



Supplier Portal Registration Guide

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Supplier Registration

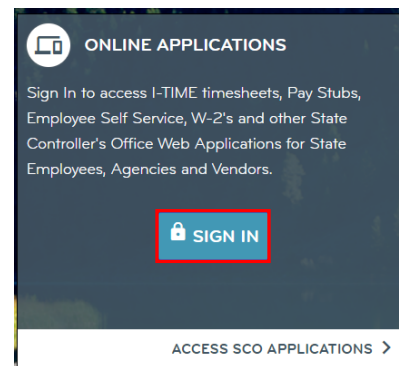
Luma Role: Supplier

Reason: Suppliers and local government offices (cities, counties, school districts, etc.) must be registered in IPRO – POWERED BY LUMA in order to view invoices and payments received. Suppliers must be registered in the Supplier Portal before they can respond to Sourcing Events.

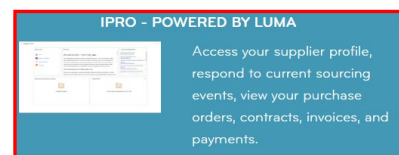
1. Access **IPRO** via the **State of Idaho Controller's Office** website at www.sco.idaho.gov.



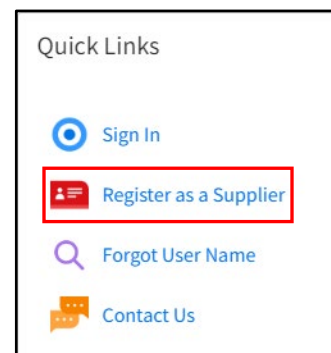
2. Click the **SIGN IN** button in the **ONLINE APPLICATIONS** box.



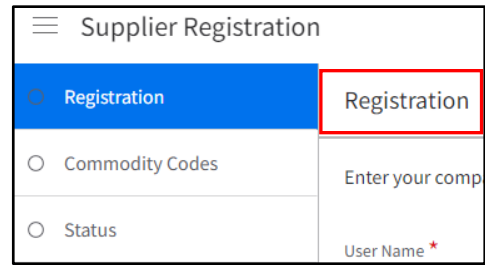
3. Select **IPRO – POWERED BY LUMA** option from the menu.



4. Click **Register as a Supplier** in the **Quick Links** menu.



5. The **Supplier Registration** form will open to the **Registration** page.



A screenshot of the 'Supplier Registration' menu. The menu has a header 'Supplier Registration' with a hamburger icon. Below the header are three options: 'Registration', 'Commodity Codes', and 'Status'. The 'Registration' option is highlighted with a blue background. To the right of the menu is a red-bordered box containing the text 'Registration', 'Enter your comp', and 'User Name *'.

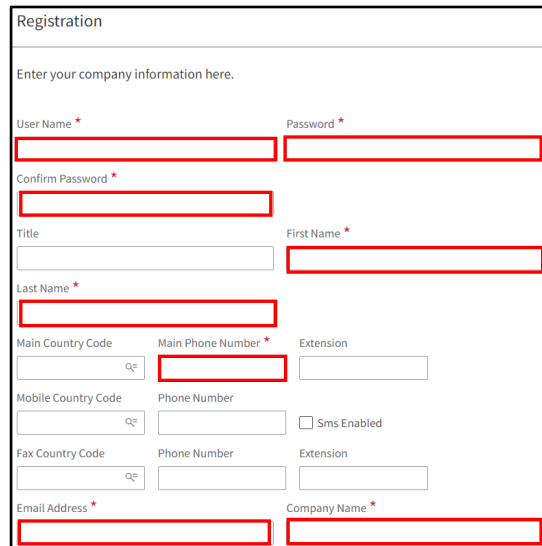
6. Complete the following *required* fields on the **Registration** page:

- User Name (**See Note¹**)
- Password (**See Note²**)
- Confirm Password
- First Name
- Last Name
- Main Phone Number
- Email Address
- Company Name

Note¹: User Name is case sensitive. We recommend using your email address, all lowercase letters, and without spaces.

