



# ELECTRONIC BUSINESS WITH WEST VIRGINIA

West Virginia Purchasing Division  
2022 Agency Purchasing Conference

# OBJECTIVES IN THREE PARTS

- Electronic Business
  - What electronic options are available to state agencies? To vendors?
  - What are the benefits of electronic processing?
  - What is each audience's perspective?
- Expanding Your Vendor Base
  - Building a larger vendor base
  - Unlimited seats at the table and ways to entice vendors to sit
  - Why we are stronger as a whole?
- The Procurement Officer's Briefcase
  - Tools of the trade
  - Information to reference
  - Available reporting

I.

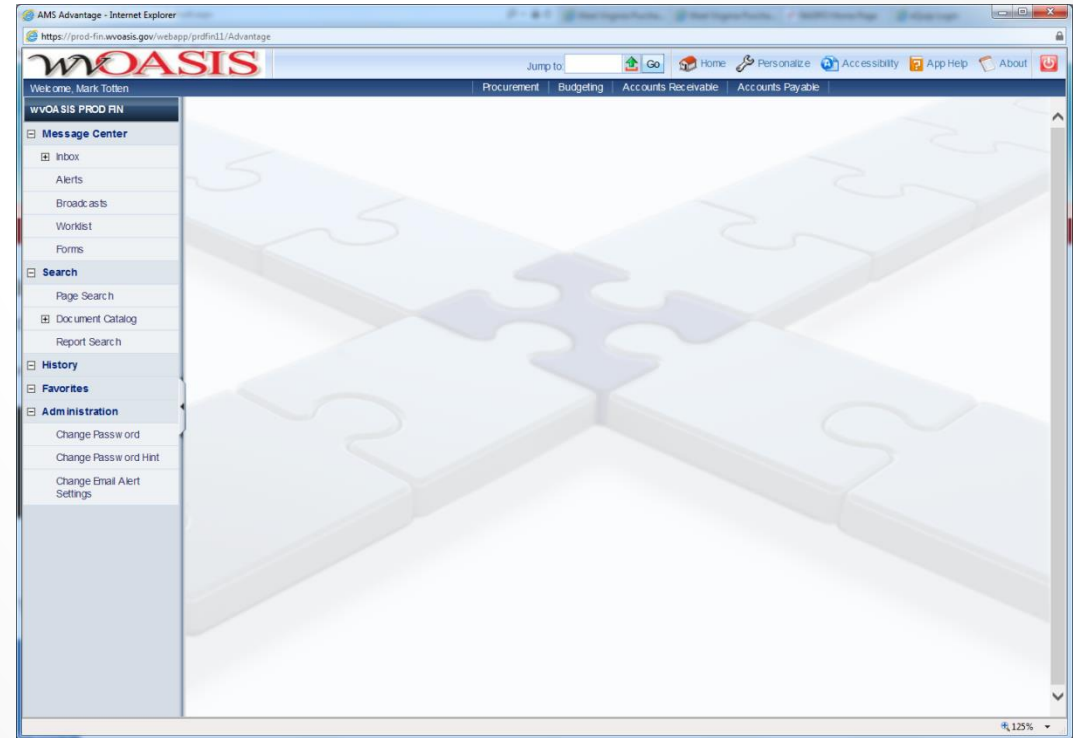
# ELECTRONIC BUSINESS

# WHAT DO WE CALL ELECTRONIC BUSINESS?

- Familiar components
  - wvOASIS
  - Vendor Self-Service
  - State agency websites such as WVPurchasing.gov
  - State agency intranet sites for employee-only reference
  - United Nations Standard Products and Services Code (UNSPSC)
- Connected school of thought regarding their relationship
  - The interconnect relationship between state agencies and the vendor communities
  - Each piece has a way to work together in order to benefit all state agencies

# ELECTRONIC BUSINESS OPTIONS

- State agency portal (wvOASIS) and vendor portal (VSS) draw from synchronized data beginning at approximately 8:40 AM each business day
  - wvOASIS
    - How state agencies see electronic business power
  - Vendor Self-Service
    - How vendors see business opportunities with West Virginia
    - Portal for responding
    - Maintain customized company profile for interacting electronically with West Virginia



# ELECTRONIC BUSINESS OPTIONS

The screenshot displays the MOASIS Vendor Self-Service application interface. The top navigation bar includes the MOASIS logo, a home icon, a help icon, and a user profile for Mark Totten. The left sidebar contains navigation icons for account management, search, and other functions.

**Account Summary** (My Account)

Primary Account Administrator  
**Name:** Mark Totten  
**Email:** mark.l.totten@wv.gov  
**Phone:** 304-558-7839

Account Status  
**Vendor Code:** VC0000024073  
**Vendor Status:** Active  
**1099 Reportable:** false

EFT Information  
**Account Level EFT Status:** N/A  
**Address Level EFT Available:** false

Prevent New Spending  
**Account Level:**

Prevent New Orders  
**Prevent New Orders:**

**Announcements**

Date	Message
01/25/2021	1099 forms will be mailed out to vendors. These forms will not be available in the Vendor Self-Service application. We apologize for any inconvenience.
11/10/2020	Contact our Helpdesk at 304-558-6708 or 855-666-8823 if you need assistance. Thank you for your patience as we update the site to include additional methods for contacting our helpdesk.

**Edit My Account**

VSS PURCHASING DIVISION OF | Email: mark.l.totten@wv.gov | Phone Number: 304-558-7839 | Vendor Status: Active

Account Information | Addresses & Contacts | Users | **Commodities** | Service Areas | Business Types

[Add Commodity/Service](#)

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the **Add Commodity/Service** button. To delete a commodity/service code, click the **Delete** button next to the record that you wish to delete.

Any request to add a new commodity/service code or delete an existing commodity/service code will be reviewed for approval.

**My Commodity List**

0 Records View per Page - 20 50 100 Page 0 of 0

Commodity/Service Code	Commodity Description	Status
No Records Found		

# ELECTRONIC BUSINESS OPTIONS

The screenshot displays the W/OASIS web application interface. At the top left is the W/OASIS logo. To the right, there is a search bar with 'VCUST' entered and a 'Go' button. Further right are links for 'Home', 'Personalize', and 'Accounts Payable'. Below the logo, a navigation bar contains 'Welcome, Mark Totten' and menu items for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. A left-hand sidebar contains a list of menu items: 'Close', 'Vendor/Customer', 'Address', 'Business Type', 'Service Area', 'Commodity', 'Change Management', 'Authorized Dept.', 'Prevent Spending', 'Prevent Orders', 'Certification', 'Disclosures', and 'Vendor User Information'. The 'Commodity' menu item is selected and highlighted in yellow. The main content area is titled 'Vendor/Customer' and contains a section for 'Commodity'. Below this is a table with the following columns: 'Commodity', 'Commodity Description', 'Last Solicited Date', and 'Last Date Awarded'. The table lists several commodity items, with the first one, '24102000 Shelving and storage', highlighted in orange. At the bottom of the table, there are navigation links: 'First', 'Prev', 'Next', and 'Last'.

W/OASIS

Jump to: VCUST Go Home Personalize Accounts Payable

Welcome, Mark Totten | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Close

✓ Vendor/Customer

Address

Business Type

Service Area

✓ Commodity

Change Management

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Vendor User Information


**Vendor/Customer**




**Commodity**

Commodity	Commodity Description	Last Solicited Date	Last Date Awarded
✓ 24102000	Shelving and storage		
24102004	Storage racks or shelves		
44000000	Office Equipment and Accessories and Supplies		
44100000	Office machines and their supplies and accessories		
44102902	Storage accessories for office machines		
44111515	File storage boxes or organizers		
56101700	Office furniture		
56111903	Industrial storage units		
56121701	General storage units		
72153613	Office furniture lease and maintenance service		

First Prev [Next](#) [Last](#)

# ELECTRONIC BUSINESS OPTIONS






Mark T  
Vendor

[Edit My Account](#)

VSS PURCHASING DIVISION OF **WOASIS** | Email: mark.l.totten@wv.gov | Phone Number: 304-558-7839 | Vendor Status: Active

Account Information

Addresses & Contacts

Users

Commodities

Service Areas

Business Types

[Add Business Types](#)


**i** Here is the current list of business types associated with your organization. You can add new business types by clicking the **Add Business Types** button. To modify Business Type information choose the **Update** action under the My Business Types section next to the record you wish to update. To delete a business type, choose the **Delete** action next to the record in the grid that you wish to delete.

