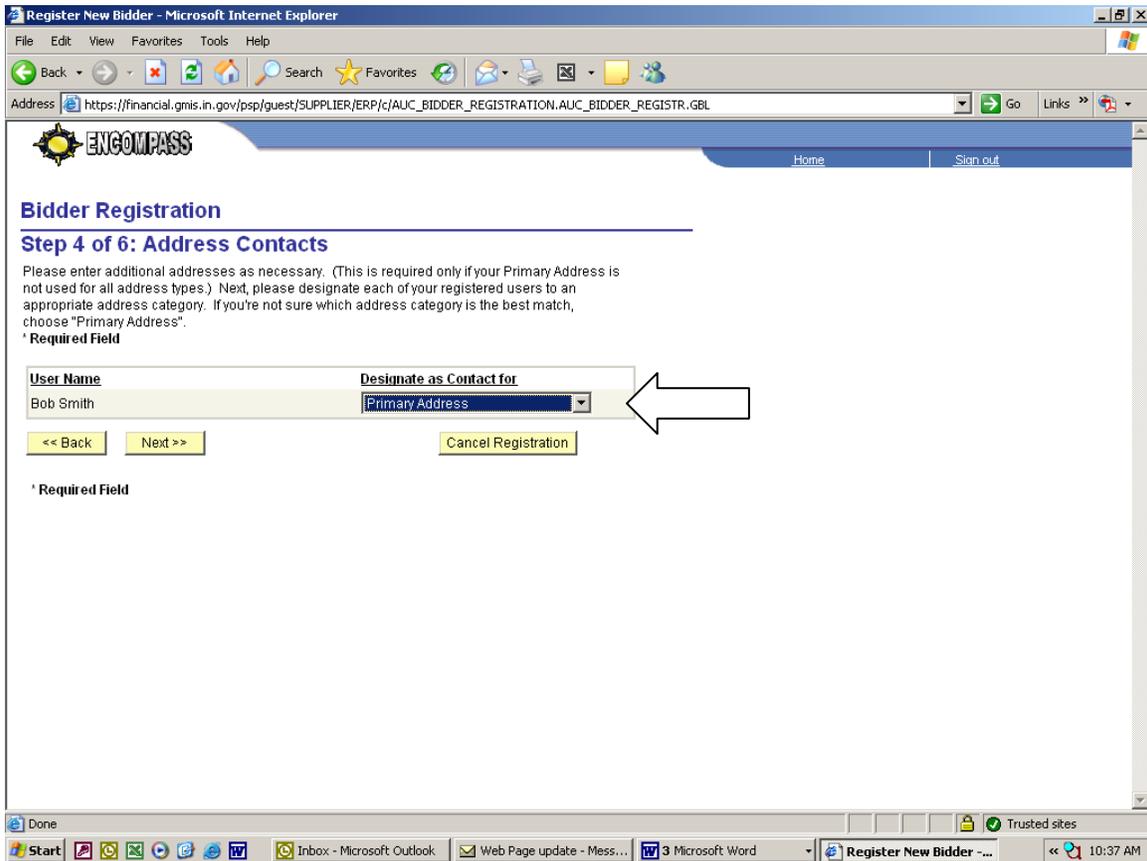
<< Back Next >> Cancel Registration

* Required Field

The taskbar at the bottom shows the Start button, several application icons, and open windows for "Inbox - Microsoft Outlook", "Web Page update - Mess...", "3 Microsoft Word", and "Register New Bidder ...". The system clock shows 10:36 AM.

Step 5. Change the Designate as Contact for to Primary Address

Click the yellow “Next” button and go to Step 6 of these instructions.



Step 6. Enter the following fields:

ID Number – Enter the Taxpayer Identification Number for your business. This may be your Federal Employer ID or your Social Security Number.

Terms and Conditions – Click on the checkbox after you review the terms and conditions for using this Bidder site.

Click the yellow “Next” button and go to Step 7 of these instructions.

The screenshot shows a web browser window titled "Register New Bidder - Microsoft Internet Explorer". The address bar shows the URL: https://financial.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL. The page header features the ENCOMPASS logo and navigation links for "Home" and "Sign out".