Note²:

- Password Must Contain
 - A minimum of fourteen (14) characters
 - One (1) UPPERCASE character
 - One (1) lower case character
 - One (1) number
- Password Cannot Contain
 - Four (4) consecutive characters
 - Five (5) consecutive characters from User Name
 - Any of the previous twenty-four (24) passwords



A screenshot of the 'Registration' form. The form has a header 'Registration' and a sub-header 'Enter your company information here.' Below the sub-header are several input fields, each with a red border indicating it is a required field. The fields are: 'User Name *', 'Password *', 'Confirm Password *', 'Title', 'First Name *', 'Last Name *', 'Main Country Code', 'Main Phone Number *', 'Extension', 'Mobile Country Code', 'Phone Number', 'Sms Enabled' (checkbox), 'Fax Country Code', 'Phone Number', 'Extension', 'Email Address *', and 'Company Name *'. The 'Sms Enabled' checkbox is currently unchecked.

7. Scroll down and complete the following *required* fields:

- Tax ID Type* (**See Note¹**)
- Tax ID*
- Attach Tax Certification (W9 or equivalent) (**See Note²**)
- Country* (**See Note³**)

This screenshot shows the 'Tax ID Type' and 'Tax ID' fields, both with magnifying glass icons. Below them is the 'Attach Tax certification' field with a folder icon. The 'Mailing Address' and 'Country' fields are also visible, with the 'Country' field having a magnifying glass icon.

Note¹: Use the magnifying glass in the **Tax ID Type** field to access the menu.

Note²: Attach a W9 signed and dated within the previous 90 days by clicking on the folder icon.

Note³: Use the magnifying glass in the **Country** field to access the menu.

8. Once **Country** is entered, complete the following *required* fields in the **Mailing Address** section:

- Street Address*
- City*
- State/Province*
- Zip Code*

This screenshot shows the 'Mailing Address' section with fields for 'Street Address', 'City', 'County/District', 'State/Province', and 'Zip Code'. The 'Street Address', 'City', 'State/Province', and 'Zip Code' fields have magnifying glass icons.

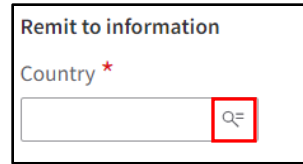
9. If the Mailing address and Remit to are the same, click '**Check If Remit To Address Is The Same As Mailing Address**' box.

Skip to Step 11

This screenshot shows the 'United States of America' section with a 'Change' button and a checkbox labeled 'Check If Remit To Address Is The Same As Mailing Address'. Below this is the 'Company Information' field.

10. If the **Remit to information** is different from the **Mailing Address**:

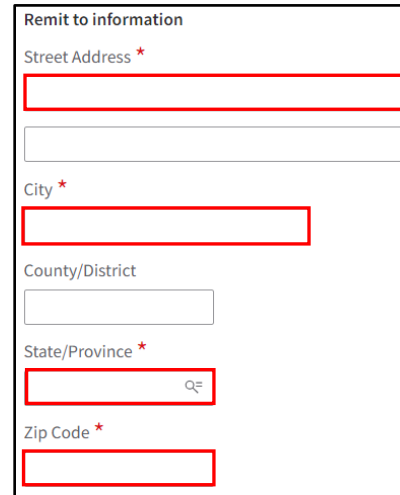
- Click the magnifying glass in the **Country** field and select your country.
- Complete the following *required* fields in the **Remit to information** section:
 - Street Address*
 - City*
 - State/Province*
 - Zip Code*



Remit to information

Country *

[Text input field with magnifying glass icon]



Remit to information

Street Address *

[Text input field]

City *

[Text input field]

County/District

[Text input field]

State/Province *

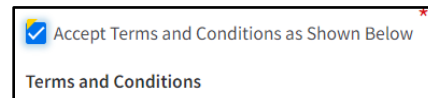
[Text input field with magnifying glass icon]

Zip Code *

[Text input field]

11. Review all entered information for correctness.

Click the box beside **Accept Terms and Conditions as Shown Below**.



☒ Accept Terms and Conditions as Shown Below *

Terms and Conditions

12. Click the **Next** button in the top right corner of the page.

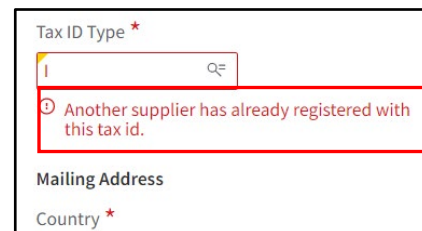


Previous Next

Note: If you receive *this message*:



Contact the **Supplier Portal Administrator** by emailing supplierportal@sco.idaho.gov for instructions on how to proceed.



Tax ID Type *

[Text input field with magnifying glass icon]

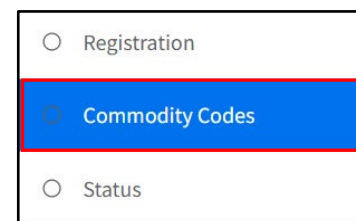
ⓘ Another supplier has already registered with this tax id.

