

# 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



# 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: SA United States

\*Address 1:

Address 2:

Address 3:

\*City:

County:  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

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	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.

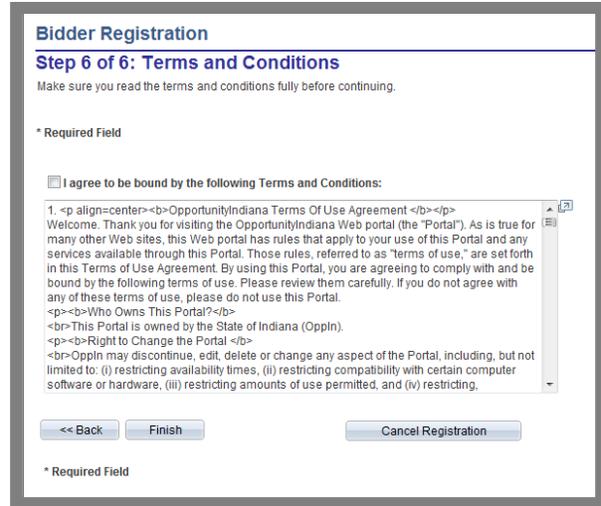
Click **Finish**

### 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:

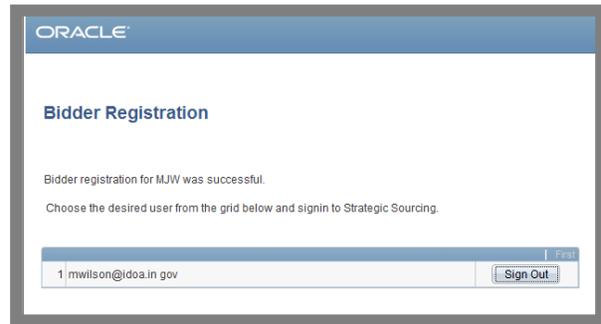
1. **OpportunityIndiana Terms Of Use Agreement**  
Welcome. Thank you for visiting the OpportunityIndiana Web portal (the "Portal"). As is true for many other Web sites, this Web portal has rules that apply to your use of this Portal and any services available through this Portal. Those rules, referred 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.

**Who Owns This Portal?**  
This Portal is owned by the State of Indiana (Oppln).

**Right to Change the Portal**  
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 signin to Strategic Sourcing.

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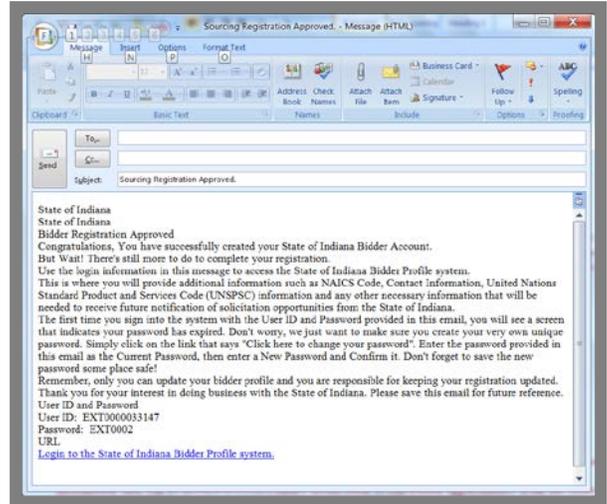
## Bidder Profile Creation/Registration Guide (Part 3) Finalize Profile Set-up

# PART 3: Finalize Profile Set-up

### Step 1: You received an email from [fromgmisworkflow@iot.in.gov](mailto:fromgmisworkflow@iot.in.gov)

The email contains your User ID and temporary password

Click on the link in the email

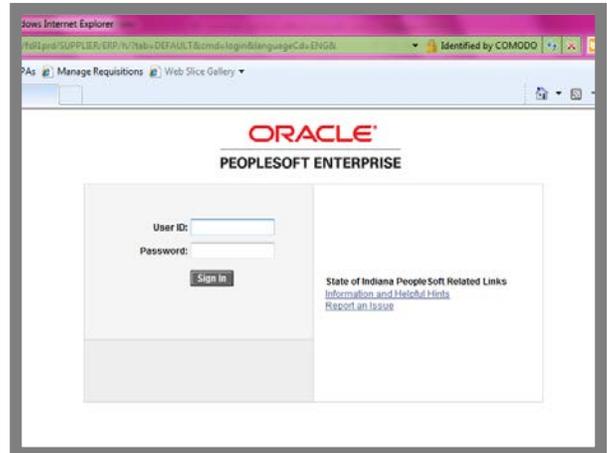


### Step 2: Login

The link from your email will open the Oracle login page

Enter your User ID and temporary password

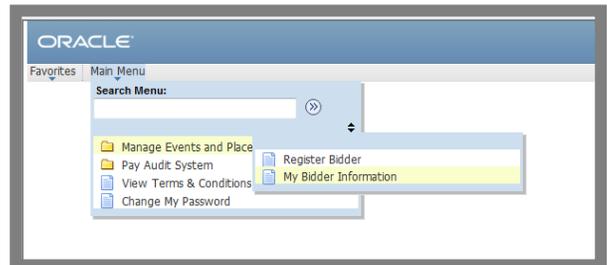
Change your password to something you will remember and use the following steps to complete your profile