Bidder Registration

Step 5 of 6: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

* Required Field

Standard ID Numbers	
Identification Type	ID Number
1 *Tax Identification Number	444999666

More About Your Organization (Optional)

HUBZone Program:

Sm Disadvantaged Business Prog:

Size of Small Business:

Other Preference Programs:

Veteran-Owned Small Business:

Women-Owned Business

Emerging Small Business

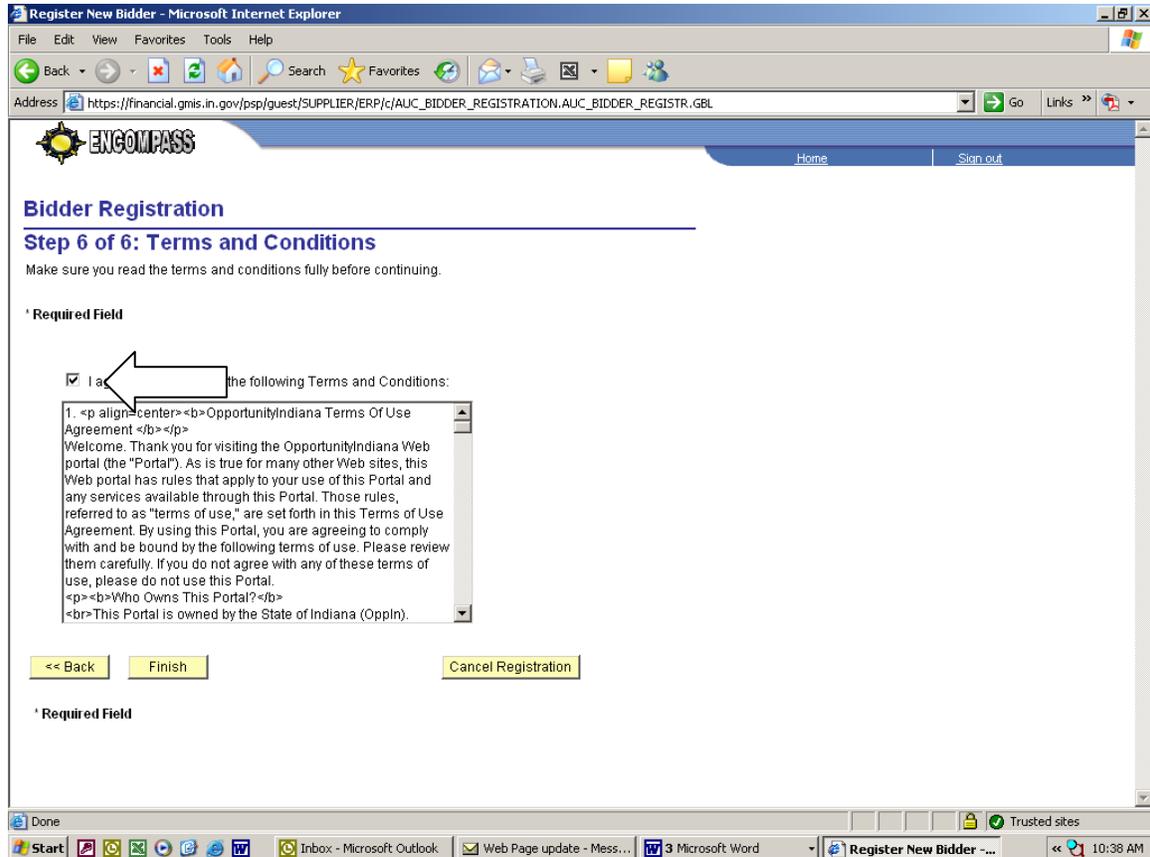
<< Back Next >> Cancel Registration

