



wvOASIS Information for Purchasing Division's Vendor Community

Attention Vendors: Vendor Self-Service Portal Is Now Live!

The Vendor Self-Service Portal (VSS), the new system which allows vendors to conduct business with the state of West Virginia, is now live! The early access period of VSS, which became effective June 16, 2014, is part of a new enterprise resource planning system termed "wvOASIS," which is being implemented by the state of West Virginia. *Please read more about what wvOASIS is and what it means to vendors below.* Many of the existing state procurement functions, such as the **West Virginia Purchasing Bulletin** and vendor registration, will be migrated into wvOASIS through the VSS.

Vendors can now utilize the VSS to manage their registration accounts and take advantage of its many benefits including:

- ✓ Setting up user accounts for its employees based on the type of access they need to have receiving e-mailed bid alerts and notifications based on the commodity codes the vendor selects
- ✓ Keeping the company's contact information, including mail and e-mail addresses, up-to-date
- ✓ Reviewing business opportunities, awarded contracts, and payment status online

Bid opportunities will begin to appear on or after July 8, 2014, through the VSS. Vendors are strongly encouraged to activate their accounts, update registration information, and set up employee accounts at their earliest convenience.

When you are ready to activate your VSS account, please visit wvOASIS.gov and click the Vendor Self-Service link to begin.

Have you heard the state of West Virginia is currently preparing for the launch of an Enterprise Resource Planning (ERP) system?

The state's forthcoming ERP system – referred to as wvOASIS – will modernize the state's business processes through automation, fully or partially replacing approximately 100 of the state's existing legacy business applications.

What is an enterprise resource planning system?

An ERP system is a comprehensive suite of software modules that provide for statewide administrative functions, including financial management, procurement, asset management, personnel administration, payroll, time reporting and benefits administration.

Why do we need this new system?

The purpose of this system is to facilitate the flow of information between all business functions within state government and manage more effectively the relationships to our partners, such as the vendor community. These integrated software modules play a vital role in operating a modern approach to the state government procurement process and enhances tracking, reporting, and provides a greater transparency to state government functions.

How will it affect vendors who conduct business with West Virginia state agencies?

One new user-friendly function of *wvOASIS* is the Vendor Self-Service (VSS) feature. Many of the existing state procurement functions, such as the West Virginia Purchasing Bulletin and vendor registration, will be migrated into *wvOASIS*. Vendors will have the opportunity to view their information in the system through the VSS feature, beginning June 16, 2014. The *wvOASIS* procurement phase is scheduled to be implemented on July 8, 2014.

What are some of the benefits of the Vendor Self-Service portal?

The VSS portal will allow vendors to:

- ✓ View commodities and services currently out for bid that your company may be able to supply
 - ✓ Receive solicitation notifications by e-mail based on commodities and services in which your company has expressed interest at the time of registration
 - ✓ Improve future business opportunities with the state of West Virginia
 - ✓ Review awarded contracts
 - ✓ Perform inquiries pertaining to awards
 - ✓ View payment status online
 - ✓ Submit invoices online
 - ✓ Update your company contact information, including mail and e-mail addresses
 - ✓ Set up user accounts for employees based on the type of access your business requests
- **I'm currently a registered vendor with the state. Do I need to register again in this new system?**
- The current vendors will be converted from the state's existing purchasing and financial management systems, TEAM and WVFIMS respectively. Therefore, since the vendor's information will be transferred into *wvOASIS*, the vendor will not have to re-register with the Purchasing Division. However, the vendor will need to log into the Vendor Self-Service (VSS) feature and find the vendor record in order to create a user profile. This action will activate the vendor account in VSS so the vendor may utilize the new system.

- **I'm not a registered vendor with the state, but can I still access the Vendor Self-Service portal?**
 - Yes, there is a Public Access button that may be used for those vendors that have not created an account in VSS. This access will allow the public to view the solicitations that are available; however, a vendor will need to create an account in VSS to be able to receive e-mail notifications. All vendors are encouraged to create an account in VSS to gain full access to *wvOASIS*.

- **With all of this new information regarding the procurement function of *wvOASIS*, will the Purchasing Division provide any guidance to the vendor community to prepare for the transition to the *wvOASIS* ERP system?**
 - The Purchasing Division will continuously provide information to our vendor community on the *wvOASIS* Procurement webpage at www.state.wv.us/admin/purchase/oasis.html as well as through various training opportunities that will be scheduled and advertised on this webpage. Additionally, information and links may be accessed through the Purchasing Division's Vendor Resource Center at www.state.wv.us/admin/purchase/vrc. Webinars and online vendor resource modules are also offered as training tools to ensure that all vendors have access to information on purchasing procedures as well as system-related details on *wvOASIS*.

- **How will I learn of bid opportunities?**
 - Vendors will be able to view solicitations currently out for bid and be able to search for bid opportunities in the Vendor Self-Service (VSS) portal using key words and other criteria, such as by department, by newly published solicitations, etc. Paid, registered vendors with the Purchasing Division will also receive notifications of bid opportunities based on the commodities they select during the registration process. They will also be notified if a buyer adds their company to a solicitation, even if they are not registered for the commodity code contained in the solicitation.

- **Will there be limits to the bid opportunities that I can view?**
 - No, there will be no limit on new bid opportunities vendor can view.

Again, please continue to visit the special webpage created by the West Virginia Purchasing Division at www.state.wv.us/admin/purchase/oasis.html which will contain updated information on the procurement phase of *wvOASIS*. You are also encouraged to visit the *wvOASIS* official website at www.wvOASIS.gov for more details on this project.