

## WEBS Manual

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### Vendor Guide

#### Overview

This document outlines the steps on how to navigate through Washington's Electronic Business Solution (WEBS). WEBS is the bid notification system Washington State Agencies are required to use to all solicitations. Political subdivisions and higher educations are not required to use WEBS to post solicitation opportunities; however, many voluntarily use the system.

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Introduction to WEBS

[RCW 39.26.150](#)

Public notice—Posting on enterprise vendor registration and bid notification system.

(1) Agencies must provide public notice for all competitive solicitations. Agencies must post all contract opportunities on the state's enterprise vendor registration and bid notification system. In addition, agencies may notify contractors and potential bidders by sending notices by mail, electronic transmission, newspaper advertisements or other means as may be appropriate.

(2) Agencies should try to anticipate changes in a requirement before the bid submittal date and to provide reasonable notice to all prospective bidders of any resulting modification or cancellation. If, in the opinion of the agency, it is not possible to provide reasonable notice, the submittal date for receipt of bids may be postponed and all bidders notified.

**Who can use WEBS:**

Per RCW 39.26.150, agencies are required to use WEBS to post solicitations. Political subdivisions (i.e. cities, counties, higher educations, tribes, etc.) have the option to use WEBS, but it is not a requirement. .

Vendors are encouraged to register in WEBS to see solicitation opportunities.

**What is a Commodity Code?**

WEBS uses the commodity code list maintained by [National Institute for Government Purchasing](#) (NIGP).

NIGP Code is a universal taxonomy for identifying commodities and services in procurement systems. It is available as a 3-digit class code, a 5-digit class-item code, a 7-digit class-item-group code and a detailed 11-digit code.

Vendors register in WEBS and select commodity codes applicable to their business.. When posting a solicitation, it is important to know what commodity code is best for the solicitation, so vendors receive notification of the opportunity.

**How to Register in WEBS:**

- Necessary Information: Full name, Tax Identification Number
- WEBS may experience issues using the browser Google Chrome. Use Internet Explorer or Mozilla Firefox if you experience issues in Chrome

There are four steps to register in WEBS:

Terms Agreement:

- Go to the Log In Screen and select "Register Now" [WEBS](#)

The screenshot shows the 'Washington's Electronic Business Solution WEBS for Vendors' page. It features a list of instructions for new and existing users, followed by input fields for email and password, and buttons for 'LOGIN', 'Forgot My Password?', and 'Register Now'.

**Washington's Electronic Business Solution**  
**WEBS for Vendors**

- New to the vendor registration system? Click the Register Now link to begin the registration process.
- Already registered? Enter in your email address and password to login.
- Are you a Government organization? Go to [WEBS for Government](#).
- A listing of current open solicitations can be found at the [Public Bid Calendar](#).
- [Search for other businesses](#).

email ::

password ::

[LOGIN](#) [Forgot My Password?](#)  
[Register Now](#)

- Review the WEBS Memorandum of Agreement; you cannot register unless you agree. Select "Next" to move on to the next step.

The screenshot shows the 'contacting the State of Washington, at webcustomerservice@des.wa.gov.' page. It includes radio buttons for 'I Agree' and 'I Do Not Agree', a 'NEXT' button, and a link to 'see our "how to" videos on YouTube'.

contacting the State of Washington, at [webcustomerservice@des.wa.gov](mailto:webcustomerservice@des.wa.gov).

I Agree  I Do Not Agree

[NEXT](#)

If you need assistance in the vendor registration process, please [see our "how to" videos on YouTube](#). If you need additional assistance, please contact us at [webcustomerservice@des.wa.gov](mailto:webcustomerservice@des.wa.gov).

Step 1:

- Fill in the account administrator's information and company profile.

## Vendor Registration

Step 1 of 4

\* Indicates Required Fields [help](#)

### Account Administrator

The account administrator manages all information for this vendor account.

<b>Administrator First Name *</b>	<b>Administrator Last Name *</b>
<input type="text" value="Ron"/>	<input type="text" value="Weasly"/>
<b>Email Address *</b>	
<input type="text" value="Ron.Weasly@gmail.com"/>	
<b>Reenter Email Address *</b>	
<input type="text" value="Ron.Weasly@gmail.com"/>	
<b>Notify the account administrator of opportunities? *</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Display company contact information to other companies for partnering opportunities * <a href="#">what's this?</a></b>	<input checked="" type="radio"/> Yes <input type="radio"/> No

### Company Profile

<b>Federal ID# (FEIN) * <a href="#">help</a></b>	<b>SSN * <a href="#">help</a></b>	
<input type="text" value="11111111"/>	OR <input type="text"/>	
<b>Company Name *</b>		
<input type="text" value="Weasly Knitting Company"/>		
<b>DBA Name</b>		
<input type="text"/>		
<b>Web Address</b>	<b>Washington UBI # <a href="#">help</a></b>	<b># of Employees *</b>
<input type="text" value="www.WKC.com"/>	<input type="text" value="22222222"/>	<input type="text" value="2"/>

Yellow highlighted definitions:

- Notify the account administrator of opportunities? This means the address entered above will receive notifications of solicitation opportunities based on the commodity codes that are selected in step 3. If you wish to turn off the notifications, go to Manage Profile & Make Changes to Profile and change this option to "No".
- Display company contact information to other companies for partnering opportunities. This function allows other vendors to search your company in WEBS and contact you for potential partnership opportunities. If you do not want other vendors to view your contact information, go to Manage Profile & Make Changes to Profile and change this option to "No".