Mailing Address

Country *

Commodity Codes (Required)

- Used to send notifications regarding bidding opportunities
- For a description click [Commodity Codes](#).



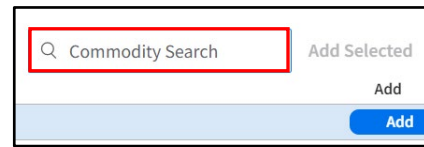
☐ Registration

☒ Commodity Codes

☐ Status

13. Enter a keyword in the **Commodity Search** field.

Hint: Individual or partial words will give you the best results.

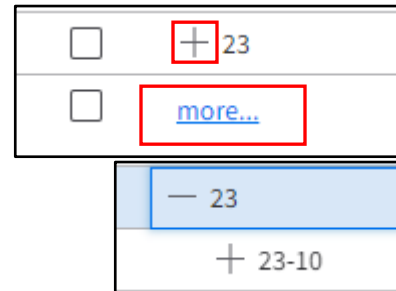


A screenshot of a search interface. It features a search bar with the placeholder text 'Commodity Search' and a magnifying glass icon. To the right of the search bar is a button labeled 'Add Selected'. Below the search bar is a blue bar with a button labeled 'Add'.

14. Click **Enter** on your keyboard to see available *Commodity Codes*.

Note¹: To see additional Commodity Codes, click **more...** at the bottom of the list.

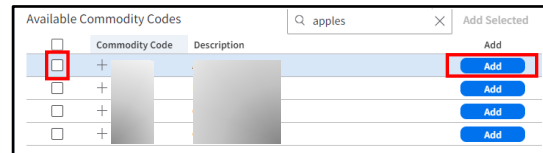
Note²: Utilize the + to expand each level and see the Commodity Codes included in that level.



A screenshot of a list of commodity codes. The first row shows a checkbox, a '+' icon, and the code '23'. The second row shows a checkbox and a link labeled 'more...'. Below the list is a blue bar with a button labeled 'Add'. Below the blue bar is a white bar with a '-' icon and the code '23'. Below the white bar is a white bar with a '+' icon and the code '23-10'.

15. Check the box to the left of the line(s) of the appropriate **Commodity Code(s)**.

16. Click the **Add** button.




A screenshot of a table titled 'Available Commodity Codes'. The table has two columns: 'Commodity Code' and 'Description'. The first row has a checkbox checked, a '+' icon, and a description. To the right of the table is a button labeled 'Add'. Below the table is a blue bar with a button labeled 'Add'. Below the blue bar is a white bar with a '+' icon and the code '23-10'.

Note¹: Recommended Commodity Codes - *Cities and Counties*: 93-15, *School Districts*: 86-12-15, *Colleges and Universities*: 86-12-15

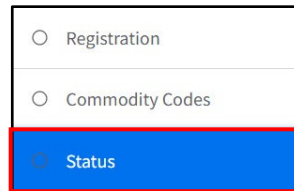
Note²: Repeat steps 13 - 16 to add additional commodity codes.

17. Click the **Next** button in the top right corner.



A screenshot of a navigation bar. It contains two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red box.

Status



☐ Registration

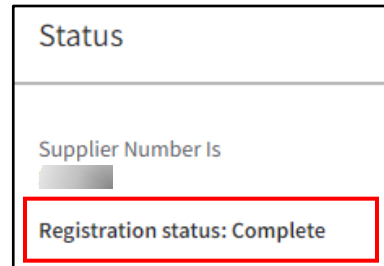
☐ Commodity Codes

☒ Status

18. Supplier registration is complete, and a **Supplier Number** is assigned.

Note: The Supplier record must go through the state's validation process, by the State Controller's Office. An email will be sent when the validation process is complete.

Note: If registration status is incomplete, ensure a commodity code or codes has been entered.



Status

Supplier Number Is

Registration status: Complete

Registration Incomplete

Result

Supplier registration is complete and the supplier can begin using the portal.

Recover User Name

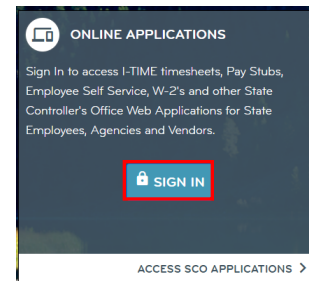
Luma Role: Supplier

Reason: Recover a forgotten user name.

