

# Part 1: Collect the Required Materials

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## Required Resources

*The system used to build your profile may time-out; please have all mandatory registration information available before you begin the process.*

### Mandatory information includes:

- Legal Name
- Owner's Gender\*
- Owner's Ethnicity\*
- [Taxpayer ID Number \(TIN\)](#)
- CEO Name
- Submitter Name
- Valid Email Address
- Receive orders preference (email, mail or fax)
- [Indiana Veteran Business Enterprises](#)
- [Minority/Women Business Enterprises](#)
- 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 you 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

## Part 2: Request New Profile Creation

To create your Bidder Profile go to <http://www.in.gov/idoa/2464.htm> and select **Create a Bidder Profile**.

### Step 1: Select the type of Profile

Do not change the defaulted selections for this section.

1. Select **Business**  
*(If you choose Individual it will not save the profile)*
2. Select **Selling goods/Services**

Click **Next>>**

The screenshot shows the 'Bidder Registration' form at Step 1 of 6: Preliminary information. The form asks for the type of bidder and bidding activities. The 'Business' radio button is selected under question 1, and 'Selling goods/Services' is selected under question 2. There are 'Next>>' and 'Cancel Registration' buttons at the bottom.

### Step 2: General Information

Fill out all of the required information. Note the important items below.

**Company:** *\*use the legal name of your company*

**Title:** *\*Your job title/role*

**Email ID:** *\*Business Opportunities based on your UNSPSC codes will be sent to this email*

**User ID:** *\*Enter an ID  
This field is required but not used by the system. You will be provided a different User ID once your profile request is generated.*

Click **Next>>**

The screenshot shows the 'Bidder Registration' form at Step 2 of 6: User Account Setup. It includes fields for Company Name, URL, and user information (First Name, Last Name, Title, Email ID, Telephone, Fax, User ID). There are also sections for Instant Messaging (IM) Information and Personalization Information (Language, Time Zone, Currency Code). Buttons for '<< Back', 'Next >>', and 'Cancel Registration' are at the bottom.

# Bidder Profile Creation/Registration Guide (Part 2) Request New Profile Creation

## Step 3: Enter Your Company's Headquarters

Enter the required information.

*\*If an address is outside of the USA, enter the proper country in the field before entering the rest of the address information.*

Click **Next>>**

**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

\*Address 1:

Address 2:

Address 3:

\*City:

Country:  Postal:

\*State:

<< Back Next >> Cancel Registration

\* Required Field

## Step 4: Select Primary Address

Change the **Designate as Contact for** drop-down to **Primary Address**

Click **Next>>**

**Bidder Registration**  
**Step 4 of 6: Address Contacts**

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".

\* Required Field

**Company Contacts** Customize | End | First 1 of 1 Last

User Name	Designate as Contact for
Amey Redding	Primary Address

<< Back Next >> Cancel Registration

\* Required Field

## Step 5: Enter Your Tax ID Number

This may be your Federal Employer ID or your Social Security Number

*\*enter the number without using a dash (-) or space. Character limit = 9*

Click **Next>>**

**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** Customize | First

Identification Type	ID Number
1 *Tax Identification Number	<input type="text"/>

<< Back Next >> Cancel Registration

\* Required Field

# Bidder Profile Creation/Registration Guide (Part 2) Request New Profile Creation

## Step 6: Agree to Terms & Conditions

Read the terms and conditions.

This Terms of Use Agreement is required by the state of Indiana Office of Technology (IOT) for use of the enterprise software online.

Check the box to agree to the terms and conditions.

Click **Finish**

## Step 7: Sign Out

You have submitted your profile creation request.

Click **Sign Out**

Go to Part 3 of this document to finalize your profile creation.

**Bidder Registration**  
**Step 6 of 6: Terms and Conditions**  
Make sure you read the terms and conditions fully before continuing.

\* Required Field

I agree to be bound by the following Terms and Conditions:

1. -p align=center-**OpportunityIndiana Terms Of Use Agreement** -</p>
 Welcome. Thank you for visiting the OpportunityIndiana Web portal (the "Portal"). As is true for many other Web sites, this Web portal has rules that apply to your use of this Portal and any services available through this Portal. Those rules, referred to as "terms of use," are set forth in this Terms of Use Agreement. By using this Portal, you are agreeing to comply with and be bound by the following terms of use. Please review them carefully. If you do not agree with any of these terms of use, please do not use this Portal.

