

Indiana Department of Administration

BIDDER REGISTRATION GUIDE

Many who start registration with us run into problems because they're unaware that they already have a bidder profile. To know for sure if you need to create a new registration or just update an existing one, here's a quick way to know for sure!

- Click the **Registered Bidders List** button and download the complete list of registered bidders in Excel.
- Use the Excel options to search the document by name on the profile (**Name 1** column).

Name 1 is typically the legal name of the company or person. The **Name 2** is typically a "doing business as" kind of name. The **Bidder ID** is a ten-digit number assigned to the bidder profile.

If you find an existing profile

Make note of the Bidder ID number.

For revisions to the Taxpayer Identification Number (TIN), entity name, additional name, the primary contact's name, email address or phone, company website or UNSPSC categories, use the [Registration Update Form link](#) under **Update a Bidder Profile** to submit a Bidder Profile Change Request.

If you don't find an existing profile

That means you're all clear to complete a new registration. Click the [Bidder Registration Application link](#) under **Create a new Bidder Profile**.

CREATING A NEW BIDDER REGISTRATION PROFILE

Click the **Log in and Start Form** button.

- You'll be redirected to an Access Indiana page that asks you to sign in or create an account. All the resources you need to get this accomplished are available on this page.
- It's **critical** that the email address you use on the Access Indiana site be the same as the one you'll be using on the bidder profile.
- After you've successfully logged in, you'll be taken to the first page of the Bidder Registration Application.

The Identifying Information Page

The Taxpayer Identification Number (TIN)

The TIN you enter is vital information as the number must be unique for each bidder profile.

If you enter the nine-digit number and receive an error that says, "Invalid Tax Identification Number," you won't be able to continue the application.

Should this error appear, we recommend that you head back to the bidder registration page and click the **Registered Bidders List** button to search again for an existing profile.

If an existing profile can't be found and you believe you entered a valid TIN, please submit a request for assistance.

Adding UNSPSC Categories to Your Profile

To learn more about UNSPSC, you'll find a button labeled **About UNSPSC and your profile** at <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>

When creating a new bidder profile, if you enter a code you found on the UNSPSC website but receive a message that says, "Invalid UNSPSC Code.", you can submit a request for assistance to ask for it to be added. Be sure to include the eight-digit code and the description in the submission. Also tell us to which bidder profile the new UNSPSC(s) should be added.

After making the UNSPSC(s) available, we'll then add them to your profile.

The Company Contacts Page

The Email Address

The email address you enter is important because it must be unique to each bidder profile.

If you have a shared email account that's accessible to multiple users, consider using it here. (Something like rfpresponses@forexample.com, for example.)

If you enter the email address for the primary contact and it has already been used on an existing bidder profile, you'll receive a message that says, "Email already exists."

If one person needs to be the primary contact on multiple bidder profiles, a unique email address must be used for each one.

If for some reason a State employee needs to register as a bidder, a personal or company email address must be used.

SUBMIT A REQUEST FOR ASSISTANCE

If you run into a problem and need help, please follow these instructions to submit a Service Request.

Navigate to <https://webhda.iot.in.gov/app/Request>

- Provide your contact information on the first page.
- The field titled **Reason for address change** isn't used for our purposes, but completion is *required*. Enter something like, "assistance needed."
- Click the **Next** button.
- In the **Detailed description of the problem** field, provide as much detail about your problem or situation as possible.
- Click the **Submit** button when you're finished.

Unfortunately, every now and then a State issued email gets caught by a spam filter and never makes it to your inbox. We recommend that you check it when you're waiting for a response.