



Vendor Registration

Instruction Guide

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Thank you for doing business with the State of Arkansas!

To complete your registration, you will need to enter your company information on a series of tabs (screens) in the new online Arkansas eProcurement system, [ARBuy](#).

Before You Begin.

To complete your vendor registration, please have the following information on hand:

- ❖ Your company Tax Identification Number as provided by the IRS
- ❖ Your company name *exactly as shown* on your income tax return
- ❖ The email address where you would like to receive notifications of bid opportunities
- ❖ The email address of the person who will be the Administrator of your ARBuy online vendor account
 - For security purposes, this must be a different email address than the general company email address.

You will be asked to select a reference code(s) from the United Nations Standard Products and Services Code (UNSPSC) for the goods and services your company provides.

It is critical you select the appropriate code(s) as these codes will trigger email notifications when a bid opportunity is available for goods or services offered by your company.

- There is a UNSPSC search tool in the registration process that will help you find the appropriate codes.

To learn more about UNSPSC codes, view this video [About UNSPSC Codes](#), or visit this webpage <https://www.unspsc.org/>.

Please type in “ALL CAPITAL LETTERS” throughout the registration process (*except for creating your password).

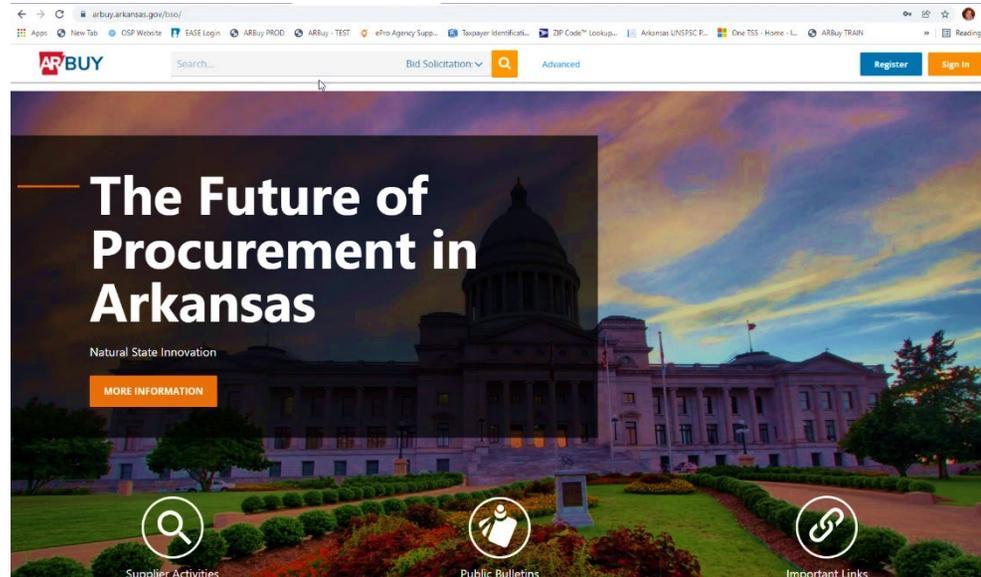
INITIATING A VENDOR REGISTRATION

Step 1

Go to the [ARBuy](https://arbuy.arkansas.gov) website by entering the following URL in the address bar.

ARBuy.arkansas.gov

Once registered, you will sign in from this page.



Step 2

On the home page, click on the “**Register**” button on the top right.

This will bring up the next window, the [Company Registration Screen](#).



COMPANY REGISTRATION SCREEN

Step 3

Please turn on ALL CAPS

Enter your Tax ID number (including any dashes) and click the toggle to select your tax ID type: SSN or EIN.

Enter the company name and email address.

Ensure you can access this email account.

A validation email will be sent to this address to complete registration.

Click **“Register”** to move to the next screen, the **Company Information Tab**.

The screenshot shows the 'Company Registration' form for ARBUY. The form includes the following fields and elements:

- ARBUY Logo:** A red outline of the state of Arkansas with 'AR' in white and 'BUY' in blue.
- Create Your Supplier Account:** A blue link.
- Tax ID:** A text input field containing '000000001', a toggle button set to 'EIN', and an eye icon.
- Company Name:** A text input field containing 'ABC INC.'.
- Email Address:** A text input field containing 'ABC.EMAIL@GMAIL.COM'.
- Country:** A dropdown menu set to 'United States of America'.
- Register Button:** A large blue button with the text 'Register'.

