

## GVIBUY Supplier Registration Guide

### Step-by-Step Registration:

1. Navigate to: [gvibuy.buyspeed.com](http://gvibuy.buyspeed.com)

2. Click the “Register” Button in the Top Right Corner of the Page

3. Enter Required Account Registration Information

- ✓ Tax ID (select EIN or SSN)
  - Foreign Vendor? Please enter your U.S. Tax ID.  
If you do not have a U.S. Tax ID, enter your foreign Tax ID.
- ✓ Company Name
- ✓ Email Address (Ensure you can access this account during the registration process. 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
- ✓ Company Email Address (Choose an appropriate valid email address. Bid opportunity notifications will be sent to this address. You can change/add email addresses after you are registered.)
- ✓ **Note:** Do not address emergency supplier information at-this-time

6. On the Administrator Tab Enter

- ✓ Administrative User Information (Company’s point of contact and account administrator): Name, email, phone, user ID, and password (Additional users may be added after registration.)
- ✓ 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, but please do not sign up for it at this time to ensure your registration is set-up properly for the Government of the US Virgin Islands.



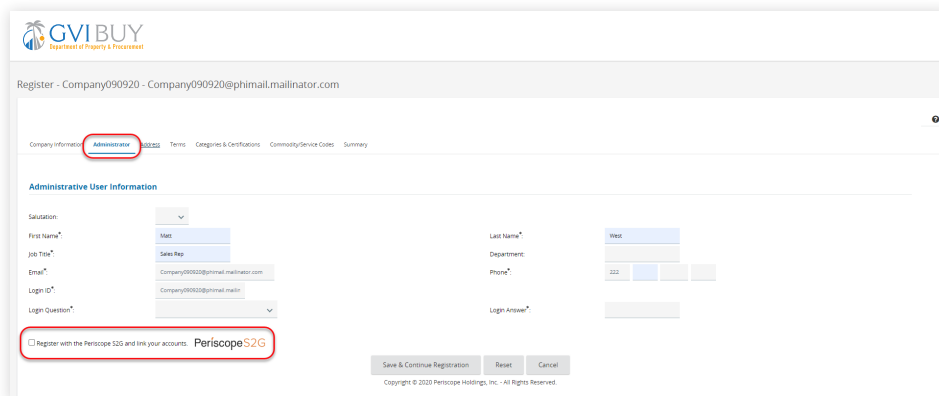
### In The Know

- Open Registration Begins September 7, 2021 and we are encouraging all current suppliers to complete their registration by October 8, 2021. New suppliers may register at any time.
- Going forward, suppliers must register in GVIBUY to receive bid solicitation and purchase order notices, respond to them and do business with the United States Virgin Islands.
- 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 [vendormanagement@dpp.vi.gov](mailto:vendormanagement@dpp.vi.gov)



## 7. On the Address Tab

- ✓ The address you entered earlier will become your default “General Address”. Other address types may be added in the future (this is not currently configured.)

## 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

- ✓ Some Categories such as Preferred Bidder Status are greyed out and are read-only. These can only be modified by DPP Vendor Administrators. They are visible for informational purposes and will be updated over time.
- ✓ Make the appropriate selection for each Category that is not read-only.
- ✓ Click the “Save & Add Certification” button at the bottom of the screen.
- ✓ Click the “Add Certification” hyperlink next to any Category where it appears and a pop-up window will open. In the pop-up window:
  - Select a Certification Source, enter a Certification ID, and effective/expiration dates
  - Click the Save & Exit button in the pop-up window.
- ✓ Repeat this step for any Category where “Add Certification” is shown. You may be required to submit supporting documentation to the Department of Property and Procurement. Please refer to the [Project Information Site](#) for ongoing updates.

## 10. On the Commodity/Service Codes Tab

- ✓ Enter the commodity codes related to your business that you want to receive bid solicitation opportunity notifications.  
**Quick tip:** use the NIGP code browse and the question mark icon with the red circle for help.

## 11. On the Summary Tab

- ✓ Review information on summary screen and confirm everything is accurate.
- ✓ Click “Submit Registration” at the bottom of the screen.

Once submitted, your registration will be in a pending status to be reviewed by the Department of Property and Procurement up to 24 hours after submission. You will receive an automated email once your account has been activated.

## GVIBUY Login: Accessing Your Supplier Account for the First Time

### 1. You Will Receive a Temporary Password From GVIBUY via Email

- ✓ Check your spam folder if you do not immediately see it.
- ✓ Email will come from: noreply@gvibuy.buyspeed.com

### 2. If You Are Not Still on the Page, Navigate Back to: [gvibuy.buyspeed.com](http://gvibuy.buyspeed.com)

### 3. Click “Sign In” button in the Top Right Corner of the Page

### 4. Log in With the Provided Temporary Password

### 5. When you Enter Your Password for the First Time, You Will Be Prompted to Change it

### 6. Enter a New Password

### 7. Ensure the “Register with Periscope S2G” Checkbox at the Bottom of this Screen is left **UNCHECKED**

- ✓ As noted above, make sure the checkbox asking if you want to register for S2G is **NOT CHECKED**. You will be given an opportunity to register in the future. To ensure your GVIBUY registration is set up properly, do not check the box at this time.
- ✓ Click the Blue “Submit Password” Button at the Bottom

**All Done! Your Registration is Now Submitted in GVIBUY and You Have Successfully Logged In and Set Up Your Password. Stay Tuned for Further Communication from GVIBUY About the Next Steps in the Adoption Process.**



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