### 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:". The required information fields are listed as follows:

- 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

Below the list, there is a note: "All bidders MUST provide a primary point of contact in your company for Minority, Women, and Indiana Veteran Business Enterprise participation regarding subcontracting pay audit. Required fields are located on the Pay Audit Contacts page." Another note states: "\*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." A third note explains: "\*\*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". At the bottom right, there is a "Next" button.

### 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 page title is "Bidder Registration". Below the title, it says "SetID: STIND Bidder ID: 0000033147". The form fields are as follows:

- \*Vendor Legal Name: [Text Field]
- Doing Business As Name: [Text Field]
- \*CEO Name: [Text Field]
- Email ID: [Text Field]
- Website: [Text Field]
- \*Owner's Gender: [Dropdown Menu]
- \*Owner's Ethnicity: [Dropdown Menu]
- \*Submitter Name: [Text Field]
- \*I want to receive orders by: [Dropdown Menu] (Email selected)
- 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/soa/bua\\_services/online\\_controls/default.asp](https://secure.in.gov/soa/bua_services/online_controls/default.asp)
- North American Industrial Classification System (business activity code)
- \*NAICS Code: [Text Field]
- \*\* If you are unsure of your NAICS Code, Please click the link below: <http://www.census.gov/epcd/www/naics.html>

At the bottom, there is a red warning: "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." Below this, it says "\* fields are required". At the bottom right, there are "Previous" and "Next" buttons.



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

## Step 6: Buy Indiana

**Buy Indiana Certification:** Click the appropriate choice. If you are not sure, contact Amey Redding (317) 234-3542

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**

## 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**

## 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**

The screenshot shows the Oracle Bidder Information page for Goods/Services. The page has a breadcrumb trail: Favorites > Main Menu > Manage Events and Place Bids > My Bidder Information. The current page is 'Goods/Services'. It displays the SetID: STIND and Bidder ID: 000033147. A message says 'Click the yellow - sign to delete that particular UNSPSC code from your list'. Below this is a table with columns 'Category' and 'Description'. The table contains one row with a category '1'. There is a 'List | Right' section with a checkbox for 'UNSPSC'. At the bottom, there is a disclaimer: '\*\* 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.' and 'Previous' and 'Next' buttons.

### 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.



The screenshot shows the Oracle Bidder Information page for INDOT Notifications. The page has a breadcrumb trail: Favorites > Main Menu > Manage Events and Place Bids > My Bidder Information. The current page is 'INDOT Notification'. It displays the SetID: STIND and Bidder ID: 000033147. Below this is a section titled 'INDOT Public Involvement E-mail Lists' with four checkboxes: 'Highway construction and maintenance contracts', 'News on Bid Opportunities', 'Transportation Enhancement Program Information', and 'Professional Services Bulletin Information'. At the bottom, there is a disclaimer: '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.' and 'Previous' and 'Save' buttons.



## 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.*

The screenshot shows the Oracle Bidder Information page. At the top, there is a navigation bar with 'ORACLE' and a breadcrumb trail: 'Favorites > Main Menu > Manage Events and Place Bids > My Bidder Information'. Below the navigation bar, there are several tabs: 'IBEMBE/IBBE & Small Business', 'Addresses', 'Pay Audit Contacts', 'Goods/Services', and 'INDOT Notification'. The 'INDOT Notification' tab is selected. The page displays 'SetID: STIND' and 'Bidder ID: 000033147'. Below this, there is a section titled 'INDOT Public Involvement E-mail Lists' with four checkboxes: 'Highway construction and maintenance contracts', 'News on Bid Opportunities', 'Transportation Enhancement Program Information', and 'Professional Services Bulletin Information'. At the bottom, there is a red warning message: '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.' Below the message are two buttons: 'Previous' and 'Save'.

### 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.

The screenshot shows the Oracle Bidder Information page, similar to the previous one, but with a 'Messages' pop-up box in the bottom right corner. The pop-up box contains the text: 'You have successfully registered with the State of Indiana. (0000, 0)' and an 'OK' button. The 'Save' button on the main page is now disabled.

### Step 14: Sign Out

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