

# Bid Portal Registration Instructions

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:

The screenshot shows the Kansas State University Bid Portal homepage. At the top left is the KSU logo. In the top right corner, there are navigation links: [Bids Homepage](#), [Find more bids](#), [Create Account](#), and [Login](#). A purple arrow points to the [Create Account](#) link. Below the navigation links is the heading "Welcome to the Kansas State University Bid Portal". The main content area contains several paragraphs of text, including a "Purchasing Support" section, a "Technical Support" section, and a "University Surplus Property" section. Below this is a "Resource Materials" section with links to "Create Account Guide (Pending)", "KSU Contractual Provisions Attachment", and "Supplier Resources". At the bottom of the page, there is a list of current opportunities. A purple arrow points to the "Create Account" button in the bottom left corner, which is highlighted with a purple box.

**KANSAS STATE**  
UNIVERSITY

Welcome to the Kansas State University Bid Portal [Bids Homepage](#) [Find more bids](#) [Create Account](#) [Login](#)

This site allows prospective suppliers to create a Bid Portal account. Prospective suppliers who create an account and select one or more commodity codes aligned with the equipment, products, and services they offer will receive system-generated notifications by email of new University opportunities matching their commodity code selection.

Public and invitation-only solicitations issued by the University are posted on this website.

Prospective suppliers are solely responsible for ensuring their account information is kept current.

For step by step instructions on how to create an account or use the University Bid Portal, navigate to the [Vendor Support Portal](#) of the University's technical support provider, bids&tenders.

Kansas State University does NOT charge a fee for creating or maintaining a Bid Portal account or for accessing the University's solicitation documents.

**Purchasing Support:**  
If you have questions about a specific bid opportunity, submit your inquiry using the "Submit a Question" function for that opportunity. For general inquiries about doing business with the University contact Purchasing and Contract Services by email at [kspurch@ksu.edu](mailto:kspurch@ksu.edu) or by phone at (785)532-6214.

**Technical Support:**  
Technical support for the Kansas State University Bid Portal is provided by bids&tenders. If you encounter technical issues, contact support by email: [support@bidsandtenders.org](mailto:support@bidsandtenders.org) or phone: 1-800-594-4798.

**University Surplus Property:**  
Details pending.

**Resource Materials:**  
[Create Account Guide \(Pending\)](#) [KSU Contractual Provisions Attachment](#) [Supplier Resources](#)

Below is a list of the University's current opportunities. Refer to the Status column in the list to determine if the solicitation is open, closed, or awarded.

[Login](#) [Create Account](#)

2. Organization Details – Enter the general information about your organization

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## Create Account

[Bids Homepage](#) [Find more bids](#) [Create Account](#) [Login](#)

Note: It is the supplier's responsibility to keep the profile information current and correct.

### Organization Details

Legal Company Name

Does your company conduct business under any other name? If yes, please state

Address 1 \*  Address 2

City \*  Postal Code / Zip Code \*

Province / State \*  Country \*

Fax

Area Code  First 3 #s  Last 4 #s

Website

Tax Registration Number (HST, GST, FEIN)

3. Certified Diverse Supplier – identify whether your organization qualifies as a diverse supplier:

### Certified Diverse Supplier

A certified diverse supplier is any business or enterprise that is certified by a Supplier Certification Organization to be more than 51% (majority) owned, managed and controlled by persons belonging to an equity-seeking community or a social purpose enterprise. These communities include, but are not limited to, women, aboriginal people, visible minorities/racialized people, veterans, persons with disabilities and Lesbian, Gay, Bisexual, Trans, Queer, Two-spirit (LGBTQ2S) community. Agencies may request proof of Certification during the bidding process.

Are you a Certified Diverse Supplier?  Yes  No

# Bid Portal Registration Instructions

- 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.

Categories

✕

- [11 - Agriculture, Forestry, Fishing and Hunting](#)
  - [111 - Crop Production](#)
    - [1111 - Oilseed and Grain Farming](#)
      - [11111 - Soybean Farming](#)
        - [111110 - Soybean Farming](#)
      - [11112 - Oilseed \(except Soybean\) Farming](#)
        - [111120 - Oilseed \(except Soybean\) Farming](#)
      - [11113 - Dry Pea and Bean Farming](#)
        - [111130 - Dry Pea and Bean Farming](#)
      - [11114 - Wheat Farming](#)
        - [111140 - Wheat Farming](#)
      - [11115 - Corn Farming](#)
        - [111150 - Corn Farming](#)

- Contact(s) – Enter the contact information for your Kansas State University Bid Portal account.

## Contact(s)

**Inviting a Contact**

In order to add a contact to the company profile, click on the “invite another contact” button and type the contact name and email address of the person you wish to add.

Your invited contacts will receive an email invitation from the Bidding System to create their own login to the Bidding System. If you are an invited company contact it is imperative that you create your login from the link contained in the email invitation. DO NOT go directly to the Bid Opportunity website and create a separate vendor account. It is your sole responsibility to keep your additional invited contact(s) current and delete any contacts that you **DO NOT** want to have access to your profile.

<b>First Name *</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text"/>
<b>Email *</b>	<b>Email</b>
<input type="text"/>	<input type="text"/>

Password Hint

*Your password must be at least 6 characters in length, have 2 upper case characters and at least 1 special character (!@#S&\*)*

<b>Password *</b>	<b>Password *</b>
<input type="text"/>	<input type="text"/>

<b>Phone *</b>	<b>Extension</b>
<input type="text" value="Area Code"/> <input type="text" value="First 3 #s"/> <input type="text" value="Last 4 #s"/>	<input type="text"/>

Primary Contact

# Bid Portal Registration Instructions

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.

<b>First Name *</b>	<input type="text"/>	<b>Last Name *</b>	<input type="text"/>
<b>Email *</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>
<b>Phone *</b>	<input type="text"/>	<b>Extension</b>	<input type="text"/>
<input type="text" value="Area Code"/>	<input type="text" value="First 3 #s"/>	<input type="text" value="Last 4 #s"/>	
<input type="radio"/> Primary Contact			<input type="button" value="X Delete Contact"/>

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.