* Required Field

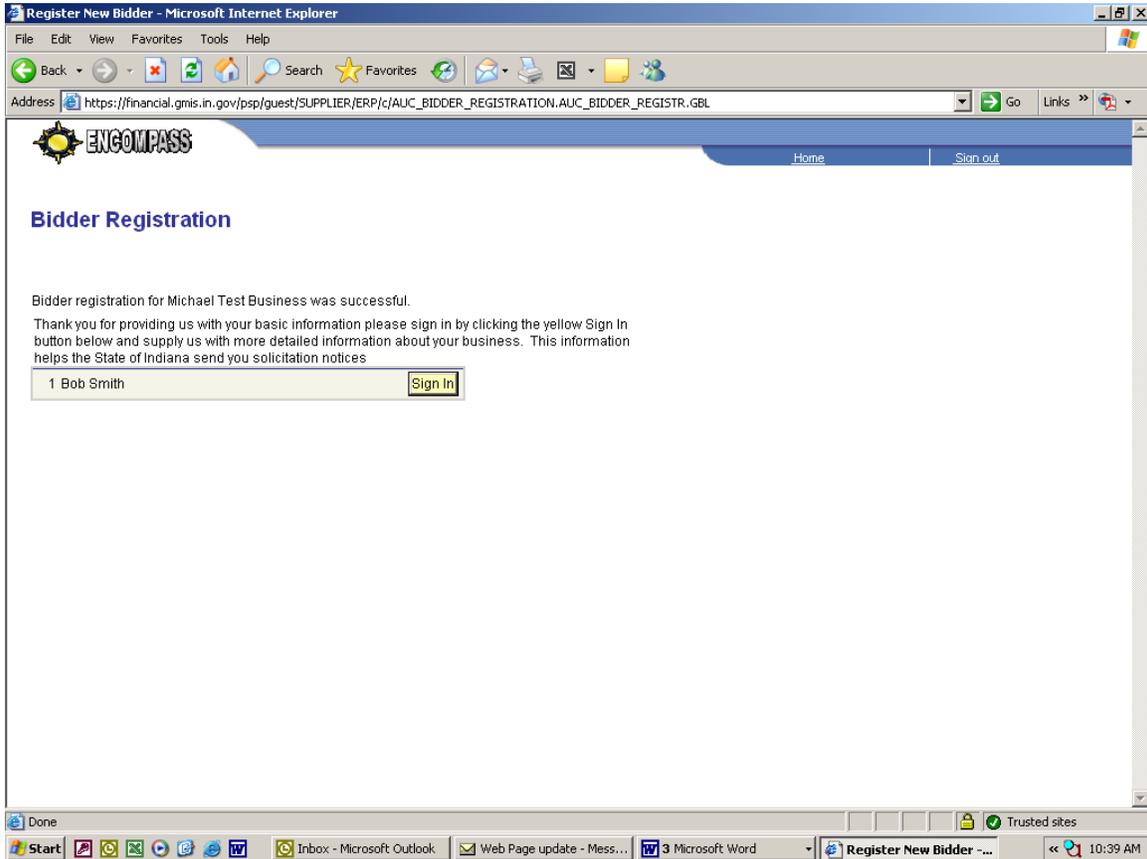
The browser's taskbar at the bottom shows the Start button, several application icons, and open windows for "Inbox - Microsoft Outlook", "Web Page update - Mess...", "3 Microsoft Word", and "Register New Bidder -...". The system clock shows 10:38 AM.

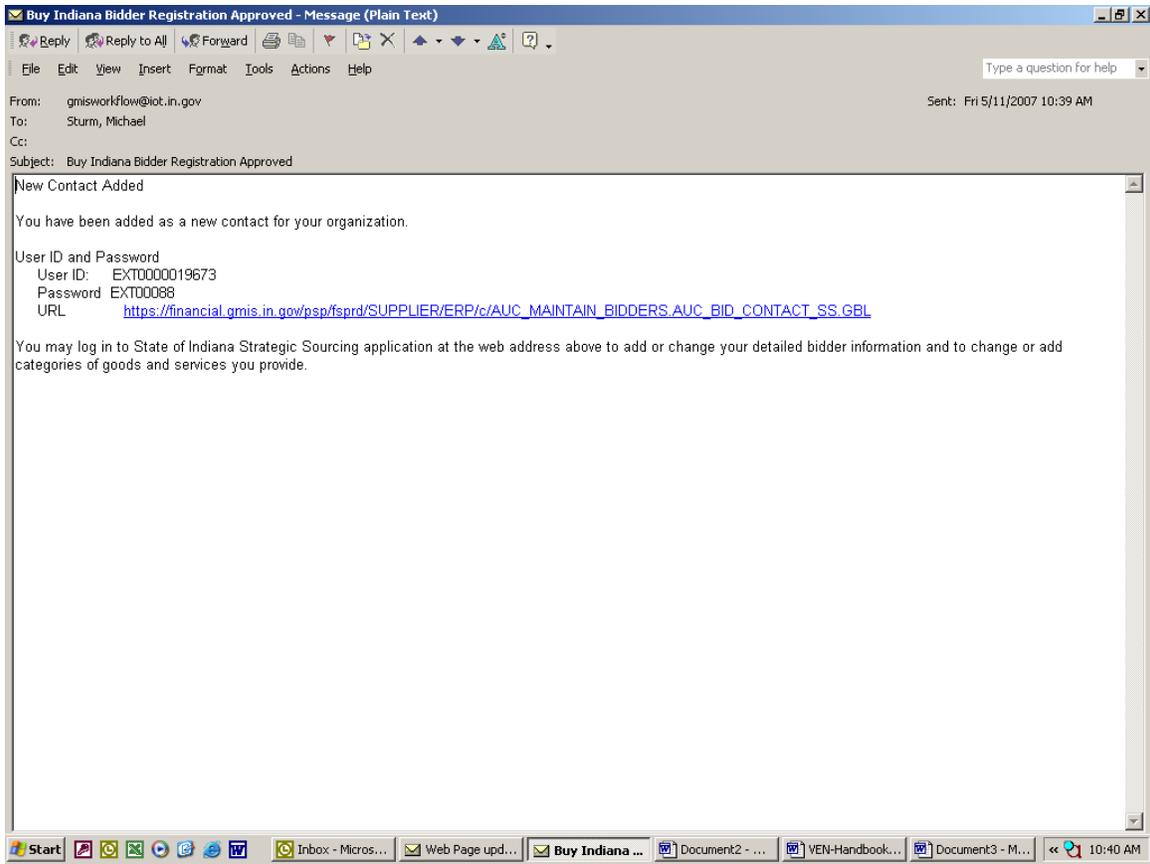
Step 7. Read and review the terms and conditions. If you agree to the terms and conditions check the box saying you agree to the terms and conditions.

