

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:
 - the name on the profile

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

- the **Primary Email Address** (will be used to sign into the Supplier Portal when the time comes)

If you find an existing profile

Make note of the Bidder ID number.

For revisions to the Taxpayer Identification Number (TIN), the primary contact's name, email address or phone, company website or UNSPSC categories, or responses to the profile questions, please log into the State of Indiana Supplier Portal and head to the Manage Profile tile.

If you don't find an existing profile

That means you're all clear to complete a new registration. Click the Start Profile Creation button.

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. If you click the Getting Started or FAQ & Help link in the upper right, you'll find the following topics and other helpful information: signing up for a new account, reset your Access Indiana password, adding authenticator to your account, how to update your email address and how to update your recovery email address.
- 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 Create a Bidder Profile page and click the **Registered Bidders List** button to search again for an existing profile.

If you can't find a profile that matches the one you need to create, you can submit a request for assistance. Be sure to include the company name, TIN, and the primary contact's first name, last name, and email address in the submission. See the Submit a Request for Assistance guide posted at the bottom of the Create a Bidder Profile page.

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 ID the new UNSPSC(s) should have them added. See the Submit a Request for Assistance guide posted at the bottom of the Create a Bidder Profile page.

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.