**Kansas eSupplier Portal**

**Instructions for Creating a Supplier User Account**

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| **Registering a Supplier User Account in the Kansas eSupplier Portal** | |
| To register a Supplier User Account, the user must be a **Supplier** who has received a payment from the State of Kansas within the past 60 months. | |
| A **Supplier** is defined as an organization who has already done business with, and has been assigned a Supplier ID number by, the State of Kansas. | |
| **The Kansas eSupplier Portal is used for category code updates and payment information review only.** It is not used to submit responses to bid events. Please continue to contact the Purchasing Agent listed on any bid event in which you would like to participate. | |
| From the Kansas eSupplier Public Portal page, click the ‘User Registration’ tile. |  |
| Select the “Register Now” button under the “Register Supplier User Account” section of the next page. |  |

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| **Supplier User Registration – Page 1** | | |
| **IMPORTANT:** Users will not be able to search for their **Supplier ID** on this page. | |
| Users must provide the **full and exact** 10-character **Supplier ID** assigned by the State of Kansas.  Once an accurate Supplier ID has been provided, click **Search** to continue. |  |
| **Note:** Places to locate the **Supplier ID** number:   * On payments sent from the State of Kansas:   + Printed on checks as the ‘Vendor Number’   + Provided to the recipient’s bank in the addenda information on an Automated Clearing House (ACH) payment as the ‘Application Receivers Code’ * On the contract document, if the organization has a current contract with the State of Kansas (see the **Procurement Contract List** page: <http://da.ks.gov/purch/Contracts/>) * By contacting the state agency from which the entity has received payment | |

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| **Supplier User Registration – Page 2** | |
| **IMPORTANT:** The user must be able to provide the **Tax Identification Number (TIN)** and information from a payment received from the State of Kansas within the past 60 months. | |
| Please provide the exact **TIN**, without punctuation.  The **TIN** field will only accept 9 numeric digits.  Formatting is #########. |  |

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| **Payment Method:**  Select the method of payment being submitted for verification:   * **ACH:** Automated Clearing House (ACH) is an electronic funds-transfer   or   * **Check** |  |

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| **Payment Method ACH** | |
| **Payment Method ACH:**  Enter the requested ACH payment information, if ‘ACH’ was selected in the previous step.  Required fields include:   * **Supplier Bank Account Number:** exactly as it was provided to the paying state agency on the DA-130 – Authorization for Electronic Deposit of Supplier Payment Form * **Payment Date:** formatted as MM/DD/YYYY * **Payment Amount:** formatted as ###.##, no dollar sign ($) |  |

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| **Payment Method Check** | |
| **Payment Method Check:**  Enter the requested check payment information, if ‘Check’ was selected in the previous step.  Required fields include:   * **Check Date:** formatted as MM/DD/YYYY * **Payment Amount:** formatted as ###.##, no dollar sign ($) * **Check Number:** the full 10-character check number is required |  |
| Once the information for a payment received in the last 60 months has been provided, select the **Supplier Validation** button.  If the information provided matches a payment in the State of Kansas system, a message will display confirming SUCCESS.  Select the **Continue** button, which appears upon validation. |  |
| **Note:** **Three failed payment validation attempts will lock a Supplier ID from allowing any NEW Supplier User Accounts from being created*.* Existing Supplier Users can still access the Kansas eSupplier portal as normal.** | |

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| **Register New Supplier User Accounts** | |
| **Register New Supplier User Accounts** is used to create a new User Account associated to the supplier.  The following information is displayed:   * **Supplier Name** * **ID Number:** TIN * **Supplier ID** |  |
| The following information is required:   * **Requested User ID:** must be in ALL CAPS, beginning with ‘**SUP\_**’ and between 11 and 18 characters, including the required prefix. This field is alpha-numeric. The only special characters that may be used are dashes and underscores. * **Password:** must be between 8 and 31 characters, including at least 1 uppercase letter, 1 lowercase letter and 1 number. * **Confirm Password:** must match the ‘Password’ field value exactly. * **User First / Last Name:**   must be the first and last name of the individual who will have a User Account associated to the supplier (e.g. John Smith).   * **Password Secret Question:** In the event of a forgotten password, the user will be prompted to provide the answer to the question selected here. * **Response:** answer to the selected secret question * **Email:** the email used for communication regarding the User Account |  |
| Once all required information has been provided and the box has been checked agreeing to the **Terms of Agreement**, select **Submit**. |  |
| The option will be provided to create multiple user accounts. |  |
| **Note:** Once complete, the user will immediately be able to login to the Kansas eSupplier Portal with the **User ID** and **Password** created. | |