<p><b>Who Owns This Portal?</b></p>
 <br>
 <p><b>This Portal is owned by the State of Indiana (Oppln).</b></p>
 <p><b>Right to Change the Portal </b></p>
 <br>
 <p><b>Oppln may discontinue, edit, delete or change any aspect of the Portal, including, but not limited to: (i) restricting availability times, (ii) restricting compatibility with certain computer software or hardware, (iii) restricting amounts of use permitted, and (iv) restricting,

<< Back   Finish   Cancel Registration

\* Required Field

**ORACLE**

**Bidder Registration**

Bidder registration for MJW was successful.

Choose the desired user from the grid below and sign in to Strategic Sourcing.

1 mwilson@idoa.in.gov	Sign Out
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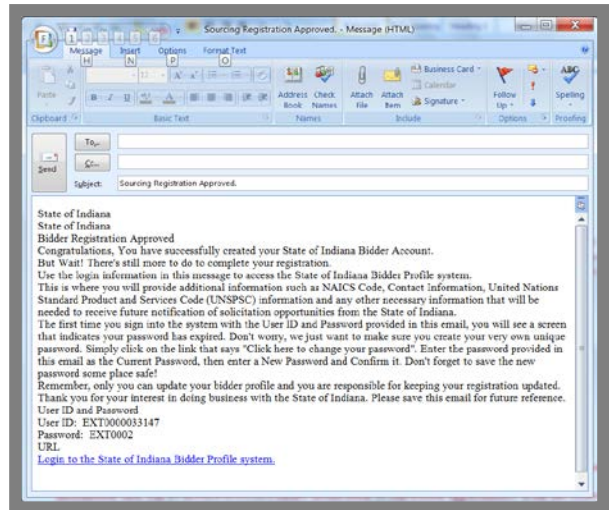
## Bidder Profile Creation/Registration Guide (Part 3) Finalize Profile Set-up

# PART 3: Finalize Profile Set-up

### Step 1: You received an email from GMIS (gmisworkflow@iot.in.gov)

The email contains your User ID and temporary password

Click on the link in the email

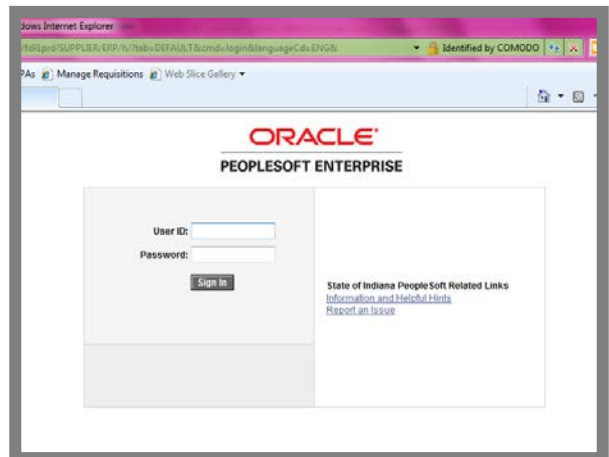


### Step 2: Login

The link from your email will open the Oracle login page

Enter your User ID and temporary password

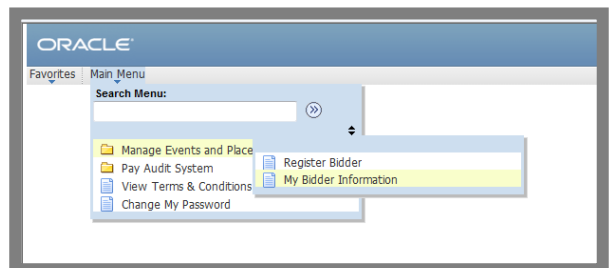
Change your password to something you will remember and use the following steps to complete your profile



### Step 3: Navigate to your Bidder Information

In the navigation bar, click **Main Menu>Manage Events and Place Bids>My Bidder Information**

*\*This is where you will need to navigate any time you need to update your profile.*





# Bidder Profile Creation/Registration Guide (Part 3) Finalize Profile Set-up

## Step 4: Bidder Welcome Screen

Review the required information on this page.

