

The Wisconsin eSupplier Portal for Bidders was officially launched earlier this week (September 12th) by the State of Wisconsin Department of Administration. Here are a few helpful hints on how to make the system work for you:

Registration

- *Registration in VendorNet vs eSupplier*

Even if you were registered in VendorNet, it is still necessary to complete your registration in eSupplier before you will be able to update your eSupplier profile, add or change the NIGP codes associated with your account, or respond to a solicitation.

- *Locating Registration Instructions*

Go to eSupplier.wi.gov, click on **Enter Bidder Site** on the right side of the screen, and look at the FAQs (or Frequently Asked Questions) on the right side of your screen. These FAQs link to Job Aids that will walk you through the registration process and navigating the eSupplier system.

- *Transferring NIGP Codes*

If you had a VendorNet account and would like to automatically transfer all of your NIGP codes to the new system, make sure you register in eSupplier using the same email address you had in VendorNet. If you need to update your email address in eSupplier, you will be able to do so after registration.

- *Bidders Located Outside the U.S.*

If you are a bidder located outside the U.S., you may have experienced issues registering for a WAMS account as international addresses are not supported. You may leave the address information empty on the WAMS registration page since these are not required fields. You will be able to add your address information directly into your eSupplier account once you have logged in.

Training Materials & Resources

- [Interactive Training Video](#)

The interactive training video is available by clicking on the above link and will provide an overview of the Wisconsin eSupplier Portal for Bidders, provide an explanation of WAMS IDs, show you how to navigate the bidder homepage and set up your eSupplier profile, and provide an overview of the resources available to you.

- *Job Aids*

You can access the Job Aids by going to eSupplier.wi.gov, clicking on **Enter Bidder Site** on the right side of the screen, and clicking on the link in the associated FAQ:

- How do I use the Bidder Home Page?
 - How do I update my Bidder information?
 - How do I register as a Bidder?
 - How do I search for Solicitations?
- *Bidder FAQs (Frequently Asked Questions)*

The Bidder FAQs can be found on your eSupplier Bidder Portal homepage at eSupplier.wi.gov and clicking on the Enter Bidder Site on the right side of the screen. This section will continue to be updated as more questions are asked by the bidder community.

- [*eSupplier Communications*](#)

An archive of emails and letters that have been sent to bidders regarding this transition process is available through the link above or by going to VendorNet.wi.gov and navigating to **General Procurement > Strategic Sourcing**.

Who to Contact for Support

- *Technical Questions*

Technical questions about the eSupplier site can be addressed by the STAR Support team:

STARSupport@wisconsin.gov

(844) WIS-STAR (947-7827)

- *General Procurement Questions*

General procurement questions should be directed to the State Bureau of Procurement:

DOAWISPRO@wisconsin.gov

(608) 264-7897 or (800) 482-7813 (US only)