



VENDOR REGISTRATION GUIDE

2024

INTRODUCTION

Please follow the instructions below to register for an Aloha eBUYS vendor account.

Vendor Registration

- Navigate to the [Aloha eBUYS](#) website
- Click the “Supplier Registration” button in the top right corner of the page
- Enter Required Account Registration Information:
 - Tax ID
 - Select EIN or SSN from the toggle bar
 - Foreign vendors will enter their US Tax ID or foreign Tax ID
 - Company name
 - Email address
 - Ensure this email can be accessed during the registration process as a validation email will be sent to this email address
 - Country (defaults to US)
- Click “Register”
 - The account setup screen will appear

Continue Vendor Registration

Continue registration by navigating through the tabs

- **COMPANY INFORMATION** tab:
Continue to validate or enter information
 - Company name and Company Legal Name, which will be pre-populated from entering previously
 - Update to reflect Line 2 of your W-9, if applicable
 - Note: DBAs are not added here, instead, after successfully registering, your administrator will add them by selecting Add Associated Orgs
 - Mailing address
 - Company Phone Number
 - Company Email Address
 - Bid opportunity notifications will be sent to the email address entered and can be changed after the initial registration
 - Tax ID, which will be pre-populated from entering previously
 - Click “Save & Continue Registration”
- **ADMINISTRATOR** tab:
 - Enter Administrative User (the vendor’s point of contact and account administrator) Information:
 - Name
 - Job Title
 - Email
 - Phone
 - Login ID
 - Login Question

- Login Answer
- Click “Save & Continue Registration”

NOTE: Additional users may be added after registration.

- **ADDRESS** tab:
The information entered previously will become the default “General Address.”
 - If different email addresses should receive different types of documents, add additional addresses for each (Bid, Emergency, Purchase Order, Remit and Sales Addresses)
 - Click “Continue Registration”
- **TERMS** tab:
 - Click on “Continue Registration”
 - Terms may be configured in the future for selection onto the Vendor profile
- **CATEGORIES & CERTIFICATION** tab:
Follow the instructions to:
 - Select the checkboxes for any of the categories that apply to your business
 - Attach any relevant certifications or documentation for your selected categories where applicable
 - Click “Save & Continue Registration”
- **COMMODITY/SERVICE CODES** tab:
 - Enter the commodity codes for the goods and services that your company provides for which you want to receive bid solicitation opportunity notifications
 - If any help is needed to identify NIGP codes, contact the HELP team at: 855-800-5046
- **SUMMARY** tab:
 - Review all the information entered to ensure accuracy
 - Click “Complete Registration” at the bottom of the screen

Initial Log in to Vendor Account

- A temporary password will be sent to the email address of the Administrator
 - If the confirmation email has not been received, check the Spam folder
- Follow the link in the email to navigate to Aloha eBUYS
- Click “Sign In” button in the top right corner of the page
- Log in with the temporary password provided in the confirmation email
- A new screen will appear requesting a password change
 - Enter the temporary password
 - Enter and confirm a new password
 - Click “Submit”

Technical Support

If you are experiencing difficulties or have questions regarding the e-Pro software, use the following contact information.

Technical Support Contact Team

NAME	PURPOSE	CONTACT
Periscope Holdings Support Desk	Use this for any Aloha eBUYS technical support questions.	Email: hawaii-vendor-support@periscopeholdings.com Phone: 866-532-6877