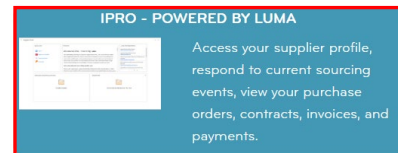
1. Access **IPRO** via the **State of Idaho Controller's Office** website at www.sco.idaho.gov.



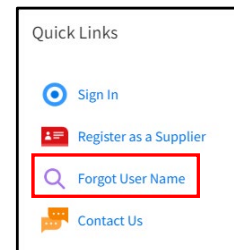
2. Click the **SIGN IN** button in the **ONLINE APPLICATIONS** box.



3. Select **IPRO – POWERED BY LUMA** option from the menu.



4. Click **Forgot User Name** in the **Quick Links** menu.



5. Enter the required fields on the **Forgot User Name** pop-up.
 - Email Address
 - Confirm Email Address

Note: Must be the email you registered with.

6. Click **Submit**.

Note: An email with the User Name will be sent to your email address inbox.

A screenshot of the 'Forgot User Name' form. It has two input fields: 'Email Address' and 'Confirm Email Address', both with red borders. Below the fields is a message: 'We will send your User Name to you.' At the bottom are two buttons: 'Cancel' and 'Submit' (highlighted with a red border).

Result

Your User Name has been recovered.

Reset Password

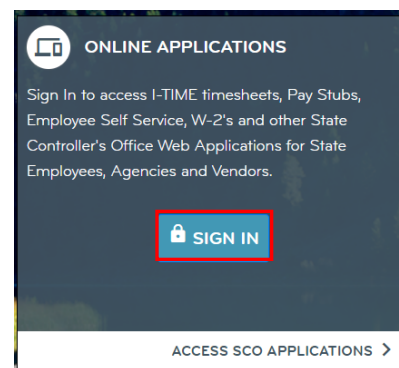
Luma Role: Supplier

Reason: Reset a forgotten password.

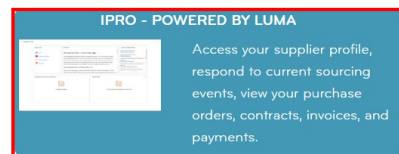
1. Access **IPRO** via the **State of Idaho Controller's Office** website at www.sco.idaho.gov.



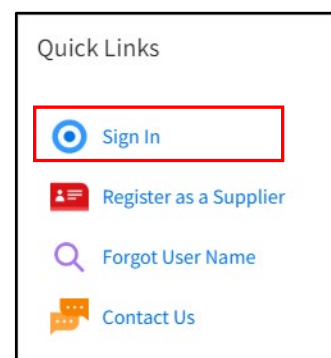
2. Click the **SIGN IN** button in the **ONLINE APPLICATIONS** box.



3. Select **IPRO – POWERED BY LUMA** option from the menu.

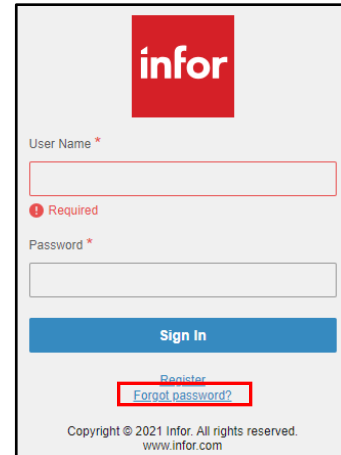


4. Click **Sign In** in the **Quick Links** menu.



5. Click **Forgot password?** on the login page.

Note: If a User Name automatically populates, delete User Name and tab out of the field or an error will occur.

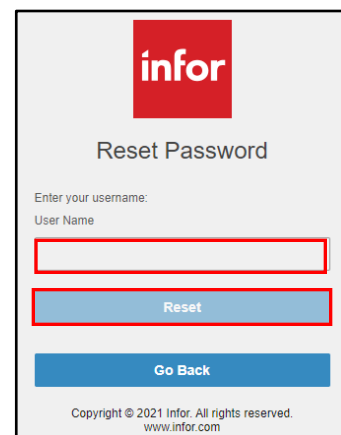


The screenshot shows the Infor login page. At the top is the Infor logo. Below it are two input fields: 'User Name *' and 'Password *'. A red box highlights the 'Forgot password?' link located below the password field. At the bottom, there are links for 'Register' and 'Forgot password?'. The footer contains the copyright notice: 'Copyright © 2021 Infor. All rights reserved. www.infor.com'.