Any request to add a new Business Type or delete an existing Business Type will be reviewed for approval.

### My Business Types

0 Records View per Page - 20 50 100

Business Type ID	Business Type	Certification Number	Certification Start Date	Certification End Date
No Records Found				


Jump to: VCUST

Welcome, Mark L Totten

Procurement
Budgeting
Accounts Re

Vendor/Customer

**Business Type**


Business Type ID	Business Type	Certification Start Date	Certification End Date
MNRT	Minority-Owned Business	12/10/2012	12/10/2014
✓ SMAL	Small Business	12/10/2012	12/10/2014

First Prev Next Last

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)

**Vendor/Customer** : 000000168468 **SWAM Type** :

WIZ KHALIFA TOURING INC **Status** : Accepted

**Business Type ID** : SMAL  **Initiation Date** :

**Business Type** : Small Business

**Certification No** :


**Certification Start Date** : 12/10/2012

**Certification End Date** : 12/10/2014

- Close
- Vendor/Customer
- Address
- ✓ Business Type
- Change Management
- Service Area
- Commodity
- W-8 Form
- Authorized Dept.
- Prevent Spending
- Prevent Orders
- Certification
- Disclosures
- Vendor User Information



# ELECTRONIC BUSINESS OPTIONS

 Home

## Edit My Account

VSS PURCHASING DIVISION OF **Email:** mark.l.totten@wv.gov | **Phone Number:** 304-558-7839 | **Vendor Status:** Active


**1 of 1:** There are no primary Role set for this user

Account Information | Addresses & Contacts | **Users** | Commodities | Service Areas

Listed in the grid are all the users for your VSS account. You may add account users by selecting the **Add User** button. To edit/delete existing user information, click on the user's name.

1 - 4 of 4 Records View per Page - 20 50 100

User ID	First Name	Last Name	Access Level
Alisha.Pettit	Alisha	Pettit	Account Administrator
Lu.A.Cottrill	Lu	Cottrill	Display Only
Mark.L.Totten	Mark	Totten	Account Administrator
Terra.Oliver	Terra	Oliver	Full Access

 Home ? Mark Vendi

## Edit My Account

VSS PURCHASING DIVISION OF **Email:** mark.l.totten@wv.gov | **Phone Number:** 304-558-7839 | **Vendor Status:** Active

Account Information | Addresses & Contacts | **Users** | Commodities | Service Areas | Business Types

**Addresses** **Contacts** Create Address

2019 WASHINGTON ST E BLDG 15  
PO BOX 50121  
CHARLESTON, WV253050000

Show less

Ordering  Payment  Billing Web Registrar

**Contact Information**

**Address Information**

Default

Active

07/22/2015

2019 WASHINGTON ST  
PO BOX 50121  
CHARLESTON, WV25305

Show less

Ordering Payment  Billing Web Registrar

The address is not used for Payment

PO BOX 1373  
CHARLESTON, WV253251373

Show less

Ordering Payment  Billing Web Registrar

The address is not used for Payment

1124 SMITH ST STE 4500  
CHARLESTON, WV25301

Show more

1124 SMITH ST STE 4500  
CHARLESTON, WV25301

Show more

# WEST VIRGINIA PURCHASING DIVISION

2019 Washington Street, East • Charleston, WV 25305  
Telephone: 304-558-2506 • Fax: 304-558-8070

"To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers."

WV.gov | Administration | Purchasing

Search

Translate



Vendor Resource Center

Agency Resource Center

Emergency Purchasing Procedures

Debarred and Suspended Vendors



Contact Us

- News
- Vendor Registration
- Bid Information
- Transparency
- Procedures
- Contracts
- Training
- Programs
- Forms
- Local Government Outreach
- Site Map
- Resources
- Minority Business
- wyoOASIS Procurement



Welcome to the West Virginia Purchasing Division. This website is dedicated to providing valuable information to our customers: state agencies, vendors, and the general public.

The Purchasing Division is responsible for the timely, responsive and efficient procurement of goods and services for state government. In addition, the Purchasing Division administers various statewide programs including the West Virginia State Agency for Surplus Property; the Inventory Management Program, and the Travel Management Unit. As outlined in our Mission, we strive to ensure that tax dollars are being spent in the most cost-effective manner.

Our Mission states:

To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers.

A++ | A | A-

West Virginia Purchasing Bulletin

The Buyers Network

Property Connection

Current Annual Report

[HOME] [SITE MAP] [REQ REQUEST] [CONTACT US] [SEARCH]

Employees on the state network may access internal information through the [Purchasing Division Intranet site](#). For questions or comments regarding the technical aspect of either web site, please contact our [Technical Services Manager](#).

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# ELECTRONIC BUSINESS OPTIONS



## West Virginia Purchasing Division Intranet

2019 Washington Street, East  
Capitol Complex Building 15  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026

WV.gov | Administration | Purchasing | Intranet

Search

- Purchasing Applications
- Processes and Procedures
- Vendor Registration
- Purchasing Forms
- West Virginia Purchasing Bulletin
- Training Center
- Awards/Recognition Programs
- Tools and Resources
- Contact Information
- Directions

Welcome to the **West Virginia Purchasing Division's** intranet website! The information contained herein will provide you with additional resources relating to state procurement, its procedures and statutory and regulatory provisions.

Our intranet site offers all of our required forms, procedures, system applications, the West Virginia Purchasing Bulletin Archives, and various purchasing tools and resources. (For a reference guide to the Purchasing Division intranet site, highlighting the most valuable information for state agency purchasing employees, please click on the document to the right.)

The Purchasing Division is organizationally structured under the Department of Administration. In addition to the Purchasing Director's office, the division has three sections: Acquisition and Contract Administration; Communication and Technical Services; and Program Services.

### Acquisition and Contract Administration Section

This section is responsible for the procurement of products and services for state agencies in excess of \$25,000. It is committed to providing good customer service to agencies and vendors by buying the best quality commodities at the lowest cost to taxpayers. The procurement process is monitored through the Requirement Tracking System from the requisition receipt to the award of the purchase order. The Contract Management Unit within this section oversees the managing of all contracts and the inspection of purchasing documents to ensure compliance with state laws, regulations, and procedures. This section strives to provide quality services in the most efficient manner.

### Communication and Technical Services Section

This section is responsible for a variety of services offered to agency purchasers, the vendor community and to the general public. It focuses on technology, communication, training, vendor registration and relations, and administrative functions, including records imaging, purchase order encumbrance, bid receipt, and bid package distribution. The Communication Unit provides information related to the division as well as the individual programs which are administered by the division. The Technical Services Unit maintains the automated purchasing systems, our networking services and the division's website. In addition, this unit oversees the administrative functions outlined above. Professional development is also a vital aspect of the division. Conferences, online training modules, in-house workshop sessions, and the West Virginia Procurement Certification Program are offered throughout the year to offer guidance and opportunities to our agency procurement officers.

### Program Services Section

This section is responsible for several of the programs administered by the division. The Travel Management Unit offers guidance to state business travelers and oversees various statewide contracts for travel-related services. This Unit communicates with agency travel coordinators on various issues relating to services. The Fixed Assets Unit maintains the state's inventory of property and ensures the agencies certify their state-owned property on an annual basis. The Surplus Property Unit manages the state and federal programs for property no longer needed within the respective governments. As part of this program, state property that is not sold to eligible organizations is made available to the public through various mechanisms, including absolute auctions, daily retail sales, online sales and statewide sealed bids.

For questions regarding the Purchasing Division's intranet site, please contact our technical staff:

Mark Totten  
(304) 558-7839  
State Cisco Network Extension 57530  
[Mark.L.Totten@wv.gov](mailto:Mark.L.Totten@wv.gov)

Alisha Pettit  
(304) 558-0247  
State Cisco Network Extension 57512  
[Alisha.S.Pettit@wv.gov](mailto:Alisha.S.Pettit@wv.gov)

# ELECTRONIC BUSINESS OPTIONS



Home    FAQs    Search-Code    Membership    Library    Codeset-Downloads    Initiatives    Education

### Search the Code

Version 19.0501  
Code Number: (2-8 digits)

Code Name:



[Member Login](#)  
[Renew Membership](#)




[View Our Partner Organizations](#)  
[UNSPSC Solution Resource Finder](#)  
[Share Your UNSPSC Success Story](#)

### Welcome

The **United Nations Standard Products and Services Code® (UNSPSC®)**, managed by GS1 US™ for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services. UNSPSC is an efficient, accurate and flexible classification system for achieving company-wide visibility of spend analysis, as well as, enabling procurement to deliver on cost-effectiveness demands and allowing full exploitation of electronic commerce capabilities. Encompassing a five level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.