Annotations on the screenshot include:

- A red circle around the Tax ID input field.
- A red circle around the 'EIN' toggle button.
- A red circle around the 'ABC INC.' input field.
- A red circle around the 'ABC.EMAIL@GMAIL.COM' input field.
- A red circle around the 'Register' button.
- Two green callout boxes with arrows pointing to the 'EIN' toggle and the eye icon, respectively.

COMPANY INFORMATION TAB

Step 4

Your company name will be automatically populated in the first two fields.

- If needed, update the second field, Vendor Legal Name, to match your business name as shown on your tax return.

Entering a Business Description is optional.

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Company Name*: 1 ABC INC. Vendor Legal Name*: 2 ABC LANDSCAPERS INC.

Business Description: LANDSCAPE DESIGN

For all registration screens, fields without an asterisk (*) do not require information.

Step 5

Enter the remaining company/contact information.

- Enter your P.O. Box or your street address, including apartment or suite number, on line 1.
- Enter your city, select your state, enter zip code, county, phone, and fax number.

Mailing Address Line 1*: 123 MAIN ST BLDG 2 STE 4

Address Line 2: X

Address Line 3: X

Address Line 4: X

Country*: US - United States of America

City*: LITTLE ROCK State/Province*: AR

ZIP*: 72201-1234 Use ZIP+4, if known. County: PULASKI

Company Phone*: 501 111 1111 Company FAX: 501 111 1111

Company Email*: ABC.EMAIL@GMAIL.COM Tax ID #: 00000001 Show

Use address Line 1 only. Do not enter information in lines 2, 3, or 4. Do not use punctuation in address.

Auto-populates from previous screen.

Step 6

Validate your Tax ID and select EIN/SSN. Enter your state and Year of Incorporation (does not refer to number of years, but actual year – example: 2018).

- **The Preferred Delivery Method defaults to your Email.**

Company Email*: ABC.EMAIL@GMAIL.COM

Tax ID #: 00000001 Show

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?

EIN SSN

State of Incorporation: AR

Year of Incorporation: 2010

Preferred Delivery Method: Email

Click the checkbox to view your Tax ID number.

Step 7

If your company qualifies as an emergency supplier, click the YES button, and complete all required fields.

- **To learn more, go to [Emergency Suppliers](#).**

Click “Save & Continue Registration” to move to the Administrator Tab.

If you do not wish to be an emergency supplier, leave the NO button selected and click SAVE & CONTINUE REGISTRATION at the bottom of the screen.

Would you like to be registered as an emergency supplier in the case of an emergency?
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Yes No

Emergency Phone*: 501 111 1111

Ext.: 111

Emergency Contact*: SUE JONES

Emergency Email*: SUE.JONES@ABC.COM

Emergency Info Comment: FLOODING AND MUDSLIDE ABATEMENT SERVICES

Save & Continue Registration Reset Cancel

ADMINISTRATOR TAB

Step 8

Enter the information for the person who will be your Account Administrator.

After your ARBuy vendor registration is validated and active, the Admin will be the only user who can make changes, additions, or deletions to the registration.

Use the **blue** dropdown arrows to select information for the specified fields.

“Save & Continue Registration” to move to the Address Tab.

The screenshot shows the 'Administrative User Information' form with the following fields and annotations:

- Second tab.**: A green box pointing to the 'Administrator' tab in the navigation bar.
- Non-asterisked fields are not required.**: A green box pointing to the 'Salutation' dropdown menu.
- For security reasons, must be a different email than the company email address used on previous screens. ***: A green box pointing to the 'Email*' field containing 'SUE.JONES@ABC.COM'.
- Do NOT check box. This will be addressed later.**: A green box pointing to the 'Register with the Periscope S2G and link your accounts.' checkbox.
- Save & Continue Registration**: A red oval around the button.
- Reset** and **Cancel**: Buttons to the right of the main button.
- Fields with red ovals**: 'First Name*' (SUE), 'Last Name*' (JONES), 'Job Title*' (OWNER), 'Email*' (SUE.JONES@ABC.COM), 'Login ID*' (SUEJONES), 'Phone*' (501 111 1111 222), and 'Login Answer*' (PIZZA).
- Fields with yellow boxes**: 'Login ID*', 'Login Question*', and 'Login Answer*'.

If you already used the Administrator's email address on previous screens, enter a dummy email in this field, then call the State Procurement office at 501-324-9316 and ask for assistance to update the email addresses on your vendor registration.

The yellow highlighted fields - Login ID, Question, and Answer - will be used by your Administrator to access the online registration. If you are not the Administrator, enter this information and write it down to give to the Admin to change this information later.

ADDRESS TAB

Step 9

Check your address.