6. Enter **User Name**.

7. Click **Reset**.

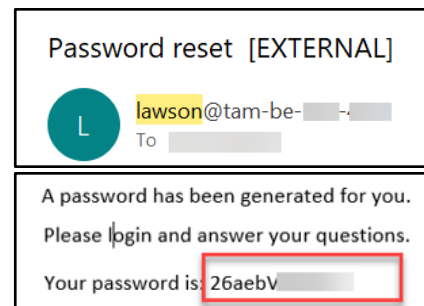
Note: You will receive this message “Instructions will be sent to your email if the user name is valid.”



The screenshot shows the Infor Reset Password page. At the top is the Infor logo. Below it is the title 'Reset Password'. There is a label 'Enter your username:' followed by a 'User Name' input field. A red box highlights the 'Reset' button. Below it is a 'Go Back' button. The footer contains the copyright notice: 'Copyright © 2021 Infor. All rights reserved. www.infor.com'.

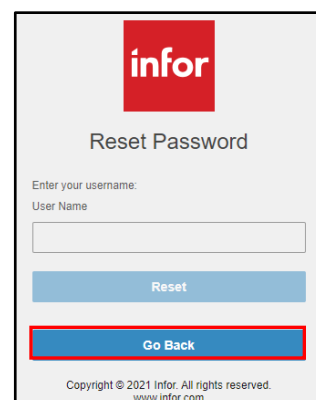
8. The temporary password email will be from “Lawson”.

Note: If you do not receive the email, check your junk or spam folders, or contact your IT department.



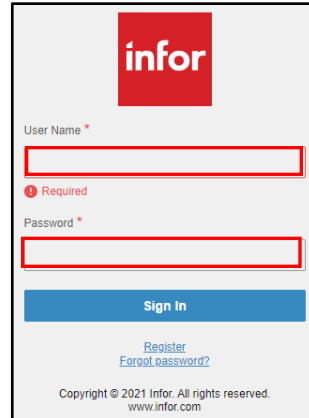
The screenshot shows an email titled 'Password reset [EXTERNAL]'. It features a circular profile picture with the letter 'L' and the email address 'lawson@tam-be-'. Below the email address is the word 'To'. The body of the email states: 'A password has been generated for you. Please login and answer your questions. Your password is: 26aebV'. A red box highlights the temporary password '26aebV'.

9. Return to Supplier Portal and click **Go Back** to return to the login screen.



The screenshot shows the Infor Reset Password page. At the top is the Infor logo. Below it is the title 'Reset Password'. There is a label 'Enter your username:' followed by a 'User Name' input field. Below it is a 'Reset' button. A red box highlights the 'Go Back' button. The footer contains the copyright notice: 'Copyright © 2021 Infor. All rights reserved. www.infor.com'.

10. Enter **User Name** and **temporary Password**.

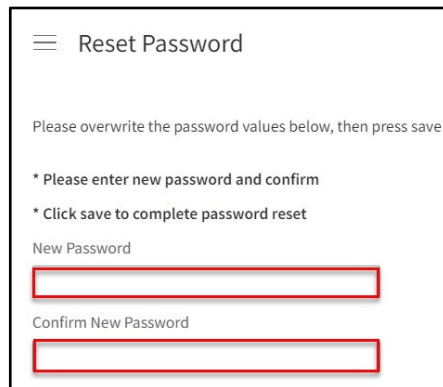
The image shows the Infor login interface. At the top is the Infor logo. Below it, there are two input fields: 'User Name *' and 'Password *'. The 'Password *' field has a red 'Required' indicator. Below the fields is a blue 'Sign In' button. At the bottom, there are links for 'Register' and 'Forgot password?'. A copyright notice at the very bottom reads 'Copyright © 2021 Infor. All rights reserved. www.infor.com'.

11. Enter your new password in the following fields.

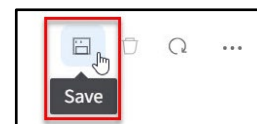
- New Password
- Confirm New Password

Note:

- Password Must Contain
 - A minimum of fourteen (14) characters
 - One (1) UPPERCASE character
 - One (1) lower case character
 - One (1) number
- Password Cannot Contain
 - Four (4) consecutive characters
 - Five (5) consecutive characters from User Name
 - Any of the previous twenty-four (24) passwords

The image shows the 'Reset Password' form. It has a title bar with a hamburger menu icon and the text 'Reset Password'. Below the title, it says 'Please overwrite the password values below, then press save'. There are two asterisked instructions: '* Please enter new password and confirm' and '* Click save to complete password reset'. Below these are two input fields: 'New Password' and 'Confirm New Password'. Both fields have red borders.