*\*You will not be able to save your profile if any of this information is missing.*

Click **Next**

The screenshot shows the Oracle Bidder Welcome screen for Buy Indiana Registration. The page title is "Buy Indiana Registration". Below the title, it says "Welcome to the Buy Indiana registration web pages. We need to collect the following information from you:". A list of required information fields is provided, including: 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, and United Nations Standard Product and Services Code (UNSPSC) Information. There are two footnotes: one explaining that all bidders must provide a primary point of contact for Minority, Women, and Indiana Veteran Business Enterprise participation, and another explaining that the NAICS Code is also called the Business Activity Code and can be found on various federal income tax returns. A "Next" button is located at the bottom right.

## Step 5: Bidder Registration General Information

Fill in the required fields and make note of the following.

**Doing Business As Name:** *\*only enter if different than your legal name*

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

**I want to receive orders by:** *\*Select **Email***

**Registered with the SOS:** *This is not required*

**NAICS code:** *Use the link to search for a NAICS code or this number can be found on your Federal business Income Tax return:*

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

Click **Next**


The screenshot shows the Oracle Bidder Registration General Information form. The form includes fields for SetID (STIND) and Bidder ID (000033147). There are sections for Vendor Legal Name, Doing Business As Name, CEO Name, Email ID, Website, Owner's Gender, Owner's Ethnicity, and Submitter Name. There are checkboxes for "I want to receive orders by" (Email selected) and "Notify me of Opportunities". There is a section for "Registered with the Secretary of State" with a link to the SOS website. There is a section for "NAICS Code" with a link to the NAICS website. A disclaimer at the bottom states: "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." There are "Previous" and "Next" buttons at the bottom right.



# Bidder Profile Creation/Registration Guide (Part 3) Finalize Profile Set-up

## Step 6: Buy Indiana

**Buy Indiana Certification:** Click the appropriate choice.

Then check the box to certify that the information is accurate. 

**Buy Indiana Directory:** Check to be included in the Buy Indiana directory on page <http://www.in.gov/idoa/2467.htm>

**Description of Your Business:** This description will be listed on the [directory](#). Character limit = 1,000

Click [Next](#)

ORACLE  
Favorites | Main Menu > Manage Events and Place Bids > My Bidder Information

Bidder Welcome | Bidder Registration | **BuyIndiana** | Public Listing | IVBEMBEWBE & Small Business

SetID: STIND Bidder ID: 000033147

Please select the category that most closely represents the status of your business with the State of Indiana.

**Buy Indiana Certification**

- 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.
- A business that has a substantial positive economic impact on Indiana.
- Business does not qualify as an Indiana Business

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.

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.  
01/01/00 12:00:00AM EST

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.


I want my business to be listed as an Indiana Business in the "Buy Indiana" Directory.

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.

Public web site:

Public telephone:

Public email:

Description: Include a short description of your business (1000 characters).  
Great Company 

## Step 7: Business Classifications

**Indiana Veteran Business Enterprise:** Check this box if you are an IVBE according to the information listed at the website shown.

*\*Don't forget to file your [IVBE Certification Application](#)*

**State of Indiana MBE/WBE Certification:** Your current Indiana certification information will populate from the state certification database. If you are interested in getting more information on becoming a certified with the state of Indiana visit [www.in.gov/idoa/mwbe](http://www.in.gov/idoa/mwbe)

**Other Certified Minority or Women Business Enterprise (M/WBE):** Check this box if you are a certified M/WBE with the federal government, a city, town, or other entity.

**Small Business:** Select one small business classification to be registered under. If you do not qualify for any, select **None**

Click [Next](#)

ORACLE  
Favorites | Main Menu > Manage Events and Place Bids > My Bidder Information

**Veteran Information**

Indiana Veteran Business Enterprise DUNS # 123456789  
As Defined By <http://www.in.gov/idoa/2892.htm>

**State of Indiana MBE/WBE Certification**

Expiration dates electronically populated from State Certification database.

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

**Other MBE/WBE Certification**

Other MBE/WBE Certifications would include any certification with an entity other than State of Indiana.