The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities

You may browse and download the current version of the code at no cost. Search the code on this website to locate commodity codes that can be used by your company.

UNSPSC is a member funded and supported initiative. To gain additional benefits, including access to past versions of the code and the opportunity to shape the code's future to best meet your business needs, join the UNSPSC today. Take the first step toward increasing productivity, reducing organizational costs, and improving supply chain efficiency by learning about [UNSPSC membership](#) now.

A free on-demand webinar is available which provides an overview of the UNSPSC codeset and information describing how and why it is used. Click [here](#) to access the webinar.



HOME    FAQs    **SEARCH-CODE**    MEMBERSHIP    LIBRARY    CODESET-DOWNLOADS    INITIATIVES

**Version 20.0601**

Search Code:

Search Title:

Code	Title
30111800	Aggregates
30111801	Natural aggregate
30111802	Artificial aggregate
30111803	Recycled aggregate
30122002	Exterior permeable aggregate flooring material
73121805	Concrete or aggregates or stone products manufacturing services
41113813	Standard aggregate
41113820	Aggregate specific gravity tester
41113825	Soil aggregate analyzer
41113830	Aggregate unit weight measuring instrument
22101610	Aggregate spreaders
22101628	Aggregate washer
22101629	Aggregate dryer

# ELECTRONIC BUSINESS OPTIONS

## WEST VIRGINIA CHECKBOOK

THE GOVERNMENT DOESN'T MAKE MONEY — IT'S A STEWARD OF YOUR MONEY

 <p style="font-size: x-small;">State Transparency - Search Financial Records</p>	 <p style="font-size: x-small;">State Transparency - General Revenue</p>	 <p style="font-size: x-small;">State Transparency - Vendor Payments</p>
 <p style="font-size: x-small;">State Transparency - Special Reports</p>	 <p style="font-size: x-small;">Local Government Transparency</p>	 <p style="font-size: x-small;">User Guide</p>
		

[WVSAO.gov](#) [About the Auditor](#) [Employment Opportunities](#) [FOIA Request](#)

Click here for important COVID-19 information and resources!

Report Financial Fraud & Abuse

Our Government is Interested in Signing Up for the Local Purchasing Card Program

West Virginia State Auditor's Office


wOASIS Company eVendor Agreement Setup

West Virginia State Auditor's Office, ePayments Division  
Telephone: 1-800-500-4079 Fax: (304) 340-5084 www.wvsaao.gov

<p>VENDOR NAME: _____</p> <p>FEIN/SSN: _____</p> <p>wOASIS VENDOR #: _____</p> <p>PAYMENT ADDRESS 1: _____</p> <p>PAYMENT ADDRESS 2: _____</p> <p>CITY: _____ STATE: _____ ZIP CODE: _____</p> <p>CONTACT NAME: _____ PHONE NUMBER: _____</p>	<div style="background-color: #002060; color: white; padding: 5px; margin-bottom: 5px;">  ISTA         </div> <div style="background-color: #008000; color: white; padding: 5px; margin-bottom: 5px;">  Transparency         </div> <div style="background-color: #800080; color: white; padding: 5px; margin-bottom: 5px;">  wvOASIS         </div> <div style="background-color: #ff0000; color: white; padding: 5px; margin-bottom: 5px;">  VFD         </div> <div style="background-color: #ff8c00; color: white; padding: 5px;">  Contact Us         </div>
<p><b>ACCOUNT INFORMATION</b></p> <p>FINANCIAL INSTITUTION NAME: _____ <input type="checkbox"/> Checking - Attach a voided check</p> <p>ROUTING #: _____ <input type="checkbox"/> Savings</p> <p>ACCOUNT #: _____</p>	<div style="background-color: #002060; color: white; padding: 5px; margin-bottom: 5px;">  Inspector         </div> <div style="background-color: #002060; color: white; padding: 5px; margin-bottom: 5px;">  Land / County Collections         </div> <div style="background-color: #002060; color: white; padding: 5px; margin-bottom: 5px;">  E-Payments         </div> <div style="background-color: #002060; color: white; padding: 5px; margin-bottom: 5px;">  Central Payroll         </div> <div style="background-color: #002060; color: white; padding: 5px;">  Local Government         </div>
<p><b>IN ORDER TO PROCESS THIS AGREEMENT ONE OF THE FOLLOWING IS REQUIRED</b></p> <p><input type="checkbox"/> VOIDED CHECK (COUNTER CHECKS ARE NOT ACCEPTABLE)</p> <p><input type="checkbox"/> A LETTER FROM THE FINANCIAL INSTITUTION (ON FI LETTERHEAD) LISTING THE ACCOUNT INFORMATION, PRINTED NAME AND SIGNATURE OF FINANCIAL INSTITUTION REPRESENTATIVE, TITLE AND CONTACT INFORMATION.</p>	<div style="background-color: #002060; color: white; padding: 5px; margin-bottom: 5px;">  Securities         </div> <div style="background-color: #002060; color: white; padding: 5px; margin-bottom: 5px;">  Social Security         </div> <div style="background-color: #002060; color: white; padding: 5px; margin-bottom: 5px;">  Public Integrity &amp; Fraud Unit         </div> <div style="background-color: #002060; color: white; padding: 5px;">  Budget Analysis         </div>
<p><b>IAT - INTERNATIONAL ACH TRANSACTION - ONE BOX MUST BE CHECKED</b></p> <p>ARE FUNDS RECEIVED BEING DEPOSITED IN A U.S. FINANCIAL INSTITUTION AND THE AMOUNT SUBSEQUENTLY FORWARDED TO A FINANCIAL INSTITUTION IN A FOREIGN COUNTRY? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	

Page 1 of 2

# VENDOR SELF-SERVICE



**Account Summary** [My Account](#)

Primary Account Administrator

**Name:** Mark Totten  
**Email:** mark.l.totten@wv.gov  
**Phone:** 304-558-7839

**Account Status**

**Vendor Code:** VC0000024073  
**Vendor Status:** Active  
**1099 Reportable:** false

**EFT Information**

**Account Level EFT Status:** N/A  
**Address Level EFT Available:** false

Prevent New Spending  
**Account Level:**

Prevent New Orders  
**Prevent New Orders:**

**Financial Balance Overview**

**Total Payments Issued (Calendar Year) :**                      **Total Payments Issued (Prior Years) :**

**My Watchlist**

Description	Department	Transaction Information/Type	Closing Date and Time
No Records Found			

# VENDOR SELF-SERVICE

The screenshot displays the MOASIS Vendor Self-Service interface. At the top, there is a navigation bar with the MOASIS logo and a hamburger menu icon. Below this is a dark blue sidebar navigation menu with the following items: 'My Account Landing Page', 'My Account' (expanded), 'Account Maintenance', 'Question About My Account', and 'General Question'. The main content area is divided into two sections. The upper section, titled 'My Account', contains a 'My Account' button and an 'Announcements' table. The lower section, titled 'Overview', shows a table with columns for 'Department', 'Transaction Information/Type', and 'Closing Date and Time'. The table currently displays 'No Records Found'.

### Announcements


Date	Message
01/25/2021	1099 forms will be mailed out to vendors. These forms will not be available in the VSS application.
11/10/2020	Contact our Helpdesk at 304-558-6708 or 855-666-8823 if you need assistance. The additional methods for contacting our helpdesk.
01/25/2021	The Vendor Self-Service (VSS) application will be down for maintenance on Thursday, January 25, 2021.
11/07/2020	If you have not yet provided the State with your ordering D-U-N-S number, please take a free number issued by Dun & Bradstreet for each business location. To determine if you need to obtain one, please go to <a href="https://iupdate.dnb.com/iUpdate/viewupdatehome">https://iupdate.dnb.com/iUpdate/viewupdatehome</a> . Indicate that you are doing business with a Government entity (State of West Virginia).
11/16/2020	If you are using Vendor Self Service for the first time, please click on the 'SIGN UP' button.
11/07/2020	Supported browsers: Mozilla Firefox, Microsoft Edge, Google Chrome, and Safari. Chrome is recommended.