12. Click the **Save** icon in the upper right-hand corner.



Result

Your password has been reset.

Add a New Contact(s)

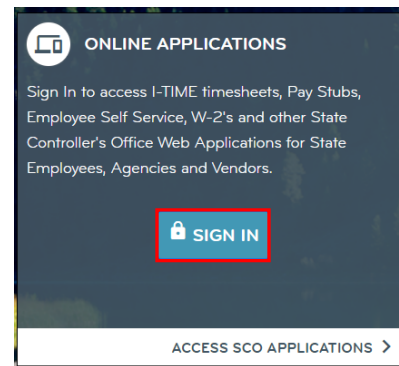
Luma Role: Supplier

Reason: A Supplier needs to add contact(s) to their Supplier Portal account after registration is complete.

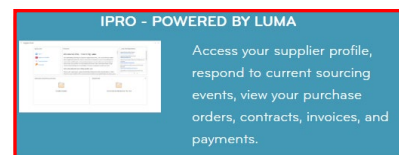
19. Access **IPRO** via the **State of Idaho Controller's Office** website at www.sco.idaho.gov.



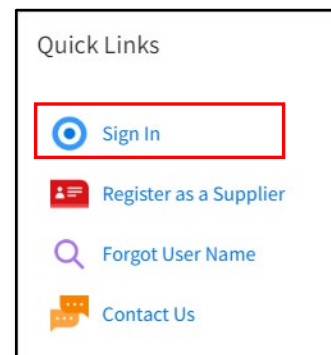
20. Click the **SIGN IN** button in the **ONLINE APPLICATIONS** box.



21. Select **IPRO – POWERED BY LUMA** option from the menu.



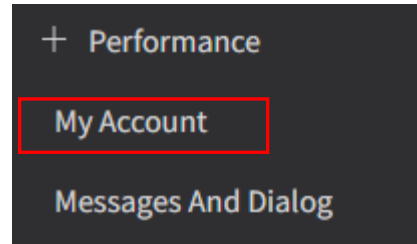
22. Click **Sign In** in the **Quick Links** menu to log into your account.



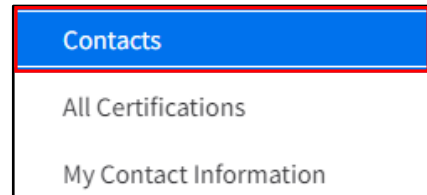
23. Click the **toggle menu** icon beside **Supplier Portal** if the left menu is not showing.



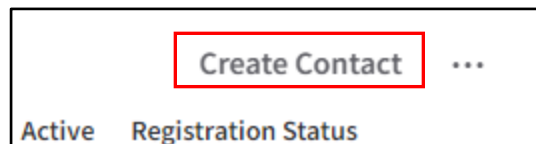
24. Select **My Account** from the menu.



25. Select **Contacts** on the **Account Information** page.



26. Click **Create Contact** in the **Additional Contacts** section.



27. Complete the following *required* fields on the **Contact Information** page:

- User Name – user's email address (**Note¹**)
- Password – TEMPpassword01 (**Note²**)
- Confirm Password – TEMPpassword01
- First Name
- Last Name
- Main Phone Number
- Email Address

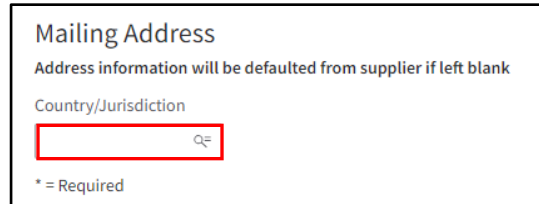
Note¹: User Name must be all lowercase letters and without spaces.

Note²: User will be required to do a password reset at initial login.

A screenshot of the 'Contact Information' page. The page has a header with 'Contact Information', 'Previous', and 'Next' links. Below the header is a paragraph: 'Enter information for other contacts in your company. These contacts can respond to events, and have additional user names and passwords.' The form contains several input fields: 'User Name *', 'Password *', 'Confirm Password *', 'Title', 'First Name *', 'Last Name *', 'Country/Jurisdiction Code', 'Phone Number *', 'Extension', 'Mobile Country/Jurisdiction Code', 'Phone Number', 'Sms Enabled' (checkbox), 'Fax Country/Jurisdiction Code', 'Phone Number', 'Extension', and 'Email Address *'. The 'User Name *', 'Password *', 'Confirm Password *', 'First Name *', 'Last Name *', 'Phone Number *', and 'Email Address *' fields are highlighted with red boxes. At the bottom right, there is a checkbox labeled 'Receive Email Notification' which is checked.