- If changes are needed, click “General” and go to Step 10.
- If no changes are needed, click “Continue Registration” and skip to Step 11.

Do not add another address. This function will be available later.

Maintain Addresses For: Office Of State Procurement

Name	Address Type	Address Information
General	General Mailing Address	123 MAIN STREET BLDG 2 STE 4 LITTLE ROCK, AR 72201-1234 US Email: ABC.EMAIL@GMAIL.COM Phone: (501)111-1111 FAX: (501)111-1111

Click GENERAL to go to the address screen to update the information.

Add Another Address ~~X~~ **Continue Registration**

Step 10

Make edits, then click “Save & Continue Registration” to go back to the Address Tab.

On the Address tab, click “Continue Registration” to move to Terms Tab.

Address Line 1*: 123 MAIN STREET BLDG 2 STE 4

Address Line 2:

Address Line 3:

Address Line 4:

Country*: US - United States of America

City*: LITTLE ROCK State/Province*: AR

ZIP*: 72201-1234 County: PULASKI

Phone*: 501 111 1111 Ext:

Toll Free: Mobile:

Fax: 501 111 1111 Email*: ABC.EMAIL@GMAIL.COM

Status: Active Web Address:

Default address for this address type (Begin with http:// or https://)

Save & Add Another **Save & Continue Registration**

TERMS TAB

Step 11

Do not enter any information here.

- Your Admin will do this when the next phase is implemented.

Click **“Continue Registration”** to continue to the **Categories and Certifications Tab.**

Company Information Administrator Address **Terms** Categories & Certifications Commodity/Service Codes Summary

Payment Terms: 0001 - Immediate 

Freight Terms: 

Shipping Terms: 

Save & Continue Registration

Continue Registration

CATEGORIES AND CERTIFICATIONS TAB

Step 12

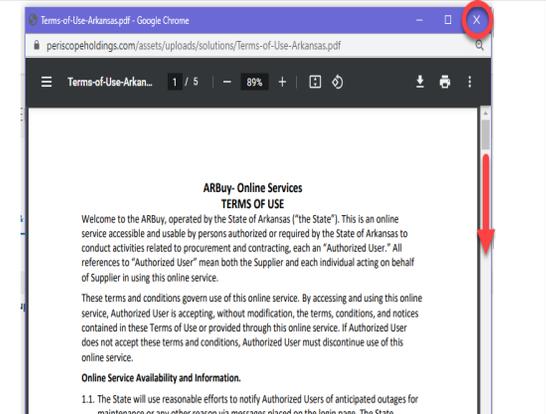
Click on link to open the **TERMS OF USE.**

Scroll to review the **TERMS OF USE,** then close the window by clicking the X.

Company Information Administrator Address Terms **Categories & Certifications** Commodity/Service Codes Summary

Category: ARBuy Terms of Use

Category URL: <https://www.periscopeholdings.com/assets/uploads/solutions/Terms-of-Use-Arkansas.pdf>



Step 13

Click the checkbox to confirm you have read the **TERMS OF USE**.

Check the appropriate box for the Not-for-Profit designation.

- Do not check any other boxes at this time.
- There is no need to enter anything in Notes at this time.

Scroll to the bottom of the screen.

Click **“Save and Continue Registration”** to continue to the **Commodity/Service Codes Tab**.

Category: ARBuy Terms of Use

Category URL: <https://www.periscopeholdings.com/assets/uploads/solutions/Terms-of-Use-Arkansas.pdf>

Please select exactly one category value

Select

Yes

Notes:

Category: My organization is a not-for-profit entity (under IRS Code section 501c).

Description: Not-for-Profit Vendor

Please select exactly one category value

Select

Yes

No



Save & Add Certification

Save & Continue Registration

Continue Registration

COMMODITY/SERVICE CODES TAB

Step 14

On this tab you will enter the [UNSPSC code\(s\)](#) that best describes the goods and/or services your company offers.

- **All Bid Notifications received by email will be determined based on the UNSPSC code(s) you enter. Please enter as many codes as necessary to cover any and all goods/services your company provides.**

Enter keywords that describe the goods and services you provide and click **“Search”**.

- **This will populate codes at the bottom of the screen that are related to the keywords entered.**

Company Information Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

Search

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

LANDSCAPE

Search using

ALL of the criteria

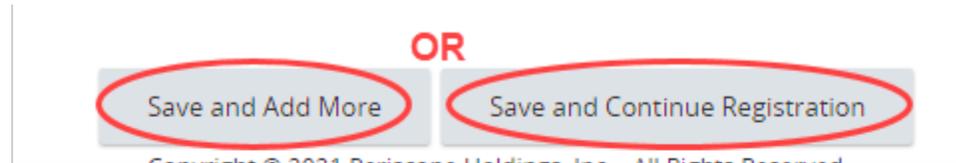
Search

HINT: If one form of a keyword does not provide results, try another form of the word, such as “consulting”, “consult”, or “consultant”.