**Ownership Profile:**

**Ownership Profile**

DES collects this information in order to improve our outreach and training services to the business community and for compliance with RCW 43.19.1906. This information is kept separate and apart from any solicitation acceptance or award process.

**\* Indicates Required Fields**

**Do you wish to enter the demographic profile of your company? \***  Yes  No [help](#)

If yes, you are not required to complete the following demographic profile of the ownership of your company.

**Please identify the demographic profile of the ownership of your company. \* [help](#)**

American Indian/ Alaskan Native Male(s)	<input type="text"/>	% American Indian/ Alaskan Native Female(s)	<input type="text"/>	%
Asian American/ Pacific Islander Male(s)	<input type="text"/>	% Asian American/ Pacific Islander Female(s)	<input type="text"/>	%
African American Male(s)	<input type="text"/>	% African American Female(s)	<input type="text"/>	%
Latino/ Hispanic American Male(s)	<input type="text"/>	% Latino/ Hispanic American Female(s)	<input type="text"/>	%
Multi-Racial Male(s)	<input type="text"/>	% Multi-Racial Female(s)	<input type="text"/>	%
All Other Male(s)	<input type="text"/>	% All Other Female(s)	<input type="text"/>	%

Please check if you wish to be certified as a Washington Minority- and/or Women-Owned Business:

Request OMWBE Certification [what's this?](#)

Please check if you wish to be certified as a Washington Veteran-Owned Business:

Washington Veteran-Owned Business certification request [what's this?](#)

Self-Certified Washington Small Business [what's this?](#)

Not a Washington-based small business

Small Business (Based in Washington, and either 50 or fewer employees, or less than \$7M annual gross revenue)

Mini Business (Based in Washington, between \$1M and \$3M annual gross revenue)

Micro Business (Based in Washington, less than \$1M annual gross revenue)

Please identify other certifications or licenses you possess [help](#)

None	<input type="text"/>	Certification Number
	<input type="text"/>	If "Other", Provide Certification Name
None	<input type="text"/>	Certification Number
	<input type="text"/>	If "Other", Provide Certification Name

Yellow highlighted definition:

- If you do not wish to enter your company's ownership demographic, select "No"

- If you are not a small business based in Washington, select “Not a Washington-based small business”

Step 2:

- Add other contacts from your organization to your account. Notifications can be turned “on” or “off.” NOTE: Avoid adding the Administrator from Step 1 here. Contacts are for other users. This avoids the scenario where an Admin logs in as a Contact and sees they are not able to make profile changes. WEBS will only allow profile changes by an Admin login. The Admin will already receive notifications when the “notify account administrator of opportunities” button is set to “Yes.”

**Vendor Registration**  
Step 2 of 4 [help](#)

**Add Additional Contacts**

If you wish to add additional Contacts who will receive Solicitation Notifications, you can add them here. When you have added any Contacts that you would like, click Next to proceed. Contacts can also be added after you complete the registration.

Name	Email	Receive Notification

1

**ADD** **NEXT**

Step 3:

- Type in a Commodity Code or key word that best represents your scope of work. Alternatively, view the entire commodity code list. Check the box next to the code for those that apply and select “Add” at the bottom of the page. Then select “Next.” You only need to choose one commodity code to get through registration. You can add or remove commodity codes at any time by logging in and using Manage Commodity Codes
- WEBS uses the commodity code list maintained by [National Institute for Government Purchasing \(NIGP\)](#) and [North American Industry Classification System \(NAICS\)](#).
- NIGP Codes are a universal taxonomy for identifying commodities and services in procurement systems. It is available as a 3-digit class code, a 5-digit class-item code, a 7-digit class-item-group code, and a detailed 11-digit code.
- The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged.

### Vendor Registration

Step 3 of 4

[help](#)

**Search for Commodity Codes**

Enter in a keyword or keywords for your search criteria. Click the Search button to execute the search.  
For additional searching tips click on the help link.  
To continue your registration, click the NEXT button.

Search by Keyword or Code:

[View](#) entire commodity code listing

**Summary of Commodity Codes In Your Profile**

Vendor Commodity Profile

Code	Category	Commodity Title
1		

Step 4:

- Select the counties in Washington State where you can provide goods and services. . Hold the "ctrl" button on your keyboard to select more than one county.

### Washington's Electronic Business Solution

[HOME](#)

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### Vendor Registration

Step 4 of 4

[help](#)

**Manage Geographic Service Designations**

1

Please select counties you are willing to provide goods or services in.  
(To select more than one option, hold down 'ctrl' or 'cmd'.)

ALL

Adams

Asotin

Benton

- After you have completed the registration form, the WEBS team will verify your request. You will receive a confirmation email when the verification is completed. It typically takes one business day.

## WEBS Layout

### Manage Commodity Codes

Contract administrators will post solicitations using commodity codes. You will receive bid notifications based on the commodity codes in your account. You will not receive notifications if a bid is posted with code(s) you do not have. It is important to update your commodity codes and review them on a regular basis. Go to “View User Guides”, download and open the NIGP Commodity Code. Search this file for appropriate codes and add them at “Manage Commodity Codes.”