### Overview

Annual Year: 2020      Total Payments Issued (Prior Years): \$0.00

Department	Transaction Information/Type	Closing Date and Time
No Records Found		

# VENDOR SELF-SERVICE

Mark Totten Vendor

## Edit My Account

VSS PURCHASING DIVISION OF | Email: mark.l.totten@wv.gov | Phone Number: 304-558-7839 | Vendor Status: Active

[Account Information](#) | [Addresses & Contacts](#) | [Users](#) | [Commodities](#) | [Service Areas](#) | [Business Types](#) | [Disclosures](#)

Legal Information

<b>Organization Type</b> Company	<b>Classification</b> Government	<b>Legal Name on W-9</b> VSS PURCHASING DIVISION OF
<b>Alias/DBA</b> -	<b>Name on Check</b> Legal Name	<b>Company Name</b> VSS PURCHASING DIVISION OF

1099 TIN Information

<b>Taxpayer ID Number</b> 550526580	<b>1099 Reportable</b> No	<b>Taxpayer ID Number Type</b> EIN
--	------------------------------	---------------------------------------

1099 Address Information

<b>Address</b> PO BOX 1701	<b>City</b> CHARLESTON	<b>State</b> West Virginia
<b>ZIP Code</b> 25926		

Organization Information


<b>Location Name</b> -	<b>DUNS</b> -	<b>Extended DUNS</b> -	<b>Location Web Address</b> -
---------------------------	------------------	---------------------------	----------------------------------




[Edit All](#)

Related Pages	Related Actions
<a href="#">Add Business Location</a>	<a href="#">Download IRS W-9 Form</a>
<a href="#">Change TIN</a>	
<a href="#">Renew Vendor Registration Fees</a>	

[Edit](#)

# VSS WEST VIRGINIA PURCHASING BULLETIN



Published Solicitations [← Back](#)

Search




Show Me Open

Keyword Search

[Show More](#)

[Search](#) [Reset](#)

Grid Actions









1 - 20 of 20+ Records Page 1 of 1+

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status	
▶ Addendum No.1 Elevator Maintenance & Repairs WV Army Guard	ADJUTANT GENERAL David H Pauline	CRFQ-0603-ADJ2100000031-2 Centralized Request for Quote (CRFQ) Service - Prof	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	<a href="#">Respond</a>
▶ Addendum No. 2 Elevator Maintenance	VETERANS HOME Tara Lyle	CRFQ-0618-BVH2100000003-3 Centralized Request for Quote (CRFQ) Construction	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	<a href="#">Respond</a>
▶ Preventative Maintenance	DEPARTMENT OF AGRICULTURE Jessica S Chambers	CRFQ-1400-AGR2100000008-2 Centralized Request for Quote (CRFQ) Service - Prof	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	<a href="#">Respond</a>
▶ <b>STRUCTURAL STEEL H PILES</b>	<b>DIVISION OF HIGHWAYS</b> John W Eatep	<b>CRFQ-0803-DOT2100000072-1</b> Centralized Request for Quote (CRFQ) Miscellaneous	<b>01/26/2021 01:30 PM EST</b> 0 Days, 01:51:10 Open	<a href="#">Respond</a>
▶ Open-end contract for a Claims Administrator and Adjustor	DEPARTMENT OF ENVIRONMENTAL PROTECTION Joseph E Hager III	CRFQ-0313-DEP2100000018-2 Centralized Request for Quote (CRFQ) Consulting	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	<a href="#">Respond</a>
▶ Data Center 2.0 Circuit (OT21068)	OFFICE OF TECHNOLOGY Jessica S Chambers	CRFQ-0231-OOT2100000003-2 Centralized Request for Quote (CRFQ) Info Technology	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	<a href="#">Respond</a>
▶ Athletic Shoes for DCR	DIVISION OF CORRECTIONS AND REHABILITATION Beverly L Ruppert	ARFQ-0608-DCR2100000085-1 Agency Request for Quote (ARFQ)	01/26/2021 04:00 PM EST 0 Days, 04:21:10	<a href="#">Respond</a>



# VSS WEST VIRGINIA PURCHASING BULLETIN



Published Solicitations [← Back](#)

Search




Show Me Open

[Show More](#)

Keyword Search

Search
Reset

Grid Actions

1 - 20 of 20+ Records View per Page: 20 50 100 Page 1 of 1+

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status
<p>▼ Addendum No.1 Elevator Maintenance &amp; Repairs WV Army Guard</p> <p>Published On 01/21/2021</p> <p>Buyer Email david.h.pauline@wv.gov</p>	<p>ADJUTANT GENERAL</p> <p>David H Pauline</p>	<p>CRFQ-0603-ADJ2100000031-2</p> <p>Centralized Request for Quote (CRFQ)</p> <p>Service - Prof</p>	<p>01/26/2021 01:30 PM EST</p> <p>0 Days, 01:48:55</p> <p>Open</p>
<p>Amended On 01/21/2021</p> <p>Buyer Phone 304-558-0067</p>	<p>Intent Posted On -</p> <p>Buyer Fax -</p>	<p>Bid Opening Date -</p>	<span style="background-color: #0070c0; color: white; padding: 5px 10px;">Respond</span>
<p>▼ Addendum No. 2 Elevator Maintenance</p> <p>Published On 01/19/2021</p> <p>Buyer Email tara.l.lyle@wv.gov</p>	<p>VETERANS HOME</p> <p>Tara Lyle</p>	<p>CRFQ-0618-BVH2100000003-3</p> <p>Centralized Request for Quote (CRFQ)</p> <p>Construction</p>	<p>01/26/2021 01:30 PM EST</p> <p>0 Days, 01:48:55</p> <p>Open</p>
<p>Amended On 01/19/2021</p> <p>Buyer Phone (304) 558-2544</p>	<p>Intent Posted On -</p> <p>Buyer Fax -</p>	<p>Bid Opening Date -</p>	<span style="background-color: #0070c0; color: white; padding: 5px 10px;">Respond</span>
<p>▼ Preventative Maintenance</p>	<p>DEPARTMENT OF AGRICULTURE</p> <p>Jessica S Chambers</p>	<p>CRFQ-1400-AGR2100000008-2</p> <p>Centralized Request for Quote (CRFQ)</p> <p>Service - Prof</p>	<p>01/26/2021 01:30 PM EST</p> <p>0 Days, 01:48:55</p> <p>Open</p>
<p>Amended On 01/19/2021</p> <p>Buyer Phone (304) 558-2544</p>	<p>Intent Posted On -</p> <p>Buyer Fax -</p>	<p>Bid Opening Date -</p>	<span style="background-color: #0070c0; color: white; padding: 5px 10px;">Respond</span>

# ONLINE SOLICITATIONS IN VSS

- Public advertisement via the *West Virginia Purchasing Bulletin*
- Includes agency-delegated solicitations valued over \$20,000
- Includes centralized solicitations
  - Vendors respond to West Virginia's opportunities from varying sources, dollar values, and procurement methods
    - Agency ("A")
    - Centralized ("C")
      - Electronic
      - Paper delivered to Bldg. 15
      - Fax
    - Multiple ways to respond reflect reality of doing business with West Virginia vendors

# BENEFITS TO ELECTRONIC PROCUREMENT

- Distribution of information
- Ease of access to the same information
- Reach a wider audience with the same data
  - More vendors at the table can lead to more competition
  - Buying power of all state agencies harnessed together
- Power of the entire state comes together without significant time added to existing agency-level procurement tasks

# THE OTHER SIDE'S PERSPECTIVE

- Shape your solicitation so vendors respond in a way that is consistent and clear
- Craft your solicitation so vendors can respond with as few attachments as possible
- Consider audience perspective
  - Technical ability
  - Patience

# VSS SOLICITATION ATTACHMENTS

MOASIS

Agency Request for Quote (ARFQ)

Document ID: ARFQ-... | Time Left: Expired

Respond Online | Back


Mark Toti Vendor

General Information | Notice of Award | Commodity Lines | **Attachments** | Solicitation Instructions | Evaluation Criteria | Terms & Conditions | Events | Amendment History | Public Bid Reading