Click the yellow “Next” button and go to the final step of the instructions.



Step 7. You have completed the basic information for your Bidder Profile. You must either click the Sign in button to continue with the registration or you can go back and finish at a later time using the information sent to you in a confirmation email as shown below.





This email contains your bidder registration number (BRN) and your password for your profile.

If you did not continue and are now wanting to update your profile you must access the bidder profile update page at <http://www.in.gov/idoa/2464.htm> . You will need to pick the link [Update Your Bidder Registration Profile](#) to continue with your updating of your bidder profile.

PART TWO: UPDATING YOUR BIDDER PROFILE

Your Bidder Profile includes information about the goods and services you provide, any pricing preferences, and additional contact information.

Step 1. The Bidder Welcome page includes a list of required information. Review this page and be sure you have everything you need. You will not be able to save your registration if any of this information is missing. Click on the yellow “Next” button and go to Step 2 of these instructions.

The screenshot shows a web browser window with the ENCOMPASS logo and navigation menu. The main content area is titled "Buy Indiana Registration" and contains the following text:

Welcome to the Buy Indiana registration web pages. We need to collect the following information from you:

- Legal Name
- Owner's Gender*
- Owner's Ethnicity*
- CEO Name
- Submitter Name
- Email ID (Required in order to receive solicitations)
- Receive orders preference (email, mail or fax)
- Minority Business Enterprise (MBE) and/or Women Business Enterprise Information (WBE)
- Small Business Information
- Secretary of State Registration Information
- NAICS Code**
- Mailing Address information
- United Nations Standard Product and Services Code (UNSPSC) information

*If your business is a corporation (or has multiple owners) and are unable to declare an owner's gender and ethnicity, you will need to choose Male as the Owner Gender and Caucasian as the Owner's Ethnicity.

**The NAICS Code is also called the Business Activity Code. It can be found on the following federal Income Tax returns:

- Individual - Form 1040 - Schedule C, Page 1, Line B
- Partnership - Form 1065 - Page 1, Line C
- Corporation - Form 1120 - Page 2, Schedule K, Line 2a
- Sub Chapter S Corporations - Form 1120S - Page 1, Line B

Next

Step 2. Enter or change the following fields:

Vendor Legal Name – Legal name of your company

Owner's Gender – Gender of the owner

DBA Name – “Doing Business As” Name (only enter if different than your legal name)

Owner's Ethnicity – Ethnic origin of the owner of your company. If your business is a corporation (or has multiple owners) and you are unable to declare an owner's gender and ethnicity, you must choose Male as the Owner Gender and Caucasian as the Owner's Ethnicity.

CEO Name – Chief Executive Officer Name of your company

Submitter Name – Your name

Email ID – Email address used in registration

Company Web site – If you have a web site, enter it here.

I want to receive orders by – Select your preference to receive orders from the State of Indiana. Your options are Email, Fax or Regular Mail; you need to choose only email. You must check the **Notify me of Opportunities** to receive solicitations from the State Agencies.