Scroll to the bottom of the screen and check the boxes of all applicable codes.

- | | | |
|-------------------------------------|----------|----------------------------------------------------|
| <input type="checkbox"/> | 30-12-16 | Asphalts |
| <input type="checkbox"/> | 30-12-17 | Road and railroad construction materials |
| <input checked="" type="checkbox"/> | 30-12-18 | Landscape architecture materials |
| <input checked="" type="checkbox"/> | 30-12-19 | Soil stabilizers and reinforcing materials |
| <input checked="" type="checkbox"/> | 30-12-20 | Specialized external flooring and paving materials |

To search for more codes, click **“Save & Add More”**. Repeat Step 14 or go to Step 15 for another search option.



OR

If you have selected all necessary codes, click **“Save & Continue Registration”** to go to Step 16, the **Summary Tab**.

Be sure to select as many codes as you need to cover all the commodities and services you offer. You will receive bid notification emails *only* for commodities and services you select.

Step 15

For another search option, click the drop down arrow in the UNSPSC Segment-Family field to view. Double click to select a code.

- This will populate related codes.

If you need to narrow the results, select a UNSPSC Class code in the next field and click **“Search”**.

Select codes at the bottom of the screen and continue the search process until you have included all applicable codes.

Click **“Save and Continue”** to move to the **Summary tab**.

The screenshot shows the UNSPSC search interface. The 'UNSPSC Segment-Family' dropdown menu is open, displaying a list of codes. The code '70-11 - Horticulture' is highlighted in blue. A red circle highlights the dropdown arrow in the 'UNSPSC Segment-Family' field. Below this, the 'UNSPSC Class' dropdown menu is open, displaying a list of codes. The code '17 - Parks and gardens and orchards' is highlighted in blue. A red circle highlights the 'UNSPSC Class' field. At the bottom of the search form, a red circle highlights the 'Search' button.

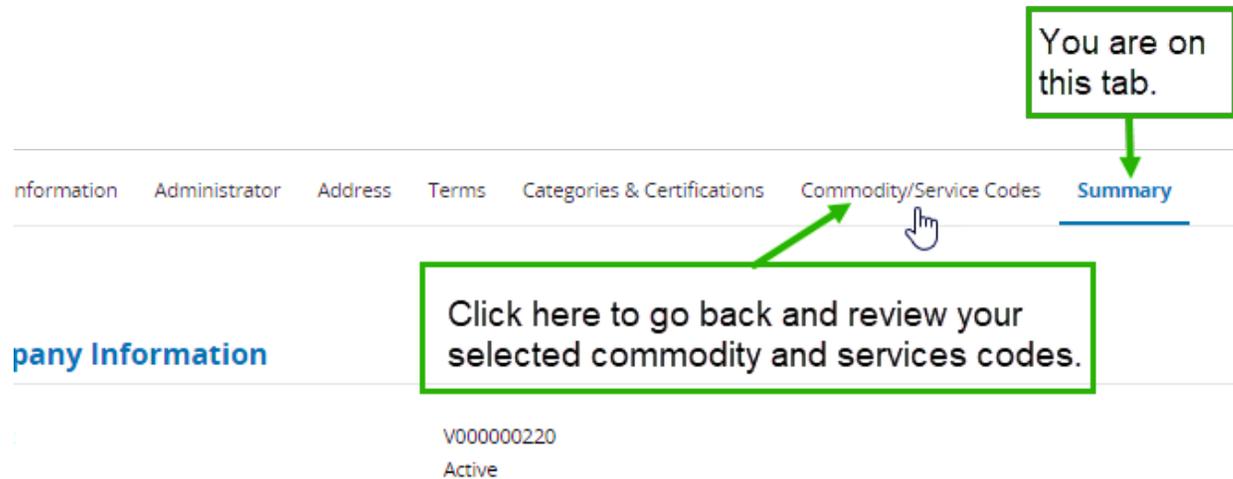
The screenshot shows the bottom of the search interface. There are three buttons: 'Cancel', 'Save and Add More', and 'Save and Continue Registration'. A red circle highlights the 'Save and Continue Registration' button. A mouse cursor is pointing at the 'Save and Continue Registration' button.