Minority Business Enterprise  Women Business Enterprise

Otherwise MBE Certified  Otherwise WBE Certified

Otherwise Certified WBE Entity:

**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.
- Logistics/High Tech  
A business in any of the following sectors who employs less than one hundred (100) persons or its annual sales are less than five million dollars (\$5,000,000):  
(A) Information technology.  
(B) Life sciences.  
(C) Transportation.  
(D) Logistics.
- Service/Retail  
A retail business or business selling services who has annual sales and receipts less than five hundred thousand dollars (\$500,000).
- None

Veteran Business  
As defined by IC 5-22-14-3.5  
Sec. 3.5. (a) A business qualifies as a small business for purposes of this chapter if the business is an Indiana small business concern owned and controlled by veterans, as defined in 15 U.S.C. 832(q)(3) as in effect January 1, 2013, and the business:  
(1) has a current verification as a veteran owned small business concern under 38 CFR 74, et seq., by the Center of Veterans Enterprise of the United States Department of Veterans Affairs;  
(2) is owned and controlled by one (1) or more veterans who have been residents of Indiana for at least one (1) year before making an offer or, in the case of a



# Bidder Profile Creation/Registration Guide (Part 3) Finalize Profile Set-up

## Step 8: Add Ordering & Remitting Addresses

*\*You must enter address in both fields, even if they are the same address*

Select the address type using the drop-downs use the + icon on the top right to create a new address field

### Address Types

**Ordering** = Where purchase orders should be mailed

**Remitting** = Where payments should be directed

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

When both address types are complete, click **Next**

## Step 9: Pay Audit Contacts

Select the primary contacts from your business that you would like designated to receive notifications from the [Pay Audit System](#) for each subcontractor contract type.

The contact person will receive notifications from the Pay Audit System if your company is awarded a contract that has subcontractor participation.

**A primary contact must be selected for each type of business enterprise.**

*\*If the contact information is the same for all three you can fill out the Minority Business Enterprise section and then select **Apply Information to All Below**.*

When all contacts are complete, click **Next**



## Bidder Profile Creation/Registration Guide (Part 3) Finalize Profile Set-up

### Step 10: Goods/Services

Select the goods/services your business provides using UNSPSC codes. You will receive notifications for business opportunities based on your selection.

Click on the folder icon to see the top level categories and click the folder symbols to see more details. Add categories by clicking the underlined names. Remove categories by clicking the minus icon next to the category.

*\*We advise not to make your UNSPSC choice too narrow. Example: If you select only the highest level, you will receive only solicitations that are sent out at the highest level.*

*\*IVBEs and MWBEs are requested to use the UNSPSC that is on their application with the [Division of Supplier Diversity](#).*

When all UNSPSC choices are added, click **Next**

ORACLE  
Favorites: Main Menu > Manage Events and Place Bids > My Bidder Information

Buy/Indiana Public Listing IVBE/MWBE & Small Business Addresses Pay Audit Contacts Goods/Services

SetID: STIND Bidder ID: 0000033147

Click the yellow - sign to delete that particular UNSPSC code from your list

Category	Description
1	

Left | Right

UNSPSC

\*\* Please select as many UNSPSC categories as possible that reflect your business. Bids will be sent out based on your responses.

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 11: Sign up for INDOT Notifications

To receive solicitations from the Indiana Department of Transportation, click the corresponding checkbox for the type of purchase notification you wish to receive.



ORACLE  
Favorites: Main Menu > Manage Events and Place Bids > My Bidder Information

IVBE/MWBE & Small Business Addresses Pay Audit Contacts Goods/Services INDOT Notification

SetID: STIND Bidder ID: 0000033147

INDOT Public Involvement E-mail Lists

Highway construction and maintenance contracts

News on Bid Opportunities

Transportation Enhancement Program Information

Professional Services Bulletin Information

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

## Bidder Profile Creation/Registration Guide (Part 3) Finalize Profile Set-up

### Step 12: Save Your Changes

Click **Save**

*\*If you forget a mandatory field you may be redirected to the corresponding page.*

### Step 13: Pop Up Box

Once your bidder profile has been saved, you will receive a message saying “You have successfully registered with the state of Indiana”.

Click **OK**

An email will be sent to the email address connected to your profile. It will contain a copy of the information you entered, but will not include your mailing addresses. This email may also have a section at the bottom that instructs you to verify your registration using a provided hyperlink – please ignore this section. The link does not work.

### Step 14: Sign Out

Click **Sign Out** in the upper right corner of your screen to complete the process.