To add or remove commodity codes:

1. Select “Manage Commodity Codes” (NOTE: An Administrator login is required.)

The screenshot shows the 'Manage Commodity Codes' interface. At the top, there's a search section with the text: 'Search for commodity codes. Enter in a keyword or keywords for your search criteria. Click the Search button to execute the search. For additional searching tips click on the help link.' Below this is a search input field with a 'SEARCH' button and a dropdown menu for 'Search by Category' set to 'All'. A link says 'View entire commodity code listing'.

Below the search section is a table titled 'My Commodity Codes'. The table has columns: Code, Category, Commodity Title, and Remove. The table lists several commodity codes, including Abrasives and Computer Software.

Code	Category	Commodity Title	Remove
005-05	Abrasives	Abrasive Equipment and Tools	<input type="checkbox"/>
Abrasives			
005-14	Abrasives	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	<input type="checkbox"/>
Abrasives			
005-56	Abrasives	Abrasives, Tumbling (Wheel)	<input type="checkbox"/>
Abrasives			
209-13	Computer Software For Mini And Mainframe Computers (Preprogrammed)	Application Software, Minicomputer	<input type="checkbox"/>
Computer Software For Mini And Mainframe Computers (Preprogrammed)			
920-14	Data Processing, Computer, Programming, And Software Services	Applications Software (For Minicomputer Systems)	<input type="checkbox"/>
Data Processing, Computer, Programming, And Software Services			
055-46	Automotive Accessories For Automobiles, Buses, Trailers, Trucks, Etc.	Lights and Lens: Back-up, Stop, Tail, and Parking	<input type="checkbox"/>
Automotive Accessories For Automobiles, Buses, Trailers, Trucks, Etc.			
Construction Services: Heavy			

2. To add a commodity code, type in the code or key word, then select “Search”

**Manage Commodity Codes** [help](#)

**Search for commodity codes**  
 Enter in a keyword or keywords for your search criteria. Click the **Search** button to execute the search.  
 For additional searching tips click on the help link.

Search by Keyword or Code:   [↗](#)

or Search by Category:  ▼

[View](#) entire commodity code listing

**My Commodity Codes**

# [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) - [Normal View](#) - [Full List](#)

Code	Category	Commodity Title	Remove
005-05	Abrasives	Abrasive Equipment and Tools	<input type="checkbox"/>
Abrasives			
005-14	Abrasives	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	<input type="checkbox"/>

3. Check all of the codes that apply, then select “Add”
4. Use “Search by Category” to search for and add several or all codes in a specific category.

- Manage Commodity Codes
- Manage Geographic Designations
- Manage Profile/Password
- Manage Contacts
- View User Guides
- Search Opportunities
- Search Vendors
- View History
- Logout

### Manage Commodity Codes help

SEARCH RESULTS for "Flooring"  
 To add commodities to your vendor profile, check the box to the left of the code. Check all that apply.  
 Click the ADD button after making your selections.

⏪ BACK
ADD ⏩

Check all codes  
 # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z - [Normal View](#) - [Full List](#)

Code	Category	Commodity Title
<input checked="" type="checkbox"/> 909-45	Building Construction Services, New (Incl. Maintenance And Repair Services)	Finishes: Flooring, Wall and Ceiling, etc.
Building Construction Services, New (Incl. Maintenance And Repair Services)		
<input checked="" type="checkbox"/> 914-44	Construction Services, Trade (New Construction)	Flooring
Construction Services, Trade (New Construction)		
<input type="checkbox"/> 910-25	Building Maintenance, Installation And Repair Services	Flooring Maintenance and Repair to Include Refinishing and Sealing
Building Maintenance, Installation And Repair Services		
<input type="checkbox"/> 805-47	Sporting Goods, Athletic Equipment And Athletic Facility Equipment	Flooring, Temporary Portable (Athletic Facility)
Sporting Goods, Athletic Equipment And Athletic Facility Equipment		
<input type="checkbox"/> 360-21	Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies	Hardwood Flooring
Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies		
<input type="checkbox"/> 360-60	Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies	Special Flooring, Industrial, Resinous, Elastomeric Liquid, etc.
Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies		
<input type="checkbox"/> 360-69	Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies	Steel Flooring
Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies		

⏪ BACK
ADD ⏩

5. To remove a code, check all the codes you wish to remove, then scroll to the bottom and select "remove"

Certification Entry			
037-78	Amusement, Decorations, Entertainment, Gifts, Toys, Etc.	Souvenirs: Promotional, Advertising, etc.	<input type="checkbox"/>
Amusement, Decorations, Entertainment, Gifts, Toys, Etc.			
912-76	Construction Services, General (Incl. Maintenance And Repair Services)	Striping Streets, Parking Facilities, Lane Divisions, etc. (Paint)	<input type="checkbox"/>
Construction Services, General (Incl. Maintenance And Repair Services)			
920-63	Data Processing, Computer, Programming, And Software Services	Systems/Executive Software, Minicomputer	<input type="checkbox"/>
Data Processing, Computer, Programming, And Software Services			
785-92	School Equipment, Teaching Aids, And Supplies	Training Aids, Materials, and Equipment for the Industrial Trades (Welding, Electrical, Instrumentation, Industrial Mechanics, etc.)	<input checked="" type="checkbox"/>
School Equipment, Teaching Aids, And Supplies			
920-96	Data Processing, Computer, Programming, And Software Services	Word Processing Software, Minicomputer	<input checked="" type="checkbox"/>
Data Processing, Computer, Programming, And Software Services			
			<b>1</b>
			<a href="#">remove</a>