1 - 11 of 11 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

File Name	Date	Attachment Type	Description
Exhibit B - Equipment List.xlsx	12/28/2016	Standard	Exhibit B - Equipment List
Provisions Required for Federally Funded Procurements.pdf	12/28/2016	Standard	Provisions Required for Federally Funded Procurements
Purchasing Affidavit.pdf	12/28/2016	Standard	Purchasing Affidavit
WV43.pdf	03/15/2017	Standard	WV43
Terms and Conditions.pdf	03/15/2017	Standard	
Exhibit A - Pricing Page.pdf	03/16/2017	Standard	
RFQ Specifications.docx	03/16/2017	Standard	
Final_ARFQ_..._ARFQ_FORM.PDF	03/16/2017	Assembled Form	Assembled pdf file for document [ARFQ-...] - Agency Request For Quotation Form (PDF Format)
Addendum - ...	03/23/2017	Standard	
Addendum #1 Form.docx	03/23/2017	Standard	
Final_ARFQ_..._ARFQ_FORM.PDF	03/23/2017	Assembled Form	Assembled pdf file for document [ARFQ-...] - Agency Request For Quotation Form (PDF Format)

# RESPONDING ONLINE

 Home Help Mark Tott Vendor

Solicitation Response (SR) Continue > Save & Close Exit

SR- [REDACTED]-ESR01262100000005048

1 Select Lines   2 Respond To Lines   3 Enter Discounts & Comments   4 Add Attachments   5 Review & Submit

Group 1 Default Commodity Group Number of Lines: 3

- Line 1 STRUCTURAL STEEL H PILE 10X42X40FT
- Line 2 STRUCTURAL STEEL H PILE 10X42X30FT
- Line 3 STRUCTURAL STEEL H PILE 10X42X20FT

# UPLOADING ATTACHMENTS

The screenshot shows the MOASIS web application interface. At the top left is the MOASIS logo. The main header displays 'Solicitation Response (SR)' and the ID 'SR-0803-ESR01262100000005048'. On the right, there are navigation buttons: '< Previous', 'Continue >', 'Save & Close', and 'Exit'. A progress bar below the header shows five steps: 1. Select Lines, 2. Respond To Lines, 3. Enter Discounts & Comments, 4. Add Attachments (highlighted), and 5. Review & Submit. An 'Add Attachments' button is located on the right side of the progress bar. Below the progress bar, a message states: 'If you have files that you wish to include as part of your response, click the Add Attachments button.' Underneath is an 'Attachment List' section with a table header: 'File Name', 'Date', and 'User ID'. The table currently shows '0 Records'.

This screenshot shows the same MOASIS interface as the previous one, but with an 'Attachments' modal window open. The modal has a title bar with 'Attachments' and a close button. Inside the modal, there is an 'Upload' section with a large dashed border. Below the border are two icons: a document with a checkmark labeled 'Drop' and a folder with a magnifying glass labeled 'Browse'. At the bottom right of the modal are 'Upload' and 'Close' buttons.

# MAXIMIZING VENDOR SELF-SERVICE

- Not requirements, but suggestions
  - Simplify attachments, if possible; consider vendors' level of technical ability
    - Adobe Acrobat Pro
  - Research and add commodity codes to solicitation document
  - Consider vendor audience when choosing allowed response methods
- Balance technical organization with vendors' response capabilities; avoid restrictive technical requirements that might prohibit a vendor from participating
- State of West Virginia benefits from vendors' ability to understand and respond easily to solicitations



# WHO IS WHO?

- wvOASIS VCUST vendor/customer table
  - State of West Virginia's centralized vendor database
- Have your vendors bid with the appropriate vendor/customer ID
  - Federal tax ID is legal thumbprint
    - "TIN" in wvOASIS
    - wvOASIS VCUST "Headquarters" vendor/customer account for that federal tax ID
    - Add additional Ordering and Payment addresses to VCUST Headquarters-designated record as needed in order to complete both sides of your transaction with vendor, even if multiple vendor/customer numbers exist
    - Discuss with vendor under what legal name your agency will be invoiced.
    - DBA field in VCUST can be utilized for additional legal names.

II.

EXPANDING YOUR VENDOR BASE

# ASSEMBLING A VENDOR BASE

- VCC Document
- VCM Document
- WV-1
- Commodity code-based email alerts
  - VENDCOMM
  - Vendor email entered under Contact Information and NOT just Vendor User Information
  - Business Intelligence report utilization
- Vendor Self-Service
- Utilize Purchasing Division Vendor Registration Program materials
  - Purchasing Division statewide vendor webinars, written content

# FIND VENDORS BY COMMODITY CODES ON FILE IN VCUST

- Business Intelligence > Advantage Financial > Procurement > **WV-FIN-VN-010 Vendors by Commodity**
  - Identify a larger solicitation audience by the commodity code(s) specified by vendor in their record.
    - wvOASIS > VCUST > Commodity
  - State agencies can run the above report in Business Intelligence by the UNSPSC commodity code relevant to their solicitation and export the data to Excel to further analyze vendor contact information.
  - Give your potential bidding audience a standard heads up directing them to a specific active solicitation.

# WV-FIN-VN-010 VENDORS BY COMMODITY



HOME    FAQs    **SEARCH-CODE**    MEMBERSHIP    LIBRARY    CODESET

**Version 22.0601**

Search Code

Search Title

Code	Title
41113603	Laboratory bridges
42151605	Crown or bridge removers
<b>72141107</b>	Bridge construction and repair service
30121703	Bridge rail
43232913	Bridge software
32121708	Bridge rectifier
20121102	Bridge plugs
54111703	Watch or clock plates or bridges

Prompts

Available prompt variants

Prompts Summary

- \* Enter Comm code or partial comm code

Enter Comm code or partial comm code followed by %

\* Required prompts

# WV-FIN-VN-010 VENDORS BY COMMODITY

The screenshot shows a Business Intelligence software interface with a table of vendor data. An 'Export' dialog box is open, allowing the user to select data to export. The table has the following columns: Vendor Headquarter Name, Comm Cd, Comm Nm, Vendor/Customer Number, Ordering Contact, and Ordering Email Address. The 'Export' dialog box has a 'Select' section with radio buttons for 'Reports' (selected) and 'Data'. Below this is a list of items to export, including 'Select All', 'WV-FIN-VN-010 COVER', and 'Vendors by Commodity'. The 'File Type' is set to 'Excel (.xlsx)'.

Vendor Headquarter Name	Comm Cd	Comm Nm	Vendor/Customer Number	Ordering Contact	Ordering Email Address
3D CONSTRUCTION LLC	72141000	Highway and road construction services	000000110374	Andrew Daniel	adaniel@3dconstructionwv
4Seasons Pavement Repair Products	72141000	Highway and road construction services	VS0000012493	Marilyn Arnold	sales@liquidpotholefiller.cc
4Seasons Pavement Repair Products			VS0000012493	Marilyn Arnold	sales@liquidpotholefiller.cc
AAA SEPTIC TANK			000000211323	JIM SANGID	
AARONS PRODUCTS INC			000000201523	ROB HANNA	
A & A SAFETY INC			000000172507	CRAIG WILHOIT	
A & A SAFETY INC			000000172508	T R OBRIEN	
A & A SAFETY INC			000000172508	T R OBRIEN	
A & A SAFETY INC			000000172508	T R OBRIEN	
ACCAD CORPORATION			000000208265	CARRIE BELT	clbelt@frontiernet.net
ACCAD CORPORATION			000000208266	CARRIE HAYNES	
ADAMS CONSTRUCTION COMPANY			000000198187	GARY W WRIGHT	
ADVANCED WIRELESS SOLUTIONS INC			VS0000013155	Carroll Montgomery	bgillette@awsinc.biz

- The data output by Business Intelligence can be saved as a Microsoft Excel file for sorting and review of vendor data.
- Other options for saving data exist, but Excel allows easy sorting and copying of potential vendor information.