Registered with the Secretary of State – Check this box if you are registered with the Indiana Secretary of State. If so, you will be prompted to enter your Secretary of State Control Number. You must have this number if you check this box. If you do not know it at this time, click on the link to the Secretary of State’s search page. When you find your control number, return to this page to enter it.

NAICS code– Enter the North American Industry Classification System code number. If you want to search for a NAICS code, click on the link. This number can also be found on your Federal business Income Tax return on one of these pages:

1. Individual - Form 1040 - Schedule C, Page 1, Line B
2. Partnership - Form 1065 - Page 1, Line C
3. Corporation - Form 1120 - Page 2, Schedule K, Line 2a
4. Sub Chapter S Corporations - Form 1120S - Page 1, Line B

ENCOMPASS

Home | Sign out

Bidder Welcome | Bidder Registration | BuyIndiana | Public Listing | MBE/WBE and Small Business

SetID: STIND Bidder ID: 000019672

*Vendor Legal Name: Michael's Test Company Three

*Owner's Gender: Male

Doing Business As Name:

*Owner's Ethnicity: Caucasian

*CEO Name: Michael Sturm

*Submitter Name: Michael Sturm

Email ID: msturm@doa.in.gov

Website:

I want to receive orders by: Email Notify me of Opportunities

Registered with the Secretary of State

** If you are unsure of your Secretary of State Control #, Please click the link below.
https://secure.in.gov/sos/bus_service/online_cons/default.asp

North American Industrial Classification System (business activity code)

*NAICS Code: 11 Agriculture, Forestry, Fishing, and Hunting

** If you are unsure of your NAICS Code, Please click the link below.
<http://www.census.gov/epcd/www/naics.html>

By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission.

* fields are required

Previous Next

When you have completed this page, click on the yellow Next button and go to step 3 of these instructions.

Step 3. Buy Indiana information

Buy Indiana Certification - You will need to determine if you qualify as an Indiana business based on one of the five listed descriptions. Click the appropriate choice if you qualify. If you do not qualify or are not sure contact Amey Redding at 317-234-3542.

Acceptance of Certification – You must mark the box to certify your information or you can not continue.

When you have completed this page, click on the yellow Next button and go to step 4 of these instructions.

The screenshot shows a Microsoft Internet Explorer browser window titled "EMPLOYEE - Microsoft Internet Explorer". The page content is as follows:

- QA Testing** (Page Title)
- Navigation: Home, Sign out, New Window, Help
- Menu: Bidder Welcome, Bidder Registration, **BuyIndiana**, Public Listing, MBE/WBE and Small Business
- Form fields: SetID: STIND, Bidder ID: 0000012033
- Text: Please select the category that most closely represents the status of your business with the State of Indiana.
- Buy Indiana Certification** section with radio button options:
 - A business whose principal place of business is located in Indiana.
 - A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
 - A business that employs Indiana residents as a majority of its employees.
 - A business that makes significant capital investments in Indiana (1).
 - A business that has a substantial positive economic impact on Indiana (1), (2).
 - Business does not qualify as an Indiana Business
- Text: Please check the box acknowledging acceptance of your certification. Failure to check the certification box will cause your business to be classified as an Out of State business.
- Text: I certify that the information provided above is true and accurate as of the time of this registration. I further understand that using any false or misleading information may result in prosecution for fraud, revocation of certification, and having this business placed on a suspension list barring it from contracting or doing business with the State of Indiana or any of its agencies.
- Buttons: Previous, Next

Step 4. Public Listing information

BuyIndiana – Check this box if you want to be included in the BuyIndiana listing so other business can find you.

Affirmation for acceptance in BuyIndiana listing – Check the correct box to affirm your ability to be listed in the BuyIndiana listing.

Certification of Accuracy – You must check this box certifying your information is correct for all information supplied to the State of Indiana.

Public Web Site – List your web address for publication in the BuyIndiana listing if you want it listed.

Public Telephone – List your public telephone number for publication in the BuyIndiana listing if you want it listed.

Public Email – List your public email address for publication in the BuyIndiana listing if you want it listed.

Description of Your Business – Short description of your business to be listed in BuyIndiana listing

When you have completed this page, click on the yellow Next button and go to step 5 of these instructions.

The screenshot shows a web browser window titled "EMPLOYEE - Microsoft Internet Explorer". The page is titled "QA Testing" and has a navigation bar with "Home" and "Sign out" links. Below the navigation bar are tabs for "Bidder Welcome", "Bidder Registration", "BuyIndiana", "Public Listing", and "MBE/WBE and Small Business". The "Public Listing" tab is active.

