State of Idaho

Department of Administration

**Division of Purchasing**

 **BRAD LITTLE** 304 N 8th Street, Rm 403 (83702)

 Governor P. O. Box 83720

 **BRYAN MOONEY** Boise, ID 83720-0075

 Director Telephone (208) 327-7465

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 Administrator <http://purchasing.idaho.gov>

Date

Contact Name

Company

Address

City, State Zip Code

Dear Mr. or Ms. Contact Last Name

RE: Vendor Registration

Your request for listing your firm as a vendor with the State of Idaho has been forwarded to me for response.

The Division of Purchasing uses WebProcure as their e-procurement solution.  You can log into <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateofIdaho> and register your company, select your profile and have access to the bid board 24/7. Perfect Commerce powers IPRO and is used by several states/agencies and you can choose to participate for Idaho or any of the other states/agencies. You can download any bid package and attachments at this location. There is no charge to registration with IPRO. If you have a problem with logging on to IPRO you can contact Jaggaer customer service at (800) 233-1121, option 2.

Once logged into IPRO select the “State of Idaho” link.  If you are not able to see the solicitation you are interested in please select “Other Active Opportunities” tab.  You can then scroll down to the selected Solicitation and download the Solicitation document and all attachments that pertain to the solicitation – RFQ, ITB, RFP.

I suggest that you connect via internet to our web site, <http://purchasing.idaho.gov> and click on “Vendors guide to doing business with the State of Idaho”.  You will also find a link to the IPRO e-Purchasing System here.

Thank you for your interest in doing business with the State of Idaho.  If we can be of further assistance, please contact our office (208) 327-7465.  Our fax number is (208) 327-7320.

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