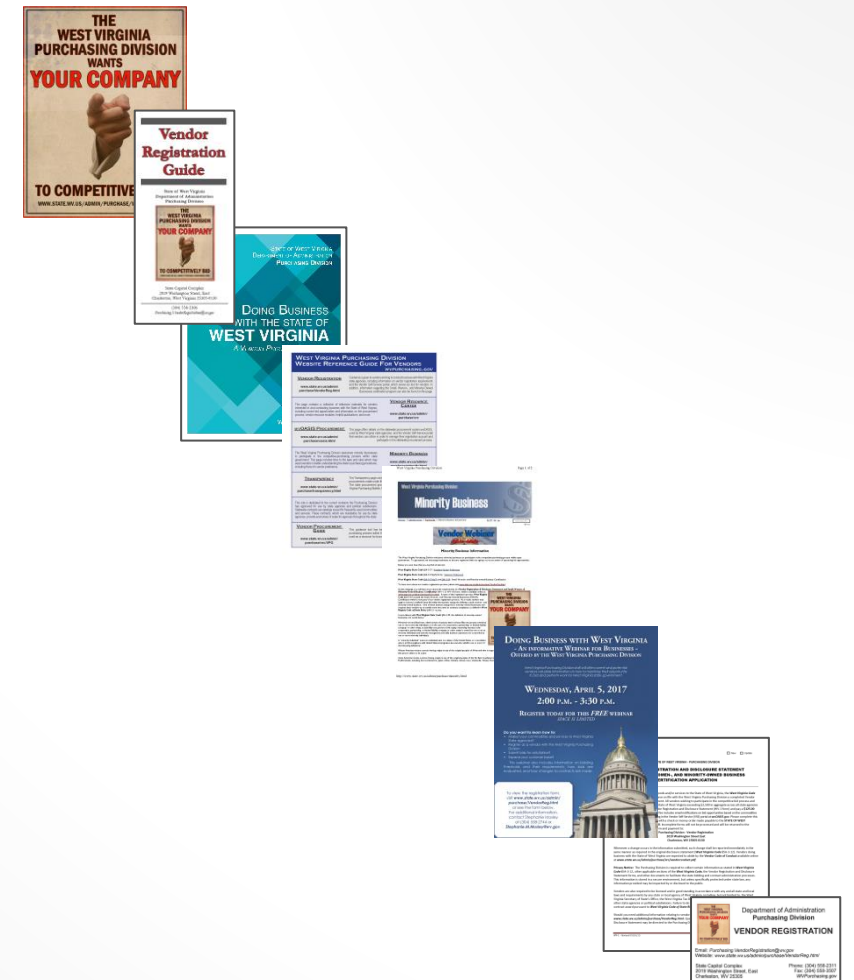
# WV-FIN-VN-010 VENDORS BY COMMODITY

Vendor/Customer Number	Ordering Contact	Ordering Email Address	Ordering Phone No.	Ordering Fax No.	Street Address Line 1	Street Address Line 2	City	State	Zip	Country	Email - User info
VS000003440	Tim Hayslett	Tim@1k3-10.com	3045420977		PO Box 678		Hurricane	WV	25526-0678	US	tim@1k3-10.com
000000110374	Andrew Daniel	adaniel@3dconstructionwv	304-863-8544	304-863-8545	514 GEORGE ST		PARKERSBURG	WV	26101	US	adaniel@3dconstructionwv.com
VS0000012493	Marilyn Arnold	sales@liquidpotholefiller.cr	2318617126	2318617773	3301 Green St		Shelby	MI	49455-8225	US	sales@liquidpotholefiller.com
VS0000012493	Marilyn Arnold	sales@liquidpotholefiller.cr	2318617126	2318617773	3301 Green St		Shelby	MI	49455-8225	US	support@liquidpotholefiller.com
VS0000008307	Jon Kruzel		3043767594		1007 Edgemont Ter		Fairmont	WV	26554-2321	US	Jzel82@ma.rr.com
000000211323	JIM SANGID		304-922-1555		PO BOX 975		PRINCETON	WV	24740	US	brandonhenkes@yahoo.com

- Exported spreadsheet conveniently centralizes entity name, wvOASIS v/c #, Ordering address, telephone number(s), and email address(es) on file for prospective vendors.
  - Some record duplication exists to display multiple contact persons.

# SAMPLE VENDOR PACKET

- Vendor Registration Ad
- Vendor Procurement Guide
- WVPurchasing.gov Guide for Vendors
- Minority Business Information
- Vendor Webinar Flyer
  - When scheduled
- Statewide Seminar Flyer
  - When scheduled
- WV-1 Form





# SWAM AS A DOORWAY

- **West Virginia Code** §5A-3-59 created Small, Women-, and Minority-Owned Businesses (SWAM) Certification Program in 2012
- Also created an opportunity for West Virginia vendors in states that reciprocate West Virginia's SWAM Certification
- Ability to compete out-of-state may draw West Virginia-based first-time bidders to State of West Virginia bid opportunities
  - Potential increase to vendor's business opportunities
- Creating account in Vendor Self-Service puts vendor in communication with WV state agency bidding opportunities

# STRONGER AS A WHOLE

- State agencies' aggressive solicitation advertisement adds vendors to statewide database
- Increased person-to-person communication with vendors re-engages former participants in the competitive-bid process
- Vendors' utilization of *West Virginia Purchasing Bulletin* and commodity-code based email alerts brings more vendors to other agencies' solicitations
- Increased competition across all agencies lowers prices of commodities and services

III.

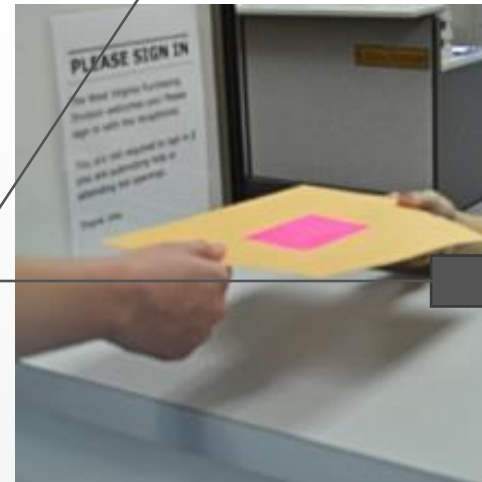
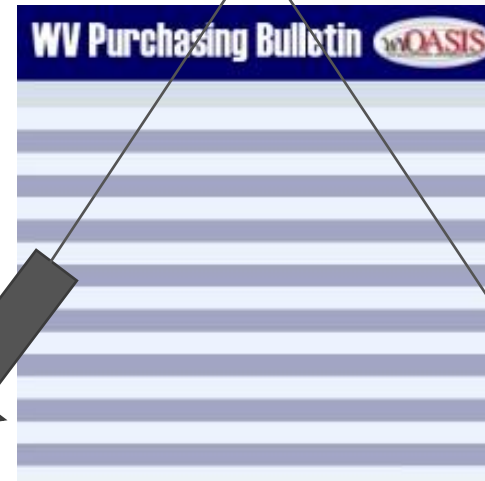
THE PROCUREMENT OFFICER'S BRIEFCASE

# TOOLS OF THE TRADE

- Website Reference Guide For Agencies
  - Covering state employee highlights of WVPurchasing.gov
- Intranet Reference Guide For Agencies
  - Covering state employee highlights of Purchasing Division intranet
- Website Reference Guide For Vendors
  - Covering vendor community's points of interest for WVPurchasing.gov
- Vendor Registration Guide for State Agencies
- Vendor/Customer Creation Document Guide

# THE TRANSPARENCY TRIO

- Three pieces of the procurement cycle found under *Transparency* at WVPurchasing.gov:
  - **West Virginia Purchasing Bulletin**
    - What is the state seeking?
  - **Bids Received**
    - What offers were made?
  - **Notice of Award Report**
    - What vendors were successful?



## NOTICE OF AWARD

In order to facilitate the transparency of procurement in the State of West Virginia, please find below a listing of contracts awarded by the West Virginia Purchasing Division. This listing includes contract awards made by the West Virginia Purchasing Division through the formal purchasing

# VENDOR REGISTRATION AT WVPURCHASING.GOV


West Virginia Purchasing Division Page 1 of 4

WEST VIRGINIA PURCHASING DIVISION

## VENDOR REGISTRATION

WV.gov | Administration | Purchasing | Vendor RegistrationTransact

### Vendor Registration



Attention Vendors: the Vendor Self-Service Portal upgraded November 9.

Informative videos in three parts have been created for the vendor community and are available to view in order to start the familiarization process with the new Vendor Self-Service portal. Please see both [Part I](#), [Part II](#), and [Part III](#) that provides information for the State of West Virginia's vendors.


If you are experiencing an online payment problem in the Vendor Self-Service portal, please follow the steps on our [FAQ page](#) in order to successfully submit your vendor registration fee.