The form contains the following elements:

- SetID: STIND Bidder ID: 0000012033
- A paragraph: "A BuyIndiana listing will let other businesses find you based on the goods and services you are interested in providing to them. To be listed you must indicate you want a listing and you must be an Indiana Business."
- A checked checkbox: "I want my business to be listed as an Indiana Business in the 'Buy Indiana' Directory."
- A paragraph: "To be listed you must affirm that at least one of these three factors is true."
- Three checkboxes:
 - Checked: "My business' principal place of business is in Indiana."
 - Unchecked: "More than 50% of my revenue comes from Indiana."
 - Unchecked: "More than 50% of my employees are Indiana residents."
- A checked checkbox: "I certify that the information provided in this registration is true and accurate as of the time of this registration. I further understand that registration using any false or misleading information may result in prosecution for fraud, deletion from this website, revocation of registration, and having this business placed on a suspension list barring it from contracting with the State of Indiana or any of its agencies."
- Fields for "Public web site:", "Public telephone:", and "Public email:".
- A description box: "Description: Include a short description of your business (1000 characters)."
- Buttons: "Previous", "Next", and "Next Item".

Step 5. Enter or change the following fields:

Certified Minority Business Enterprise(MBE) – Check this box if you are a certified MBE with the State of Indiana. You will be prompted to enter your MBE/WBE certification expiration date. Fill in as much information as you can for this.

Otherwise MBE Certified – Check this box if you are a certified MBE with another entity. If so, you will be prompted to enter that other entity.

Certified Women Business Enterprise(WBE) – Check this box if you are a certified WBE with the State of Indiana. You will be prompted to enter your MBE/WBE certification expiration date. Fill in as much information as you can for this.

Otherwise WBE Certified – Check this box if you are a certified WBE with another entity. If so, you will be prompted to enter that other entity.

If you are not a certified MBE/WBE, are interested in getting more information on becoming a certified MBE/WBE, click on the “Interested in becoming a certified MBE?” or “Interested in becoming a certified WBE” links.

Indiana Small Business – If you are interested in being registered as a small business, you must meet the criteria stated on the General Info page. State statute requires that you can only register for one small business classification, so if you fall under more than one category, you must pick one. If you do not qualify, simply click the “None” radio button.

When you have completed this page, click on the yellow Next button and go to step 6 of these instructions.

EMPLOYEE - Microsoft Internet Explorer

QA Testing

Home Sign out

Bidder Welcome Bidder Registration BuyIndiana Public Listing MBE/WBE and Small Business

SetID: STIND Bidder ID: 0000012033

MBE/WBE Information

Minority Business Enterprise Women Business Enterprise
 Otherwise MBE Certified Otherwise WBE Certified

[Interested in becoming a certified Minority or Women Business Enterprise?](#)

Indiana Small Business

Small business means a business that is independently owned and operated and is not dominant in its field of operations. Small business must also satisfy one of the following areas of business. Select none if you do not meet these criteria.

Wholesale Business
Annual sales for its most recently completed fiscal year is four million dollars (\$4,000,000) or less.

Manufacturer
The number of its employees is one hundred (100) or less.

Construction
Average gross annual receipts for the current and three (3) previous fiscal years is four million dollars (\$4,000,000) or less.

Service
Average sales for the current and three (3) previous fiscal years is five hundred thousand dollars (\$500,000) or less and the number of its employees is twenty-five (25) or less.

Retail
Average sales and receipts for the current and three (3) previous fiscal years is five hundred thousand dollars (\$500,000) or less.

None

By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission.

Previous Next

Step 6. You may enter up to 4 different addresses (invoicing, remitting, returning and ordering). If they are all the same, simply enter your address using the “Remitting” address type. To enter multiple addresses, click the “+” on the top right of the address. To delete the current address, click the “-” on the top right of the address.

If you enter an address outside of the USA, please make sure you select the proper country from the country drop down prior to entering the address information.

If you enter an address, you must fill out the address 1, city, state, postal code, telephone and contact name.

If you would like to add additional address choices you will need to click the yellow + sign to

add the addition addresses. When you have added all your additional addresses, click on the yellow Next button and go to step 7 of these instructions.

