

### Required Registration

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™ (OSP). The OSP Vendor Registration Portal for registering your business is <https://ridop.ri.gov/ocean-state-procures-osp/osp-vendor-registration/vendor-registration>. The OSP Vendor Registration Portal provides your organization the ability to self-register and maintain your vendor account after establishing your username and password.

This is a two-phase process to establish your company to do business with the State of Rhode Island:

- *Soft Registration* – **Steps 1-6** will establish your initial vendor account and allow vendors to view and submit responses to solicitations. Your account will be in “**Pending**” status.
- *Full Registration* – **Steps 7-10** will be required to receive an awarded Purchase Order(s), Contract(s) and/or Payment(s). Your account will need to transition to an “**Approved**” status during this phase.

Regardless of account status, a vendor can self-manage their account’s information and users at any time.

### Phase 1 - Getting Started and Ready to Bid

*Soft Registration* - It is recommended that you have the following information on hand to complete the required sections of the vendor registration process: **Organization’s Taxpayer ID Number (TIN)**, **Business Type** (Corporation, LLC, etc.) and **Email Address** (for main contact information).

**STEP 1: General Disclaimer** The first step in the registration process is to access the registration portal to obtain a username and password.

- Access the OSP Vendor Registration Portal [HERE](#)
- 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** to advance each page.

**STEP 2: Organization Information** Begin entering the information in the fields on the screen. A red asterisk (\*) indicates that the field is required and must be completed to proceed to the next step in the registration process.

**a. Enter the following information:**

- Federal Employer Identification Number\* - **OR** - Social Security Number\*
- Legal Name of Entity / Individual\* (as issued by the IRS and shown on your IRS W-9)
- DBA Business Name (If different from above)
- Country
- Address Line 1\*
- Address Line 2
- City\*
- State / Province\*
- Postal / Zip Code\*

#### FEIN or SSN number as “already exists”?

**Note - Do NOT create a new ‘Pending’ registration.**

If WebProcure flags your FEIN/SSN as “already exists” as you register, contact WebProcure to assess at [suppliersupport@proactisservicesdesk.com](mailto:suppliersupport@proactisservicesdesk.com) or call 1-866-446-8203.

### Match your registration information exactly to your IRS W-9

**Important Note:** Your registration’s Organization Information **must** match your IRS W-9’s information **exactly** for approval by RI’s Supplier Coordinator (as referenced in step 8 below). The EIN must also match the Legal Name of Entity registered with the IRS. Any variations between the registration’s fields (vendor name and address) as compared to your W-9 related fields will cause delays in the approval review in the 2<sup>nd</sup> phase of your registration for approval. This will require you to perform corrective action. This includes abbreviations, spelling, or other.

### b. Business Designations

- **Type of Business\*** If you are a Medical Services Corporation or a Legal Services Corporation, please select the appropriate checkbox. If you are sole proprietor, partnership, or LLC, the checkboxes do not apply to your business type and should not be checked.
- **Parent/Holding Company or a Branch** If you are an individual or sole proprietor, select “Parent/Holding Company”. If you are a Branch, select “Branch” and you will be required to enter and confirm your DUNS number or nine-digit unique identifier. *(RI Supplier Coordinator cannot approve a Branch unless there is an account for the Parent/Holding Co. with the same EIN)*

### c. State of Rhode Island Areas Served Select all that apply.

**☐ STEP 3: Contact Information** You will need to enter the Main Contact information for your organization and create login credentials. The main contact will be allowed to administer your organization’s account profile, add/manage users to your account, identify who will be allowed to receive notifications, and who is authorized to submit and commit solicitation responses on behalf of your organization.

- First Name\*
- Last Name\*
- Main Phone Number\*
- Email Address\*
- UserName\*
- Password\* and Confirm Password\*
- Address Line 1\*
- City\*
- State / Province\*
- Postal / Zip Code\*
- The *Additional Contacts* section does not need to be completed at this time. This information may be completed *now* or *later* (within the OSP application after registration is completed).

### Need Help?

For technical assistance with managing your OSP vendor account and/or users, contact WebProcure at [suppliersupport@proactisservicesdesk.com](mailto:suppliersupport@proactisservicesdesk.com) or call 1-866-446-8203.

**Note:** Vendor’s account administrator must review and grant all appropriate permissions to users in their organization for their users to fully utilize OSP as needed.

**☐ STEP 4: Commodity /Service Code Selection** 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.

**☐ STEP 6: Submit Registration** Click the **Submit** button. You should now have Account Login access. An email confirmation should have been sent to the email address of the main contact identified in Step 3 of your registration.

**You are now registered with a “Pending” status.** You will be able to submit response(s) to any solicitation(s) of interest as well as self-manage your account information and users. Additional steps will be required for your account to be reviewed for an “Approved” status (see below).

You may log into WebProcure at any time using your username and password at <https://ridop.ri.gov/ocean-state-procures-osp/osp-login>.

