

New York State, Office of General Services

Contractor Registration Guide

Step-by-Step Registration:

1. Navigate to: [New York State Sales Reports Portal](#)
2. Click the “Supplier Registration” Button in the Top Right Corner of the Page
3. Enter Required Account Registration Information
 - ✓ Tax ID (select EIN or SSN)
 - ✓ Company Name
 - ✓ Email Address (Ensure you can access this account during the registration process, as a validation email will be sent to this address)
 - ✓ Country (Defaults to USA)
4. Click “Register”
 - ✓ You'll be redirected to your account setup screen. Finish your registration by navigating through a few tabs.
5. On the Company Information Tab, Validate or Enter
 - ✓ Company Name (Pre-populated from your earlier entry. Update to reflect line 2 of your W-9 if applicable. If not applicable, leave as is.)
 - ✓ Vendor Legal Name (Pre-populated from your earlier entry. Make sure this field reflects line 1 on your W-9.)
 - ✓ Tax ID (Pre-populated from your earlier entry.)
 - ✓ Mailing Address and Phone Number
 - ✓ Company Email Address (Choose an appropriate valid email address. You can change/add email addresses after registration)
 - ✓ **Note:** Do not register as an emergency contractor
 - ✓ **Save & Continue Registration**
6. On the Administrator Tab Enter
 - ✓ Administrative User Information (Company's main point of contact and account administrator):
 - Name
 - Job Title
 - Email and Phone
 - Login ID, Security question & answer
 - ✓ Make sure the checkbox asking if you want to register for S2G is NOT checked. You will be given an opportunity at a later point to get S2G.
 - ✓ **Save & Continue Registration**



In The Know

Need access for multiple users? No problem.

Once the Seller Administrator's account is established, they can add additional users via "Maintain Users on this Account."



Need help?

If you have any questions or need support, please email us at ogssalesreports-support@periscopeholdings.com

periscope.
powered by mdf commerce

Register - Angel Pet Products, Inc - cheri.ray@sovra.com

Company Information **Administrator** Address Terms Categories & Certifications Commodity/Service Codes Summary

Administrative User Information

Salutation:

First Name*: Last Name*:

Job Title*: Department:

Email*: Phone*:

Login ID*:

Login Question*: Login Answer*:

Copyright © 2025 Periscope Holdings, Inc. - All Rights Reserved.

7. On the Address Tab

- ✓ The address you entered earlier will become your default “General Address.”

8. On the Terms Tab

- ✓ Simply click “Save & Continue Registration.” Terms may be configured in the future for selection onto your company’s profile.

9. On the Categories & Certifications Tab

- ✓ No action is required at this time. Continue registration.

10. On the Commodity/Service Codes Tab

- ✓ No commodity code selection required. Click on the next tab to proceed.

11. On the Summary Tab

- ✓ Review information on summary screen and confirm everything is accurate.

Click **“Complete Registration”** at the bottom of the screen.



Need help?

If you have any questions
or need support, please email us at
[ogssalesreports-
support@periscopeholdings.com](mailto:ogssalesreports-support@periscopeholdings.com)

Login: Accessing your account for the first time

1. You Will Receive a Temporary Password via email

- ✓ Email will come from: noreply@mail.salesreports.ogs.ny.gov
- ✓ Check your spam/junk folder if you do not immediately see it.

2. Click “Sign In” button in the top right corner of the page

3. Log in with the provided temporary password

4. When you enter your password for the first time, you will be prompted to change it

5. Enter a new password

6. Ensure the “Register with Periscope S2G” checkbox at the bottom of this screen is NOT checked

- ✓ Click “Submit Password”

All Done! Your account is now active.