EMPLOYEE - Microsoft Internet Explorer

File Edit View Favorites Tools »

Address Go

QA Testing Home Sign out

Public Listing MBE/WBE and Small Business **Addresses** Goods/Services INDOT Notification

SetID: STIND Bidder ID: 0000012033

Find First 1 of 1 Last

*Address Type: ** Complete address is required. + -

Returning Click the yellow + sign to add an address and click the yellow - sign to delete this address

Country: USA United States

Address 1: 1212 somebody way

Address 2:

Address 3:

Address 4:

City: indianapolis

County: marion ZIP code: 46227

State: IN Indiana

*Telephone: 317/555-1212 Fax Number:

Email ID: tootime3@hotmail.com *Contact Name: Tim Taylor

If you have more than one remittance address, please fax the additional addresses, with a completed W-9 Taxpayer Identification Form, to Shirley Houston, Vendor Registration Coordinator, at 317-232-7312. On your cover letter, please state that you have registered your company on our web site.

<http://www.in.gov/idoa/proc/FW9.PDF>

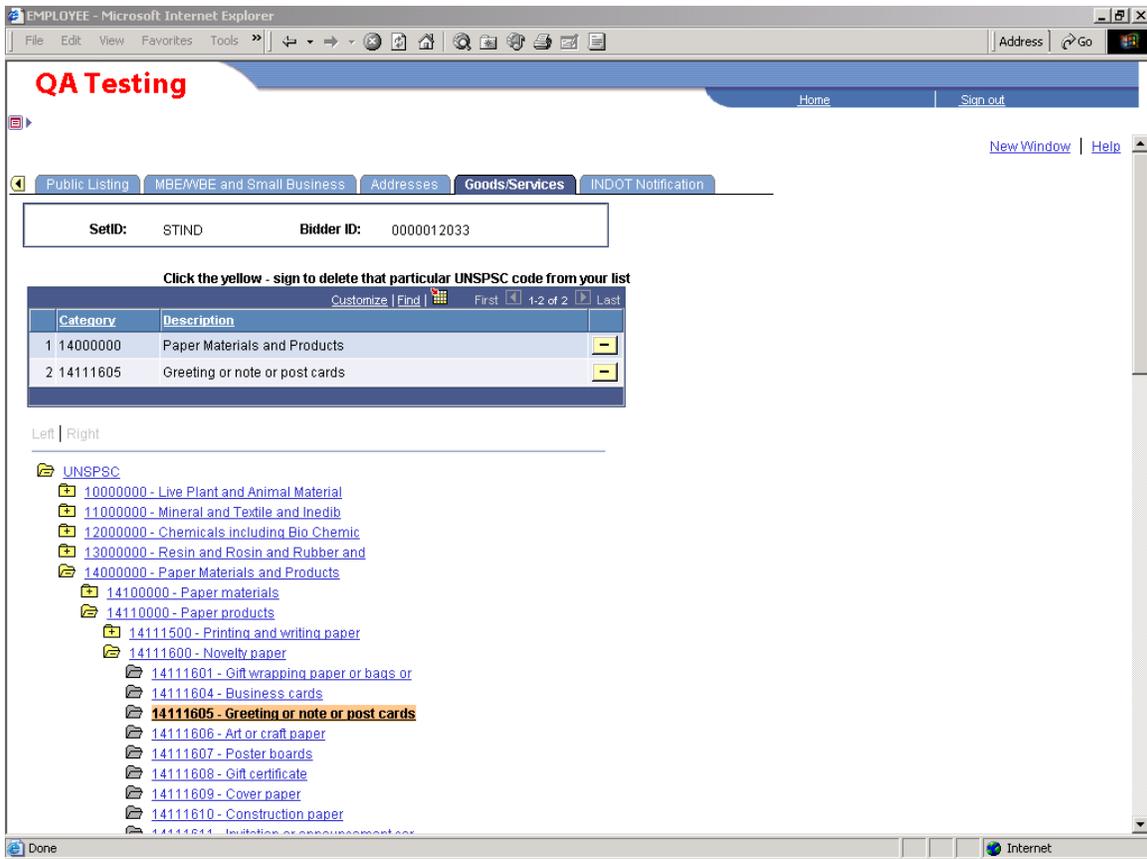
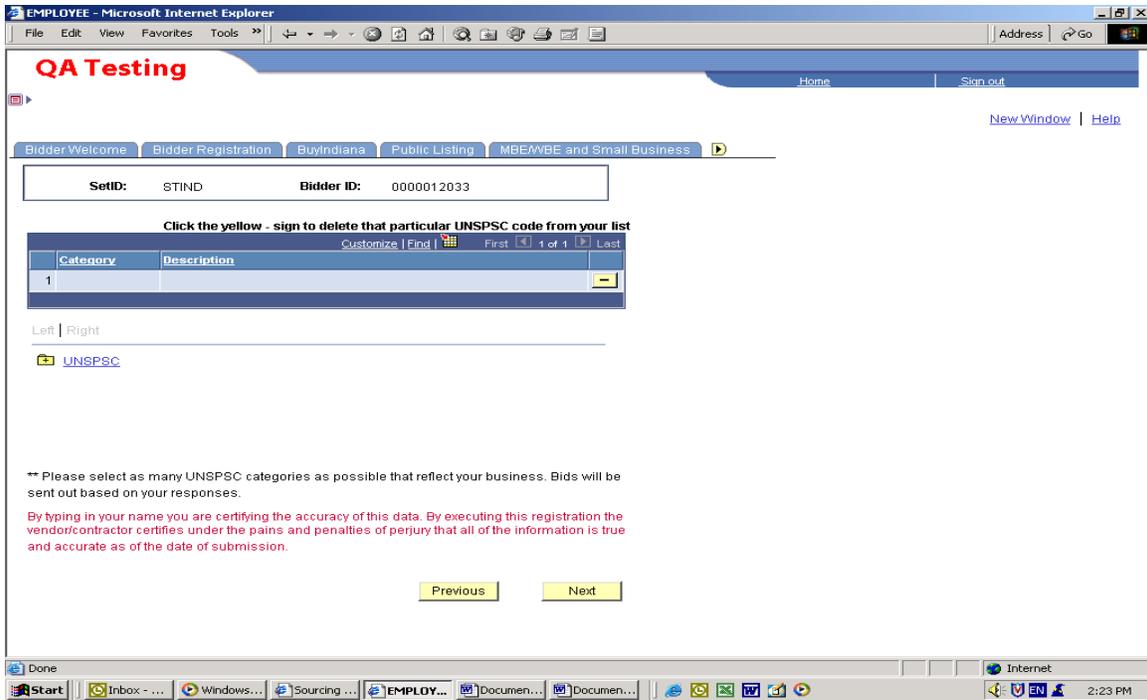
By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission.