The West Virginia Purchasing Division registers vendors to do business with state agencies, in accordance with [West Virginia Code §5A-3-12](#). By the authority granted in this section of the code, registration is required of any vendor receiving a purchase order. West Virginia Code §5A-3-12 also requires the disclosure of information, such as ownership, all names under which a vendor is doing business, their physical address, and its corporate officers.

Vendor Registration is now administered through the Vendor Self-Service portal that was launched with the wvOASIS system. Vendors are strongly encouraged to register with the State of West Virginia through the Vendor Self-Service portal of the state's wvOASIS ERP system. The Vendor Self-Service portal may be accessed at [wvOASIS.gov](#). At this same site, vendors may view advertised bidding opportunities in the West Virginia Purchasing Bulletin. Vendors may also register by completing WV-1 or WV-1A [Vendor Registration & Disclosure Statement and Small, Women, & Minority-Owned Business Certification form](#), available online at [http://www.state.wv.us/admin/purchase/forms.html](#). Vendors must use the most current version of the WV-1 or WV-1A form from the aforementioned link.

Vendors who wish to participate in the competitive bid process and receive purchase orders exceeding an aggregate amount of \$2,500 must submit payment of a \$125 annual fee. Vendors registering more than one branch may do so without an additional annual fee, provided the branches share the same tax identification number.

Vendors supplying sole-source commodities and services to West Virginia state agencies or aggregate competitive purchases of \$2,500 or less in any one fiscal year are not required to pay the annual fee.



- Section of WVPurchasing.gov targeted toward vendor community
- Recommended as a first place of reference for vendors new to doing business with West Virginia
- Can save procurement employee time and explanation when building your vendor base

# OASIS AT WVPURCHASING.GOV

West Virginia Purchasing Division Page 1 of 5

West Virginia Purchasing Division


## wvOASIS Procurement


[WV.gov](#) | [Administration](#) | [Purchasing](#) | [wvOASIS Procurement](#) A+ | A | A- TRANSLATE

### wvOASIS Procurement


**Attention Vendors:** the Vendor Self-Service Portal is upgraded November 9th!

Informative videos in three parts have been created for the vendor community and are available to view in order to start the familiarization process with the new Vendor Self-Service portal. In order to be ready for the new VSS experience, please see both [Part I](#), [Part II](#), and [Part III](#) that provides a preview for the State of West Virginia's vendors.







West Virginia Purchasing Bulletin




Create an Account




Register With Purchasing



Bidding



What is OASIS



wvOASIS Guide

This web page gives some general information related to the procurement module of the State of West Virginia's Enterprise Resource Planning (ERP) system, known as wvOASIS. The wvOASIS system is administered by the Enterprise Resource Planning Board and more information about this agency can be found at [wvOASIS.gov](#).

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**West Virginia Purchasing Bulletin**

The West Virginia Purchasing Bulletin is now available only through the Vendor Self-Service portal in wvOASIS.

http://www.state.wv.us/admin/purchase/oasis.html 1/26/2021

- Evolving section of WVPurchasing.gov
- Includes information on:
  - ERP project
  - Benefits of creating a VSS account
  - How to register with the Purchasing Division online
  - Procurement terminology before and after wvOASIS implementation

# VENDOR RESOURCE CENTER



[WV.gov](#) | [Administration](#) | [Purchasing](#) | Vendor Resource Center
 
[Print](#) | [Email](#) | [Facebook](#) | [Twitter](#)

Welcome to the Vendor Resource Center (VRC). Here we have assembled a collection of reference material for vendors who want to do business with the State of West Virginia.

**Attention Vendors:** the Vendor Self-Service Portal is upgraded November 9th!

Informative videos in three parts have been created for the vendor community and are available to view in order to start the familiarization process with the new Vendor Self-Service portal. In order to be ready for the new VSS experience, please see both [Part I](#), [Part II](#), and [Part III](#) that provides a preview for the State of West Virginia's vendors.



Click on the button representing the information you would like to view in order to be taken to the corresponding section, or scroll through the VRC to see what resources are available:

- Bid Opportunities and Information
- Vendor Resource Modules
- Publications and Documents
- Additional Resources

## Bid Opportunities and Information

The State of West Virginia seeks to ensure a fair and competitive bidding process. To assist in this mission, the West Virginia Purchasing Division publicly advertises all solicitations expected to exceed \$25,000, electronically publishes all bids received for these solicitations, and provides additional reference and transparency-related materials to guide and inform vendors throughout the procurement process. Below is a collection of resources which further supports vendors wishing to bid on a solicitation, including vendor registration requirements, the West Virginia Purchasing Bulletin\*, a chronological listing of bids received, and other necessary references related to the bidding process. For help navigating the resources on our website most helpful for the vendor community, please download the [WVPurchasing.gov Website Reference Guide for Vendors](#), available by clicking the graphic to the right.

\*During the wvOASIS transition taking place that affects the State of West Virginia's procurement process, the listing of solicitations contained within the former format of the West Virginia Purchasing Bulletin, which required a login from registered vendors, is now being made available to the public. If you do not have a login for this site,



hard copies of the solicitations within this listing may be requested free of charge by visiting and completing your request using our [Site Request Tool](#).

Vendors interested in doing business with the State of West Virginia will want to set up your company's new registration profile in the Vendor Self-Service system, which you may access at [wvOASIS.gov](#). The new *West Virginia Purchasing Bulletin* is located at the VSS on the [wvOASIS.gov](#) site.

Vendor Registration	West Virginia Purchasing Bulletin	Received Bids
Freight Terms Chart	Units of Measure	

## Vendor Resource Modules

This selection of video-based presentations provides vendors with a complete overview related to each of the procurement-related topics below. Left-clicking on each button should open the video presentation through your computer's web browser. Alternatively, to download each file for later viewing, right-click on the button and select "Save target as..." and the location on your computer to save the file. Please keep in mind that file sizes may be large. Depending on your internet connection, some modules may take several minutes, or longer, to download.

Basic Purchasing	General Purchasing Information: Part 1	General Purchasing Information: Part 2
Purchasing Methods	Resolutions, Disputes, and Protests	Transaction Types
Vendor Bid Opportunities		

## Publications and Documents

This group of informational resources contains additional reference materials which govern the state procurement process, including materials needed during the procurement process, such as the *West Virginia Code*, the *West Virginia Code of State Rules*, and the *West Virginia Vendor Procurement Guide*. Furthermore, this section comprises other publications and documents pertinent to the state bidding process, including valuable forms and the Agency and Purchasing Master Terms and Conditions, as well as supplementary information used to conduct business with West Virginia state agencies.

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# AGENCY RESOURCE CENTER

- ARC section of WVPurchasing.gov includes helpful links for agencies
- Recommend familiarity with both WVPurchasing.gov and resources on intranet
- Information from multiple sources are the true scope of electronic procurement power



[WV.gov](#) | [Administration](#) | [Purchasing](#) | [Agency Resource Center](#)  [Translate](#) (This will transfer to Chrome or Firefox)

Welcome to the Agency Resource Center (ARC). To assist our agency procurement officers, the Purchasing Division has assembled a collection of reference material which may prove useful to you.

Click on the information you would like to view:

1. [Forms](#): Here you will find a collection of our most commonly used forms, including the Vendor Registration and Disclosure Statement (Form WV-1).
2. [Annual Report](#): A detailed summary of the West Virginia Purchasing Division's highlights, program accomplishments, financial statistics, recognition awards and legislative changes for each fiscal year.
3. [Emergency Purchasing Procedures](#): The conditions and situations which allow for emergency purchases and the proper procedures for them.
4. [Purchasing Training Center](#): Resources and education materials relating to the state purchasing process prepared for state procurement officials.
5. [Purchasing Division Procedures Handbook](#)
6. [Buyers Network](#)
7. [West Virginia State Agency for Surplus Property](#)
8. [List of Buyer Assignments](#)
9. [Successful Cancellations Information](#)
10. [Internal Sources](#)
11. [Legislative Rules and Regulations \(14B CSR 1\)](#)
12. [Purchasing Exemptions](#)
13. [Received Bids](#)
14. [Inspection Resources](#)
15. [Workers' Compensation Employer Visitor System](#)
16. [Unemployment Compensation/Workers' Compensation Defaulted Accounts](#)
17. [DIC Defaulted Accounts](#)
18. [Procurement Officer Listing](#)
19. [A Brief Overview of West Virginia State Procurement](#)
20. [Agency Master Terms and Conditions](#)
21. [Purchasing Master Terms and Conditions](#)
22. [How to Find the Purchasing Division](#): Don't know where we are? This will help. The page includes driving directions, a map, and a picture of our building.

