

## State of Indiana Bidder Profile

A bidder profile with the Indiana Department of Administration (IDOA) is required to access the Indiana Supplier Portal and to submit bid responses. The bidder profile is not to be confused with the State's supplier profile, maintained by the State Comptroller's Office, which allows a supplier to be paid for work performed.

Not sure if you have a bidder profile? Click the Let's Check button at

<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>

**To Create a New Bidder Profile**, visit: <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/create-a-bidder-profile/>

1. Click the Start Profile Creation button.
2. Click the Log In and Start Form button.
3. Sign into your Access Indiana account.

Do not have an Access Indiana account? Use the hyperlink on the Access Indiana Sign In page to create one. For more information on Access Indiana accounts, visit: <https://www.in.gov/access/getting-started/>

**IMPORTANT:** The bidder registration application requires a primary contact email address. This email address **MUST** match the email address used to register your Access Indiana account. If they do not match, you will not be able to access the Supplier Portal.

After successfully logging into your Access Indiana account, you will be taken to the first page of the Bidder Registration Application. Complete the required information on each of the pages and submit it.

Include UNSPSC categories on the Identifications tab that reflect the supplies or services that you offer. To locate UNSPSC categories, visit: <https://www.ungm.org/public/unspsc>

You cannot sign into the Supplier Portal on the same business day that the bidder profile was created.

A bidder profile is required to sign into the supplier portal.

**To Sign into the Supplier Portal**, visit <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/manage-my-bidder-profile/>

1. Click the Access the Supplier Portal button.
2. Sign into your Access Indiana account.
3. You will be directed to your Supplier Secure Home page.

From the Supplier Secure Home page, you can access the Bidding Opportunities, Manage Profile and Pay Audit tiles. In certain circumstances, you may also see the Buy Indiana Application and Supplier Diversity Application tiles.

Need assistance? Submit a ticket at:

[https://www.in.gov/idoa/procurement/files/SP\\_SubmitarequestForAssistance.pdf](https://www.in.gov/idoa/procurement/files/SP_SubmitarequestForAssistance.pdf)