Done Internet

Step 7. If you would like to receive solicitations from the State of Indiana, you must fill out the goods/services section. We use the UNSPSC (United Nations Standard Products and Services Code) codes to categorize goods and services. The registration will only let you pick valid UNSPSC category codes. Click on the yellow folder to the left of UNSPSC. You will see the top level categories. You may open more details by clicking the folder symbols. You may add a category by clicking on the underlined name. You may remove a category by clicking the yellow minus icon to the right of the category.

We advise that you do not make your UNSPSC choice too narrow. This will limit your opportunities for solicitations.

If you would like to add additional UNSPSC choices you will need to click the yellow + sign to select additional codes. When you have added all the UNSPSC choices, click on the yellow Next button and go to step 8 of these instructions.



Step 8. If you would like to receive solicitations from the Indiana Department of Transportation, you may click on one of the four checkboxes. Each checkbox is for a

different type of purchase conducted by INDOT. We will relay your email and contact information for them to update their opportunity email list services.

Click the yellow “Save” button and go to Step 9 of these instructions.

EMPLOYEE - Microsoft Internet Explorer

File Edit View Favorites Tools »

Address Go

QA Testing

Home Sign out

[New Window](#) | [Help](#)

Public Listing MBE/WBE and Small Business Addresses Goods/Services **INDOT Notification**

SetID: STIND Bidder ID: 0000012033

INDOT Public Involvement E-mail Lists

- Highway construction and maintenance contracts
- News on Bid Opportunities
- Transportation Enhancement Program Information
- Professional Services Bulletin Information

By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission.

[Previous](#) [Save](#)

Start | Inbox - ... | Windows... | Sourcing... | EMPLOY... | Documen... | Documen... | Internet | 2:25 PM

Step 9. Once your INDOT choices have been entered, click the yellow “Save” button at the bottom right of the screen. **If you do not click save, you will not update your profile. Once bidder profile has been saved, you will receive a message saying that it has been successfully saved.**



We will immediately send an email to the email address you entered in step 2. This email will not include your mailing address(es), but it will include other information you have entered.

Step 10. Thank you for registering, you may now close your browser.