Vendor Self-Registration Quick Start Guide
This guide provides easy to follow instructions on how to register your organization in Ocean State Procures^{TM}.

Getting Started

All vendors who currently (or in the future) sell products and/or services to the State of Rhode Island are *required* to self-register with Ocean State Procures^{TM} (OSP). Registration is a multi-step process to establish contact and company information, areas served, commodity classifications and tax identification information.

Soft vs. Full Registration

Soft registration requires minimal information and will grant immediate access to review solicitation opportunities and respond to bid postings.

Full registration is complete upon using your login to access the WebProcure log in page and upload your IRS W-9 *F*orm. This **must** be completed before a vendor can be awarded a contract or receive payment from the State of Rhode Island.

Soft Vendor Registration Instructions

Steps to Begin Self-Registration: Get Access, Login and Complete Soft through Full Registration. Have the following information on hand to get Login Access: *Organization's Taxpayer ID Number (TIN), Business Type (Corporation, LLC, Sole Proprietorship, etc.)* and *Email Address*.

□ **STEP 1: General Disclaimer**

Access the OSP Vendor Registration Portal via http://ridop.ri.gov/vendor-registration/
The General Disclaimer for the State of Rhode Island is located at the bottom of the screen.
To proceed with the registration, read the terms and check the **Yes, I agree** check box.
Click **next**.

Important Information to know about Parent/Holding Company or Branch before you begin Step 2:
Note: RI Purchases cannot approve a Branch unless there is an account for the Parent/Holding Co. with the same EIN
Parent/Holding Co.: Is the Company Headquarters/Main Address Location, or a Company that has one location only. Municipalities should choose Parent/Holding Co.
Branch: A location other than the Parent/Holding Co. Headquarters/Main Address Location.
WebProcure FEIN Notification: FEIN already exists in the system – See **Step 2 HELP**.

□ **STEP 2: Organizational Information -** Enter the following information:
- Federal EIN OR SS Number **- NOTE: If system flags FEIN/SS as** *"already exists"* **continue to STEP 2 HELP below.**
- Legal Name of Entity / Individual
- Country
- Address
- City
- State / Province
- Postal / Zip Code
- Type of Business
- This office is – Parent/Holding Co. or Branch
- DUNS Number
- Rhode Island Areas Served

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☐ **STEP 2: HELP -** If you are notified by WebProcure that the FEIN (Tax Id) already exists in the system and you are not allowed to register, **contact WebProcure at webprocure.support@perfect.com or call 1-866-889-8533**. WebProcure will assist you in getting added as a user in the company. Your company's registration may exist because your company is already doing business:

- with Rhode Island under another RI contract (an MPA contract, or another APA contract), or
- with another state who uses the WebProcure System.

☐ **STEP 3: Contact Information**
Enter the information for your organization's main point of contact. The main contact will be allowed to manage your organization's OSP account, add users to the system and determine who will be allowed to submit solicitation responses on behalf of your organization.

☐ **STEP 4: Commodity /Service Codes**
Select the UNSPSC (United Nations Standard Products and Services Codes) commodity and service codes which best apply to your organization's business. These codes subscribe your organization to receive notifications of related solicitations posted on OSP.

☐ **STEP 5: Diversity Information**
If applicable, select any diversity classification types that apply to your organization.

Important Information to know about Login access before you begin Step 6:
Submit Registration: Soft Registration is completed; a "Registration Successful Notification" will be emailed to you.
Login and Full Registration Required: You must return to WebProcure and **LOGIN** to complete steps 7 through 10 for Full Registration.
Full Registration Approval: Confirmation from Alexandra.Laflamme@Purchasing.ri.gov
Note: You must be fully registered for migration of your contracts to the new system.

☐ **STEP 6: Submit Registration**
Click the **Submit** button. You have completed the soft registration and now have Account Login access to login to the system and complete the Full Self-Registration which is required for your APA contract migration to the new system for new contract awards and to perform invoicing.
For Full Vendor Registration complete Steps 7 through 10 below.

Full Vendor Registration Instructions

☐ **STEP 7: Log in to Ocean State Procures**^{TM} **to complete the Full Self-Registration**
Go to the link below to access the WebProcure log in page:
https://webprocure.perfect.com/login.do

1. Enter your Username and Password.
2. Click Login.

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Important Information to know about W-9 uploads before you begin Step 8:
Rhode Island: A W-9 must be uploaded to "State of Rhode Island" under the "Accounts Management" section for RI Division of Purchases account approval.
Save: You must **Click Save** after entering any information when the Save button is available. Otherwise, your information will not be saved in the system.

☐ **STEP 8: W-9 & Additional Documents to State of Rhode Island**
 W-9 Form available online at: **https://www.irs.gov/pub/irs-pdf/fw9.pdf**
  1. In the dropdown box by your name (top right corner) select **My Account**.
  2. In the left menu, expand **Account Management** by clicking on the plus sign (**+**).
  3. **IMPORTANT STEP: Select from the drop down "State of Rhode Island".** Click on the **Attachments**, and then click on **W-9 Document Folder**. Click on the **"Upload New"** button at the top right corner to attach your W-9 Form and any other documentation.

☐ **STEP 9: Payment Methods**
 There are two payment methods available to receive payment from the State of Rhode Island:
  • Electronic Deposit
  • Check
    1. In the left menu, expand **Account Management** by clicking on the plus sign (**+**).
    2. Expand **State of Rhode Island** and click **Additional Required Attributes**.
    3. Scroll to the Payment Methods section and check the box next to ACH***** or Check.
      *NOTE: If selecting Automated Clearing House (ACH) payment method, you must complete the **Vendor ACH Enrollment Form** by clicking the link and following the instructions provided.

☐ **STEP 10: Expedited Payment Discount (EPD)**

  A. If you choose to participate in our EPD program, select both EPD participation check boxes:
    ☐ 2% 15 Net 30
    ☐ I have read the Expedited Payment Discount policy and by checking this box, my business organization is committing to the selection above. If any changes are required, I will do so in accordance with the Expedited Payment Discount Policy.

  OR

  B. If you do not choose to participate skip this section and your payment terms will default to our standard Net 30.

 ✓ Note that you may login to your account at any time to check registration status.
 ✓ **Monitor your email for registration corrective action instructions** from the OSP Vendor Registration Team.
 ✓ **When your full self-registration is approved** the Supplier Coordinator (Alexandra.Laflamme@Purchasing.ri.gov) will send you an email confirming successful registration plus a quick start guide for OSP Login and & Basic Navigation.

Help Desk
For help during the registration process email webprocure.support@perfect.com or call 1-866-889-8533.