Step 16

On the **Summary Tab**, if you want to review the list of codes you selected, click the **“Commodity/Service Codes” Tab** and go to Step 17.

OR

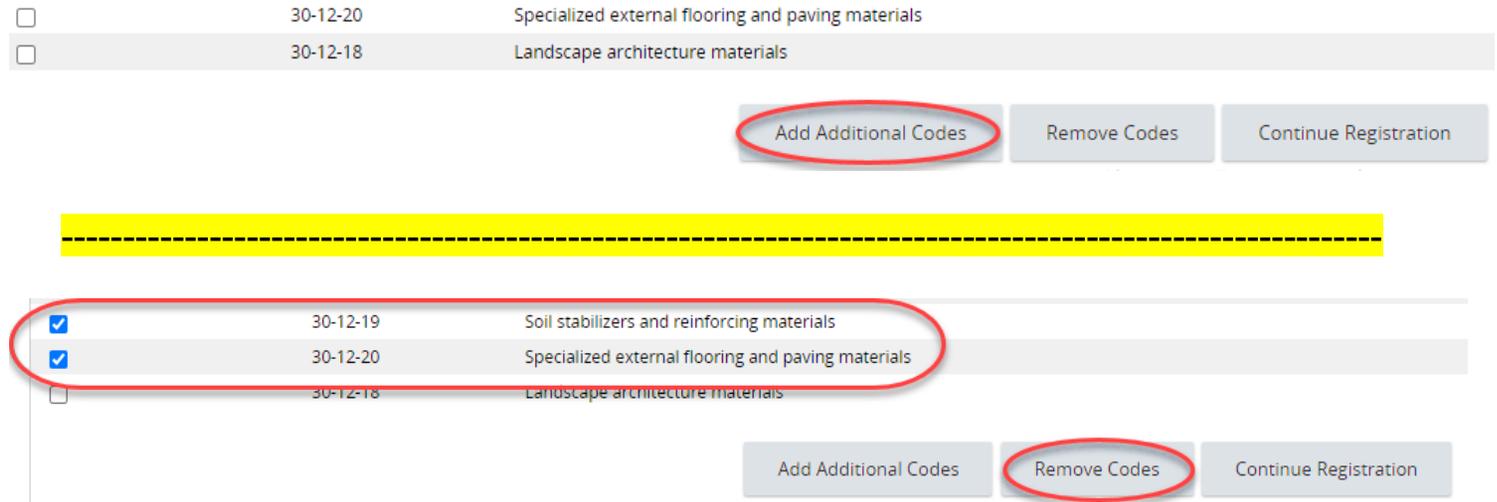
Skip to Step 18 to continue.



Step 17

Commodity/Service Codes Tab: Options

- Add additional codes.
- Remove codes by checking the applicable box(es) and clicking **“Remove Codes”**.



- Continue Registration.

SUMMARY TAB

All information you entered on previous tabs will be displayed on this screen.

Step 18

Write down your new ARBuy Vendor ID and please review all your account information.

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes **Summary**

This is your permanent Vendor Identification number in the ARBuy system. Write it down for reference.

Company Information

Vendor ID:	V000000220	Alternate ID:	
Status:	Active	Status Change Reason:	
Tax ID Type:	EIN	Incorporation Details:	
Business Description:	LANDSCAPE DESIGN	Preferred Delivery Method:	
Emergency supplier:	Yes		

Scroll down to review all information on this screen.

If you need to make changes, click the applicable tab at the top of the screen to make edits.

Click through the **“Save & Continue”** buttons at the bottom of each screen to return to the **Summary Tab**.

You are on the Summary Tab. Click on any of the other tabs to go back to that tab to make changes to the information.

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes **Summary**

Click “Complete Registration”.



Complete Registration

Congratulations! You now have a vendor account in ARBuy!

Next Steps.

You will receive a validation email at the company email address you entered on the initial screen. Follow the directions in this email to Login to ARBuy and confirm your account.

Keep in Mind.

Once the State has reviewed and validated your account, it will be placed in ACTIVE status, meaning you can receive bid notification emails for your designated commodities/services and can submit bids through ARBuy.

- ❖ This registration is the first step (Phase 1) in establishing your vendor account.
- ❖ Phase 2 of vendor registration is coming soon. In this phase, your account Administrator can:
 - Add users to the account: Multiple users can be set up to receive bid notifications.
 - Add more addresses (remit, branch locations, etc.) to the account.
 - Enter more details, such as Minority vendor certification or payment and shipping terms.

Questions?

Contact Periscope Supplier Support at **1-888-242-7020** or email supplier-support@periscopeholdings.com.