### Manage Geographic Designations

Geographic designations indicate the locations your business is able to provide services or goods. To alter this information:

1. Select “ Manage Geographic Designations” (NOTE: An Administrator login is required)

Manage Commodity Codes	Manage Geographic Service Designations	<a href="#">help</a>
Manage Geographic Designations	Adams	<a href="#">remove</a>
Manage Profile/Password	Asotin	<a href="#">remove</a>
Manage Contacts	Benton	<a href="#">remove</a>
View User Guides	Chelan	<a href="#">remove</a>
Search Opportunities	Clallam	<a href="#">remove</a>
Search Vendors	Clark	<a href="#">remove</a>
View History	Columbia	<a href="#">remove</a>
Logout	Cowlitz	<a href="#">remove</a>
	Douglas	<a href="#">remove</a>
	Ferry	<a href="#">remove</a>
	Franklin	<a href="#">remove</a>
	Garfield	<a href="#">remove</a>
	Grant	<a href="#">remove</a>
	Grays Harbor	<a href="#">remove</a>
	Island	<a href="#">remove</a>
	Jefferson	<a href="#">remove</a>
	King	<a href="#">remove</a>
	Kitsap	<a href="#">remove</a>

2. To remove, select “remove” next to the location.

- To add, select the location you intend to add (to select multiple, hold down 'ctrl' on your keyboard, then select "Add")

The screenshot displays the 'Manage Geographic Service Designations' page. On the left is a navigation menu with options like 'Manage Commodity Codes', 'Manage Geographic Designations', 'Manage Profile/Password', 'Manage Contacts', 'View User Guides', 'Search Opportunities', 'Search Vendors', 'View History', and 'Logout'. The main content area is titled 'Manage Geographic Service Designations' and contains a table of counties. Each county name is followed by a 'remove' button. At the bottom of the table, the 'Yakima' row is highlighted. Below the table is a text prompt: 'Please select counties you are willing to provide goods or services in. (To select more than one option, hold down 'ctrl' or 'cmd'.)' This is followed by a dropdown menu showing 'ALL', 'Adams', and 'Benton'. To the right of the dropdown is a yellow 'ADD' button with a right-pointing arrow.

County	Action
Adams	remove
Asotin	remove
Benton	remove
Chelan	remove
Clallam	remove
Clark	remove
Columbia	remove
Cowlitz	remove
Douglas	remove
Ferry	remove
Franklin	remove
Garfield	remove
Grant	remove
Grays Harbor	remove
Island	remove
Jefferson	remove
King	remove
Kitsap	remove
Kittitas	remove
Klickitat	remove
Lewis	remove
Lincoln	remove
Mason	remove
Okanogan	remove
Pacific	remove
Pend Oreille	remove
Pierce	remove
San Juan	remove
Skagit	remove
Skamania	remove
Snohomish	remove
Spokane	remove
Stevens	remove
Thurston	remove
Wahkiakum	remove
Walla Walla	remove
Whatcom	remove
Whitman	remove
Yakima	remove

Please select counties you are willing to provide goods or services in.  
 (To select more than one option, hold down 'ctrl' or 'cmd'.)

ALL  
 Adams  
 Benton

**ADD**

**Manage Profile/Passwords**

The account administrator is the only person who has the ability to alter the registered account. If you are an additional account member, you are able to update your information but not the entire vendor account. If you are the administrator, follow the steps below to alter the company profile, ownership profile or corporate location.

- Select "Manage Profile/Password"

<ul style="list-style-type: none"> <li>➤ Manage Commodity Codes</li> <li>➤ Manage Geographic Designations</li> <li style="background-color: #c0ffc0;">➤ Manage Profile/Password</li> <li>➤ Manage Contacts</li> <li>➤ View User Guides</li> <li>➤ Search Opportunities</li> <li>➤ Search Vendors</li> <li>➤ View History</li> <li>➤ Logout</li> </ul>	<p><b>Manage Profile</b> <span style="float: right;">help</span></p> <p>Account Administrator <span style="float: right; background-color: #ffc000; padding: 2px;">MAKE CHANGES TO PROFILE</span></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Account Administrator Name</b> WEBS Administrator</p> <p><b>Email Address</b> deswebstestvendor@gmail.com</p> <p><b>Notify the account administrator of opportunities?</b> Yes</p> <p><b>Display company contact information to other companies for partnering opportunities</b> No</p> <p>Registered: 12/22/2008 <span style="float: right;">Updated: 2/1/2018</span></p> </div> <p><b>Company Profile</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Federal ID# (FEIN)</b> ██████████</p> <p><b>SSN</b> ██████████</p> <p><b>Company Name</b> *WEBS Admin Vendor Account*</p> <p><b>DBA Name</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Web Address</b></td> <td style="width: 33%;"><b>Washington UBI #</b></td> <td style="width: 33%;"><b># of Employees</b></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">1</td> </tr> </table> </div> <p><b>Ownership Profile</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Do you wish to enter the demographic profile of your company? <span style="float: right;">No</span></p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Other certifications or licenses you possess</p> <div style="border: 1px solid gray; height: 15px; width: 100%;"></div> </div> <p><b>Corporate Location</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Street Address 1</b> 1500 Jefferson</p> <p><b>Street Address 2</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>City</b> Olympia</td> <td style="width: 33%;"><b>State</b> Washington</td> <td style="width: 33%;"><b>Zip</b> 98504</td> </tr> </table> <p><b>Phone Number</b> (360) 902-7400</p> <p><b>Fax Number</b> ( ) -</p> </div> <p><b>Notification Lists</b> <a href="#">What's this?</a></p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>List Name (Government Agency Name)</b> ITPS_08215_05 (Enterprise Services (DES), Dept. of)</p> </div> <p style="text-align: center; background-color: #ffc000; padding: 2px; margin-top: 5px;">MAKE CHANGES TO PROFILE</p>	<b>Web Address</b>	<b>Washington UBI #</b>	<b># of Employees</b>			1	<b>City</b> Olympia	<b>State</b> Washington	<b>Zip</b> 98504
<b>Web Address</b>	<b>Washington UBI #</b>	<b># of Employees</b>								
		1								
<b>City</b> Olympia	<b>State</b> Washington	<b>Zip</b> 98504								