28. Scroll down and enter **Country/Jurisdiction** in the **Mailing Address** section.

Note: If left blank, address information will be defaulted from supplier address.



Mailing Address

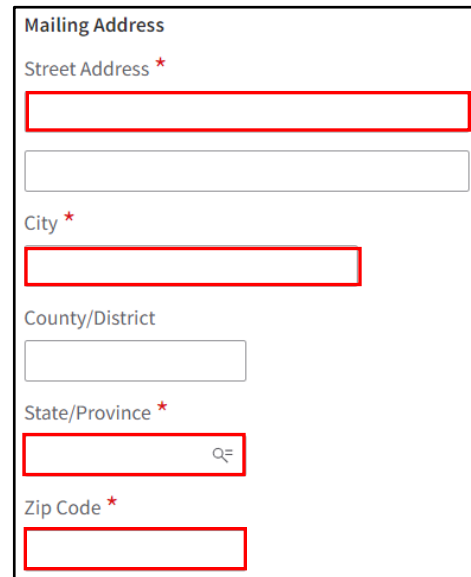
Address information will be defaulted from supplier if left blank

Country/Jurisdiction

* = Required

29. If **Country** is entered, complete the following *required* fields in the **Mailing Address** section:

- Street Address*
- City*
- State/Province*
- Zip Code*



Mailing Address

Street Address *

City *

County/District

State/Province *

Zip Code *

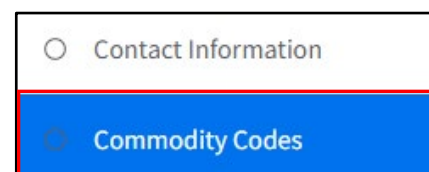
30. Click the **Next** button in the top right corner of the page.



Previous Next

Commodity Codes (Required)

- Used to send notifications regarding bidding opportunities
- For a description click [Commodity Codes](#).

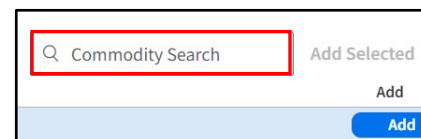


☐ Contact Information

☒ Commodity Codes

31. Enter a keyword in the **Commodity Search** field.

Hint: Individual or partial words will give you the best results.



Commodity Search Add Selected

Add

Add

32. Click **Enter** on your keyboard to see available *Commodity Codes*.

Note¹: To see additional Commodity Codes, click **more...** at the bottom of the list.

Note²: Utilize the + to expand each level and see the Commodity Codes included in that level.

The screenshot shows a hierarchical list of commodity codes. At the top, there is a checkbox followed by a '+' icon and the number '23'. Below this, another checkbox is followed by a blue link labeled 'more...'. A second, smaller window is shown below the first, displaying a '-' icon next to '23' and a '+' icon next to '23-10', indicating a collapsed and expanded state respectively.

33. Check the box to the left of the line(s) of the appropriate **Commodity Code(s)**.

34. Click the **Add** button.

The screenshot shows a table titled 'Available Commodity Codes'. It has a search bar with the text 'apples' and a close button. The table has two columns: 'Commodity Code' and 'Description'. The first row has a checkbox selected (highlighted with a red box), a '+' icon, and a blue 'Add' button (also highlighted with a red box). There are three more rows, each with an unchecked checkbox, a '+' icon, and a blue 'Add' button.

Note¹: Recommended Commodity Codes - *Cities and Counties*: 93-15, *School Districts*: 86-12-15, *Colleges and Universities*: 86-12-15

Note²: Repeat steps 13 - 16 to add additional commodity codes.

Registration Status

The screenshot shows a vertical menu with three radio button options. The first option is 'Contact Information'. The second option is 'Commodity Codes'. The third option, 'Registration Status', is selected and highlighted with a blue background and a red border.

35. Contact registration is complete.

Note: The Supplier record must go through the state's validation process, by the State Controller's Office. An email will be sent when the validation process is complete.

Note: If registration status is incomplete, ensure a commodity code or codes has been entered.