# WVOASIS

- VCUST
- VENDCOMM
- VNREGEX
- DEPT
- Business Intelligence
- **WV-FIN-VN-010**  
Vendors by Commodity

The screenshot shows the WVOASIS application interface in Internet Explorer. The browser address bar displays the URL: <https://prod-fin.wvoasis.gov/webapp/prdfin11/Advantage>. The page title is "AMS Advantage - Internet Explorer". The WVOASIS logo is visible at the top left. The navigation menu includes "Procurement", "Budgeting", "Accounts Receivable", and "Accounts Payable". The user is logged in as "Mark Totten". The main content area is titled "Vendor/Customer" and contains a "General Info" section with various input fields and checkboxes. The "General Info" section includes fields for Vendor/Customer, Legal Name, Alias/DBA, Vendor Active Status, Vendor Approval Status, Customer Active Status, Customer Approval Status, Location Name, First Name, Middle Name, Last Name, Company Name, Previous Name, Previous Street, Previous City, Previous State/Province, Previous Country, Restrict Use by Department, Miscellaneous Account, Internal Account, Third Party Only, Third Party Vendor, Third Party Customer, Inventory Customer, Never Archive, Restrict VSS Access, Discontinue - No New Business, Prevent MA Reference, PunchOut Enabled, Re-PunchOut Enabled, Electronic Order Enabled, Active From, Active To, Last Usage Date, Department, and Unit. The "Headquarters" section includes fields for Headquarters Account, Headquarters Account Code, Headquarters Account Legal Name, Web Address http://, Catalog DUNS, and Taxpayer ID Number. The page is displayed at 125% zoom.

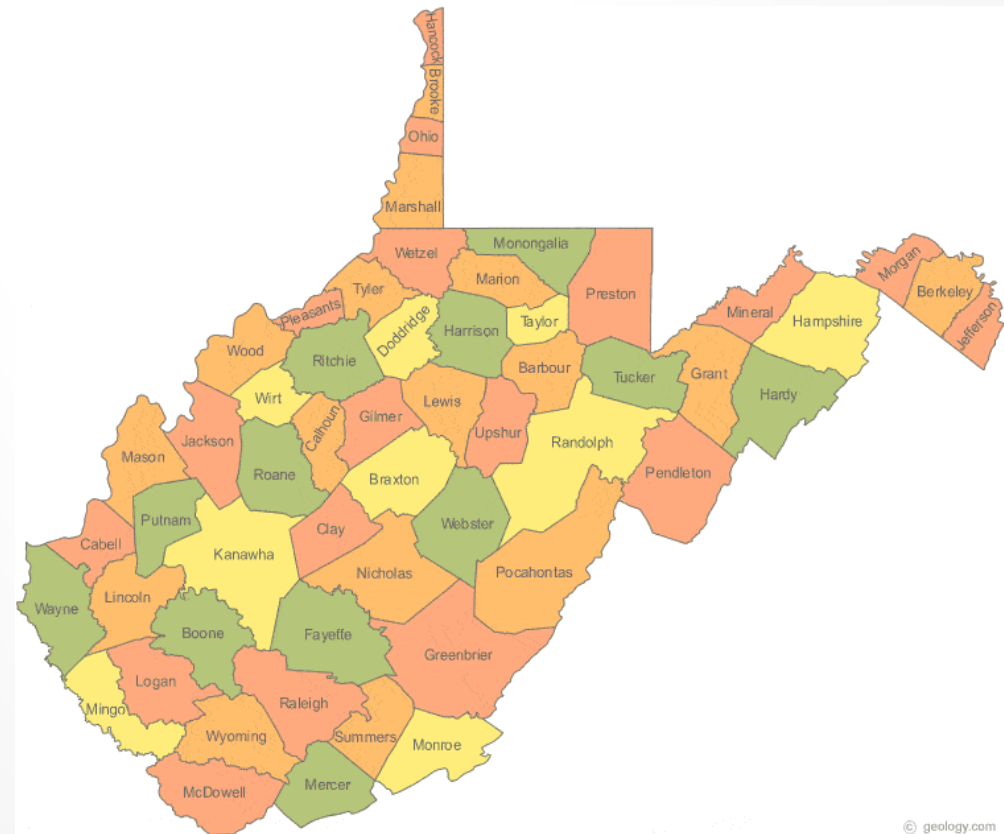
# PURCHASING DIVISION INTRANET

- Purchasing Applications  
(<http://intranet.state.wv.us/admin/purchase/purapps.html>)
  - *Requisition Tracking Report*
    - Future reporting ability enhanced with ReqTrak Classic 2.1
  - eArchive
    - Notices to Agency-Designated Procurement Officers
  - wvOASIS Tips for State Agency Employees
    - Procurement-focused references
- Vendor Registration for State Agency Employees



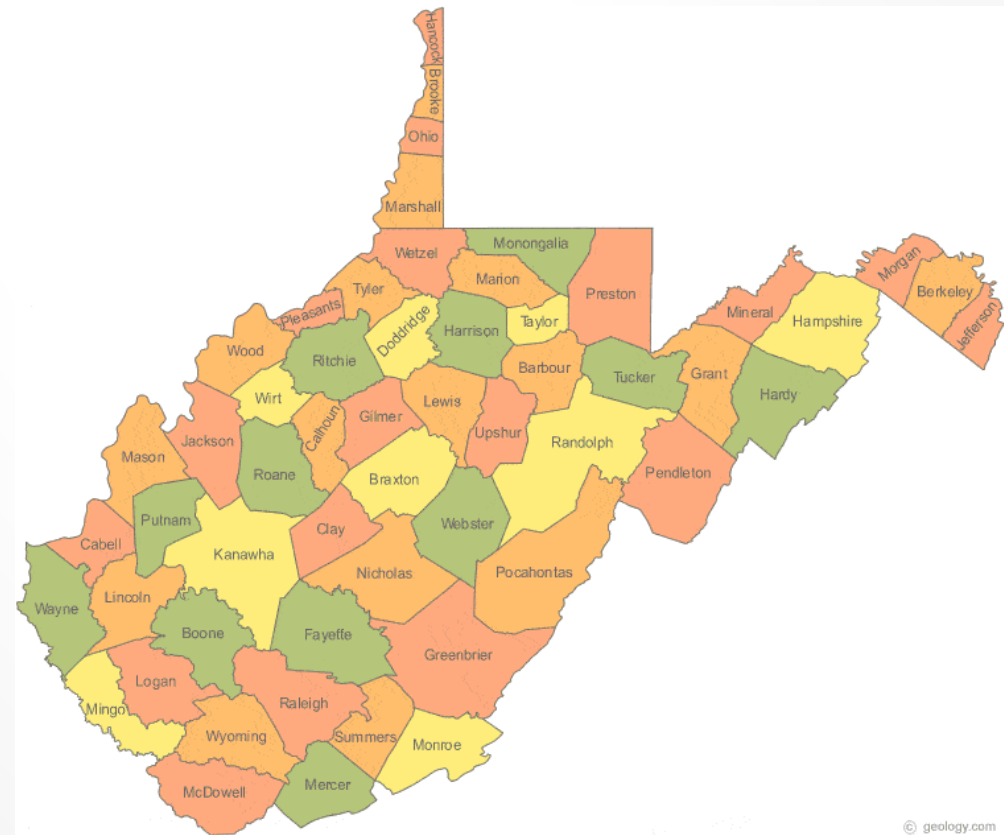
# KEY POINTS TO REMEMBER

- The full scope of doing business electronically with West Virginia encompasses a combination of systems, websites, and resources
- Using these tools together with respect to the entire state benefits both agencies and vendors



# KEY POINTS TO REMEMBER

- Utilize commodity code-based notifications
- Know the information available at your disposal to aid your procurement processing
- Consider the responding vendor's perspective and technical ability



# CONTACT INFORMATION

- Mark Totten
  - West Virginia Purchasing Division
    - [WVPurchasing.gov](http://WVPurchasing.gov) /  
[intranet.state.wv.us/admin/purchase](http://intranet.state.wv.us/admin/purchase)
  - [Mark.L.Totten@wv.gov](mailto:Mark.L.Totten@wv.gov)