2. Select "Make Changes To Profile".

Manage Commodity Codes	<b>Manage Profile</b> <a href="#">help</a>
Manage Geographic Designations	Account Administrator <b>MAKE CHANGES TO PROFILE</b>
Manage Profile/Password	<b>Account Administrator Name</b> WEBS Administrator <b>Email Address</b> deswebstestvendor@gmail.com <b>Notify the account administrator of opportunities?</b> Yes Display company contact information to other companies for partnering opportunities No Registered: 12/22/2008 Updated: 2/1/2018
Manage Contacts	<b>Company Profile</b> Federal ID# (FEIN) 45-2096870 SSN
View User Guides	
Search Opportunities	
Search Vendors	
View History	
Logout	

3. Make any changes to the Administrator information, company profile, ownership profile or corporate location, then select "save".

Please identify other certifications or licenses you possess [help](#)

None		Certification Number
		If "Other", Provide Certification Name
None		Certification Number
		If "Other", Provide Certification Name

**Corporate Location**

**Street Address 1 \***  
1500 Jefferson

**Street Address 2**

**City \*** Olympia **State \*** Washington **Zip \*** 98504

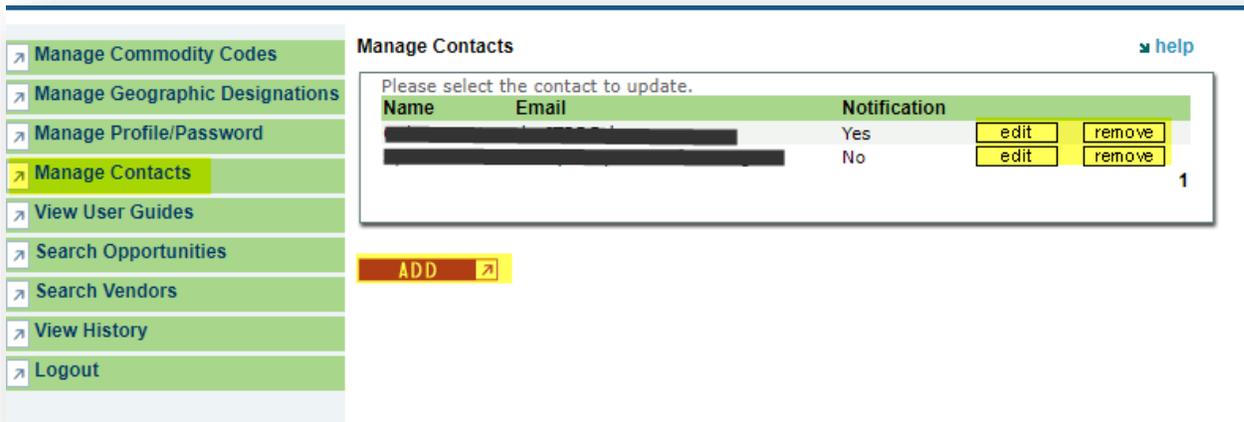
**Phone Number \***  
(360) 902 - 7400 Ext

