**State of Kansas**

**Kansas eSupplier Public Portal Guide**

***Statewide Management, Accounting and Reporting Tool***

|  |  |
| --- | --- |
| **Date Created:** | 3/11/2019 |
| **Version:** | 1 |
| **Last Updated Date:** | 3/11/2019 |
| **Background:** | The Kansas eSupplier Public Portal allows external bidders and suppliers to do business with the State of Kansas. It provides a convenient links to the Office of Procurement and Contracts website where users can find bidder resources. |
| **Kansas eSupplier Public Portal homepage:** | The Kansas eSupplier Public Portal homepage contains the following tiles:* **Sign In**
* **Welcome to Kansas eSupplier**
* **User Registration**
* **Procurement and Contracts**
* **Calendar**
* **Announcements**
* **FAQs | Contact Us**

 |

|  |  |
| --- | --- |
| **Sign In** | The ‘Sign In’ tile opens a pop-up window that allows users who have already registered in eSupplier to login to the portal. |

|  |  |
| --- | --- |
| **Welcome to Kansas eSupplier** | The ‘Welcome to Kansas eSupplier’ tile takes users to a page that contains the Office of Procurement and Contracts mission statement, as well as the disclaimer statement for the use of the Kansas eSupplier portal. |
| **User Registration** | This tile goes to a page where the user can choose to register themselves as a new bidder with the State of Kansas, or to register themselves for a supplier user account, depending on whether they have done business with the State of Kansas previously.NOTE: Job aids with detailed steps for each registration process can be found by clicking the “More…” link in each section. |

|  |  |
| --- | --- |
| **Procurement and Contracts** | This tile open a new window to the State of Kansas Office of Procurement and Contracts website. This is where users can find bid solicitations and information on active state contracts. |
| **Calendar** | This tile takes users to a calendar that provides the schedule of state holidays, maintenance dates when the portal will be unavailable, etc. Bid date information will not be on this calendar. |

|  |  |
| --- | --- |
| **Announcements** | This tile provides a place for announcements that pertain to the bidder/supplier community. |
| **FAQs | Contact Us** | This tile contains links to helpful resources, such as job aids for the registration process, browser compatibility information and how to get assistance with login/password issues. |