The account registration process is user friendly and time efficient. Below is a quick step-by-step guide for setting up your Kansas State University Bid Portal account.

1. Navigate to the main Bid Portal site, https://bidportal.ksu.edu/, and select one of the two “Create Account” links to begin the account registration process:
2. Organization Details – Enter the general information about your organization

3. Certified Diverse Supplier – identify whether your organization qualifies as a diverse supplier:
4. Categories – In this section, you will select one or more category codes applicable to the products and/or services provided by your company. Note: The selection of categories will determine the bids opportunities for which the system will send notification to your company. If in doubt, select the more general category codes (i.e., the three-digit code “111” rather than the six-digit code “111110”). You may also select all category codes if you want to be notified of every opportunity posted to the Bid Portal by the University.

5. Contact(s) – Enter the contact information for your Kansas State University Bid Portal account.
6. Terms of Service – View and agree to the Terms of Service

☐ By clicking here I agree to the bids&tenders Vendor Terms of Service (view)

7. Additional Contacts - If you are interested in adding more contacts to your company’s account, you may select the Invite Another Contact button as shown below:

8. For all additional contacts, a notification will be sent to the email address provided inviting the representative to create a system password. You may add up to ten contacts to your Kansas State University Bid Portal account.

9. Once you have finished entering contact information, you will complete the reCAPTCHA test to verify human access to the website. Once complete, select the blue continue button at the bottom right of the screen to create your account.