**Fax Number**  
( ) - Ext

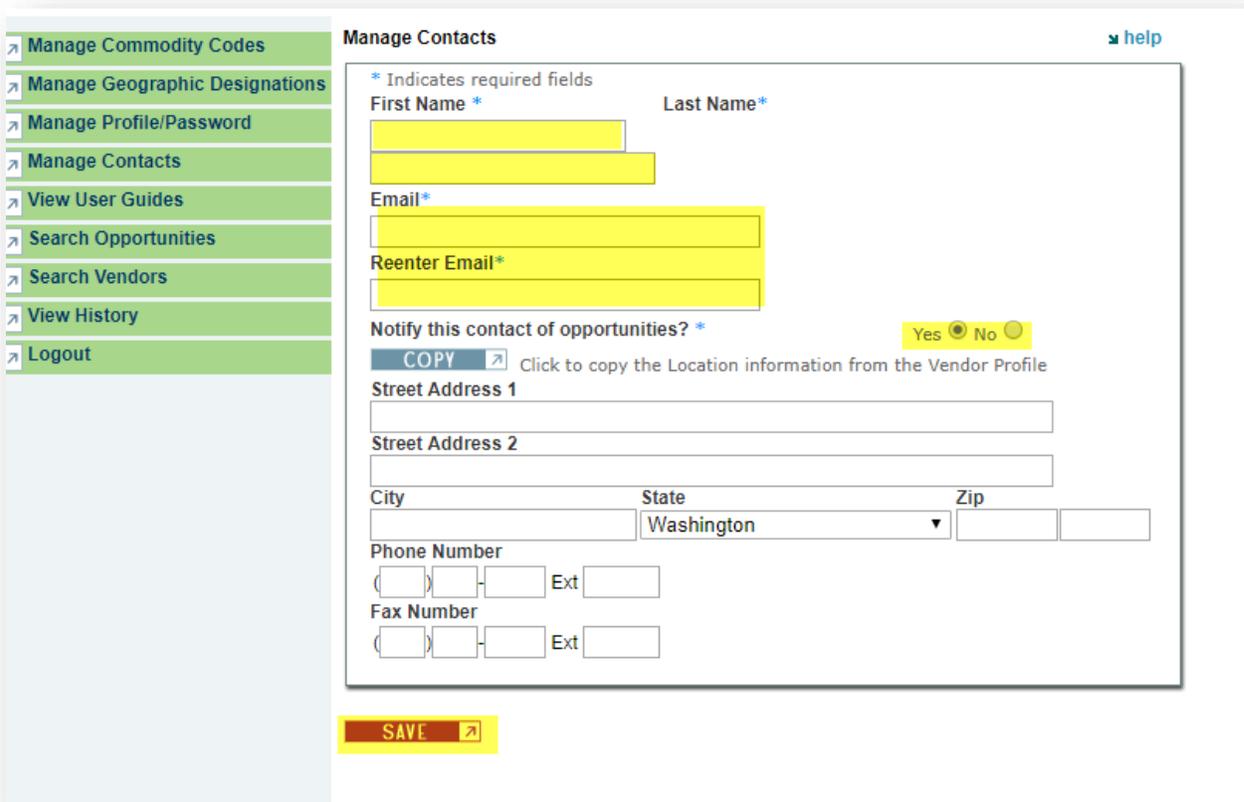
**SAVE**

Manage Contacts

1. To add, edit or remove a contact in the account, select “Manage Contacts”.



2. Select add, fill in the required fields, then select “save”. “Notify this contact of opportunities” means this contact will receive bid notification emails when an agency posts a solicitation with commodity codes that you have in your account.



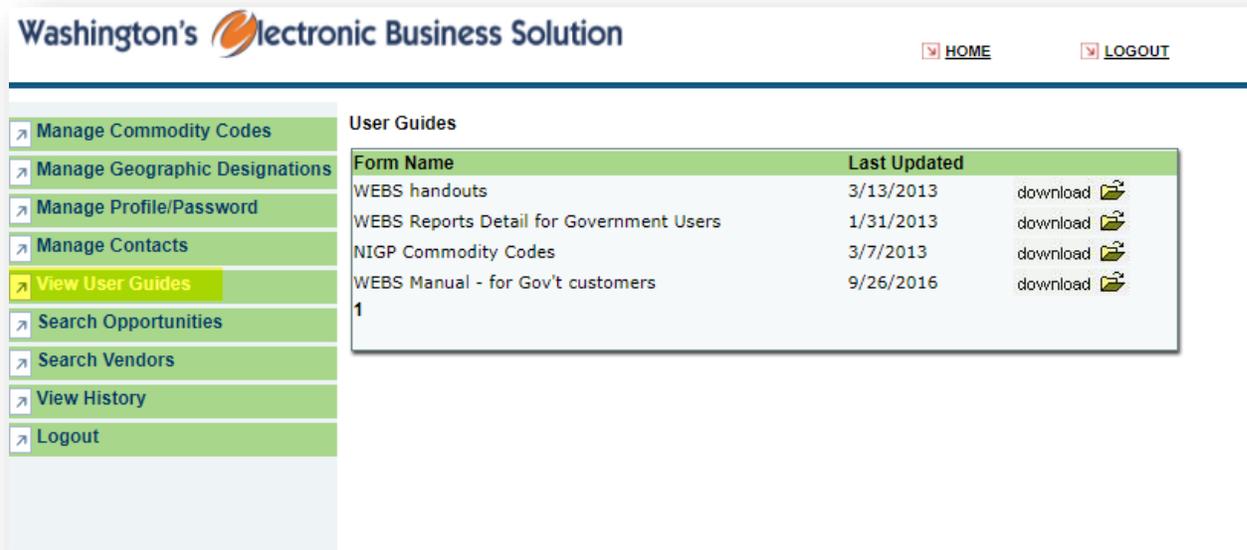
3. To alter an existing account, select “edit” next to the contact, alter the information and select “save”. To remove a contact, select “remove”.

4. NOTE: Do not add the Administrator as a Contact. Administrators already receive bid notification emails by having the “Notify the account administrator of opportunities” button set to “Yes” in “Manage Profile.” This avoids the scenario of the Administrator logging in as a Contact then wonder why they’re not able to make changes to the account.

*View User Guides*

There are several user guides postes in WEBS, select “Download” to view that specific guide.

- WEBS Handouts: This flyer is used by government entities to encourage vendors to register in WEBS.
- \*NOT IN VENDOR’S USER GUIDE\*
- NIGP Commodity Codes: This is an Excel version of all of the commodity codes in WEBS.
- WEBS Manual for Government Customers: This is the user guide for government entities and displays their WEBS view.
- WEBS Manual for Vendors: This document is the user guide for vendors.

