

# VendorNet



## eSupplier

Introducing ***eSupplier Portal for Bidders***,  
the new way to do business with the State of Wisconsin!

**<https://eSupplier.wi.gov>**

With eSupplier, companies interested in doing business with the State have access to new resources and tools to manage and respond to online solicitations from the State.

### **New to eSupplier:**

- View pre-announcements of upcoming agency bid opportunities
- Access and review bid documents and attachments
- Respond electronically to agency bids
- Manage communications with sourcing managers

### **With eSupplier you can still:**

- Add and manage NIGP codes
- Get email notifications of available solicitations
- Search for solicitations by NIGP code or agency

*While the University of Wisconsin System campuses and municipalities will continue to post solicitations to VendorNet, all bidders must register on eSupplier to receive notifications and manage their NIGP codes.*

# eSupplier Registration Instructions

To register for free on eSupplier, companies should go to <https://eSupplier.wi.gov>.

**1. Register for a WAMS username and password.**

You can find a link to “Create your WAMS ID” below the sign-in button on eSupplier. Once you have completed the WAMS registration form, you will receive an email with a verification link. Click the link and enter the required information.

**2. Login to the eSupplier Portal for Bidders.**

Return to <https://eSupplier.wi.gov> and click the big, blue “Enter Bidder Site” button on the right. Enter your WAMS username and password and sign in.

**3. Register in eSupplier.**

Click the “Register” button once you’ve logged into eSupplier. You will be asked to enter an email address. If your VendorNet account was active at the time of the transition to eSupplier, entering the same email address you used in VendorNet will bring over any NIGP codes you had in VendorNet to your new eSupplier profile. Fill out your company information in the eSupplier Registration Form. We recommend not using any autofill functions when completing this form, especially if using Chrome. Click “Save” before returning to the Bidder Homepage.

**4. Add NIGP Codes to your account to receive automatic notifications of solicitations.**

Once you’ve successfully completed your eSupplier registration, you will see your company information and Bidder ID number displayed on the Bidder Homepage. To the left of this information will be a link for “My NIGP Codes”. Click this to add or edit the NIGP codes associated with your profile. These codes represent the services and commodity areas your company is interested in providing. You may add as many codes as is appropriate for your business. Once they’ve been saved, you will begin receiving automatic notifications by email for any solicitations issued by State agencies and University of Wisconsin System campuses that match the codes saved to your profile.