



## ARBuy Supplier Registration Guide

### Step-by-Step Registration:

1. Navigate to: [arbuy.arkansas.gov/bs0/](http://arbuy.arkansas.gov/bs0/)
2. Click the “Register” Button in the Top Right Corner of the Page
3. Enter Required Account Registration Information
  - ✓ Tax ID (select EIN or SSN)
  - ✓ Company Name
  - ✓ Email Address (Ensure you can access this account during the registration process. A validation email will be sent to this address.)
  - ✓ Country (Defaults to USA.)
4. Click “Register”
  - ✓ You’ll be redirected to your account setup screen. Finish your registration by navigating through a few tabs.
5. On the Company Information Tab, Validate or Enter
  - ✓ Company Name (Pre-populated from your earlier entry. Update to reflect line 2 of your W-9 if applicable. If not applicable leave as is.)
  - ✓ Vendor Legal Name (Pre-populated from your earlier entry. Make sure this field reflects line 1 on your W-9.)
  - ✓ Tax ID (Pre-populated from your earlier entry.)
  - ✓ Mailing Address
  - ✓ Company Email Address (Choose an appropriate valid email address. Bid opportunity notifications will be sent to this address. You can change/add email addresses after you are registered.)
  - ✓ **Note:** Do not address emergency supplier information at-this-time
6. On the Administrator Tab Enter
  - ✓ Administrative User Information (Company’s point of contact and account administrator): Name, email, phone, user ID, and password (Additional users may be added after registration.)
  - ✓ Make sure the checkbox asking if you want to register for S2G is **NOT CHECKED**. You will be given an opportunity at a later point to get S2G, but please do not sign up for it at this time to ensure your registration is set-up properly for the State of Arkansas.



### In The Know

- Going forward, suppliers must register in ARBuy to receive bid/solicitation notices, respond to them and do business with the State.
- Need access for multiple users? No problem. Once the Seller Administrator’s account is established, they can add additional users via “Maintain Users on this Account.”



### Need help?

If you have any questions or need support, please email us at [suppliersupport@periscopeholdings.com](mailto:suppliersupport@periscopeholdings.com) or call **1-855-800-5046**.

Register - Company090920 - Company090920@phimail.mailinator.com

Company Information **Administrative** 090920 Terms Categories & Certifications Company/Service Codes Summary

#### Administrative User Information

Salutation:

First Name\*:

Last Name\*:

Job Title\*:

Department:

Email\*:

Phone\*:

Login ID\*:

Login Question\*:

Login Answer\*:

Register with the Periscope S2G and link your accounts. **Periscope S2G**

Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.

## 7. On the Address Tab

- ✓ The address you entered earlier will become your default “General Address”. Other address types may be added in the future (this is not currently configured.)

## 8. On the Terms Tab

- ✓ Simply click “Save & Continue Registration”. Terms may be configured in the future for selection onto your company’s profile.

## 9. On the Categories & Certifications Tab

- ✓ There is only one category at this time. Please follow the instructions to confirm you have reviewed the “[Terms of Use](#)” for the system.

## 10. On the Commodity/Service Codes Tab

- ✓ Enter the commodity codes related to your business that you want to receive bid/ solicitation opportunity notifications. Need help identifying UNSPSC codes for your business? Feel free to reach out to our team for help at **1-855-800-5046**.

## 11. On the Summary Tab

- ✓ Review information on summary screen and confirm everything is accurate. Click “Submit Registration” at the bottom of the screen.



### Need help?

If you have any questions or need support, please email us at [suppliersupport@periscopeholdings.com](mailto:suppliersupport@periscopeholdings.com) or call **1-855-800-5046**.

## ARBuy Login: Accessing Your Supplier Account in ePRO for the First Time

### 1. You Will Receive a Temporary Password From ARBuy via Email

- ✓ Check your spam folder if you do not immediately see it.
- ✓ Email will come from: [noreply@arbuy.arkansas.gov](mailto:noreply@arbuy.arkansas.gov)

### 2. If You Are Not Still on the Page, Navigate Back to: [arbuy.arkansas.gov/bsol/](http://arbuy.arkansas.gov/bsol/)

### 3. Click “Sign In” button in the Top Right Corner of the Page

### 4. Log in With the Provided Temporary Password

### 5. When you Enter Your Password for the First Time, You Will Be Prompted to Change it

### 6. Enter a New Password

### 7. Ensure the “Register with Periscope S2G” Checkbox at the Bottom of this Screen is left **UNCHECKED**

- ✓ As noted above, make sure the checkbox asking if you want to register for S2G is **NOT CHECKED**. You will be given an opportunity at a later point to get S2G, but please do not sign up for it at this time to ensure your registration is set-up properly for the State of Arkansas.

- ✓ Click the Blue “Submit Password” Button at the Bottom

**All Done! Your Account is now ACTIVE in ARBuy and You Have Successfully Logged In and Set Up Your Password. Stay Tuned for Further Communication from ARBuy About the Next Steps in the Adoption Process.**