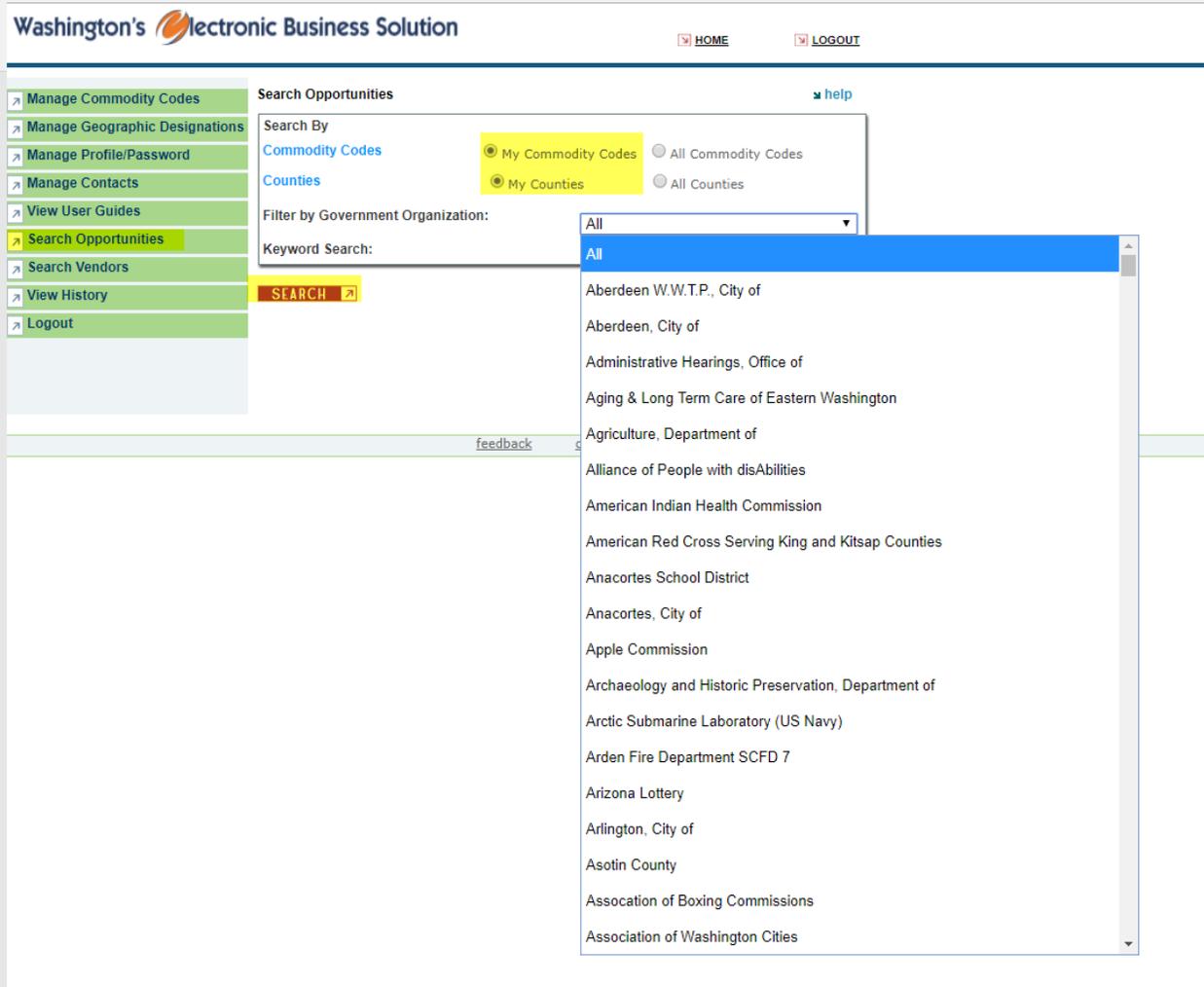


*Search Opportunities*

“Search Opportunities” allows vendors to search for posted solicitations. NOTE: It will not display solicitations that have closed. Inquire with the posting organization if you need details about a prior bid.

- Select Search Opportunities. The system will default to your company’s commodity codes and counties by the “My Commodity Codes” and “My Counties” designations. To view other commodity codes or counties, select “All Commodity Codes” and “All Counties”. There is also an option to search for solicitations posted by government organization. Click the drop down arrow to select a government organization. Set the buttons above to “All Commodity Codes” and “All Counties” and click “Search.” There is also an option to search solicitation by a keyword. This feature will only produce results if the bid coordinator used the same keyword in the bid title that you use when searching. You can also search by entering the bid Customer Reference Number

in the keyword search box. Use one of these search options or a combination to find posted solicitations.



### Search Vendors

There is an option to search for other registered vendors who have chosen to share their information for partnering opportunities. Only vendors who choose to share this information will be visible. To share your company contact information, go to “Manage Profile & Make Changes to Profile” and set the “Display company contact information to other companies for partnering opportunities” to “Yes.”

1. Select “Search Vendors”

**Search For Vendors who have checked yes in WEBS to share their contact info :** [help](#)

Identify search criteria using any combination of filters below

Vendor Name

City  State  Zip

[Search By Commodity Code\(s\)](#)

**Search for commodity codes**  
 Enter in a keyword or keywords for your search criteria. Click "Search Commodity Codes" to execute the search. Click the boxes next to the commodity codes and click "Save" to add them to the vendor search.