The screenshot shows a page titled 'Registration Status' with 'Previous' and 'Next' navigation links. A red box highlights the text 'Registration status: Complete'. Below this, a message reads: 'Congratulations! Your account has been set up and you will now receive email notifications of events related to commodity codes for which you registered. You can respond to those events through this account. Select Home or any menu item to proceed.'

Registration Incomplete

Result

New contact registration is complete and the contact can begin using the portal.

Commodity Code Description

A commodity code is required to complete your registration. They are used to send notifications regarding bidding opportunities. Notifications are based on the selection of one or more commodity codes. Below is guidance on how to select commodity codes:

- Commodity codes are needed to describe goods and services an entity provide.
 - Be sure to select *all* appropriate codes based on the goods or services your entity provides.
- Public entities are recommended to use the following commodity codes
 - Cities and counties: 93-15 (Public administration and finance services)
 - School districts: 86-12-15 (Elementary and secondary schools)
 - Colleges and Universities: 86-12-17 (University and colleges)
 - Select any other specific or general commodity code(s) to receive notifications on bidding opportunities.
- There are many commodity codes to select from. Commodity codes are hierarchal, where the highest-level code umbrellas over many other codes that relate to the top level. Expanding a code (click on + sign) will allow you to be very specific on what commodity codes(s) you choose to represent your business.
- Select the highest-level code without expanding to select all categories of codes that reside under it.

Example 1 – Notifications by selecting a lower level

1. User expanded commodity code 56 Furniture and Furnishings (highest-level)
2. User expanded commodity code 56-10 Accommodation furniture (next level)
3. User expanded commodity code 56-10-15 (next level)
4. User selected commodity code 56-10-15-04 by checking the box to the left and clicking the Add button.
 - The user will now receive event notifications for the following commodity codes
 - 56-10 Accommodation furniture
 - 56-10-15 Furniture
 - 56-10-15-04 Chairs

<input type="checkbox"/>	— 56	Furniture and Furnishings	Add
<input type="checkbox"/>	— 56-10	Accommodation furniture	Add
<input type="checkbox"/>	— 56-10-15	Furniture	Add
<input type="checkbox"/>	56-10-15-01	Stands	Add
<input type="checkbox"/>	56-10-15-02	Sofas	Add
<input type="checkbox"/>	56-10-15-03	Coat racks	Add
<input checked="" type="checkbox"/>	56-10-15-04	Chairs	Add
<input type="checkbox"/>	56-10-15-05	Entertainment centers	Add
<input type="checkbox"/>	56-10-15-06	Futons	Add
<input type="checkbox"/>	56-10-15-07	Bookcases	Add
<input type="checkbox"/>	56-10-15-08	Mattresses or sleep sets	Add
<input type="checkbox"/>	56-10-15-09	Dressers or armoires	Add
<input type="checkbox"/>	56-10-15-10	Partitions	Add
<input type="checkbox"/>	more...		

Reminder: You may need to click **more...** to see additional commodity codes.

Example 2 – Notifications by selecting the highest level

1. User expanded commodity code 56 Furniture and Furnishings
2. User selects 56, Furniture and Furnishings
 - The user will now receive event notifications for the following commodity codes:
 - 56 Furniture and Furnishings
 - Every commodity code below 56 Furniture and Furnishings
 - Ex: 56, 56-10, 56-10-15, 56-10-15-01, 56-10-15-02, etc.

<input checked="" type="checkbox"/>	— 56	Furniture and Furnishings	Add
<input type="checkbox"/>	— 56-10	Accommodation furniture	Add
<input type="checkbox"/>	+ 56-10-15	Furniture	Add
<input type="checkbox"/>	+ 56-10-16	Outdoor furniture	Add
<input type="checkbox"/>	+ 56-10-17	Office furniture	Add
<input type="checkbox"/>	+ 56-10-18	Baby and toddler furniture and accessories	Add
<input type="checkbox"/>	+ 56-10-19	General furniture parts and accessories	Add
<input type="checkbox"/>	+ 56-11	Commercial and industrial furniture	Add
<input type="checkbox"/>	+ 56-12	Classroom and instructional and institutional furniture and	Add
<input type="checkbox"/>	+ 56-13	Merchandising furniture and accessories	Add
<input type="checkbox"/>	+ 56-14	Decorative adornments	Add

Reminder: You may need to click **more...** to see additional commodity codes.

Images shown are for illustration purposes only and may not be an exact representation of the product due to the environment in which they were captured. In addition, interfaces (colors, message locations, etc.) may vary based on user preferences.

Date (08/29/23)

Version 1

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