## Phase 2 - How do I complete my full registration for an award and/or payment?

*Full Registration* - If you have been notified of a new tentative award, have an existing award that is being migrated to ERP and/or pending payment, you must complete additional steps for the RI Supplier Coordinator to review your full registration for an “**Approved**” status. Please have your **main contact**, who is your account administrator, continue to **Steps 7 - 10** to complete your registration.

### ☐ **STEP 7: Log in to Ocean State Procures™**

Either click the **Take me to WebProcure Now** button or the link that is included in the WebProcure initial registration email confirmation page or click <https://ridop.ri.gov/ocean-state-procures-osp/osp-login>.

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

### ☐ **STEP 8: Upload your organization’s IRS W-9**

Have your completed IRS W-9 PDF file available for upload. A W-9 Form is available online at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

**Note - The signatory date cannot exceed one (1) year from the date the W9 is uploaded into OSP.**

1. In the dropdown box by your name (top right corner), select **My Account**.
2. In the left menu, proceed to the **Edit Main Org Info** options and select **Organization Attachments**.
3. Click on the **W-9 Document** folder under **Document Category**, and then click on the **Upload New** button at the top right,
4. Find and select the file from your computer in the file search window and click **Open**.

### **Matching your registration information with your IRS W-9**

**Important Note:** Your registration’s Organization Information **must** match your IRS W-9’s information **exactly** for approval by RI’s Supplier Coordinator. The EIN must also match the Legal Name of Entity registered with the IRS. Any variations between the registration’s fields (vendor name and address) as compared to your W-9 related fields will cause delays in the approval review in this phase of your registration for full approval. This includes abbreviations, spelling, or other.

### ☐ **STEP 9: Payment Methods** There are three payment methods available to receive payment from the State of Rhode Island: Electronic Deposit and Check

1. In the left menu, expand **Account Management** by clicking on the plus sign(+).
2. Expand the **State of Rhode Island** and click **Additional Required Attributes**.
3. Scroll to the Payment Methods section and check your preferred payment method box next to ACH\*, Check or Virtual Card\*.

\* NOTE: If selecting Automated Clearing House (ACH) or Virtual Card payment method, you must click on the applicable link and follow the instructions provided to complete enrollment.

### ❑ STEP 10: Expedited Payment Discount (EPD)

A. If you choose to participate in the 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 the standard NET 30.

### While Waiting for an “Approved” Account

- ✓ **Monitor your email for registration corrective action instructions** from the RI Supplier Coordinator.
- ✓ **Monitor your approval status in your account**, see instruction window below.

#### How can I see if my account in a “Pending” or “Approved” status?

- Login
- In the dropdown box by your name (top right corner) select **My Account**.
- In the left menu, expand **Account Management** by clicking on the plus sign (+).
- Click **Add New Buyer**
- Select **Reset** 
- Scroll down to “**State of Rhode Island**”
- If your vendor registration has been fully approved, “**Your Status**” will be listed as “**Approved**”

State of Rhode Island	RI	Approved
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- If your vendor registration has **not** yet been fully approved, “**Your Status**” will be listed as “**Pending**”

State of Rhode Island	RI	Pending
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- ✓ **When your self-registration is approved**, the RI Supplier Coordinator will send you an email confirming successful “**Approved**” registration plus a quick start guide for “**OSP Login & Basic Navigation**”.
- ✓ **IMPORTANT** – If this approval is required to complete a pending tentative award, please refrain from any changes until the applicable **Purchase Order** is issued. Changes can revert an “**Approved**” account back into “**Pending**” and will require re-approval of the account.

## Bidding With Your Vendor Account

### Responding to Solicitations Utilizing Your Preferred Account

**IMPORTANT** – If responding to a solicitation, you must bid with the registration you want the potential award under. Award(s) may only be issued to the account the bid was submitted under. Requests to change a vendor registration account to a different account at any point during a solicitation's lifecycle may result in your solicitation response being deemed non-responsive. This includes using the correct account if your organization utilizes a headquarter/branch structure.

*Do NOT create a new “Pending” registration.*

Upon stating a new solicitation response, OSP will confirm the vendor account in use for that response. If this is not the correct account, please do not proceed under that registration for bidding. Instead, either see your organization's main contact for use of the preferred, existing registration and request the main contact add you as a user. If you are unsure of the contact or how to proceed, contact Proactis at 1-866-446-8203 or [suppliersupport@proactisservicedesk.com](mailto:suppliersupport@proactisservicedesk.com).

### Bid Notification Settings

Review your settings for **Bid Notifications** for automated email notices to be sent to the selected contacts on your account based on commodity codes selected.

- Login
- In the dropdown box by your name (top right corner) select **My Account**.
- In the left menu, click on **Edit Main Org Info**.
- Scroll down to the 2<sup>nd</sup> section, Bid Notification.
- Select the appropriate checkbox(s) for the contacts you want to designate to receive bid notifications

Note – Vendors are responsible for monitoring OSP for State of Rhode Island bidding opportunities.

### Need Help?

For technical assistance with your OSP vendor registration and/or account  
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