Search by  [Search Commodity Codes](#)  
 Keyword or Code:

or Search by  Category

All Diversity Types (OMWBE, Small Business, Veteran-Owned)

2. Enter criteria using a combination of filters:
  - a. Vendor Name, City, State, Zip – These fields are for where the business is located.
  - b. Search by Commodity Codes – Here you may enter a keyword or a known code in the top block and press the “Search Commodity Codes” link on the right. You may also use the drop down menu to pick a category, which will give you several options of codes that may meet your needs. If you need to enter more than one keyword or code, separate by using a comma in between the search terms. Once you have entered your keywords/codes, click “search commodity codes”.

**Search For Vendors who have checked yes in WEBS to share their contact info :** [help](#)

Identify search criteria using any combination of filters below

**Vendor Name**

**City**  **State**  **Zip**

**Search By Commodity Code(s)**

**Search for commodity codes**  
Enter in a keyword or keywords for your search criteria. Click "Search Commodity Codes" to execute the search. Click the boxes next to the commodity codes and click "Save" to add them to the vendor search.

Search by   
Keyword or Code:

or Search by   
Category

**All Diversity Types (OMWBE, Small Business, Veteran-Owned)**  
OR

3. Select the results with the option to individually check commodity codes or "check all codes". Check the appropriate boxes and then the save button.

**Search for commodity codes**  
 Enter in a keyword or keywords for your search criteria. Click "Search Commodity Codes" to execute the search. Click the boxes next to the commodity codes and click "Save" to add them to the vendor search.

Search by  Keyword or Code:

or Search by Category

Check all codes

	Code	Category	Commodity Title
<input checked="" type="checkbox"/>	005-05	Abrasives	Abrasive Equipment and Tools
Abrasives			
<input checked="" type="checkbox"/>	005-14	Abrasives	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
Abrasives			
<input type="checkbox"/>	005-28	Abrasives	Abrasives, Sandblasting (Other than Metal)
Abrasives			

- Search by Diversity Type – By clicking “All Diversity Types”, your results only include businesses that meet the OMWBE, Small Business or Veteran-Owned criteria. Below you may narrow your search to specific diversity types. If you do not click anything in this block, your results will contain all business types.
- Counties – This block represents the counties which businesses have indicated they are willing to provide goods and services. For example, if you are looking for a business to complete work in Douglas County, then click Douglas County. You may select all counties by clicking “Select All Counties”.

*View History*

To view information on your company’s history, select “ View History”. Click the drop down option to view downloaded solicitations or those you were “notified” about by a WEBS notification email.

- [Manage Commodity Codes](#)
- [Manage Geographic Designations](#)
- [Manage Profile/Password](#)
- [Manage Contacts](#)
- [View User Guides](#)
- [Search Opportunities](#)
- [Search Vendors](#)
- [View History](#)
- [Logout](#)

**View History** [help](#)

Please Select

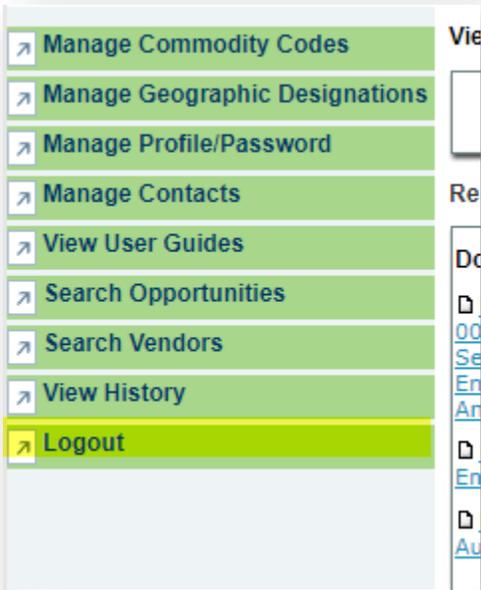
Downloaded

SEARCH

	Res	Date Closed
Downloaded		
Notified		
<a href="#">D Master Contract 00508-Janitorial Services Open Enrollment Announcement</a>	Enroll in the pool of tier one vendors. Details and enrollment instructions are available at: <a href="http://www.des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/JMC_VendorInfo.aspx">http://www.des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/JMC_VendorInfo.aspx</a>	12/31/2018
<a href="#">D Radiation Air Emissions Solution</a>	The Department of Health, Office of Radiation Air Protection (ORP) is seeking information on COTS products and/or vendor developed and hosted solution that include functions to manage the ORP's essential radioactive air emissions applications and licenses activities.	2/2/2018
<a href="#">D Event Registration Auction Software</a>	Event Registration Auction Software	6/8/2017
<a href="#">D DNR List of Approved Appraisers</a>	The purpose of this Request for Qualifications (RFQ) is to develop a pool of qualified real property appraisers for inclusion in the DNR List of Approved Appraisers. The State of Washington Department of Natural Resources (DNR) manages more than 5,000,000 acres of state-owned land, and it requires appraisal services for a variety of purposes, including sale, lease, disposition, transfer, impressment of conservation easements, and other uses.	4/30/2017
<a href="#">D TRANSCRIPTION SERVICES</a>	L&I has issued this RFQQ to solicit responses from individuals or firms interested in contracting with L&I to provide transcription services on an as needed basis.	4/30/2017

*Logout*

To log out of the system, select “logout”.



Sources: [39.26.150 Public Notice](#), [WEBS](#)