

WVPurchasing.gov Website Highlights

Below are helpful resources should you have questions relating to becoming a registered vendor and doing business with the State of West Virginia.

VENDOR REGISTRATION

www.state.wv.us/admin/purchase/VendorReg.html

VENDOR RESOURCE CENTER

www.state.wv.us/admin/purchase/vrc

wvOASIS PROCUREMENT

www.state.wv.us/admin/purchase/oasis.html

MINORITY BUSINESS

www.state.wv.us/admin/purchase/minority.html

TRANSPARENCY

www.state.wv.us/admin/purchase/transparency.html

STATEWIDE CONTRACTS

www.state.wv.us/admin/purchase/swc

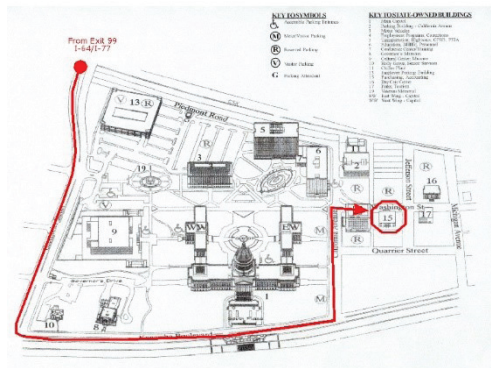
VENDOR PROCUREMENT GUIDE

www.state.wv.us/admin/purchase/vrc/VPG

CONTACT US

For more information, contact Technical Services Manager Mark Totten at Purchasing.VendorRegistration@wv.gov

HOW TO FIND US!



PURCHASING DIVISION
CAPITOL COMPLEX BUILDING 15
2019 WASHINGTON STREET, EAST
CHARLESTON, WV 25305

Take the Greenbrier Street exit 99 toward the State Capitol. Turn toward the Capitol on Greenbrier Street. Drive **STRAIGHT** until you come to Kanawha Boulevard (U.S. Rt. 60). Turn **LEFT** onto Kanawha Boulevard. Turn **LEFT** at the next traffic light onto California Avenue. Turn **RIGHT** at the next traffic light onto Washington Street East. Look for a two-story brown brick building on the **RIGHT** (Building 15).



Vendor Registration Guide

State of West Virginia
Department of Administration
Purchasing Division



State Capitol Complex
2019 Washington Street, East
Charleston, West Virginia 25305-0130

(304) 558-2306
Purchasing.VendorRegistration@wv.gov

WHAT IS VENDOR REGISTRATION?

The West Virginia Purchasing Division registers vendors doing business with state agencies, in accordance with **West Virginia Code** §5A-3-12. By the requirements in this section of the Code, registration is required of any vendor receiving a contract or purchase order by a state agency.

WHAT IS REQUIRED TO DO BUSINESS WITH STATE AGENCIES?

The Purchasing Division's vendor registration requirements involve a Disclosure of Information about your company and, in some cases, the payment of a \$125 annual fee.

Purchasing Division Vendor Registration	
Disclosure of Information	Payment of Annual Fee

ONE-YEAR REGISTRATION PERIOD

Vendors receiving orders exceeding an aggregate amount of \$5,000 annually must submit payment of a \$125 annual fee, which can be paid by check, money order, credit card, exact cash, or online using the Vendor Self-Service (VSS) portal.

BENEFITS OF REGISTRATION

Registering your business entity with the State of West Virginia Purchasing Division allows you to more fully participate in the competitive bidding process and accept purchase orders or contracts. This process maximizes your state government business opportunities and increases the state's vendor base.

TWO METHODS TO REGISTER:

1. VENDOR SELF-SERVICE PORTAL

Located at wvOASIS.gov



Creating an account in the Vendor Self-Service (VSS) portal allows you to:

- Register your business with Purchasing
- Maintain your records
- Sign up for bid alerts
- Respond to solicitations electronically

Creating a VSS login does not register your business entity with the state agency, but vendors may complete the registration process with the Purchasing Division once logged in.

2. PAPER REGISTRATION FORMS

www.state.wv.us/admin/purchase/forms.html

If the use of the VSS portal is not available to you or your business, vendors may also register to do business with the State of West Virginia by completing a Vendor Registration & Disclosure Statement (Form WV-1) and submitting this form to the West Virginia Purchasing Division. However, the VSS portal is the preferred method of registration.

WEST VIRGINIA PURCHASING BULLETIN

Bidding opportunities, referred to as solicitations, are publicly advertised online in the **West Virginia Purchasing Bulletin**, which is available at the VSS portal. This includes solicitations statewide expected to exceed \$20,000. Vendors do not have to register to respond to a solicitation, but registration will be required to accept a contract or purchase order.

BID ALERTS

If you would like to receive email alerts regarding bid opportunities on specific commodity codes, you can enroll using the VSS portal. The UNSPSC library of commodity codes is used, which may be found at unspsc.org.

MARKETING YOUR BUSINESS TO WEST VIRGINIA STATE AGENCIES

A list of procurement officers for West Virginia state agencies may be found at www.state.wv.us/admin/purchase/vrc/agencyli.html. Your business can market itself to these agencies directly if you think you can provide a good or service that is beneficial to them. State agencies have designated authority to purchase up to \$50,000.

SMALL, WOMEN-OWNED AND MINORITY-OWNED BUSINESSES

Vendors may apply to become certified if they fall within the business categories defining a small, women-, and minority-owned (SWAM) business. Additional information regarding SWAM businesses may be found on our Vendor Registration page or at www.state.wv.us/admin/purchase/minority.html.

RESEARCH AND TRANSPARENCY

A wide range of information is available on the Purchasing Division's website at WVPurchasing.gov. All active statewide contracts that are mandatory for use by state agencies are listed at www.state.wv.us/admin/purchase/swc. In addition, public information about the centralized procurement process is posted at www.state.wv.us/admin/purchase/transparency.html, which includes all bids received and awarded contracts.